



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Parent Handbook 2011-2012

Old Colony YMCA
www.oldcolonymca.org

Dear Parents/Guardians:

Welcome to the Old Colony Y Child Care programs where we build strong kids, strong families, strong communities. We are delighted that you have chosen our child care program. The safety of your children is our number one priority. The Y programs provide a variety of positive, healthy, and interesting activities. The Old Colony Y's programs are built around the core values of caring, honesty, responsibility, and respect, as well as building assets so that your children grow into responsible caring young men and women.

This handbook is designed to assist you in better understanding our philosophies, policies, goals and procedures. Please review this booklet with your child and keep it as a handy reference.

The Old Colony Y's programs are all licensed by the Department of Early Education and Care (EEC) located at 1 Washington St. Suite 20 Taunton, MA 02780 508-828-5025. At any time, you may contact EEC to obtain information regarding the regulatory compliance history of any of our licensed site. Our staff meets all EEC requirements with ongoing child care and YMCA trainings, as well as First Aid and CPR certifications.

Please feel free to call the Y staff with any questions and/or concerns that you may have about the program. Our staff will be happy to respond to questions, comments or concerns you may have. Once again, welcome and thank you for choosing the Old Colony Y as your Child Care provider.

TABLE OF CONTENTS

Statement of Purpose and Core Values.....	4
Child Care Goals	4
Parent Rights.....	5
Child’s Records.....	6-7
Responsibilities of the Program.....	7
Admission, Tuition, Snow Day, Delays.....	7-8-9
Transportation Plan.....	10
What to bring to School Age Program.....	11
Program Activities/Progress Reports	11
Behavior Management Plan.....	12
Termination/Suspension Policies	12-13
Sick Child Policy.....	13-14
Medication and Drug Administration Policy.....	15-16
Plan for Emergency Disaster.....	17
Abuse and Neglect Policies.....	18
Referrals and Resource Directory.....	19
Personnel Policy.....	20
Staff Observations, BCR, Nutrition Policy.....	21
Organizational Chart.....	22
Site Specific Information.....	22
Site Specific Evacuation Plan.....	23

STATEMENT OF PURPOSE

The Old Colony Y's Child Care programs are designed around the organization's mission statement that the Old Colony Y is committed to the development of strong spirit, mind and body, guided by Judeo-Christian principles to enrich the quality of life for all in our communities.

BELIEF STATEMENT

We believe that our Mission is to assist all people (members, clients, employees, volunteers, contributors, and partnerships) to develop to their fullest potential through programs and practices that...

- * Develop character and leadership skills.
- * Instill a strong sense of positive values.
- * Strengthen family life.
- * Support and encourage peace through international and cultural diversity.

Our Y remains responsive to community needs.

The Old Colony Y does not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, marital status, sexual orientation or disability.

CORE CHARACTER VALUES & ASSET DEVELOPMENT

Here at the Old Colony Y it is our intention to help your child develop the values that promote a sense of positive self-worth and positive relationships. We are committed to helping children learn values that will enable them to build strong moral character and to become the best that they can be in spirit, mind, and body. These four values: HONESTY, CARING, RESPONSIBILITY and RESPECT will be reinforced throughout your child's school age experience. These core values will be integrated into our curriculum through songs, games, and social activities. Staff will promote these four values by encouraging and modeling behaviors that demonstrate them. There are 40 Developmental Assets that are the building blocks for growth and development which are also incorporated into our curriculum.

PROGRAM GOALS

Develop independence.
Develop self-confidence.
Foster interpersonal relationships.
Develop communication skills.
Extend and enrich avenues of self-expression.
Promote good health, safety and nutrition. Activate America.
Sense of community.

Promote academic achievement.
Promote the development of good social skills.
Develop honesty, respect, responsibility and caring in each child we serve.

PARENT/GUARDIAN INFORMATION, RIGHTS, AND RESPONSIBILITIES

Chapter 28, Section 10 of the General Laws of the Commonwealth of Massachusetts mandates to the Department of Early Education and Care the legal responsibility of rules and regulations governing the operation of child care programs. The licensee (child care program) is required to inform all parents of specific information about their rights and responsibilities at the time of admission of their child to the center. Section 7.04 of 102 CMR 7.00, the regulations which govern day care centers, contains more information.

PARENT/GUARDIAN'S RIGHTS

Parent/Guardian Visits: You have a right and are encouraged to make unannounced visits to your child's program while your child is present.

Parent/Guardian Input: The program encourages your input in the development of program policy and procedure, but it is up to the program to decide whether or not they will be implemented. You are always welcome to meet with staff and become active members of the Parent Advisory Board.

Meeting Prior to Admittance: The licensee shall assure that the administrator or his designee meets with you prior to admitting your child to the program and that you receive a copy of the Parent Handbook.

Parent Conferences/Progress Reports: Staff must bring any special problems or significant developments to your attention as soon as they arise. Likewise, please inform the staff of any developments with or surrounding your child so they may better care for your child. Upon request, staff are available for parent conferences. Parents will be kept informed through incident reporting and verbal communication at each site. A progress report will be prepared every 3 months for infants and children identified with special needs, every 6 months for both toddlers and preschoolers annually for school age children. It will be based on observations and documentation of the child's activities over time within the parameters of cognitive, social, emotional, language, fine and gross motor skills and life skills.

Program Staff/Parental Involvement: Through the Y's many years of experience with parent-child, and family programs, it has proven that shared experiences between children and parents at a very

young age build a foundation for positive relationships and communication in the years to come. Without parental involvement in child care programs, raising successful children is endangered. Parents and other family members are an important part of Y's leadership. There is never any attempt to exclude parents/or legal guardians from the program. They are welcome at any time, and an appointment is never required. Y child care works at specific ways to include parents and achieve family goals. Children are encouraged to share their emotions, both positive and negative, with their parents at the end of the program day. We recognize the diverse needs of all families. Support systems such as parent training and referral networks are offered and activities that involve total family participation are planned.

Recommended Service Need: The Department of Children and Families and the Old Colony Y highly recommend that your child be in child care no longer than one (1) hour before or after your daily employment or training begins and ends. This is recommended for the benefit of your child in order to maintain a proper balance between home care and child care, and for your child to be nurtured by you their primary care giver, as much as possible.

Parents Communications: Communication with parents is achieved through personal contact, parent newsletters, information boards, and parent mailboxes.

YOUR CHILD'S RECORDS

Information contained in your child's record is privileged and confidential. The program's staff may not distribute or release information in your child's record to anyone not directly related to implementing the program plan for your child without your written consent. You will be notified if your child's record is subpoenaed.

Maintenance of Record: Children's records will be legible, dated and signed by the individual making an entry. The record will be continually updated. All files will be retained for five years after the child leaves the program. If the files are transferred per parent request, a copy of the request will be kept on file.

Required Information in the File: All required information obtained when the child was enrolled, including any medical records, where applicable, will be present in the file. A record of any prescribed medications administered to the child or referrals made will also be included. Any records of unusual or serious incidents such as behavioral incidents, accidents, property destruction or emergencies will be included.

Access to the Record: You will be able, upon request, to have access to your child's records at reasonable times. The program must provide access within two business days, unless they have your permission to take longer. You must be allowed to view your child's en-

tire record, even if it is located in more than one location. The program must have procedures regarding access, duplication, and dissemination of children's records. They must maintain a written log which identifies anyone who has had access or has received any information out of the record. This log is available only to you and the people responsible for maintaining the program's records.

Amending the Record: You have the right to add information, comment on data, or any other relevant materials to your child's record. You also have the right to request deletion or add amendments to any information contained in your child's record. Such request shall be made in accordance with the procedures described below:

1. If you are of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in your child's record, you have the right to have a conference with the licensee to make your objections known.
2. The licensee shall, within one (1) week after the conference, give you a decision in writing stating the reason or reasons for the decision. If his decision is in your favor, immediate steps will be taken to put the decision into effect.

Charge for Copies: You will not be charged an unreasonable fee for copies of any information contained in your child's record.

Transfer of the Record: Upon your written request, when your child is no longer in care, the licensee can give you your child's record or transfer them to any other person you identify.

RESPONSIBILITIES OF THE PROGRAM

Availability of Regulations: The program must have a copy of 102 CMR 7.00, Standards for the Licenser or Approval of Group Day Care and School Age Child Care Programs, on the premises, available to any person upon request. If you have questions about any of the regulations, ask your director to show them to you.

Notification of Injury/Illness: The licensee must notify you immediately of any injury/illness which requires emergency care beyond minor first aid. They must also notify you, in writing, within 24 hours, if any first aid is administered to your child.

Plan for Meeting Individual Child Specific Health Care Needs: Prior to the child's admission to the program, each parent/guardian must list any food and/or allergies or special needs. A written list identifying the child's allergies, medical concerns or special diet is documented and posted. Staff will take care to protect all children from contact with specified items, as well as, to modify the program to meet the needs of the child whenever possible. If on the enrollment package you indicate that your child has a chronic health condition or special limitation, we ask that you have your child's physician/health

care provider complete the Permission for Medical Condition Treatment form as well as the Individual Health Plan. This will serve to assist us in working more effectively with your child. Both you and/or we may request a conference at any time to discuss your child's special needs.

ADMISSION POLICIES

Enrollment: Paperwork is valid for only one year. It must be completed or updated annually in accordance with the EEC regulations. After the paperwork has been completed and returned to the program and the parent understands all policies and procedures, an agreement will be signed between the parent and the Old Colony Y Director in order to begin care of the child. Parent and child are able to view the program upon request. During this time, the Old Colony Y services and programs are explained. This process helps familiarize both the parent and child with the nature of the center and how care is given. Enrollment decisions are made between the Program Director or Site Coordinator, and parents in accordance with the EEC regulations.

Intake: An orientation meeting with Y staff and the parents and children is required prior to enrollment. This will ensure all paperwork is complete and address any special concerns or needs that will help us provide quality care for your child. Toilet training is not an eligibility requirement.

Loss of Placement: A loss of placement will occur if the parent:

1. fails to meet eligibility requirements for any subsidized slot
2. fails to complete paperwork
3. lack or falsification of information
4. non-payment of fees
5. missed interviews/ appointments
6. programs inability to meet the child's needs
7. late pick up: **attendance**

TUITION POLICY

Payment Process: Payments are due a week in advance of your child's care. **PAYMENTS MUST BE MADE ON OR BEFORE THE THURSDAY PRIOR TO THE WEEK OF SERVICE.** Checks should be made payable to the "Old Colony Y." Failure to pay according to this schedule may result in immediate termination from child care services as well as future enrollment in other Old Colony Y programs.

YOU ARE REQUIRED TO PAY YOUR WEEKLY FEE THROUGHOUT THE YEAR. NO DEDUCTIONS FOR CHILD ABSENCES OR LEGAL HOLIDAYS. (check 2010-2011 holiday schedule for closings)

BASIC SLOT AND VOUCHER CLIENTS are expected to pay their weekly amount throughout the year. **Payments must be made on or before the**

Thursday prior to the week of service. No more than 10 absences a month are permitted or loss of slot may occur. **Failure to pay according to policy will result in termination.**

The Old Colony Ys tax identification number is 042125014. Please keep all receipts/cancelled checks received from payments to child care for your tax purposes.

In the event two (2) checks are returned for insufficient funds only Money Orders will be accepted. If a check is returned for insufficient funds, a twenty dollar processing fee will be charged to your account, in addition to the original payment amount. We do not redeposit checks.

Delinquent Payments: Timely payments are required. Please note that non-payment for services will result in termination of child care services. Once terminated from the program you will be unable to return or sign up for any OCY programs until your balance has been paid in full.

Registered Days: Payments are based on the days contracted upon enrollment in the program. Therefore, if a child is registered for four (4) day per week, your weekly payment will be charged for 4 days. Any changes to your child's contracted days must be submitted immediately in writing to the Y staff for approval.

Sick Policy: If a child is sick and cannot attend child care, full payment is still expected for those days.

Late Fees: Each day a parent is late picking up a child, a late fee will be assessed as follows: Within the first fifteen (15) minutes after the center's closing time and/or child's contracted service time, the fee will be \$5.00. If it goes into the next fifteen (15) minutes, an additional \$10.00 will be added. If the child is still not picked up, there will be an additional fee of \$1.00 per minute. If a child is not picked up within one hour after the center's closing time and we are unable to reach a parent/guardian or emergency contact person, we are mandated to call the Child-at-Risk Hotline, as is required by the Department of Social Services. Please leave ample time for traffic and weather delays. Please contact the program immediately if you will be late for pick-up.

CONTINUAL LATE PICKUPS MAY RESULT IN TERMINATION.

Withdrawal from Program: A two-week advance written notice is required if you plan on withdrawing your child from the program. Payment is still required whether or not your child attends during the final 2 weeks.

Snow Day Policy: Centers will be open and your daily rate will be assessed whether the child attends or not.

School Delay Policy: If public school is delayed, programs will follow the delay schedule.

If the situation is extremely hazardous, the Y Division Executive will determine whether the programs will be opened or closed.

CLOSURES/DELAYED BROADCAST STATIONS:

WHDH-85/AM * WBET-1460/AM * WCAV-98/FM
WPLM-1390/AM or 99.1/FM

TRANSPORTATION PLAN

Child Care Center: Upon arrival to the program each day, a parent or authorized person must accompany your child, sign your child in, and be sure a staff person acknowledges his/her arrival. Your child must be picked up by a parent or authorized person by closing time. Your child must be signed out each day by an adult 18 years old. If someone other than the parent or authorized individuals are to pick up your child, the parent must notify, in writing, the child care program either that day, or prior to, and inform them of who will be picking up the child. Parents should inform anyone who is picking up their child that he/she will need a photo id.

After-school Arrival: In the afternoon, children will be dismissed from their classrooms to the program under the supervision of school personnel. Once in our program, the Y assumes responsibility of the children. Absent children's whereabouts will be inquired about from the school office. A call will be made to the parents if a child is unaccounted for at the program. Further calls to authorized individuals will be made until the child's whereabouts are determined.

In Case of a Medical Emergency: After an assessment has been made and the course of action determined, the staff will contact 911, and the parents notified immediately. The child will be transported via ambulance to the nearest hospital.

Absence: Parents are responsible to notify the Y of any change in their child's scheduled service days including transportation. If your child is sick or unable to attend child care, please notify the staff prior to the scheduled arrival time.

Field Trips: Children participating in field trips will be transported in either Y vehicles, public transportation, rented vehicles or by foot. In the event a vehicle should break down, alternative transportation will be secured by the Y. All groups will be responsible for travel First Aid and emergency procedures. At least one person on the trip will be certified in First Aid and CPR.

WHAT TO BRING

Children should come prepared with weather appropriate clothing due to some outdoor activities. We suggest comfortable play clothes (or a change of clothes) and sneakers. The Y provides a snack which is USDA approved. In the event that your child doesn't have a lunch we will provide one for

them; abuse of this service may result in termination and notification to the Department of Social Services.

No electronics, no games or toys from home are allowed at the site. No Flip flops. No cell phones.

(If a child needs to contact parents they will be permitted to use the site phone)

PROGRAM ACTIVITIES

Children will have the following incorporated into their plan:

- Reasonable regularity in routine, with sufficient flexibility for un-scheduled learning opportunities.
- Free choice in a variety of alone time or with peers in a variety of creative activities for exploration, experimentation and discovery.
- Indoor and outdoor play including large and small muscle groups and 60 minutes for physical activity in full day programs.
- Opportunities to interact with peers and adults and learn age appropriate self help skills.
- Opportunities to explore diversity and experiences that support problem solving and critical thinking.
- Opportunities to learn about nutrition, social skills, communication, language and literacy development.
- Reasonable accommodations to allow children with disabilities to participate whenever possible.

BEHAVIOR MANAGEMENT PLAN

Behavior management is accomplished through a positive approach which respects the child as an individual. Setting reasonable and positive expectations, offering choices, and having an opportunity to verbalize feelings, encourages children to develop self control through understanding.

"Site Rules", are set with the involvement of the children. The rules are stated in a positive and pro-active tone. This sets the expectations for behavior with the children.

Steps in Modifying Behavior

1. Children are reminded of the expectations.
2. Transition time and redirection are used.
3. If the unacceptable behavior continues, the problem is discussed with the child, who is encouraged to offer solutions.
4. A short "time out" (no longer than 5 minutes), away from the activity may be implemented. During this time, staff will talk with child and when ready, may return to activity.
5. If the unacceptable behavior continues, staff will write a Behavioral Incident Report, which will be shared with and signed by the parents/

guardian. If needed, a parent conference will be requested. At that time parents and staff will discuss behavior management options.

6. Three Incident Reports will result in a one day immediate suspension.
7. Prior to the child returning to the program a meeting will be set up with the parents and child to discuss a behavior management plan, as well as referrals for evaluation, diagnostic or therapeutic services.
8. If a child's behavior at any time injures or places another child or/and staff member at risk, immediate suspension and/or termination will result and a Parent Conference will be required. Continued enrollment in the program will be at the discretion of the Y directors.

Children are not to be disciplined for soiling, wetting, or not using the toilet.

Corporal punishment, including spanking, shall not be used. No child shall be subjected to cruel or severe punishment, humiliation, verbal or physical abuse, neglect or abusive treatment. No child will be force fed or denied food as a form of punishment.

Parents may view our Child Care Policy, Health Care Policy and Behavior Management Policy upon request

Termination and Suspension: It is our goal to ensure the safety of everyone in the program. Therefore, a child may be suspended and/or child care services may be terminated from the Old Colony Y Child Care Program for the following circumstances:

- Inability to meet child's needs.
- Excessive bad language/swearing.
- Disrespect for Y and/or other's personal property.
- Failure to abide by Association Policies.
- Non-payment of child care services.
- Violation of Parent Statement of Understanding.
- Non-compliance with required parental paperwork.
- If a child's behavior poses a risk to themselves, other children, and/or staff immediate suspension and/or termination will result.
- If a child brings in a hazardous item or illegal drug.
- Inability of parents to deal in a professional manner with program personnel or other parents at the center.
- Persons in our programs that are involved in possible litigation against the Old Colony Y will not be permitted to participate in our programs until a settlement is resolved and approval from the Executive Director has been received.
- Bullying other children or making other children feel uncomfortable to attend the program.
- Leaving the Program Area.
- Stealing.

Suspension Procedure: In addition to the above, a child will be immediately suspended from the program if he/she receives 3 Behavioral Incident Reports or is suspended from public school for school related incident.

If a child is to be **SUSPENDED** from the program, the following actions will take place:

1. Parents are informed in person or by telephone of the suspension.
2. A parent conference either by phone or in person with Y staff will be held to discuss the consequences of the suspension, as well as further behavioral issues and when the child will be permitted to return to the program. A Behavior Management plan will be developed for intervention at home and at the program. Staff will offer referrals to parents for evaluation, diagnostic or therapeutic services if necessary.
3. Written documentation of the conference is recorded and filed in the child's file.

Termination Procedure If a child is to be **TERMINATED** from the program, the following actions will take place:

1. Parent conference with Y staff.
2. A copy of the written incident report (s) is given to parent/guardian upon request.
3. Written letter of the reasons for termination is given to the parents\guardian.
4. A list of referrals of local child care programs is made available upon request.

The child is spoken to by Y staff in a developmentally appropriate manner to prepare the child for termination.

Plan to avoid suspension/termination: Every effort will be made to avoid suspension/termination of a child from a Y program due to challenging behaviors. To meet the needs of the child, an opportunity to meet with the parents to discuss options other than suspension or termination will be scheduled. At this meeting, referrals will be made to the parents for evaluation, diagnostic or therapeutic services. Other options will be discussed with parents such as supportive services, educator training, etc. A plan for behavioral intervention both at home and in the program will be developed.

REFERRALS AND RESOURCES

The Department of Children and Families and EEC, provide us with information regarding social, mental health, educational and medical services including, but not limited to dental check-up, and hearing or vision screening for families. Inquiries about referral services should be made through the Y staff. If staff have concerns about a child, the behavior will be ob-

served, recorded and reviewed before a referral is recommended.

A parent meeting will be set up to discuss the concerns and referrals. The program will provide a list of agencies in the community for children in need of social, mental health, educational, and/or medical services, as well as, the contact person for Chapter 766 and Early Intervention Programs. The program shall offer assistance to the parents in making the referral and shall have written consent before any referral is made. The program shall maintain a written record of any referrals, including the conferences with parents and the result.

PLAN FOR MANAGEMENT OF INFECTIOUS DISEASE

Sick Child Policy:

The Y directs its sick care policy toward three concerns; children's well-being, parent's schedules, and the well being of the child care program. The following guidelines will assist you in helping your children participate in child care during their illnesses.

When Your Child is Ill Prior to Arrival:

Inform the Y staff member how your child has acted (since last night, this morning, over the weekend) and obtain permission for your child to attend the center. Describe any symptoms which may help identify the changes in your children's health. Inform the staff member of any medications you gave your children prior to arriving at day care (prescription or non-prescription). Leave a telephone number of somebody whom staff member can call to come pick up your children if needed. Call the staff member frequently to "check in" on your child's status. Allow for a shortened "day care day" according to your children's needs.

When Your Child Becomes Ill at the Program:

The sick child is made comfortable and kept away from other children. A staff member is assigned to monitor and care for the sick child.

Parent/guardian is called and told of the symptoms of illness and how much longer the child can participate in the program.

(This is never to exceed two hours from time of notification).

If Your Child is Recovering from an Illness:

Describe your children's state of recovery (quiet, feeling well). Bring in all prescription and non-prescription drugs with your pediatrician's signature and complete an Authorization for Medication Form. **(Tylenol will only be given to children with a written physician's order.)** Assist staff members in planning your children's day by describing what the "sick schedule" was like and any restrictions, your child may need to follow, such as exclusion from swimming. Plan to allow for a flexible schedule the first day back as your child may need a shorter day. Call the staff members frequently to

"check in" on your child's status.

If it is determined that your child should leave child care, the two hour pick-up time frame will apply.

When a Child is Excluded from Returning to the Program: There are very few illnesses for which children need to be excluded from child care because of the health risk they pose for other children and staff. If the child had a contagious illness, he/she may return to child care after being evaluated by a physician and considered to pose no serious health risk to him/herself or others. Written documentation from the physician is required to return to the program. For most conditions, either a child has already exposed others before becoming obviously ill or is not contagious after beginning treatment. The period after beginning treatment and returning to the program will vary depending on a specific disease and should be discussed with the child care staff.

When a child is too ill to participate in their usual activities, they will be excluded from coming to the program. Children should stay home if any of these symptoms occur.

**skin rash head lice fever over 99 degrees pinworms
chicken pox hepatitis measles mumps rubella
persistent cough repeated vomiting conjunctivitis diarrhea**

The program will notify parents and operate the exclusion policy for serious illness or contagious and reportable diseases in accordance with the Division of Communicable Disease Control, Department of Public Health. A list of reportable diseases is located in the Health Care Manual (which is available on request).

MEDICATION AND DRUG ADMINISTRATION POLICY

Medication will only be Administered Under these Guidelines

Written consent: Medications will only be administered by staff authorized and trained to administer medications. No staff shall administer the first dose of any medication to a child, except under extraordinary circumstances with parental consent. Medication will not be administered to a specified child, prescription or non-prescription, without written consent of both physician AND parent/guardian. Any medications found with children will be confiscated and parents/guardians will be notified.

Physician's Consent: The label on the medication will be accepted as the physician's written order, but a note from the physician is required for all other medications. The label must indicate that the medicine is for the specific child, specify the dosage to be given, the number of times it is to be administered per day, the number of days the medicine is to be taken, and it must be dated within the period that the medicine is being administered.

Parental/Guardian Consent: An Authorization Medication Form will be provided for the parent/guardian to fill out. Each form must be completely filled out, signed and dated. No deviations in the dosages will be permitted unless by authorized written order of the child's physician.

Storage and Administration: Medication is to be given by a parent/guardian to a staff member upon arrival at the program. All pills will be counted and documented. Both parent/guardian and center staff will sign the medication sheet showing agreement for the number of pills received. Medication must be stored in their original containers and labeled with the child's name, the name of the drug, and the directions for its administration and storage. Medications, that are not needed for emergencies, are locked out of reach of children and placed under proper conditions for sanitation, preservation, security (particularly for class three drugs) and safety. Emergency medications such as inhalers, epi-pens, etc. will be kept in a secure location but not reachable by children. In the event that a medication needs to be refrigerated, it will be kept in a secured refrigeration unit. All medications will be administered by staff. Staff will maintain a written record of the administration of any prescription or non-prescription medicine to each child which will include the time and date of each administration, the dosage, the name of the staff member administering the medication, and the name of the child. The completed record will be made part of your child's file. These procedures do not apply to topical non-prescription medications which are not applied to open wounds, rashes, or broken skin. Any unused medication will be disposed of, or upon request, returned to the parent when no longer needed. (with the number of pills returned documented and signed by both center staff and parent/guardian).

Topical Medications: Written parental/guardian consent with criteria for administration will be accepted for topical medications to be used on non-open wounds. Parents need to send the medication in original containers. Medication will not be administered in a manner contrary to printed product directions without physician's written consent. Most insect repellants that contain DEET ingredient should not be applied to the skin. Topical medications such as petroleum jelly, and anti-bacterial ointments, applied to wounds, rashes, or broken skin **must have a Doctors note**, must be stored in the original container, labeled with the child's name, and used only for that child. Topical medications such as sunscreen, bug spray, and other ointments which are not applied to open wounds, rashes, or broken skin may be generally administered to children with written permission from parents/guardians.

Inhalers: All medication, except inhalers, will be administered by a staff member. With written authorization by the parent, the school age child may be permitted to administer his/her own medication, under the super-

vision of a staff member who will monitor for overuse. With written parental consent and written authorization by the physician, school age children who have asthma may carry their own inhalers and use them as needed, without the direct supervision of a staff member. The program will ensure that all staff are aware of individual children who have asthma and use their own inhalers. Children will tell a staff member when the inhaler is taken, so staff may record the administration.

Medication Errors and Emergencies: A medication error includes any failure to administer medications as prescribed for a child, including failure to administer the medication within appropriate time frames (defined as plus or minus one hour from specified time), in the correct dosage, in accordance with accepted practice and to the correct student. In the event of an error, the parent/guardian will be informed by staff.

Medical Emergency Procedures: In the event of a medical emergency, the staff will assess the situation and determine if a call to 911 needs to be made. Once that has been determined, when there is time and if practical, the child's doctor will be notified before a child is taken for treatment. 911 will be called and staff will prepare to transport the child to the nearest hospital, while another staff contacts the parents. Every effort will be made to send a staff person with the child. If the parents cannot be reached, the emergency contact person listed in the child's records will be contacted. All emergency numbers are posted by telephone and are located within first aid kits.

The Senior Executive of Child Care Services will be contacted immediately and will notify the EEC within 24 hours by telephone and 72 hours in writing of any serious injuries, emergency care, death or in-patient hospitalization of a child enrolled in our programs.

PLAN FOR EMERGENCY DISASTERS

In the event of an emergency disaster that does not warrant immediate evacuation of the site, staff will contact administrators to decide if the site can remain open. If the children have to be evacuated, parents will be notified by phone as to the location of their children. Programs with infants/toddlers will evacuate with designated cribs and additional assistance will be provided by staff for any children (including but not limited to those with disabilities.) Evacuations will follow the site specific evacuation plan.

Floods: When notification is received from the Civil Defense or other emergency center that certain roads, bridges, or rivers constitute a danger or hazardous condition, it shall be the responsibility of the staff to notify the parent in the event of imminent or actual floor disaster.

Loss of Water: In the event of loss of water, the program will be closed and parents will be notified.

Loss of Power/Heat: In the event of electrical power loss, the program will remain in operation up to half of the normal operating day if the following conditions exist: generator lighting is available during non-daylight hours or the room temperature does not drop below 65 degrees Fahrenheit. All sites have a cellular phone.

Severe Weather Conditions: In the event of severe weather conditions, such as, thunderstorms, tornadoes, and hurricanes, the staff person in charge is alerted. All persons will be evacuated to a safe place within the building. General rules to follow are: 1) keep children away from large glass areas, large open spaces, roof areas, gymnasiums and swimming pools; 2) if outside, seek safe shelter in a building or protected area; 3) in a vehicle, stop the vehicle in a safe place, turn off the ignition, and wait until conditions improve before starting again.

Contingency/Evacuation Plan: In the event of an emergency evacuation, as in the event of a fire/ nuclear disaster, children will follow the site specific evacuation plan which will be determined by the town they are located in.

Missing Child Plan: Once a child is considered missing staff will conduct a sweep of the site as well as any outside areas. If a child is not located after the search, staff will contact 911, Y supervisor, and parents. EEC will be contacted by the Y supervisor as well as DCF. A 51A will be filed with DCF.

POLICY FOR REPORTING ABUSE OR NEGLECT

Child Abuse: The damage to a child for which there is no "reasonable" explanation. Child abuse includes non-accidental physical injury, neglect, sexual molestation, and emotional abuse.

Child Neglect: The failure or inability to provide a child with adequate food, clothing, shelter, medical care, supervision, emotional stability, or other essential care.

Mandated Reporter: All Y staff are legally required by the Commonwealth of Massachusetts to report any suspected abuse situation to the Senior Executive of Child Care Services and Branch Executives immediately. Failure to report a suspected abuse situation could result not only in an unfortunate situation for a child, but also potential separation from employment for mandated staff members.

PROCEDURES FOR REPORTING ABUSE AND NEGLECT ON CHILDREN

When a case of possible abuse/neglect is seen, regardless of where that abuse/neglect may have taken place:

1. Y staff and/or volunteers are to immediately inform their supervisor,

- who will confirm the facts reported and the condition of the child.
2. The supervisor will request the staff involved to complete an incident report with the date, time and specific details observed, including type and location of physical marks of the suspected abuse/neglect. This report will be reviewed by appropriate supervisory Y staff including the Senior Executive.
 3. Since all Y employees are mandated reporters, reports will be reviewed and a decision will be made whether to file or not within 24 hours.
 4. If a 51A is to be filed by Y staff with DCF, the staff reporting the suspected abuse/neglect will be informed on a need to know basis to allow for further action/documentation.

PROCEDURES FOR REPORTING ABUSE/NEGLECT INVOLVING Y STAFF

In the event the reported incident or suspicion involves an employed staff person or volunteer, the steps below will occur within 24 hours: The Director will immediately inform the Branch Executive. The Branch Executive will inform the Senior Executive of Child Care Services and the Director of Human Resources. The Senior Executive of Child Care Services will inform the CEO. The Supervisor and/or the Branch Executive will contact the staff member or volunteer concerning suspicions and will suspend that individual from all duties until all allegations have been cleared or substantiated. Suspension of employed staff will be without pay. In the event that the staff person is employed in an EEC licensed program, ECC will be contacted immediately following DCF. The employee will not work directly with children until the DCF investigation is completed and for such further time as the Department of Early Education and Care requires. In the event that allegations are substantiated, the employee will be terminated. Staff and volunteers suspected of child abuse or neglect may not contact children or parents involved in an alleged child abuse incident without the permission of the Branch Executive.

When a parent or guardian raises concerns involving unusual or sensitive issues, which may result in investigation for alleged child abuse and/or filing a report:

1. The staff or volunteer involved must inform the Program Director who will inform the Branch Executive during the same tour of duty.
2. The staff or volunteer involved will complete an Incident Report stating his/her version of the incident before the end of his/her tour of duty on the same day.
3. Incident Reports will be signed by the Director and passed on to the Branch Executive within 24 hours.
4. The following executive staff will be notified accordingly: Child Care

Services, Human Resources, CEO.

5. The Director will contact the parent or guardian to discuss concerns with the Branch Executive present.

If discussions do not resolve the concerns, the parent will fill out an incident report. If a child upon inspection/observation needs help, the Old Colony Y will take additional action by referring the child/parents to one of the following agencies or other suitable agencies:

TOILETING AND DIAPERING PROCEDURES

All children have access to the bathroom facilities on an as needed basis. When a child needs to go to the bathroom other than specified times, he/she will be supervised by an aide or a teacher, wash their hands with soap and water and then return to their activity. Parents are requested to bring their child to the bathroom before school begins.

Class Procedures

Each child may use the toilet and all children wash their hands using soap and water and then dry them.

WRITTEN PLAN FOR TOILETING AND DIAPERING:

The children at the center will be toileted on a regularly schedule basis and according to their needs. The children will be supervised by a teacher or aide. Any soiled clothing, linen or blankets shall be placed in a covered, water proof container to leave with him/her at the end of the day. In the event a child needs assistance, staff are trained in proper hygiene procedures up to and including the wearing of latex gloves as needed.

TOILETING

In centers servicing infants and toddlers, children will be toilet trained. Children will be toilet trained in accordance with requests from their parents and consistent with their emotional and physical abilities. Proper hygiene procedures will be in place, including wearing of latex gloves while assisting children in toilet training.

DIAPERING

A supply of latex gloves will be available and used on all diaper changes. A supply of clean, dry diapers will be maintained for each child. A disposable covering will be placed on the changing surface and will be changed after each use.

EXTRA CLOTHING, CHANGING OF SOILED OR WET CLOTHES

A supply of extra clean, dry clothing needs to be kept in your child's cubby at the center. Soiled clothing and diapers will be kept in separate covered, waterproof containers, located under the changing table.

CHILDREN WILL BE SUPERVISED AT ALL TIMES

RESOURCE DIRECTORY

Department of Early Education and Care

Department of Social Services Hotline
Mass Bay Counseling
Department of Mental Health
Fuel Assistance Program
WIC
ASK A Nurse
Massachusetts Dental Society
Physician Referral Services
MA Child Support Enforcement
Parental Stress
Federation for Children with Special Needs
Hearing Evaluation/ Hearing Aid Programs
Post Eye Center
Hunger and Food Stamp

PERSONNEL POLICY

Staff Orientation Plan: New employees will receive orientation through their supervisor prior to their first week of employment. This plan will be consistent with the EEC regulations, 102CMR7.00 and includes but is not limited to a review of the following: job description, personnel policy, statement of purpose, statement of non-discrimination, health care policy, information contained in the child's records and confidentiality policy, behavior management plan, termination and suspension policy, program plans, referral procedures, transportation plans, procedures for parent visits, input conferences and communication. After 90 days, the staff will meet with their supervisor to evaluate performance, document experience and training and to discuss other staff development concerns.

Staff Training: The Old Colony Y will provide an initial orientation training and classroom training during the first 90 days of employment. The orientation topics include:

- Child Development
- Age Appropriate Activities
- Curriculum Planning
- Child Abuse and Neglect Identification
- Old Colony Y Program Policies
- Old Colony Y Personnel Policies
- Old Colony Y Child Care Policies
- Old Colony Y Behavior Management
- Old Colony Y Health Care Policies

The Old Colony Y will provides ongoing in-service training to staff. Topics will include:

- ◆ First Aid & CPR
- ◆ Curriculum Planning

- ◆ Health Care Policy
- ◆ Hand Washing Techniques
- ◆ How to control the spread of infectious diseases
- ◆ Water Safety
- ◆ Nutrition and Menu Planning
- ◆ Behavior Management
- ◆ Community Resources
- ◆ Parent involvement and parent communication
- ◆ Maintaining EEC Standards
- ◆ Reporting Child Abuse and/or Neglect
- ◆ Supervising Children and Teaching Skills
- ◆ Principles of the YMCA Child Care/Working with 5-12 year olds

Staff Meetings—Staff meetings are held in accordance to EEC regulations.

Staff Supervision—Observations of educators while working with children will be done every two months by a supervisor. All documentation of observations and consults will be kept on file.

BRC Policy— BRC's are completed for each new employee before an offer of employment is made. BRC process should be done at least every two years, unless circumstances indicate one be done sooner. EEC must approve BRC Reviewer and is notified if Review leaves.

Nutrition—Strict adherence to the USDA guidelines for the nutrition and dietary needs of each child, including those with disabilities are followed and maintained. A weekly menu is posted at all our sites for morning and afternoon snacks being served. EEC and USDA guidelines for storing, serving and purchasing are followed and maintained.

Site Specific Emergency Evacuation Plan

Organizational Structure

Old Colony YMCA

Tax exempt number: 042125014

Senior Executive of Child Care Services

Kim Moran

kmoran@oldcolonymca.org

508-897-1257

Site Specific Information

Personnel:

Site Phone Number:

Hours of Operation:

AM:

PM:

Fee Schedule

Department of Early Education and Care (EEC)

1 Washington St. Suite 20

Taunton, MA 02780 508-828-5025



