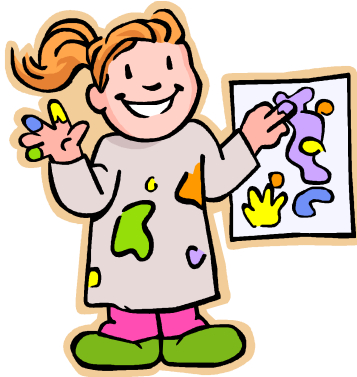


# Saleeby-Fisher YMCA, East Branch



## Welcome to our Childcare Program

It is the policy of the Saleeby-Fisher YMCA to provide quality child care services for infants, pre-school and/or school age children while parents are participating in YMCA programs. The purpose of this program is primarily temporary care.

Each child is regarded as a unique individual who needs to be understood, guided, encouraged, and appreciated. The program will offer custodial care, socialization opportunities and recreational activities for periods up to two hours.

## What You Should Know PARENTAL/GUARDIAN RESPONSIBILITIES

1. The YMCA strives to have quality programs, as well as safe programs. To ensure safe programs the YMCA uses the stated ratios below:

### Nursery:

6 weeks – 9 months	1 staff to 2 infants
9 months – 5 years (not in school)	1 staff to 10 children

### Child watch

5 years (in school) – 10 years	1 staff to 15 children
	2 staff to 30 children

2. They YMCA can only accommodate 2 infants at any given time and a maximum number of 5 older children, giving a total number of 7.

2 staff	2 infants & 5 older children	total number of 7
2 staff	1 infant & 8 older children	total number of 9
2 staff	0 infants & 20 older children	total number of 20
1 staff	2 infants & 0 older children	total number 2
1 staff	1 infant & 3 older children	total number 4
1 staff	0 infants & 10 older children	total number 10

**The YMCA will make every attempt to call in additional staff if more children are expected.**

3. The YMCA has a strict 2 consecutive hour limit on Nursery & Child watch attendance. If parents wish to reuse YMCA Nursery & Child watch in the same day, there must be a 2 hour intermission from sign out time and a 4 hour maximum per day.
4. Any parent leaving a child in the Nursery & Child watch beyond the 2 consecutive hour limit or 4 hour maximum per day may be charged for time and refused services. To be determined by Executive Director.
5. Parent(s) or guardian(s) must be in the building the entire time the child is left in the Child Care area. If a parent leaves the building to use the outdoor track or the soccer fields, a cell phone number must be provided.
6. Parents will be contacted immediately if their child becomes upset, ill, or distraught.
7. Children must be signed in upon arrival and signed out when departing. The time of arrival and the time of departure should be noted on the sign in/out roster. If someone other than parent signing in is to pick up the child it must be authorized when signing in. Please inform staff of your child's presence and introduce them. **FOLLOW SIGN-IN/SIGN-OUT PROCEDURES**
8. Parents are responsible for bringing an adequate supply of diapers, wipes, change of clothes, and any food items that child might need for the duration of their stay in the Nursery.
9. Due to the number of children participating in the Nursery program at any given time, it is not always possible for staff to maintain a child's potty-training schedule.
10. Parents should label all personal items brought into the nursery.

## **Sign-In/Sign-Out Procedures**

1. Each parent or guardian must sign child in and out of Nursery & Child watch each visit.
2. Parent/Guardian must sign-in child then take a number that corresponds with the number on the sign-in sheet. Then write the number on a label and stick it to your child. This number will be presented back to the staff upon picking your child up. Please inform staff of your child's presence and introduce them.
3. The parent/guardian that signs-in a child must be the same parent/guardian that signs the child out.

4. Parent(s)/Guardian(s) can also use labels, which will be provided, to mark bags, cups, snacks, etc. In order to ensure that the correct child gets the correct stuff we ask that you write the number on the label.

## Physical Safeguards

1. It is the policy of the Saleeby-Fisher YMCA to meet all applicable State and local regulations regarding fire, health, building codes, sanitation and licensing.
2. The facility will be cleaned and disinfected, with trash removed twice daily. Staff will be required to disinfect toys once a week.
3. There will be adequate and accessible rest room facilities. Staff will provide supervision in the bathroom.
4. The air conditioning, heating and ventilating system will be maintained in good operating condition. Staff is not to adjust thermostat controls.
5. All electrical outlets, not in use, will be covered with safety caps. Electrical outlets in close proximity to water will be equipped with Ground Fault Interrupters (GFI).
6. Sprinklers, fire extinguishers and smoke detectors will be easily accessible, inspected and tested at least twice a year.
7. An emergency evacuation plan will be established and posted at exit doors in each room including:
  - a. Visible illuminated or phosphorescent exit signs
  - b. Stairways will be illuminated and have secure hand rails
8. All windows will be protected for safety and security.
9. Space will be provided for playing, resting, and other age appropriate indoor activities and for equipment storage.
10. All chemicals and cleaning products will be kept in locked cabinets, inaccessible to children.
11. First aid kits, fully stocked including surgical gloves, will be easily accessible.

## Selection, Training, and Supervision of Staff

The quality and effectiveness of YMCA services to children are directly related to the skills and personal characteristics of staff and volunteers. Recruiting, selecting, training,

supporting and supervision of staff are essential components that collectively secure the integrity of childcare programs.

It shall be the policy of the Saleeby Fisher YMCA to:

1. Attract, hire, train, supervise and support the most qualified staff. All staff will meet applicable local and state regulations relative to background, training and prior experience as a child care employee.
2. Each staff member must complete an application and provide references prior to employment. The following information will be maintained in a confidential file.
  - Criminal Record Check
  - Child Care Training
  - Child Abuse Prevention Training
  - Emergency Procedure Training
  - Drug Testing
  - CPR / First Aid Training & Certification
  - Confidentiality Statement
3. Staff will be trained in First Aid, Cardio Pulmonary Resuscitation (CPR), AED, and Blood borne Pathogens awareness. There will be at least one (1) trained person available within the childcare program at all times it is in operation.
4. All staff will be trained to recognize signs of possible child abuse and procedures to follow for suspicion of abuse.

## **Staff Relationships with Children**

1. The relationship between YMCA staff or volunteers and children in child care programs shall remain professional at all times.
2. Staff members will not be alone with a child in an area or location where they cannot be observed by other staff or adults. (If there is one employee, a door will be open).
3. At no time will children be left unsupervised.
4. Staff members may not initiate contact with or accept supervisory responsibility for YMCA participant children outside approved YMCA activities.
5. Staff members providing direct care for children will wear an identification badge/name tag.

## **Nursery & Childwatch Discipline Procedure**

1. Remove child from current activity and positively redirect in a different activity.

2. Time out – Not to exceed 5 minutes. (Length dependent upon age.)

If a child is habitually disruptive, the YMCA will locate the parent(s) for immediate pick-up from the child care program.



## Health Policy

1. A daily health inspection for any observable signs of illness will be made by the staff.
2. Any child with an infectious or contagious disease (i.e. conjunctivitis [pink eye], measles, mumps, chicken pox, tuberculosis, viral flu, impetigo, and lice, etc.) shall not attend the child care program.
3. Any child who becomes ill while in the child care program and/or is suspected of having an infectious or communicable disease shall be separated from the other children until the parent or other authorized person comes for the child. That child shall not return to the program until the disease is cured, or has been diagnosed by a physician or authorized health professional as not being infectious or contagious.
4. Any child attending the program must be able to participate in regularly scheduled daily activities.
5. Medications will **NOT** be dispensed in the child care program.
6. The child care staff and/or director may refuse to admit any child who is suspected of having any infectious or contagious diseases to the center.
7. If a child is injured, the child care staff in charge will take necessary steps to obtain emergency medical care. These steps may include but are not limited to:
  - Contacting parent, guardian, or family physician
  - Calling an ambulance or paramedic

- Once emergency medical care has been administered, staff will file an incident report with the Director.



## 8. Hours of Operation

### Nursery Times

6 weeks – 5 years (not in school)

<b>Monday-Thursday</b>	<b>8:00 a.m. – Noon</b> <b>4:00 p.m. – 9:00</b>
<b>Wednesday</b>	<b>4:00 p.m. – 8:00</b>
<b>Friday</b>	<b>8:00 a.m. – Noon</b> <b>4:00 p.m. – 7:00 p.m.</b>
<b>Saturday</b>	<b>8:00 a.m. – Noon</b>

### Childwatch Times

5 years (In School) – 10 years

<b>Monday-Thursday</b>	<b>8:00 a.m. – Noon</b> <b>4:00 p.m. – 9:00</b>
<b>Wednesday</b>	<b>4:00 p.m. – 8:00</b>
<b>Friday</b>	<b>8:00 a.m. – Noon</b> <b>4:00 p.m. – 7:00 p.m.</b>
<b>Saturday</b>	<b>8:00 a.m. – Noon</b>
<b>Summer &amp; School Holidays</b>	<b>8:00 a.m. – Noon</b>

**\*\*We follow the Rowan Salisbury School System Calendar\*\***

# CHILD INFORMATION SHEET

Child's Name: \_\_\_\_\_ Birthday: \_\_\_\_\_

Allergies: \_\_\_\_\_

Medical Conditions: \_\_\_\_\_

Special Fears: \_\_\_\_\_

Eating Schedules: \_\_\_\_\_

Other information: \_\_\_\_\_

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I hereby acknowledge that I have received the Saleeby-Fisher YMCA, East Rowan Branch, Nursery & Childwatch Handbook and have read and understand its provisions.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

PLEASE CONTACT SARAH ZANDER, FAMILY SERVICES DIRECTOR, WITH ANY QUESTIONS OR CONCERNS. 704-279-1742 OR SZANDER@ROWANYMCA.ORG