

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



Kennebec Valley YMCA Learning Center Parent Handbook

2022/2023

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(F) 207 621 6212

40 Granite Hill Road, Manchester, ME04351
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www.kvymca.org



Welcome to the KV YMCA Learning Center. We are a fully licensed child care center for children ages 6 weeks to 5 years of age. We would like to make your family's transition into our program as smooth as possible. To assist you, we have enclosed all of our policies and procedures in this parent handbook.

Mission Statement of the YMCA Learning Center:

Our Child Care centers are dedicated to enhancing the lives of children. We foster supportive relationships, create developmentally appropriate experiences and encourage the unique qualities of children. We welcome families who value children and appreciate the caring, educational, and professional environment we provide.

Mission Statement of the Kennebec Valley YMCA:

To provide the community with an inspirational environment for the enrichment of all people through social, recreational, and learning activities. Caring, honesty, respect, and responsibility are the basis for all we do.

Learning Center Child Capacity: 66 Children

Hours of Operation

We are open 52 weeks a year, five days a week from 7:00 a.m. - 5:30 p.m.
If your child is picked up after closing time a late fee will be assessed. (See Late Fee section)

Daily Schedule:

Each classroom has their own daily schedule that is posted in each classroom. Also a daily schedule is included in each welcome packet.

Child Care Center Calendar

The centers will be closed on the following holidays and professional development days: (*indicates professional development days for Learning Center Staff)

September	Labor Day
October	Columbus Day
November	*Veteran's Day, Thanksgiving Day and day after
December	Christmas Eve and Christmas Day
New Year's Eve	(1/2 day)
January	New Year's Day (Jan. 1) *Martin Luther King Jr. Day
February	President's Day
April	*Patriot's Day
May	Memorial Day
July	Independence Day & 5th

Age Range and Full Time Tuition

Chickadees (infant program) \$850/month or \$425.00/semi-monthly
Sparrows (1-2) \$770.00/month or \$385.00/semi-monthly
Ravens (2-3) \$740.00/month or \$370.00/semi-monthly
Eagles (3-4) \$700.00/month or \$350.00/semi-monthly
Penguins (4-5) \$650.00/month or \$325.00/semi-monthly
Occasional Care (all classes) \$40 for an extra day of care for part timers
(contingent on classroom availability and must be cleared with the director in advance.)

Tuition is based on annual days of care and divided into equal payments. Tuition remains the same regardless of the number of days of care in the month.

1. Tuition is paid two weeks in advance and is due on the 1st and the 15th day of every month. You may choose to make one monthly payment, but payments must be received on the 1st or 15th day prior to care received.
2. A two week written notice must be submitted to the child care Director/Center Supervisor when a child is withdrawn from the program
3. The YMCA does not send a bill. Tuition payment is to be made at the designated drop box in the child care center. Your child will already be pre-registered for this program. If writing a check, please specify the child/children's first and last name on the memo line of your check.
4. Payment may be made by cash, check (made payable to the KV YMCA), money order, or credit card (MasterCard/Visa/Discover/American Express). We offer automatic withdrawal from a bank account or credit card, which is easy and convenient.
5. A LATE CHARGE of \$15.00 will be assessed for all payments received four days after the due date. For example if your payment was due on the 1st, a late fee would be assessed on the 5th. If payment was due on the 15th, a late fee would be assessed on the 19th.
6. In the event that your account becomes ten days overdue and you do not contact the Director, child care services will be suspended until payment is made. You will be notified by phone and mail. You may not bring your child back until your account is current.
7. Tuition for all child care programs is due regardless of absence from the program (illness, holidays, inclement weather).
8. Our Tax Id# is 01-0211811. At year's end, we will provide a receipt of total payment for tax purposes.
9. All fees must be paid before services are rendered, including late fee payments and late pick-up fees.
10. Part time placements may be available depending on the current enrollment of the center. Please speak to the Learning Center Director for part time inquiries.

Storm/Cancellation Policy

The decision to close the child care centers will be made by administration and only if weather conditions are judged to be dangerous or to cause undue hardship to the YMCA community. Parents are advised of delays or closings on local radio 92 Moose and 98.5, on Facebook, and by telephone. In the event that a center closes early, parents will be contacted by phone. All updates about facility closings can be found on our website www.kvymca.org or by calling 622-9622. We do not follow the Augusta School System.

Admission and Payment Policies

Timely payments are necessary to ensure financial stability of our child care centers. Families are expected to adhere to the guidelines listed in your individual Payment Agreement contract.

- Your child must visit the child care center prior to enrollment.
- Admission forms and up-to-date immunization records must be completed and given to the child care center Director/Center Supervisor prior to enrollment. Additionally, a copy of your child's birth certificate is required for infants.

Termination of Enrollment:

Families are expected to follow the YMCA'S core values of **Respect, Responsibility, honesty** and **caring**.

- Failure to make an attempt on payments
- Failure to not follow Learning center policies

*** The Learning Center reserves the right to terminate enrollment if at any time it is decided that it;s not the best fit for the Learning Center.**

Drop Off and Pick Up

Please walk with your child into his/her classroom as morning communication between staff and families is important for a successful day.

If someone new is going to be picking up your child/ren please ask them to bring a photo ID. We will not release children to anyone who does not appear on your Authorized Pick-up list and does not show proper identification.

Please wash or sanitize you and your child's hands upon entering the classrooms. This will help us combat the spread of illness in our centers.

Please note we do not allow firearms or weapons on the property.

Late Fee:

Our centers close at 5:30 p.m. While we understand that emergencies occur, we ask that you pick up by closing time. In the event of an emergency, we request that you call the YMCA to notify staff. After 5:30 p.m. a late fee of \$5.00 will be charged until 5:35 p.m. and \$1.00 per minute thereafter. After three late pick-ups, the fee will increase to \$2.00 per minute and you may endanger your child's slot in the program. Late pick-up fees will be tallied and applied to your account at the end of each month, according to sign-out records.

Vacation Policy: When planning a vacation please notify your child's teacher or the director how long your child will be out. Tuition remains the same.

Changes to enrollment

Any family wishing to change their child's enrollment days must give a request two weeks in advance in writing prior to the director. The director will decide if this request can or cannot be met depending on the classroom enrollment.

Scholarships

The KV YMCA strives to serve all residents of the community within our available resources. Every effort will be made to accommodate all who wish to participate in our child care centers. If your family is experiencing economic hardship please see the child care Director for assistance.

Pluralism

The KV YMCA child care centers are deeply committed to the provisions of programs and services, which are enriched through the admissions of children of any ethnic origin, culture and/or religion. We promote acceptance, while valuing differences. Integral to the curriculum are activities involving sensitivity to gender, disabilities, culture, and ethnicity.

Developmentally Appropriate Curriculum

Our emphasis is on learning through play. This focus allows children to explore the world around them at an individual pace. The planning and provisions of activities at our child care centers are based on the developmental needs of children. Although initially groups may appear to be designated solely by age, in fact, equal attention is given to the developmental levels of every child in our program. Age spans within the groups are designated to accommodate differences among children in terms of physical, emotional, social, and intellectual development. Children are transitioned to another group when it is determined by staff and parents that they are ready and able to participate fully in the program. The flexibility exists to move children back and forth between groups. The child care centers are devoted to promoting the cognitive, motor, emotional and social growth of each child enrolled. We do this in part by creating a thematic curriculum using the Creative Curriculum; this is a published curriculum that is used in YMCAs throughout the country, and the Maine Early Learning Guidelines. Some daily aspects of the curriculum include art,

science, math, literacy, healthy habits and sensory exploration. The classrooms are set up in centers; this allows children to explore different areas throughout the day.

Meals

All meals and snacks served meet the requirements of USDA/CACFP (Child and Adult Center Food Program). We serve all children regardless of race, color, national origin, sex, age or handicap. Menus are sent home monthly and posted in the classrooms. A healthy breakfast, lunch and afternoon snack is served to all children developmentally ready to receive food. Menus are subject to change and any changes will be posted.

All meals are served family style to provide children with choices. Staff does not insist that children eat one item before another; however, they encourage healthy choices that will lead to positive eating habits. Remember, studies show that children need to try different foods multiple times before they decide they actually like the food!

Whole milk is served to children under age 2. Skim milk is served to children age 2 and over. Water is always available to all children throughout the day and at meals. Please let us know if your child has any allergies or intolerances so that appropriate accommodations can be made.

KVYMCA/CACFP Infant Feeding Practices - We provide iron-fortified infant formula for babies not receiving breast milk. Parents may provide their own if they wish. When it comes time, we practice infant-led feeding. We work with families to determine when a child is developmentally ready to accept solid foods, usually around 5-6 months of age. Though our menu is split up into three categories, breakfast, lunch, and snack, the timing and amount of the food offered is based on the hunger cues of the child. We also prepare the food differently depending on the developmental needs of the child. For example, "carrots" on the menu may be prepared as a puree for younger babies, mashed, or cooked and diced for finger food.

We value communication with our families, so if you have questions about minimum serving amounts, developmental readiness, hunger cues in children, and/or the transition to the CACFP guidelines for 12 months - 5 years, please don't hesitate to ask.

Food From Home – The following items are considered safety hazards and may not be sent to the center; soda, hard candy, gum and glass items. If items of this nature come to the center, they will be left in your child's cubby to be taken home at the end of the day. **WE ARE A NUT FREE ZONE.** Please check ingredients for nuts before sending them to the center. Please do not send sugary drinks or snacks. Please pack lunch boxes with ice packs to keep food fresh if you choose to send your meals from home. If you do not wish for your child to receive ANY food from

the Y, please provide a letter stating that you are choosing to provide your own meals. Thank you.

5-2-1-0 Let's Go!

We are a registered 5210 Let's Go site. 5210 Let's Go is a nationally recognized childhood obesity prevention program. It stands for 5 or more fruits and vegetables, 2 hours or less of screen time, 1 hour or more of physical activity and 0 sugary drinks. The 5210 Policy Checklist includes the following strategies, which have been adopted and are observed by the Learning Center.

1. Limit unhealthy choices for snacks and celebrations; provide healthy choices.
2. Limit or eliminate sugar drinks; provide water.
3. Prohibit the use of food as a reward.
4. Provide opportunities to get physical activity every day.
5. Limit recreational screen time.

As part of our efforts towards health and wellness, here is how our program is complying with the 5210 strategies.

Celebrations - Celebrations and events are exciting and important for children and staff. Birthday parties and holiday celebrations provide a unique opportunity to help make healthy eating fun and for children to practice wise food choices. During these times, parents are welcome, but should not feel obligated, to bring a *healthy* snack to share with their child's classmates. We also focus on nonfood ways to celebrate our children, such as having them wear a special hat, sash, or letting them lead age-appropriate activities.

We do not serve unhealthy treats from our kitchen. We do not serve any sugary drinks. Water is provided at all times. We do not use food as a reward. Children are given opportunities for physical activity each day, whether that is in our gym, studio, pool area, or outside. Screen time is limited to special occasions and only for children at least two years of age.

Clothing

We request that all families bring a labeled full set of clothing (socks, underwear, pants, shirt and shoes) to leave in your child's cubby. Shoes or appropriate slippers must be worn in the classroom at all times. All children experience outside time everyday unless there is extreme weather conditions. We ask that you provide the necessary items to keep your child comfortable for play both inside and outside. Children in the Eagles room are able to participate in the YMCA swim program. If your child participates in our swim classes you will need to provide a bathing suit, towel, easy to slide on and off swim shoes (flip flops, crocs, etc.,) and a swim diaper (if the child is still potty training) on swim days.

Book Orders

From time to time we distribute book order forms from Scholastic Book Clubs. This is a great way to buy books for your child. It also helps the child care centers earn free books and bonus points towards supplies for the classrooms. All checks should be made payable to: Scholastic. You can also order books online at www.scholastic.com/bookclubs and then enter in our password: PL3VY. By ordering online you earn the classroom more free books!

Parent Involvement

We encourage parents to visit, volunteer and become actively involved in our child care center. A variety of communication techniques, such as newsletters and parent meetings are in place to keep parents informed. Parent/teacher conferences will be held to discuss your child's progress. Parents are also encouraged to participate in our quarterly Parent Group meetings. We always welcome volunteers to help enrich our program. We also appreciate any donations of lightly used books, toys or supplies. Wish lists or center needs lists may be posted on parent boards throughout the year for families interested in making donations.

Illness Policy

Illness is always an issue in child care settings. While we understand the needs of parents, we must protect children and staff from the spread of contagious illnesses. Your child should be well enough to be able to participate in all of our program's activities, as we are unable to provide for sick children. For protection of all children and staff and to meet state licensing requirements, your child must be kept home and will be sent home, if she/he displays any of the following symptoms:

- an elevated temperature (101°)
- diarrhea, vomiting
- an unexplained rash
- discharging eyes, nose or ears
- continuous coughing

If a child is sent home from the center for any of these reasons, she/he will be unable to return until the symptoms have been gone for 24 hours (without medication), except with permission from the Child Care Director. Parents should exercise every caution and keep their child home should other unusual symptoms occur.

If your child has been exposed to a contagious disease, details should be reported to the center. Strep throat, viral illness, measles, mumps, chicken pox, fifth disease, scarlet fever, conjunctivitis, diarrhea, head lice (we have a "no nit" policy) and impetigo, are among those categorized as "highly contagious". Should your child contract Chicken Pox we require a one week absence. Additionally, sores must be scabbed over and dry prior to her/his return.

Please keep in mind these are guidelines. If the Learning Center Director believes your child cannot fully participate in the program, you will be notified and you must pick up your child within an hour of the request. A doctor's note may need to be provided before your child can return.

COVID-19

If your child has been exposed to COVID-19 the following procedures are in place:

- Children may return to the Learning Center 10 days after a negative test, with proof of negative results and no symptoms within the 10 day period. Should the child begin to show any COVID related symptoms within the 10 day period, the child must be retested and the 10 day quarantine restarts.

OR

- 14 day quarantine after exposure, with no COVID related symptoms. If symptoms arise within a 14 day quarantine, it is strongly advised to be tested. If not testing, 14 day quarantine restarts and Learning Center Director must be notified

If child is tested, parents are responsible for reporting the testing date to the Learning Center Director as well as when results are received. 10 day waiting period begins after a negative test result, and will then be given a return date. As stated above, this date is subject to change and be extended should the child need to be retested and 10 day waiting period restarts.

Medication Policy

Children requiring prescription medication during child care hours will receive it only on receipt of a written order from a physician (this may include a written label on the medication). We will administer medication only if it is not possible for all doses to be given at home.

- Parents are required to fill out a medication form before any medication will be administered.
- All medications will be handed to the teacher upon arrival. (It is unsafe to leave it in your child's backpack or cubby space).
- All medications must be in the original container and be labeled with the child's name, the medication name, the amount to be given and the time it should be administered.
- The child care center will not administer the first dosage of any medication.
- Non-prescription medication must be accompanied by a written, dated non-prescription medication form.
- Non-prescription medications will not be administered for more than three consecutive days before a physician's order must accompany the parental request.
- Only a staff member of the Learning Center Department may dispense medication, and each dispensation will be recorded on the "log" section of the medication release form.

- Parents must take home all medications that are not currently being administered.
- Medication that has expired will not be administered and will be returned to the parent for disposal.

Outdoor Play

Research shows that children stay healthier when they go outside every day. We go out to play at least once a day (weather permitting) for at least 30 minutes (most days the children are outside two times). In the winter we go outside unless it is below 20 degrees or stormy. In the summer we go outside unless it is too hot and humid (See the Maine Child Care Health and Safety Inclement Weather-Heat Policy which can be found online or in the LC office). Please send your child with all the appropriate shoes and attire so that he/she can be warm in the winter and cool in the summer. Families must provide their own sunscreen and are encouraged to provide a hat to protect their child from harmful UV rays (See the attached KV YMCA Learning Center's Sun Safety Policy).

Rest Time

State licensing requires that we provide an opportunity for rest of one (1) hour or longer according to the age and needs of the children. Please bring in a blanket, sheet (for a mat or cot) and a small cuddling toy for your child to have during this time.

Toys From Home

Please refrain from bringing in personal toys. We provide a wide range of activities, toys and games for your child/ren to explore while they are in our care. (It is ok to bring in a cuddling toy for rest time.)

Injury Policy

Slight injuries will receive first aid attention from a YMCA staff member. Parents will be informed of all injuries with an Accident/Incident report. If an emergency should occur, we will make every attempt to notify you or an emergency contact, but will administer and procure treatment at the nearest hospital if necessary.

Child Abuse & Prevention Policy

To provide the highest quality care for your family, the following procedure is in place to ensure the wellbeing of all children in the child care center. We are mandated reporters of child abuse and will report suspected child abuse and neglect to the Department of Health and Human Services. The specific Program Directors are always available and should be your first point of contact regarding any suspected abuse. As part of the child care center procedures, all child care staff under-go background checks and receive child abuse prevention training. If the parent or guardian has exhausted all Program Director communication or the parent or guardian does not feel comfortable addressing their concerns with the specific Program Directors, the following person is available for contact: Ranae L'Italien (CEO): 622-9622 ext. 121.

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Per DHHS Licensing rules the Learning center is required to report all serious injury or child death.

The Rights of Children:

Children receiving Child care from Child Care Facilities have the following rights.

1. Children must be free from emotional, physical and/or sexual abuse, neglect and exploitation.
2. Each Child has the right to freedom from harmful actions or practices that are detrimental to the Child's welfare, and to practices that are potentially harmful to the Child.
3. Each Child has a right to an environment that meets the health and safety standards in this rule.
4. Each Child must be provided Child care services without discrimination to race, age, national origin, religion, disability, sex or family composition.
5. Children must be treated with dignity, consideration and respect in full recognition of their individuality. This includes the use of developmentally appropriate practices by the Child Care Facility.
6. Each Child has the right to the implementation of any plan of service that has been developed for that Child in conjunction with community or state agencies by the Child Care Facility.
7. Each Child has the right to Developmentally Appropriate activities, materials, and equipment.
8. Children with disabilities have the right to reasonable modifications to Child Care Facility policies and practices.

Rights of parents and legal guardians of Children receiving Child care from Child Care Facilities.

1. A Child's Parent or Legal Guardian must be fully informed of items or services which are included in the rate they pay for Child care services.
2. A Child's Parent or Legal Guardian has the right to be fully informed of findings of the most recent inspection conducted by the Department. The Child Care Facility must inform Children's Parents or Legal Guardians that the licensing inspection results are public information and inspection results must be posted in a prominent place on the Premises.
3. Parents or Legal Guardians must be notified by the Child Care Facility within two business days of any actions taken against the Child Care Facility by the Department, including but not limited to, decisions to issue conditional Licenses, refusal to renew a License, or to impose fines or other sanctions.

Guiding Children's Behaviors

In our child care center we practice many techniques to handle conflicts that may arise. They all help to reinforce the YMCA core values: caring, honesty, respect and responsibility. Teachers help children solve problems with their peers by using guiding language with one another and helping the children formulate a solution. Our staff is committed to developmentally appropriate practices. We will adhere to the following procedures to help guide positive behaviors:

- Redirect children regarding both their manner of play and speech as an initial attempt to change the behavior.
- Draw on the knowledge of the individual children and their developmental levels when interacting with them regarding discipline issues.
- Be clear and consistent with children regarding classroom behaviors and the consequences of one's actions, both favorable and unfavorable.
- Children will spend time away from the group only when the above practices fail and it becomes necessary for the safety of the child or the other children.
- Meetings between staff and parents will be scheduled to address areas of concern.
- If areas of concern do not improve, referrals to outside resource agencies will be made.

Should the concerning behaviors continue after the above steps have been taken, the Child Care Director reserves the right to terminate your child's slot within the center. Referrals to outside sources for guidance can be made with the Parent's consent. Our goal is to have a positive working relationship with all families. Consideration must be given to the safety and security of all children.

Biting Policy

The following steps will be taken if a biting incident occurs (we understand that biting is a normal development behavior in young children. It is when it becomes a continued occurrence that concerns are raised):

1. The biting will be interrupted with a firm "No...we don't bite people!"
2. The bitten child will be comforted.
3. The biter will be removed from the situation.
4. The wound of the bitten child shall be cleansed with soap and water and ice applied if the child is willing.
5. The caregiver will work with the child who bit to learn other behaviors like using their words.
6. The parents of both children will be notified of the biting incident and a written record will be kept.
7. The names of the children involved will be kept confidential. This is to avoid labeling of the children which makes it more difficult to work quickly and positively toward stopping the biting.

If the biting continues-

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1. Room Staff and Director will meet to advise, support and begin strategy planning.
2. Chart every occurrence, including attempted bites, and indicate location, time, participants, behaviors, staff present, and circumstances.
3. Let parents know that there is a problem and the procedures that will be followed to address it.
4. "Shadow" children who indicate a tendency to bite and try to head off biting situations before they occur, and teach non-biting responses to situations and reinforce appropriate behavior.
5. Adapt the program to better fit the individual child's needs and work together as partners with the parents of both biting children and frequent victims to keep all informed and develop a joint strategy for change.
6. Hold a conference with the parents of the biting child to develop a written plan of action. Schedule follow-up meetings or telephone conversations as needed.
7. Prepare the parents of the biting child for the possibility that the child may have to be removed from the Center and help them to make contingency plans.
8. If it is deemed in the best interest of the child, center and other children, terminate the child from Center enrollment for the duration of the biting stage. Written warning will be given to the parents before this action will be taken.

*The first thirty days are probationary for the center, parent, and child. Enrollment may be terminated at any time during this period. Parents are responsible for any fees incurred.

*The KVYMCA Learning Center reserves the right to withdraw a family from the program because of chronic neglect of policies and procedures.

Potty Training Policy

In your child's classroom, teachers encourage all children of potty training readiness to use the potty at consistent times during the day – before going to the gym or playground, after eating times, and after waking up from nap time, or approximately every two hours. When a child has success going to the bathroom on the potty, positive affirmation is used to celebrate, whether that is a celebratory dance with our friends or perhaps stickers on a potty chart. We do not force children to sit on the potty, and we do not let them spend long periods of time on the potty as we believe this can sometimes teach children that potty is play time.

Our commitment to our families is to work with you and support what is being taught at home. Please feel free to speak to your child's teacher about how we can help, or if we can provide you with some resources to help at home.

The day care setting is very different from a home environment, with more children and a lot more going on. Our teachers do have to operate within the parameters of

health and safety for *all* the children in the class. **Unless your child has been dry and clean in the classroom for at least a week, please do not send them to school in underpants.** Pull-ups are a great way to transition from the changing table to the bathroom, and easy to pull-up pants will help in the process (no overalls or pants with tricky buttons). Please keep an eye on your child's supply of diapers/pull-ups/extra clothes so that we can keep your child as clean and comfortable as possible.

Emergency and disaster procedures and relocation plan

Fire drills:

Fire drills are conducted once a month by the director. An alarm method is used. We have 5 classrooms that need to evacuate the building. For all Learning center the meeting place is at the City's playground across the parking lot.

Chickadees classroom: Infants

- All babies are placed in the evacuation cribs
- Staff are reasonable for doing a headcount of all children, checking nap room, shutting off lights, doors and hanging the evacuation sign before leaving.
- The Chickadees have two exits one that goes directly outside, the other into the learning center.
- Staff must take the first aid bag and classroom clip board with all children's emergency information in it.

Sparrows classroom: Young toddlers

- All children that can't walk are placed in the evacuation crib
- Staff are reasonable for doing a headcount for all children, checking bathroom, shutting off lights, doors and hanging the evacuation sign before leaving.
- The Sparrows have two exits one that goes directly into the lobby near the main exit, the other into the learning center.
- Staff must take the first aid bag and classroom clip board with all children's emergency information in it.

Ravens classroom: Older toddlers

- All children line up at the exit that goes directly outside

- Staff are reasonable for doing a headcount of all children, checking bathroom, shutting off lights, doors and hanging the evacuation sign before leaving.
- The Ravens have two exits one that goes directly outside, the other into the learning center.
- Staff must take the first aid bag and classroom clip board with all children's emergency information in it.

Eagles classroom: Young preschool

- All children line up at the exit that goes directly to the playground
- Staff are reasonable for doing a headcount of all children, checking both bathrooms, shutting off lights, doors and hanging the evacuation sign before leaving.
- The Eagles have two exits one that goes directly outside, the other into the learning center.
- Staff must take the first aid bag and classroom clip board with all children's emergency information in it.

Penguins classroom: Pre-K

- All children line up at the exit door.
- Staff are reasonable for doing a headcount of all children, shutting off lights, doors and hanging the evacuation sign before leaving.
- The Penguins have two exits one that goes directly into the lobby near the main exit, the other into the lobby where they can go through the dance studio's emergency exit door.
- Staff must take the first aid bag and classroom clip board with all children's emergency information in it.

Fire Evacuation Procedure

Fire evacuation procedures are exactly the same as a fire drill, outline previously. Depending on classroom location, the direct route the children and teachers will take to the designated meeting location is either through the emergency door directly to the outside, or through the lobby doors to the outside, across the front parking lot directly in front of the YMCA to the City playground and field. If it is an extended evacuation, all staff and children will take shelter in the Augusta Adult Learning building attached to the police station. In the event of an evacuation, all

staff will have the emergency contact information for all children and parents or guardians will be notified by phone.

Lockdown of the Facility/ Shelter-in-Place

If there is a need to shelter-in place or lockdown, the Learning Center procedure is:

- Close all classroom doors
- Gather all children in classroom bathroom(s) or nap room of infant classroom
- Do NOT close the window shades to the outside (police need to see in if applicable)
- DO close interior door/ window shades
- Staff will try to keep children entertained and quiet until it is safe to resume normal activities or until an evacuation is ordered by law enforcement or management if needed.
- In the event of a lockdown/ Shelter-in-Place, parents and guardians will be notified by phone once it is safe to do so.

Needs of Individual Children & Children with Special Needs

In the event of any emergency all children and staff will follow safety procedures. Any child with special needs will be assisted in an appropriate manner and carried out of the building to evacuate. Any child needing additional assistance will receive it.

Coordination with Local Emergency Management Officials

The Learning Center's fire alarm system automatically contacts emergency officials and they arrive on site in a timely manner.

Should any other emergency occur, each classroom as well as the Director's office is equipped with a phone that can call 911 and each Lead Teacher has a cell phone that can also call 911 if outside the YMCA if an emergency situation was to occur.

Continuation of Child Care Services after an Emergency

In the period following an emergency, if emergency personnel advise it is safe to return to the Learning Center, childcare will resume as usual. Should it not be safe to return, all children will be moved to the Augusta Adult Learning building attached to the police office next door and parents/ guardians will be notified to pick up their children.

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Signed Agreement (Please detach and return.)

I _____ have read, understand and agree to abide by the Kennebec Valley YMCA Learning Center Parent Handbook.

Parent Signature

Date

Director / Coordinator Signature

Date

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