

Lebanon Valley Family YMCA



Infant Toddler and Preschool Parent Handbook

Lebanon Valley Family YMCA
A.L.Hanford Center
201 North 7th Street, Lebanon, PA 17046
(717) 273-2691 (Main YMCA)
(717) 376-1384 (Direct Childcare #)
(717) 273-6752 fax
www.lebanonymca.org



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



**Lebanon Valley Family YMCA
2017-2018**

	Weekly	Monthly
INFANTS-1 YR		
3 days per week	\$147	\$548
5 days per week	\$193	\$790
YOUNG TODDLER		
1ST-2ND BIRTHDAY		
3 days per week	\$146	\$545
5 days per week	\$186	\$776
OLDER TODDLER		
2ND-3RD BIRTHDAY		
3 days per week	\$145	\$540
5 days per week	\$181	\$757
PRESCHOOL		
3RD BIRTHDAY-KG		
3 days per week	\$144	\$515
5 days per week	\$176	\$728
PRE K Counts (wrap around care)		
One Session	\$86	
Two Sessions	\$134	

WELCOME!

Welcome to the Lebanon Valley Family YMCA Child Care Programs! YMCA Child Care programs are state-licensed, not-for-profit childcare facilities founded in 1988. All child care teachers meet the Department of Human Services guidelines for working with children. YMCA programs are unique in their approach – promoting quality care, values, fitness, and education.

PHILOSOPHY

The YMCA offers a child care program that meets the needs of working parents and their children. This program offers a child directed curriculum with age appropriate activities designed to meet the developmental needs of children. The YMCA program promotes a positive self-concept and a safe, secure, and stimulating environment for each child. The program incorporates the YMCA core values of Caring, Honesty, Respect, and Responsibility into everyday curriculum.

PROGRAM

Creative Art Experiences

Songs

Guided Play

Science Activities

Skill Development

Music

Finger Plays

Outdoor Play

Story Telling

Cooking Experiences

Dramatic Play

Gross/Fine Motor

The Daily Schedule for the classroom will be posted on the parent board. All activities are age appropriate.

ELIGIBILITY/ADMISSION

Children between the ages of 6 weeks and 5 years are eligible for enrollment in our YMCA centers. The Lebanon YMCA does not discriminate on the basis of race, color, religious creed, disability, age or sex in any aspect of the services it provides. **A child is admitted to a center only after the following have taken place; parent interview, a tour of the center, completion of the necessary forms filed with the Child Care Administrative Assistant, and the registration fee and first week tuition paid in full.**

Placement of all children in our centers is based on availability of space in an age-appropriate classroom. Available spaces are determined by our licensing representative through the Department of Human Services. The Center is open from 6:30am-6:00pm, Monday through Friday. Centers could close or combine rooms if enrollment declines. You would be given a two-week notice of such changes.

REGISTRATION AND TUITION PROCEDURES

At the time of registration, a one-time, non-refundable registration fee of \$25.00 per family, as well as the first week tuition is due. A one week tuition deposit will also be due for CCIS recipients.

Payments are due by **TUESDAY**, for the following week of care, no exceptions. If this is impossible for you, special arrangements must be made in advance with the Childcare Administrative Assistant. If payment has not been received by 6:00pm Tuesday, a \$10 late fee will be added to your next bill. If your bill becomes delinquent your child's care will be terminated until payment is made in full.

Monthly tuition payments are due by the 25th day of the month for the following calendar month. If payment is made after the 25th of the month, a \$10.00 late fee will be added to the tuition payment.

The Lebanon Valley Family YMCA is regulated by the Commonwealth of Pennsylvania. Our licensing agency is the Department of Human Services. In accordance with the Department's procedure for admission, the YMCA will provide the parent a complete registration packet. All paperwork must be filled out completely and returned to the Child Care Administrative Assistant for registration.

The registration will be valid as long as the child is attending. If the parent withdraws a child from the program and chooses to use the program again, a \$25.00 registration fee per family will be charged.

The YMCA Federal Tax ID number is 23-1243980

Bank Drafts can be completed at the time of registration You will need to complete a bank draft form and provide a cancelled check. Your fee will automatically be deducted weekly or monthly. For questions concerning bank draft contact the Childcare Administrative Assistant at 717-376-1384.

PAYMENT options include check / money order / credit card / debit card or cash. Please note at sites, payments must be made by check or money order only. At the YMCA childcare office, payments may be made by credit card, check, money order, or cash. A \$20.00 charge will be added to your balance for any returned checks. Money orders or cash (paid at the childcare office) will be the only payment method accepted after two returned checks. All checks can be made payable to the "Lebanon YMCA".

By using a check for payment, you agree to the following terms: In the event your check is dishonored or returned for any reason, you authorize us to electronically (or by paper draft) represent the check to your bank account for collection of the amount of the check, plus any applicable fees as permitted by state law.

We cannot give credit for absences due to illness. Credit **will only be given** for days that the building is closed due to inclement weather or building maintenance. If care is provided at another YMCA center, you will not be given credit.

Centers offer a 10% sibling discount for multiple children in the family. This discount cannot be used in conjunction with any other discounts.

DELIQUENT ACCOUNTS

The following procedure will be in effect in the event your account becomes delinquent:

1. You will receive notice stating your account must be paid in full before your child may receive care.
2. If tuition remains unpaid, child care services will be terminated.
3. If space is available, re-registration is necessary for your child to return with account paid in full, including all accumulated late fees.

The YMCA strives to work on a case-by-case basis with any family having difficulty meeting child care payments. If you anticipate a problem with payment on your account, please contact the Childcare Administrative Assistant at 376-1384 **before** your account becomes delinquent.

FINANCIAL ASSISTANCE

All Child Care Centers accept funding with CCIS.

Through the United Way and the YMCA Campaign for Kids, our programs are able to offer limited financial assistance for child care services to families who qualify. It is the YMCA's expectation that the parent(s) initiate these discussions with the Administrative Assistant at 717-376-1384.

Please note there are guidelines and procedures involved in applying and receiving financial assistance. If your child receives financial assistance, he or she can only attend the site or center when the parent/parents are at work. Both parents must be working a minimum of 20 Hours a week and have applied for CCIS first in order to be eligible for assistance.

Lebanon County's Local Management Agency, Child Care Information Services (C.C.I.S.) also provides child care assistance to eligible families. Call C.C.I.S., at 717-274-6552, for income eligibility guidelines. Verification of subsidy must accompany registration, or full fee must be paid until verification is received. If you receive CCIS and your child is absent a total of 25 days within the fiscal year (July 1st to June 30th), you will be charged the YMCA's daily rate per your selected contract.

VACATION POLICY

To ensure quality and to meet licensing requirements, we employ staff according to the number of children enrolled. Therefore, you are responsible to pay your child's tuition whether your child attends the center or not. You are awarded five vacation days per **calendar year**.

CALENDAR

The Lebanon YMCA Child Care Programs are closed on the following days throughout the year:

- New Year's Day
- Memorial Day
- July 4th
- Labor Day
- Presidents Day
- Thanksgiving Day
- Christmas Day

Programs close at 2:00pm on Christmas Eve and on New Year's Eve.

CLOSINGS/CANCELLATIONS

In the event of severe weather, it may be necessary to close the centers. The Edward and Jeanne Arnold Early Learning Center follows the closing schedule of the Lebanon YMCA.

The Ebenezer Childcare Center follows the closing schedule of the Cornwall Lebanon School District, if the district closes prior to the center opening at 6:30am. If the district closes after 6:30am the center remains open for the day pending potential closure of the main YMCA.

Please listen to radio stations WLBR 1270AM and WQIC 100.1FM and Television channel 8 (WGAL) they will have information on the closings. If the center must close during operating hours, you will be telephoned and asked to pick up your child within the hour, or by the adjusted closing time. Please make emergency arrangements in advance for the event of closing due to severe weather.

Inclement weather camp will be offered at the YMCA's Edward and Jeanne Arnold Early Learning Center located at 152 North 8th Street, in Lebanon. Please call the Childcare Administrative Assistant for more information as children must be pre-registered for this camp.

PRE K Counts PROGRAM

The YMCA's Edward and Jeanne Arnold Early Learning Center operates a PreK Counts classroom. For more information or to see if your preschool age child is eligible please contact the Childcare Administrative Assistant.

AUTHORIZED PICK-UP

At the time of registration, you will be asked to name those who have your authorization to pick up your child at the center. Only those persons designated by you on the enrollment form are permitted to pick up your child. A child will not be released to anyone who is not listed on this form. Anyone listed for authorized pick up, who is not familiar to the caregiver, will be asked for picture identification. If a sibling is picking up a child at a center/site the child must be 16 or older, have a picture ID and be on the paperwork as an authorized pick up person. In the instance that someone will be picking up your child that is not on the paperwork you will need to contact the Child Care Services office at 717-376-1384 to authorize. Please ensure that the person picking up your child has ID. If your family has a court order regarding custody periods for a child we must have a copy. If you do not provide a copy of your custody order we will not be permitted to deny pick up.

RECORD KEEPING AND ACCESS

A personal file is kept for each child who attends the center. State regulations require us to have emergency information, a tuition agreement, a current physical with immunization records, and a first aid treatment consent form. Parents are also required to update their child's information every six months. Summaries of parent conferences and casual conversations, progress reports, interest surveys, and other papers may also be found in the child's file. Information concerning each child is confidential. Additionally, both Childcare Centers utilize Teaching Strategies Gold as the curriculum to guide and support all areas of child development. Pennsylvania Early Learning Standards are logged on weekly lesson plans to demonstrate the various areas each activity focuses on.

HEALTH/PHYSICAL

Upon admission, an age-appropriate physical, for each child, completed by a licensed physician is required within 30 days and must be given to the Director. Physicals must be updated in accordance with the schedule published by the American Academy of Pediatrics. A health appraisal form should be taken to routine well baby/child check-ups according to the following schedule: 2 months, 4 months, 6 months, 9 months, 12 months, 15 months, 18 months, 2, 3, 4, and 5 years.

Health appraisal forms are available at your child's center and at the child care office. FAILURE TO COMPLY WITH THIS REGULATION WILL RESULT IN TERMINATION OF CARE FOR YOUR CHILD UNTIL THE PHYSICAL FORM IS COMPLETED. Re-registration will be necessary for your child to return, if space is available. A suggestion would be to schedule your child's doctor appointment at least one month prior to their actual birth date or within 5 days after the actual birth date.

SIGN IN/SIGN OUT

It is a YMCA regulation that you sign your child's name and parent(s) signature (first initial and last name is required for signature) and the time he/she arrives at the center each day. Upon picking up your child, please sign your name and time of departure. Failure (3 times) of this policy may result in termination of childcare.

If you are late picking up your child, a \$10.00 late-pickup fee per child will be expected for 6:01 to 6:15p.m., and an additional \$20 from 6:16 p.m. on per every 15 minutes or fraction thereof **(according to the facility clock.)** If a child is not picked up by 6:30 p.m., the proper authorities will be notified.

REFERRAL TO COMMUNITY SERVICES

Children ages 6 weeks to school age will have periodic developmental assessments completed by the trained staff at the center. Any child who has been identified as needing further assessment as a result of developmental or behavioral concerns will be referred to the appropriate services. Parents will always be aware if a concern is identified and a referral needs to be made. Additionally, if your child has an IEP the center director will be asking for a copy of the IEP for your child's file. This information is needed for our records and supports the center's participation in the Pennsylvania Keystone Stars Program.

SUPERVISION POLICY

The Lebanon YMCA follows the Supervision regulation put forth by the Department of Human Services which states the following:

3270.113. Supervision of children.

(a) Children on the facility premises and on facility excursions off the premises shall be supervised by a staff person at all times. Outdoor play space used by the

facility is considered part of the facility premises.

(1) Each staff person shall be assigned the responsibility for supervision of specific children. The staff person shall know the names and whereabouts of the children in his assigned group. The staff person shall be physically present with the children in his group on the facility premises and on facility excursions off the facility premises.

(2) The requirement for supervision on and off the facility premises includes compliance with the staff: child ration requirement in 3270.51-3270.55 (relating to staff: child ratio)

(b)A facility person may not use any form of physical punishment, including spanking a child.

(c) A facility person may not single out a child for ridicule, threaten harm to the child or the child's family and may not specifically aim to degrade the child or the child's family.

(d) A facility person may not use harsh, demeaning or abusive language in the presence of children.

(e) A facility person may not restrain a child by using bonds, ties or straps to restrict a child's movement or by enclosing the child in a confined space, closet or locked room. The prohibition against restraining a child does not apply to the use of adaptive equipment prescribed for a child with special needs.

Cross References

This section cited in 55 Pa. Code I 3270.13 (relating to waivers); and 55 Pa. Code I 3270.241 (relating to requirements specific to school-age programs).

I 3270.113a. Supervision of children—statement of policy.

The phrase "supervised at all times" means that each staff person shall be able to SEE, HEAR, DIRECT AND ASSESS at all times.

DISCIPLINE POLICY

Physical harm to other children or staff at the center or damaging center property is not permitted. A staff member will discipline a child engaged in such behavior. Disciplinary measures are **never** physical, harsh, frightening or humiliating. They are directed toward improving the child's behavior. Positive reinforcement of good behavior, recognition of individual accomplishments and re-direction are used. A parent may be called to pick the child up if behavior can not be controlled using the above methods. The parent will have ONE hour upon notification to pick the child up from the center, **then late fees would apply**. IF A CHILD'S NEGATIVE BEHAVIOR CONTINUES TO DISRUPT THE PROGRAM, WE RESERVE THE RIGHT TO TERMINATE THE CONTRACT/CHILD CARE.

BITING BEHAVIORS IN YOUNG CHILDREN - POLICIES AND PROCEDURES

Biting is a common behavior among toddlers in group care. Biting is not viewed as a "bad" behavior, rather an inappropriate behavior. When it occurs, staff has a responsibility to both the child who bites and the child who receives the bite. Our primary goal is to support each child and family as we move through this developmental period.

With this philosophy in mind, we practice many preventive strategies within the classroom. These strategies include, but are not limited to, providing an age-appropriate room arrangement and curriculum, multiples of toys, close supervision and observation, and redirection.

When biting occurs:

1. The child who has done the biting is told, "no biting" (or, "stop"), and redirected to another activity.
2. The child who receives the bite is comforted. The area is washed with soap and water.
3. An accident report is completed.
4. The parents of each child are personally notified.
5. Information about the biter and victim is confidential. Names are not provided to either parent by the staff.
6. The staff who work with these children meet to discuss the biting report form and to evaluate the incident and develop an intervention plan.

7. If repeated incidences of biting occur from the same child, an outside person is asked to observe in the room and join the staff team to make recommendations.

Our goal is to find solutions that recognize the developmental nature of the biting behavior and provide solutions that demonstrate respect for each child.

POLICY OF NON-VIOLENCE

Our philosophy encourages cooperation and promotion of communication to solve our disagreements. We are concerned over the increase of violence in the lives of young children in American society. Therefore, we do not permit ANY form of weapons, real or otherwise, in our center. Gun/weapon play is STRONGLY discouraged. Any item of this nature sent into the child care will be taken and kept by the teacher until the child is ready to go home. Please do not allow your child to bring action figures depicting fighting/violence into the center.

Parents, as well as children, are expected to show respect and appropriate behavior to children and staff. Abusive language, gestures and/or actions will not be tolerated, and termination of child care contracts will occur.

SAFETY

In compliance with state regulations, fire drills are conducted every 30 days. All staff members receive annual training in Fire Safety and a minimum of 6 additional training hours in child development.

The State of Pennsylvania requires that all members of child care institutions report to the state and the local child protection services agency all cases of suspected child abuse or neglect. The YMCA employees are mandated child abuse reporters and have all been trained through the University of Pittsburgh on identifiers, reporting process and proper procedures when making a report.

"An operator or a staff person who has reason to believe that a child enrolled in the facility has been abused is required to report suspected child abuse to ChildLine as mandated by the - Protective Services Law."

ACCIDENTS

In the event of an accident, appropriate procedures, which are posted in each center, will be followed and the parents of any injured child will be notified. Reports are kept on all accidents and originals are released to the parents.

Edward and Jeanne Arnold Early Learning Center Meals and Snacks

The YMCA's Edward and Jeanne Arnold Early Learning Center is a member of the Pennsylvania Child and Adult Care Food Program (CACFP). All children are required to participate. All meals served to children under the CACFP are served at no separate charge regardless of race, color, national origin, sex, age, or disability. There is no discrimination in admission policy, meal service, or the use of facilities. See Director for more information. Parents will complete the food program forms at initial enrollment and be asked to update these forms at the center yearly.

CHILD & ADULT CARE FOOD PROGRAM

In the operation of Child Nutrition Programs, no child will be discriminated against because of race, color, age, sex, disability, or national origin. Any person who believes that he or she has been discriminated against in any USDA related activity should write immediately to the Secretary of Agriculture, Washington, DC 20250.

" The US Department of Agriculture (USDA) prohibits discrimination against its customers, employees and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800)877-8339 or (800)845-6136 (in Spanish)

Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g. Braille, Large Print, audiotape, etc) Please contact USDA's Target Center at (202)720-2600 (Voice and TDD). USDA is an equal opportunity employer.

EBENEZER MEALS & SNACKS

Parents will need to provide the child's breakfast and lunch. No food will be heated in the microwave. The YMCA will provide healthy snacks and milk. Parents do have the option of purchasing the school lunch for their child during the school year. Please see the Center Director for more information.

BIRTHDAYS & SPECIAL OCCASIONS

Parents are welcome to send a snack to share with their child's friends on birthdays, or special occasions. Please let your child's teacher know in advance that you will be bringing a treat. Staff will inform you of any allergies in the classroom that will need an accommodation.

REST TIME/NAP TIME

Each toddler and preschooler who attends the center is required to have a rest period of at least one hour and not to exceed 2 ½ hours. Parents must provide a sleeping bag, labeled with your child's name, or a quilted blanket and pillow (DHS will not approve a thin blanket – it must be quilted, at a minimum). Bedding will be sent home every week to be laundered.

CLOTHING

Play pants or shorts and shirts are most comfortable and practical for children. Shoes and socks (sandals are not permitted) will be worn at all times with the following exceptions:

- *Nap time
- *When there is excessive mud or wetness from outside
- *For special indoor activities planned by the teacher

Each child must have a complete change of seasonal clothes (pants, shirts, underwear, socks, and shoes) marked with his/her name to be kept in the cubby. Children go outside every day, weather permitting, so please dress them appropriately for the weather. The YMCA and/or teachers are not responsible for damage done to child's clothing due to activity play or crafts projects.

PARENT/STAFF COMMUNICATION

Communication between staff members and parents is highly encouraged. Parents are urged to keep the center informed of significant home events. This will allow staff to deal tactfully and sensitively with each child in all situations. Parents will receive a written daily report that states what the child did that day, how well he/she ate, how he/she toileted, if he/she napped and upcoming events that you need to be aware of. Please review these sheets daily to stay in touch with your child's day at the center.

Parent/Teacher conferences will be offered a minimum of twice per year. Registration sheets will be made available by your child's teacher. These conferences will be held in order to review your child's developmental progress and review the assessments completed by the trained staff at the center.

PARENT'S RESPONSIBILITIES

1. Children must be clean upon arrival at the center and must be wearing clean clothing and diapers. If your child's diaper is soiled upon arrival, parent must change it before leaving center.
2. Children must be accompanied inside the center, signed in, coats removed by parents and hung in designated area, and the caregiver informed of their arrival.
3. Arrivals and departures should be at the agreed upon time. Please inform your child's teacher if this time should change.
4. Please notify the center before 9:00am when your child is sick or will not be attending. If you will be arriving AFTER 9:00am, please call the center. This assists with staffing the center and preparing snack/lunch. If you fail to notify the center, we reserve the right to turn away care.
5. Make tuition payments on time.
6. Update your child's personal record every 6 months or if there has been a change in emergency information, allergy, diet, medical needs, etc. Update your child's physical and immunizations when due.
7. Provide a complete change of seasonal clothing, a sleeping bag or quilted blanket (a pillow is optional). All items must be labeled and bedding must be laundered each week. The centers will provide crib sheets for infants.
8. **Home toys are permissible only when requested by the staff or for sharing time.** A stuffed toy or doll is permissible for naptime. There is an ample supply of toys at the center for children to play with and share. All personal items must be labeled. **The YMCA is not responsible for lost or broken personal items. This policy does include jewelry.**
9. Check your child's cubby for clothing, hats, oversized projects and dirty clothing.
10. Parents of infants and toddlers should provide a stocked diaper bag each day to include: baby wipes, labeled diapers, formula pre-mixed in bottles, bibs, diaper rash ointment, sunscreen lotion, a few changes of clothing and a quilted blanket. (Please note diaper rash ointment and sunscreen must be added to a medication log in order to be applied). Parents may want to provide a teething toy and pacifier clip for teething babies. All items (bottles, etc.) must be labeled with the child's name. If you are a nursing mom or want to use cloth

diapers, accommodations can be made to support your choice. All soiled clothing must be taken home nightly.

11. Upon written request, from the parent, the Lebanon Valley Family YMCA will transfer student information to the requested agency.

GRIEVANCES

Questions concerning policy, overall program, or individual staff members, should be addressed to the Center Director. If an adequate response is not given or a resolution to a problem is not reached, the parents should redirect his or her concerns, in writing, to the Child Care Services Director at the YMCA.

PARENT ENGAGEMENT AND PARTNERSHIP / OPEN DOOR POLICY

YMCA Child Care Services maintains an open-door policy and encourages parents to visit at any time. Please remember, children need to stay in their appropriate rooms and follow the designated schedules. Parents are invited to join in with activities. Parents are welcome to share special occasions such as their child's birthday or family holiday traditions with their child's classroom. We also invite parents to spend time in their child's classroom as volunteers or if you would like to observe all of our fun activities. Parents are asked to complete surveys at least once a year to share their thoughts on the program. Each center may also have individual ways for parent involvement such as suggestion boxes or parent advisory committees.

ILLNESS

YMCA Child Care Programs are "Healthy Child Care" facilities. The goal of the center is to aid the positive growth and development of the children we serve. This commitment includes understanding the needs of the parents, plus maintaining a healthy environment for children and staff.

Health care and disease prevention are a priority of our staff. We educate ourselves, employ techniques that prevent the spread of illness, model and teach good personal hygiene to children of all ages. The YMCA consults with a health care consultant at the Good Samaritan Hospital as necessary. In spite of all preventive measures, illness will occur.

In our concern for each child's health and the prevention of the spreading of germs, we request that you help us maintain a healthy center. In order to protect the health of all children, YOU MUST KEEP YOUR CHILDREN HOME WHEN;

1. They have a fever of 100.4 or above and/or normal behavior has changed.
2. They have nausea, abdominal pain or diarrhea.

3. They have an undetermined/ undiagnosed rash.
4. They have a contagious/infectious disease that is active and transmittable.
5. They have yellow or green mucous draining from the nose or eyes.

It is IMPERATIVE that the center be informed of children diagnosed with an infectious/contagious illness. Rashes must be diagnosed by a physician as non-contagious before returning. The information should be forwarded to the Center Director, or staff, as soon as possible to be posted in each class in accordance with the Department of Human Services Regulations.

Please contact the child care staff immediately if your child contracts a communicable disease, i.e. chicken pox, so that the teacher may post a notice informing other parents who can then take preventive measures against the disease. The child's name will remain confidential.

Finally, of course, you or your physician may wish to impose more stringent conditions for your child. For the safety of our other children and staff, we will adhere to all of the above and below requirements.

If your child becomes ill at the center, you will be notified of the following information:

1. How your child looks (i.e. glands are swollen, etc.)
2. Your child's prior activity (was not engaging in play)
3. What your child's diet consisted of that morning/afternoon
4. Any unusual bowel movement or vomiting

Your child will be sent home for following reasons:

1. Your child is lethargic and/or behavior has changed.
 2. Your child has a fever of over 100.4 with behavior change.
 3. Diarrhea, vomiting or yellow mucous draining from nose or eyes.
 4. Your child is unable to participate in all day activities, i.e. outdoor play time.
- We will not accept a child into the center who has had a fever in the morning and has been administered a pain/temperature reducing medication. Please note if a parent discloses to a caregiver that he or she gave their child fever reducing medicine prior to bringing them to the center that day, the caregiver has the right to decline care for the day. Misuse of this policy may result in termination of child care services.

If your child is sent home or you keep him/her home with any of the above symptoms, the policy is the child must stay home for 24 hours before returning to the center. If a child is placed on antibiotics by a doctor, he/she is to remain home for 24 hours after the initial dosage of the antibiotic before returning to the center. We do go outside daily (weather permitting). Therefore, your child will go outside even though he/she has just returned from illness. If your child cannot go out, he/she should not be attending child care. Parents need to have a plan for such an emergency. The contact person's name, address and phone number must be listed on the child's Emergency Contact Form.

BECAUSE OF THE RISK INVOLVED TO OTHER CHILDREN, PARENTS ARE EXPECTED TO ARRIVE PROMPTLY WITHIN ONE HOUR WHEN CALLED TO PICK UP A SICK CHILD!

A \$10.00 late pick-up charge will be accrued for every 15 minutes or a fraction thereof after the one hour notification.

The Lebanon YMCA has the right to refuse care to a child who has a contagious disease and to a child who is visibly ill (vomiting, high fever, diarrhea, yellow/green mucous draining from the nose or eyes). This rule is to protect all the children who are in care throughout the facility. Children who become ill on the premises will be isolated from the other children, and parents will be contacted. Children with contagious diseases will be excluded from child care for a specified period of time, as indicated below:

1. **Chicken Pox:** Until all rash/blisters have scabbed or crusted over – usually 5 to 7 days after the rash appears.
2. **Conjunctivitis (Pink Eye):** Until the child has been on antibacterial medication for 24 hours.
3. **Diarrhea (Viral):** Until diarrhea is completely gone and stools are normal for the child.
4. **Diarrhea (Parasitic; ex. Shigella, Giardia):** Until stool cultures are negative.
5. **Hand, Foot & Mouth Disease:** Until fever is gone.
6. **Meningococcal Disease:** Until child is well and also has completed a 2-day course of Rifampin.
7. **Hepatitis A:** Until one week after illness begins and fever is gone.
8. **Impetigo:** Until sores are crusted over or can be covered, and child has been on antibiotics for 24 hours.
9. **Pertussis:** Until 5 or 7 days after antibiotic treatment begins
10. **Ringworm (Body/Scalp):** Until 24 hours after treatment is started. Oozing areas must be covered.
11. **Streptococcal Sore Throat (Scarlet Fever, Scarletina):** Until child has been on antibiotics for 24 hours and is without fever for 24 hours.
12. **Head Lice:** Until medicated shampoo is applied and **all nits** are gone.

The preceding guidelines will be reviewed annually, or as needed, and may be changed upon recommendation of the Department of Public Welfare or the Academy of Pediatrics.

MEDICATION POLICY

When your child is ill, please explain to your physician that your child attends child care and ask to arrange the medication so that it can be administered, by you, at home and not during hours of child care. If this is not possible, you must bring the medication with your child daily. The label must include the child's name, doctor's name, dosage, date, and be present in the original container.

Prescription and non-prescription medications may be administered by the staff of the center with the following guidelines:

1. A medication form must be completed fully and accurately by the parent EACH DAY the medication is to be administered.
2. All medications must be in their original containers with complete label and must have a child safety cap.
3. Prescription drugs will only be given to those for whom the drug is prescribed and only if the date of the label is current.
4. Nonprescription medication will be administered only with a doctor's note and must be within the recommended amount for the child's age and/or weight. If the label does not indicate dosage for the child's age/weight, no medications will be given.
5. All medications must be handed directly to a caregiver.