



Hamilton Area YMCA Y's Owls Preschool

Parental Notification Policy

The Parental Notification Policy lists the procedures on how and when we contact parent/guardians of our Y's Owls Preschool program participants.

Emergency Closings – Parents can call the main number for the Hamilton Area YMCA (581-9622) and listen to a recorded message. The message will also be available through our website: www.hamiltonymca.org and on our Facebook page.

Illness – If a child becomes ill during the Preschool program, the Director or the child's teacher will contact the parents or guardians listed as the child's emergency contact. Parents are contacted first, then the emergency contact, unless otherwise noted.

Communicable Disease – A letter will be provided to parents if 2 or more children have been diagnosed with the same illness.

Injury – For any injury that occurs during the Preschool program which requires first aid treatment, the parents will be required to sign off on an incident report.

- If a child has a minor injury during the Preschool program, staff will complete an incident report and parents will be notified at pick up or drop off.
- If the injury is an injury to the head/face, involves a fall from a height greater than the height of the child, or the child cannot be consoled, the staff will call the child's parent/guardian and will leave a message if the person does not pick up.
- If the injury is major, and the child will need further medical attention, the staff will first attempt to call the parents/guardians listed as the emergency contact.

Behavior – If a child is exhibiting minor or major behavior violations, the Director or the child's teacher will notify parents during pick up or drop off, or by a phone call. If the child exhibits a critical behavior violation or cannot be controlled, the staff will call the child's parents/guardians. If parents/guardians cannot be contacted and the behavior warrants the child be removed from the program, the persons listed as the emergency contact will be called.