



Hamilton Area YMCA Providing Childcare For Those Caring For Us

Emergency Child Care Program

Mission Statement

The YMCA is a charitable association dedicated to building a healthy spirit, mind and body. Part of a world-wide movement, it puts Christian principles into practice through programs that promote good health, strong families, youth leadership, community development, and international understanding. YMCA's are open to men, women and children of all ages, incomes, abilities, races, and religions.

Dear Parent/Guardian:

We hope that this Parent Handbook will be helpful to you in understanding our policies and procedures for the **Emergency Child Care Program**. We ask that you read it carefully and refer to it as needed. Should you have any questions, please email; bgessner@hamiltonymca.org

PROCEDURES AND POLICIES

Screening at Entry

Health Screenings will be done daily at Entry to the program. There will be a daily wellness check sheet along with checking for symptoms of fever, coughing and shortness of breath. Trained Staff members will conduct Screenings.

Exclusion From Program

Any Staff member, child, parent or guardian showing symptoms consistent with COVID-19 such as fever, coughing, shortness of breath or they have been in contact with someone with COVID-19 in 14 days are excluded from the program.

Implementation of Social Distancing Strategies

Group size will be reduced to less than 10 per group including adult staff member. Activities will be modified for Social Distancing. Sharing of items will be limited following proper cleaning and sanitizing procedures.

Drop-off and Pick-up

Parents will remain in car when dropping child off. Staff member will go out to greet each child one at a time. Staff member will conduct daily screening and have parent sign in. For pick-up, parent will call site cell phone to say they have arrived. Staff member will walk child out to parents' car and parent will sign child out. We ask that each parent or guardian have their own pen for signing child in and out of the program.

Cell number – Y's Owls Preschool – 609-581-9622 ext. 106

Cell number – University Heights – 609-902-9911

Authorization for Release

A child will not be released to any person other than a parent/guardian or those authorized to care for him/her. Notify the Director in writing if a person other than those authorized will be picking up the child. This person will be required to show identification until the staff becomes familiar with him/her. You will want to inform any persons picking up your child that identification will be required.

If there is a court order of legal custody, the site Director must have a copy in order to deny a parent permission to take a child from the Center

LATE PICKUP:

If you are late picking up your child, the following fees will be charged:

- 15 minutes \$10.00
- 16-30 minutes \$20.00
- 31-45 minutes \$30.00
- 45-60 minutes \$40.00

If alternative arrangements are unavailable, we are required to notify the Division of Youth and Family Services (DYFS) if a child is not picked up within one hour of closing.

Outside Play

During Outdoor Time, Social Distancing will be observed and children will remain in assigned Groups. Children will immediately wash hands when returning to Program indoors.

Meals and Snack Time

The Hamilton Area YMCA will provide both morning and afternoon snack. Parents will be responsible for sending in a brown bag lunch. All food, utensils and drinks MUST BE disposable. We do not have the ability to refrigerate or heat up food.

The Emergency Child Care Program is a “nut-free” environment. Absolutely no products containing peanuts, peanut butter, or tree nuts of any kind will be allowed. This includes products made in a facility that processes tree nuts/peanuts or **may contain** tree nuts/peanuts. Please read all ingredients carefully! Please inform the Supervisor of any food allergies or dietary restrictions your child may have.

Any food considered a potential choking hazard such as carrots, grapes and popcorn (ages 3-5) may not be brought into the Program.

Hygiene Practices

Adequate supplies will be provided for good hygiene. Staff will practice frequent hand washing with children; entering building, before meals and snacks, after outdoor time, after going to the bathroom, and prior to leaving for home. Hand sanitizer will always be available when soap and water are not readily available.

Cleaning and Disinfecting Procedures

Proper procedures are in place and will be followed by staff throughout the day.

Cleaning – Staff will increase the frequency with which toys, equipment, and surfaces, especially doorknobs, light switches, counter tops, and restrooms are cleaned. To minimize the potential for the spread of germs in the facility staff will remove toys that are not easily cleanable and rotate the toys that are out at any one time so that they can be adequately cleaned and sanitized. If groups of children are moving from one area to another in shifts, cleaning measures must be completed prior to the new group entering the area.

Disinfecting – On a daily basis, staff will clean and then disinfect surfaces and objects that are touched often. This includes restrooms, tables, chairs, doorknobs, hands-on learning items, faucet handles, toys and games.

Toilet Training

Our Preschool Program requires that all children are to be toilet trained, including the ability to wipe themselves.

If an accident occurs, the child will be changed and the soiled or wet clothes will be placed in a plastic bag. If the accidents are frequent, we will schedule a conference with the parents. Parents will be called to come to the site if their child has a bowel movement accident that is messy.

Clothing

Sneakers are required each day. Children should wear comfortable play clothes that are child friendly and can get dirty.

Toys

Toys are not to be brought to the program.

All toys used in the program will be cleaned and sanitized daily.

Please sign the **Handbook Acknowledgement Form** and return to the Program Supervisor. In this way we can be sure you have received a copy of the Handbook and understand the Program's policies and procedures.

All Policies and Procedures and As Needed Forms are located on our website at www.hamiltonymca.org/Childcare/Enrichment page.