



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## **EMERGENCY CHILDCARE PROGRAM at Griffith Family YMCA**

### **PROGRAM INFORMATION**

Our program is available Monday through Friday 6:30am-7:30pm

### **PROGRAM POLICIES**

#### **ACCIDENT/INJURY**

Any injury a child receives while in the care of Y staff will be documented in writing and followed by an immediate phone call to the parent/guardian to determine whether the child should remain in Y care or leave to receive further medical treatment.

#### **BEHAVIORAL MANAGEMENT**

Our staff will set limits for your child that will encourage responsibility, respect, honesty and caring. We believe that all children are capable of listening, following directions and respecting others. The rules we set and disciplinary measures that we take are for the maintenance of safe order in large groups. The following list is a brief statement of our discipline policy:

- 1) No child shall be insulted, belittled, demeaned or embarrassed. When possible, children will be called from the group and spoken to quietly and directly.
- 2) No child shall be physically disciplined by staff. However, a child may be restrained (if needed) for safety purposes.
- 3) Exclusion from participation (Time Out), when used as discipline, shall not exceed ten minutes at any time. Punishments will fit the inappropriate behavior.

#### **BEHAVIORAL WRITE-UPS:**

The following offenses will result in an immediate behavioral write-up from the YMCA include but are not limited to:

1. General unwillingness to obey staff or staff requests.
2. Any violent behavior with the intent to harm another staff member or child.
3. Intentional spreading of bodily fluid.
4. Biting
5. Offensive/Inappropriate Language

Upon receiving a behavior write-up, parents will be notified and may be required to pick up their child immediately. After receiving three behavioral write-ups in a program year, the child will be suspended from the program for 3 days. Any behavioral write-up received upon returning from a suspension may result in removal from the program.

#### **CHILD ABUSE**

The YMCA takes the importance of the protection and safety of the children involved in its programs very seriously. Child abuse is a special concern of the Y, because of the organizations role in promoting the personal growth and development of children and families. The YMCA will document any incident of abuse in writing and report in accordance with relevant state or local child abuse reporting requirements and will cooperate to the extent of the law with any legal authority involved. The YMCA will not release a child to a parent or any authorized person who appears to be under the influence of drugs or alcohol.

## **HOURS**

Childcare services are available from 6:30am-7:30pm.

## **ILLNESS POLICY**

Children are not authorized to attend Y programming if they have an illness or other contagious symptoms. Once given authorization from a supervisor, staff will have the right to request a doctor's note before a child may return to the Y. Please notify staff immediately if your child displays any symptoms of any communicable diseases or contagious conditions. In order for your child to be allowed to return to the program after being ill, your child must be fever/symptom free for at least 24 hours.

## **MEDICATION POLICY**

The only medications we are authorized to distribute are inhalers and epi-pens.

## **PERSONAL BELONGINGS**

Please leave all electronic devices, toys, and any other valuables at home. We will follow a schedule of predetermined activities each day and will not allow children to play with items from home during this time. Anything brought to the Y from home must remain inside your child's backpack. The Y and its staff will not hold or take responsibility for a child's money. The Y and its staff will not be held responsible for any items brought from home that are lost, stolen or broken.

## **RATIOS**

Our groups will continue to be aligned with social distancing.

## **SIGN IN / SIGN OUT**

**We require that an adult over the age of 18 to accompany each child into the building upon signing them in and out each day. Upon pick up parents and any other specified adults on each child's pick up list will be required to show a photo I.D.** Anyone who is not listed on your child's pick up list or fails to produce proper identification will not be allowed to leave the building with your child. Visitors will not be allowed unless arrangements are made in advance.

**Thank you for your interest in our program. If you have any questions, concerns, or suggestions, please feel free to contact us at 219 750 1082.**