



# YMCA EARLY CHILDHOOD EDUCATION POLICIES & PROCEDURES

FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Martin County

Stuart Teddy Bear Academy FL DCF Lic. # C19MA0026  
Indiantown Louis Dreyfus Citrus Branch FL DCF Lic. # C19MA0030

### **Work without Worry**

For the times you can't be there yourself, the YMCA supports your efforts to nurture your child's healthy development. Well-trained staff provide safe, affordable, high-quality care so you can have peace of mind. YMCA School-age Childcare Programs enroll children in Kindergarten through 8<sup>th</sup> grade, regardless of race, ethnicity, national origin, language status, disability status, family make-up, sexual orientation, gender identity and socioeconomic status. Records and information about children in our care (or formerly in our care) and services provided to them by the YMCA is kept confidential and shall be disclosed only upon written authorization by the child's parent or legal guardian (the enrolling parent), except as otherwise specified by law.

### **Age-Appropriate, Intentional Experiences**

YMCA ECE programs give your child the consistent, positive attention he or she needs. Aware of the developmental stages that go along with these early years, Y staff guide children's growth. Positive relationships with these care givers help children learn to trust others and themselves.

YMCA ECE care builds on children's natural desire to learn new things and become more self-reliant. Getting along with other children, sharing, taking turns and working in a group are a natural part of playing games or learning a new craft. The Y is an exciting and challenging place, helping preschoolers stretch their skills in mind and body. It is also a safe, comfortable place where children build positive relationships with caring adults.

YMCA ECE Programs follow the Frog Street Curriculum, with Conscious Discipline embedded. Our goal is that 100% of our ECE students will enter Kindergarten ready to learn.

### **YMCA Staff Code of Conduct**

This code was put in place to establish appropriate employee behavior. Here are some of our expectations of employee conduct.

- YMCA employees are expected to conduct themselves in a manner that will not reflect adversely on the YMCA.
- If a single child is left to the supervision of one employee, that employee is required to position themselves to be visible by others.
- Staff shall never leave a child unsupervised.
- Staff will portray a positive role model for youth.
- Staff may not release children to anyone other than the authorized parent or guardian. Staff who do not recognize the custodial parent or legal guardian must ask for identification and check it against file information.
- Staff may not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting.

*For a complete copy of the YMCA of the Treasure Coast Employee Code of Conduct, if you have any questions, or see any violations of the above guidelines, please call 772-286-4444 ext. 261.*

YMCA OF THE TREASURE COAST

Richard C. Geisinger, Sr. Branch, 1700 SE Monterey Rd., Stuart, FL 34996

Louis Dreyfus Citrus Branch, 16451 SW Farm Rd., Indiantown, FL 34956

[www.ymcatreasurecoast.org](http://www.ymcatreasurecoast.org) (772) 286-4444

**The Y is a cause-driven, non-profit association**



## **OPERATING DAYS & HOURS**

YMCA ECE programs operate year-round, Monday through Friday. Stuart Teddy Bear Academy is open from 6:30am-6pm; Indiantown is open from 7:15am-5:30pm.

We follow the Martin County School District's lead regarding weather-related closures. During a storm, tune to local news outlets and our social media sites for the most current information.

**YMCA Childcare Programs are closed, and no childcare will be available on the following holidays. We reserve the right to schedule additional closures.**

*New Year's Day*

*Good Friday*

*Memorial Day*

*Independence Day*

*Labor Day*

*Thanksgiving Day*

*Christmas Eve*

*Christmas Day*

## **Tuition & Fees**

A one-time registration fee of \$60 is due upon enrollment. An annual supply fee of \$30 is due upon enrollment, and again each August. Tuition is paid weekly, and it based on the classroom in which your child is placed; room placements are based on age, developmental levels and other factors. YMCA reserves the right to change tuition rates at any time. No part time enrollment rates are available.

### **Stuart Teddy Bear Academy**

- Care Bears (6 weeks-12 months) \$270
- Baby Bears, Teddies, & Cubs (1-year-olds) \$240
- Poohs (2-year-olds) \$210
- Koalas (3- and 4-year-olds) \$200
- Pandas (VPK-only) FREE
- Pandas (VPK with wrap-around) \$135

### **Indiantown Preschool**

- Infants (6 weeks-12 months) \$240
- One-year-olds \$200
- Two-year-olds \$185
- Three-, four, and five-year-olds \$165
- Preschool-age Wrap-around Care (includes transportation from Perkins Head Start) \$125

*\$10/week sibling discount for 2<sup>nd</sup> and subsequent child(ren).*

*Tuition is due on the Wednesday before the week of care and are required to be setup on automatic draft (bank account or debit/credit card). Accounts more than two weeks past due are considered delinquent and your child may be subject to dis-enrollment.*

*YMCA reserves the right to charge additional fees, including, but not limited to, late tuition payment (\$10), late pick-up (\$20 + \$1 per minute), no call, no show (\$10), and returned payments (\$30). Fees will be charged to your saved payment method.*

*YMCA childcare fees are non-refundable and non-transferrable. There will be no proration or reduction in tuition due to illness or non-attendance. Tuition may be prorated if the Center is closed three (3) or more days planned operating days during a week.*

*Families may request up to two (2) tuition-free vacation weeks each year (August to August). Vacation weeks must be requested in writing at least two weeks prior to the vacation date; your child will not be allowed to attend any day during the week.*

*Parents are required to provide two full weeks (14 days) notice when disenrolling a child. Failure to provide notice will result in your saved payment method being charged the equivalent of two weeks tuition.*

## **FINANCIAL ASSISTANCE**

YMCA of the Treasure Coast offers two primary sources of financial assistance for childcare programs – YMCA’s in-house Community Support Funding (CSF) and School Readiness (SR) funding through the local Early Learning Coalitions (ELC). These sources reduce the tuition cost of Preschool, Afterschool, Summer Camp, and School’s Out Camps – no other childcare programs are eligible for CSF or ELC funding.

**Community Support Funding (CSF)** comes from the Y’s Annual Campaign. The amount of funding available for any year depends on the amount we fundraise. CSF can be awarded for Membership, Childcare, and other programs/services. To qualify for CSF a family must be able to demonstrate that the adults are working and/or enrolled in school at least part-time; the application process requires various financial and employment documents to validate that status. Awards are made as a “percent off” the cost of a program or service, and amounts are based on family size, income, and the amount of CSF funds available at any given time. It can take 2-4 weeks for a CSF application to be processed, so we encourage families to apply in advance of an anticipated need. The CSF cycle is June through the following May, with applications accepted beginning March 1. General instructions and the application are available on our website.

- The CSF application requires the applicant to specify which programs or services funding is being requested. Unless specifically requested, an award for preschool will not roll over to summer camp; a summer camp award will not roll over to afterschool, etc. Applicants must be very specific in what they are applying for.
- All CSF applicants should request CSF for membership! If awarded a membership scholarship, the applicant must go to the Front Desk to activate the membership. An active membership (full price or scholarship-funded) may allow for special member-only pricing and promotions; at the Stuart Branch, members receive early registration opportunities for Summer Camp, save \$30/week on summer camp, and save \$10/week on Afterschool. Membership also includes access to Child Watch and discounts on many other YMCA programs (sports, swim lessons, Parent’s Night Out, etc.)
- To apply for CSF for childcare, the applicant must first apply for, and be waitlisted or turned down for, ELC-SR funding. This is to ensure that as many families as possible can be served by CSF dollars. CSF and ELC funds are not currently stackable. If you are unable to apply for ELC-SR funding for any reason, please contact the Director for assistance and/or additional options.

**School Readiness Subsidies (SR)** are State funds designed to reduce the cost of childcare for working families. SR funds are administered by the Early Learning Coalition (ELC) in which the parent resides – ELCIRMO for residents of Martin County and ELCSLC for residents of St. Lucie County. YMCA’s Stuart and Indiantown childcare programs are contracted with both Coalitions, meaning residents of any Treasure Coast County may utilize their SR funds at these sites. YMCA’s St. Lucie County childcare programs are only contracted with ELCSLC, meaning only St. Lucie County residents may use SR funds at our SLC sites. Parents may apply online ([www.ELCIRMO.org](http://www.ELCIRMO.org) or [www.ELCSLC.org](http://www.ELCSLC.org)) or visit their local ELC office for assistance. YMCA does not have any influence in the application for, award of, or management of these funds.

- During the application process, parents are required to select a childcare provider. If YMCA is selected, we will receive an enrollment request from the ELC once the subsidy has been awarded. This is not a guarantee of enrollment at the YMCA. YMCA may accept or decline an enrollment based on available space and other factors. If a parent is applying for SR and expecting a childcare space at YMCA, we strongly suggest they contact us early in the application process.
- ELC families are expected to follow the same registration process as any other customer (online, deposits, etc.). If an ELC family needs assistance registering for a program or requires more ELC-specific information (cost, etc.) prior to registering, they should contact the Program Coordinator or Director before registering.
- ELC does not cover 100% of the tuition, nor is the “parent fee” or “co-pay” amount the only amount parents will be required to pay. In addition to parent fees and/or co-pays, the family is responsible for the “differential” – the difference between tuition and the amount covered by ELC. The amount covered by ELC varies from family to family and program to program. The Program Coordinator or

Director can provide precise tuition cost once an ELC enrollment has been accepted by YMCA, but not before.

- ELC does not back date awards. If a family cannot afford tuition without the subsidy, then the family should wait until their award is finalized before attempting to register for YMCA programs.
- ELC has many rules and regulations, and it is the parent's responsibility to ensure they maintain compliance. If a parent loses eligibility for the SR subsidy, YMCA is automatically notified, and full tuition will be charged.

## **CLASSES & CURRICULUM**

All YMCA Early Childhood Education Programs follow the Frog Street Curriculum, which includes embedded Conscious Discipline. Conscious Discipline is a classroom management system that teachers use to make sure all children feel safe, loved, and a part of the classroom community – essential characteristics of an inclusive and healthy early learning environment.

Each day teachers read books, introduce new vocabulary words in English and Spanish, provide hands-on literacy activities, teach number concepts, participate in movement exercises, and teach children how to keep their bodies healthy through nutrition. Frog Street teaches children how to solve conflicts, manage their emotions, and take responsibility for their actions. In addition to developing important social and emotional skills, Frog Street helps children grow in the physical and cognitive domains.

Curriculum is supplemented by additional instruction in various domains at various times during the year. Examples include swim lessons, soccer, yoga, nutrition education, eco-education, and more! These additional services are provided at no additional cost.

<b>Sample Morning Schedule</b>		<b>Sample Afternoon Schedule</b>	
6:30am – 8:00am	Morning Gathering	12:30pm – 2:30pm	Naptime
8:00am – 9:00am	Meet & Greet/Breakfast	2:30pm – 2:45pm	Wake-up/Bathroom
9:00am – 9:15am	Circle Time	2:45pm – 3:15pm	Afternoon Snack
9:15am – 9:30am	Morning Snack	3:15pm – 4:15pm	Arts & Crafts/Centers
9:30am – 1:00pm	School Readiness/Centers	4:15pm – 5:00pm	Story-time/Music/Bathroom
11:00am – 11:30am	Outside/Playground	5:00pm – 5:30pm	Outside/Playground
11:30am – 2:30pm	Lunch/Clean-up /Bathroom	5:30pm – 6:00pm	Afternoon Gathering

*The following information is for reference only. Just as each child is unique, so too is each classroom. Room placement decisions are based age, developmental levels, and other factors.*

### **Infants [6 weeks to 12 months] [Ratio 4:1]**

Infants and toddlers experience the environment through their senses, by physically moving around, and through social interaction. A cozy environment in which caregivers set the stage for living, learning and playing is especially important for these young children. Infants are exposed to language and early literacy skills, and these skills are cultivated as your child moves through the program. Our teachers work with each child at his/her individual level of development to provide activities that promote small and large muscle development, language development, and sensory development. Our infant interaction includes lots of eye-level experiences, including floor play time as teachers read, build with blocks, and supervise daily tummy time. Infants are always held for bottle feeding. We encourage and support breastfeeding for infants. Storage is available for frozen and thawed breast milk for a week at a time (please label with child's name and date pumped/thawed). In addition, mothers are encouraged to breastfeed on site whenever possible; a comfortable and semi-private nursing space will be provided.

### **Ones [12-23 months] [Ratio 6:1]**

In our toddler rooms, we learn through play! We offer a well-balanced schedule of activities focusing on gross motor skills (using the whole body to master coordination and muscle control), fine motor skills (eye-hand coordination, for example using a pincer grasp to pick up small objects, puzzles, gluing, finger painting), and sensory skills (texture, water and sand play). Students develop language skills through stories, naming objects and engaging in conversation. Social skills, such as sharing, manners, playing with others are introduced and encouraged daily. We sing and teach many songs and finger plays with the use of shakers, scarves and musical instruments. Toddlers are also learning self-help skills including feeding themselves, putting their toys away, and recognizing their cubbies and personal items such as coats, blankets, etc. Normal, but sometimes upsetting, behaviors can include difficulty saying good-bye, biting, tantrums and unwillingness to share. We help the child and parents work through these actions and emotions. Children are learning self-help skills including putting their toys away and recognizing their cubbies and personal items such as coats, blankets, etc. Their individual personalities are developing. Each child is special and unique. When the child is ready, we also work with the parents on toilet training. This is done on an individual basis according to the specific needs of each child. **We do not allow bottles or baby food and discourage the use of pacifiers after 12 months of age. We do not allow pacifiers and discourage the use of sippy-type cups after 18 months of age.**

### **Twos [Ratio 11:1]**

In this lively classroom, teachers provide a stimulating environment of play and exploration, and nurture self-help skills; potty-training is a major focus. We expand on developments made in the toddler rooms and prepare our children for the future! Students continue to develop language skills through stories, naming objects and engaging in conversation. Social skills such as sharing, manners, and playing with others are continued and encouraged to expand through the year. Music is incorporated daily and we sing and teach many songs and finger plays with the use of shakers, scarves and musical instruments. Children continue to develop stronger self-help skills including feeding themselves, putting their toys away and recognizing their cubbies and personal items. **We do not allow sippy-type cups after 24 months of age. Toilet Training requires strong communication and consistency between school and home; toilet training must be complete before moving out of a Twos class.**

### **Threes [Ratio 15:1]**

Your young preschooler will become independent in managing snacks and lunch as well as drinking from a cup. There is a daily focus on one aspect of our ongoing curriculum, which includes: Science (experiments, observations, art, weather), Physical Education (inside and outside games, exercises), Reading Readiness (learning to "read" from left to right, letter recognition, lists, calendar), Stories and Puppets (using imaginations while listening to someone tell a story, having "plays", writing our own stories) and Math Readiness (number recognition, sorting, counting games and songs, "what's missing?" exercises, measuring). Music is an integral part of the daily routine. We sing classic favorites as well as theme and seasonal oriented songs and finger plays. The children also have an opportunity to use rhythm sticks, dance and march during music. The children in these classrooms enjoy themselves as their world expands and opens around them. There is a lot of growing up going on as these children become more self-sufficient and confident. **No diapering facilities are available in the Threes; all students must be potty trained.**

### **Fours, Fives & VPK [VPK Ratio 10:1] [Non-VPK Ratio 20:1]**

In this classroom, your child will be involved in a well-balanced, creative curriculum coinciding with weekly themes, ensuring they are ready for Kindergarten the following year! Through creative play, outdoor play, art projects and circle time, children begin mastering fine and gross motor skills, social-emotional skills, self-care skills and problem-solving techniques. Circle time includes a calendar routine, weather chart, songs, finger plays and stories. Children also have an opportunity to be included on the Helping Hands chart, filling the roles of leader and table helpers. Classrooms are divided into four specific areas concentrating on different needs of preschoolers: language, math, science and discovery. Each day includes center time and individual/small group instruction. Children participate in nature walks, science projects, and a variety of

educational games. During this time many developmental milestones are reached, and the skills learned will prepare the child for a smoother transition from preschool to kindergarten.

**DROP-OFF & PICK-UP – DO NOT PARK IN NO PARKING OR FIRE LANE AREAS (RED ZONE).**

**YMCA Childcare spaces are NO PHONE ZONES! Hang up your phone before entering the facility.**

The latest a child may be brought to school without a doctor's note is 9:00am. Students wishing to eat breakfast or snack (brought from home) at the Y must arrive by 8:30am. Late drop-offs are disruptive and, if you arrive after 9:00am without a doctor's note you will be turned away. VPK students must arrive no later than five minutes prior to the scheduled start time; please see VPK Attendance Policy for specific times.

All children must be picked up on time (5:30pm Indiantown; 6:00pm Stuart) every day! All children must be signed in and out every day, including the exact time and the parent/guardian's full legal signature. If you will be unable to pick your child up by 6:00pm, please call the Program as soon as possible. Families receiving an ELC subsidy risk losing eligibility and may be required to pay the full tuition rate for any days the child is not properly signed in and out. ELC monitors this monthly.

VPK must be picked up promptly at the end of the VPK day, unless the child is registered for wrap-around care; late VPK pick-ups may result in a fee. VPK has additional attendance requirements (see VPK attendance Policy).

Anyone picking up a child must be at least 18 years of age and possess a valid, government-issued photo ID. Only individuals listed on the child's EMERGENCY INFORMATION CARD will be allowed to pick-up the child. Should a person arrive who appears to be under the influence of drugs or alcohol, for the child's safety, staff may have no option but to contact law enforcement.

In addition to signing in and out, parent/guardian must communicate, verbally or non-verbally, with the teacher or classroom monitor at the time of drop-off or pick-up. Teachers often have valuable information to share with you and it is imperative you maintain open, daily communication.

When leaving a classroom, ensure the door closes behind you and that no child (other than your own) has slipped out the door with you. Do not allow your child to run ahead of the parent/guardian, in or out of the building. We teach our students to use their "walking feet."

### **WHAT TO BRING & WEAR**

We try to make your life a little easier by asking that only a minimum number of items be brought from home. Parents are responsible for providing all meals (optional morning snack, lunch, afternoon snack), diapers & wipes, two complete changes of clothes, and a crib sheet & blanket for naptime. Each child is assigned a cubby in the classroom. Please make sure these items are always available, clean, and up to date, by checking your child's cubby daily. Cubbies must be emptied, and all contents laundered weekly. Teachers may communicate additional needs, such as supplies or materials for a special lesson, event, or activity, by posting a note on the classroom door. The YMCA is not responsible for lost, damaged or missing personal belongings. Do not allow your child to bring toys, jewelry, candy, or money to school, unless requested for a specific project.

YMCA values active play and our curriculum includes many "messy" activities, such as sand and water play, food crafts, and painting. Children will participate in moderate to vigorous activities twice a day for at least thirty (30) minutes. Most days this activity will take place outside. For this reason, children should be dressed to play! Wear clothes that are comfortable, easy to manage, and appropriate for the weather. Soft-soled, closed-toe shoes are mandatory once a child begins walking; sneakers are preferred. Necklaces and earrings (other than studs) should not be worn to school. If it is cold out, please send a jacket!

Children play hard and most need a nap. Naptime typically begins around 12:15pm and goes until around 2:15pm. Please do not pick-up or drop-off your child during these times. Children are welcome to bring one small pillow daily and/or a special blanket. Blankets must be taken home on Fridays to be laundered and returned on Mondays. Due to limited storage, we ask that you do not bring large pillows or sleeping bags. Children are provided with resting mats.

You will be responsible for providing healthy and nutritious food for all meals, snacks, and drinks for your child. Please send your child to school with a labeled water bottle. You must pack a morning snack, lunch, and afternoon snack for your child daily. All food should be packed in a lunch box with an ice pack. There is no reheating or refrigeration available.

Water is always available in the Center, including fountains and cups. We encourage children to hydrate regularly and never refuse a child water when they ask. Parents are encouraged to send refillable sippy cups (up to 24 months) or water-bottles (over 24 months) to help keep children hydrated.

### **PARENT PARTICIPATION, COMMUNICATION AND VOLUNTEERISM**

YMCA encourages all parents to become active partners in their child's education! We maintain an open-door policy for parents – you are welcome to visit anytime – and we strongly encourage parents to volunteer in the program! Extended family and other visitors are also welcome but must be cleared with the Director first.

All adults are expected to support a safe and healthy learning environment, by demonstrating the Y's Four Core Values - Caring, Honesty, Respect, and Responsibility - in every interaction at the YMCA. Failure to meet these expectations, may result in the disenrollment of your child.

Effective communication between home and the Program is crucial for your child's success. This begins with your child's registration documents. Please be sure these are completed fully and accurately and that any changes are shared with the Director, in writing, within 24 hours of the change. When at the Center, look for valuable information posted on doors, windows, and information boards. We also communicate through email! Please be sure we have an accurate email address on file.

DCF regulations allow parents to volunteer up to ten (10) hours per month; all volunteers must complete a YMCA Volunteer Application, receive clearance from the Childcare Director, and sign in and out in the Volunteer Logbook at each visit. Some volunteer opportunities available include:

*Reader* – Spend time reading to our children, from infants to five years, in this extremely flexible volunteer position. Unlimited positions available. Times needed: flexible, 7:00am-6:00pm, M-F. Minimum Monthly Commitment: 30 minutes

*Room Parent/Grandparent* – Assist classroom teachers with day-to-day tasks and special events; build long-term positive relationships and provide strong adult modeling. Seven positions available. Times needed: flexible, 7:00am-6:00pm, M-F. Minimum Monthly Commitment: 5-7 hours (commit to a full school year, August through May).

### **RULES & BEHAVIORAL EXPECTATIONS**

1. Children take **RESPONSIBILITY** for their actions.
2. Children **RESPECT** themselves, each other, camp equipment and the environment.
3. **HONESTY** is the basis for all relationships and interactions
4. Children are **CARING** in their relationships with others.

**Children should talk to a counselor or any staff member if they are uncomfortable with any experiences or need assistance while in the Program.**

### **Discipline Procedures**

**REDIRECTION:** Staff will redirect the child to more appropriate behavior.

**STOP & THINK:** If inappropriate behavior continues, the child will be reminded of behavior guidelines and rules, and the child will be asked to decide on action steps to correct his/her behavior.

**REFERRAL:** If a child's behavior still does not meet expectations and is affecting the experience of other campers, he/she will be referred to the Program Office; consequences may include, but are not limited to: loss of privilege(s), phone call home, parent conference, etc.

**SUSPENSION/EXPULSION:** If inappropriate behavior continues, as a last action step, the child may be dismissed from camp for a period of time, up to the remainder of the school year.

**Examples of unacceptable behavior:**

- Refusing to follow behavior guidelines or camp rules
- Using profanity, vulgarity or obscenity
- Stealing or damaging personal or camp property
- Refusal to participate in activities and cooperate with staff
- Disrupting a program
- Endangering the health and safety of children and/or staff
- Use of illicit drugs, alcohol or tobacco, or sexual conduct of any kind
- Teasing, making fun of, or bullying other campers or staff
- Fighting of any kind

**Physical violence or bullying toward another child or staff member will result in immediate suspension for the remainder of the week; a second offense may result in expulsion for the remainder of the school year.**

**Tuition and fees are non-refundable if a child is sent home for disciplinary reasons.**

**YMCA will notify the Early Learning Coalition of Indian River, Martin and Okeechobee Counties of problematic behavior and, with parental consent, request a behavioral observation prior to disenrolling a child for behavior-related reasons.**

**Bus Rules**

- Children are expected to demonstrate Caring, Honesty, Respect & Responsibility and to follow all general behavior guidelines and expectations while on the bus.
- Children must not use cell phones or other personal electronics; these devices must be stored in a backpack or lunch box during Camp.
- Children must wear seatbelts when bus is in motion.
- Children must remain seated and facing forward when bus is in motion.
- Children must not hang or throw anything out the window, including body parts (arms, etc.).
- Children must maintain "inside voice" volume; no yelling, screaming, screeching, etc.
- Children must not eat or drink on the bus.
- Children must be silent (Y's up) when bus stops at railroad crossings.
- Children must not exit the bus until directed to do so by staff; seatbelt straps should be hung over seat back and all garbage picked up before exiting the bus.

**Field Trip Rules**



- Children are expected to demonstrate Caring, Honesty, Respect & Responsibility and to follow all general behavior guidelines and expectations during field trips.
- Children must wear Y Camp shirt on all trips; campers not wearing a Camp shirt will be provided one and your account will be charged \$15.
- Children must not use cell phones or other personal electronics; these devices must be stored in a backpack or lunch box during Camp.
- Children must remain in their assigned groups and/or “buddy” & with assigned counselors.
- Children must request restroom breaks from staff, if needed between scheduled restroom breaks. YMCA Child Accountability Policies require staff to visually inspect public restrooms for safety prior to allowing children to enter; children must be escorted in groups of three or more.
- Children must follow any additional rules and expectations presented at any individual field trip location or experience.

### **Anti-Bullying Statement**

The Y is committed to preventing bullying, which is defined as systematically and chronically inflicting hurt or distress on a child or staff member. Bullying is further defined as unwanted and repeated written, verbal, or physical behavior, including threatening, insulting, or dehumanizing gestures that are pervasive enough to create an intimidating or hostile environment. It includes, but is not limited to, teasing, social exclusion, threat, intimidation, stalking, cyber-stalking, physical violence, theft, harassment, humiliation, or destruction of property. To report any incidents of bullying, please call (772) 286-4444, ext. 261, with as much detail as possible.

### **Camper Cell Phone/Personal Electronic Policy**

Camp is a safe place for youth to develop authentic and positive relationships with peers and adults, while growing and developing – intellectually, emotionally and physically. Camper’s use of personal electronics during structured Camp time interferes with Camper’s ability to participate in authentic interactions and planned activities. The Y recognizes the value of instant communication and expects Campers to keep any personal electronic device powered-off and stored in backpack or lunchbox while at Camp.

*1<sup>st</sup> violation (counselor discretion)* – redirection (Camper is reminded of the rule and directed to store device); *2<sup>nd</sup> violation (counselor discretion)* – confiscation (Phone is taken from Camper, securely stored in Camp Office and returned to Parent/Guardian at the time of pick-up; *3<sup>rd</sup> violation* – Parent/Guardian contact (Parent/Guardian must pick-up phone in Camp Office and sign “Final Warning” document); *4<sup>th</sup> and subsequent violation* – referral (“major” infraction – defiance; suspension or greater consequence).

*Exceptions:* (1) in the event of an emergency any camper is permitted to use personal electronics to contact emergency services, the Y, and/or the Camper’s responsible party.

### **Y-owned Technology Use Policy**

Technology is one way of enhancing the Y’s mission of Youth Development! The Wicina Family Program Center features a well-equipped technology lab, featuring Google Chromebook and Android tablets (the Devices). We want our children to embrace appropriate use of technology so they may become responsible digital citizens.

The Y will provide secure and filtered access to the internet through the Y’s wireless network. Use of Devices and the network is encouraged. The use of technology to access educational material is a privilege. When abused, privileges may be revoked, and disciplinary consequences may be issued. When respected, these privileges benefit the child and the Programs.

### **Technology Rules**

1. Eating and drinking is not allowed in the Tech Lab and/or when using a Device.
2. Device must be signed-out and -in with each use.

3. Devices are to remain in the Tech Lab (or area assigned by staff).

### **Prohibited Activities**

The following activities are prohibited while using Y-owned Devices and/or accessing the Y's wireless network:

- Accessing any content that may reasonably be considered "inappropriate" in a childcare setting;
- Accessing social media, or any other communication platform not explicitly authorized by Staff;
- Photographing and/or recording (audio and/or video) any child without explicit authorization from Staff;
- Engaging in any form of illegal activity;
- Attempting to bypass any network filters and/or security features (i.e.: "hacking");
- Engaging in any form of cyber-bullying or any other practice that may, in any way, reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

**HEALTH & SAFETY POLICIES** - As the nation's oldest and largest childcare provider, we play a very important role in protecting and promoting the health and well-being of the children in our care. YMCA achieves major health gains by operating under the following policies and procedures:

- Emergency plans (fire, weather, lockdown, etc.) are developed, practiced, and documented regularly.
- Regular and frequent safety checks prevent injury.
- Annual in-service training in CPR, first aid, and updates on common childhood illnesses keep the staff informed and current.
- Hand washing is the simplest and best thing we can do prevent the spread of disease.
- Ongoing observation of children may reveal health problems. Staff greeting children upon arrival will visually screen each child, noticing specifically:
  - Overall physical appearance - Is the child pale, atypically tired or overactive, appropriately clothed?
  - Do the child's eyes look matted with discharge? Are the child's eyes unusually irritated or red?
  - Does the child's exposed skin appear to have a rash, or red spots?

*YMCA reserves the right to implement additional health and safety policies at any time to address identified needs.*

**Nutrition Policies** are in place to ensure your child is safe and healthy while in the program. Any food allergies must be documents on the registration form. Campers are prohibited from bringing candy, gum, etc. to camp. Any food brought from home should be nutritious and balanced.

**Drinking water** is always available in the Center, including fountains, cups, and bottle filling stations. We encourage children to hydrate regularly and never refuse a child water when they ask. Parents are encouraged to send refillable water-bottles to help keep children hydrated.

**Accident/incident reports** are completed anytime your child gets hurt. You may be notified at the time of the incident, depending on the severity; any accident resulting with an injury to the head or face will result in immediate parent notification. You will be asked to sign the report at pick-up; a copy is available upon request.

**Prescription medication** may be administered only when the parent has completed a Medication Authorization Form and provided the medication to the Director. Medication must be in the original container and have a prescription label with an expiration date and the correct child's name on it, as well as the amount of medicine to be administered. Parents must provide a medicine spoon or dropper. Children are not permitted to possess medication in the Program.

**Back Up Childcare and Reporting an Absence** – There are times when children are not well enough to attend the Program. Please have a back-up childcare plan for when your child is ill and needs one-on-one care. If your child will not be attending because of an illness, or for any other reason, please call the Center at (772) 286-4444, ext. 231 to report the absence (leave a detailed message, including date, time and child's first and last name). Failure to report an absence may result in a no call, no show fee of \$10 being applied to your account. Families receiving an ELC subsidy risk losing eligibility and may be required to pay the full tuition rate for any days the child is absent without a doctor's note. ELC monitors this monthly.

**If your child shows signs of illness, please keep him or her home.** Do not give your child fever reducing or cough medication, in hopes he or she will be "well-enough." If your child is too sick for school, he or she is too sick for Afterschool – keep him or her home! If everyone sticks to the policy, there will be less illness!

If your child becomes ill during the day, you may be asked to take your child home early. **If you are asked to pick up your child early, you must comply within one (1) hour of the time of notification**, and your child must remain out for 24 hours, symptom-free (may return sooner with a doctor's note stating the illness is not contagious). You will be contacted if:

- Your child's illness prevents him or her from fully participating in daily scheduled activities; or
- your child's illness requires more care than childcare staff can provide; or
- keeping the child in care poses an increased risk to the child or other children or adults with whom the child will come in contact.

**COVID-19 and/or any other COMMUNICABLE DISEASES** must be reported to the Child Care Director. Please notify YMCA immediately if your child is absent due to a communicable disease so that other parents can be notified.

**COLDS, FLU, AND OTHER RESPIRATORY INFECTIONS** – Children need to be isolated and symptoms at least discussed with their family physician. They may need antibiotics. The child may return after other symptoms have subsided (24 hours) or as recommended by their physician. Green nasal discharge could be considered infectious. If your child has had a runny nose for more than a week or has had a fever or acting ill please consult your physician. Only prescription medications will be given when the parent/guardian fills out our medication form.

**COUGH including RSV** – Coughing spreads germs. Therefore, the first two days of a cough it is recommended to keep children home. If the child also has a fever or cough prevents nap, they will be sent home and required to see their physician.

**DIARRHEA / VOMITING** – Children will be sent home after 2 bouts of diarrhea or 1 instance of vomiting. Children may return after 24 hours free of diarrhea or vomiting.

**FEVER**– Children will be sent home if presenting with fever greater than or equal to 100.4<sup>0</sup> F. Children must be fever free, without the use of a fever reducing medication, for 24 hours before returning to childcare.

**HEAD LICE** – *Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice. YMCA will notify families when a case of head lice has been identified in their child's classroom or group.*

Head lice can be a nuisance, but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. Both the American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN) advocate that "no-nit" policies should

be discontinued. "No-nit" policies that require a child to be free of nits before they can return to schools should be discontinued for the following reasons:

- Many nits are more than ¼ inch from the scalp. Such nits are usually not viable and very unlikely to hatch to become crawling lice, or may in fact be empty shells, also known as 'casings'.
- Nits are cemented to hair shafts and are very unlikely to be transferred successfully to other people.
- The burden of unnecessary absenteeism to the students, families and communities far outweighs the risks associated with head lice.
- Misdiagnosis of nits is very common during nit checks conducted by nonmedical personnel.

**STREP THROAT** – The child may return after 24 hours of antibiotic medication and a normal temperature and a Dr.'s note.

**CONJUNCTIVITIS** (pink eye) – highly contagious eye infection. Children may return after resolution of eye discharge and at least 24 hours of treatment and with a Dr.'s note.

**CHICKEN POX** – The child may return after all lesions are dry and crusted over. Typically, one week (7 days) after the rash first appears. We recommend children receive the Varicella vaccine.



## IMPORTANT INFORMATION FOR PARENTS

**Within thirty days (30) of your pre-school child's enrollment, Florida law requires you to provide the child care operator with two very important documents which verify your child's health status.**

**The medical records are your property and should be returned to you whenever you withdraw your child from child care.**

**1. Physical Examination** - Each child must have a valid health examination certificate (Student Health Examination Form). The certificate must be signed by an authorized medical professional and is valid for two years from the date the physical examination was conducted.

**2. Current Florida Certificate of Immunization** - Florida law requires that your child's immunization information be written on a large blue card called a "680" form. This certificate must be signed by an authorized medical professional and document the expiration date.

**Both of these forms are available from your pediatrician, family doctor, or the local county health department. They are familiar with these forms and are aware parents must provide them to their childcare provider.**

These documents should have your child's name, date of birth, and an authorized medical professional's signature. The large blue immunization card (form 680) must have the immunization information **and an expiration date**. Make sure the immunization form is complete before you leave the doctor's office! As a parent, you have the right to receive correct, complete and accurate information.

If you have recently moved here from another state, you will need to take your child's immunization record to a local pediatrician or county health department to be transferred to the required "680" form.

If you can't get an appointment with your doctor in time, the county health department can provide your child with the needed shots. Your county health department's phone numbers are:  
Martin County Health Department: 221-4000

**You should be aware that your childcare facility could receive an administrative fine for failing to have this information. Even more importantly, they will be required to exclude your child from attending childcare until these documents are received. Please cooperate with your childcare facility by obtaining these complete vital health records within the required time frames. Should you have any questions, please contact your local county health department or your childcare facility director.**



## Parent's Role

A parent's role in quality child care is vital:

- ☐ Inquire about the qualifications and experience of child care staff, as well as staff turnover.
- ☐ Know the facility's policies and procedures.
- ☐ Communicate directly with caregivers.
- ☐ Visit and observe the facility.
- ☐ Participate in special activities, meetings, and conferences.
- ☐ Talk to your child about their daily experiences in child care.
- ☐ Arrange alternate care for their child when they are sick.
- ☐ Familiarize yourself with the child care standards used to license the child care facility.



## More information and free resources:

[MyFLFamilies.com/ChildCare](http://MyFLFamilies.com/ChildCare)



This child care facility is licensed according to the minimum licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.).

License Number: \_\_\_\_\_

License Issued on \_\_/\_\_/\_\_

License Expires on \_\_/\_\_/\_\_

For more information regarding the compliance history of this child care provider, please visit:

[MyFLFamilies.com/childcare](http://MyFLFamilies.com/childcare)



OFFICE OF CHILD CARE REGULATION  
AND BACKGROUND SCREENING  
[MYFLFAMILIES.COM](http://MYFLFAMILIES.COM)

To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.

CF/PI 175-24, 03/2014

This brochure was created by the  
Florida Department of Children and Families,  
Office of Child Care Regulation and Background Screening  
pursuant to s. 402.3125(5), F.S.,



## Know Your Child Care Facility

[MyFLFamilies.com/ChildCare](http://MyFLFamilies.com/ChildCare)



# General Requirements

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.305, F.S., and ch. 65C-22, F.A.C., which include, but are not limited to, the following:

- Valid license posted for parents to see.
- All staff appropriately screened.
- Maintain appropriate transportation vehicles (if transportation is provided).
- Provide parents with written disciplinary practices used by the facility.
- Provide access to the facility during normal hours of operation.
- Maintain minimum staff-to-child ratios:

Age of Child	Child: Teacher Ratio
Infant	4:1
1 year old	6:1
2 year old	11:1
3 year old	15:1
4 year old	20:1
5 year old and up	25:1

## Health Related Requirements

- Emergency procedures that include:
  - Posting Florida Abuse Hotline number along with other emergency numbers.
  - Staff trained in first aid and Infant/Child CPR on the premises at all times.
  - Fully stocked first aid kit.
  - A working fire extinguisher and documented monthly fire drills with children and staff.
- Medication and hazardous materials are inaccessible and out of children’s reach.

## Training Requirements

- 40-hour introductory child care training.
- 10-hour in-service training annually.
- 0.5 continuing education unit of approved training or 5 clock hours of training in early literacy and language development.
- Director Credential for all facility directors.

## Food and Nutrition

- Post a meal and snack menu that provides daily nutritional needs of the children (if meals are provided).

## Record Keeping

- Maintain accurate records that include:
  - Children’s health exam/immunization record.
  - Medication records.
  - Enrollment information.
  - Personnel records.
  - Daily attendance.
  - Accidents and incidents.
  - Parental permission for field trips and administration of medications.

## Physical Environment

- Maintain sufficient usable indoor floor space for playing, working, and napping.
- Provide space that is clean and free of litter and other hazards.
- Maintain sufficient lighting and inside temperatures.
- Equipt with age and developmentally appropriate toys.
- Provide appropriate bathroom facilities and other furnishings.
- Provide isolation area for children who become ill.
- Practice proper hand washing, toileting, and diapering activities.

# Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect. When evaluating the quality of a child care setting, the following indicators should be considered:

## Quality Activities

- Are children initiated and teacher facilitated.
- Include social interchanges with all children.
- Are expressive including play, painting, drawing, story telling, music, dancing, and other varied activities.
- Include exercise and coordination development.
- Include free play and organized activities.
- Include opportunities for all children to read, be creative, explore, and problem-solve.

## Quality Caregivers

- Are friendly and eager to care for children.
- Accept family cultural and ethnic differences.
- Are warm, understanding, encouraging, and responsive to each child’s individual needs.
- Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.
- Help children manage their behavior in a positive, constructive, and non-threatening manner.
- Allow children to play alone or in small groups.
- Are attentive to and interact with the children.
- Provide stimulating, interesting, and educational activities.
- Demonstrate knowledge of social and emotional needs and developmental tasks for all children.
- Communicate with parents.

## Quality Environments

- Are clean, safe, inviting, comfortable, child-friendly.
- Provide easy access to age-appropriate toys.
- Display children’s activities and creations.
- Provide a safe and secure environment that fosters the growing independence of all children.



**A change in daily routine,** lack of sleep, stress, fatigue, cell phone use, and simple distractions are some things parents experience and can be contributing factors as to why children have been left unknowingly in vehicles...



Developed by:

The Office of Child Care Regulation

[www.myflfamilies.com/childcare](http://www.myflfamilies.com/childcare)  
CF/PI 175-12, May 2019

When life happens...Don't be a  
**DISTRACTED  
ADULT**





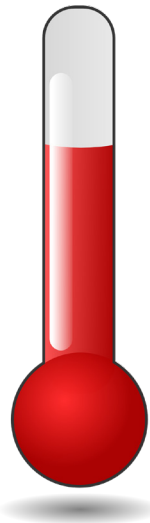


## FACTS ABOUT HEATSTROKE:

It only takes a car **10 minutes to heat up 20** degrees and become deadly.

Even with a **window cracked**, the temperature inside a vehicle can cause heatstroke.

The body temperature of a child increases **3 to 5 times faster** than an adult's body.



## PREVENTION TIPS:

- Never leave your child alone in a car and call 911 if you see any child locked in a car!
- Make a habit of checking the front and back seat of the car before you walk away.
- Be especially mindful during hectic or busy times, schedule or route changes, and periods of emotional stress or chaos.
- Create reminders by putting something in the back seat that you will need at work, school or home such as a briefcase, purse, cell phone or your left shoe.
- Keep a stuffed animal in the baby's car seat and place it on the front seat as a reminder when the baby is in the back seat.
- Set a calendar reminder on your electronic device to make sure you dropped your child off at child care.
- Make it a routine to always notify your child's child care provider in advance if your child is going to be late or absent; ask them to contact you if your child hasn't arrived as scheduled.

**During the 2018 legislative session,** a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents, during the months of April and September each year, with information regarding the potential for distracted adults to fail to drop off a child at the facility/home and instead leave them in the adult's vehicle upon arrival at the adult's destination.



**My signature below verifies receipt  
of the Distracted Adult brochure**

Parent/Guardian:

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Child's Name:

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Date:

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Please complete and return this portion of the brochure to your child care provider, to maintain the receipt in their records.

**During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.**

**My signature below verifies receipt of the brochure on *Influenza Virus, The Flu, A Guide to Parents*:**

**Name:** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

***Please complete and return this portion of the brochure to your child care provider, in order for them to maintain it in their records.***



## **What should I do if my child gets sick?**

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

### **CALL OR TAKE YOUR CHILD TO A DOCTOR RIGHT AWAY IF YOUR CHILD:**

- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse



## **How can I protect my child from the flu?**

A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.

## **What can I do to prevent the spread of germs?**

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions. To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



## **When should my child stay home from child care?**

A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group setting until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.

**For additional helpful information about the dangers of the flu and how to protect your child, visit: <http://www.cdc.gov/flu/> or <http://www.immunizeflorida.org/>**

## What is the influenza (flu) virus?

Influenza ("the flu") is caused by a virus which infects the nose, throat, and lungs. According to the US Center for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.



## How can I tell if my child has a cold, or the flu?

Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.



For additional information, please visit [www.myflorida.com/childcare](http://www.myflorida.com/childcare) or contact your local licensing office below:

CF/PI 175-70, June 2009

*This brochure was created by the Department of Children and Families in consultation with the Department of Health.*



**INFLUENZA VIRUS**

**"The Flu"  
A Guide  
for Parents**