
Family Model Handbook Instructions Center-Based

CCA For Social Good™ (“CCA”) has developed this material as a model for your program’s Family Handbook. This handbook contains many of the most important policies your program needs to address. **It will require your review and revision in order to reflect your program’s policies, procedures and culture, and to comply with applicable federal, state, and local law.**

NOTICE

The content of this model handbook is not all-inclusive. It is provided to help you get a jumpstart on creating a Family Handbook specifically for your program. Items marked in red vary widely and should be reviewed carefully prior to adoption.

You should modify or withdraw policies and procedures within this handbook in accordance with your program’s policies, goals, and objectives.

After you create your program’s Family Handbook be sure to have it reviewed by qualified employment law counsel to make sure it is in compliance with applicable federal, state, and local law. That review by your counsel should be updated from time to time. CCA may update this model family handbook from time to time, but is not obligated to do so.

This model handbook was prepared by, and is the property of, CCA. CCA is the creator of the material contained herein, and it is protected under federal and state intellectual property law. CCA provides the handbook to CCA’s licensees. The use of the handbook is subject to the terms of the user’s license with CCA. The right to use the handbook terminates upon termination of the user’s license with CCA. CCA hereby grants the right to use the handbook to authorized licensees of CCA’s licensee, subject to the same conditions.

This model handbook was last reviewed June, 2016.

PREPARING THIS HANDBOOK FOR DISTRIBUTION

- **Save a copy** of this handbook onto your computer.
- **This entire handbook is editable and you should review every sentence to make sure you are in agreement.** Red sections indicate areas where you should pay particular attention as you will typically be required to make choices and/or input information. **Red text indicates nationally recognized policy that you may keep, modify or delete. Red text may also indicate descriptive prompts for your program's specific content. Modify red sections** to reflect your program's specific rules and procedures by simply clicking on the text. Be sure to change the font color to black after revising the text. (Highlight the **red text**, right click the mouse button once, choose **Font**, make **Font Style = Regular** and **Font Color = Black** and click **OK**.)
- Text between **[brackets]** are prompts for your program's specific information; simply click and type the revised content.
- **SAVE your work** frequently. (Click on **File** and then **Save As**. It's helpful to add the date and your initials to the saved file.)
- **Customize the handbook** by adding your program's name. If you follow the instructions below, the words "Early Childhood Education Program" which appear in green throughout the document will automatically be replaced with your program's name all at one time.

For Microsoft Word 2010:

- Go to the Title page, click on the Title
- Under the **Home** ribbon, select **Replace**
 - In the Replace screen, enter the following:
 - Under **Find What**, type (case sensitive): **Early Childhood Education Program**
 - Under **Replace With**, type (without the brackets): [the name of your Program]
 - Click **Replace All**. A pop-up screen will appear stating you have replaced the text.
 - Click on **OK**. Click on **Close** in the *Replace* window.

For Microsoft Word 2007 and older:

- Go to the Title Page, click on the Title.
- On the Menu Bar, click **Edit**.
- From the drop down, choose **Replace**.
- In the Replace screen, enter the following:
 - Under **Find What**, type (case sensitive): **Early Childhood Education Program**
 - Under **Replace With**, type (without the brackets): [the name of your Program]
 - Click **Replace All**. A pop-up screen will appear stating you have replaced the text.
 - Click on **OK**. Click on **Close** in the *Replace* window.
- You may **add your logo** to the Title Page of the handbook.
 - Go to the Title Page.
 - To add, click on [Click here to insert your Program's Logo here or delete].
 - Click on **Insert** on the Menu Bar.
 - From the drop down, choose **Picture**.
 - From the picture drop down, choose **From File**.
 - Locate your logo on your computer and click **Insert**. Your logo will appear on the page.

If you do not want to add a logo.

- Go to the Title Page of the handbook.
- Click on [Click here to insert your Program's Logo here or delete].
- Click the right mouse button once.
- Choose **Cut**.

Modify the “Welcome” page with your personalized welcome letter to the family, your program’s name and your name.

- **Add your signature.**
- **Delete procedures** you do not wish to include in your handbook.
- **Delete** the instructions pages.
- **Add other procedures** you may have established that are not covered within these pages.
- Update the Table of Contents after any revisions are made to the document.
 - To update, click the right mouse button once anywhere within the body of the Table of Contents, select **Update field**, select **Update entire table**, and click on **OK**. Your table now reflects the changes you’ve made to your document and automatically puts in the correct page numbers.
- **Update the font colors** throughout the handbook.
 - Go to the Title Page, click on the Title click on **Edit** on your menu bar, **Select All**.
 - Click on **Format** on your menu bar, select **Font**.
 - Under **Font Color**, choose **Black**.
- Review the completed handbook with an attorney in your state to ensure all the state, federal, and local laws have been considered.



Pocono Family YMCA

FAMILY HANDBOOK

2020-2021 School Year



WELCOME

Welcome to the Pocono Family YMCA! This handbook has been written to provide basic information to our parents. We believe communication is the key to building a positive relationship between center and home. Especially in these COVID 19 times. So please do not hesitate to communicate your thoughts to any of our staff. We are requesting that all parents download the **Remind app** and join the class that your child attends to make communicating more streamline. Here are the codes for the different groups we are serving:

- **LCC- @ 2021lcc**
- **Stroudsburg Area School District- @ 2021stro**
- **East Stroudsburg Area School District- @ 2021easts**

Mission, Values and Cause

Why We Do What We Do- The YMCA Mission

“To put Christian principles into practice through programs that build a healthy Spirit, Mind, and Body for all.” We have a well-balanced program that fits the needs of children according to their age as well as physical, educational, emotional and social growth. Children are natural learners. Their requirements for optimum childhood growth are as follows: a good self-image, a stimulating environment, direct experiences with objects and people, the opportunity to make changes and loving, caring caregivers. The Pocono Family YMCA provides all of these things, plus much more. Every child participates in a combination of structured and non-structured activity time. We utilize an integrated curriculum that will best promote the child’s intellectual, physical, social and emotional development. The YMCA childcare team helps children grow personally, clarify values, improve personal and family relationships, appreciate diversity, become better leaders and supporters, develop specific skills and of course, have fun!

Thank you for choosing **the Pocono Family YMCA**. We look forward to providing your child with a caring and enriching environment.

Sincerely,

Nicole Miller

Childcare Director

570-421-2525 Ext. 125 childcaresupervisor@poconoyymca.org

Pocono Family YMCA

TABLE OF CONTENTS

ABOUT US	1
Commitment to Quality	1
Goals of the Child Care Program	1
Definition of Family	2
Hours of Operation	2
Holidays	2
Admission & Enrollment	2
Inclusion	2
Non-Discrimination	3
Family Activities	3
Confidentiality	3
Staff Qualifications	4
Child to Staff Ratios	4
Communication & Family Partnership	4
Open Door Policy	5
Publicity	5
CURRICULA & LEARNING	5
Learning Environment	5
Curricula & Assessment	6
Outings and Field Trips	6
Transitions	6
Transition from home to center	7
Transition between learning programs	7
Transition to elementary school	7
Transition for before/after school care	7
Electronic Media	7
Multiculturalism	7
Rest Time	8
GUIDANCE	8
General Procedure	8
Challenging Behavior	8
Notification of Behavioral Issues to Families	9
TUITION AND FEES	10
Payment	10
Late Payment Charges	11
Returned Checks/Rejected Transaction Charges	11
Late Pick-up Fees	11
Special Activity Fees	11
Additional Fees/ Credits	11
ATTENDANCE & WITHDRAWAL	12
Absence	12
Vacation	12
Withdrawal	12
Transfer of Records	12
Closing Due to Extreme Weather	12
DROP-OFF AND PICK-UP	13
General Procedure	13
Cell Phone Usage	13
Authorized & Unauthorized Pick-up	13
Right to Refuse Child Release	14
PERSONAL BELONGINGS	14
What to Bring	14
Lost & Found	14

Toys from Home	14
NUTRITION	15
Foods Brought from Home	15
Food Prepared for or at the Center.....	15
Food Allergies	15
Meal Time	15
Children 24 Months and Older.....	15
School Aged Participants.....	16
HEALTH	16
Immunizations.....	16
Physicals.....	16
Illness.....	16
Allergy Prevention.....	17
Medications.....	17
Communicable Diseases.....	18
SAFETY.....	18
Clothing.....	18
Extreme Weather and Outdoor Play.....	19
Communal Water-Play.....	19
Injuries	19
Biting	19
Respectful Behavior.....	19
Smoking.....	19
Prohibited Substances.....	20
Dangerous Weapons	20
Child Custody.....	20
Suspected Child Abuse	20
EMERGENCIES.....	20
Lost or Missing Child	20
Fire Safety.....	20
Emergency Transportation	21
CENTER POLICIES	21
FAMILY ACTIVITIES	18

ABOUT US

Commitment to Quality

The Y believes fully in the Creative Curriculum learning approach and has built its program around this philosophy. Based on childhood development theory and research, the Creative Curriculum philosophy supports an active learning process- one centered around hands on learning rather than lecture. From the creative Curriculum website, this is what parents can expect from the high quality program the Y provides for children.

1. Child development curriculum
2. Low child to staff ratios/group sizes
3. Staff trained in early childhood development
4. Supervisory support and in- service training
5. Parents involved as partners
6. Sensitivity to the non-educational needs of children and families
7. Developmentally appropriate evaluation procedures

Goals of the Child Care Program

1. To provide quality care for children
2. To help children develop to their fullest potential, focusing on:
 - Providing a variety of developmental experiences
 - Creating an atmosphere that provides care, understanding, creativity, and challenges
 - Providing each child with a sense of self- awareness and confidence
 - Encouraging interpersonal experiences
 - Developing physical skills
 - Teaching good health and nutrition
 - Developing language skills, both receptive and expressive
3. To support and strengthen the family unit, focusing on:
 - Helping families balance work and family life
 - Providing quality programming for their children
 - Improving children's abilities to work and play together
 - Increasing the child's sense of community with their peers and family
4. To deliver the program in a positive environment of safety, support, care, and challenging activities focusing on:
 - The safety of all children
 - Giving all children the opportunity to engage in challenging activities
 - Focusing their energy on positive experiences
 - Having all children feel cared about and special
 - Broadening the community , national and world understanding of children
 - Experiences that foster exposure to ethnic, cultural, and age diversity.

The Y is licensed by the Department of Public Welfare and the Office of Child Development and Early Learning. The current regulations are available at each location.

Regulations are subject to interpretation of the assigned licensing representative and the Y makes every effort to comply. Do not hesitate to speak to the Site Director if you have questions about regulations.

Definition of Family

In this handbook, we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

Hours of Operation

Child care services are provided from 6:30 AM to 6:30 PM Monday through Friday.

School age care will also be conducted at these times at all three locations;

YMCA Main St, JM Hill Elementary and East Stroudsburg Elementary

The 2020-2021 school year will be quite different. We will work with parents and the schools to provide a safe and stable place for the children to go before and after school, and will help support them with their remote/cyber learning. Our staff will help with homework, online learning, as well as providing time for crafts, gym and playground. We will continue to help the children learn how to work with other children to become a team, while social distancing and staying safe.

On days when there is no school, care is offered at the YMCA on Main St for children registered in this program. Care is available from 6:30 AM to 6:30 PM on days that the school is closed due to inclement weather (weather permitting) or teacher in-service and parent- teacher conferences at an additional fee.

Holidays

We are closed for certain holidays: New Year's Day, Memorial Day, and July 4th, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day

There will be early closings on New Year's Eve

Admission & Enrollment

A registration packet must be completed. A physical and immunization record needs to be provided. In order to finalize the registration, an appointment needs to be made with a Childcare Manager. The membership fee and first tuition payment must be paid prior to your child's first day of attendance.

A monthly Membership fee of \$12, per child, is due each month. This fee is non-refundable. If you do not have a current membership with the Y, your childcare will be suspended until your membership is current.

Based on the availability and openings, and due to COVID 19, our facility is only admitting children from 3 to 12 years of age.

Children are admitted without regard to race culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

Inclusion

The Y believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

The YMCA supports the U.S. Departments of Health and Human Services (HHS) and Education (ED) definition of inclusion; as including children with disabilities in early childhood programs, together with their peers without disabilities; holding high expectations and intentionally promoting participation in all learning and social activities; facilitating individualized accommodations; and using evidence-based services and supports to foster development (cognitive, language, communication, physical, behavioral, and social-emotional), friendships with peers and a sense of belonging. This applies to all young children with disabilities, from those with the mildest disabilities to those with the most significant disabilities. Additionally, including all children requires thoughtful planning and partnerships. Many individuals and programs, at both the state and local levels, must partner together to ensure successful inclusive opportunities are available. Partnerships between families and professionals are critical. All families of young children have many insights, perspectives, resources, and experiences to share with those who provide early childhood education to their children.

If your child has an identified special need, reasonable accommodations will be made to care for children with disabilities. These accommodations may include, but are not limited to assigning the child to another group with supporting documentation from a primary healthcare provider, adding additional staff when supplemental funding can be secured, or making modifications to the environment, schedule, or staffing pattern as possible. If your child currently has an IEP/IFSP, it would be beneficial to share a copy of this plan with us so we can work together to ensure that the guidelines are put into practice. You do not have to provide this information if you do not wish to do so. An IEP Request Form will be provided.

Non-Discrimination

At **the Y** equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Family Activities

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. In the past and hopefully again, soon, we encouraged parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals. **However, due to COVID 19, we are following the Governor's orders and CDC recommendations by not participating in large gatherings (our family nights are suspended.) Additionally, we are minimizing the amount of additional people in our building.** We are looking forward to a time when we can all get together again!

Confidentiality

Information about any child in the program is confidential and will not be given to anyone without specific authority to access the records (parents, OCFS or social services if child is involved in a CPS report.) Should families request information be shared with schools, therapists, etc., Information will only be shared upon receipt of written permission from family.

Staff Qualifications

Our teachers are hired in compliance with the state requirements and qualifications as a base minimum. Prior to working with the children, our staff is screened through the following clearances: FBI fingerprinting, Child Abuse, State Police Criminal History, and National Sex Offender Registry. Typical staff certifications are as follows:

Position Title	Education/Certification	Experience
Group Supervisor	Bachelor’s Degree/Associate Degree With 30 hours in Child Development	1 year
Assistant Group Supervisor	HS Diploma 30 Credit Hours in Child Development	1 year
Assistant/Aide	High School Diploma	2 years

Caregivers participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, CPR and first aid and professionalism.

Per Pocono Family YMCA policy, we do not allow families to enter into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by the Y.

Child to Staff Ratios *Changes made due to COVID*

All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

Due to COVID 19, we are following CDC guidelines to create smaller, cohort groups with a **1 to 9 ratio** at all age levels. Once the guidelines are lifted, we will maintain the following standards for child to staff ratios:

Age	Child to Staff	Maximum Group Size
3 year-olds	<u>1 to 10</u>	<u>20</u>
4 year-olds	<u>1 to 10</u>	<u>20</u>
5 year-olds	<u>1 to 10</u>	<u>20</u>
6 to 8 year-olds	<u>1 to 12</u>	<u>24</u>
9 to 12 year olds	<u>1 to 15</u>	<u>30</u>

Communication & Family Partnership

Daily Communications. Daily notes from Pre-School and Pre-K staff will keep you informed about your child’s activities and experiences at the center. Notes will be placed into your child’s backpack at the end of the day. Additionally, communication through the Remind app is encouraged. Please be mindful of the time messages are sent- we want our staff to be well-rested.

Bulletin Boards. Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc. Being that there will be limited access due to COVID, we will post things on the Remind app.

Newsletters. Monthly newsletters provide center news, events, announcements, etc. These newsletters are available at the sign-in/sign-out desk for your taking.

Email/Remind app. We encourage you to provide an email address and join your child's class on the Remind app so that we may send you announcements, event invitations, newsletters and general updates.

Family Visits. Family participation is encouraged. However, at this time, we are not permitting extra people in our buildings in an effort to reduce the possibility of a spread. Upon our return to normal, we will encourage you to visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. Signing in is required for the safety and protection of our children. Each visitor must wear a visitor's badge while on premises and sign-out upon leaving.

Family Night. Due to COVID 19 we are not doing any large gatherings. However, upon our return to normalcy, family nights are scheduled on a regular basis. These nights include snacks, drinks and fun filled age-appropriate activities for families. Family Nights allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child's learning experience and connect with other families.

Conferences. Family & teacher conferences occur twice a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

Open Door Policy

We are delighted to have family members participate in our program. Due to COVID, the participation will need to be through communication.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

Publicity

Occasionally, photos will be taken of the children at the center for use within the center or on our website. Written permission will be obtained prior to use of photographs.

Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity.

CURRICULA & LEARNING

Learning Environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed

to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

Curricula & Assessment

The Y uses the Creative Curriculum. As part of this curriculum, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom so as to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources.

For information about your child's day, please see copies of daily schedules and lessons plans posted in each classroom.

Assessment information is gathered through observation, anecdotal records and more formal assessment tools such as the ASQ:SE-2: Ages and Stages Questionnaires. Although no single tool paints a complete picture of any child's development, our purpose is to begin to identify areas of strengths and weakness so that we can best serve each child- academically, socially and emotionally. The findings of our developmental checklist and other information will be shared twice a year at parent- teacher conferences. To coincide with curriculum-based assessment(s), we monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a collaborative one, involving parents/guardians and done in conjunction with the child's primary care provider and health, education, and early intervention consultants. Developmental screening is conducted with written consent from the child's parent/guardian(s).

Outings and Field Trips

Weather permitting; we conduct 30 minutes of supervised outdoor play and/or walking trips around the neighborhood at least 1 time a day for all children. Children are accounted for at all times. A permission statement for participation in walking trips is included in the registration packet

From time to time, there will be supervised field trips, and we encourage you to join your child on the trip. *Permission Slips* for each trip must be signed by the child's family.

For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child.

The safety of children and staff will be guarded in all activities of child care programs. Proper restraint systems (seat belts) and the correct use of them are critically important during travel to/from the child care program as well as during field trips.

Transitions

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced. Care Plans and other critical health information will be shared before your child transitions.

Transition from home to center

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

Transition between learning programs

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

Transition to elementary school

Transition activities such as a field trip to a local elementary school, creating a mural of special friends and special times at our center will be part of your child's education at our center. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

Transition for before/after school care

A registration must be completed and on file with the center in order to be eligible for this service. Children who are of school age may continue with before/after school care at our center. The center will provide staff to ensure that your child arrives at the bus stop for pick up (before school) and drop off (after school) in a timely manner.

Electronic Media

Our normal daily routine does not include electronic media (television/TV, video, DVD) viewing and computer use but from time-to-time, we may use a television show without advertisements as a teaching aid and discussion stimulator. All Electronic Media will be screened prior to use and will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world. Electronic Media will be offered only as a free choice, and used to meet a developmental goal.

Remote/Virtual Learning- The Pocono Family YMCA will support our families during this time of Hybrid or Remote/Virtual learning due to COVID 19. Children will be required to bring their own learning device, (computer or tablet) headphones and charger as well as any other materials needed for learning. The staff will monitor and facilitate their learning. YMCA staff is not responsible for the child's performance, but will try to support the child to the best of their ability.

****Electronic devices that are used for things other than remote/ virtual learning, such as cell phones and video games, are NOT PERMITTED. If you feel more comfortable with your child having a cell phone, they must stay turned off and stored in a backpack while at the YMCA. If a child repeatedly uses it, it will be taken away and given to the parent at pick up. Please contact Nicole with any concerns.**

The YMCA is not responsible for any lost, stolen or damaged property. Please label the items with your child's name to the best of your ability.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community.

Rest Time

After lunch, all children less than 5 years of age, participate in a quiet rest time. Children are not required to sleep and may be given quiet activities.

School age children, although not required, shall be provided an opportunity for a regular rest period if the child desires. For children who do not want to rest, a space and time for quiet play will be made available.

GUIDANCE

General Procedure

The Pocono Y is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Discipline Policy

The Pocono Family YMCA expects all participants to conduct themselves in a manner that reflects the character values of caring, honesty, respect, and responsibility. Any participant whose conduct is inconsistent with these values will be subject to disciplinary action, up to and including termination of their participation at the YMCA. The policy is not all-inclusive and other issues may result in disciplinary actions. The Pocono Family YMCA reserves the right to take disciplinary action based on what it deems appropriate in a given situation. The action taken will be considered on a case-by-case basis, including any past disciplinary cases. The Pocono Family YMCA reserves the right to change, alter, or abolish this policy at any time. We have created a discipline policy that reflects our philosophy of positive guidance with children. Our staff is encouraged and trained in positive reinforcements and redirection.

Challenging Behavior

Children are guided to treat each other and adults with self-control and kindness.

Each student at **the Y** has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Childcare Director.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the children and parents as the first step to understanding the child's individual needs and challenges.

Forms of disciplinary action may include:

Verbal Warning:

- Remind the participant of the YMCA's expectations and rules. Let them know of the rule or conduct they have violated. State what steps of discipline will follow if the action continues.
- Examples of violations: not following rules in a timely manner, rough play, or disruptive behaviors.

Redirection:

- Remove the participant from the current activity and have them do something different for 1 minute/year of age. Remind the participant of the YMCA's expectations and rules. Let them know the rule or conduct they have violated. State what steps of discipline will be if this action continues.
- Examples of violations: multiple verbal warnings or disrespect towards other children or staff.

Written Notice:

- A formal notice is documented on YMCA Behavior Report the participant's behavior. The parent/guardian is notified of this documentation, the paper is signed and a future action plan is arranged. The form is placed in the child's file and in the Behavioral Log.
- Examples of violations: reoccurring disregard for rules and/or code of conduct, foul language, or unwillingness to show genuine effort towards positive behavior.

Suspension (Please see policy below):

- The participant is not permitted to attend the program for a time set by the Childcare Director or Manager.
- Examples of violations: repeated written notices, running away, fighting, bullying, threatening, or theft.

Dismissal (Please see policy below):

- Participation in the Pocono Family YMCA's program is terminated and the participant is not permitted to return for the duration of program and could impact enrollment of a future program.
- Examples of violations: previous suspension, possession of a weapon or illegal drugs, sexual misconduct, or any gross level of violation.

Suspension/ Expulsion Prevention Plan

In collaboration with our program staff and families, we will establish written procedures to reduce the incidence of suspension or expulsion/ dismissal. The written procedures shall include:

-
- a. Process for the prevention or resolution of behavioral issues that could lead to expulsion or suspension, including how staff are to engage with families and request assistance from program leadership and/or state or community resources.
 - b. Support for staff to engage in two-way communication with the child's family on challenges and successes.
 - c. Processes for providing resources to the caregivers and families of children who are facing behavioral challenges.
 - d. Specific procedures for a child with an Individualized Family Service Plan (IFSP) or Individualized Education Program (IEP) who is at risk of suspension/expulsion to ensure that the early childhood education (ECE) program contacts the EI program for assistance before the child and family are asked to un-enroll from the ECE program.
 - e. Specific to a child with an IFSP/IEP, the EI Program shall ensure the following procedures:
 - i. A request from an ECE program to the child's EI program for assistance in preventing suspension/expulsion shall result in the EI program responding to the ECE program via phone or email within 48 hours and holding an IFSP or IEP team meeting within ten EI program calendar days* from the date of the request for assistance from the ECE program.
 - ii. If behavior was not previously identified as a special consideration on the IFSP or IEP prior to this request for assistance, EI must include the information in the IFSP/IEP at this time.
 - iii. The parent's procedural safeguards are followed in relation to placement changes.
 - f. If a child who has not previously been enrolled in EI is at risk of suspension/expulsion, the child's family must be referred to EI and may be referred to the OCDEL ECMHC Program (if the ECE program is eligible) before the ECE program asks the family to un-enroll from the program. Documentation of the referral must be maintained in the child's record.
 - g. If a child is referred to EI, and the child is found not eligible for EI, the EI program shall coordinate with their local behavior health partners and other community resources to assist families and the ECE program in identifying services for which the child, family and/or program might be eligible.
 - h. Families and early childhood professionals may refer to EI and other services for young children by contacting CONNECT at 1-800-692-7288.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

TUITION AND FEES

Payment

Payment is always due in advance with no pro-rating or refunds for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due weekly or bi-weekly **prior** to care. Additionally, all children are required to have a membership. Membership is due monthly. Failure to pay the membership and/or if you fall 2 weeks behind in payment, your child will no longer be allowed in the program.

Late Payment Charges

Late payments can pose serious problems for our programs. Therefore we have put procedures in place to reduce their impact.

If payment is not received on the day that it is due, a late fee of \$25 will be added to your next tuition payment. If your account has not been paid in full within 5 business days, your child will not be allowed to attend the following week and may be discharged from the program.

Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date. A payment plan could be established, but will need to be followed in order for the child to continue to attend.

If payment is more than 2 weeks past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3rd party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee of \$30. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on “cash only” status.

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. **Late fees of \$20.00 per every 15 minutes will be assessed beginning at 6:30 PM** and will be due prior to the next week of care. If payment isn't received, the child/ren will not be permitted to attend.

Special Activity Fees

From time-to-time there will be additional fees associated with special activities, school closure days or field trips. These fees are due prior to the event, activity or trip.

Additional Fees/ Credits

- **Vacation** - to retain your child's spot during vacation a written notice is given at minimum 2 weeks in advance for the days the child will not be in attendance. Tuition must be paid prior to going on vacation. These fees are non-refundable if you choose not to return. ***Due to COVID 19, if you travel to a “Hot Spot” state, per Pocono Family YMCA, you will be required to quarantine for 2 weeks upon your return. Please notify the staff of this.**

Vacation Club: Must contact the center two weeks prior to the day off school, to request care. The center will confirm the vacation club day care in advance. If a family signs up for care, payment is expected in advance. If the family fails to attend, absences charges will be entered, and payment is required. No refunds will be given. This policy does not apply to weather related closings affecting school districts.

Credits & No Credits

- **Credit will be given for Excused Absences** - if your child is hospitalized, absent due to a contagious disease, or absent at the request of the child's doctor, the absence is considered excused. A written doctor's note is required to receive a credit.

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- **Credit will not be given for Sick Days** – there are no credits for sick days. Sick days are considered in determining tuition and are not refundable.
 - **Credit will not be given for Inclement Weather** - if we do not open due to inclement weather on a day that your child is scheduled to attend, your account will not be credited for that day.

ATTENDANCE & WITHDRAWAL

Absence

If your child is going to be absent or arrive after 8:30 AM, please contact us through the Remind app. We will be concerned about your child if we do not hear from you.

If a school age child will not be attending before or after school care, please notify us through the Remind app.

Late arrivals result in limiting exposure to quality programming and present challenges with supervision.

Vacation

Vacation days only apply if your child is normally scheduled to attend on those days. Each child is given a maximum of two weeks' vacation days each calendar year with a two-week written notice. Only full weeks (Mon- Fri) are available and must be taken within the calendar year. Unused time will not be rolled over.

Withdrawal

A written notice, 2 weeks in advance, is required by the center when a child is being withdrawn. Tuition will be billed for two full weeks when appropriate notice is not given as required.

Transfer of Records

Whether transitioning to the next program setting or to a new classroom, your child's records will be transferred internally.

If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

Closing Due to Extreme Weather

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced on the Remind app, the Y's website and Facebook, local radio stations 93.5 WSBG, 96.7 FM and the news on stations WNEP, WBRE Blue Ridge Cable 13 or WYOU.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

DROP-OFF AND PICK-UP *THIS IS DIFFERENT FROM PREVIOUS YEARS*

General Procedure

Drop Off

We open at 6:30 AM. Due to COVID 19, we will be implementing a curbside drop off. Parents will pull through the alley between the main building and our Learning and Caring Center. Please be cautious of children and staff. Parents will stay in their vehicles while the children unload. Staff will be screening the children, taking their temperatures and providing them with hand sanitizer. The children will then be escorted to their classrooms by a YMCA staff member.

*If you are a walker from Main Street, you will come down the alley in the coned off area that has the yellow diagonal lines. We will have “waiting spaces” marked (in order to maintain social distancing) as we sign in the children, screen them and take their temperature. **Please only use this option if you truly walk. If you have a car, please use the drive through.**

If your child is attending Remote Learning only- make sure you arrive on time, so that your child can be ready for the day.

If your child is attending Before School Care at Stroudsburg, please make sure that you drop your child off at least 20 minutes prior to their bus departure to ensure that they make the bus.

Pick Up

**If the child is in attendance throughout the day and you need to pick the child up early, please notify a staff member in the morning or as soon as possible.

Pick up will begin at 3:45pm. Parents will pick up their children following the same curbside process as the morning. When you arrive, stay in your car and a staff member will meet you at your vehicle. You will then be able to sign your child/ren out and a staff member will retrieve your child and bring them to the vehicle.

If you are a Main Street Walker, please follow the same procedure as the morning. Be mindful of other families and cars. Please use the waiting stations as we retrieve the children by keeping 6ft. of social distancing.

If your child is attending Remote Learning only- make sure you pick up by 4:00 pm, so that you are not assessed a late fee.

We close at 6:30 PM. Please allow enough time to arrive, sign your child out, and leave by closing time.

Cell Phone Usage

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child, other children and the road, we ask that you NOT use your cell phone at any time while visiting the center.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. (You can easily do this on the Remind App.) Your child will not be released without prior written authorization. The

person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

In order to safeguard your child we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 1 hour we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

PERSONAL BELONGINGS

What to Bring

- **Preschoolers:** a mask, at least one change of clothes, socks and shoes, a fitted crib sheet and blanket for rest time.
- **Pre-Kindergarteners:** a mask, at least one change of clothes, socks and shoes, a fitted crib sheet and blanket for rest time..
- **Remote and Before & After School Care Children:** a mask, Computer/ tablet, *headphones, books for homework, appropriate play clothes or uniform as requested by your district
***Headphones are required to ensure that all children are able to hear the instruction on the computer. We do not have extra headphones for children.**

Please label all items brought from home with your child's name (i.e., masks, clothes, computers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Sheets and soiled clothing will be sent home on an as-needed basis for laundering and return to the center.

Lost & Found

You can look for lost items and bring found items to the Lost-and-Found box located at the front office. Please note that we are not responsible for lost personal property.

Toys from Home

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity. ***This is extremely important to help prevent any chance of spread with COVID.**

NUTRITION

Foods Brought from Home

Food brought from home is permitted under the following conditions:

- **At this time, please send only cold lunches. In order to help minimize cross-contamination, we do not have the ability to heat up lunches.**
- **Please try not to bring in items that contain peanuts- we have many children with severe peanut allergies.**
- Perishable food to be shared with other children must be store-bought and in its original package.
- Foods should be labeled with the child's name, date, and type of food.
- Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all of the children.
- Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially-wrapped package that was never opened.
- Please do not send sugary snacks or candy.

Food Prepared for or at the Center

We do not prepare food at our center. However, we may be able to provide breakfast and lunch through the school district, which is prepared following their guidelines.

Additionally, we will provide healthy snacks such as Cheese-Its, pretzels, granola bars, Goldfish, fruit snacks, etc. You are welcome to send a healthy snack with your child.

Food Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions and take the appropriate precautions.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician and it **MUST** be shared with the staff.

Meal Time

Parents must provide a healthy nutritious AM snack and lunch for your child/children if they will be at the center during lunch time. We will provide a PM snack. Please remember to provide lunch for your child if the school district schools are closed or have early dismissal.

A caregiver who is trained in first-aid for choking is present at all meals.

Children 24 Months and Older

- No child shall go more than 4 hours without a meal or snack being provided.
- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy.

School Aged Participants

- Before and after school child care participants will be offered a light snack at each session. Please make sure your child has had breakfast before arriving at child care and is supplied with an adequate lunch if required for school.

HEALTH

Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Every December, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

All caregivers, teachers, and staff are required to be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC).

Physicals

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. A copy of your child's physical should be provided at the time of registration. Families are responsible for assuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to the program.

Illness

Due to COVID 19 We are asking all families to forthcoming and hypervigilant, so that we can keep our kids and our staff safe! Additionally, please review the Pocono YMCA Health and Safety Plan provided to you at registration and it is also available on our website.

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. We will be taking temperatures and asking screening questions. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child, promptly, if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities in our isolation room until you arrive.

- Any of the known COVID symptoms: Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, New rash, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea
- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.

- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Tuberculosis, until a health professional indicates the child is not infectious.
- Rubella, until 6 days after the rash appears.
- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.
- Has a physician or other health professionals written order that child be separated from other children.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 72 hours or Doctor's note indicating it is safe to return.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling unless:
 - The child's physician signs a note stating that the child's condition is not contagious, and;
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Medications

- (A) Our center does administer prescription or over the counter medication to children. A medication log must be completed and signed in order for our staff to administer the medication.
- (B) Certain conditions under pediatric management (e.g., asthma, diabetes, Epi-Pen for severe allergy) may be expected. To administer medication:
 - Parent must first communicate directly with the Site Director to provide supporting medical documentation.
 - Parent will provide medication in its original container with written directions on the dosage and frequency, with a signed and dated pediatric note listing the diagnosis and these precise instructions. Medication will not be administered to the child in any manner or for any reason except as stated on the pediatric note on file.
 - Parent must update this note quarterly (or more frequently)

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- Teachers will document every occurrence of medication administration, per PA Code regulations.
- (C) **Non-prescription topical ointments** (e.g., diaper cream or teething gel), sunscreen and insect repellent require parents to complete the written medication consent form to authorize the childcare provider to administer these ointments or creams. The medication consent form will expire after 12 months and parents will have to fill out a new consent form.
- (D) **Care Plans: Children with special health need to have a Routine and Emergent Care Plan**
- Families can complete a care plan if you have a child that has additional needs for care.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- COVID 19
- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness
- Tuberculosis

SAFETY

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, water, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

Masks are required for both staff and children. Please be sure to send you child with a mask and a potential back-up. If a child forgets or loses their mask, they will be provided with an alternative. If this becomes a frequent occurrence, a small fee will be charged.

Extreme Weather and Outdoor Play

DHS requires that licensed childcare centers ensure that children receive an opportunity for outdoor play every, weather permitting. Please send children in clothing appropriate for weather, labeled with the child's first and last name. During light rain and on snowy days please send boots, hats, gloves and layers of warm clothing. We ask that children wear rubber soled shoes with closed toes for outdoor play.

Communal Water-Play

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Precautions are taken to ensure that communal water-play does not spread communicable infectious disease.

Injuries

Safety is a major concern in child care and daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

Smoking

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

EMERGENCIES

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 10 minutes, the family and the police will be notified.

Fire Safety

Fire drills are held every 60 days. In case of an emergency evacuation, children will be taken to a predetermined evacuation site. The evacuation site for each location is listed in each classroom. Tags with emergency numbers for all children are taken with staff on all evacuations. Parents will be notified immediately if their child/children need to be picked up. Information on where and when to pick your child up will be determined with each emergency.

If parents are in the building and the alarm sounds, parents must follow the same procedures as the staff.

Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

CENTER POLICIES

Masks

Per Governor Wolfe's orders, masks are required for staff and children over the age of 2. If there are special circumstances that prevent a person from following the code, please discuss it the director.

Cleaning

Please refer to our Health and Safety Plan for all the additional safety precautions and cleaning procedures that have been put in place to limit the spread.

Our center policies not included in this handbook are reviewed yearly and updated as needed. They are available for review upon request to the center director.

Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **Pocono Family YMCA Handbook**, and I have reviewed the family handbook with a member of the **Y** staff. It is my responsibility to understand and familiarize myself with the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the **Y's Family Handbook** that I do not understand.

Recipient Signature

Date

Center Staff Signature

Date

FAMILY ACTIVITIES

We offer a variety of ways for families to participate in the growth and improvement of our program. We encourage families to take an active role.

Advisors:

- Discussion of Program Goals – annual meeting for families to provide input into our plan for the program.
- Parent Advisory Committee – meets 4 times a year to review progress toward annual goals.
- Classroom Representative – serves as a liaison between classroom parents and teachers
- Home and School Committee – meets monthly to plan family events and fundraisers

Family Events: We have several events throughout the year that bring our entire community together. Watch for the announcements!

- Open House
- Back to School Night
- Family Math Night
- Holiday Gathering
- Book Swap
- Fall Festival
- Annual Family Picnic

Classroom Activities: Enjoy and help your child's class with these special activities.

- Share a meal with your child
- Chaperone field trips
- Read to children at arrival or pickup
- Volunteer in the classroom
- Donate requested items
- Serve as a parent representative
- Welcome new families
- Contribute to class Pot Luck Meal
- Family Teacher conferences

Family/Parent Workshops: Our menu of family workshops changes annually. Below is a list of workshops we typically offer. We try to offer these in the early evening or on Saturdays. See the monthly calendar for scheduled topics. We welcome requests for workshop topics.

- Positive Guidance and Loving Discipline
- Toilet Training
- Safety in the Home
- Child Proofing Your Home
- Brain Development
- Nutrition and Exercise for Small Bodies
- Supporting Your Child in Times of Stress
- Food Allergies
- How to Prepare for a Conference
- Warning Signs for Developmental Delays
- Value of Reading to Your Child
- Everyday Math