



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **PHILOSOPHY**

The Meriden YMCA Before and After school Program serves the community by providing proven, safe, quality childcare for all children ages five and over.

The program creates a comfortable, secure environment that allows each child to develop his/her sense of self-esteem, sense of belonging, and a sense of accomplishment.

This program permits children to choose some of their daily activities. It is designed to be a comprehensive childcare program based upon the fundamental factor of positive child development relative to physical, social and emotional growth.

**HOURS OF OPERATION: The YMCA before and after care programs run from the first day of school to the last day of school. (Check vacation days and closings)**

	<b>Easy Draft Payment</b>
<b>AM Care - 6:45 am to start of school</b>	<b>5 days \$61 per week</b>
<b>AM Care - 6:45 am to start of school</b>	<b>4 days \$56 per week</b>
<b>PM Care - End of school until 6 pm</b>	<b>5 days \$71 per week</b>
<b>PM Care - End of school until 6 pm</b>	<b>4 days \$64 per week</b>

\*Prices are subject to change

The weeks of Holiday vacation, winter and spring breaks, no fees will be charged. All other school holidays and closings will be charged at a full week rate.

**All enrolled children are required to have a full youth membership of \$132 or \$11 per month drafted from a checking or savings account, or have a Family YMCA membership and a \$50 non-refundable registration fee.**

## **MERIDEN YMCA**

110 West Main Street Meriden, CT 06451

**P** 203-235-6386 **F** 203-634-6517

**[www.meridenymca.org](http://www.meridenymca.org)**

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YMCA Before and After school programs are open Monday through Friday from 6:45am - 6 pm. Our doors open precisely at 6:45 am even if a staff person is in the building before that time.

The program closes at precisely 6pm. We expect parents to be out of the building by 6 pm. If you know you are going to be late, please call your Back-Up-Person so that your child/children will be picked up on time. Late fees are \$15 from 6 pm to 6:15 pm. After 6:15 pm it is \$10 every 10 minutes.

### **ADDITIONAL CHARGES**

Late Fees are \$15 from 6:15pm; \$10 additional charge after 6:15 pm every 10 minutes.

### **Bounced Checks \$25**

### **Tuition Policy**

**All tuition is due on the first day of each week.** For your convenience we have an easy draft payment system and it is \$5 less per week per program! For information please speak to the program director and or front desk staff.

This fee not only pays for your child's tuition but also reserves the child's spot. As a result, no refund or restitution will be given in the event that your child is absent for any reason as we are operating on a weekly income. If you are currently on Care 4 Kids, you need to fill out a new provider form. You are responsible for all payments until Care 4 Kids sends us a Child Care Certificate. Over payment will be used towards future balances.

Anyone falling behind after one month in payments puts your child at risk of not being picked up after 30 days. For example, October is due on October 1<sup>st</sup>. If you have not paid your tuition by October 10<sup>th</sup> your 30-day notice is in effect. This means you must pay your balance within those 30 days or work out a payment plan. Your child is in danger of losing his/hers spot at the before and after care program. **Any parent falling one month behind needs to work out a payment plan or lose your spot. This account will then be turned over to the finance department for payment collection.**

**Initials:** \_\_\_\_\_

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### **Discharge Policy**

Meriden YMCA reserves the right to cancel the enrollment of a child with or without notice for the following reasons:

1. Non-payment or excessive late payments of fees.
2. Not observing the policies of the before and after care program as outlined in the parent handbook.
3. Disruptive behavior by a parent in the classroom or on YMCA property.
4. Physical, emotional, and/or verbal abuse of the staff by a parent or a child.
5. The discharge policy is not limited to the above reasons. If the before and after care programs cannot meet the needs of the parent or the child, the YMCA reserves the right to terminate a child(ren) from the program.
6. Consistent, disruptive or inappropriate behaviors which put children in harm's way are not tolerated, 2 written behavior reports and or verbal conversations regarding these behaviors the Meriden YMCA reserves the right to terminate a child.

### **Refund Policy**

The YMCA is an agency that meets staffing ratios daily. Therefore we do not offer any refunds. If you plan on removing your child, we ask you must give a two week written notice. There is a \$100 cancellation fee if you don't give two weeks notice or if your child leaves before the last day of school. In extreme cases you can discuss this matter with the Program Director.

### **Confidentiality**

The Meriden YMCA takes our responsibility of working with you and your child to heart. We maintain a level of confidentiality. We ask that you also maintain a level of confidentiality with children and family matters you may hear. We respect people's personal lives and will do our best to only share the information with staff that deals directly with your child.

### **Referrals**

The Meriden YMCA programs are proud of our proven track record in meeting the needs of children and families. We have a close working relationship with the Meriden Health Department, Meriden Public Schools and our social service consultant. We also hold parent and family workshops throughout the year to aid and inform parents and families;(i.e., husky insurance, information, social service and child care assistance information.) If there is anyway that we can help, ask us. We might be able to assist you with our resources.

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### **Open Enrollment & Admission**

The YMCA admission policy is opened to all Meriden children ages 5 through 12. The YMCA programs are open to all without regards to race, religion, gender, national origin, or ability to pay. The Meriden YMCA attempts to make opportunities available to all families through marketing efforts, community events, and community collaboration.

### **Open Door Policy**

We have an open door policy to assure you, the parent(s) that your child(ren) is/are receiving the best care available while at our program. If at any time you would like to make an unscheduled visit to the facility, please do so. Please understand that this is not a social invitation. Time does not permit us to visit during working hours. The children's care requires our full attention. Also, we will not permit the handling of any of the children or disruption of the schedule during these visits. We are responsible for all the children at the center and this responsibility is not taken lightly.

### **Days off & Vacation Policy**

The AM & PM programs will be closed during February and April vacations, teacher in-service day and single holidays. (Ex. Columbus Day, Veterans Day, Election Day, Martin Luther King Day) To make day care available, we will run a School Vacation Fun Club for an additional fee downtown at the YMCA. Space is limited and will be on a first come first served bases.

The following is a list of days and weeks the AM AND PM Program will be closed:

Labor Day  
Thanksgiving and the day after  
Christmas Eve & Christmas Day  
New Year's Eve-Dec. 31st & New Years Day – Jan 1st  
Good Friday  
Memorial Day

### **Early Dismissal**

The YMCA does pick-up children on half days due to regular schedule teacher conferences and early closing due to snow. There is no extra fee for this. Early closing will be at the direct approval of the Executive Director. Please make adequate arrangements to pick up your child/ren if we do close early.

### **Orientation to our Program**

We are always happy to tell you all about our program and show you around the YMCA. We will provide opportunities for you and your child to spend time visiting. We want to assist you in making this transition as smooth as possible for you and your child.

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### **Parent Involvement**

1. Parents are welcome and encouraged to visit.
2. Family activities are planned several times a year.
3. Donations are welcome (craft materials, toys, furniture, etc.)
4. Parents are encouraged to help with fund-raising events.
5. At holidays please consider purchasing gifts for our classroom.
6. Check in the front hallway for notices, vacations, field trips or parent information.
7. **It is the parent's responsibility to keep YMCA Staff updated with information (phone numbers, work information and emergency numbers.) This is very important especially during an emergency situation.**

### **DCF Mandated Reporters**

The YMCA Staff are mandated reporters. In our professional capacity, we are required by law to report any suspicion or belief that any child under the age of eighteen might have been abused or neglected. This includes leaving a child unattended in a car.

### **Drop Off & Pick-Up Policy**

1. Parents are asked to come into the facility to pick-up or drop-off their children. All parents must sign in when dropping off and sign out when you picking up. **It is a state mandated code.**
2. No child will be dismissed from the program with anyone other than the parents or persons listed on our authorization slips unless we have written permission from the parent. Please note it is the responsibility of the parent to inform the staff of any changes regarding authorization. Therefore, the parent must check the child's file with the staff for correct or updated information. (Please be advised, all people whom pick up your child will need to show a form of a picture I.D.)
3. If your child will be absent, please notify us by 1:00 pm. **Failure to call will result in a \$5 fine.**
4. If your child has to leave school or did not attend school for any reason pertaining to a health issue, or suspension or asked to leave school they cannot attend the YMCA before and after care programs.
5. If you know you are going to be late in picking up your child, please contact the Y at 235-6386. We will inform your child so he/she will not worry.

### **If a Child is Not Picked Up at Closing**

If a child is not picked up after closing hours the following steps will be taken:

1. Two staff has to remain on site.

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2. The child/children will be kept calm, busy and reassured that he/she will be taken care of and their parents are probably held up at work.
3. Parents will be called at work, home, on car phone, cell phone, or paged to try to reach them.
4. If parents cannot be reached, we will call the emergency or alternative contact the emergency contact person will be called at 6:05p.m. When emergency contact person has picked up child staff will leave notes on the doors to tell the parents who and when child was picked up. (Every effort will be made to contact parent.)
5. After half an hour, the YMCA will have no choice except to call the police department. At that time, child may be released to the police.
6. Staff members are aware of usual pick up times for individual children and will call if the parents has not picked up around their usual time.

### **Transportation Plan**

1. Daily vehicles runs are given to the driver, so drivers know who is coming and who's not.
2. For any child who is supposed to be here and is not marked on the bus roster, the parent will be called and reminded if their child is not going to be present to please call. **There will be a \$5 charge for any parent not calling in time to take their child off the activity vehicle list.** It holds up our drivers, making them late for our other children at other schools. Please call in by 1:00 pm.
3. Activity vehicles are continuously checked and serviced.
4. All drivers follow the motor vehicle laws when transporting children.
5. Activity vehicle drivers have medical emergency information on the van for children.

### **Food**

1. The YMCA before and after care program participants will receive an afternoon snack and drink.
2. Please no gum or candy. Pack only 100% juice or water.
3. Due to several severe allergies, we have become a peanut butter free program. No snacks containing peanuts, tree nuts will be permitted. Also this means no peanut butter sandwiches are allowed.\* We apologize for the inconveniences this may cause; however the health and safety of all attending children is crucial to our program.

### **The YMCA Illness Policy**

A child should be kept home from the YMCA if he/she develops any of these symptoms listed below after leaving day care that day, during the night, or the morning before coming to the YMCA Programs:

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- begins to vomit;
- begins to have loose bowel movements (diarrhea);
- develops a temperature of 100.5 degrees or higher;
- has a persistent cough, even with the use of a cough medication;
- has any one or more of the following eye symptoms: redness, eyes sealed shut with crust, swelling, or itching;
- heavy persistent greenish discharge from the nose;
- is not acting like himself/herself (i.e. wants to be held all the time, not eating or drinking, crying a great deal, laying around, falling asleep, having extremely difficult time with teething or basically wants/needs one-on-one care –something that we can not give here at day care);
- shows any signs of lice or nits.

**A child must be symptom free for 24 hours without the use of acetaminophen, ibuprofen, cough medication, cold medication, or any other medications that might be masking a more serious condition.**

This does not include antibiotics, eye medications, asthmatic medication, yeast infection medication, or any other medication that a Physician/Physician's Assistant (P.A.)/Nurse Practitioner (NP) prescribes to make the child feel better and his/her condition "non contagious."

Sometimes the best medication for a child's ailment is TLC. It's keeping your child home where he/she can rest, get plenty of fluids, the proper food and care that he/she cannot get at day care. A little "TLC" goes a long way.

If your child develops any on the above symptoms while at day care, your child will be isolated and you will be called to come get your child. We expect you to do this within a reasonable period of time **(NO MORE THAN ONE HOUR) WE DON'T EXPECT TO SEE YOUR CHILD IN DAY CARE THE NEXT DAY AFTER BEING SENT HOME.** It is for this reason a back up day care is recommended. If your child is acting "differently" (i.e. not like he/she usually acts or behaves), but is not presenting any of the above symptoms, we will give you a phone call to let you know that your child is coming down with an illness. This is for the health and safety of all attending children and YMCA staff as well. Remember we must maintain proper ratio at all times.

IT IS IMPORTANT THAT YOU TELL A STAFF MEMBER IF YOU GAVE YOUR CHILD ANY MEDICATION PRIOR COMING TO DAY CARE IN CASE HE/SHE HAS A REACTION. THIS IS SO IF YOUR CHILD HAS A REACTION WE MAY REACT APPROPRIATELY:

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- What is the name of the medication?
- What time did you give the medication?
- What is the reason for giving the medication?

**If the culture is positive, your child must be on medication for 24 hours before he/she can return to day care and must not have a fever for 24 hours.** If your child is diagnosed with conjunctivitis (pink eye), he/she must be on medication for **24 hours** before returning to day care. Any other communicable diseases must be reported to the staff so that we can take proper precautions and relay any information to other parents if necessary. Reporting that your child is on medication is also important so that we can monitor your child for any possible allergic reactions or changes in your child's behavior.

**VACCINATIONS:** children can have a reaction to certain vaccinations. It is important to speak with your child's doctor/physician assistant/nurse practitioner about reactions and how to treat them. Our concern is that your child may develop a fever and/or become irritable and uncomfortable after a vaccination. If this should happen, it is better to keep your child home for that particular day. Asking your doctor about your child acetaminophen or ibuprofen might help your child feel a little more comfortable.

**COLDS, COUGHS, UPPER RESPIRATORY INFECTIONS, EAR INFECTIONS, OR THICK GREENISH/YELLOWISH DISCHARGES FROM THE NOSE:** The conditions usually do not go away over night. They can linger, and sometimes develop into something more serious. You may want to give your child's doctor a call to see what he/she advises. If your child is not responding to the medication(s) that you are giving him/her, you may want to get him/her examined by the doctor. **Children who do have one or more of the above conditions and appear to be getting worse will be sent home and we ask you keep them home until the symptoms subside.**

#### **Doctors Note**

The program director reserves the right to request a doctors written note should the staff observe that your child exhibits any signs or symptoms of common and contagious childhood illnesses. Should your child be sent home with any signs and symptoms of any contagious illness the program also reserves the right to request a written doctor's note with a written diagnosis, please remember that this is for the safety of all enrolled children in efforts to reduce the spread of childhood illnesses and germs.

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### **Administration of Medications**

The Meriden YMCA Childcare programs are not required to administer medications to children. Since most medication prescriptions can now be given at home, the center prefers not to give medication. When other arrangements can not be made, and in the opinion of the physician, and or dentist is it in the best interested of the child to receive a medication (over the counter) at the center. Program staff and administration will follow all State and Federal regulations as outlines in section 19a-79-9a of the State of Connecticut Child Day Care Center Regulations.

The type of medications which can be administered by staff and personnel will be limited to oral, topical, inhalant and inject able. (the inject able must be a regulated system, EPIPEN) Prescriptions and over the counter medications to be administered at the center MUST be accompanied by a fully completed "Authorization for the Administration of Medication" forms, approved by the State of Connecticut, which is to be signed by a physician and or dentist as well as the child's legal guardian. On the authorization form, the physician and or dentist must note the reason for the medication and any side effects that may occur. We must have certified staff on site that is specifically trained to administer medications.

All Medication must be stored in the pharmacy prepared containers, labeled with the child's name, name of medication, strength, dosage, method of administration,, and frequency of dosage, name of physician and date of the original prescription. On the authorization form the physician, and or dentist must note the reason for the medication and any side effects that may occur. Children may not medicate themselves.

All medication will be administered in accordance with the written directions of the physician. Individual written medication administration records for each child will be maintained according to State of Connecticut Daycare Licensing Regulations for Child Day Care Centers. Personnel will keep all medications in a locked container in a cabinet or refrigerator if necessary. All unused medications will be returned to the parent or destroyed if it is not picked up within one week following the termination of

the written doctors order, or expiration of the medication, whichever comes first. Medication administration errors, such as missed dosages, will be reported to the parent. All staff has First Aid, CPR and Medication Training Certificates.

**NON PRESCRIPTION TOPICAL MEDICATIONS (includes diaper changing ointments that are free of antibiotic or steroid components, medicated powders, insect repellents, teething medications, and sunscreen protestants that are free of amino benzoic acid-PABA or its derivatives:** A parent/legal

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guardian must sign the Non Prescriptive Topical Medication form before the staff can administer the above medications. A physician DOES NOT have to sign this form.

When purchasing a sunscreen for your child/children, we recommend purchasing a "No Tears" formula sunscreen because it has been our experience that children rub their eyes a great deal in warm weather and the sunscreen gets into their eyes. This can be very irritating and painful. If your child needs a prescription medicine to be administered during daycare hours, the doctor must sign an Authorization for the Administration of Medication Form and medicine should be in the vial that comes from the pharmacy.

**REPORTING OTHER CONTAGIOUS ILLNESSES:** It is very important to inform the staff if your child has, or has had any communicable disease or illness (Chickenpox, Strep Throat, Fifth Disease, Scarlet Fever, Coxsackie Virus, Meningitis, Rosella, Conjunctivitis, etc.) We do everything we can to properly disinfect the entire program and sleeping areas. The staff will follow proper hygiene regulations and the cribs, cots, toys, and equipment are also properly maintained.

**HARDSHIPS OF MISSING TIME FROM WORK:** We realize that missing work or being called out of work can be a hardship, both at the work site and financially. We do not mean to be responsible for problems at work, but we must think about what is best for your child, the other children, and the staff. We cannot give "one-on-one" care here. We encourage you to have a back up day care to help out in these situations.

### **Discipline Policy**

We use positive guidance (conversation), Redirection, and quiet time as our means of discipline. **Redirection** is a method where the child is lead into another activity to get their mind off activities causing difficulties. It is trying to redirect a child to another kind of activity. **Quiet Time** is when a child has to be removed from the activity because of some unacceptable behavior. The child is given several warning before quiet time is imposed. The child sits in an area away from the activity and in some cases away from other children to think about their behavior that they exhibited.

If a child is exhibiting unacceptable behaviors on a consistent basis and the methods we are using are not working, the director, head teacher, or supervisors will discuss what options we might try to change or correct these behaviors. **All parties must be honest in communicating the concerns that they are having dealing with the child. It is important for the staff and parents to stay in constant communication. The concerns could be about anything dealing with: behavior, development, speech a physical condition, etc. We do have**

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**outside consultants and agencies that can help.** When we have come across a situation where everything has been exhausted and the child is not benefiting from the programs this facility has to offer, the parents will be advised to look for another day care facility that will be able to deal with the child's specific needs. The Meriden YMCA staff will assist as much as possible. We will leave the door open for a child to return to this facility should the behaviors diminish or change to the point where our program would be more conducive to the child's needs.

**Disciplining in our facility is only done by staff or a child's own parent/guardian. Any disciplining done by a parent to another child (i.e. another child other than their own) will be grounds for immediate termination of child care services for the child of the parent who disciplined another child.**

If you have a problem with another child within this facility, you need to address that problem with the director, assistant director or supervisor of that program. You are not to take matters into your own hands. Any staff member witnessing such action will report it to the director immediately. If you should have a problem with one of our staff members please see the Program Director. You are not allowed to discipline any of our staff members either.

- Under no circumstance will any child be frightened, humiliated, neglected, abused, corporal or restrained.
- Under no circumstance will food be taken away for a child misbehaving.
- Children are not bad their behavior is what is unacceptable.
- All staff members are expected to act professionally when they are dealing with children. Appropriate language must always be used to emphasizing the positive.
- Use supervisors and directors to try to solve problems. Try to work out problems with the parents we work as a team.
- Discipline is always under direct staff supervision.

### **Weather Policy**

We never know what Mother Nature has in store for us—so when the Meriden Schools are closed due to inclement weather the AM and PM programs will be closed. However, we are offering Snow Day Packages for \$25 a day. The program takes place at the Meriden YMCA. Advanced registration is required. We always follow Meriden school policy regarding snow days. Turn on Channel 8 for Meriden School closing.

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When the Meriden schools have a delayed opening, we will try to open at 6:45am provided that the staff can make it in safely on time. If you arrive and we do not have enough staff at the day care center, you might have to stay and wait until we have adequate coverage. (When schools are closed in Meriden, it means that the roads are not properly cleared for travel. The staff also needs time to clear their own driveways and cars and arrive safely.) On Field trip days, when schools are closed, we might have no option but to cancel a field trip or have a delayed opening due to weather conditions.

If your child is not enrolled in the YMCA a.m. program and you need transportation to school, you must call the YMCA at 203-235-6386. It is the parent or guardian's responsibility to call the morning of a school late opening to secure your child's ride to school. Failure to call will result in your child not being transported to school. Due to limited space we will take children on a first come first serve basis. If the YMCA has room to accommodate your child there will be an additional fee of \$12 dollars. The YMCA a.m. program opens at 6:45 a.m. The \$12 dollar charge applies regardless of what time you drop off your child.

If the weather forecast is not good for the day, we will try to give you a verbal warning in the morning when you drop off your child/ren that we might close early for that day. It should give you advance notice to adequately plan your day should we call you for an early closing. If your child is not registered in the YMCA pm program and your need child care, you must call Steve at 203-235-6386 to make arrangements and there is a \$12 charge. If Meriden schools cancel p.m. kindergarten, your child may stay at the South Meriden facility. There will be additional fee of \$12. Early closing will be at the discretion of the Executive Director. Please make adequate arrangements to pick up your child/ren if we do close early.

Should the school lose electrical power, we will be forced to close. Situations such as a power outage are not predictable. Operating a day care center without electrical power is against the State Mandate for Operating a Day Care Center in the State of Connecticut. We will try to call you as soon as we know that the power will be off for an extended period of time, and that you will have to come and pick up your child/ren. Please try to leave work as soon as possible and arrive at the day care facility within a reasonable amount of time without rushing to the extent that you would be putting yourself and others in jeopardy.

Should a severe thunderstorm, hurricane or tornado warning occur, please call us to inform us on the conditions at your work site, and of course, we will let you know what conditions are here. If there be a very remote chance, we are definitely going to get a tornado; please try to pick up your child/ren immediately. If the children

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need to put into a safer environment in the building, we will direct the children and staff to enter the bathrooms where there are no windows.

Unfortunately, no refunds can be given for days that we close. We put every effort into opening our facility and keeping it clear and safe for travel and the building suitable for occupancy. Should you have any questions, please don't hesitate to ask.

\*\*All parents will be notified by cell phones, if their child has been moved.  
Emergency and or Alternates will be called if parents cannot be reached

### **Evacuation**

Transportation  
Location of an alternate shelter  
Community resources  
Notification of parents

In the event that the program must evacuate the children will be transported by YMCA Activity vehicles to YMCA 110 West Main St. Transportation will be provided by the YMCA Activity vehicle. Notes will be posted to alert parents of the location of their children. Parents will also be notified by cell phone to pick up their children.

The Ratio will be maintained at all times, and two staff members will remain with the children until all children are picked up.

### **Fire**

In the event of a fire the Head Teacher gathers the attendance books, emergency telephone numbers and leads the children out through the closed fire exit. The Assistant Teacher holds the door and keeps the children moving in a calm, quiet manner. The Assistant Teacher closes the windows, turns off the lights, air conditioner and closes the door as the last child exits. The group will walk the designated area at the end of the property, safely away from the building. Head Teachers will then take attendance and will be responsible for taking the classroom sign-in and out sheets, portable first aid kit, cell phone, and emergence files. Should it not be possible to return to the building staff will notify parents via cell phone to pick up their children.

The director or person in charge will be responsible for checking facility to make sure everyone is out. The director will meet staff outside school. Fire and alarm system are connected to proper emergency service.

### **MERIDEN YMCA**

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### **Emergency Plans**

Procedures for personal emergency

Procedure for accident or illness

Designation of a licensed physical or hospital for emergency service to be rendered

Transportation to medical facility

Notification of parents

In case of a medical emergency, a qualified staff member will assess and attend to first aid as needed. Another staff member will notify the child's family. Attempts will be made to consult with the child's physical/dentist. If neither is available, the Center's medical consultant will be contacted. For extreme emergencies 911 will be called.

An ambulance will transport the child and a staff member if ratios permit to the nearest hospital. If there is a staff member accompanying the child the child's emergency form will also accompany them. Another staff member will notify the family, or alternate pick up person to meet them at the emergency room. Additional staff will be called in if necessary to maintain required ratios.

Should a child become ill at the Center, parents will be notified and child will be moved to a comfortable spot.

### **Plan of Supervision**

- 1.** The Meriden YMCA serves school age children.
- 2.** The required ratio of one staff member to every ten children is maintained at all times at the Meriden YMCA Centers including indoor, outdoors and nap time.
- 3.** At least two staff will be present on site at all times.
- 4.** A staff member waits for the bus, takes the children off the bus and puts the children back on the bus everyday.
- 5.** Children are carefully watched both indoors and outdoors. While playing outdoors staff is stationed at the play equipment at all times, while other staff members rotate among the different play areas. While indoors staff move around the classroom according.
- 6.** School age children will have a bathroom supervisor at the bathrooms going from one bathroom to the other during arrival time. After that any school age child having to use the bathroom will tell the teacher and that teacher will take the group, or call an extra staff to take the child. They will be supervised from the outside of the bathroom to give privacy, however the staff will step in doorway to check the child while in the bathroom.

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7. A parent or anyone picking up child will be asked for their id if a staff member does not recognize the person and the child's pick up list will be checked.
8. Children are never allowed to go from the outside to inside by themselves.

### **Director's Authority**

The Director retains the right to add or subtract, change or revise anything within this contract. Such changes will be made in writing and parents/legal guardians will be given a 1 week notice before such change/changes take effect.

### **Basic Schedule for AM**

6:45 Doors Open  
7:00-8:00 Free play and Arts and organized games  
8:00-8:10 Clean-up  
8:10-8:20 Get coats, books and get in bus line  
8:20 Leave

\*\* All AM students must be here by 8:00 am

\*\*\*YK children are welcomed to eat their breakfast any time from 6:45-8:00

### **Basic Schedule for PM**

3:15-3:45 Arrival and free choice  
3:45-4:00 Clean-up and Circle Time  
4:00-4:20 Homework and Snack  
4:20-4:30 Clean-up and circle choice time  
4:30-5:45 Choice time (children pick their option)  
5:45-6:00 Clean-up and prepare to leave (open room)  
6:00 Parents must pick up children

### **Important Things to Remember**

1. If your child is absent from school, please notify us by 1:00 p.m. Failure to do so will result in a \$5 fine. (Activity vehicle drivers waste valuable time other schools are waiting.)
2. If your child was sent home sick, they must be symptom free for 24 hours before returning to the YMCA
3. All tuition is due on the first day of each week. We have made weekly payments available for your convenience. (Please don't put us in the position to ask.) You

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4. can make arrangements to pay by a fast fee payment through credit card, checking account or savings account.
5. On early school closing due to inclement weather, parents may be asked to pick up their children early. Early closing will be at the direct approval of the Executive Director.
6. It is state mandated for every parent to sign his or her child in every morning and out in the evening. (Don't watch your child walk in from your car.) We can call DCF. If a parent does not notify us of late pick up, after one-half hour the YMCA will have no choice except to call the police department.
7. Please look for information on field trips that will be available to you approximately two weeks prior to school vacation. It is your responsibility to make the reservations.
8. If you have any concerns, please address the staff and or the program director.
9. Most important, when you change your phone number, work and or cell number, please give us updated numbers. It is your parental responsibility.
10. It is the parent's responsibility to make sure that their children do not bring in the things that this center does not allow. This center does not allow children to bring in any matches, lighters, medication weapons or any form of weapons. Parents also are not allowed to bring any dangerous weapons on our premises

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School \_\_\_\_\_ Medical \_\_\_\_\_ Date of enrollment \_\_\_\_\_

Please fill in all information

Child's Name \_\_\_\_\_ Age \_\_\_\_\_ Date of Birth \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Parent to contact 1st \_\_\_\_\_

Parents, please check: Married \_\_\_ Divorced \_\_\_ Separated \_\_\_ Widower/Widow \_\_\_  
Single \_\_\_

Parent 's Name \_\_\_\_\_ Home phone \_\_\_\_\_

Home address (if different from child) \_\_\_\_\_

Email \_\_\_\_\_ Work Phone \_\_\_\_\_

Beeper/Cellular/or Car Phone \_\_\_\_\_

Employer Work Address \_\_\_\_\_

If parent cannot be reached directly at work, whom should we ask  
for \_\_\_\_\_

Parent # 2 Name \_\_\_\_\_ Home phone \_\_\_\_\_

Home Address (if different from child's) \_\_\_\_\_

Email \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell phone \_\_\_\_\_

Employer Work Address \_\_\_\_\_

If parent cannot be reached directly at work that should we ask for  
\_\_\_\_\_

Determined Annual Family Income  
\_\_\_\_\_

Emergency Name (other than  
parents) \_\_\_\_\_ Relationship \_\_\_\_\_

Emergency Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Dr. Name \_\_\_\_\_ Phone # \_\_\_\_\_

Dentist Name \_\_\_\_\_ Phone # \_\_\_\_\_

Insurance Co. \_\_\_\_\_ # \_\_\_\_\_

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**Emergency permission to treat**

I give permission to The Meriden YMCA staff to take whatever emergency (e.g. 1st aid, disaster evacuation) measures are judged necessary for the care and protection of my child while under the supervision of the Meriden YMCA.

In case of a medical emergency, I understand that my child will be transported to an appropriate medical facility by the local emergency resource. The child will be transported at the expense of the parents or guardian.

It is understood that in some medical situations, the staff will need to contact the local emergency resources before the parents, child's physician, or other adults acting on the child's behalf.

I authorize the YMCA Staff to administer topical ointments/creams on my child. This may include but is not limited to medicated chap stick, vaseline, sun screen, peroxide or other\_\_\_\_\_

Date\_\_\_\_\_Signature\_\_\_\_\_

This medical form is to be available for the staff, and will be taken on all field trips. In the event that you cannot be reached, please fill out the emergency name and phone number.

**Emergency Contact:**

Name\_\_\_\_\_Phone\_\_\_\_\_Relationship\_\_\_\_\_

**Medical history:** Give details of the following and write NO if it does not apply.

Asthma\_\_\_\_\_Diabetes\_\_\_\_\_

Kidney Trouble\_\_\_\_\_Fainting Spells\_\_\_\_\_

Heart Trouble\_\_\_\_\_Bee sting\_\_\_\_\_

Hyperkinetic\_\_\_\_\_Food reaction\_\_\_\_\_

Epilepsy/convulsions\_\_\_\_\_Date of last tetanus shot\_\_\_\_\_

Penicillin or drug reaction\_\_\_\_\_

List any food allergies or religious restrictions\_\_\_\_\_

Physician's Name\_\_\_\_\_Phone Number\_\_\_\_\_

Insurance Co.\_\_\_\_\_

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**Allergy Medication Policy(a0D05)**

If your child has any type of allergies or needs an inhaler or any type of medical attention, we post it in our kitchen area and classrooms. This is to let the staff know who needs medical help. I understand that this information is posted for staff member use.

\_\_\_\_\_  
Parent signature Date

**Discipline Policy**

The YMCA & I have discussed and reviewed the Discipline Policy.

Parent signature\_\_\_\_\_ Date\_\_\_\_\_

**Cell Phone Policy**

We are asking parents to observe a no-cell phone policy when entering our premises. It gives parents and children a chance to share the events of the day.

\_\_\_\_\_  
Parent signature Date

**Peanut butter Allergy**

Due to some children having severe peanut allergies, we are asking parents not to pack peanut butter sandwiches or any snack containing peanut or tree nuts. Please read food labels. This is for health and safety of all attending children.

\_\_\_\_\_  
Parent signature Date

**Photographed or Videotape Policy**

\_\_\_ I do give permission for my child to be photographed or videotaped while at the Center or on Center-sponsored field trips for purposes of promoting the Center and its activities.

\_\_\_ I do not give permission for my child to be photographed or videotaped.

Parent signature\_\_\_\_\_ Date\_\_\_\_\_

**Health Information Access Policy(10D05)(7C08)**

I give the following people or agencies access to my child's health records Day Care, Director, Staff, Nurse Consultant, School Readiness, State and City Health Department and Board of Education, CACFP, Community Health Center and all federal and state regulated services.



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Parent and or Guardian \_\_\_\_\_  
Others \_\_\_\_\_  
\_\_\_\_\_

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

**Board of Education**

With consent, we can share information with the Board of Education.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Child's Name \_\_\_\_\_

Date of enrollment \_\_\_\_\_

School \_\_\_\_\_

Previous Day Care \_\_\_\_\_ and year child attended \_\_\_\_\_

---

Child's Schedule (check Program(s) and days attending)

AM Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_

PM Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_

Parent 1 Work Schedule (Days & Hours) \_\_\_\_\_

Parent 2 Work Schedule (Days & Hours) \_\_\_\_\_

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**Swim Permission**

All swimming will take place at the YMCA facility at 110 West Main Street. (once in awhile swimming will take place at YMCA Center on High Hill Rd.)

I give permission for \_\_\_\_\_ to swim with the Meriden YMCA AM/PM Program.

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Policy Certification**

**Parent's signature certifying that they read and understand what is written in this enrollment and policy booklet. Parents also certifies to the best of their knowledge that the information provided is correct.**

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Date

**Transportation Permission**

I give permission for \_\_\_\_\_ to be transported to and from the Meriden YMCA facilities, including the YMCA High Hill Road Family Center facility when weather permits. This will also include permission to transport my child on field trips with the YMCA. Advance notice of field trips will be given. I understand

that some of the trips will be walking trips within the vicinity of the YMCA centers and some will be either activity vehicles or bus trips. I am aware that the YMCA does not carry individual accident insurance, and I will not hold the YMCA responsible for any injuries or accidents, which occur during a YMCA Program trip.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

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**Pick-Up and Drop Off Authorization**

Child's Name \_\_\_\_\_

Parents who can pick up: \_\_\_\_\_

Mom

Dad

We give permission to: (Name other than parent-18 years or older)(Emergency and or alternate pick up persons). Please don't list a parent. Please add more if needed below. Tell each person that they will have to show some kind photo I.D. and also remind each person that they must sign out.

1. \_\_\_\_\_  
Name Relationship Phone Cell

2. \_\_\_\_\_  
Name Relationship Phone Cell

3. \_\_\_\_\_  
Name Relationship Phone Cell

\_\_\_\_\_  
**Parent's signature**

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

**Please enclose a recent photo of your child**

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