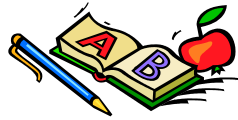




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Meriden YMCA Infant And Toddler Centers



Registration Packet

Meriden YMCA Little Rascals
43 Swain Avenue
Meriden, CT 06450
(P) 203-630-0039

South Meriden Infant and Toddler Center
145 Main Street
South Meriden, CT 06451
(P) 203-379-0651

MERIDEN YMCA

110 West Main Street Meriden, CT 06451

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

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Meriden YMCA Infant and Toddler Program Weekly Program Fees

Infant and Toddler Care fees are based upon the day.

Full time **5 days** per week **\$220 per week**

Part time **3 days** per week **\$160 per week**

Part time **2 days** per week **\$115 per week**

Weekly **auto draft** can be arranged for a **savings of \$5.00 per week**, please see Tina for details.

Preschool Care

Full time **\$175**

Weekly **auto draft** can be arranged for a **savings of \$5.00 per week**, please see the program director for details.

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Operating Policies

Director's Authority

The Director retains the right to add or subtract, change or revise anything within this contract. Changes will be made in writing and parents/legal guardians will be given anywhere from a 1-2 weeks notice (depending upon the change) before such change/changes takes effect

Enrollment

YMCA Infant and Toddler Child Care Centers are open to all children age's 6 weeks through 3 years of age. A child, who will be three years old between September 1 and January 1, may enroll in the Pre-School program at The Meriden YMCA Child Care Center on Crown Street, the preschool program at Little Rascals, or Meriden YMCA Head Start. Pre-School children must be toilet-trained.

Families wishing to enroll a child in the program must complete an application and personal history form and submit it to the Center office. Upon receipt of the completed application, the child's name is placed in the interest log/ waiting list. Vacancies in the program are filled on a first-come, first-served basis with preference given to full-time enrollment. In addition to the child's application, a state issued health form, emergency permission slips, and parent handbook acknowledgement form must also be completed upon enrollment.

YMCA Infant and Toddler Child Care Centers are open to all children regardless of race, color, national and ethnic origin. We do not discriminate on the basis of race, color, national or ethnic origin in administration of our educational policies, admission policies, scholarship and loan programs or athletic and other school-administered programs. YMCA Infant and Toddler Child Care Centers do not discriminate on the bases of religious beliefs or physical/mental handicaps.

Child Care Assistance Program

The State of Connecticut has a program to help subsidize child-care payments. It is called the "Care4Kids Program" and any parent/legal guardian who feels that they may qualify for this program should obtain the Care4Kids forms and documentation, complete the application and meet with the director for assistance. When enrolling your child we ask that you pay the FULL tuition rate until Care4Kids approves your application. Once Care4kids begins paying we will then make the necessary credits to your account. Should you incur any changes in your work schedule and or salaries it is your responsibility as a parent to notify Care4kids of the changes. Parents are responsible for the Care4Kids re-determination status and necessary paperwork. Parents will be responsible for any changes in fees whether they are in your favor or in our favor.

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Schedule Change or Withdrawal of a Child

If you plan to terminate your child's enrollment for whatever reason, we must have one month (30 days) written notice. This gives us time to register another child in your child's place and to help your child and his/her classmates adjust to the change. If you do not give one month notice you will still be responsible to pay one month's tuition from the date of written notice. If a child is re-enrolled at a later date, a new registration fee will be required. The tuition assurance will be returned pending one month (30 days) advanced written notification of withdrawal from the program. Any outstanding balances will be deducted from the deposit account.

Schedule changes must also be requested in writing two weeks prior to the effective date. We will make every effort to accommodate your needs

Attendance Policy

We encourage parents to call when child will not be attending or make us aware of family vacations. The Meriden YMCA Infant and Toddler Day Care Centers take the responsibility of having continuity in the children's attendance. On the second day, if the child is absent a teacher will call the child's home. On the weekly attendance sheet, it will be noted the day of the phone call. If the parent is not reached, teacher will make daily calls to work, home and cell. After 15 days, a letter is sent home to let the parents know that the slot is available.

Tuition Payments

Day Care payments are due weekly **in advance on Mondays**. Payment is expected on a weekly basis whether your child is absent or present. Please remember that we are holding your child's spot! We do not replace your child's spot when they are absent therefore you are still responsible for payment if your child is out sick, on vacation is out because you took a day off from work. There are no acceptable excuses for non payment!

Should a parent or guardian fall 2 weeks behind childcare services will be terminated until payment is received.

There is no reduction in weekly fees for delayed school starts or shortened days, absences due to illness, inclement weather, holidays, emergency closings, etc.

The Meriden School Readiness Policy states under their policies and procedures the following:

If a parent/guardian/family has an outstanding balance at any state and or federally funded program within the city of Meriden and refuses to pay the outstanding balance they will not be eligible for any state and or federally funded slot until the balance is paid in full. If a state/ federally funded program within the City of Meriden has a family who leaves with an outstanding balance the program must immediately report the information to the school readiness office. The school readiness office will then notify all state and federally funded

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programs within the City of Meriden of the parent/guardian/families with an outstanding balance.

As a childcare facility that accepts federal and state money we will be reporting any family who leaves or is asked to leave due to a violation of contract, who has an outstanding balance due. We also reserve the right to refuse admittance to any party owing another childcare facility.

Returned Checks

Any check returned by the bank will result in a service charge of \$35 pending back fees. This fee must be paid with the following weeks tuition and all future payments must be paid in cash and/or bank/certified check.

Late Pick-Up

A late pick up fee of \$25 for the first 15 minutes or any part thereof will and \$5 per minute for each minute thereafter will be charged if a child is picked up after 6 p.m. This late fee will be due with the following week's tuition.

Arrival and Departure

YMCA Infant and Toddler Child Care Center programs are open Monday through Friday from 7:00 a.m. to 6 p.m., year round. Doors will be unlocked precisely at 7:00 am and closes precisely at 6pm. We expect parents to be out of the facility at 6pm. If you know that you are going to be late please call an alternative pick up person so that your child/ children will be picked up on time. Two staff member's ages 18 or older are in the building for all operating hours of the day and/or until all children have be picked up.

During inclement weather, the program follows the public closings. We rarely close however if the weather becomes too Hazardous we will make a phone call to you to let you know if we will be closing early.

Upon arrival children must be accompanied by a parent or responsible adult, at least 18 years of age, into the building and the child's classroom. Be sure to sign your child in and out daily. **We are required by child day care regulation (19a-79-3a) to maintain hours of attendance for a period of two years.**

The Center operates between 7:00 a.m. and 6 p.m. – PLEASE be on time. If you know you are going to be detained, please notify the Center immediately so we can reassure your child and provide appropriate staff coverage. You should have an alternate pick-up plan in the event you will not be able to pick up your child(ren) on time. **NO CHILD WILL BE RELEASED TO AN UNAUTHORIZED PERSON OR PERSON UNDER EIGHTEEN YEARS OF AGE.**

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Therefore, please indicate the appropriate people on the enrollment application who may pick up your child so we can issue a pick-up card to each listed individual. We must have written notice of any changes to authorized pick-up individuals. Any person unfamiliar to the staff will be asked to show identification (photo license) before we release your child. Please notify the Director in writing when someone different than usual is picking up your child.

Parents must sign the "Alternate Person Pick-Up Authorization" form with names, address and phone numbers of two additional persons (not the parents) who are authorized to pick up the child. This is mandated by the State of Connecticut.

The Meriden YMCA Infant and Toddler Child Care Centers will never release your child to anyone unless the Center has the person's name on the authorized permission sheet. YMCA Infant and Toddler Child Care Centers do not accept daily notes for authorized pick-ups. The person(s) must be added to the authorization form and then deleted if no longer needed.

In the event your child has not been picked up by 6p.m., and we have not received a phone call from you, we will attempt to call parents first. If we are unable to contact you, we will then contact your designated alternate pick up person, as listed on your child's application. A \$25 fee will be charged every 15 minutes or any part thereof for late pick-up after 6p.m. and \$5 per minute for every minute after 6:15 p.m. Child/staff ratios will be maintained at all times and two staff will remain at the Center until all children are picked up by a parent and/or an approved pick-up person. All late pick-up fee's MUST be paid with the next tuition payment.

If your child has not been picked up by 6:30 p.m. and we have been unsuccessful in reaching you and/or an alternate pick-up person by 6:30 p.m., we will contact the Department of Children and Families CARELINE at 1-800-235-2815 and the Meriden Police Department.

Required Forms and Child Records

The following forms must be completed before a child can begin

- Contractual Agreement and Intake packet
- Health Record (completed by child's physician)
- Alternate Persons Pick-up Authorization Form
- Emergency Medical Treatment and Transportation Form
- Policies and Procedures Form
- Bus form and transportation wavier (if needed)
- Medications Authorization Form (if needed)
- Registration Form (Renewed Yearly)
- Field Trip Permission Form

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Required forms must be submitted at least one week prior to enrollment. Records are kept on file in accordance with state law. The contents of each child's file are confidential. No information contained in a child's file will be released to an unauthorized person without the knowledge and written consent of the parents/guardian. At the written request of the parents, records can be forwarded to other child care providers, school systems, physicians etc. Parents have the right to review the contents of their child's record. However, the records are the personal property of YMCA Infant and Toddler Child Care Centers. Full copies can be made upon request. A person giving consent or making requests for records MUST do so in writing and be the parent or legal guardian of the child.

It is the **parent's responsibility** to keep all enrollment information up to date, such as changes in telephone numbers for work and home. These changes must be submitted to the center in writing within 24 hours of the change or on the first day the child is back in the center.

Parent Involvement

The teachers welcome the opportunity to talk informally with parents for a few minutes each day. Parents and teachers are encouraged to discuss how family and staff handle different aspects of childrearing such as discipline, feeding, toileting and other important topics. Teachers may also give parents specific ideas for promoting children's healthy development at home. We encourage parents to involve themselves with events at the Center. We have monthly calendars to inform you on the up coming events. Parents are always welcome at YMCA Infant and Toddler Day Care Centers.

Any notices will be sent home with your child either in his/her bag or will be posted on the Parent Board. It is the parent's responsibility to check the parent board and/or your child's bag for these important notices.

Provisional Enrollment Period

YMCA Infant and Toddler Child Care Centers have a trial enrollment period of two months. At the end of the two months, enrollment shall be accepted as permanent. If a child is expelled from the program due to serious consistent behavior problems beyond the centers capabilities to handle the director will give the parents/guardian a 30 day notice, during this 30 day notice the director will also assist in finding an available suitable childcare center if needed. During the first 30 days of enrollment the program staff and director will observe each child in efforts to adequately plan lessons and activities for your child. During this assessment process the staff may also decide which classroom will best suit your child's needs.

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Operating Days

In order to maintain your child's enrollment and to operate on a functional level, no reduction in program tuition will be given for regularly scheduled Center closings or holidays. YMCA Infant and Toddler Child Care Centers will be closed in observance of the following holidays;

New Years Day	New Years Eve	Good Friday	Memorial Day
Independence Day (July 4 th)			
Labor Day	Thanksgiving Day	Christmas Day	
Christmas Eve			

Other Closings

In the event the Center loses power which cannot be restored and/or **the Governor declares a state of emergency, the center will follow his/her directives.** Parents will be notified of such a closing via phone communication. The Center reserves the right to close if weather conditions present a safety risk. Announcements will be made via television or radio announcements.

Supervision of Children

A staff ratio of 1 teacher per every 4 children will be maintained at all times, with infant and toddler groups- including during indoor activities, outdoor activities and during naptime. At least two staff members eighteen years of age or older will be present on site for all operating hours of the day. The group size shall not exceed 8 children. A staff ratio in preschool classrooms of 1 teacher per 10 children will be maintained at all times. Preschool groups shall not exceed 20 children. Children are carefully watched during outside play activities, stationing themselves in a position where they are able to view the entire play yard at a glance. Staff will rotate around the play yard to ensure children are using equipment appropriate and to facilitate activities. When a child goes inside to use the restroom from outdoors, a staff member will accompany any and all children. Children are never allowed to travel from the outdoor play area to inside without a teacher present. In the classroom, children are carefully watched while at play or during an activity within the building including bathroom use. Staff rotate around the classroom to monitor children's play in the learning areas as well as to facilitate and/or provide learning opportunities, guide language development and more. All children will be accompanied to the bathroom facilities by a staff person and adequate ratio's will be maintained at all times.

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Under age 3 Outdoor Supervision Policy

All classrooms have scheduled daily opportunities for outdoor play. Providing that the air quality remains safe for outdoors each day children are expected to come to school ready to participate in outdoor activities. Play areas are mulched with woodchips in order to create shock absorbing fall zones. While outdoors the under 3 age groups will be supervised in group sizes which do not exceed 8, remaining within the 1 to 4 ratio. Children will be monitored to ensure that they do not place woodchips in their mouths, noses, or ears, staff will be sure that wood chips remain on the ground, outdoors for the safety of all children at all times.

Confidentiality

The Meriden YMCA Infant and Toddler Day Care takes their responsibility of working with you and your child to heart. We have dealt with many delicate issues and maintained a level of confidentiality. We ask that you also maintain a level of confidentiality with children and family matters you may hear. WE respect the right to people's personal lives and will do our best to only share the information with staff that deals with your child directly. The staff here does not simply only care about the children, we here care about the families as well. We take pride in what we do with each family The staff here are people just like you and I, we are humans with feelings, and when a parent speaks to us regarding an issue pertaining to the child we will speak with you in a professional, courteous manner, please keep this in mind when speaking to us!

Home-School Transition: Separations

Because children are individuals, they tend to respond to different ways to the first days and weeks of school. Many children will quickly become acclimated to YMCA Infant and Toddler Child Care Centers and will not be the least bit concerned with saying good-bye. Some children may be apprehensive and initially but rapidly adjust to the new environment. A few children will take longer to adjust. The YMCA Infant and Toddler Child Care Centers staff will assist families in making this transition as smooth as possible.

At YMCA Infant and Toddler Day Care Centers, to accomplish this we do the following things:

1. Before enrollment, families are encouraged to come for visits with their child so that the child can investigate the environment with the security of a nearby parent.
2. Adjustment to school will be easier if the child is prepared for it. In addition to visiting YMCA Infant and Toddler Child Care Center with your child, you should begin to talking with your child about going to school as soon as possible. Talk about things the child will be doing such as playing with blocks, painting, playing outside, etc. Also, talk about what you will be doing while you are apart. For example, you may show your child your office and tell them about your activities.

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3. During the first few days, families are encouraged to spend time at YMCA Infant and Toddler Child Care Centers getting their child settled.
4. With the initial few separations, parents are encouraged to let their child know when they will be returning. Due to the developmental characteristics of children, it works best if parents use a concrete marker of time such as "I'll be back to pick you up after lunch"; instead of saying, "I'll be back here to get you at 1 o'clock."
5. Teachers will assist parents in establishing a consistent routine for the separation. This routine may include waving at the window, walking to the classroom door together or finding a teacher to play with.
6. In the case where the child is upset at the time of separation, teachers will comfort the child and encourage the parent to complete the separation routine and promptly leave.
7. Parents are encouraged to call later in the morning and/or afternoon to find out about their child's progress.

Items From Home

Children like to bring items from home to school. This practice often assists the child in the transition from home to school. While this practice is supported, it must be noted that YMCA Infant and Toddler Day Care Centers can not be responsible for problems with sharing, breaking and/or lost items. Appropriate items include: books, tapes and video's (when they are pre-approved by the classroom staff and all parents). Your child is welcome to bring a stuffed animal and/or special blanket to rest on his/her cat at nap time. **Any other item brought from home will be removed from the classroom and available for parents to pick up in the office at closing.**

ALL items MUST BE LABELED with your child's name. No more than one (1) item per child may be brought from home on a given day. In all cases, it is inadvisable to send a valuable item to the center! Please be sure that the item your child wishes to share is age appropriate.

CLOTHES- it is very helpful to us if the children have their names written on the inside tag of the child's extra clothes. An extra pair of clothes should remain in your child's cubby. As the seasons change, please make sure to check your child's cubby to ensure that the extra clothing is appropriate for the season. Children MUST always have socks and shoes in upon arrival no matter what the season is. This should begin once the child begins walking.

FOOD- parents are responsible for providing food and or drinks for their children each day. Any containers that are sent in must be labeled with the child's name as well as the contents and date. Infant bottles must be labeled with the child's name and date as well. Children will be provided with bins which will be labeled with each child's name, these bins may be stored in the

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cupboards. Please remember as children are growing they may eat more one day than the next, making sure that there is always extra food, snacks, formula, or milk is very important as we do not want to have to call you each day to remind you that your child does not have an adequate amount of food for the day. We will be more than willing to assist you with a food chart when introducing your children to solid foods.

DIAPERS, POWDER, OINTMENT AND WIPES- Should also be labeled with a child's name, reminders will be sent home when more of these supplies are needed. Please make sure to read the daily reports which are sent home each day, this report will notify you of anything that your child may need.

We do not permit items which are dangerous, fearful or destructive (e.g. war toys, guns, swords/shields, monsters) in the Center. We encourage children to express feelings of aggression by pounding clay (aids in developing manual dexterity), hitting pillows or stuffed animals (vents anger while developing perceptual ability), and finger-paints (soothes angered feelings while practicing rhythmic movement).

Cubbies

Each child is given space for their personal belongings, projects, and notices to be sent home. These areas have the child's name on the cubby. All cubbies must be cleared out each Friday before closing. Please use only the space provided to your child.

Outdoor Play

All classrooms have scheduled daily opportunities for outdoor play. Children are expected to participate in all outdoor activities.

Rest Time

All children need rest and relaxation time during the day. Rest time will occur shortly after lunchtime. A crib or cot is provided for your child. These are washed and sterilized each week and when soiled on. All children are required to bring in their own supplies for nap time. These items include: a crib sheet (size that fits a portable crib for the infant room cribs or a regular crib sheet to fit cots), and a blanket. **PLEASE BE SURE TO LABEL ALL ITEMS WITH YOUR CHILD'S NAME. These items must be taken home and laundered on a weekly basis (usually on Friday).**

Infant Sleep Position

Infants under twelve months of age will be placed in a supine (back) position for sleeping. When infants can easily turn over from the supine to the prone position, they will be put down to sleep on their backs, but allowed to adopt whatever position they prefer for sleep. Soft surfaces such as pillows, extra blankets and stuffed toys, quilts or soft bumpers will be kept out of the infant's cribs. Should an infant fall asleep inside of the swing, carrier,

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stroller, or bouncer seat the child will be moved to their crib unless the child has written documentation from a physician, physician assistant, or advanced practice registered nurse specifying a medical reason for their use.

Classrooms and Curriculum

Classrooms are divided up according to age, ability and size. Working with families the Meriden YMCA staff, director, and teaching assistants will make a collective decision as to when a child will move from one classroom to another. Please be advised that space is limited to licensed capacity, ratio's must be maintained at all times and group sizes for infants and toddlers cannot exceed 8. Please see the breakdown of classrooms below.

Infant Nursery Room- 6weeks-Mobility
Infant Play Room- Mobility to 14 months
Toddler 1 Room- 14 months- 2 years
Toddler 2 Room- 2years- 2 ½ years
Toddler 3 Room- 2 ½ -3 Years
Preschool Room- 3-5 years

Per state regulations during the months of September, October, November and December a child may be 2.9 and eligible for the preschool classroom. However after December 31st children are only eligible for preschool on or after their 3rd birthday. Preschool space is limited; depending on the availability your child may or may not be held over until a slot opens up, after May children will be held over until the next school year begins in September.

Please remember that space is limited in all of our programs, should you be interested in changing the scheduled days that your child attends you must see the program director for availability.

Here at the Meriden YMCA our curriculum reflects the interests and needs of the children. Lessons and pre planned curriculum activities may or may not change depending on the interests of the children. Our activities are theme based, play based and child centered. Our schedules are predictable yet flexible to the individuals needs.

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Field Trips/Special Visitors

We believe that field trips are an important part of a young child's learning experience. For this reason we take the children on a variety of "trips" in the "field" outside the facility. Field trips requiring transportation are available to those children enrolled. Parents will be notified at least one week prior to the field trip and will be required to sign a field trip permission form in order for their child to attend.

From time to time, special visitors are invited to the Center to share their experiences with the children (e.g. police officer, fire fighter, nurse, librarian, etc.).

Parent Involvement.

The teachers welcome the opportunity to talk informally with parents for a few minutes each day. Parents and teachers are encouraged to discuss how family and staff handle different aspects of childrearing such as discipline, feeding, toileting and other important topics. Teachers may also give parents specific ideas for promoting children's healthy development at home. We encourage parents to involve themselves with events at the Center. We have monthly calendars to inform you on the up coming events. Parents are always welcome at YMCA Child Care Center.

Parents are encouraged to request conferences when they deem necessary. The Director may also request a conference to discuss any needs or concerns regarding your child. Yearly conferences will be scheduled with each parent if desired.

Any notices will be sent home with your child either in his/her bag or will be posted on the Parent Board. It is the parent's responsibility to check the parent board and/or your child's bag for these important notices.

Daily Charts/Reports for Infants/Toddlers

Each day the staff will prepare individual charts for each child which is sent home with your child at the end of each day. This chart includes information regarding what/when your child ate/drank, diaper changes and naps, daily temperament and behaviors as well.

Administration of Medications

YMCA Infant and Toddler Child Care Centers are not required to administer medications to children. Since most medication prescriptions can now be given at home, the Center prefers not to give medications. When other arrangements cannot be made, and in the opinion of the physician and/or dentist, it is in the best interest of the child to receive a medication (prescription or over the counter) at the Center. We follow all State and Federal regulations as outlined in Section 19a-79-9a of the State of Connecticut Statutes.

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The types of medications that will be administered will be limited to oral, topical, inhalant and injectable (the injectable 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 and by 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 specially trained to administer medications.

Medications must be in the pharmacy prepared containers, labeled with the child's name, name of the medication, strength, dosage, method of administration, and frequency of dosage, name of physician and date of 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 regulations. Personnel will keep all medications in a locked container in a cabinet and/or refrigerator. All unused medications will be returned to the parent or destroyed if it is not pick up within one week following the termination of the order, or expiration of the medication, whichever comes first. Medication administration errors, such as missed or late dosage, will be reported to the parent. All staff has First Aid, CPR and Medication Training Certificates.

Health Forms

Upon enrollment, parents must present a health form signed by a physician. The form includes a record of standard immunizations and tuberculin clearance. A physical is required, and health forms **must be** updated at least annually, as required by the State of Connecticut. You must also report completed immunizations as they occur so that your child's health record can be kept up to date. Failure to comply with this policy will result in your child's suspension until and updated form has been submitted and approved.

Allergies

It is not unusual for children with allergies to food or other substances to be enrolled at the Center. With food allergies, the YMCA Infant and Toddler Child Care Centers will remain a PEANUT FREE FACILITY. A list is posted in the classrooms as well as in the office which documents children and their food allergies. Parents should provide this information on the enrollment forms. Adjustments are made as necessary to ensure individual children with other types of allergies can safely participate in the Center's activities.

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THE YMCA ILLNESS POLICY

A child should be kept home from the Meriden YMCA Day Care 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 Day Care:

- 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." Please remember that this is for the health of our staff as well as other children.

***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 from other children in the program and brought into the directors office. The child will be supervised during this time by the director 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.

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IT IS IMPORTANT THAT YOU TELL A STAFF MEMBER IF YOU GAVE YOUR CHILD ANY ANTIBIOTICS 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:

-What is the name of the antibiotics? What time did you give the antibiotics?

-What is the reason for giving the antibiotics?

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 reactions to 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. Due to beliefs or medical condition, your child is not vaccinated and this facility becomes aware of a vaccine-preventable disease i.e., measles, etc- your child will be isolated and you will be asked to pick up your child in a reasonable amount of time.

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.

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

A parent/legal guardian must sign the Non Prescriptive Topical Medication form before the staff can administer the above medications. A physician needs not 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

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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, Roseola, 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. Remember that some diseases may need to be reported to the state and parents to be notified

If your child becomes sick while at the Kids Campus and parents cannot be reached in time, we will have an ambulance transport the child to Mid State Hospital in Meriden. If we are on a field trip, out of town, we will get the child to the nearest hospital

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.

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.

Accidents

All staff at YMCA Infant and Toddler Child Care Centers receive training in CPR and First Aid. First aid supplies are kept in each classroom and are checked regularly by the Health Consultant.

In the event your child has an accident while at YMCA Infant and Toddler Child Care Centers, an accident report form will be filled out by the attending staff member within 24 hours. This form is to be signed by the parent at the time of pick-up and turned in to the check bin. The form will be put in your child's file by staff, a copy of this report will be given to the parent's within 24 hours of the accident.

If the injury requires a doctor's treatment, but is not an emergency (e.g. superficial wound requiring stitches), parents will be called to pick up the child. While waiting for the parent's arrival, staff will administer temporary first aid and complete an accident report as specified above.

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Emergency Plans

Medical Emergency

In the event of a true medical emergency, a qualified staff person will attend to first aid/CPR as needed, while another staff person calls 911. YMCA Infant and Toddler Child Care Centers staff, after contacting emergency services, will immediately attempt to contact the parent and the child's physician. If the child's physician is not available, the program's health consultants will be contacted. That staff member will stay with the children and make him/her as comfortable as possible. The emergency medical permission form will accompany the child on the ambulance. If ratios permit a staff member will accompany the child on the ambulance. Additional staff will be called in if necessary to maintain required ratios.

If the parent has been successfully contacted, he/she will be informed of the nature of the emergency and will be instructed as to what procedures will be followed. Depending upon the seriousness of the emergency, the parent will be instructed to either come to the Center or meet the child at the medical facility (i.e. medical clinic, hospital etc.)

If the parent cannot be contacted, or if time does not permit, due to the immediate nature of the emergency, the Meriden Ambulance will take the child to the nearest medical facility or hospital. Parents are financially responsible for all expenses incurred in relation to emergency transportation and treatment of the child. Parent will be notified as soon as contact can be made.

- At the time of a serious emergency the director will make the determination if a staff member is able to leave the center with the child in the ambulance, if leaving the center will pose a safety risk or issue for the remaining children in the center than the individual can make the decision to stay at the center rather than accompany the child in the ambulance. When a sudden emergency occurs we acknowledge that "it is one of our own family members" who needs medical attention immediately and that we would want to be with them. And while we may not be able to ride with them to the medical facility we can find comfort in knowing that they are in care of the best professional trained medical first responders available. Again we emphasize that "SAFETY IS THE FIRST PRIORITY FOR EVERYONE INVOLVED!"
- In extreme emergencies we will try to contact a substitute staff member to come to work for extra help. If the situation deemed to appear "extremely serious" where the health and well being of the staff is in question as to their ability to continue working with the children we will call a "Crisis Intervention Team" in to help us contact parents or guardians to come get their children so that staff can deal with the events

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and circumstances of the situation that has just occurred. Once again emphasizing that "SAFETY IS THE FIRST PRIORITY FOR EVERYONE INVOLVED"

Evacuation Procedure

Each classroom and group of children knows where to exit the building and where to go when they are outside. The infant room will be evacuating the children one by one. One staff member will set up the play pens in the driveway while the other staff member will be gathering the children inside the area near the exiting door. Next the staff will pass the children one or two at a time where they will be taken to the "awaiting playpens" that have been set up outside. Assigned staff from other areas will assist if necessary. Staff will try to ensure that all children are dressed appropriately and will take the "emergency books" and attendance sheets. Each staff member is assigned duties during building evacuations.

The toddler classrooms will be lead by staff to the outside of the building to the designated areas. When all of the toddler children are outside, they will move to stay with the infant group. We will try to make sure that the appropriate clothing is on each child. Staff members will take the classroom emergency books and attendance sheets with them.

In the event of inclement weather or if the building is in such that occupancy is prohibited the YMCA activity vehicles will be called to help shelter the children until their parents and guardians should arrive to pick up their children. If the building is beyond occupancy parents will be called immediately to pick up their children. The medical facility used will be MidState medical Center for medical emergencies, unless parents express otherwise.

Fire

We have an up to date fire alarm system that is in compliance with today's fire mandates. It includes pull stations throughout the entire building, flashing strobe lights, and high pitch sounds. Fire Drills are practiced monthly along with other random drills. The alarm system is not directly connected to the fire department. Fire extinguishers are located throughout the building. Yearly inspections are conducted by the local fire marshal's office..

In the event of a fire, evacuation from the building will be through the closest fire exit. Staff will be responsible for supervising the children under their care and leading them to the fire exit. The attendance and emergency contact information books will be taken on the way. Staff will immediately take attendance. The Director and/or person in charge will be responsible for taking the sign-in/out sheets, portable first aid kit, cell phone and emergency files with them.

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Weather

On snow days or during other hazardous weather emergencies, the program will follow the Meriden YMCA closings, delays and/or early dismissal schedule. Parent will be notified of closings and delays via radio and television announcements. In the event of an early dismissal, parents will be contacted by phone to tell them when to pick up their child. Child/teacher ratios will be maintained at all times and two staff will remain on site until all children are picked up.

In the event of other serious weather emergencies, such as tornadoes or hurricanes, staff and children will remain indoors away from windows and doors. First aid staff will be on hand to administer first aid as needed until emergency personnel can arrive. Parents will be notified after the immediate danger has passed.

Evacuation

In the event the YMCA Infant and Toddler Child Care Centers program must be evacuated, and the center is not able to be occupied the children will remain either outdoors if the weather permits or, YMCA activity vehicles will arrive to shelter the children until their parents arrive. Parents will be called immediately should this occur. Advanced contact has been made with the Civil Preparedness Unit, adding the YMCA Infant and Toddler Child Care Centers programs to their list for emergencies. Notes will be posted to alert parents of the location of the children. Parents will be notified by phone of where to pick up their children. Staff/child ratios will be maintained at all times and two staff will remain with children until all children are picked up.

Emergency Preparedness Plan

YMCA Infant and Toddler Child Care Centers are designed with guidelines to prevent emergencies, however, as natural disasters and fires do occur, we take the necessary safety precautions as follows:

- Each room has a fire/disaster evacuation plan posted, with primary and secondary evacuation routes.
- Fire drills are conducted monthly and are documented. These drills are to help children understand how to get out of the building while trying to keep them calm.
- In the event the building becomes unsafe for the children and staff, each parent/guardian is notified and asked to pick up their child. The rectory across the street from the school is the programs alternate location.
- The Center is well equipped with fire extinguishers and all staff is specifically instructed in their appropriate use.
- In the event of a power outage, parents will be notified to pick up there children.
- A cellular phone is available for use in case of an emergency.

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- NO SMOKING is allowed in the Center by staff, parents and/or visitors and NO SMOKING signs are posted.
- A fire alarm is on the premises in case of an emergency.

The Fire Marshall tours the Center and performs safety inspections once every two years.

Domestic/ Family Dispute

If parents had or have been having marital difficulties, certain problems can arise. A parent or guardian may not want the other to take the child out of daycare. What can happen here may be strictly legitimate or it might involve a plan to take the children and move to an undisclosed location. Either way, the daycare center is put in an awkward situation. In a case such as this, the staff is well informed and has delegated responsibilities that protect the child and other children in question and within the entire building. The plan calls for a staff member to call the police while the director speaks with the parent who has arrived to remove their child. Another staff member is given instructions on what to do with the child in question for safety purposes. The director will then contact the other guardian and request that they come to the center where both parents/ guardians can discuss the matter and come to an amiable conclusion that is satisfactory to both parties. The police remain until the situation is resolved.

Hostage Situation/ Break In Robbery

The staff is constantly kept informed of situations occurring everyday around the world and locally. We discuss these situations and what to do if such an occurrence were to happen here at the daycare. Our ultimate goal is to keep the children safe at all times. Everyday after most children arrive the door is locked, the only way to gain entrance in to the building is for someone to hear the doorbell or knock on the door. The staff member will look to see who the individual is and decide whether or not to open the door. If a group of children is outdoors playing

the staff members outside are equipped with their cell phones to inform the staff indoors that there is an unknown individual on the premises. After informing the director the staff will take their children inside of the building. If everyone is inside of the building the director may go out to question the individual. If the situation appears suspicious, a staff member will call 9-1-1. Should staff members have any hesitations on what to do, they are also told to call 9-1-1. Staff members are assigned duties in these cases. Certain staff will talk while others may be preparing the children to continue on with their day in their designated areas. The whole idea is to remain calm and in control.

Homeland Security

The Meriden YMCA activity vehicles will transport the children to other public shelters in the area should an attack or natural disaster management situation arise where the children and staff would need to vacate the building and relocate to a shelter. Parents will be notified

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as to where their children are located should a disaster event occur. At the time of the relocation the children's backpacks and extra clothing, pillow cases, nap supplies, and emergency files of the children's personal information will be brought along. Cell phone numbers will be given to parents along with emergency numbers.

STATEMENT ON GUIDANCE/DISCIPLINE

Becoming self-disciplined is a long term process. One of the major tasks in an early childhood classroom is assisting children with this process. At YMCA Infant and Toddler Child Care Center programs we are committed to supporting each child's progress toward becoming independent and self-disciplined. In practice we provide an environment which encourages children to make choices and decisions following some simple rules as general guidelines. We promote freedom within our environment as long as children do not disrupt the classroom and/or

disregard the few rules set for children's safety and awareness. We do not allow children to hurt themselves, others or to damage property. We help children by guiding them in the right direction and reminding them of classroom rules. We strive to utilize the "Time Out" and or "Re-Direction" methods. Time out is when we remove the child from an activity due to some form of unacceptable behaviors. The child is usually given several warnings before time out is imposed. The child will be given the instructions of sitting in an area away from the activity to gather their thoughts about the inappropriate behavior that they have exhibited. The staff member who placed the child in time out will talk to the child at the end of the time out period to discuss the behaviors and why they are considered to be inappropriate. "Re- Direction is a method where a child is lead into another activity to get their mind off of the activity that is causing difficulties. It is trying to redirect a child into another kind of play or activity. This method is used a great deal with the younger children who can not verbalize their needs. However, it is a good method to use on all of the children within the daycare setting.

The goal of guidance/discipline is to help children develop inner controls so that he/she may move toward appropriate social behavior. Methods for resolving conflicts are:

- Positive guidance
- Setting clear limits for children
- Redirection of children to other more appropriate activities.

When disputes arise among children or between a child and a teacher, the teacher will encourage a talking out process among those involved. The goal of this talking out process will be to acknowledge everyone's feelings and find solutions using children's ideas whenever possible.

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In the event a child's behavior becomes a danger to themselves, the staff and/or children in the environment, the child will be moved to area where he/she can calm down and work on regaining self control. Teachers will work on redirecting the child's behavior, encouraging communication so the child learns to share his/her feelings and work towards a resolution. We prohibit all forms of abusive, neglectful, corporal, humiliating, or frightening punishment, and physical restraint, unless such restraint is necessary to protect the health and safety of the child or others in the program. Staff will continuously supervise children during disciplinary/guidance actions.

Teachers may have to set up behavior modification plans to encourage your child to stop and think about his/her behavior before doing something. In the event the behavior continues, a conference will be set up between the parents, director, and classroom staff. We will work with you to help find a plan that works both in our program and in your home. It is important and required that parents and staff work together in a positive manner to help your child work on their behavior issue while providing consistency for the child.

Regarding excessive behavioral conditions, the following steps will be taken:

1. An assessment program will be required to determine the child's needs so a plan can be developed, implemented and monitored. This plan will be documented.
2. In excessive conditions, children will be asked to leave the Center until a meeting can be held and a plan put in place with the staff and parents
3. Should serious persistent behaviors occur where the safety of both children and staff are put in danger for a period of three consecutive days the child will be suspended from the program on day 4. The number of days the child will be suspended will be left up to the decision of the program director and the executive director.
4. If all efforts are exhausted and the inappropriate behavior continues to threaten the safety of the child, the staff and/or other children in the classroom, the Center will give the family 30 days notice and help them find alternative child care arrangements.

In our child-centered environment children are actively involved and challenged and consequently classroom problems are minimized. Within the framework of trusting relationships with teachers, each child is individually assisted in increasing his/her levels of self-discipline and independence. Teachers will remind children of classroom rules and redirect children when necessary, encouraging children to understand when they need a break or a minute to regroup and get focused on another interesting task.

If a parent/guardian should become abusive, (physically, verbally, or in writing) which includes being belligerent, threatening, intimidating, condescending or showing any negative signs of demeanor toward any staff member of this

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Child Abuse and Neglect Reporting Policy

State law in Connecticut (public policy 17a-101, 17a-101a, 17a-101b, 17a-101c and 17a-101d) requires that anyone who suspects child abuse and/or neglect must report that suspicion to the Connecticut Department of Children and Families (DCF), and child day care licensing within 12 hours of first suspicion. All child care workers are considered mandated reporters. DCF hotline 1-800-842-2288 open 24 hours per day, or Department of Public Health 1-800-282-6063, 1-800-439-0437 or 860-509-8045.

If an employee or parent witness another employee and/or parent using physical discipline, we ask that you report it immediately using the Incident Report to the Director. This report must be filed within 12 hours. Failure for staff to comply with this strict policy is grounds for disciplinary action and may lead to termination.

The YMCA staff have the responsibility to protect and prevent all the children under their care from abuse and neglect. If any staff member has reasonable cause to suspect or believe that a child attending the child care program has been abused and or neglected, they must report it. Child Care professionals are mandated reporters by law.

Abuse is defined as a non-accidental injury to a child which, regardless of motive, is inflicted or allowed to be inflicted by the person responsible for the child's care. This includes any injury which is at variance with the history given. Maltreatment such as, but not limited to, malnutrition, sexual molestation, deprivation of necessities, emotional maltreatment or cruel punishment.

By law it is DCF's responsibility to determine whether or not to investigate based on their findings. We encourage you to discuss any accidents which may have occurred at home with your child's teacher and/or the Director.

There are four general types of abuse and neglect. These are:

1. Physical abuse
2. Neglect
3. Emotional abuse
4. Sexual abuse

Description/ examples: Physical Abuse

Physical abuse is any physical injury inflicted on other than by accidental means, any injury at variance with the history given of them, or a child's condition which is the result of maltreatment such as malnutrition, deprivation of necessities or cruel punishment.

Examples of injuries which may result from physical abuse include:

Head Injuries
Bruises cuts or lacerations
Internal injuries

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Burns, scalds with substances, cigarettes, matches, electricity, scalding water, friction, etc.
Injuries to bone, muscles, cartilage, ligament fractures, dislocations, sprains, strains, displacements, hematomas, etc.
Death

Description/ Examples: Sexual Abuse and Exploitation

Sexual abuse is any incident of sexual contact involving a child that is inflicted or allowed to be inflicted by the person responsible for the child's care.

Sexual abuse includes, but is not limited to the following:

Rape

Intercourse

Sodomy

Fondling

Oral sex

Incest

Sexual penetration: digital, penile, or foreign objects

Sexual exploitation of a child includes permitting, allowing, coercing, or forcing a child to:

Participate in pornography

Engage in sexual behavior

Description/ Examples: Emotional Abuse or Maltreatment

Emotional abuse or maltreatment is the result of cruel or unconscionable acts/ or statements made, or allowed to be made threatened to be made, or allowed to be made by the person responsible for the child's care.

Emotional abuse of maltreatment may result from:

Repeated negative acts or statements directed at the child

Exposure to repeated violent, brutal, or intimidating acts or statements among members of the household

Cruel or unusual actions used in the attempt to gain submission, enforce maximum control, or to modify the child's behavior.

Rejection of the child

Neglect

Neglect is the failure, whether intentional or not, of the person responsible for the child's care to provide and maintain adequate food, clothing, medical care, supervision and/or education. A child may be found neglected who:

Has been abandoned

Is being denied proper care and attention physically, educationally, emotionally, or morally.

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Is being permitted to live under conditions, circumstances, or associations, injurious to his well being
Is being abused

Types of Neglect

Medical Neglect is:

The refusal or failure on the part of the person responsible for the child's care to seek, obtain, and or maintain those services for necessary medical, dental, or mental health care
Withholding medically indicated treatment from disabled infants with life threatening conditions.

Harmful behaviors by the person itself does not constitute as medical neglect

Description/ Examples: Medical Neglect

Medical Neglect is:

The refusal or failure on the part of the person responsible for the child's care to seek, obtain, and or maintain those services for necessary medical, dental, or mental health care.
Withholding medically indicated treatment from disabled infants with life-threatening conditions.

Description/ Examples: Educational Neglect

Educational Neglect occurs when, by reason of the actions or inaction on the part of the person responsible for the child's care, a child age seven (7) years old through fifteen (15) years old either:

Is not registered in school: or
Is not allowed to attend school

Description/ Examples: Emotional and Moral Neglect

Emotional and Moral neglect is the denial of proper care and attention to the child, emotionally and or morally, by the person responsible for the child's care that may result in the child's maladaptive functioning.

Harmful behaviors by the person responsible include, but are not limited to, the following:

Encourage the child to steal or engage in other illegal activities

Encouraging the child to use drugs and or alcohol

Recognizing the child's need but failing to provide the child with emotional nurturance

Having inappropriate expectations of the child given the child's developmental level.

Note: For court intervention regarding emotional neglect, a statement from a mental health provider documenting the condition is required.

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**Circumstances Injurious
Descriptions/ Examples: In Danger of Abuse**

In danger of abuse includes:
Actions or statements conveying threats of physical or mental injury
A real threat to the child's well-being as perceived by the child
The person responsible for the child's care exposing the child to dangerous and/ or violent situations

Description/ Examples: High Risk Newborns

Newborn children will be considered at risk because of a combination of both their own special needs and their mother's condition or behavior.

Indicators of special needs newborns include, but are not limited to:
Positive urine or meconium toxicology for drugs
A positive test for HIV virus
A serious medical problem

Indicators in the mother's condition or behavior include, but are not limited to:
Substance abuse
Intellectual limitations which may impair the mother's ability to nurture or physically care for the child
Major psychiatric illness
Young age, causing inability to care for self or the newborn

Reasonable Cause

If staff or parents witness abuse or neglect by another staff member or parent they must notify the director immediately. A written report specifying exactly what was observed must be submitted to the director. We have a zero tolerance policy for this type of behavior or treatment toward anyone under the age of 18. If staff is involved in an act of abuse and neglect, the staff members will be subject to.

The discipline in the center's Personnel Policy. The question of suspending a staff member during the investigation will be decided by the program director, and executive director. The decision as to whether the staff member should be allowed to stay working or suspended from work will be based on the allegations and safety of the children.

Notification to the appropriate State agencies (DCF, DPH, local Police Department)

Parent's of the child/ children will be notified immediately

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The Administration has the responsibility to protect children (including notification of the parent and/or guardian) once there is an allegation of abuse and/or neglect of a child enrolled in the program. Steps will be taken to provide the victims of abuse and/or neglect with medical services as needed. Staff are protected by law (refer to Connecticut General Statutes, Section 17a-101e) from discrimination or retaliation for reporting abuse and/or neglect.

Each staff member is trained in reporting suspected child abuse and neglect on a yearly basis. Administrative actions (we support zero tolerance for abuse and neglect) will be implemented should there be an allegation that a staff member abused and/or neglected a child. All records will be maintained and kept in the incident/accident Red report folder as well as in the child or staff folder. Please see the parent information board for more information on reporting forms and contact numbers.

Meriden YMCA Child Care Centers Program Goals (10A01)

The YMCA Child Care programs are designed to be a comprehensive childcare program based upon the fundamental factor of positive child development relative to physical, social and emotional, cognitive and language growth. The YMCA programs will provide a comfortable, secure environment that allows each child to develop his/her sense of self-esteem, belonging, security, accomplishment, self worth, self expression and experiences that make each child unique while having fun .

Program goals

- *Demonstrate a sense of self as a learner
- *Demonstrate a sense of responsibility
- *Demonstrate effective functioning, individually and as a member of a group
- *Demonstrate control, balance, strength and coordination in gross motor tasks.
- *Demonstrate coordination and strength in fine motor tasks
- *Participates in healthy physical activity
- *Practice appropriate eating habits, hygiene, and self help skills
- *Demonstrate the ability to think, reason, question and remember
- *Engage in problem solving
- *Use language to communicate, convey and interpret meaning.
- *Establish social contacts as they begin to understand the physical and social world
- *Use different art forms as a vehicle for creative expression and representation.
- *Develop an appreciation of the arts,

Objectives-

- *Encourage independence through tasks & programs.
- *Introduce children to new situations and provide children with support and comfort with these new situations
- *Introduce children to group activities through circle time, learning time, music, story time, Cooperating.

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- *Provide children with new experiences (swimming, gymnastics)
- *Encourage children and compliment children with their activities.
- *Provide children with experiences that provide children with fine motor skill development.
- *Each staff will encourage the development of self-esteem, security, belonging, accomplishment, and self-expression.
- *Provide children with opportunities that enable them to increase physical skills.
- *Encourage children to join each other through play, sports, sharing and cooperation.
- *Provide children with opportunities to pretend and be creative through centers, art, play, activity and music.

Meriden YMCA Childcare Philosophy

The Meriden YMCA Childcare Programs serves the community by providing a proven, safe learning environment in the classroom that makes it possible for teachers to teach and children to learn. We provide quality supervision outside the home for all children.

The Meriden YMCA Childcare Programs create 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 encourages all to develop a partnership with families, working together to support children's optimal development and learning. We want children to choose 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, emotional, cognitive and language development.

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PER STATE REGULATIONS PRIOR TO PROGRAM ATTENDANCE THIS PACKET MUST BE COMPLETED

Date of Entry_____

Child's Name_____Age_____D.OB._____
Address_____city_____zip_____

Home Phone_____Parent to Contact 1st_____

Male___Female___social security #_____

Parents: Please check the appropriate Married___Divorced___Separated___

Single___Widow/widower___

Parent Name_____Home Phone_____

Home Address_____

Work Phone_____ext___Cellular_____email_____

Employer_____

Work Address_____

If parent can not be reached directly at work, whom should we ask for_____

Parent Name_____Home Phone_____

Home Address_____

Cellular Phone_____email_____

Employer_____

Work Address_____

If Parent Can not be reached directly at work whom should we ask

for_____Work Phone_____ext___cellular_____

Email_____Determined annual family income_____

Emergency Name(other than parents)_____

Emergency Phone:Home_____Work_____Cellular_____

Dr. Name_____Phone_____Ins. Company_____DDS

Name_____Phone_____

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Allergy Medication Policy

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 in the front and back. 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

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 peanuts 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 or promoting the Center and its activities.

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

Health Information Access Policy

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 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 _____

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Emergency permission to treat

I give permission to the Director and/or 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 the nearest hospital by the local emergency resource. The YMCA staff will also admit my child to the hospital for medical attention. 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 Day Care Staff to administer topical ointments/creams on my child. This may include but is not limited to medicated chap stick, Vaseline, sun screen SPF15, 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
Name _____ Phone _____ Relation _____
Medical history: Give details of the following and **write NO if it does not apply.**
Asthma _____ Diabetes _____ Date of Last tetanus
shot _____
Kidney Trouble _____ Fainting Spells _____
Heart Trouble _____ Bee sting _____
Hyperkinetic _____ Food reaction _____
Epilepsy/convulsions _____ Penicillin or drug reaction _____
Pediatrician/Family Doctors Name _____ Insurance Co. _____
Address of Doctor _____ Phone _____
Dentist Name _____
Phone _____

If there is any other information that might be helpful in taking care of your child please let us know:

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Child's Schedule (check days attending)

M__ T__ W__ TH__ F__

Approximate arrival _____ approximate departure _____

Parents Work Schedule(Days & Hours) Mom: _____

Dad: _____

Parent responsible for payment:

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

Parent's Signature _____ Date _____

PARENT QUESTIONNAIRE

Please complete this survey and return to the Program. The information will help us to become better acquainted with your child. Feel free to use additional paper if necessary. We would like to thank you in advance for providing this useful information.

1. By what name do you usually address your child?

2. Developmental History(Give age of onset) Crawled _____ Walked _____
Talked _____ Toilet Training _____
3. Did your child attend a day care and/or preschool before? (Circle one) yes or no
If answered yes please tell us where, when, and was the experience enjoyable.

4. Does your child have tantrums?

5. Does your child have fears? If yes, please list them.

6. Please list your child's favorite food.

7. List any foods your child doesn't like

8. List any food restrictions based on religious or family beliefs

9. Please describe your child's eating habits.

10. Please list the names and ages of all children in your immediate family.(Brothers & Sisters)

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11. What do you call the Bathroom? _____

12. What do you see as your child's strengths?

13. Are there any areas in which you anticipate difficulty for your child? (i.e., sharing, following directions, etc.)

14. What goals do you have for your child?

15. Does your child have any disabilities that we should be aware of? If so please explain.

16. Does your child have allergies?

17. My child's race is (please check one)(optional) Asian _____ African American _____
Caucasian _____ Hispanic _____ Other _____.

18. What other information would you like us to know about your child or your family?

18. What language is spoken at home? _____

Thank you for your time filling out this questionnaire.

Parent/Legal Guardian Signature

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Family Questionnaire

Parent Name _____ **Child's Name** _____

My family needs information on the following: Please check or circle appropriate category.
No Information needed at this time

- | | | | |
|---------------------------|------------------------|----------------------|-------------------|
| *Childcare Assistance | * Employment | * Disabilities | *Nutrition |
| *Child Growth/Development | *ESL Classes | *Housing | *Parenting Help |
| *Emergency clothing | *Family Counseling | *Literacy | *Personal Problem |
| *College/financial aid | *GED | *Legal Help | *Medical Help |
| *Child Behavior | *Family Emergency Food | *Marriage Counseling | |
| *Other(specify) | | | |

We feel good about our family because _____

We would like our family to be involved with this program by:

Parent signature: _____ Date: _____

Changing Procedure Policy

I give Meriden YMCA Staff permission to change my child if an accident occurs.

Parent signature _____ Date _____

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Pick-up Authorization

Parents who can pick up: _Parent_____Parent_____
We give permission to: (Name other than parent- 18 years of older) Please don't list a parent. Please add more if needed below. Tell each person that they will have to show some kind of photo I.D.

1.	_____	_____	_____	_____
	Name	Relationship	Phone	Cell
2.	_____	_____	_____	_____
	Name	Relationship	Phone	Cell
3.	_____	_____	_____	_____
	Name	Relationship	Phone	Cell
	_____		_____	

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Emergency Form

I _____, give permission for my child, _____
Parents Full Name Childs Full Name

To be given an assessment and treatment of an injury by a staff member certified in First Aid/CPR and/or transported (if necessary) to a hospital/medical facility by ambulance and/or LifeStar for emergency treatment should an accident of illness occur. Payment for transportation to a hospital or emergency facility because of an anaphylactic allergic reaction, diabetic situation, seizure disorder, severe asthma attack, or any other similar medical condition that has been previously diagnosed by a physician and or has written medical orders by a physician will be my responsibility (parent/guardian)

While your child is being cared by a trained staff member certified in First Aid/ CPR, another staff member will have already called 911 for assistance. Then she/he will immediately attempt to contact me. If I am not available she/he will attempt to leave a message on my voicemail. After that she/he will then call the individual who is supposed to know where I am if I am not at my desk or at the work place. She/he will communicate the nature of the situation to that individual who will then try to locate me to inform me that I need to contact the day care center immediately.

Parent/ Guardian Signature

Date

Witness- Staff Signature

Date

If you have any special questions, requests or concerns that you might want to convey to any medical personnel of medical facility, please do so below. You might want to include any known medical conditions past or current, food allergies or medications that he/she may be taking.

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Feeding Schedule for _____
D.O.B _____ Age _____
Parent(s)/Guardian(s) _____
Home Address _____ City _____ Zip _____
Date Schedule to Begin _____

Please specify whether your child is drinking
Breast Milk _____ Formula _____ Other Liquids _____

Please provide the name of the formula or other liquid _____

Do you put anything additional into the bottle? _____ cereal, if so what brand and
how much? _____ drops, if so what brand and
how much? _____

other, if so what brand and how much? _____

Please write the bottle feeding schedule and times include:

How many ounces the child usually drinks _____

The number of times the child is burped and after drinking how many
ounces _____

The best position to burp the child and are they easy to
burp _____

Does your child tend to spit up during feedings? _____

Is there anything important for the staff to know about feedings? Does your child
eat cereal or jar food in addition to drinking the bottle? What foods is the child
currently eating and how much? Preference of the bottle temperature? Heating
instructions?

Parent/Guardian Signature

Date

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Licensed Child Care Centers administering medications to children shall comply with all requirements regarding the administration of medications as described in the State Statutes and Regulations.

These forms are required to be on file here at the Meriden YMCA should you be interested in allowing the staff administer any medication ranging from, non prescription, over the counter medications, such as Advil or Tylenol for teething purposes, topical medications including but not limited to diaper creams, medicated powders, teething, gum, or lip medications.

Page 3 is required only when a child needs to have prescription medication administered, such as antibiotics, inhalers, and or any prescriptions that are prescribed by the child's primary care physician that will need to be administered either when sick or on a regular basis.

Should you have any questions please see the program director.

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**Parent/Guardian Authorization for the Administration of
Non-Prescription Topical Medications by Child Care Personnel**

To Child Care Personnel:

I hereby request that the following non-prescription topical medications be administered to my child by a child care staff member of the _____.

(Name of child day care program)

I understand that I must supply the child care program with the non-prescription topical medication in the original container labeled with the child's name, name of the medication, and the directions of the medication administration.

This authorization is limited to the following topical medications:

1. Diaper changing or other ointments free of antibiotic, antifungal or steroidal medications
2. Medicated powders
3. Teething, gum, or lip medications

Name of Child: _____ Date of Birth: _____

Address: _____

Name of Medication: _____

Schedule of Administration: _____

Site of Administration: _____

Reason medication is being administered: _____

Medication shall be administered from: _____ to: _____

Name of Parent/Guardian _____ Date: _____

I have administered at least one dose of the above medication to my child without adverse side effects.

Signature: _____ Relationship to child: _____

Address: _____ Telephone: _____

Staff to complete:

Parent authorization form and medication received by: _____

(Signature of staff) Medication Started: _____ (date and time)

Medication Ended: _____ (date and time)

Parent permission and medication administration record shall become part of the child's health record when the medication has ended.

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In the State of Connecticut, licensed Child Day Care Centers, Group Day Care Homes and Family Day Care Homes administering medications to children shall comply with all requirements regarding the Administration of Medications described in the State Statutes and Regulations. Parents/guardians requesting medication administration to their child by daycare staff shall provide the program with appropriate written authorization(s) and the medication before any medications are dispensed. Medications must be in the original container and labeled with child's name, name of medication, directions for medication's administration, and date of the prescription. All unused medication will be destroyed if not picked up within one week following the termination of the authorized prescriber's order.

Authorized Prescriber's Order (Physician, Dentist, Physician Assistant, Advanced Practice Registered Nurse):

Name of Child _____ Date of Birth ____/____/____
Today's Date ____/____/____
Medication Name _____ Controlled Drug? YES NO
Dosage _____ Method _____ Time of Administration _____
Specific Instructions for Medication Administration _____
Medication Administration Start Date ____/____/____ Stop Date ____/____/____
Relevant Side Effects of Medication _____
Plan of Management for Side Effects _____
Known Food or Drug: Allergies? YES NO Reactions to? YES NO Interactions with? YES NO
If "yes" to any of the above, please explain _____
Prescriber's Name _____ Phone Number (____) _____
Prescriber's Address _____ Town _____
Signature _____

Parent/Guardian Authorization:

I request that medication be administered to my child as described and directed above and attest that **I have administered at least one dose of the medication to my child without adverse effects.**

Name of Day Care Program _____
Today's Date ____/____/____
Child's Name _____
Address _____ Town _____

Name of Parent/Guardian Authorizing Administration of Medication _____
Relationship to Child: Mother Father Guardian/Other explain: _____
Address _____ Town _____
Phone Number (____) _____
Signature of Parent/Guardian Authorizing Administration of Medication _____

Name of Childcare Personnel Receiving Written Authorization and Medication _____

Title/Position _____

Signature (in ink) _____

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