

Watertown YMCA

Great Escape Parent Handbook

2015-2016 School Year

Table of Contents

About Us.....	pg. 3
Admission Policy.....	pg. 4
Registration & Schedule.....	pg. 6
Payment, Financial Aid & Scholarships.....	pg. 8
Attendance Policy.....	pg.10
Educational & Developmental Policy.....	pg. 12
Child Guidance Policy.....	pg. 15
Prevention of Child Abuse/Neglect.....	pg. 17
Health Care Policy.....	pg. 19
Nutrition Policy.....	pg. 22
Staff, Parent & Volunteer Policy.....	pg. 23
Emergency & Closing Policy.....	pg. 25

About Us

Our Mission

To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

The Watertown YMCA Great Escape (Before and After School) Program is about instilling character traits we use every day into a safe, comfortable learning environment. Families trust the Watertown YMCA to provide their children with the same things we have been providing for years – the opportunity to develop a healthy spirit, mind and body. With a focus on safety, health, social growth and academic enhancement, Watertown YMCA before and after school programs serve 4K through middle schoolers with a variety of programmatic and activity options to explore and develop their interests and talents.

The Watertown YMCA nurtures potential. We believe that everyone should have the opportunity to learn, grow and thrive. Our goal is to develop a positive self-image, to foster a joy of learning, to expand understanding and to assist children in forming rewarding social relationships for years to come.

Licensing

Watertown YMCA is annually licensed by the State of Wisconsin. Great Escape operates with the highest standards regarding health, safety, personnel selection, and facility maintenance.

Youngstar

Watertown YMCA Great Escape Programs are rated by Youngstar, a program created by Wisconsin's Department of Children and Families. Youngstar is devoted to helping create quality programs for the families of Wisconsin and quality care for the children in those programs. Technical consultants visit sites to assist and rate the programs.

Christian Emphasis

We value the varying faiths that are present at our programs, and encourage students to discuss their beliefs and concerns with each other and their teachers. We place an emphasis on Christian values (through a Non-Denominational atmosphere) and the YMCA of the USA Character Development Program, which focuses on the four core values: caring, respect, responsibility, and honesty. Students will grow independently as they learn how to demonstrate these values in interactions with others, their environment, their community, and with themselves. When appropriate, activities will be encouraged to encompass cross cultural awareness and acceptance of others. Respect will be demonstrated for all individuals and beliefs.

Leadership

Successful programming relies on the leadership of our GE teachers. These teachers spend time with our students each and every day. We are proud of our talented staff's leadership and dedication to serve as positive role models in the various program activities. Each year, men and women are selected who have a past of sincere interest in and concern for the well-being of children and our environment. All Watertown YMCA staff (or volunteers) who interact with the students have a full background check completed on them prior to them beginning to work with children of any age. A period of intense training provides our staff with the skills necessary for Great Escape, which includes but not limited to: counseling, inclusion, group work, CPR/AED, first aid, child abuse and neglect prevention, communication, program activities, Shaken Baby Syndrome Prevention, policies and procedures, and more.

The Watertown YMCA Great Escape Delegation of Authority

- Great Escape Teacher
- Great Escape Lead Teacher
- Great Escape Site Coordinator
- Youth Development Coordinator (**Member of the Youth Development Leadership Team**)
- Youth Development Director (**Member of the Youth Development Leadership Team**)
- Senior Program Director
- Executive Branch Director

Admission

Licensing

Watertown YMCA Great Escape Before and After School Program is licensed through the Department of Health and Family Services, Division of Children and Family Services.

Hours of operation	End of the school day to 6:00 P.M.
Months of operation	Sept. - June
Days of operation	Monday-Friday
Capacity	25-60 (varies by site)
Ages	4-12 Years

School Age Child Care Sites
Douglas Elementary
Lincoln Elementary
Schurz Elementary
Webster Elementary
Johnson Creek School

*If there is not enough enrollment at each site, participants will be bussed to Webster School. Program only runs on full school days.

The programs sites will have a copy of the DCF 251 Licensing rules and center policies available upon request for review. The program will display the state license and the most recent licensing inspection report will be posted next to the license with any non-compliance or enforcement actions, inspection as well as additional information such as schedule, lesson plans, snacks and fire/tornado drill document.

Watertown YMCA will comply with all laws, governing facilities and operations. The Youth Development Director will submit any concerns or violations to the department in writing. The parent handbook, child medical log, and children's records are available for review at any time. For emergency closing information, see page 24.

Child-to-Teacher Ratios

Children's Age	Min. # of staff to children	Max. # of children in a group
4-5 Yrs	1:13	24
5-6 Yrs	1:17	34
6+ Yrs	1:18	36

These ratios reflect state licensing rules and regulations.

Non-Discrimination

The Watertown YMCA is committed to providing equal opportunities and does not discriminate by race, color, sex, age, sexual orientation, national origin, religion, creed or differing abilities. The Watertown YMCA will do its best to provide a service for translation/language difficulties if requested by a parent. Please refer to Watertown YMCA Delegation of Authority with questions or concerns related to program structure.

Inclusion Statement

The Watertown YMCA welcomes all children. It is the policy of the Watertown YMCA to provide a safe environment for all children and we have the obligation to ensure the physical and emotional safety of each of the children entrusted to its care. To the extent it is reasonably able to do so, we will provide accommodations to children with varying abilities in the same manner as services are provided for other children of comparable age. The Watertown YMCA complies with all aspects of the Americans with Disabilities Act and state handicap laws, and will, therefore, afford any reasonable accommodation to children with known disabilities, unless such accommodation would cause an undue hardship to the Watertown YMCA.

If your child has unique needs that require a more specific type of accommodation, a minimum of 2 weeks prior to attending program, you must schedule a meeting with the Youth Development Leadership Team, so we can identify the most effective ways of serving you and your child. Children are still expected to maintain the standards of the Great Escape Program to the best of their ability, and any disciplinary actions that would be required will take that into account.

Personal Belongings

All children's belongings should be labeled with first and last names. Because of activities, indoor and outdoor as well as arts/crafts, children should wear clothing that is appropriate for the weather, movement and messy work. Staff is not responsible for lost, stained or soiled clothing or any other personal belongings that are lost or damaged. Great Escape will provide programming items unless otherwise requested. Parents should send child with all items they will need for school and weather appropriate clothing for outdoor play. Snack will be provided once in the morning and once in the afternoon, but if children have large appetites, parents should send them with additional snack.

Media Release

At various times throughout the year we will be taking photographs or videotapes of children for educational and decoration purposes (i.e.: photos on bulletin boards.) Please be aware that we will allow parents to photograph or videotape during special performances/events. In the event that we would publish a photograph or videotape (i.e.: program guide, brochures, or newspaper) we would refer to the registration agreement indicating permission.

Registration and Schedule

Enrollment

Enrollment forms may be obtained online, requested by phone or picked up in hard copy from the Child Care Billing Office. Parents may email, mail, fax or return forms in person to the Watertown YMCA Child Care Billing Office. Parent handbooks will be issued to parents upon enrollment at the Child Care Billing Office, and are available online. Enrollment is not limited, but space may be due to licensing limitations.

A \$40 first, \$10 additional per child registration fee and first two weeks' tuition is required at the time of enrollment for the school year. This registration fee is non-refundable & non-transferable. See Financial Aid, Payment and Scholarship Policy for more information.

Children's Records

Parents with children participating in a Watertown YMCA Great Escape program must have the following forms completed and submitted upon the child's registration: (Children who do not have all forms completed and submitted prior to the first day will not be permitted to attend the Great Escape Program.)

- Registration Form
- An Intake Form (**This form must be updated annually for all children enrolled. This form will be kept in the room where the teacher can have access to it. Parents will be expected to keep the information current.**)
- Registration Agreement
- Liability Waiver
- Current Immunizations
- Sunscreen and bug spray waiver and policy
 - This waiver will be documented in the child's folder in hard copy and be verified verbally with parents during the months of October and February during the school year.

Parents have access to all documentation and also medical log journal entries on their child. Please refer requests to a member of the Youth Development Leadership Team.

Keeping Child Information Current

It is important that parents keep the office apprised of changes in contact numbers-home, work, and cell- as well as changes of address or email addresses. We will also need:

- Updated emergency contact numbers.
- Changes in authorized pick-up people.
- Pertinent medical or educational information.

Confidentiality

All children's records will be maintained by staff to insure confidentiality of all personal information. Parents or persons authorized in writing by parents may access children's records and reports upon request. Only other agencies with legally authorized access will be able to review records. Staff and volunteers will maintain all information in a confidential manner. In addition, information regarding child's needs will only be shared with staff that are responsible for the individual.

Schedule Change

There is a two-day minimum enrollment for each week that you are signed up to attend. Schedule changes must be requested in writing to Child Care billing two weeks prior to the change. The Y does reserve the right to deny changes based on availability. All schedule changes must be submitted in writing by the Tuesday prior to the week for which your child is registered. If you need to discuss schedule changes, please call the YMCA at 262-567-9622.

Discharge of Enrolled Children

If you wish to remove your child and relinquish your GE spot, the Watertown YMCA requests that changes must be submitted in writing to Watertown YMCA Child Care Billing Office no fewer than two weeks before the change is initiated. If your child is removed at the request of Watertown YMCA, there will not be a notification period.

Watertown YMCA reserves the option to withdraw a child for any of the following reasons:

- Non-payment of fees as agreed upon.
- Repeated failure of parents to pick-up on time.
- Failure to provide program with forms or current medical information as stipulated by State Licensing and this handbook.
- Continuous disciplinary problems.
- Hostility by parents toward Y staff, volunteers or participants.

Terminations may be appealed in writing to the Senior Program Director. If a child is removed at the request of a parent, a two-week written notice to Child Care Billing Office is required.

Payment, Financial Aid and Scholarships

*****Payment must arrive at the Watertown YMCA by the due date or it is considered late.*****

Parents may request a copy of the fee schedule and any and all payment records pertaining to their child/ren.

Fees are due on a biweekly schedule. A \$10.00 per day late fee may be assessed. Checks should be made payable to the Watertown YMCA. Returned checks will result in a \$15.00 charge. Credit Card and/or Bank draft is available upon request and the encouraged method of payment.

Parents with more than one child enrolled in the program will receive a 10% discount on second and subsequent children. Discounts do not apply between different programs.

Enrollment is based on the number of days, there is no "fulltime" enrollment. All families are required to pay for 2 days/week as a minimum, based on their registration. We do not offer daily or hourly rates.

Due to enrollment and scheduling at sites, switching days can only be approved by the Child Care Billing Office and will be granted when space is available and at an additional fee.

A \$40 first, \$10 additional per child registration fee and first two weeks' tuition is required at the time of enrollment for the school year. This registration fee is non-refundable & non-transferable.

Once tuition is paid, no refunds will be given.

Tax information is available upon request by phone or by filling out a request form. Please allow two-weeks for processing. All requests should be submitted to the Child Care Billing Office.

Any family with an unpaid balance may be terminated from the program. Continuous late payments are grounds for dismissal.

The Watertown YMCA works with a collection agency for unpaid balances.

Additional fees may apply for field trips and additional fees apply for School's Out & Early Release. See pg. 4 for schedule changes and termination policies

Credits will **not** be issued for sick or missed days.

Sign up for automatic bank draft through child care or select one of the following options for payments:

Drop off payment at:
Watertown YMCA
Monday-Friday between
7:30am-6:00pm.

Mail payments to:
Watertown YMCA
415 South Eighth Street
Watertown, WI 53094

Fax coupon with Credit
Card number on or by
due date.
Fax number is:
1-920-262-8543

Financial Assistance and Scholarships

The Watertown YMCA offers financial assistance to parents to help offset the cost of child care. However, we require participants to contact their local county Human Services Office (listed below) to determine eligibility. If eligible, the Watertown YMCA needs to have a contract from the county to verify the number of hours that they will pay for. This contract needs to be sent to the Watertown YMCA.

Jefferson County
N3995 Annex Road
Jefferson, WI 53549
920.674.3105

Waukesha Workforce Development
982 Main Street
Pewaukee, WI 53072
262.695.7800

Milwaukee County
1220 W Vliet
Milwaukee, WI 53205
414.289.6444 ext. 6200

If your family does not qualify for assistance through the state, the Watertown YMCA will attempt to make financial arrangements with you. The Watertown YMCA provides financial assistance for families in need through contributions to our Annual Campaign. A sliding fee scale will be used to determine eligibility. Please contact the Watertown YMCA for additional information.

Child Care Benefits (W-2)

What you need to know about our program fees and W-2:

- The registration fee for the program is due at the time of registration. This fee is not covered by W-2.
- The first week's tuition is due (or first 2 weeks tuition, depending on the program) at the time of registration. If you do not have an approved amount from W-2 at the time of registration you will need to pay \$40.00 co-pay per week. This is an amount determined by the Y.
- In order to start attending any programs you will need to have an approved amount that W-2 is paying towards your tuition.
- Everyone will have a co-pay. A co-pay is the difference between what we charge for the program and what W-2 actually pays.
- You will be charged based on your registration. W-2 only pays for hours of attendance.
- All YMCA Child Care Programs charge on a weekly or bi-weekly basis. Whether you are covered weekly or hourly by W-2 you are be responsible for what is not covered. In addition, it is the participants' responsibility to know and understand what their co-pay is. Parent can easily do this by looking at their W-2 authorization and the YMCA rates for the program enrolled (see example below).
- If you have any questions in regards to what your co-pay amount is please contact Child Care Billing at 262-567-9622.

How to determine your co-pay (example):

YMCA weekly tuition is:	\$88.50
W-2 covers hourly:	\$4.21 per hour
Child Attended:	10 hours for week
W-2 coverage:	(10 hours x \$4.21) = \$42.10
Co-pay:	\$88.50-\$42.10 = \$46.40

Attendance Policy

Sign-In and Authorized Pick up People

A parent/authorized pick-up over 18 must accompany the child into the program and **MUST** record the child's attendance on the roster sign them in on the sign-in sheet.

For the After School program, a parent/authorized pick-up must sign the child out of the program on the sign-out sheet. **Be prepared to show your I.D. at any time during pick-up.**

The sign in/sign out sheet will include the child's birth date and the arrival and departure times. A child will not be allowed to leave the program with someone other than a parent or authorized pick-up.

An authorized pick-up must be at least 18 years old and bring a picture I.D.

Teachers will maintain responsibility for every child in their care at all times while signed into the program. In addition, parents must inform teachers of special instructions for the day.

Every site location will have a second adult available within 5 minutes of the location in the event of an emergency. This shall be posted on the parents' board with the license.

Valid Photo ID

Anyone picking up a student must have a valid photo I.D. To be a valid ID, the ID card must have at a minimum a visible picture and first and last name. Please be prepared to show your ID each day to pick up your child or children. We will not release any child to an individual whom is not authorized to pick up your child.

Authorized Pick-Up Persons

Your child will not be allowed to leave with another person unless Great Escape has been notified in writing prior to pick-up. This person must be a responsible adult. In order for a person to be placed on the Authorized Pick-Up List, the person must be 18 years old and present a valid photo ID.

Please note that staff are trained to keep the children's safety in mind at all times. Staff may call emergency contacts and/or the local authorities if they believe:

- Parent/pick-up person appears too ill to drive
- Parent/pick-up person has been drinking alcoholic beverage
- Parent/pick-up person appears under the influence of any type of drugs

Although we understand that these could be embarrassing situations, our main concern is the safety of all of the children and families at the center. If a parent denies or refuses an alternative pick-up person, we reserve the right to refer the situation to the authorities. The program will honor all court orders on custody matters.

Absence

Great Escape Staff **must** be notified if your child will not be attending the program on a normally scheduled date.

Please notify us through the Child Care Office or by calling your site's cell phone as soon as possible. When calling please state your first and last name, as well as your child's first and last name. If you do not call our staff, we will call to see if your child will be attending.

Site	Site Phone
Greenland Elementary	262-370-6823
Lake Country School	262-370-7807
Meadowview Elementary	262-490-9623
Park Lawn Elementary	262-370-6824
Richmond Elementary	262-370-7829
Stone Bank Elementary	262-370-6813
Summit Elementary	262-370-6829
YMCA Child Care Office	262-567-9622

Late Pick-Up

Our program is licensed until and staff are scheduled to work until 6:00 pm. A late fee of \$1.00 per minute will be charged per child for every minute after 6:00 pm that your child is not picked up.

If staff has not been contacted by 6:00 pm, the emergency contacts will be called. If no one can be reached and your child is not picked up by 6:30pm, the local authorities will be called.

If you are running late, please call the site cell phone in advance so we can plan appropriate staffing and reassure your child. Chronic late pick-ups may result in termination from the program.

Adult Under the Influence

If the child care provider feels the adult in question is not in a condition to be driving, the following options are available:

- Offer to call other authorized adult to pick up the child.
- Call 911 if the adult is aggressive, threatening, or refuses alternative pickup.
- Care of the child will be discontinued if the situation happens repeatedly.

Releasing the Child in a Custody Situation

If there is a custody problem, the program is legally bound to respect the wishes of the parent with legal custody. The Site Coordinator(s) or Lead Teacher(s) may ask for a certified copy of the most recent court order. As the child's caregiver, it should be made available.

If there is no court order, the program will not accept responsibility for deciding which parent has legal custody. The program may tell the enrolling parent that the program will not be able to care for the child unless both parents are in agreement as to who is allowed to pick the child up and at what days or times.

Releasing a Child to an Unauthorized Person

If an unauthorized person attempts to pick up a child, Watertown YMCA staff will not release a child under any circumstances. All authorized pick-up people must be in writing prior to picking up the child. The well-being of all children enrolled in Watertown YMCA Great Escape Program is of primary importance. The responsibility of the provider is to see that the child is safely supervised. Staff will ask for a valid photo ID when the person is not familiar to the teacher.

Education & Developmental Policy

Program Activities

Great Escape will provide each child with experiences to encourage several areas of age-appropriate development, including large/small motor, creative, social, intellectual and cognitive opportunities.

The Watertown YMCA program and curriculum is designed to encourage children to build healthy, positive attitudes and to acquire competencies and skills through a variety of work and play experiences which incorporate our 4 Core Values (Honesty, Caring, Respect & Responsibility). We utilize the School-Age Curricular Framework (SACF) as model to build and improve our programming as we integrate character development standards into daily operations.

We go outside every morning and afternoon for a min of 10 minutes unless there is inclement weather. Each site will utilize outside blacktops, playgrounds, and fields as permitted by the school.

Program and Planning Schedule

Watertown YMCA Great Escape's curriculum helps to ensure that children are exposed to activities and opportunities that will prepare them for success in school and into the future. Teachers will provide children with experiences which promote all of the following:

1. Self-Esteem and Self-Image Development

- Maintain staff and child interactions which are warm, nurturing and compassionate.
- Provide materials which support the child's progress and meet developmental level.
- Encourage each child to develop his/her own independence and problem-solving skills through the use of classroom materials and experience.
- Maintain a consistent, predictable daily routine.
- Plan activities that are consistent with the child's development, interests, experiences, ethnicity and cultural backgrounds. Cultural diversity will be evident in programs, supplies, snacks and meals.
- Use positive communication between adult to child, and child to child interaction.
- Stress importance of process, not product, and that each child is valued for individual achievements.

2. Social Interaction

- Through creative play experiences.
- Through planned family activities.
- Through group time.
- Through teacher-directed planned activities.
- Through interaction at the meal table.
- Through music, song and finger play.
- Through community programs and field trips designed to provide social interaction with outside sources when possible.

3. Self-Expression and Communication Skills

- Group story time in which children participate.
- Readily available books.
- Show and tell.
- Teacher-directed activities.
- Creative play experiences.

4. Creative Expression

- Readily-available access to creative art materials and creative play equipment.
- Opportunities to use constructive toys.
- Use of community resources.
- Exposure to the fine arts.

5. Intellectual Growth

- Learning centers that challenge children.
- Homework assistance when appropriate.
- Opportunities to participate in decision making.

Religious and Holiday Celebrations

The goal of the program is to provide an appropriate learning experience in a non-denominational Christian atmosphere. Christian books may be read and prayer will take place before each meal. When appropriate, activities will be encouraged to encompass cross cultural awareness and acceptance of others. Respect will be demonstrated for all individuals.

Referrals

When staff notices a child having difficulties or other special needs, this is communicated to the families in a sensitive, supportive, and confidential manner. Staff will use documentation and explanation for the concern, suggested next steps and information about resources for the family.

Program Schedule

The Great Escape programs are planned to include the following daily schedules. Tentative timeframes will be posted at the site. Planning for all age groups will be developmentally appropriate and approved by the Youth Development Leadership Team.

Large and Small Group Activities: Children are encouraged to interact in a large group, take turns, participate themselves and allow others to participate with them. Children are assisted in developing particular age appropriate skills such as building, reading, problem solving etc.

Homework Time: Children are given quiet time to work on homework. Staff are available to help. Children without homework will be encouraged to read quietly by themselves or with a small group. Children will be exposed to age-appropriate literature and are encouraged to use their imagination, to build vocabulary and to develop listening skills.

Snack Time: Children will learn group cooperation, language development, social interaction, self-serving, and good nutrition as well as encouraged to try a variety of different foods.

Transitioning to/from Activities: Staff will limit time children have to wait in lines and minimize transitions throughout the program.

Clean-Up: Children are encouraged to participate in the care of their environment.

Outdoor Play: Daily schedules will include outdoor play, weather permitting.

Character Values: Children will be exposed to a variety of activities, projects and role modeling that reinforce positive values. Watertown YMCA will implement a character development program that emphasizes caring, respect, responsibility and honesty.

Character Counts

At Watertown YMCA, we believe that character counts in everything we say and do. We emphasize four core values through our program. We hope that all of our staff, children and parents will join us in teaching each other about what it means to be a person of character. The four core values are:

Honesty: Being honest, dependable and loyal

Caring: Being kind, compassionate and understating, showing love and charity to others

Respect: Showing courtesy and manners

Responsibility: Being accountable, doing your best

Sample Schedule:

<u>Before School Programing</u>	<u>Afterschool Programing</u>
<u>6:30-7:00 am: Choice Centers</u>	<u>3:45 pm: Students arrive</u>
<u>7:00-7:30 am: Special Activity</u>	<u>3:45-4:00: Choice Centers</u>
<u>7:30 am: Wash Hands</u>	<u>4:00-4:20: Outside Recess</u>
<u>7:35 am: Snack</u>	<u>4:25 pm: Wash Hands</u>
<u>7:45 am: Wash Hands</u>	<u>4:30 pm: Snack</u>
<u>7:50 am: Group Game</u>	<u>4:45 pm: Wash Hands</u>
<u>8:00-8:15 am: Outside Time</u>	<u>4:50-5:10: Homework Time</u>
<u>8:20 am: Clean Up</u>	<u>5:15 pm: Special Activity</u>
<u>8:30 am: Students Dismissed</u>	<u>5:35 pm: Group Game</u>
	<u>5:45 pm: Choice Centers</u>

Transportation

The Watertown YMCA will transport children in Watertown YMCA vehicles only in the event of an emergency. If we transport children in Y vehicles staff who drive the vehicles will hold a valid driver’s license and have a full driver’s record on file. Seatbelts will be used in Y vehicles. Teachers take a cell phone, children’s emergency information, the attendance list; any needed medication and a First Aid kit when away from the program. We follow all the same emergency and First Aid procedures as we would while at the program.

When walking, one adult is at the beginning of the group, one at the end, and any other adults are dispersed in the middle. Teachers take roll call before, during and after being transported to ensure all children are accounted for. While riding the bus, staff supervise the children to ensure they remain seated, are riding safely and restrained by a safety belt at all times. Children shall never be left unattended in the bus. Once the children depart from the bus, a teacher will:

1. Do head counts, ensuring the correct numbers of children are present.
2. Walk down the bus aisle checking to make sure each child has safely departed, and no one has been left behind on Watertown YMCA vehicles.

Child Guidance Policy

The goal of Watertown YMCA is to guide children in becoming cooperative, good-natured and responsible participants through positive, non-threatening teaching techniques involving problem solving, communication, and negotiation skills. Environmental arrangements and setting of limits shall be carried out to help each child learn self-control, make good choices (as reflected in section B) identify feelings and develop a healthy understanding and respect for others. Staff will communicate with parents at pick up regarding their child's day.

Child Guidance

Children will practice using the art of communication and negotiation in settling any dispute that arises between them. Staff will be in close proximity to encourage children and use active listening to help facilitate negotiation skills. If a child is upset or crying, staff will do what they can to comfort and reassure the child.

All staff participate in an intensive training program that prepares them to deal with all aspects child care. We emphasize positive, age-appropriate discipline techniques which guide and reinforce the desired behaviors and at the same time establish guidelines and expectations. At all times, staff are guided by the principle that all children and adults deserve to be treated in a respectful and caring manner. Participants are expected to treat their peers and staff with respect and abide by all rules. Students are encouraged to ask questions to better understand the rules and expectations. Individuals are held responsible for their actions. Staff members encourage the appropriate behaviors by modeling the expectations in a clear and consistent manner. Students are expected to participate in daily activities which show respect for the space we use and for those around us.

Discipline

As a parent you can expect the following:

- Developmentally-appropriate expectations for children
- Positive redirection
- Logical and appropriate consequences
- Role models of appropriate behaviors
- Ignore minor misbehavior
- Consistent expectations
- Each child treated as an individual, respect his/her needs, desires, and feelings
- Acknowledgement when a child has made a good choice.
- Teamwork and communication with parent
- A child who appears to be having problems will be redirected away from the group for no more than 5 minutes.

No discipline will be allowed which is humiliating or frightening such as:

- Time Outs
- Spanking, hitting, punching, shaking or inflicting any other form of corporal punishment.
- Verbal abuse, threats or derogatory remarks about self or family.
- Building or trying to restrict movement or enclosing in a confined space such as a closet, locked room, box or similar cubicle.
- Withholding or forcing meals, snacks.

Verbal Discussions

The site coordinators, leads and teachers will address and redirect inappropriate behavior. When a behavior warrants, one of the teachers will verbally discuss the behavior with the child. If the teacher deems it useful, they may use a written document to help the child process the event and decipher better choices or options for the next time. These situations will also be discussed with the parent upon pick up so that the parent can be involved in the problem solving process.

Chronic Disruptive/Aggressive Behavior

We find that behavior guidance issues arise infrequently when the children are actively involved with other children, our staff and the curriculum. Preferred behavior guidance techniques include setting clear, enforceable limits, modeling acceptable behavior, structuring the environment to maximize good behavior, planning enough activities, giving choices, teaching the use of acceptable alternatives, anticipation of problems, redirection and use of direct and logical consequences. Children may separate from the group temporarily, if less intrusive methods of behavior guidance have been ineffective and the child's behavior threatens the well-being of other children or staff. The safety and welfare of all the children in the program are of primary concern.

For situations involving continued physical or verbal abuse of other children, staff or parents, a formal write-up will be filled out. These must be signed and returned before your child can return to the program. Continued, repeated behavior requires a formal meeting with the parents/guardians and the Youth Development Leadership Team before your child can return to program. If the inappropriate behavior does not improve, your child will be dismissed from the program. All write ups will require communication with the parent(s). For severe displays of inappropriate behavior, Watertown YMCA reserves the right to warrant immediate dismissal or suspension from the program. For the safety of all the children and the staff of Watertown YMCA Great Escape Program, if any physical or verbal abuse occurs from a parental figure, it will be grounds for dismissal.

Initial incident: If a child's behavior continues to physically or emotionally endanger staff and other children in the program despite positive guidance techniques or if a parent is uncooperative with staff in working toward the correction of their child's chronic disruptive behavior, a meeting with the child's parents may be requested by the Site Coordinator(s) and the child's teachers. The problem will be defined and goals for correction will be established. Involvement from internal resources will be used to come up with a successful plan for all parties.

Secondary incidents: If, after a predetermined timeframe, the initial plan for helping the child fails, a second meeting will be requested by the Youth Development Leadership Team. The problem will be identified again and new approaches will be defined in writing. We will work with the family to find possible outside referrals/resources to work with the child/family.

Suspension/Dismissal: If no progress occurs within the established timeline, suspension will result. Parents will be responsible for payment during the length of the suspension. The period of suspension may vary from the remainder of a day to one week relative to the severity of the problem. Dismissal of the child may occur after a suspension for the same behavior, or immediately if the child's behavior severely injures a staff member or another child. Watertown YMCA reserves the right to terminate with no notification.

Prevention of Child Abuse and/or Neglect

Parents are invited and encouraged to visit the program sites at any time and do not need to ask permission or make an appointment to do so.

Staff and volunteers providing direct care for children at Great Escape programs will be identified by a uniform and badge/name tag that is familiar to the children. The Youth Development Leadership Team will drop-in visit program sites to ensure that program quality, standards and policies are being maintained.

Staff and volunteers will be alert to the physical and emotional state of all children at the program. When any sign of injury or suspected child abuse is detected, Youth Development Leadership Team will be notified immediately and 911 or Child Protective Services will be called.

Watertown YMCA will offer information on child abuse prevention and assistance to parents and staff through workshops, counseling, and use of printed and audiovisual resources as requested.

Under no circumstances will Y staff release a child to anyone other than the authorized parents, guardians, or to an individual authorized by the parents in writing (including relatives of children). Sign-in and sign-out logs will be maintained on a daily basis and kept on file at the Watertown YMCA.

Y staff and volunteers will not discipline children by use of physical, verbal, or emotional punishment. In addition, they will not fail to provide the necessities of care, such as food and shelter.

Two reference checks on all prospective employees will be conducted, documented and filed prior to employment.

Criminal record checks, including but not limited to background checks and finger print identification, are conducted on all Y staff and volunteers working with or around children.

A Y-USA-approved Child Abuse Prevention training will be completed within the first 90 days of employment and renewed every two years by all staff. This training will include information about the signs of possible child abuse and neglect and the approved procedures for reporting the suspicion of abuse and/or neglect.

Any evidence of unusual bruises, contusions, lacerations, or burns found during the informal health check shall be noted in the medical log journal and reported immediately to Youth Development Leadership Team. The center will follow the procedures for reporting child abuse and neglect.

Written reports on observations will be maintained by the Youth Development Director.

Reporting of Child Abuse/Neglect

When there is suspicion of child abuse or neglect, Child Protective Services and the Department of Children and Families must be notified immediately.

The program will follow these reporting procedures:

1. Fill out an incident report with the facts and record it in the Medical Log.
2. Notify the Site Coordinator or Lead Teacher and Youth Development Leadership Team
3. Site Coordinator/Lead Teacher will immediately notify 911 or Child Protective Services and the department of Children and Families. This agency will conduct the investigation and give further instructions.
4. In the event the reported incident involves an employed Y staff person or volunteer, the Youth Development Director will, without exception, suspend the person from all activities involving the supervision of children until an investigation is completed.

Regardless of where or under what circumstances an alleged incident took place, if a Y employed staff person is involved, it will be considered job-related and affecting job performance. Reinstatement of a staff person or volunteer will occur only after all allegations have been cleared to the satisfaction of the responsible executive and the investigating agency.

All staff and volunteers will be sensitive to the need for confidentiality in the handling of information in this area and will be instructed to discuss matters pertaining to abuse or suspected abuse and/or neglect only with the appropriate Y director. Staff and volunteers may not contact children or parents involved in an alleged child abuse and/or neglect incident without the permission of the appropriate Y executive.

Shaken Baby Syndrome

Shaken Baby Syndrome occurs when an infant or young child is violently shaken. The shaking may only last a few seconds, but it can cause severe brain damage and even death. Effective April 1, 2007, the law requires all childcare employees, substitutes, volunteers who are considered for ratio purposes, assistants, and everyone else who works directly with children 5 years of age and younger to complete a training on Shaken Baby Syndrome. The law requires each person to be trained only once. The training will be provided to all new employees as they are hired with our program.

Feedback, Suggestions/Grievances

We feel that a positive environment exists when parents and the program work together as partners. Parents provide valuable input which we can use to improve our program. Watertown YMCA staff at the program appreciate hearing your positive and negative feedback. Our Y staff are committed to providing the BEST experience for each child. If you feel this is not being accomplished, our Y staff want this feedback. A parent wishing to share a concern regarding the program, staff, or program should contact their child's teacher first. Parents are urged to be direct and candid with staff when they have concerns. We ask that these discussions do not disrupt or take attention away from the children. Individual conferences can be scheduled upon request.

Grievance Process: Any complaints should first be directed to the Lead Teacher or Site Coordinator at your child's site. If you feel that your concern has not been addressed, you may schedule an appointment with the Youth Development Coordinator. If you are still dissatisfied with the way a problem has been handled, you should direct your concerns, in writing, to the Youth Development Director who will review the situation and respond quickly to find a resolution.

Health Care Policy

III Child

Watertown YMCA does not provide care for children who represent risk of spreading a communicable disease or are not able to participate in activities. If a child is found to have any of the following symptoms, the parent/guardian will be called/paged to pick up their child within an hour: elevated temperature (normal temperature is 98.6 degrees), severe and/or persistent coughing, yellow or green nose drainage, diarrhea and/or vomiting, conjunctivitis (pink eye), difficult or rapid breathing, untreated infected skin patch(es), evidence of lice, scabies or other parasitic infestation.

PLEASE DO NOT SEND YOUR CHILD IF YOU FEEL THEY ARE TOO SICK TO GO OUTSIDE, TO PLAY OR JOIN IN ON NORMAL ACTIVITIES. Watertown YMCA follows the recommendations of the Wisconsin Department of Health Services. Below are some illnesses that affect children and may require exclusion.

If your child has been diagnosed with a communicable disease, we ask that you share the diagnosis with the Site Coordinator(s) or Y staff, so that we are able to post a notification of exposure for other families who may have been in contact with your child. It is required that a child remain home for at least 24 hours after a parent has been requested to take the child home because of symptoms of illness. The Watertown YMCA reserves the right to require a doctor's release if the child's health is in question.

*Depending on the communicable disease we may need to report to the Wisconsin Department of Health Services and to Department of Child and Family Services.

If a child contracts a communicable disease not listed on the chart below, the Site Coordinator(s) will work with families on a case by case basis. The Watertown YMCA reserves the right to exclude services if we feel it is not safe for other families, staff or volunteers.

Chicken Pox *Report within 72 hours	Child may return when all sores are dry or scabbed or 5-6 days after rash has begun.
Diarrhea	24 hours after diarrhea stops or until medical exam indicates that is not due to communicable disease (diarrhea is defined as an increased number of stools compared with a child's normal pattern, along with decreased stool form and/or watery, bloody or mucus containing stools). Parents will be called to come and get their child after 3 episodes of diarrhea.
Eye Drainage (Pink Eye/Conjunctivitis)	24 hours after treatment has started when thick mucus or pus drainage is present.
Fever	When accompanied by behavior changes and/or other signs or symptoms of illness; or the child is unable to participate in normal activities. Use temperature measurement before fever reducing medications are given. Auxiliary (armpit) temperature: 100 degrees or higher (1 degree will be added to temperature reading). Child may return after being 24 hours fever free (without fever reducing medications.)
Fifth's Disease	If other rash-causing illnesses are ruled out, children will be excluded until fever subsides. Pregnant women who are exposed need to consult their doctor.
Hand, Foot, and Mouth Disease	Child may return when fever is gone and child is well enough to participate in normal activities (lesions or rash may still be present)
Head Lice	Child may return after first treatment is completed and no live lice (nits) are seen. Continued nits may be cause for exclusion.
Impetigo	Child will be excluded until lesions have crusted or until 24 hours after antibiotic treatment has been initiated.
Influenza	Child will be excluded for the duration of the illness. Could be excluded for up to 7 days.

RSV	Child may return when child is without fever for 24 hours (without fever reducing medicine) and is able to participate in normal activities
Scarlet Fever	Child will be excluded until 24 hours after antibiotic therapy is instituted.
Strep Throat	May return 24 hours after antibiotic treatment begins and until the child is without fever for 24 hours (without fever reducing medications)
Vomiting	24 hours after last vomiting episode. Children are sent home immediately after vomiting.
Whooping Cough *Report within 24 hours	Child will be excluded until 5 days after initiation of appropriate antibiotic therapy, or for 21 days after cough onset if untreated.

Isolation

An isolation area in view of staff shall be provided for the care of children who become ill while at the program. If the area is not a separate room, it shall be separated from the space used by the other children by a partition or other means. This will be used while children are waiting for the parent to pick them up. Parents are required to have the child picked up within one hour of notification. Emergency contacts will be contacted if the site is unable to get ahold of a parent.

Medical Log

The Watertown YMCA staff will maintain a medical log indicating all injuries, accidents, and medication administered. Parents will be notified by Watertown YMCA staff. Incident reports will not be released to families unless requested but all parents have access to all records regarding their child.

Cleanliness

Staff and children’s hands will be washed with anti-bacterial soap and water before and after toileting and meals. Children must be fully potty trained before their first day of attendance, or meet with program supervisor or director two weeks in advance to make appropriate accommodation plans. Wet or soiled clothing will be changed promptly from an available supply of clean clothing. Parents must supply the Camp with a clean set of clothing or parents will be called immediately. Children will be kept as clean as possible; however, we work with young ages and do a variety of activities that may be messy. Please dress children in appropriate clothing for playing.

Pets

Pets will only be allowed in Watertown YMCA Great Escape program if prearranged with the Site Coordinator and the site. Pets will be treated in a manner that protects the well-being of the child and animal. Children with allergies will not have direct contact with animals. The program will not house permanent pets/animals. Parents will be notified of any animal visitors via the sign in/ out table.

Medication

The Watertown YMCA staff cannot administer any medications, unless the following guidelines are met:

- Parents must fill out and sign a Medication Authorization form which gives our staff permission and full instructions for administering the medicine.
- The medication is in its original container and clearly labeled with the child’s name. All medications administered will be recorded in the medical log.
- Prescription medicines must have the following information on the container: child’s name, name of drug, dosage, directions for administering, date prescribed and the physician’s name.
- Be sure all medications are given directly to a staff member.

Medications will be placed in a secure location out of the reach of the children. Medication that requires refrigeration will be kept in a separate area within the refrigerator.

Missed medicine dosages or other problems related to medication will be communicated to the parents immediately.

Great Escape Registration Paperwork must be complete for sunscreen and bug spray to be applied.

Sanitation

All cleaning chemicals and supplies will be kept out of the reach of children. Furnishings, toys, cots and mats shall be cleaned when they become soiled. Eating surfaces will be sanitized before and after each use. Unwashed hands are the primary carriers of bacteria and germs that cause illness. It is our policy that the children and staff wash their hands with soap and water after using the toilet and before and after eating.

Injury (at the program or on field trips)

PLEASE NOTE: In the event of an emergency, 911 will be called first.

Each program site will have an Emergency Procedure Plan that identifies specific guidance for staff. If your child is injured at a Great Escape program site, Watertown YMCA staff or Site Coordinator(s) will take whatever steps are necessary to obtain emergency medical care.

These include, but are not limited to, the following:

- Provide First Aid for minor injuries.
- Attempt to contact parent or guardian.
- Have the child taken to an emergency hospital.
- If we cannot contact a parent or guardian, we will do one or all of the following:
 - Provide First Aid as appropriate and indicated in the program's emergency procedures.
 - Call an ambulance or paramedic.
 - Have the child taken to the closest emergency = hospital by 911 personnel.
 - An Incident/Accident Report will be completed and a notation made in the medical log.

Universal Procedures

Y Staff are trained how to address overall precautions when exposed to blood and blood-containing body fluids, as well as procedures for wearing gloves, hand washing and dealing with body secretions. Everyone exposed to blood or body fluids containing blood shall wash their hands immediately with soap and warm running water. Disposable gloves will be worn if there is contact with the blood or body fluids or tissue containing blood. Gloves will be disposed of after one use in plastic bags and hands will be washed with soap and warm running water after removal of gloves. For vomit, urine, feces or other body fluid spills, staff shall clean and disinfect the area affected including floors, walls, bathrooms, tabletops, toys and countertops.

Nutrition Policy

Schedule of Snacks

(Schedules will vary slightly from site to site)

Morning Snack, 6:45 - 7:30 A.M.

Afternoon Snack, 3:30 - 4:30 P.M.

All children in the Watertown YMCA Great Escape Program will receive a morning and afternoon snack. Menus for snack will be posted monthly. Snacks shall consist of at least two of the following: milk or a milk product, fruit, fruit juice, vegetable, whole grain or enriched bread or cereal. When fruit juice is served, it shall be 100% fruit juice. Snacks are stored in a sealed plastic bin, located in a designated area at the GE site.

Sample Menus:

	Mon	Tues	Wed	Thurs	Fri
AM	Fruit and Crackers	Teddy Grahams and milk	Cereal and milk	Bagels and Yogurt	Granola Bars and grape juice (100%)
PM	Fruit cups and milk	String Cheese and Crackers	Pudding and graham crackers	Pretzels and apple juice (100%)	Popcorn and milk

Menu Planning

The Youth Development Coordinator(s) will be responsible for planning the menu. They will take into consideration cultural and ethnic preferences of children. We provide nutritious and appetizing snacks that meet the U.S.D.A requirements. All snacks provided by the Watertown YMCA will be age appropriate for children with the ability to eat table foods. Students are more than welcomed to bring in birthday or other special occasion treats, although advanced noticed would be preferred.

Special Diet Needs and Allergies

Children's specific needs and allergies must be listed on the enrollment forms and will be posted at the program site for Watertown YMCA staff only. Our menus are developed to meet State Licensing Guidelines. If a child cannot eat from our menu, parents must substitute with a similar item. Parents may provide snacks for children requiring specialty menus such as vegetarian or kosher if the Watertown YMCA is not meeting the needs of the family.

Staff, Parent & Volunteer Policy

Staff/Volunteer/Substitute Policy

All staff and volunteers are trained professionals who have expertise in educating and caring for young children and supporting working families. Prior to employment, staff go through an extensive interview process, background checks and reference checks. After staff are hired they receive an orientation and training prior to being counted in ratio, to include but not limited to, a review of the following policies:

- DCF 251 licensing rules
- Shaken Baby Syndrome
- Great Escape Policies and Procedures
- Emergency procedures
- Fire extinguisher use training
- Job responsibilities and job description
- Training to recognize illness and disease
- Child management techniques
- Curriculum & Daily Schedules
- Safety/Security of children including child abuse and neglect & tracking procedures
- Health and sanitation
- Confidentiality practices
- Absent Child procedures
- Inclusion practices

Within the first 90 days all staff is required to complete the following:

- First Aid
- CPR
- Child Abuse & Neglect Prevention (biennially)
- AED

*All staff and volunteers receive ongoing professional development and trainings. All professional development and training are tracked by Watertown YMCA.

Student Observers/Student Teachers/Interns

On occasion, the program may have student observers, student teachers, or interns referred by a high school or college. These individuals will be supervised by the Site Coordinator(s) or assigned Lead Teacher. In addition, they may be involved in lesson planning, teaching, and interacting with your child. Any visiting students will be expected to abide by our confidentiality policy. These individuals will never be left alone with children and will not be counted in determining teacher/child ratios.

Family Volunteers/Access to the site

We encourage our family members to actively participate in our programs. We love for families to share their knowledge, experiences, and careers or just read a book to the children. Our staff would welcome families to assist in organizing child portfolios, creating bulletin boards or doing activities with the children. Please contact a member of the Youth Development Leadership Team if you are interested. Parents are always welcome to observe their children or to visit unannounced.

Parental Involvement & Communication

The Watertown YMCA strongly encourages parents to become involved. There are many ways to do this

- Showing interest in your child's activities
- Reading newsletters and taking time to discuss your child's day with the teacher(s).
- Attending special functions
- Sharing hobbies, talents, skills and careers with the children upon request
- Talking with your child about their day

Our staff will include parents in the following ways:

- Daily Verbal Reports-As parents arrive or pick up their children staff members give key feedback about their child's day.
- Special Events-Parents are invited to various special events-watch the site newsletters for announcements.
- Parent Newsletter-Parents will receive a quarterly newsletter from the Site Coordinators. This information will be e-mailed and placed on the parent table.

Babysitting

Occasionally parents seek to employ center staff for off-site daycare/babysitting services. Watertown YMCA does not prohibit staff members from such employment, however, this is a private arrangement between the parent and staff member. Watertown YMCA makes no representation as to the qualifications of staff to perform these services. Staff are not permitted to accept or arrange such employment during their working hours, and parents are requested not to approach staff during Watertown YMCA program hours.

Parent Feedback

Parents are given the opportunity on an annual basis to complete a satisfaction survey in which they are asked to rate various aspects of the program and provide feedback. Watertown YMCA uses the data from the surveys to drive new initiatives, develop staff training opportunities, and improve our programs to better meet the needs of the families we serve.

Emergency & Closing Policy

Watertown YMCA staff are trained in all emergency procedures. All drills are practiced monthly. Programs staff receive information of tornado watches or warnings from a weather radio and via text alerts from TMJ4, as well as other Internet alerts. In in climate weather we will take all necessary precautions.

Site Coordinators and Lead Teachers are responsible for monitoring weather or other threats at all times at camp and away on a field trip.

Emergency Evacuation

Plans for emergency evacuation are posted near exits. The plans specify the location to report to in case of a tornado and the exit to use in case of a fire. If Watertown YMCA staff receives information regarding a threatening situation from Y authorities or other credible source, the Site Coordinator(s) will evacuate the premises based on the situation. Children will be safely escorted from the building, with a copy of the child's emergency information and a first aid kit. Should the facility become unusable due to fire or other major emergencies, the children will be transported to Watertown YMCA, as soon as possible. Please note that there are many children in the program and it will take time to contact each parent.

In the event of a gas leak: A supervisor will call the Gas Company, everyone will evacuate the building immediately, and will not close door, or turn the lights on and off.

Emergency Tornado Evacuation

If staff receives a tornado warning (which will be received by cell phone), children will be lined up and staff will perform a face to name check. The group will proceed quickly to the school designated tornado shelter area (which is a windowless, contained room) and staff will perform a face to name check of all children in their care. Staff will keep children there in the in tornado safety stance (crouching with head between knees and arms over their heads) until staff receives the all clear.

Fire Alarm Evacuation

If the fire alarm sounds, staff will have group roster and staff and children will proceed quickly and quietly to the nearest exit using the fire evacuation route as predetermined. Once children are out of the building, the group will gather in the fire evacuation spot, as predetermined, and staff will perform a face to name check. Children and staff will remain out in evacuation spot until authorities give the all clear. If the all clear is not given, parents will be called.

Power Loss

If the school/site is unable to restore power within 20 minutes parents will be called to pick up their child up.

Emergency School Closing/Snow Day

Emergency closings of any school also apply to the Great Escape program within the school. In other words, if the school is not open, we are not open. In the case of a late/delayed start, the before school portion of our program would not be open, but the after school portion would run as usual. In the case that a school closes during the school day, the After School Program would close as well. If, by chance, a school were to announce its closing after children have already been dropped off at a Before School program, parents would be contacted and would need to pick their children up. This follows along with our policy that if the school is closed, our program is closed as well.

Hours and Days of Program Operations and Holiday Closings

Our School Age Programs run August/September through June, in accordance with school district's calendars. Watertown YMCA Great Escape Program operates Monday through Friday, 6:30 am until school begins, and again when school lets out until 6:00 pm. When school is not in session we offer a program at Watertown YMCA that follows the Oconomowoc School District Calendar. Early Release Care is also provided at the Watertown YMCA, which includes transportation from the school to Watertown YMCA by Y staff. Both programs have an additional fee. Watertown YMCA Great Escape School's Out program will be closed for key holidays. These holidays include: New Year's Day, Memorial Day, Labor Day, Thanksgiving and Christmas Day.

Emergency Medical Source

The programs will utilize the nearest medical facility for serious medical incidents. In these situations 911 will be called. Employee orientations will detail actual steps to be taken. Also, listed on the parent board will be an emergency contact person available within five minutes of the site.

All expenses incurred in an emergency situation shall be borne by the child's family.

Missing Child

Watertown YMCA always maintains the State of Wisconsin Department of Health and Family Services, Division of Children and Family Services ratios at all times. Additionally, in many cases we have volunteers within classrooms, which gives us more eyes to keep track of the children. Our staff members receive training on supervising and managing a group of children while on and off site. Continuous head counts maintain attention on every child's location and activities. Staff members also count the number of children they have anytime they leave and return to the premises as well as periodically during excursions outside of the classroom. These headcounts reflect the number of children that are signed into our care at any given time. Should a child be missing, the staff will search the building and grounds completely as well as calling the police and parents immediately.

If a student cannot be found, the following steps will be followed:

1. The teachers will confirm with other teachers that the child did not ask to use the bathroom, get something from their backpack, got picked up, etc.
2. Teachers will confirm with the office that the child did not go home or get picked up by a parent/authorized pick up.
3. One teacher will begin an initial search in and around the program area including bathrooms, hallways, and area last visited.
4. Parents will be notified about the situation and teachers will make sure child was not picked up by parents.
5. Law enforcement will be called.