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FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

MERIDEN NEW BRITAIN BERLIN YMCA PRESCHOOLS

LITTLE SCHOLARS

LITTLE HOUNDS

EARLY LEARNING CENTER

NEW BRITAIN PRESCHOOL

MERIDEN CHILDCARE CENTER

LITTLE PANTHERS

LITTLE SPARTANS



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Meriden New Britain Berlin YMCA Child Care Philosophy

The MNBB YMCA Child Care Programs are accredited School Readiness and Child Care programs. These programs serve 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 who are three and four years old. The MNBB YMCA Child Care 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.

These programs encourage 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. Our child care programs are designed to be comprehensive and based upon the fundamental factor of positive child development relative to physical, social, emotional, cognitive and language development.

1.11 Mission

Our mission is to provide all children with high quality educational programs in a safe friendly environment that will develop trust and self worth, build awareness, confidence and self-esteem. We challenge children to accept and demonstrate the values of caring, respect and responsibility. We will develop a program that promotes family and community involvement which will enhance the well-being of our children.

1.1. MNBB YMCA Child Care Program Goals

The MNBB YMCA Child Care programs are designed to be comprehensive child care programs 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, and self expression and have experiences that make each child feel unique while having fun. Program goals for the children include the ability to:

- 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;



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Program goals for the children include the ability to:

- participate in healthy physical activity;
- practice appropriate eating habits, hygiene, and self help skills; through modeling of good health practices, sound nutrition and safety awareness
- 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, and story time.
- Provide children with new experiences.
- Encourage children and compliment children with their activities
- Provide children with experiences that provide children with fine motor skill development.
- Each staff member 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.
- Provide children with plenty of activities that enhance language development through spontaneous conversation as well as experiences with books, poems, stories and songs
- Provide teachers with professional development that will continue to impact the quality of the program. We encourage staff to continue their professional development by offering financial assistance, in-service programs and professional speakers to provide the most up to date and appropriate practices that will benefit children and program.
- Families will feel supported and nurtured in their child-rearing efforts.
- Children will experience growth and learning in their social-emotional, physical, language, and cognitive development.

Curriculum



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- The Precschool program uses The Creative Curriculum, aligned with the Ct. Early Learning and Development Standard to assist in the implementation of developmentally appropriate practices. The Creative Curriculum is very compatible with the “Connecticut Early Learning Development Standards” from the State Department of Education and allows us to use a variety of approaches.
- Child outcomes are measured using the Creative Developmental Profile form and the Preschool Assessment Framework. This form is a guide that helps staff look at the child’s performance in areas of development such as social/emotional, physical and cognitive and language development. Teachers will use this assessment to help gain access to the Connecticut Pre-School Assessment Framework Benchmarks and the Ct. Early Learning and Development Standards. These children’s outcomes are closely aligned with Connecticut State Standards. These forms show scores on one form for assessment in the fall, winter and spring of each year.
- Parents are surveyed and fill out a questionnaire to collect information during the first parent conference, or teachers request information is shared. Parents and teachers are partners in the child’s education.

Hours of Operation for 3 and 4 year olds:

Full time Childcare: 7 a.m. to 5:30 p.m.

The MNBB YMCA Early Learning Center, Little Hounds Program and New Britain Preschool program operates for 50 weeks out of the year. To register, complete the forms included in this package as well as the additional documentation needed located on the last page of this packet. **These forms are mandatory for the State of Connecticut and must be on file at the office BEFORE your child can begin this program.** Our staff collects documentation over time that informs their decision about instruction.

1.2. Vacation Days/Weeks

The following is a list of days and weeks the preschool will be closed:

New Year’s Eve	Labor Day	Christmas Eve
New Year’s Day	Veteran’s Day	Christmas Day
Martin Luther King, Jr.	Good Friday	Memorial Day
President’s Day	Independence Day	Columbus Day
Thanksgiving and the day after		

MNBB YMCA Early Learning Center, New Britain Preschool and MNBB YMCA Little Hounds Our center is closed between Christmas Eve and New Years Day (December 24th-January 1st.) We will reopen after the recognized holiday



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following New Years Day.

Tuition

2.1. Fees

Full-time – rate varies per program please speak with the program coordinator

Payment is expected every week even when your child is absent for any reason. You have reserved your child's spot. We do not replace your child's spot when he/she is absent so therefore payment is still expected the first day of every week. Please keep your receipts.

The MNBB YMCA preschools are open Monday-Friday from 7am-5:30pm. Our doors open precisely at 7am. We close at precisely 5:30pm. We expect parents to be out of the building by 5:30pm. 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 \$15 from 5:30pm-5:45pm; or any portion there of; \$10 additional charge after 6:15pm pm every 10 minutes.

Child Care payments are due weekly, AND MUST BE AUTODRAFTED. Please work with the program coordinator to schedule auto drafts accordingly.

Monitoring autodraft is the responsibility of the parent. We do not receive notification if your account is not current, or if your debit card information has changed. Please check your account weekly to make sure your payment has been deducted. You must notify the office if your card or account changes immediately to avoid fees if the funds are not available when the YMCA draws from your account at the scheduled time. You are responsible for any and all fees incurred for non-payment if we cannot retrieve funds at your scheduled time.

Tuition Policy



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All tuition is due on the first day of each week and you must keep one week ahead. You can pay by the month, but it must be paid by the first of the month. **We do send out weekly invoices. Please do not place the YMCA in the position of reminding you of your obligation. 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.** Parents who fall one month behind need to work out a payment plan or lose their child's spot in the program. After one month, this account will then be turned over to the MNBB YMCA's finance department for payment collection.

2.2. Outstanding Balance

After having an account balance for three weeks, the participant is referred to the Director or Office Manager to set up a payment arrangement. This payment arrangement is then put in writing and submitted to billing department. The payment arrangement is to be monitored by the Office Manager, Child Care Director and finance department.

If no payment is received within 7 days from the payment plan set up date termination from the program will follow with signed approval by the CEO of the MNBB YMCA.

2.3. Refund Policy

The MNBB 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 for a 2-week written notice. In extreme cases you can discuss this matter with the Director of the Meriden New Britain Berlin Child Care Program. This policy will be reviewed by management in the event the program is mandated to close for an extended period of time.

2.4. Termination Policy

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

- non-payment or excessive late payments of fees.



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- not observing the policies of the MNBB YMCA Child Care program as outlined in the parent handbook.
- disruptive behavior by a parent or a child in the classroom or on YMCA property.
- physical, emotional, and/or verbal abuse of the staff by a parent or a child.

The termination policy is not limited to the above reasons. If the Meriden New Britain Berlin Child Care program cannot meet the needs of the parent or the child, the Meriden New Britain Berlin Child Care Director reserves the right to terminate a child(ren) from the program. We will try to help parents to find alternate child care for their child. The director of childcare operations reserves the right to terminate in extreme circumstances.

Transition Plan

The MNBB YMCA Child Care Program would like to help you and your child prepare for the transition to Kindergarten. We work with the Board of Education and School Readiness program to assist with determining their home school, completing kindergarten registration forms, and providing orientation information. We will support you with any information or assistance that you may need with your permission when you register for Kindergarten. Your child's teacher will fill out the assigned information to give to child's new teacher. We recognize this might be a stressful and emotional time for you and your child and want to support you through this process.

To help prepare your child for kindergarten some of our activities include, but not limited to:

- stories about kindergarten;
- bus trips;
- providing you with a kindergarten registration packet to prepare you for registration day;
- help you find your home school;
- visiting our kindergarten program and buddies for a day;
- pre-Kindergarten teachers and kindergarten teachers meet and collaborate in the spring near registration time;
- teachers and director attend PPT's for our YMCA children throughout the year;
- our staff will fill out paper work/records and send to kindergarten teachers.
- Our staff will attend a "Meet & Greet" with kindergarten teachers.



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3. Admission

3.1. 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. It is important for parents to engage with children and teachers in their classroom environment.

Open Enrollment & Admission Policies

The MNBB YMCA Child Care is open to **all** Meriden, New Britain, and Berlin children ages 3-5. The YMCA's programs are open to all without regards to race, religion, gender, national origin, special needs, or ability to pay. The MNBB YMCA attempts to make opportunities available to parents through marketing efforts, community events and community collaboration.

We recognize toilet learning is a developmental milestone. A group care situation can be a great way to help the process along and we would like to partner with parents.

Each child must have had all immunizations required by the State Dept. of Public Health mandated for licensed child care facilities, including the flu shot. A child must have had a physical examination within the year before entry into the Center. Yearly physical updates are required.

3.2. Orientation to our Program

We are always happy to tell you all about our program and show you around the MNBB YMCA Little Hounds Child Care Center. We would like to discuss our policies and handbook with each parent. 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.

3.3. Referrals

Our mission is committed to providing **all** children with higher educational programs a safe, friendly environment that will develop trust and self worth, build awareness, confidence and feelings of self-esteem. The MNBB YMCA Child Care programs are proud of our proven track record in meeting the needs of children and families. We have a close working relationship with the



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Meriden New Britain Berlin Health Departments, board of education, and our social services consultant. We offer a variety of screenings throughout the school year. Parents will receive prior notice of the testing times and dates. Parents also receive a copy of the reports from the referrals when we receive them.

Periodically throughout the year there will be times when we will be updating children's records that do not require parent's permission. Children's records are used to aid us in helping children in areas where help may be warranted.

We also hold parent and family workshops throughout the year to aid and inform parents and families about Care 4 Kids, immunizations, health, dental, nutrition and Husky medical insurance.

Conferences are held once a year to inform parents about child's progress.

Policies and Plans

Plan of Supervision

- 1.** MNBB YMCA Child Care programs serve children three years of age and older.
- 2.** The group activity size shall not exceed 20. There is always extra staff in this facility.
- 3.** The required ratio of one staff member to every ten children is maintained at all times at the Meriden New Britain Berlin New Britain Berlin Child Care including indoor, outdoors, and nap time.
- 4.** At least two staff will be on the premises at all times.
- 5.** Children transported by bus are supervised at all times. A staff member waits for the Board of Education bus, takes the children off the bus, and puts the children back on the bus everyday.
- 6.** 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. Indoor staff moves around the classroom accordingly.
- 7.** During naptime staff remains in the classrooms with children at all times.
- 8.** If a staff member is on break, the Director or Office Manager may fill in.
- 9.** The parent or anyone picking up the child will be asked to show I.D. if a staff member does not recognize the person and the child's pick up list will be checked.
- 10.** Children are never allowed to go from the outside to inside by themselves.
- 11.** Children are encouraged to use independent self help skills such as toileting on their own, staff members will supervise by remaining outside of the bathroom.



Child Abuse and Neglect: Identification and Reporting

All staff members are mandated reporters for Child Abuse and Neglect. Per Federal/State Regulations all staff is required to report suspected child abuse or neglect to the appropriate agency.

Sometimes we are unable to let parents know if a report has been made. This lets the Department of Children and Families (DCF) investigate. Reporting does not place blame. By law, we must report signs and symptoms of suspected abuse or neglect.

Reportable situations include:

1. *Bruises, sores or other injuries observed on the child's body, even though the source or event of injury is unknown;*
2. *Abandonment of a child by a parent or guardian;*
3. *Suspected sexual abuse;*
4. *Absence of proper parental support, education, medical, or other care necessary for the child's well-being.*

All families are informed of the laws regarding child abuse and neglect. These laws are discussed at enrollment and throughout the year.

Training on the identification of abuse and neglect takes place every year for staff. All new employees are trained on child abuse and neglect identification and reporting.

4.1. Transportation Policy

Drop Off and Pick-Up Policy

Parents, as well as authorized persons **over the age of 18** are asked to come into the facility to pick-up or drop-off their children. **No one under the age of 18 can sign a child out unless there is express written consent signed by the Director.** All parents must sign in when dropping off and sign out when picking up. **It is a state mandated code.** 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. Parents must check the child's file with the staff for correct or updated information. **(Please be advised, all people, including parents, who pick up your child will need to show a form of a picture I.D.) If your child will be absent, please notify us by 9 a.m. If your child is going to be arriving later than 9am, please contact the office first thing in the morning.** If you know you are going



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to be late in picking up your child, please contact the program coordinator

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

- Two staff members will always remain on site.
- 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.
- Parents will be called at work, home, cell phone to try to reach them.
- If parents cannot be reached the emergency contact person will be called at 6:05p.m.

When the emergency contact person has picked up the child staff will leave notes on the doors to tell the parents who picked up the child and when the child was picked up.

- After one half hour, the YMCA will have no choice than to call the police department. At that time, the child may be released to the police.
- Staff members are aware of usual pick up times for individual children and will call if the parent has not picked up around their usual time.

4.2. Field Trip Policy

The Meriden New Britain Berlin Child Care programs do go on field trips throughout the year. Parents are asked to volunteer to chaperone. Parents will receive prior notice of any trip that we take. All school rules apply. We give the children every opportunity to have hands on learning experiences.

4.3. Food Policy

The MNBB YMCA Child Care Programs participate in the Child & Adult Care Food Program (CACFP) and serves all children and staff nutritional breakfast, lunch and afternoon snack as part of the daily program at no additional cost to our families. Enrollment in this program is not optional, yet you can make allowances for food allergies and religious preferences during the registration process. **NO OUTSIDE FOOD OR DRINKS CAN BE BROUGHT INTO OUR FACILITY FOR DAILY CONSUMPTION PER THE GUIDELINES OF THE CACFP. Any child arriving at our program while eating food must finish their food outside the classroom with the parent, and all uneaten food must be discarded before entering the classroom.** Any food brought into the program for special occasions **MUST** list all ingredients and nutrition information on the commercially prepared package. Breakfast will be served to the children arriving before 8:15am. **Due to some children having severe peanut allergies, we are a peanut and tree nut-free facility.**



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4.4. Illness Policy

A child should be kept home from the MNBB YMCA Child care if he/she develops any of these symptoms listed below after leaving childcare that day, during the night, or the morning before coming to the YMCA Child 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 ie: pink eye
- 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 childcare)
- shows any signs of lice or nits.

4.5. Illness Policy (continued)

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 before they can return to our program. 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 child care.

If your child develops any of the above symptoms while at child 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 CHILD CARE THE NEXT DAY AFTER BEING SENT HOME.** It is for this reason a back up child care is



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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.

It is important that you tell a staff member if you gave your child any antibiotic prior coming to child care. This is in case your child has a reaction staff 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 a throat culture is positive for an infection, your child must be on medication for 24 hours before he/she can return to child 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 child care.

If your child needs a prescription or over the counter medication to be administered during child care hours, the doctor must sign an Authorization for the Administration of Medication Form that is specific to this facility and can be obtained in the office. The prescription must have the tag from the pharmacy with your child’s name on it in order to be accepted into the program.

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.

Vaccination

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, if 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. It is State mandated that Flu vaccination and Hep A (2 doses) is given to every child attending child care.**

Colds, coughs, upper respiratory infections, ear infections, or thick greenish.



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yellowish discharges from the nose are 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 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.

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 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 and needs to be taken to the hospital while at the Meriden New Britain Berlin New Britain Berlin Child care and parents cannot be reached in time, we will have an ambulance transport the child to MidState Medical Center in Meriden New Britain Berlin New Britain Berlin. The YMCA Staff if possible will accompany the child. 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 child care to help out in these situations.



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Dental Emergencies- Dental emergencies will be given first aid by staff that has had training. If emergency dental care is required, office manager will call the parent. A staff member if possible will accompany the child and remain with child until parent or legal guardian assumes responsibility for the child.

4.6. Discipline Policy (5A04)

Positive guidance will be used for all children. Teachers will promote the development of children's conscience and self-control through positive guidance techniques; setting clear limits in a positive manner, involving children in establishing rules for social living, in problem solving of misbehavior, redirecting children to an acceptable activity; use of manners, and meeting with an individual child whom is having problems and/or with the child and parents/caregiver.

Teachers maintain their perspective about misbehavior, recognizing that every infraction does not warrant attention and identifying those that can be used as learning opportunities. Problem solving is an opportunity where children in class can work together to come to a solution. This helps children put on a path to making good choices.

Redirection is a method where the child is lead into another activity to get their mind off activities causing difficulties. This is a more acceptable way in helping a child self-regulate.

4.7. Discipline Policy (5A04)

"Time to myself" is when a child has to be removed from the activity because they did not make good choices. This is after many strategies have been tried especially if the child is in danger of hurting themselves or another child. The child is usually given several warnings before "time to myself" is imposed. The child usually sits in a supervised an area for a short length of time—1 minute per year in age- away from the activity to think about their behavior that they exhibited or when they are ready to come back to the group. The child is talked to about making better choices.

When a child is consistently disregarding safety and program rules an incident of behavior report will be written by a staff member and signed by Director. A parent will receive a copy of this report within 24 hours or the next business day and one will be put in the child's file.

If a child is exhibiting challenging behaviors on a consistent basis and the methods we are using are not working, the director, head teacher, or staff will



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discuss what options we might try to change or correct these behaviors. 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 childcare facility that will be able to deal with the child's specific needs. The Meriden New Britain Berlin Child Care staff will assist as much as possible. We will not dismiss a child without a series of teacher and parent strategies and possible screening and referrals.

Disciplining in our facility is done by staff or a child's own parent or guardian only. Any disciplining done by a parent to another child (i.e. another child other than their own) may be grounds for termination of child care services for the child of the parent who disciplined another child. If such a situation is presented a meeting will be held to discuss whether termination, suspension or other actions such as an investigation will occur. The YMCA Executive director has the ability to make a deciding factor. If you have a problem with another child within this facility, you need to address that problem with the director or head teacher 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 Director. Parents are not allowed to discipline any of our staff members either.

Under no circumstance will staff be abusive, neglectful, use corporal, humiliating or frightening, punishment including but not limited to shaking, hitting, spanking, slapping, jerking, squeezing, kicking, biting, pinching, excessive tickling, pulling of arms, hair or ears, requiring child to remain inactive for an inappropriate amount of time, shaming, name calling, ridiculing, humiliating, sarcastic remarks, cursing at, making verbal threats, frightening or ostracism and withholding affection are strictly prohibited as well as rough handling, forcing a child to sit or lie down except when resiant is necessary to protect the child or others from harm. No child shall be physically restrained unless it is necessary to protect the safety and health of the child or another child or staff. Under no circumstance will food be taken away for a child misbehaving.

All staff members are expected to act professionally when they are dealing with children. Appropriate language must always be used to emphasize the positive. Discipline is always under direct staff supervision.

Behavior Policy

If a child continues to have unacceptable behaviors an incident of behavior report will be written by a staff member and signed by the Director. A parent may receive a copy of this report and one will be put in the child's file.



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Persistent (consistent) behavioral problems can result in the termination of childcare or suspension.

4.8. Attendance Policy

Parents are required to call when child will not be attending or make us aware of family vacations. **If your child will be absent, please notify us by 9 a.m. If you are going to be late, you must call us so your child is accounted for on the lunch and snack count.** The Meriden New Britain Berlin Child Care program takes the responsibility of having continuity in the children's attendance. On the third day of absence, a teacher, office manager or director 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. If after 15 days there is no response from the parent, a letter is sent home to let the parents know that the slot is available to another child. We will fill that slot with the utilization of the School Readiness List of availability of children looking for care.

Confidentiality

The MNBB YMCA Child Care staff 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.

4.9. Emergency Plans/Incident/Accident/Illness Reporting

Medical: Procedures for personal emergency—procedure for accident or illness
Designation of a licensed physician or hospital for emergency service to be rendered. Transportation to medical facility and notification of parents

In case of a medical emergency, a qualified staff member will assess and attend to first aid as needed. For extreme emergencies 911 will be called. Another staff member will notify the child's family. Attempts will be made to consult with the child's physician/dentist. If neither is available, the Center's medical consultant will be contacted. An ambulance will transport the child and if possible a staff member will accompany the child to the nearest hospital. If a staff member accompanies the child they will take the child's emergency form with 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



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become ill while at the Center, parents will be notified and the child maybe moved to the Director's office or front office. Parents and or gardians will receive a written incident report within 24 hours or the next business day for any incident accident or illness. Incident/Accident/Illness reports will be written when visible bruises, scratches, or bumps are visible on a child, when first aid is assumed on a child, when children are sent home from the program ill, when a parent is contacted or a an incident raises concern.

4.10. YMCA Child Care Weather Policy

We never know what Mother Nature has in store for us—so when the Meriden, New Britain, Berlin Schools are closed due to inclement weather Meriden New Britain Berlin Child care will be closed.. Turn on Channel 8 for Meriden, New Britain, or Berlin School closings.

When the Meriden New Britain Berlin schools have a delayed opening, we will try to open on time provided that the staff can make it in safely. If you arrive and we do not have enough staff at the childcare center, you might have to stay and wait until we have adequate coverage. (When schools have a delayed opening in Meriden New Britain Berlin, 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.) We have the right due to severe inclement conditions, to call a delayed opening.

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. If the weather does become hazardous during the day, we will try to call you at work to let you know what time we will be closing. The call for an early closing will hopefully come between 1 1/2-2 hours before the actual closing time.(i.e. if the closing time is 3:30pm., we will contact you between 1:30pm and 2:00pm. Please make adequate arrangements to pick up your child/ren before the early closing. Our program will close early at the discretion of the CEO of the MNBB YMCA.

Should we lose electrical power, we will be forced to close. Operating a childcare center without electrical power is against the State Mandate for Operating a Child 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.

The weather can be unpredictable in the summer. We try to keep the building at a very comfortable level. If we lose power and the temperature rises to an uncomfortable level in the building, we will have to close down. Please try to



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come as quickly as possible after we notify you to pick up your child. If there is a severe thunderstorm, hurricane, or tornado warning, please call us to inform us about on the conditions at your work site. We will let you know what conditions are here. If we are definitely going to get a tornado, you will need to pick up your child/ren immediately. If the children need to be in 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 keep it clear and safe for travel and the building suitable for occupancy. Should you have any questions, please don't hesitate to ask.

If you have any questions please see Director or Office Manager. All parents will be notified by cell phone, if their child has been moved. Emergency and or Alternates will be called if parents cannot be reached.

4.11. Evacuation

- Transportation
- Location of an alternate shelter
- Community resources
- Notification of parents

In the event that the Center must evacuate the children will be transported by YMCA Activity vehicles to the MNBB YMCA. This location is approximately 5 miles from the Center. 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. Our staff to child ratio will be maintained at all times, and two staff members will remain with the children until all of the children are picked up.

4.12. Fire

- Identification of means of egress
- Roles and responsibilities of staff
- Designated safe place for reconvening
- Notification of parents

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 group will walk to the designated area at the end of the property, safely away from the building. Head Teachers will then take attendance. Office Manager and staff will be responsible for taking the classroom sign-in and out sheets, portable first aid kit, cell phone, and emergency files. Should it not be possible to return to the building staff will notify parents via cell phone to pick up their child/ren.



4.13. Assessment Policy (4A02) (4A03)

- 4.13.1.1. Fall, winter and spring assessment
- 4.13.1.2. Children are assessed through observation
- 4.13.1.3. Documentation is taken from what is seen and heard
- 4.13.1.4. Collection of children's work samples
- 4.13.1.5. Assessment is done to support learning
- 4.13.1.6. Identify special needs, individual needs and interests.
- 4.13.1.7. Assessment is done for program accountability
- 4.13.1.8. Curriculum and program improvement.
- 4.13.1.9. Referral recommendations to meet individual needs.

Children are assessed formally 3 times a year. In the fall, winter and spring and also are assessed informally through play, interactions, through various activities and conversations. These informal observations are done on a weekly basis to ensure that we are meeting the needs of every child and adapting our teaching practices to meet the children's needs.

Children are also assessed through product outcome based testing. This testing is used to identify the children's needs and interest for individual or small self contained groups. Curriculum, teaching practices, and environment are conducive to individualized learning goals set by both the parents of the individual child and teaching staff. The assessment is done in a natural classroom setting. The assessment is used to inform planning for children and curriculum development.

Hearing, Vision, Developmental and Cognitive Screenings are available through collaboration with other agencies. These diagnostic assessments are used if necessary for referral process for the Meriden New Britain Berlin New Britain Berlin Board of Education. Our program offers all children access to all screenings. This is free for our children. This handbook serves as notification of these screenings. Screenings are important to catch concerns early to help children be healthy and successful in school.

Children's files are kept in a file cabinet for staff use only. At formal and informal conferences children's files may be taken to discuss further action to help the children achieve their goals. Families are asked to complete questionnaires at registration time to involve and identify their child's interest, needs and be part of planning. Formal parent conferences are held once a year and informal ones are held twice and at the request of a parent or teacher. Teachers communicate with parents on a daily basis positive thoughts and concerns.

After completing an initial assessment teachers will facilitate the developmental and learning process of each child.

Surveys, staff meetings and children's assessments will guide our



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improvements for our children, family and program.

The MNBB YMCA Child Care Guidelines for Hardship Policy

The MNBB YMCA recognizes that some families may, from time to time, experience temporary financial hardship that impacts their ability to pay the determined family fee. All MNBB YMCA families may apply and are treated with sensitivity and circumstances kept confidential.

Family share or fees for funded programs are based on family income/size and are determined by guidelines set by the State Department of Education. These guidelines provide a framework for the MNBB YMCA programs that are able to provide accommodations for hardships such as disabilities, health issues, financial obligation, and sudden change in circumstance which is indicated by consistent request for alternate payment or payment plan.

The families who need temporary assistance must complete a Hardship Application and bring in supporting documentation that may be helpful in ascertaining eligibility. We will try to provide information and resources in the community or government assistance programs that may be helpful. After reaching an agreement regarding a new payment schedule, it will be put in writing within 10 business days of the agreement. The YMCA will conduct a review every 6 months (this program is for a limited time). Program representatives will meet with the family and review all options and materials.

Each family will be treated with sensitivity and confidentiality.

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 anywhere from a 1-2 weeks notice (depending upon the change) before such change/changes takes effect.

For Parents

5. Parents

We welcome all parental feedback for program improvement.



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5.1. Parent Involvement

- 5.1.1.1. Parents are welcome and encouraged to visit at any time. They may accompany field trips, reading volunteer and help in a classroom.
- 5.1.1.2. Parents are asked to serve on the advisory board. The advisory board meets every other month for a half hour. The advisory board is a committee that works with staff to actively involve parents in decision, aiding, family activities and program development. Parents are recruited through newsletters, personal invites and teacher's suggestions. The advisory board changes with the new school year. Teachers, administrators and parents all bring up topics to the advisory meeting.
- 5.1.1.3. Parents may request a conference with your child's teacher, assistant director, or director at any time. Teachers may also ask for a teacher/parent conference at any time.
- 5.1.1.4. Family activities are planned several times a year.
- 5.1.1.5. Donations are welcome (craft materials, toys, furniture, etc.)
- 5.1.1.6. At holidays please consider purchasing gifts for our classrooms.
- 5.1.1.7. It is parent's responsibility to keep staff updated with information (phone numbers, work information and emergency numbers). This is very important especially during an emergency situation.
- 5.1.1.8. We strongly believe in a partnership between home and school. Some of the things we do to promote this is a family need survey, monthly newsletters, verbal communication and conferences.
- 5.1.1.9. We appreciate parents understanding the importance of education for children and seeking opportunities to further their own education. In our welcoming room, we have resources for continuing education. The family needs survey includes a section where parents check off their needs and staff will respond.

5.2. Things for parents to remember

- 5.2.1.1 Please provide a pillow and blanket for naptime and take home each Friday for laundering.
- 5.2.1.1. Emergency clothes should be stocked and weather-appropriate.
- 5.2.1.2. Please remember to call us when your child will be absent.
- 5.2.1.3. Please address concerns with a staff member or the Director
- 5.2.1.4. Every month, for your information there is a newsletter about the events of the month, please take one home and read it.
- 5.2.1.5. Make sure you sign up for parent-teacher conferences.
- 5.2.1.6. Make sure you sign your child in and out every day.
- 5.2.1.7. Payment is due first day of the week.



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- 5.2.1.8. If your child was sent home sick, they must be symptom free for 24 hours before returning to the YMCA Child Care without the administration of medication.
- 5.2.1.9. In order for your child to start the MNBB YMCA Child Care program, all registration forms must be completed.
- 5.2.1.10. To start the program, your child needs to have updated physical and immunization forms on file.
- 5.2.1.11. 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 or any form of weapons.
- 5.2.1.12. Please keep your child's toys at home.
- 5.2.1.13. We do celebrate **all** holidays.
- 5.2.1.14 Your child must be here for the school readiness part of program by 9:00 a.m. everyday.

Thank you for taking the time to read our handbook! Please let us know if you have any questions or need further clarification on anything contained in the handbook.

The following pages are for registration purposes. Please detach the handbook portion of this packet and keep for your records to reference throughout the year.

Please fill out the registration packet completely and with clear handwriting. The more information we have regarding your child, the better we can assist them during their time here at the MNBB YMCA Preschool!



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MNBB YMCA Child Care Program Start Date:_____
STATE LAW REQUIRES COMPLETION OF THIS FORM BEFORE YOUR CHILD CAN JOIN
THE MNBB YMCA CHILD CARE PROGRAMS. All information must be filled out by a
person legally responsible for the care/well-being of the child.

Child's Full Name:_____ Age:___ Date of Birth:_____

Address:_____

City:_____ State:___ Zip:_____ Male Female

Home Phone:_____ Parent to contact_____

Parents please check: Married Divorced Separated Single Widow/Widower

Parent Name:_____ Home Phone:_____

Home Address (if different from child):_____

City:_____ State:___ Zip:_____

Work Phone: _____ ext. ___ Beeper/Cellular:_____

Employer:_____ Email:_____

Employer Address_____

If parent cannot be reached directly, whom should we ask for_____

Parent 2 Name:_____ Home Phone_____

Home Address (if different child):_____

City:_____ State_____ Zip:_____

Work Phone: _____ ext. ___ Beeper/Cellular:_____

Employer:_____ Email_____

Employer Address_____

Emergency Name (other than parents)_____

Emergency Phone: _____ Cell:_____

Work Phone: _____



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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:

The Meriden New Britain Berlin Child Care preschool program operates 50 weeks a year for full time preschoolers ages three and four year olds. We close one week in August and one week in December. Each week we utilize the staff to clean toys, equipment, classrooms and anything we deem necessary to make our school a healthy environment. If you need any assistance to find alternative care for your child during these weeks please see me, MNBB YMCA Child Care Director.

Parent signature _____ Date _____



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MNBB YMCA Child Care Family Needs Survey

Parent Name _____ Child's Name _____

Please complete this survey and return to the Meriden New Britain Berlin Child Care Center. 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.

By what name do you usually address your child? _____

Developmental History (Give age of onset) Crawled ___ Walked ___ Talked ___
Toilet Training _____

By what name do you usually address your child?

Did your child attend a day care and/or preschool before? Yes No
If answered yes please tell us where, when, and was the experience enjoyable.

Does your child have tantrums? _____

Does your child have any fears? Please list them. _____

List any foods your child doesn't like _____

List any food restrictions based on religious or family beliefs _____

Please describe your child's eating habits _____

Please list the names and ages of all children in your immediate family (brothers and sisters).

What do you call the bathroom? _____

What do you see as your child's strengths? _____

What fun activities interest your child _____

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

What goals do you have for your child? _____

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

Does your child have allergies? _____



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Family Needs Survey (continued)

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

What other information would you like us to know about your child or your
family_____

What language is spoken at home?_____

My family needs information on the following: After we receive this information, we
will try to assist the family to find the resources they need. Please check appropriate
category.

No Information needed at this time_____

- Child care Assistance Employment
- Disabilities Nutrition
- Child Growth/Development ESL Classes Housing Parenting Help
- Emergency clothing Family Counseling
- Personal Problems Literacy
- 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_____

Thank you for taking the time to complete this questionnaire.



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MNBB YMCA Child Care Program Policies

1. ALLERGY MEDICATION POLICY

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

2. CELL PHONE POLICY

There is a no-cell phone policy when entering our premises. It gives parents and children a chance to share the events of the day.

3. 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.

4. ATTENDANCE AND TIME POLICY

I understand my child needs to be to school by 9:00 a.m. daily in accordance to the School Readiness Program policy or my child will be in danger of losing their spot.

5. CHANGING PROCEDURE POLICY

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

6. BOARD OF EDUCATION

With prior consent your child may be working with the Board of Education on site or off site. We can share information with the Board of Education.

7. PARENT RESPONSIBLE FOR PAYMENT

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

8. ECIS (Early Childhood Information System)

My child will be entered into the ECIS database to track attendance in the School Readiness Program.

9. DEVELOPMENTAL SCREENINGS

I understand that as part of the School Readiness Program my child will be tested throughout the year and that these results will be shared with me in person and in writing.

10. VACCINATIONS

I understand that my child must receive the Flu Shot per Ct. State regulations for childcare by December 31st of each calendar year and that they will not be able to attend the program as of January 1st of the following calendar year until such documentation is returned to the office. A notarized exemption for religious or medical purposes is acceptable but must be received by December 31st.

I understand and accept policies 1-10



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Parent signature _____

Date _____

HEALTHY INFORMATION ACCESS POLICY

I give the following people or agencies access to my child’s health records and registration records: Child Care, Director, Staff, Nurse Consultant, School Readiness Staff, State and City Health Department and NAEYC.

Parent and or Guardian _____

Others _____

DISCIPLINE POLICY

The MNBB YMCA Child Care & I have discussed and reviewed the Discipline/guidance Policy.

Parent signature _____ Date _____

BEHAVIOR POLICY

The MNBB YMCA Child Care & I have discussed and reviewed the Behavior Policy.

Parent signature _____ Date _____

CHILD’S SCHEDULE

Approximate arrival time _____

Approximate departure time _____

Parents Work Schedule (Days & Hours)

Mom: _____

Dad: _____



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Transportation Permission

I give permission for _____ (child's name) to be transported to and from the MNBB YMCA facilities, including the YMCA Mountain Mist facility, the Exploration Center, YMCA Crossfit, YMCA gymnastics, and any other YMCA Childcare facilities when weather permits. This will also include permission to transport my child on field trips with the YMCA. 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 vehicle 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 that occur during a school trip.

Parent signature _____ Date _____

Please think of a password to be used in emergencies if you need someone other than the adults listed below to pick up your child. You will need this password when speaking to the office manager over the phone.

PASSWORD _____ **DATE** _____

Pick-Up Authorization/Emergency Contacts

Parents who can pick up:

Parent _____ Parent _____

We give permission to: (Name other than parent- 18 years of older)
Please add more if needed below. **PHOTO ID IS REQUIRED AT ALL TIMES.**

1. _____
Name Relationship Phone Cell

2. _____
Name Relationship Phone Cell

3. _____
Name Relationship Phone Cell

Parent signature _____ Date _____



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Additional Registration Materials Required

Registration will not be accepted nor completed without all of the following documentation below:

Child Name _____ **DOB** _____

Date of Enrollment _____ **Facility** _____ **Class** _____

Parent Name _____ **DOB:** _____ **Phone#** _____

Parent Name _____ **DOB:** _____ **Phone#** _____

Email _____

_____ 1040 Tax Form

_____ 4 weekly pay stubs or 2 bi-weekly pay stubs of each adult responsible for the child in the household **OR** unemployment letter **OR** budget sheet from the State of Ct.

_____ Birth Certificate

_____ Current Physical and vaccinations

_____ Proof of residency with parent name that the child resides with: Utility bill dated within 90 days of registration, mortgage agreement, Renter's/lease agreement, current valid insurance policy for auto or home.

_____ CACFP (Food Program) for programs serving breakfast and lunch daily

_____ Care4Kids Application

_____ Small photo of child for emergency files



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PLACEMENT AT THE SCHOOL IS NOT CONFIRMED UNTIL
REGISTRATION PACKET COMPLETED AND ALL DOCUMENTATION
RETURNED.

If you are applying for Care 4 Kids, you must complete the application and mail to Care 4 Kids. This is usually done 30 days before starting the program. We can provide the necessary information needed in the provider section of the application.