



**Mount Desert Island YMCA - Camp Cadillac Handbook
PARENT HANDBOOK 2023
As of: February 16, 2023**

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MISSION STATEMENT, PROGRAM GOALS, 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 Afterschool 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 After School Program is a State Licensed Child Care Program. We seek to provide your child with a caring environment, healthy snacks and physical activities: a fun and safe place to be after school and/or when school is not in session.

Parent Reminder: It is the MDI YMCA policy that all children grades K-3, or 8 years and younger, need to be supervised by an adult or be enrolled in a structured program. Children in grades 4-8, or 9-12 years of age, are required to be under the supervision of a parent/guardian who is over the age of 18.

Childcare Staff: The MDI Y 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 child care 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 will attend additional training and classes annually.

Children and safety are our first priorities and because of that we may not be able to answer the phone when Afterschool is in session. Please call the Front Desk at 288-3511 in case of an emergency. For questions and concerns, email is the best way to reach us. You can email us at: emily@mdiymca.org.

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 mandated reporters 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 cooperate in the investigation.

REGISTRATION, FINANCIAL ASSISTANCE AND PAYMENT POLICIES

Registration: Registration packets are available at the Front Desk and online @ www.mdiymca.org by clicking on Programs/Childcare. Packet and payment must be completed before your child can participate in the program.

Payment Policy: First and last week's payment is due upon registration. Payment is due the Friday prior to the week attending. A \$10.00 fee will be assessed on all returned checks. Weekly rates are the same **regardless of snow days, holidays, sickness or vacation**. Exceptions may be considered if pre-arranged with the Youth Development Program Director or in case of a prolonged illness.

The After School Program fee includes Teacher In-service, Early Release days. Snow days, holidays and camp days are not included in the after-school fee. See fees in YMCA Program Guide.

Payment for child care programs must be made using an Automatic Bank Draft. Fees will be drafted on the Friday prior to the care being received. Two week written notification is required prior to removal from the program without fees being assessed.

Financial Assistance: Financial assistance is available upon request. Please be assured that this is a confidential process. The MDI YMCA will review your request based on need and guidelines. Financial assistance forms are available from the Finance Coordinator and the Member Services Desk. Please allow two weeks for processing. Please contact scholarships@mdiymca.org for additional information.

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

Late Fee: There will be a late fee of \$1.00 per minute for children picked up after the childcare day ends at 3:30 pm and for extended care it 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 5:35pm. If the child remains in care after 6:00pm, and contact has not been made with parents or emergency contacts, local authorities will be notified to have the child picked up and placed in protective custody.

MEDICAL INFORMATION

Health Forms: Maine State Law requires all children to have a completed health form on file **prior** to attending the After School Program each year. This form requires all immunization dates and a physical exam with a physician's signature. These forms are available online at www.mdiymca.org, or you can pick them up at the Member Services Desk at the Y. Also acceptable is a generic form from your doctor, specific to your child, with the physician's signature.

Illness/Allergies: All allergies must be reported to the Childcare 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 Program:

- Covid Symptoms
- Fever (100+), 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 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:

- Fill out an AUTHORIZATION FOR MEDICATION FORM advising the Youth Development Program Director of the name of the medicine, amount, and frequency of dosage.
- 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 proper name & date. All non-prescription medication must be accompanied by a doctor's written permission before it may be administered at the Y. Parents must give the medication directly to the Childcare Director or After School Coordinator. Children are not permitted to carry any form of medication, unless approved by the Childcare Director (i.e.: asthma inhaler). Parent is responsible for retrieving the medication at the end of the session.

Injuries/First Aid: A certified CPR/first aid staff person is always available. If your child is injured, the staff will take 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 being enrolled 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. Notification of the incident will be sent home to parents via daily folder or other form of written contact.
3. 2nd offense of incident of the same or similar nature will result in immediate contact to 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 Childcare Director to discuss 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 severity of 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 Childcare 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 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 registration form, 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.

Storm Day Policy and Closures: If the public school closes at noon because of weather, all childcare programs will remain open until the last child has departed. However, upon notification parents are asked to pick up their children as soon as possible. When the public schools close for snow days, usually the Y's Chickadees Preschool Program will stay open. If the MDI YMCA is closed due to stormy weather, childcare will be closed as well. To find out about Y cancellations and closings, dial 288-3511, or check our website at www.mdiymca.org or our Facebook Page www.facebook.com/mdi.ymca

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.** Habitual lack of notification may result in a penalty fee being assessed.

USEFUL INFORMATION

Storm Day Policy and Closures: If the public school closes at noon because of weather, all childcare programs will remain open until the last child has departed. If conditions worsen, parents may be called to pick up earlier than the 5:30pm usual closing time. If the MDI YMCA is closed due to stormy weather, childcare will be closed as well. To find out about Y cancellations and closings, dial 288-3511, or check our website at www.mdiymca.org or Facebook www.facebook.com/mdi.ymca

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 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 Camp 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 Youth Development Program Director prior to admission of your child to the Y's Camp Cadillac Program.**

----- Tear Here/Return Below -----

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

Student(s) Name(s)

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date