



**Mount Desert Island YMCA – Camp and After-School Programs  
PARENT HANDBOOK  
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**MISSION STATEMENT, PROGRAM GOALS, and STAFF**

**The mission** of the Mount Desert Island YMCA is to develop community, character, personal growth, and wellness in spirit, mind, and body for the greater MDI community.

**MDI YMCA Camp and After-School Program Goals**

1. To help children feel good about themselves.
2. To help children appreciate and **respect** others and their environment.
3. To help children learn to accept **responsibility** and take personal responsibility.
4. To help children experience and show **caring** to others.
5. To teach children **honesty** and show them how to model it in their behavior.
6. To provide a healthy, safe, and **FUN** experience.

The MDI YMCA is a State Licensed Child Care Program. We seek to provide your child with a safe, caring, and physically active environment after school and when school is not in session.

**Parent Reminder:** It is the MDI YMCA policy that all children in grades K-3 need to be supervised by an adult or be enrolled in a structured program.

**Childcare Staff:** The MDI YMCA is aware of the correlation between trained professional staff and the provision of high-quality child care. In an effort to provide this care, we are committed to hiring qualified staff to lead your child through a school year filled with safe and exciting learning experiences. Our staff has participated in the Maine Roads to Quality Professional Registry. The Maine Roads Registry is Maine's childcare and early education professional recognition system. All of our staff is trained in Child Abuse Prevention, First Aid, CPR, and Basic Water Safety. In addition, all childcare staff attends additional training regularly.

Children and safety are our first priorities and because of that, we may not be able to answer the phone when Afterschool or Camp is in session. Please call the Front Desk at 288-3511 in an emergency.

Our staff might not always be able to talk to you during pick-up/drop-off moments. If you have something to discuss, please schedule a meeting time with us, so we can give you our undivided attention.

**Reporting Abuse:** All staff members of the Y's Childcare Programs hold the status and responsibility of the mandated reporter to the State of Maine Department of Health and Human Services (DHHS). When

there is suspected child abuse or neglect, staff members are required to report suspected abuse and cooperate in the investigation.

### **REGISTRATION, FINANCIAL ASSISTANCE, AND PAYMENT POLICIES**

**Registration:** Registration can be done through our website [mdiyymca.org](http://mdiyymca.org) Registration, payment and any other program questions at registration must be completed for participation.

Membership and program assistance can be done in two ways. The MDI YMCA is a part of the National Membership for All program providing a sliding scale of 10-40% scholarship depending on adjusted household income. If additional scholarship is needed for participation, please see a member of our membership team at the front desk for details. No one will be turned away based solely on the inability to cover the cost of programming.

Payment is done through auto-draft the Friday before the week of programming. We need a bank account or credit/debit card on file for payment.

**Absences:** Children who are registered for the After School or Camp Program and are not in attendance will be counted as absent. Parents are requested to notify the Y staff if their child will be absent for the day.

**Late Fee:** Late fees may be assessed to parents who do not get their children at the conclusion of programming it becomes a regular occurrence. There will be a late fee of \$1.00 per minute for children picked up after the camp day ends at 3:30 pm and 5:30 pm for extended camp care. The afterschool program also ends at 5:30 pm.

Parental contact, and progressing through the list of emergency contacts, will be made if a child is still in care after 5:35 pm.

### **MEDICAL INFORMATION**

**Health Forms:** Maine State Law requires all children in licensed childcare programs to have a completed health form on file **prior** to attending the After School or Camp Program each year. This form requires all immunization dates. The health questions during the registration process along with faxing immunization records to us at (207)288-3019.

**Illness/Allergies:** All allergies must be reported to the Director. A sick child is to be kept home. If a child should become ill during the time with us, the parent will be called and asked to make arrangements to have the child picked up within one hour of the call. If we cannot reach either parent, the emergency contact will be called. However, if infection controls are implemented, please understand that we may not have the facility or staff to isolate a sick child. Children sent home must be symptom-free for 24 hours before they can return to the Y unless a doctor's note permits their return. If a child is ill with a communicable disease, please notify the Y so other parents may be informed. Parents remain responsible for payments in cases of injury or illness.

A staff person will evaluate any child exhibiting the following symptoms before being accepted or continuing in the After School or Camp Program:

- Covid Symptoms
- Fever (100.3+), Infectious Disease
- Vomiting, Diarrhea
- Unexplained Rash
- Chicken pox, Measles
- Conjunctivitis (pink eye)
- Impetigo, Pinworm/Ringworm
- Lice and scabies (no nits)
- Abscesses and fungal skin infections
- Poison ivy and poison
- Sore throat, Running Nose

- Abnormal Behavior (can't seem to function, sleepy, no appetite)
- Respiratory symptoms
- Seizures

**Medication Administration:** A child may not receive medication of any type from Childcare or Camp staff unless such medication is ABSOLUTELY NECESSARY and required by a physician on a scheduled basis. If this is the case, parents must follow these guidelines:

- Give us a typed or legibly written note on dosing instructions.
- The medication must be in the ORIGINAL CONTAINER with the pharmacist's label marked with the prescription number, date, child's name, and the physician's name.

If a child requires a non-prescription drug, the parent must send a supply of the medication in the original container with the proper name & date. Parents must give the medication directly to the Director. Children are not permitted to carry any form of medication unless approved by the Director (i.e.: asthma inhaler). The parent is responsible for retrieving the medication at the end of the session.

**Injuries/First Aid: All staff are CPR/First Aid certified.** If your child is injured, staff will take the necessary steps to obtain medical care. These steps include but are not limited to:

- Attempts to contact a guardian or parent.
- Attempts to contact guardian through persons listed on registration forms
- If we cannot contact a guardian, or in any life-threatening emergency, we will call an ambulance or paramedic and have the child taken to an emergency room in the company of a staff person.

#### **FAMILY INFORMATION, BEHAVIOR POLICIES**

**Custodial Parent Policy:** If the child is enrolled and does not reside with both parents, legal documentation is required. Divorce decrees, court orders, restraining orders, birth certificates, etc. are acceptable forms of documentation. A photograph of the non-custodial parent may also be required. If custody is shared, a schedule of dates and times the child is with each parent will be required as well. This policy has been enacted to ensure the safety of your child.

**Discipline/Behavior Management Policy:** The philosophy of the YMCA is based on respect being shown to everyone with the ultimate goal of having every child be successful in the program. We relate to the children on an individual basis. The first step we take to manage behavior is to offer praise and reinforce positive, acceptable behavior. **When inappropriate behavior does occur, the YMCA Staff will follow these steps:**

1. Point out the inappropriate behavior to the child and offer suggestions about what behavior is appropriate.
2. Written notification of the incident will be sent home to parents.
3. 2<sup>nd</sup> offense of an incident of the same or similar nature will result in immediate contact with the parent(s). The child will be sent home for the remainder of the day.
4. If there continues to be a pattern of inappropriate behavior and progress is not being made, the parents and teachers will spend time with the Director to discuss the behavior plan moving forward.
5. If there is still no appreciable change in behavior, the child will be suspended from the program. Suspensions may be 1 to 5 days depending on the severity of the incident.

Each step is communicated to the child and parents are notified of behavior situations verbally and/or in written documentation. Repeat visits to the Director will result in a phone call to the parent/guardian about the behavior in order to set up a meeting to discuss behavior management options.

#### **We will never engage in:**

- Corporal punishment, including spanking, cruel/severe punishment, humiliation, and verbal abuse is prohibited.

- Time outs equal to one minute per year of age of the child. Ex. 6 years old, 6 minutes.
- No child shall be denied food, shelter, or bathrooms as a form of punishment.
- No child shall be punished for soiling, wetting, or not using the toilet.

**Expulsion from the program:** The following behaviors are not appropriate or acceptable and are grounds for progressive disciplinary action. If inappropriate behavior persists, suspension and/or expulsion may result.

- Endangering the health and safety of children and/or staff
- Damaging or stealing from the site facility or personal property.
- Leaving the child care program or site without permission.
- Continuously disrupting the program
- Continuously refusing to follow behavior guidelines, corrective actions, and/or program rules.
- Using profanity, obscenities, or vulgarity.
- Bullying

To make your child's After School or Camp experience more successful, we need to be aware of any behavioral challenges and supports that are in place during the school year.

## ATTENDANCE

**Sign-In / Out Policy:** Our sign-in/out policy is in place to ensure the safety of your child. All children MUST be signed in /out upon arrival/ departure. The child will NEVER be released to someone whom the parent has not designated. If the staff does not recognize the person picking up the child, verbal contact will be made and the staff will ask for photo identification and check the child's registration form to be certain the person is authorized to pick your child up. If the person is not on the authorized pickup list, the parent will be contacted immediately and your child will not be released until approved.

Please note: staff cannot refuse to release a child to a verified natural parent unless there is a court order in the child's file stating the parent does not have visitation rights.

If the person who arrives to pick up a child is impaired in the judgment of the staff, the staff will express concern and contact someone else on the designated pick-up list. If the person becomes uncooperative, staff will allow the child to be signed out and will call 911. The Director will meet with the parent as soon as possible and may notify the Department of Health and Human Services.

**Absences /late drop off:** Children who are registered for camp and do not show up for the day will be counted as absent. Please notify the Y if your child will be absent for the day or if the child will be late. If the Y is not notified, staff will contact a parent to ensure the safety of the child. **There are no refunds for absences or late drop-offs.**

## USEFUL INFORMATION

**Lost & Found:** Label all items brought to the Y. Lost items will be placed in the lost and found area of the Y. Items not claimed within two weeks will be donated to charity.

**Weapons Policy:** No personal weapons shall be brought to the Y for any reason, including but not limited to knives, handguns, rifles, mace, and pepper spray. Children caught with such items will be immediately terminated from all programs without a refund and will be reported to the police.

**Cell Phone Usage:** Children are discouraged from bringing phones to the Y and are prohibited from using them during program hours. There is a phone at the Y for use and a cell phone available on field trips for emergencies.

**Visitor Policy:** All programs have an open-door policy. However, anyone visiting Camp Cadillac must check in with the Director.

**Parental Acknowledgment Form:** Below is a form acknowledging that a parent or guardian has read and understands the policies set forth in this handbook. As policies change, attachments may be sent to parents along with a similar form. **We request that this form be signed, dated, and returned to the Director prior to admission of your child to the Y's Camp Programs**

**I/we have read the Y's After School and Camp Program Parent Handbook and agree to the terms and policies mentioned therein.**

\_\_\_\_\_  
**Student(s) Name(s)**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**