



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

GREATER BURLINGTON Y

Y Early Childhood Programs

Parent Handbook
2020-2021

Greater Burlington Y
298 College Street
Burlington, VT 05401
www.gbymca.org

Our Mission

To build a strong community by involving youth, adults, and families in programs and activities that develop spirit, mind and body.

Y EARLY CHILDHOOD PROGRAMS:

Preschool at the Pomerleau Family Y
Infant/Toddler at College Street
UVM Medical Center
St. Albans

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Y EARLY CHILDHOOD PROGRAMS

WELCOME

Welcome to the Y Early Childhood Programs. We look forward to having your child in our program. This handbook has been written to explain our program - its philosophy, goals, procedures and policies. Please feel free to ask questions and make suggestions. Our goal is to provide your child with a quality program.

The Greater Burlington YMCA is the largest provider of child care in Vermont. The Y offers child care, early education and school age programs to more than 1,200 Vermont children each week.

The Y's experience in providing quality child care for over 30 years ensures that the care provided is of the highest quality. Accreditation by the National Association for the Education of Young Children (NAEYC) and the VT Stars Quality rating system further validates the high quality of our facilities, staff, and programs.

THE ORGANIZATION

The mission of the Greater Burlington YMCA is to build a strong community by involving youth, adults and families in programs and activities that develop spirit, mind and body.

The history and origin of the Y was founded on Christian beliefs. Today's Y builds upon that history through the development of values. At the Greater Burlington YMCA, character development is emphasized in all of our programs. The four core values that teachers will discuss and teach are respect, responsibility, honesty and caring.

PHILOSOPHY AND GOALS

The philosophy of the Y Early Childhood Program is to provide a quality program for children ages 8 weeks to 5 years. We strive to foster social, emotional, physical, cognitive, creative, and healthy development through enriching experiences and positive relationships.

Our goals are...

1. To provide a safe, warm and comfortable environment in which each child can build strong, positive relationships with adults and other children around him/her.
2. To develop positive self-concepts by creating an atmosphere geared to successful experiences.
3. To provide opportunities for each child to develop his/her whole body through small and large muscle activities.
4. To provide a stimulating, creative and rich environment for each

child.

5. To promote character development by teaching and demonstrating the values of caring, respect, honesty and responsibility.
6. To respect each child and family as having unique abilities, feelings, needs and wants.
7. To develop relationships with families that encourage reciprocal communication and that foster trust and mutual respect.

Program Details

Physical Facility

The program is housed in a brand new facility specifically designed for children to achieve an optimal child-centered, familial environment. We have seven infant/toddler classrooms downstairs; two infant classrooms, two classrooms for young toddlers and three classrooms for older toddlers. Upstairs we have three preschool classrooms. There is a large fenced in playground attached to the building that provides a safe and secure outside play area for multiple classrooms at a time.

Each classroom will have an assigned playground time. There are fifteen minutes in between each classrooms playground time to allow for teachers to clean and sanitize the playground before the next group.

Parking spaces have been provided for families' use when dropping off and picking up their children. Several parking spots are reserved right outside the childcare lobby with yellow lines specifically to ensure safe child care drop off and pick ups.

Our classrooms are set up to provide children with a variety of activity and play centers. These may include art, water play, blocks, dramatic play, manipulatives, science, writing center, and early literacy. Additionally, our curriculum provides opportunities for experiences with music, movement, cooking, math, social studies, field trips and other enrichment opportunities. We follow the guidelines set by the National Association for the Education of Young Children (NAEYC) and the Vermont Early Learning Standards (VELS).

SESSION AND HOURS

The Y Early Childhood Program at GBYMCA maintains a yearlong session. The new yearly session begins at the end of August and runs through the following summer. The center is open Monday-Friday, ~~7:30 am-5:30 pm.~~

Due to new health guidelines, our hours of operation are 7:30am-5pm. We have asked families to pick between two time slots: 7:30am-4pm or 8:30am-5pm.

Morning drop-offs end at 9:30am. If you are running late, you may not drop your child off after 9:30am. If you have a doctors appointment, you must let your teacher know so we can make sure someone is here to do a temp. health when you arrive.

If a teacher shows signs or symptoms of illness and a substitute is unavailable,

we may need to close the classroom that day. We recommend that you prepare a back-up care plan.

CLASSES AND AGES

We accept children for our programs ages 8 weeks-5 years.

Group size and ages are in accordance with recommended ratios outlined by the National Association for the Education of Young Children (NAEYC).

Age	Adult/Child Ratio
8wks-24 months	1:4
24-36 months	1:5
3-5 years	1:10

The Y Early Childhood Program at GBYMCA requires a two-week written notice for withdrawals. Failure to give a two-week notice will result in tuition responsibility for the two-week period.

The program is a partner in your child's education, therefore; we require that information resulting from consultation with specialized service providers be shared with us. These providers include, but are not limited to: Occupational, Physical, and/or Speech Pathologists; Behavioral Interventionists, Therapists and Pediatricians. Communication between other adults and providers in your child's life help us to provide stronger supports for your child and your family.

Modifications of the program to accommodate the needs of children with qualified disabilities, including assignment of additional staff, may be made where such modifications are reasonable and necessary, if the modifications do not fundamentally alter the nature of the program and do not result in an undue burden on the Y. Requests for modifications or auxiliary aids should be made as far as possible in advance of a child's attendance in the program. The Y strives to make the program one which provides for the safety, well-being, development, and success of each child enrolled - and seeks to work in partnership with families in best accomplishing that goal.

If a child's behavior endangers themselves, other children or staff and cannot be managed effectively, your child may be asked to leave the program. The director will provide written notice five (5) days prior to expulsion date unless there is evidence of imminent harm.

Financial Policies

Upon enrollment, you will be asked to sign an Enrollment Agreement. This

agreement outlines the various conditions of the child's participation in the program as well as your financial obligations and commitments. As stated in the Agreement, parents are financially responsible for those times the child is scheduled to be at the center regardless of whether the child is actually in attendance. For additional time above the contracted allotment, financial adjustments will be made.

Parents are obligated to pay for their contracted number of days regardless of whether or not children attend.

SCHOLARSHIPS*

If you require tuition assistance, applications and inquiries are available from the Y Business office. For more information contact the business office at boffice@gbymca.org

****Corporate site sponsored programs may have different financial policies. Please refer to your program's addendum.***

STAFF

Senior Vice President- Marsha Faryniarz

mfaryniarz@gbymca.org

Oversees the Greater Burlington YMCA's programs for early care and education as well as the Y's Youth Programs. She is responsible for the supervision of all employees in those programs.

Center Director- Danielle Harris

dharris@gbymca.org

Has overall responsibility for daily operations of the center, staff, curriculum, and facility. Handles administration duties, training, planning/development, serves on state-wide/local early childhood education committees, manages enrollment, payment and scheduling.

Center Assistant Director- Calli Genlot

cgenlot@gbymca.org

Supports Center Director and staff and assists in administrative duties.

Center Program Coordinator- Kara Simmons

ksimmons@gbymca.org

Supports directors and staff, curriculum support, hiring and recruiting.

Site Director at 265 College St- Mackenzie Hakey

mhakey@gbymca.org

Oversees I/T program and staff at 265 College St

Teachers and Associate Teachers

Full-time team members who work together to provide an enriching environment for children and families.

Classroom Assistants

Full or part-time team members who support classroom teams in providing care and education.

The teaching teams consists of caring and skilled early childhood professionals. Teachers are qualified by education and experience and model the Y's values of caring, honesty, responsibility and respect. The Y requires on-going staff training and provides quality educational opportunities throughout the year. Regularly scheduled staff members are certified in CPR and first aid.

CURRICULUM

Emergent Curriculum:

The Y focuses on a play-based approach known as Emergent Curriculum. Learning experiences and projects are guided by the teacher based on children's interests, incorporating a multi-sensory and hands-on approach. Children learn by using all of their senses to explore and develop an increased ability to think, reason, question, and experiment. We place an emphasis on building social competency skills in an environment rich in language development.

Our classrooms are set up to provide children with a variety of activity and play centers. These may include art, water play, blocks, dramatic play, manipulatives, science, writing center, and early literacy. Additionally, our curriculum provides opportunities for experiences with music, movement, cooking, math, social studies, field trips and other enrichment opportunities. We follow the guidelines set by the National Association for the Education of Young Children (NAEYC) and the Vermont Early Learning Standards (VELS).

Loose Parts:

We utilize loose parts play into our indoor and outdoor classrooms. Loose parts materials include natural and synthetic materials that can be used in open-ended ways. Children use them to explore concepts and make connections without preconceived notions of use. For example, a pipe has been used for tunnels, as a flagpole, oars for a ship and fishing poles. This also provides materials that are free from our perceived biases as adults.

Anti-bias Classroom:

All Y Youth Development programs strive to teach children in an inclusive environment. This includes the physical environment, behaviors, and attitudes of our staff. Classrooms will provide children with non-stereotyped books, dolls, and learning opportunities that reflect a variety of people of different ages, abilities, genders, ethnicity, etc. Curriculum plans may include traditions of the children enrolled in the program, other traditions, foods from different cultures. We will engage in spontaneous and intentional

conversations about people's differences and similarities. These conversations will include the concepts of respecting differences, recognizing unfairness, and speaking up for others.

Outdoor Classroom:

Outdoor play is an important part of our curriculum. We will spend as much time outside as possible. Our playground is a good example of our outdoor classroom. This is a space where children can explore building and creating with loose parts and engaging with natural elements in our sensory areas and garden boxes. We also utilize spaces in the community, visiting local trails and green spaces such as the waterfront, Perkins Pier, the green at UVM, Finney Quad at Champlain College, Smalley Park, and Centennial Woods, just to name a few.

It is important that children have appropriate clothing and outerwear for the weather conditions. We request that children have weather appropriate coats and boots (rain and snow), swimsuits, sun or winter hats, snow pants and waterproof gloves/mittens. It is helpful to send in two pairs of mittens for your child so that they have a dry pair for the afternoon.

VT Child Care Regulations state that teachers must wash hands between children when applying sunscreen. Parents are requested to apply sunscreen prior to drop off at home or at school so that time outside can be maximized. Each child needs to have sunscreen at school for re-application throughout the day.

Clothing:

In order to foster independence and self-help skills, we ask that you send your child in clothes that they can manage independently. Please dress your child in clothing that is suitable for running, climbing, and other vigorous activity, and that is appropriate for the weather. Because the children work with messy materials, they should be in clothes that can be easily washed. Sneakers are the best shoes for these activities. For your child's safety we do not allow flip flops. Shoes should stay on feet, not slide off easily and have tread on the bottom. Please be sure that your child has at least two complete sets of clothing here and more if your child is toilet learning. Please make sure that everything is labeled. We will label all clothing that is not labeled.

You need to provide extra clothes for your child at school- due to the pandemic, we are not providing "extra school clothes". If you do not have enough extra clothes for your child at school, and your child needs to change, your child's teacher may call you requesting you bring in new clothes for your child.

Children under two cannot wear facial coverings. We are not requiring facial coverings for children over the age of 2. If a parent feels strongly about their child wearing a facial covering, we will support that decision. If the

child is unable to wear the facial covering safely, we will have to ask that they remain without it while in our program.

Toys from home:

Please do not have your child bring toys from home. While toys from home can be exciting or novel; young children have difficulty sharing. Teachers cannot be responsible for toys and other items brought from home. If children bring toys from home, the teachers will ask that the adult brings the toy back to the car or for it to be kept in the cubby for the day.

Sleep

In Partnership with families, we will help infants sleep when they are tired, using the infants sleep cues to direct when they need to nap. While our infants rest/nap according to their individualized needs, for most of our classrooms rest time is a period of time following lunch.

We are required by state licensing regulations to provide children with a quiet rest time daily. Sleep is a major requirement for good health. Vital physical and mental development occurs in early childhood and naps provide much needed downtime for growth and rejuvenation. A child's need to rest at some point during the day is important. **It is our philosophy that if a child falls asleep on his/her own, we will not wake them until rest time is over.** If families have individual requests regarding their child's sleep pattern, we will make reasonable efforts to come to an agreeably mutual plan.

Children over 12 months old will be given the opportunity to rest for 20-30 minutes. If they do not fall asleep, quiet activities will be provided. Those children may continue rest time by engaging quiet reading from the teacher, independent reading, puzzles or games, or other age appropriate and calm activities.

Biting:

Biting is unfortunately not unexpected in older infant and toddler groups but can be very emotionally charged. There are many reasons that toddlers may bite. Sometimes children bite to express feelings they cannot yet express with words; sometimes they bite when they are frustrated; or they may bite in the excitement of a happy moment. No one can predict which children will bite, but we are ready to help toddlers who do bite to learn other behavior. We are also ready to give treatment, sympathy and advice to children who are bitten.

Below are some of the strategies we use to prevent biting, and a description of our response when biting does occur:

First, we thoughtfully plan the day to try to avoid boredom, frustration, and over-stimulation. We strive to provide a calm and cheerful atmosphere with

a mix of stimulating, soothing, age-appropriate activities, and multiples of favorite toys. We also work to model acceptable and appropriate behaviors for the children, helping them to learn words to express their feelings and giving them the tools to resolve conflicts.

Second, if a bite does occur, we focus our attention on and help the child who is bitten. We reassure him or her and care for the bite. If the skin is not broken, we use a cold pack. If the skin is broken, we follow medical advice and clean the bite with soap and water. If it is likely the area bitten may get dirty, we will cover it to keep it clean. If your child is bitten, we will call you to let you know about the bite. Teachers fill out an incident report, have it signed by the administrator, keep a copy, and give one to you when you pick up your child. We also respond to the child who bit. We show the children strong disapproval of biting by responding immediately, directly and sternly. Our specific response varies by circumstances, but our basic message is that biting is the wrong thing to do.

Third, parents are notified when their child starts to bite and each time a bite occurs. We ask parents to keep us informed if their child is biting at home. Children who bite in our program do not necessarily bite at home. But if your child is biting in both places, it is important for all of us to be consistent in our responses. Communication is very important in order to help your child stop biting. It is of utmost importance to work together to try to minimize the frequency of biting incidents occurring in the future.

Biting behavior by infants and toddlers is not considered a violent behavior because it is not malicious in intent. Because we know that biting is a relatively common behavior for many children of this age, we do not have an exclusion policy. However, if a child is having a particularly rough day and is biting persistently, we may have to separate the child from the group for the day. We want the best for all children in our program.

Aquatics Program

Our three preschool classrooms participate in a swimming lesson once a week. Each session is designed to expose children to water safety and enjoyment. Swimming sessions take place at our new aquatics center and are in a group swim format. Our older toddler classrooms participate in water play on the splash pad once a week.

You will need to provide a swimsuit for this activity. Trained aquatic staff and the classroom teachers swim with the children in addition to a lifeguard on deck. The focus is making children feel comfortable in the water, getting their faces wet, introducing skills and water safety. On swim days we appreciate clothes that are easy to put on independently as children have lots of transitions and this may lead to added frustrations.

We will not participate in our aquatics program this fall and will continue to monitor the viability of this for the spring of 2021.

Field Trips

Most groups go on 3-4 field trips each year. Some of these are by walking, public transportation or contracted bus services. After recommendations from the Vermont Governor's Highway Safety Commission, the Y Early Education team has decided to contract out bus services. Please note that for many reasons we are unable to take field trips to individual's private homes. Walking trips may occur without prior notice. Parents are responsible to cover field trip costs. Whenever chaperones are needed the staff will put out a request for families to join us. Details such as additional fees will be decided at the time of field trip arrangement.

We will continue to monitor the viability of this for the fall of 2020.

Family Involvement

While a lot of information can be informally shared during drop-offs and pick-ups, we schedule regular fall and spring family conferences and with some notice we can arrange additional conferences, as needed. It will help us to meet your child's needs if we know about any changes in your family's life (pregnancy, moving, divorce, death, new pets, etc.) You are encouraged to call or email your child's classroom at any point.

You are invited to read or tell a story to the class, sing songs, volunteer to help children with a project, chaperone field trips, make classroom games at home or share a skill. We encourage you to volunteer in the classroom as many times as you can. It is amazing and fun to watch your child and the class change and grow in their social interactions. An added set of hands and eyes are always welcome and give the children more one-on-one time with an adult.

Family conferences are held twice a year for all classrooms. During the fall meeting, parents and teachers have an opportunity to get to know each other, talk about the upcoming school year and to set goals/expectations for your child. In the spring, the teacher will share written information regarding your child's growth and development. Ages and Stages-3 (general development) and Ages and Stages-Social Emotional (2nd ed.) Developmental Screening tools are used with younger children and TSG are used in the preschool rooms. Both the screener and TSG Assessment are generally based on observations and data collected on an on-going basis in the classrooms.

We currently cannot have parents in the building. We are happy to have meetings or join classroom activities through a live zoom call that can be facilitated through your classroom teacher.

All daily information will be given through a daily sheet and staff will send weekly class updates. All of our classrooms use the Remind App to communicate with families during quiet times throughout the day. We ask that you respect our hours and not message teachers before or after our hours of operation.

Celebrations:

We will acknowledge birthdays and other important events in your child's life. You may wish to provide food for the special occasion. Check with your child's teacher first for ideas and amounts necessary. You are encouraged to join in these celebrations whenever possible. Party favors, special trips or visitors (e.g., clowns, performers...) should not be included as a part of the celebration. Latex balloons and candy are not permitted in any of our programs. If you are planning a party outside of the Y, we ask that you do not distribute invitations on site.

Due to new health guidelines, we are not currently sharing snacks in the classrooms.

Nutrition

Allergies/Food Sensitivities:

Please list any food allergies or sensitivities that your child has in the appropriate section of the child's registration form. This information should also be communicated to the program director and your child's teachers before or immediately upon enrollment.

Our programs are mandated under licensing to monitor children's nutritional needs, and therefore we ask for your cooperation with the following guidelines for the children's food. We ask that you limit the amount of sugar, fat, artificial colors and food dyes, sweeteners, preservatives, and additives in the foods you provide. We do not allow children to have candy, soda or any high fructose beverages. Well-balanced meals incorporating fresh foods from all the food groups, accompanied by milk, water or unsweetened fruit juice is strongly encouraged. When planning cooking activities for the children we will work hard to do our part in providing healthy examples. There are many foods that pose a choking risk to children under the age of four. Please check with your child's teacher about food that may be prohibited and see the attached list at the end of the handbook

Snack:

Snack time is offered twice each day (AM and PM) and one snack is provided through a parent cooperative. We ask that you sign up on your child's snack calendar in their classroom to provide one to two snacks per month if you're able to. Please make sure to provide adequate amounts so that each child may have seconds. If you have a question please see your child's teacher since different age groups have different dietary requirements. Please provide a morning and afternoon snack for your child. We have temporarily suspended the co-op snack.

Lunch:

Each day, your child will need to bring a healthy lunch. We provide water as part of the program. If you would like your child to have milk at snack or

lunch time, you must provide it. One idea is to bring a half gallon at the beginning of each week. Teachers will let you know if your child's milk is running low or expired. We ask that parents reinforce the importance of eating a good lunch. It may be a good idea to have your child help you choose a healthy option. This way you can be sure that what you pack are things that your child will eat.

Please note that the following foods present choking hazards for children under four years old and will not be served unless prepared in such a way as to minimize potential for choking:

- ❖ Hot dogs. *Please cut them up lengthwise and chop into bite-sized pieces.*
- ❖ Whole grapes and cherries. *Please cut lengthwise and then into halves.*
- ❖ Chunks of raw carrots or meat larger than can be swallowed whole. *Try slicing carrots into thin strips, shredding them or cooking them.*
- ❖ Popcorn; raw peas; hard pretzels; hard candy.
- ❖ Please cut up apples and other hard fruits into thin slices

A good rule of thumb is to cut foods into pieces no larger than ¼ inch squares for infants and ½ inch squares for toddler/twos.

10 TOP CHOKING FOODS FOR CHILDREN UNDER AGE 4

Please note that this is not a comprehensive list.

The following foods pose a choking hazard to children under age 4. Small, round, firm foods that can slip easily down the throat, those that are stringy or sticky, and those that swell when moist are the most dangerous. You should not serve them to children in this age group unless you're able to prepare them in a way that lessens their potential to cause choking. Some commonsense advice:

- | | |
|----------------|---|
| Apples | Always chop apples and other firm fruits into manageable, bite-sized pieces or thin slices, or cook until soft in texture. |
| Carrots | Raw carrots should be finely shredded or cooked thoroughly until mushy to the touch. |
| Celery | Its stringy quality makes celery hard for young children to chew and swallow properly. With a peeler, remove the stringy outside layer of the celery stick, and cut it up before serving. |

- Grapes** Cut grapes in half (if large, cut into fourths) before giving them to your child (remove seeds). Similarly, cherries should be pitted and chopped before serving.
- Hot Dogs** One of the most common foods to choke children, hot dogs must be cut up to become safer to eat. Slice lengthwise and then chop into irregularly shaped, bite-sized pieces.
- Nut Butters, Sunflower Butter** The safest way to prepare nut butters is to spread a very thin layer on a slice of bread and serve with a beverage. Children under age 4 should never eat large clumps of nut butter from a spoon or finger. *(Please note that some of our programs are peanut and tree nut free.)*
- Raisins/Dried Fruit** Avoid raisins to children under age 2. Serve plump, separated raisins or ones that have been cooked in breads or puddings
- Hard Candy** Small sucking candies are dangerous because children tend to bite them and may accidentally swallow them whole, blocking their airway. *
- Nuts** Peanuts (like hot dogs) are a leading cause of childhood choking. But all nuts pose a threat because of their size and shape and therefore should be avoided. *
- Popcorn** Its size, shape, and sharp, irregular edges makes popcorn a prime choking food. *

*Keep these foods off-limits for children under age 4.

LUNCH AND SNACK IDEAS

These are some of the things we have found young children like to eat. If you have other suggestions, let us know!

<u>Breads/Starch</u>	<u>Fruits/Vegetables</u>	<u>Dairy/Protein</u>
Spaghetti	Fresh fruit (cut or whole)	Cheese
Pizza	Mashed potatoes	Yogurt
Muffins/quick breads	Applesauce	String cheese
Waffles	Fresh fruit with yogurt	Cream cheese & bagels
Toast	Celery, carrots, broccoli	Baked beans

	& dip	
Macaroni & cheese	Fruit salad	Hard boiled eggs
Sandwiches	Salsa & chips	Rolled-up deli meat
Graham crackers	Vegetable soup	Pepperoni
Pancakes	100% fruit juice	Tofu
Garlic bread	Peas or green beans	Cut-up hot dogs
Cereal bars/granola	Pickles/olives	Chili
Pretzels		Pudding
Raisin bread		Cottage cheese
Oatmeal		Cream soup
Bagels		Grilled cheese
Rice cakes		Scrambled eggs
Crackers		Chicken fingers/nuggets
Rice		Hamburger
Tortillas		Stir fry
English muffins		Hummus
Animal crackers		Tuna fish
Dry cereal		

Labeling:

Please make sure to label all food containers and bottles in the lunch bag with your child's name. (Infant formula and breastmilk should also have the date on it.) Please pay attention to the expiration dates, because we will dispose of any food items that are past their expiration date. All bottles and food containers will be rinsed and sent home each day. Mothers who are breastfeeding are encouraged to come to the center to nurse at their convenience.

Due to new health guidelines, parents are not allowed in the building. Mothers who need to nurse may pick up their child and leave the building to nurse them. Upon the child's return, we will do another temperature check.

Glass Containers:

We will not be serving food out of glass containers to children ages 0-2. If you wish to bring in food in a glass container for storage and heating purposes, you may do so, but please note that the food will be transferred to a safe container before being served to your child.

Diapering and Toilet Learning

We require all families to have a minimum of 10 diapers at the center.

Diaper cream does not require a medication form.

Cloth Diapering:

For children who require cloth diapers, the diaper must have an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and the outer covering must be changed as a unit. Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a family provided bag (without rinsing or avoidable handling) and sent home that day for laundering.

Toilet Learning:

Please talk to your teacher or director if you have any questions about toilet learning. We will provide written materials and/or resources on the topic and will work closely with parents to ensure that the children are provided consistent experiences both at home and at school while they are potty learning. We will not force a child to use the potty. Toilet learning is encouraged for those children who are ready in the toddler classrooms.

Emergency Procedures

Injuries and Illness:

If a child is injured or ill, the director or the appointed person in charge will take whatever steps necessary to obtain emergency medical care. These steps may include, but are not limited to, the following:

- 1) Attempt to contact a parent or guardian*.
- 2) Attempt to contact a parent/guardian through any of the persons listed on the emergency information form.

Due to health guidelines, and in an effort to keep children and staff safe, you need to pick up your sick child within 30 minutes of the Y calling you.

If we cannot contact a parent/guardian, or the situation warrants, we will do one of the following:

- 1) Call 911.
- 2) Have the child taken to a hospital or doctor's office in the care of the director/acting director.

****Please make sure all contact information is accurate and up to date.***

Fire Drills and Center Evacuation:

Every program will conduct monthly fire drills and lock down drills throughout the year. At all other times, the front doors are only accessible by using the key card provided to parents.

Since we are not allowing parents in the building at this time, key cards have

been deactivated.

Severe Weather Procedures/School Closings

In the event of emergency weather conditions or other unforeseen emergencies occur, the center reserves the right to declare an emergency closing for the appropriate time period. Parents can be notified of such closings via radio or television announcements and contacted through our One Call System. Weather related closings will be announced before 6:30 am. Any decisions to adjust our hours of operation due to severe weather (or other emergencies) may be made throughout the day and parents will be informed of such decisions through the One Call system.

****Please make sure all contact information is accurate and up to date.***

Health Policy

Based on VT Licensing guidelines, our ultimate goal is to provide quality care to a group of healthy children. We ask your cooperation in keeping everyone healthy. Children who become ill will be comforted until picked up by the parent or designee. Children who are ill must be picked up as soon as possible and no longer than one hour after the call from the Y staff. Children who appear to be ill or who have contagious diseases are not permitted come to the program that day. We ask that you call your child's classroom if they will be absent. **In general, 24 hours healthy before returning to school helps to keep everyone healthy including staff and children.**

Children who are sent home for illness must be home for the entire next day to ensure that they are healthy enough to return to school.

We are unable to care for your child if she/he...

- Has a fever of 100 F or greater
- Is congested enough to need a vaporizer.
- Is tired enough to require sleep beyond a regular nap.
- Has any eye discharge.
- Has diarrhea (2 times in 24 hours or if it persists for more than 48 hours).
- Has an unidentified rash.
- Has severe coughing.
- Is not able to keep up with the scheduled day
- Has vomited within the last 24 hours.

Additionally, the COVID-19 Vermont Department of Health Guidelines will supersede all or our program guidelines. Please see below.

"Do they feel unwell with any symptoms consistent with COVID-19? For example, have they had a cough, high temperature, shortness of breath,

difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell?"

Children who have been out with the following illnesses may return to the school according to these guidelines...

Cold/fever	24 hours after the fever is gone without medication 48 hours fever free without the use of fever reducing medication
Conjunctivitis	a properly dated medication must have been administered for 24 hours as prescribed or a note from the child's doctor stating that they are not contagious
Chicken Pox	when the last sore is scabbed over and there is no oozing
Head Lice	after using a prescription treatment and all eggs are removed (no nits)
Impetigo	24 hours after medication has begun
Measles	6 days after the rash appears, with a signed note from physician
Mumps	9 days after swelling starts, with a signed note from physician
Scabies	24 hours after treatment has begun, with signed note from physician
Strep Throat	24 hours after medication has begun
Vomiting	24 hours after last episode and child is able to tolerate food
Coxsackie	fever must be gone; when sores are not oozing, and child can eat and drink comfortably; upon doctor's approval to return (written note)
MRSA	when sores are no longer oozing and are scabbed over

***The Y will follow the guidelines recommended by the VT Dept. of Health in the event of a pandemic. Parents will be notified if one should occur. Please use your pediatrician's recommendation for any other illness.**

COVID-19 HEALTH POLICY

"Anyone diagnosed with COVID-19 or awaiting test-results should self-isolate until:

1. It's been 3 full days of no fever without the use of fever-reducing medication, and
2. Other symptoms have improved, and
3. At least 10 days have passed since symptoms first appeared."

Medication Policy

In order for your child to be given medication while in our programs you must complete and sign a written medical authorization form with the dates your child receives medicine. When completed, the forms should be given to the teacher along with the proper medication. **All** medications should be in the original container with proper dosage noted on the label; if it is a prescription medication, the medication must be clearly labeled with the child's name, dosage, schedule and contents, and the date must be current. Medications will be kept in locked medicine boxes; they should **not** be stored in the child's lunch box, bag or backpack. Staff is trained by a licensed health provider on how to properly administer medication. Please note that our staff will not administer medications if they do not conform to written instructions either on the container or from a physician. For example, should a parent request that we dispense an over-the-counter medicine to an infant when the label clearly states that a physician should be consulted before administering the drug to a child under the age of two, we will only administer the medicine with a physician's note outlining the medication and appropriate dosage. We will not administer any medication with the intent to reduce a fever.

Pick-Up Authorization

An adult over the age of 18 must accompany the child into and out of the building.

Due to new health guidelines, parents are not allowed in the building at this time. The directors and select staff will be bringing children in and out of the building.

Children will be released only to those persons listed on the registration form as authorized persons to pick-up. Any other person coming to pick-up must have prior permission from the parent, and authorization must be told to the teacher or the program director by the parent. We will not accept a note/message from the person attempting to pick up a child. The pick-up person should be prepared to show I.D. if staff do not recognize them.

Late Pick-Up Policy

In the event of an emergency when you arrive past your programs closing time, you will be charged a late pick up fee. Parents will be charged \$1.00/minute late. Staff will inform the director of any late pick-ups and parents will be invoiced for the late fee. The late fee will be added to your tuition plan by the business office.

During this time it is critical that families pick up on or before their designated time. Repeated failures to pick up your child within your assigned time slot will affect your participation in our program.

Babysitting Policy

Employees of the Greater Burlington YMCA may not be alone with children of families who are enrolled in any GBYMCA programs when the employees and the children are outside of the Y. This includes employees babysitting for families or having children visit employees' homes. Staff place themselves in a vulnerable situation when they are alone in a home with children. The childcare policies of the Y are in place to protect children from abuse and also to protect staff from accusations of abuse. We encourage professionalism in all our staff and feel that babysitting diminishes that teacher/parent relationship. Professionalism is a part of the evaluation process, and staff members' professional relationships will be considered during evaluations. Any babysitting by staff members is considered grounds for dismissal under YMCA employment.

Suspected Child Abuse and Neglect

As professional early childhood educators, we are mandated by the State of Vermont to report any suspicions of child abuse or neglect immediately to the Department of Children and Families (1-800-649-5285).

In the event that any adult behaves in a manner that disrupts the program, intimidates, or promotes fear, that individual will be asked to leave the facility and may be restricted in their access to the program and its premises. All individuals must use respectful behavior and communications at all times at the program.

We ask that you remember to respect the confidentiality of any information you may inadvertently gain about other children and families at the school. Please refrain from passing along any personal information to anyone unauthorized to hear it, both within and outside the center.

Information Procurement Policy

Maintaining confidentiality is critical. Information about children or families will always be kept confidential. Children's files will be kept in a locked cabinet or drawer.

Photos and Video

At the Y, photographs or videos are occasionally used for program brochures, staff training or other Y related business. If you are concerned about your child being photographed, please notify the director.

Please be aware that Y families may take photographs of their children within our programs for their own private use. If the pictures include any children than your own, all such photos should be for private use only and should not be published or posted on a public media forum such as Facebook, Instagram, Twitter, YouTube, Snapchat, etc.

Notice of Non-Discrimination

In accordance with the laws and regulations cited below, the Greater Burlington Y does not discriminate on the basis of race, color, national origin, handicap, age, or sex in admission or access to, or treatment or employment in, its programs or activities.

Age Discrimination Act of 1975, as amended (42 USC 6101 et seq.) 45 CFR Part 91.

Title IX of the Education Amendments of 1972 (20 USC 1681) 45 CFR Part 86.

An anti-harassment policy is on file in the downtown office.

Kyle Dodson, President/CEO
Greater Burlington Y
298 College Street
Burlington, VT 05401

Insurance

A comprehensive program of insurance issued to the Greater Burlington YMCA covers the center and its staff.

Licensure

The center is fully licensed by the State of Vermont and the Department of Children and Families/ Child Care Division (1-800-649-2642), meeting all

health, safety and fire regulations. Regulations may be viewed at
<http://www.dcf.state.vt.us/cdd/>