



**Kids' Korner
Before and After School Programs
Parent Handbook
2020-2021**

Revised 02/13/2020

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KIDS' KORNER PHILOSOPHY

Kids' Korner provides affordable before and after school programs that foster individual growth and development of mind, body, and spirit through developmentally appropriate activities and child initiated programming.

Goals for the Program

1. To work in partnership with parents, school personnel, and the community to support a child's emotional, social, physical, and intellectual growth.
2. To provide parents with the assurance of safe, affordable, and nurturing childcare.
3. To create an environment that fosters self-expression, social growth and development, and skills for a healthy life style.
4. To guide children through positive discipline, reflective listening, logical consequences, and peaceful alternatives to make responsible decisions.
5. To provide a variety of developmentally appropriate creative, physical, and intellectual activities, maintaining a balance of quiet, active, and self-directed time.
6. To meet the needs of each child through careful observation, reflection, and respect of individuality.

Goals for Children

1. To feel safe, comfortable, and respected as an individual.
2. To learn, grow, and have fun.
3. To develop a positive sense of self and a foundation for a healthy life style.
4. To acquire the skills of conflict resolution, positive communication, and a respect for individual differences.
5. To feel comfortable with one's self, one's accomplishments, and one's abilities.
6. To develop self-help skills, independence, and a sense of responsibility for ones actions and behavior.
7. To feel like a valued and important member of the Kids' Korner family.

ENROLLMENT OF CHILDREN

The YMCA Kids' Korner Before and After School Programs are licensed by the State of Connecticut Office of Early Childhood for school age care. We enroll children entering kindergarten through fifth grade at our Middletown and East Haddam Program and kindergarten through 6th grades at our Portland and Cromwell Programs. Each child entering the center must have an updated physical form, signed and dated by his/her pediatrician, including current immunization documentation. Children who are school age, are required to have a physical upon entering Kindergarten and then as required by the school district for which that child attends and acceptable to the local education authority.

KIDS' KORNER REGISTRATION

MEMBERSHIP REQUIREMENTS

All participants in the YMCA Kids' Korner program must be Middlesex YMCA members. Several types of memberships are available. For specific information about membership, contact the YMCA at (860) 347-6907.

- Individual Program Membership is available for \$80.00 per calendar year.
- Family Program Membership is available for \$110.00 per calendar year.
- Kids' Korner families can also choose a monthly fee of \$8.00 a month for an individual program membership or \$11.00 a month for a family program membership. The membership will be valid on a month-to-month basis. Once a child leaves the program the membership becomes invalid.
- There is a \$10.00 **one-time** enrollment fee for new members.

*Program Memberships entitle members to participate in YMCA programs and use of the facility with payment of a usage fee.

Full Facility Individual and/or Family Membership are available on the monthly draft plan. This membership category provides unlimited use of the YMCA facilities without a daily usage fee and with reduced rates for classes.

After August 15th, no changes to enrollment will be accepted to your child's schedule until October 1st. You are obligated to pay for the schedule you signed up for through September 30th. Beginning October 1st, cancellations and changes to enrollment must be submitted in writing ten business days in advance of the requested change/start date or the security deposit will be forfeited.

Security Deposit

A security deposit equal to two week's tuition is required at the time of registration, as well as, proof of membership. The security deposit is applied towards your child's final two weeks in the program. A credit or refund of the security deposit will occur when a written notice of withdrawal is received at least two weeks in advance and tuition has been paid in full. When account balances are in arrears, the security deposit will be credited towards the outstanding balance.

Financial Aid – Open Doors Program

The YMCA is committed to providing Open Door Assistance to eligible families. Our funding, however, is limited. The YMCA adheres to strict guidelines to assure that those families that are most in need receive support and that our limited funding reaches as many eligible families as possible.

Kids' Korner Financial Assistance Policy

1. Financial Assistance will be granted to families on a first come, and first serve basis.
2. The YMCA will begin to limit assistance once available funds have been allocated.
3. Families who do not need child care services will be given a temporary award of assistance if funds are available at the time of registration. This award of assistance will be determined month to month based on the availability of funds.
4. All families eligible for Care 4 Kids must apply or risk the loss of Open Doors Assistance.

Once 75% of the Financial Assistance Funds have been allocated, eligibility will be prioritized as follows:

1. Families who have maintained a Care4Kids child care certificate.
2. Families who have child care needs because all adults in the household are working during the hours that care is provided.
3. Families who meet the income guidelines and have extenuating circumstances.
4. Families with more than one child enrolled in childcare.

Funding Limits:

1. Families will be enrolled for the school year on a first come, first serve basis.
2. Families who leave the program during the school year will be re-enrolled in the assistance program if funds are available.
3. Families who are removed from the Care 4 Kids program will receive additional financial assistance if funds are available.
4. Assistance for the vacation programs will be given on a first come, first serve basis and will be limited. Families must be enrolled in the Kids' Korner Program and have a childcare account in good standing to be eligible for assistance for a vacation program.
5. Families whose income eligibility changes during the school year will only be eligible for additional assistance if funding is available.
6. Changes in assistance level will begin once a completed and approved application is submitted. The YMCA reserves the right to change the level of assistance and request a new application at any time if funding becomes limited or a family's eligibility changes.

Financial assistance is available on a first come first serve basis for families with a gross income of less than \$80,000.00. Contact our Kids' Korner Financial Aid department to apply at (860) 343-6218. *ALL families receiving open doors must also apply for CARE4KIDS.* Our financial assistance money comes from the Middlesex United Way, Care 4 Kids', Peach Pit, Annual Giving and the YMCA.

Sibling Discount

The YMCA offers a sibling discount. Sibling discounts cannot be used for siblings living in separate households in which the child care bill is paid for by separate parties. A sibling discount is not available to families receiving Care 4 Kids unless their portion of the child care bill exceeds their approved parent share as indicated on the Care 4 Kids certificate.

Billing Policies and Procedures

- Your first tuition bill is mailed to your home address in August. Future bills will be emailed to the email address on file with your child's account by the 18th of the month. If you do not have an email on file or if it bounces back to us, we will then print a paper bill and send it to your child's Kids' Korner site by the 18th of the month.
- Monthly tuition is due by the 1st of each month.
- The monthly tuition cost is your daily fee multiplied by the number of days your child is registered for that month. Kids' Korner follows the school calendar.
- A second notice will be sent for payments not received as of the 10th of the month. There will be a \$10.00 late fee applied to the bill.
- Tuition must be paid in full each month. A notice of termination will be sent on the 24th of the month if tuition has not been paid in full. If the YMCA does not receive full tuition payment by the last day of the month your child's enrollment will be suspended from our Kids' Korner program. You will then have ten business days to pay your account in full. If the YMCA does not receive full payment within ten business days of the end of the month, the YMCA will terminate your child's enrollment in our Kids' Korner program. If your child is terminated from our program, your security deposit will be applied to your outstanding balance and an updated bill will be sent to you.
- If you are terminated from our Kids' Korner program due to non-payment you will forfeit your child's spot in our program. The YMCA will not accept your child's registration into any other YMCA program (swimming lessons, camps, vacation days,) until full payment has been made on your Kids' Korner balance. If full payment has been made and you wish to re-register, you will need to put down a new security deposit.
- Half days (1:00-3:25 pm) are covered for afternoon children at an additional cost of \$6.00 each. This fee will not be waived if a child registered for that day does not attend. An additional fee of \$6.00 is charged on inclement weather delayed openings and early closing days.
- There are no credits for child absences or vacations.
- Late pick up fees will be added when appropriate.
- Credits for inclement weather or emergency school closings will be issued on your June bill.
- To withdraw or change enrollment:
 - After August 19th, no changes to enrollment will be accepted to your child's schedule until October 1st. You are obligated to pay for the schedule you signed up for through September 30th. Beginning October 1st, cancellations and changes to enrollment must be submitted in writing ten business days in advance of the requested change/start date or the security deposit will be forfeited.
 - There is no provisional enrollment period. A two-week written notice is needed to make any changes to schedules or cancellation of the program.
 - The security deposit, which you paid with your child's registration, will be credited on your last month's bill if any are due.

- You will be responsible for payment of any collection fees incurred by the Middlesex YMCA should your account become delinquent.
- Payments can be made the following ways:
 - The site by check. Checks are made out to Kids' Korner or the Middlesex YMCA. Cash payments will only be accepted at the front desk of the YMCA.
 - The Middlesex YMCA's Front Desk. Please save your receipt.
 - Through the mail (Middlesex YMCA, 99 Union Street Middletown, CT 06457)
 - Through a credit card monthly draft. This draft is completed on the 1st of each month.

If you have any billing questions, please call our Child Care Fiscal Manager Amy Cardoza at (860) 343-6218.

LOCATION OF PROGRAMS

Cromwell

Edna C. Stevens School (860) 632-1355: AM & PM program

Woodside Intermediate School (860) 632-3192: AM & PM program

East Haddam

East Haddam Elementary School (also serving 4th and 5th grade students from the middle school)
(860) 873-5194: PM program only

Middletown: AM & PM Programs

Bielefield School (860) 347-1717

Moody School (860) 347-8200

Farm Hill School (860) 347-9010

Snow School (860) 346-6903

Lawrence School (860) 635-9044

Spencer School (860) 346-4536

Macdonough School (860) 704-0604

Wesley School (860) 343-9171

Portland

Valley View School (*also serving Gildersleeve and Intermediate School*) (860) 342-1573

HOURS OF OPERATION

Monday through Friday 7:00 am - dismissal to school personnel and 3:00 (staff arrival) to 6:00 pm

CALENDAR

The YMCA Kids' Korner Programs follow the school calendar. The YMCA, however, offers year round programming to meet the needs of working families. Programming is not available on the following days and if necessary families must find alternative care: New Year's Day, Good Friday, Memorial Day, Labor Day, Friday following Thanksgiving and the week between school and the start of Camp Ingersoll.

VACATION DAYS

During school vacations the YMCA offers special recreation programs. Registration and information regarding activities planned, cost, and location is given to Kids' Korner families in advance of the general public. Financial Assistance is available but limited so please register early.

Columbus Day

Veterans Day

Christmas Vacation*

Martin L. King Day

February Vacation*

April Vacation*

***The programs listed above with a star are licensed vacation programs. All children who attend must have a health form on file that has been completed within the past three years. Children will not be accepted into the program if they do not have a current health form on or before the date they arrive for the vacation program.**

- The YMCA offers a program during Middletown teacher in-service days.
- An in-service program will be held for Portland and Cromwell families when at least twenty families indicate that they need care. A sign-up sheet will be made available at the site in advance to determine need.

The YMCA reserves the right to deny the registration of children whose behavior places them or others at risk while on a trip away from the YMCA. Children who attend vacation programs and who exhibit unsafe behavior and/or show repeated misconduct will not be allowed to register for another vacation program. The YMCA will also not accept registration for vacation programs without full payment in advance. Families with delinquent Kids' Korner balances must pay their bill in full before registering for vacation programs.

HALF DAYS

On half-days the Kids' Korner programs open when school is dismissed and remain open until the 6:00pm. There will be an additional charge of \$6.00 for each half day. Programs will schedule special events or may plan field trips on half-day sessions. Field trips will be scheduled in advance and all program participants must go on the fieldtrip. There will not be staff available to remain at the site. Children not registered to attend on the day of a half-day will be given an opportunity to enroll:

- If they are current Kids' Korner participants
- If there is space available
- If their account is in good standing
- On a first come and first serve basis (speak with the site director/sign-up sheets will be available in advance)

Please note that the Woodside and Valley View Programs follow the elementary half-day schedule and do not open early when either the Kindergarten or Middle School Schedule differs.

SUMMER PROGRAMS

YMCA Camp Ingersoll provides a full summer option for Kids' Korner families. The camp is located in Portland and provides transportation from surrounding communities including Cromwell, Middletown, and Portland. The Camp opens at the end of June and runs until the week prior to the start of school. Registration material is available in February of each year. The YMCA Summer Enrichment Program is a second option for children entering grades 1st-6th. The summer enrichment program offers children eight one-week programs that focus on a specific enrichment theme. Program activities include hands on learning, active play, reading, crafts and swimming.

INCLEMENT WEATHER POLICY

Delays and Early Closings

Middletown

Delays: When the school experiences a delayed opening the Kids' Korner Program will open at **9:00 am** and remain open until school begins.

Early Closing: When school is closed early as a result of inclement weather the Kids' Korner Programs will open at the time of school dismissal and remain open until **4:00 pm**.

Cromwell

Delays: When the school experiences a delayed opening the Kids' Korner Program will open at **7:30 am** and remain open until school begins.

Early Closing: When school is closed early as a result of inclement weather the Kids' Korner Programs will open at the time of school dismissal and remain open until **5:00 pm**.

Portland

Delays: When the school experiences a delayed opening the Kids' Korner Program will open at **8:00 am** and remain open until school begins.

Early Closing: When school is closed early as a result of inclement weather the Kids' Korner Programs will open at the time of school dismissal and remain open until **3:00 pm**.

East Haddam

Early Closing: When school is closed early as a result of inclement weather, the Kids' Korner Programs will also be closed.

EMERGENCY SCHOOL CLOSINGS

The Kids' Korner Program will not be open if the school is closed as a result of unsafe conditions such as electrical failure, environmental emergency, or any other reason that results in the Superintendent of Schools officially closing the building. The YMCA will make every effort to contact parents via phone, email, and social media sites as soon as possible. Parents should have a contingency plan prepared for these rare events. It is very important that parents keep their home and work numbers up to date with the site and the YMCA.

SCHOOL CANCELLATIONS

Snow Day Program

The YMCA offers a snow day program for families registered for Kids' Korner. The program is housed at the Middlesex YMCA facility in Middletown and is open from 7:30am to 5:30 pm. The program is available to families who register on a first come and first serve basis. We can only accept 60 children into the program. Registration material for the snow day program is distributed through your Kids' Korner site in October.

If the YMCA is closed or the opening is delayed past 9:00 am as a result of hazardous weather conditions, the snow day program will be canceled. Cancellation of programs or closing of the YMCA facility is made at the discretion of our President/CEO. When the weather conditions are considered hazardous please call the YMCA at (860) 347-6907 and select option 6 to hear a voice recording regarding the status of our Kids' Korner programs or the Snow Day Program.

PROGRAMMING

High quality before and after school programs offer children a wide variety of activities that foster learning in a fun and relaxed environment. The curriculum at Kids' Korner serves the following purposes:

1. To provide children with hands on learning experiences that support growth and development in all areas of multiple intelligences and learning styles.
2. To foster individual decision-making and lifelong interest in enriching activities by engaging children in opportunities to develop the monthly curriculum.
3. To support children as they develop social competency by offering a wide variety of experiences that help children learn the skills of developing friendships, communication, problem solving and appreciating differences.
4. To provide experiences that promote self-reliance and build self-esteem.

Children are provided with a variety of choices that include free play, active play, enrichment clubs, and homework support. Children at Kids' Korner will follow a flexible daily schedule that meets the individual needs of the diverse population of children and families served by our program, including those with cultural, language and developmental differences.

Typical Schedule

Mornings

7:00-7:45 am

- The cafeteria is set up with a variety of interest centers and children can move freely from one area to another. These areas include arts and crafts, drama, building area, reading and quiet area, games area, and an enrichment area such as math, science or writing.
- Children will also have an opportunity to play in the gym or outside.
- Some children work on homework.

8:15 am Clean up and prepare for dismissal to school playground attendants

Afternoons

3:00 pm Staff Arrive

3:25 pm Children begin to arrive; Attendance is taken and some programs have a short circle time.

3:25-4:00 pm Free Choice Time

Free Time Choices Include:

- Outdoor Play or Gym Activity
- Arts and Crafts, Games, Drama, Music, Reading, Enrichment Centers
- Some children choice to begin homework.

4:00 pm Snack (preparations and hand washing)

*Some programs have circle time before snack

4:15 pm-5:00 pm Activity Time

Activity Choices May Include:

- Active Game
- Enrichment Club or Activity
- Staff Supervised Homework
- Centers open for free choice (Art, Drama, Blocks, Reading)

*Children are able to use the restroom and access drinking water as needed throughout the program time.

CURRICULUM COMPONENTS

The Kids' Korner programs have the following curriculum components:

A Monthly Theme

The Kids' Korner Programs follow a monthly theme and develop activities that support and relate to the theme. The monthly themes are provided to bring change and build excitement for the various activities. It is generally a way to keep things fresh while also focusing activities on topics that inspire creative thought and learning. Themes have included arts and entertainment, outer space, community, dinosaurs and physical fitness.

Social Skills

The Kids' Korner Programs support the development of social competency skills through a variety of activities and teachable moments. Each month the programs focus on a specific skill integrating the skill into a wide variety of activities such as circle time, literacy, gym activities, art etc. The skills include communication, problem solving community building, coping, control, curiosity, confidence, conflict resolution, and appreciation of differences. The daily schedule will include opportunity for problem-solving experiences that help to formulate language development and sensory discrimination.

Multicultural Curriculum

The Kids' Korner Programs promote an understanding and appreciation for different cultures through a monthly multicultural theme. Each month the children will explore and celebrate a different culture through activities such as art, music, cooking, games, and literature. While a wide variety of cultures will be introduced throughout the school year, the focus will be on celebrating and learning about the various cultures represented by the families who are in our programs.

Free Choice Centers

The free choice centers are arranged throughout the program space to provide children with a wide variety of hands on experiences. These centers are arranged to provide space for small group activities as well as quiet space for children who want time alone or with a friend. Equipment in these centers is rotated and new materials are added to keep the area interesting and to engage children in exploration and creativity. The standard centers include arts and crafts, music, games, reading and literacy, science and/or math, blocks, and drama. Programs will also add centers that are of interest to the children and that relate to the monthly theme.

Enrichment and Club Activities

In September staff will use an interest inventory to determine the personal interest of each child in the program. Children will have an opportunity to give feedback and ideas to staff about what they like to do and want to do at Kids' Korner. This information will then be used to develop adult facilitated clubs that children can sign up for and attend weekly.

Homework

Parents who want their children to begin their homework at Kids' Korner can sign them up for the homework club. A staff person will supervise homework each day and assist children who need additional help such as understanding the directions. Staff will also ask probing questions to help facilitate and understanding of the assigned work. While homework support is often an enhancement to a child's academic success, this should not be confused with tutoring. ***We cannot provide one to one homework support and will not provide support for more than the time allotted for supervised homework. Please refer to our Homework Policy for more detail (Appendix A).***

Literacy

The Kids' Korner Programs support literacy through reading and writing centers, opportunities for spontaneous conversation, and activities such as journal writing, book making, and creative writing. The programs also have during the school year reading contests, book clubs, and story time. Literacy is a critical component of academic success and our goal is to support literacy by integrating reading and writing into a wide variety of activities.

CATCH Kidsclub

The CATCH Kidsclub program is designed to promote physical activity and healthy food choices in school age children. By teaching children that eating healthy and being physically active every day can be FUN, the CATCH Program has proved that establishing healthy habits in childhood can promote behavior change that carry into adulthood. All of the CATCH games are non-elimination and are designed to keep all of the participants constantly moving during the 30 minutes of the activity.

Field Trips

Field trips are special events that everyone looks forward to. Children benefit from exposure to the change of environment and opportunity to explore the resources in the community. Field trips offer exciting hands on learning and recreational opportunities. Field trips are generally taken on half-day sessions. Site Directors select fieldtrips that are fun, educational and/or recreational. The YMCA covers the cost of the transportation and parents are expected to cover the cost of the entrance fee. The YMCA is sensitive to the ability of some parents not to pay high entrance fees. If a family is unable to pay the fee please speak with the site director in advance. Permission slips are provided in advance and it is expected that parents who do not want their children to attend

will find alternative care arrangement for that day. ***We will not have staff available to remain at the site with children.*** To plan ahead please expect fieldtrips to occur during the school weeks of parent/teacher conferences. A fieldtrip is often schedule during these back-to-back half days.

Field Trip Procedure

All children will wear a nametag and will be assigned to a group leader. Attendance and head counts will be taken during regular intervals and children will be instructed about safety rules and procedures to follow if a child becomes separated from the group.

A child's ability to follow the rules and remain with the group is imperative to his/her safety and well-being and that of the entire group. Children with difficulty managing behavior will be assigned to program leadership. Children, however, who show repeated inability to follow the rules, will not be allowed to attend future fieldtrips. Parents will be expected to find alternative care on fieldtrip days or attend the fieldtrip with their child.

TRANSPORTATION

Bus transportation for field trips and in the case of an evacuation is provided by Durham School Services or Dattco Bus Company. Transportation for Cromwell Middle School Students to WIS and students to and from Valley View is provided by the respective Boards of Education for those towns. The YMCA program is a stop on the regularly scheduled bus route and we have no jurisdiction over the route, times, or bus company. The bus company can terminate a child from the bus for repeated misconduct. The Kids' Korner staff will bring the children to the bus in the morning and wait until the bus arrives, staff will also meet the bus in the afternoon. If a child has a problem or concern with the bus, Y staff will discuss the issue with a parent.

FOOD AND BEVERAGE

The YMCA participates in the Federal Child Nutrition Program. As participants, we are expected to follow strict guidelines when developing our menu to ensure that the food we serve supports the nutritional needs of children. These requirements include serving milk or dairy substitute, 100% juice, and enriched flour products. Afternoon snack will include food and beverage from two food groups and is served at 3:30 pm or 3:45pm, depending on the school site your child attends.

Parent Participation in Food Program

Parents must complete a child nutrition form that is included in the registration packet. The YMCA must have a completed form on each child to remain in the child nutrition program. If a family is over income and not eligible for free or reduced lunch please write over income and sign the form. The YMCA is reimbursed for free, reduced, and over income snacks. This additional funding helps us serve nutritional food.

Menus are posted for the month at the parent's area. Please ask the site director for a copy if you would like to post it at home.

Parents who have special dietary request or a child with a food allergy should talk with the site director. Information provided to the staff is posted for staff to view. Children will be provided with an alternate snack when necessary. Children who require special food or beverage that we do not normally provide must bring the food from home.

Snack Procedure

PM snack will be served to all children who want to eat. Children will wash their hands and help staff set the table. Snack will be served family style with children helping themselves to a portion of snack and a beverage. Children will be asked to maintain good table manners. Children can participate in snack while snack is out, once snack is over and supplies are put away there will not be food available. Water will always be available.

Staff will never take snack away as a consequence. Children, however, will be asked to leave snack if their behavior is inappropriate at the snack table.

Special Snacks and Cooking Projects

Parents can bring in a special snack to celebrate a birthday or holiday. Please ask the site director how many children attend. Children will also have special snacks at different times to celebrate a theme day or event. These may include ice cream parties, pizza parties, cake etc.

Children who participate in a cooking program will be given the opportunity to eat the food they prepare.

KIDS' KORNER STAFF

The YMCA hires staff based on experience, educational background and a commitment to serving the diverse needs of school age children. Staff are selected based on their ability to be a positive role model to children and their ability to demonstrate the YMCA Core Values of Caring, Honesty, Respect and Responsibility. Staff are interviewed and reference checks are conducted prior to hiring. All new staff have both State Police and FBI Criminal background checks completed. Upon hire, staff are given a thorough orientation and attend new staff training.

Kids' Korner Organizational Chart

Senior Director	(860) 343-6208
Program Coordinators	(860) 343-6247 & (860) 343-6211
Site Directors	
Assistant Site Directors	
Senior Group Leaders	
Group Leaders	
Assistant Group Leaders	

Vice President (Senior Supervisor, School Age Childcare Department)	(860) 343-6207
Child Care Fiscal Manager (Billing & Registration)	(860) 343-6218

- The Senior Director is the administrator in charge of school age programs, vacation programs, summer enrichment programs, and grant funded programs.
- Program Coordinators provide supervision and support to assigned Kids' Korner Programs. These Y staff members visit the sites on a regular basis, perform safety checks, and complete written observations and an annual program evaluation. Parents will receive written notice that will include the name and number of the administrator in charge of the site your child attends.
- A Site Director serves as the onsite supervisor and is responsible for both administrative tasks, supervision of staff, and curriculum development.
- Assistant Site Directors are responsible for specific components of curriculum development and serve as the program supervisor in the absence of the site director.
- Senior group leaders, group leaders and assistant group leaders make up the remainder of the staff team. The staff team work together to supervise children and provide a wide variety of daily activity choices. The staff team meets monthly to discuss program issues, develop the monthly curriculum, and plan special events.

Professional Development

- Kids' Korner staff is provided with ongoing professional development opportunities.
- Training is held in August prior to the start of the school year.
- Staff also attend monthly staff training events on topics such as behavior management, curriculum development, child abuse and neglect, and national school age quality standards.
- Staff who work at Camp Ingersoll receive an additional week of staff development in June.

- Site Directors and Assistance Site Directors attend professional development seminars throughout the school year sponsored by Connecticut After School Network.
- New staff members attend a new staff orientation.
- All staff are also trained in CPR, First Aid and medication certification (if they are 18).
- All staff are required to attend a new employee orientation upon hire and attend annual training on program policies, plans, and procedures.

All staff will earn continuing education credit hours annually, which must total at least 1% of their total hours worked. Topics for continuing education may include but are not limited to:

- Child Development
- Behavior Management and Positive Discipline
- CATCH Kidsclub Curriculum
- DCF Mandated Reporter Training
- Character Development

CHILDREN WITH SPECIAL NEEDS

Children with special needs are important members of our programs and the YMCA will take steps to assure that reasonable measures are taken to provide before or after care to children with special needs. Children with special needs may at times demand extra attention, special care, and ongoing communication with parents, school, and professionals. For some children, staff will need to consider environmental factors within the program that will inhibit the child from equal access to the daily activities. The YMCA will provide training, literature, and available resources to help staff meet the needs of the children in our care. Parents must consider, however, the child's needs prior to registering him/her for the program. The YMCA cannot provide one to one care. A child who needs small group, highly structured environments, will most likely not successfully assimilate into the program. It is in the best interest of the child if a parent visits the program and speaks with the staff prior to registration.

Policy for Children with Special Needs in the Kids' Korner Program

1. A parent or guardian registering a special needs child must contact the Assistant Director of School Age Care (343-6247) to discuss specific needs of the child and the available resources to support the needs of the child.
2. The Assistant Director and parent/ guardian will determine whether the program can meet the needs of the child with the available resources.
3. Parents will be asked to complete a Special Care Plan (Appendix B) that will be provided to the site director. Training opportunities will be scheduled if necessary and staff will have an opportunity to ask questions, and if possible, meet with school personnel.
4. All parties should review the plan after the first month and then again when changes or updates are necessary.
5. A conference with parents should be held at the end of the first month and when needed thereafter.

Special needs plans and information about a child's medical, educational, psychological and emotional state are confidential.

RESOURCE AND REFERRAL: FAMILIES AND CHILDREN IN NEED OF SUPPORT

The YMCA Kids' Korner program has a contract with Middlesex Hospital Family Advocacy to provide support and referrals for families and children who need assistance with mental health issues, parenting support, respite, medical insurance and other needs that are negatively affecting the family. Referrals to Family Advocacy can be made once a site director has met with an administrator to discuss the concerns and needs of a family. Referrals can only be made if a parent signs a confidential release and allows the YMCA to make the referral and release the family information. Additional resources can be found by calling INFO-LINE at 211.

POSITIVE DISCIPLINE AND BEHAVIOR MANAGEMENT

The YMCA Kids' Korner Program promotes the belief that discipline provides children with the structure, support, encouragement, and problem-solving skills they need to make responsible decisions. Positive discipline is teaching children how to be productive members of society. In the Kids' Korner Program staff are trained to use redirection, problems solving and logical and natural consequences to help children learn to make better choices and behave responsibly. Children are held to high standards of behavior and staff members are expected to be consistent and firm in their approach to behavior concerns. If a child is experiencing a behavior issue, they will continuously be monitored and supervised by staff during any disciplinary action. The YMCA prohibits abusive, neglectful, corporal, humiliating, or frightening punishment.

Kids' Korner Discipline Policy

1. Children will be treated with respect and dignity.
2. Children will assist staff in writing the rules for the program.
3. Program rules will be posted so both children and parents can see them.
4. Staff will review the rules as needed with the group and with individual children.
5. Staff will set clear limits and expectations for behavior with children.

Behavioral Expectations

1. Children will treat others with respect and will not use inappropriate language, put downs, and other language to harm other children.
2. Children will not hit, punch, bite, kick, or physically harm other children or staff.
3. Children will follow program rules and the request of program staff.
4. Children will take good care of program equipment.
5. Children will participate in program activities and will not disrupt group activities.

The Kids' Korner Programs use a discipline strategy called 123 Magic developed by Dr. Thomas W. Phelan.

1*2*3 Magic Strategy

1. Children are given a verbal warning. A **1** is the first warning. Example "Scott that is a one, you need to stop running in the cafeteria".
2. Second offense is a **2**.
3. Children who continue to misbehave would get a **3**. A **3** would be a loss of privilege, a time away from other children, or another appropriate consequence.
4. Children are to be *counted* during a relatively short period of time (20 minutes) do not carry over **1**'s or **2**'s from one activity to another. Children will automatically earn a **2** for hands on behaviors, disrespect, and safety concerns. Children will automatically earn a **3** for fighting, swearing, and serious safety infractions.
5. Staff will discuss the incident with the child once the child is calm and staff can dedicate private time to the child. Staff will have the child go through the problem solving steps to determine how he/she can respond appropriately the next time the situation presents itself.

Parent Involvement and Communication

1. Staff will inform a parent when a child reaches level **3** more than once in the day.
2. Staff will inform a parent any time a child is involved in unsafe and/or hands on activity, the use of inappropriate and/or threatening language, and when situations appear to be escalating or becoming consistent.
3. Staff will speak with the parent about an incident or a behavior concern with the child present and will allow the child to share with the parent what happened. When possible the meeting should be held in a private area.

Behavioral Concerns

The site director will request a meeting with a parent as soon as he/she becomes concerned about a child's behavior. The staff and parent will work together to determine the best strategy for supporting a child's behavioral needs. A decision will be made at this time to develop a behavioral contract or to address the concerns in an alternative manner.

Behavioral Contracts

The behavioral contract will address specific behavioral expectations, consequences, terms for suspension, and in rare cases termination. The behavioral contract must be signed by the staff, the child, and the parents.

Suspension Policy

Children will be issued a conduct report and will be suspended from Kids' Korner for the following reasons:

1. The child is a danger to him/herself, to other children, or to staff.
2. The child brings a weapon or threatens to bring a weapon to Kids' Korner.
3. The child purposely causes bodily harm to another child or staff member as a result of hitting, biting, choking, and other acts of aggression.
4. The child repeatedly breaks program rules such as leaving the program area, ignoring staff request, disrespecting staff and other children, using inappropriate language.

Suspensions are for 1 to 5 days depending on severity of behavior and number of conduct reports issued.

Strategies for Supporting Behaviorally Challenged Children

The following steps may be taken after consultation with parents to address concerns regarding behavioral issues.

1. Staff will meet to determine what environmental factors could be altered to prevent and redirect behavior. Resources and training will be made available if determined necessary.
2. Consultation with school personnel, Family Advocacy, and any other available resources, such as child's therapist.
3. Ongoing meetings with parents.
4. Documentation of all steps taken and relevant behavioral assessment in the program.
5. Determination if child will be terminated based on terms of behavioral contract or as a result of repeated conduct reports.

Dismissal of a Child

The YMCA will request the removal of a child from the Kids' Korner program when:

1. The child threatens the physical or emotional well-being of other children or staff members
2. Threatens the overall quality of the program such as repeated misconduct, running from program grounds, demanding one to one attention and care.
3. The staff within the limits of the program cannot meet the needs of the child.
4. Repeated conduct reports for behaviors as stated above.
5. A parent refuses to follow Kids' Korner policies, threatens or harasses Kids' Korner staff or other children, repeatedly disrespects staff with inappropriate and intimidating language and/or actions.
6. If a special request for care is made that cannot be met with available resources or is not consistent with the policy and program philosophy of the YMCA. (For example, Kids' Korner will not permit punishment of children during Kids' Korner Programs that is not consistent with our discipline plan. Children cannot be isolated from peers in our programs. Children cannot be forced to only attend to homework while in our care; they must be permitted equal access to the full range of program activity.)
7. When possible, a parent or guardian will be provided with a two week notice to find alternative care arrangements. The YMCA, however, reserves the right to terminate without notice when the safety of children or staff is threatened by the behavior of a child. A child will be suspended immediately if the child is considered dangerous and unmanageable, or if the child threatens another child or staff with a weapon.

Payment of Damages

Parents will be held responsible for paying for the replacement of, or repairs to, property that has been damaged by his/her child as a result of misconduct.

SUPERVISION AND PREVENTION POLICY

Many accidents can be avoided with good supervision and by following some simple safety steps. We sometimes assume that the space and equipment we use each day is safe because the program is located in a public school. The reality is, however, that cafeterias, gymnasiums, and playgrounds can be dangerous. To avoid possible injuries staff must be familiar with the environment. Each day staff should check the condition of all spaces being used. Glass, broken playground equipment, paper on the ground, sharp items, and things that children can trip over must be taken care of. When equipment is damaged it should be removed. Outdoor play equipment should be off limits if it is not safe. While we are using school property and some school equipment in our programs we are responsible for safety of the children when they are in our care.

SUPERVISION OF CHILDREN

- Children are to be within the sight and sound of a staff member at all times. This includes children who are being disciplined and who are acting in an unsafe manner or have left the program area.
- Staff must maintain a ratio of one staff person to every ten children.
- There must be two staff members over the age of eighteen in the program at all times.
- When children are moving to a different area within the program (bathroom, outside, etc) staff must bring at least 3 children with them. Staff must supervise children while they are using the bathrooms. Staff are never to be alone with a child.
- Group sizes should not exceed twenty. Circle time is the only exception to this rule. Gym games and adult led activities should be run in groups of 20 or smaller.
- Activities that are considered high risk such as cooking (when using oven, handling hot foods, crafts such as those requiring a glue gun or hot wax), must have a smaller group size. The size of the group depends on the age of the children, the needs of the children, and the skills of the instructor. Rule of thumb: **if you cannot keep children safe, don't do the activity.**
- Staff must be aware of activity throughout the program area. Staff must position him/herself so that all activity in the room can be seen. If a staff person is engaged in a game with a few children, the staff member should scan the room periodically and listen for any changes in the environment that indicates a problem is developing.
- Staff must supervise each child being signed in each morning and signed out each afternoon. Only a child's parents and adults listed on the emergency list can sign out a child. All adults who are not known to the staff must show a form of identification. Staff supervising the sign-out area should know what children have been signed out at all times. At the end of the day a staff person must review the sign-out to make sure all children were signed out appropriately. The site director must follow up with parents who do not sign in or out properly to review the policy and procedure.

PLAYGROUND AND OUTDOOR SUPERVISION- It will be the responsibility of all staff to ensure the safety of children on the playgrounds. Supervision of children will include the following:

- A head count will be taken before leaving the building.
- Children will be escorted by the staff to their designated play areas.
- Staff will encourage and demonstrate proper equipment usage and play.
- Staff will circulate through the play areas, supervising and interacting with the children in a positive manner.
- Staff will coordinate positions so that all play activities and equipment is supervised.
- No staff person is allowed to sit or socialize with other staff.
- A head count will be taken before re-entering the building.

- Children may not go inside for any reason (including to the bathroom); nor may they go back outside unless accompanied by program staff.
- Staff may not leave children unattended or out of state-permitted ratios and group sizes.

PARENT COMMUNICATION

Parents play a critical role in the success and quality of the Kids' Korner Program. Building open lines of communication and developing a clear understanding of what parents expect from the program and what the YMCA provides will foster a valuable partnership between parents and Kids' Korner staff. In an effort to build and support this partnership and create a climate of mutual respect and caring for the children and families in our programs we offer the following:

- A parent's handbook that provides families with information, as well as, the programs policies and procedures.
- Parents are always welcome visitors and can visit the program at any time. We often invite parents to share skills and talent, as well as, information about their cultural background, work experience and travels.
- Each site has a parent area that houses the sign in and out, displays important information, and distributes handouts.
- New Kids' Korner families are invited to an information session in August to learn about the programs. The site director provides an individual orientation if a family did not attend in August.
- Family events held at least three times a year at the site, as well as, events that service the entire Kids' Korner community.
- A Monthly newsletter that provides information on special events, highlights the monthly curriculum, and offers parents reminders of policy and procedure.
- A seasonal newsletter that shares information that pertains to all families' enrolled in Kids' Korner.
- A parent resource library that is available to staff and parents.

Parent Evaluations

In January of each year we distribute a parent survey. The survey covers every component of the Kids' Korner Program including staff, administration, curriculum, food, cost, and outcomes for children. The survey is summarized and the results help us understand what we are doing well, and what areas need continued improvement. We also use the results to identify whether we are meeting our goals defined in our United Way Outcome Measurements. It is very important that all parents take the time to complete this brief but useful tool.

Conferences and Parental Feedback

Parents who would like to schedule a time to meet with the site director are welcome to do so at any time during the school year. The Site director will approach parents when a child is having difficulty adjusting to the program, is having peer relationship issues, or is not involved in activity. The Site Director will also share information with parents about how a child is doing in the homework club. *It is very important that parents speak with the Site Director as soon as they have a question or concern.*

Family Support Services

The YMCA works in partnership with the Middlesex Hospital Family Advocacy Program to provide resource and referral to families who are facing challenging issues and need additional support. The Family Advocacy Program offers a wide variety of support systems to families and can also serve to evaluate the situation and help a family find appropriate service in the community. Site Directors and Program Supervisors will meet with families and discuss available resources. Referrals will be made only after a family provides the YMCA with a signed release.

Confidentiality of Information

The YMCA respects the confidentiality of all family information and will only share information with written permission of the family. The YMCA will request a written release from parents when it is deemed necessary and useful to speak with another professional about the educational, behavior, medical, and/or emotional needs of a child. A written release will specify who the YMCA staff have permission to contact or be contacted by to discuss specific needs of a child and family. All information discussed and documented will be considered confidential and YMCA staff will not share or discuss the information with any unauthorized person.

Ten Ways to Take an Active Role in the Program

1. Attend parent's night and support your child's sense of community.
2. Play a game of checkers, color at the art table, or read a book, before leaving and show your child how much you value time with them at the end of the day.
3. Share a special skill, just once is enough, and the memory will last a lifetime.
4. Donate junk art supplies and teach your child how to recycle.
5. Volunteer for a community service project and teach your child the joy of helping others.
6. Come on a fieldtrip and let your child show you off.
7. Talk with staff about your child's day you will be surprised at what he/she learned in a day.
8. Share a recipe, a favorite snack, or a special game and help us celebrate your child.
9. Make a suggestion that will better help us serve your child and possibly other children.
10. Read the monthly newsletters so that you can talk with your child about what he/she does while they are at Kids' Korner. It will create many teachable moments!

Cultural Awareness

The Kids' Korner serves families from a diverse ethnic, religious, and racial population. We respect and appreciate the diversity of the children and families in our programs. Our goal is to teach acceptance and appreciation for differences through a variety of learning opportunities. These opportunities include a multicultural curriculum, a wide variety of books, music, and materials that reflect cultural differences, and activities that specifically promote discussion and understanding. The Kids' Korner Programs also promote a celebration of self and a celebration of community through specific themes, activities, and enrichment projects. Children at the start of the year do activities such as *all about me* books that highlight personal qualities, cultural traditions, and family life that they want to celebrate.

Children will also have opportunities to talk about special things they do with their family, where their ancestors are from, and how they are alike and how they are different from one another. During this time we welcome family members to visit the program and share information about their cultural background.

PARENT COMPLAINT PROCEDURE

When a parent has a concern regarding the care of their child, the parent should address the concern immediately with the site director. The site director will do his/her best to discuss the issue in a private location. Please do not address the site director in an angry or confrontational manner in front of children. Most issues can be resolved quickly and often just require better communication. When an issue is not resolved or demands additional attention, please contact the program supervisor at the YMCA. The program supervisor will help facilitate discussion and will address any concerns regarding YMCA policy and procedure. The School Age Director should be notified if the program supervisor cannot help resolve the issue.

While most parental concerns are addressed quickly, it is possible that an issue deeply angers a parent. Please take care to calm down prior to addressing the Site Director or other YMCA staff with an issue that has caused you to become angry or irritated. It is never appropriate for a parent to yell, threaten, or harass a YMCA staff person, a child, or another parent. Such behavior can lead to termination from the program. YMCA staff has been instructed to call 911 if a parent presents dangerous or aggressive behavior towards staff, children, or parents.

PARENT/GUARDIAN RESPONSIBILITY

1. To pay the monthly tuition bill by the first day of each month.
2. To provide a two-week written notice of withdrawal and/or change of attendance schedule.
3. To notify program staff when your child will be absent from the program.
4. To sign your child in each am and sign out each pm respecting the program hours of 7am opening and 6pm closing.
5. To pay for any medical expenses including transportation as a result of emergency medical care.
6. To read the parent handbook, notices, newsletters and information posted in the parent's area to remain informed.
7. To inform the staff of situations in the child's life that may contribute to changes in behavior or special needs.
8. To meet with and address any concerns program staff may have with your child's behavior, safety, and participation.
9. To pay for damages your child may incur to YMCA and school property, equipment, or another participants belongings if the damage is the result of inappropriate behavior.
10. To treat YMCA staff in a respectful and cordial manner.

YMCA RESPONSIBILITY

1. To provide timely and accurate billing as well as tax information when requested.
2. To inform parents in writing, in advance, of any changes in policy and procedure, special events, and field trips.
3. To inform parents of any changes or concerns with behavior, participation, socialization, or accidents and incidents involving your child. To involve parents in the development and implementation of any special plan or behavior contract when deemed necessary.
4. To use available resources to involve each child regardless of special needs in the full range of activity.
5. To provide each child with a safe and enriching experience that fosters optimal growth and development.
6. To provide positive discipline that encourages respectful communication, age appropriate independence and the development of self-discipline.
7. To provide well-trained and caring staff who serve as positive role models for your child.
8. To build positive relationships with families by maintaining open communication, respect for differences, confidentiality and linkages to community resources.
9. To provide families with information on community resources.

PROGRAM POLICIES

Attendance Policy

Parents must contact the site by 3 pm if a child will be absent from Kids' Korner. Written notice of absences is very helpful. Please do not send notes to the classroom teacher expecting the note to be passed on to Kids' Korner. This often does not occur and YMCA staff cannot always locate the teacher to ascertain the child's whereabouts. It is imperative that parents contact the YMCA staff to share information about absences. Locating missing children each afternoon can be very time consuming when parents do not follow this policy. Parents will be fined \$5.00 for repeated violations of this rule and can be terminated from enrollment.

The following procedure is used to located children who have not arrived at Kids' Korner after school:

1. The YMCA staff checks with the answering machine, school office, YMCA to see if any message has been left or is the child was absent from school.
2. If the staff person cannot determine from this search if the child is accounted for he/she will contact the parent/parents at home and work.
3. If a parent cannot be reached the staff person will make an effort to reach the emergency contact people.

4. If the staff cannot reach an adult who can verify the whereabouts of the child, the police are called and will go to the child's home and search for the child.

Schedules and Enrollment Changes

1. Changes of enrollment forms (Appendix C) are available at the site and on our website. Change forms can be mailed, faxed, or left with the site director at the site. While helpful, a change form is not required. Parents can also write the information and send it, fax it, or email it to the YMCA.
2. Changes in enrollment must be provided in writing two weeks in advance. Parents are responsible for paying the full fee until the change or enrollment goes into effect two weeks after written notice is received. Parents who take children out of the program and do not provide written notice are responsible for full payment until two weeks following the receipt of written notice of withdrawal.
3. Parents wanting to add days can do so if space is available. A change form or written notice if necessary to change or add days.
4. A parent who wants to temporarily withdraw a child or drop certain days will be required to pay for the slot if they want to guarantee the availability of the slot in the future. The YMCA will not hold slots.
5. Refunds or credits will not be given for days missed. This includes pre-registered vacation day programs.
6. Registration is not accepted for enrollment on half days and for the snow day program unless the child is a current participant in Kids' Korner.
7. Children who are not scheduled on the day of a half-day must sign-up with the site director in advance. Availability will be based on current enrollment. If openings are available they will be given on a first come and first serve basis.

Sign In and Out Procedure

All children must be signed in during the morning program and signed out from the afternoon program. The YMCA will not permit any person to sign out a child who is not on the approved pick up list. Anyone who is signing out a child (including parents and guardians) must have ID available and must be at least eighteen years of age. A sign in/out book is located in the parent area at each site.

Emergency Contacts and Pick-Up People

1. Emergency and pick up people are located in the registration information for each child. Each child must have at least three non-parental emergency contact numbers listed.
2. Any person picking up a child must show identification. If a person other than a parent or guardian comes to pick up a child, and is not listed on the pick-up list, the person will not be allowed to sign the child out of the program. This includes relatives and stepparents. Non-custodial parents that are not listed on the registration information as either mother or father must be listed as a pick-up person if they will be removing the child from the program.
3. Pick-up people can be added or removed at any time during the school year. All changes must be made in advance in writing.
4. In the case of an emergency a parent or guardian can call the site to give verbal permission for an adult not listed on the emergency list to pick up a child. When this occurs the following will be done:
 - a. **A site director or assistant site director will take the phone call.**
 - b. **The name and description of the person including the relationship to the child will be ascertained.**
 - c. **The parent/guardian will be asked questions regarding their address, work phone, and emergency contacts listed in the file.**
 - d. **Staff will then call the parent / guardian back to verify that they made the phone call.**
 - e. **Upon arrival the child will be asked to verify that they know the person and the person will be asked to show identification.**
 - f. **The person's name and date of pick up will be placed in the file for further reference.**
5. The emergency list and pick-up list are considered to be the same unless parents indicate differently.
Emergency numbers are called when:
 - During a medical emergency if a parent cannot be reached.

- If a child is sick and needs to be picked up and a parent cannot be reached.
 - If a child does not arrive at Kids' Korner after school and a parent cannot be reached.
 - If a parent does not arrive by 6:15pm and has not contacted the site.
6. Kids' Korner staff cannot be on the pickup list for any Kids' Korner child unless the child is a relative.

Alternate Custody Arrangements

It is imperative that the children in our programs are being picked up by authorized adults. If there are any changes in custody or visitation regarding your child, please speak with the site director. Our policy regarding alternate custody arrangements is as follows:

- Both parents have the right to pick up their child from the program unless legal documentation is provided that states otherwise. It is the responsibility of the parent to provide the YMCA with legal documentation regarding the issue. When changes occur afterward, the parent must inform the site director and provide updated legal documentation.
- Parents who share joint custody of their child are authorized to add adults or remove adults from their child's pick up list. They are not allowed to remove adults added by the other parent.
- The YMCA reserves the right not to engage in disputes between parents.
- Tuition is due in full each month. If parents are splitting the childcare bill, all policies regarding payment must be followed by both parents or program participation can/will be terminated.

Late Pick-Ups

Please be prompt picking up your children. Many of our Kids' Korner staff have class in the evening and second jobs. It is imperative that they are able to leave at 6pm each evening. If, however, an emergency arises and a child is not picked up at 6:00pm at least two staff over the age of 18 will remain with the child. The staff will begin calling the emergency contact numbers if at 6:15pm they have not heard from and have not reached a parent. Upon reaching an emergency contact person they will be asked to come and pick up the child. If this happens a note will be placed on the door, a message, if possible, will be left at home, and a message will be left with staff at the front desk of the YMCA.

Late Pick-Ups Continued

If by 6:30 pm an emergency contact person cannot be reached or cannot come and pick up the child, and the staff have not heard from a parent, the police will be notified as will the Department of Children and Families. Two YMCA staff over the age of eighteen will remain with the child until a parent is located or alternative arrangements are made.

Parents will be charged a fee for late pick-ups. Families will be terminated from the Kids' Korner Programs for repeated late pick-ups.

The Fee Is:

Pick Up Time	1st Late Pick-up	2nd Late Pick-up	3rd Late Pick-up
6:00-6:10pm	\$5.00 per child	\$10.00 per child	\$15.00 per child
6:10-6:30pm	\$10.00 per child	\$15.00 per child	\$20.00 per child
6:30-7:00pm	\$20.00 per child	\$25.00 per child	\$30.00 per child

Please note: A family will face termination from the program after the third late pick-up.

Child Care

The YMCA strongly discourages any Y staff from providing additional childcare to families associated with the Kids' Korner Program. The YMCA does not endorse any staff person who engages in work with children and families outside of the YMCA.

Alcohol Policy

State of Connecticut Law prohibits childcare personnel from releasing a child to an adult who is under the influence of alcohol, drugs, and controlled substances. If a person arrives at the site and staff are concerned that the person is impaired, smells of alcohol and/or is acting in an unsafe manner, the staff person will request that another adult come to take the child home. If another adult is not available a taxi will be called. YMCA staff members will contact police if a person suspected of being under the influence or behaving in an unsafe or threatening manner removes children from our programs. As mandated reporters, childcare staff is required by law to report any suspected cases of abuse or neglect. If a parent or guardian is arriving under the influence and is placing their child at risk, a report to the Department of Children and Families will be made.

Reporting Child Abuse and Neglect

Connecticut Law identifies all childcare staff as mandated reporters and requires under penalty of law, suspected abuse and neglect to be reported to the Department of Children and Families (DCF). All YMCA Kids' Korner staff receives training in recognizing and reporting signs of abuse and neglect. Under current law, the staff person who suspects abuse or neglect is occurring is responsible for making the report to DCF. All reports made to DCF will be kept confidential.

CHILD ABUSE AND NEGLECT POLICY

The Middlesex YMCA has a responsibility to protect children from physical, emotional, and sexual abuse. Children have a right to be free from abuse or neglect. Childcare workers are mandated reporters of suspected child abuse from both adults and other children. YMCA Kids' Korner staff must therefore have a clear understanding of child abuse is by definition, as well as, in one's personal practice with children. As YMCA staff you are responsible for learning the information provided on the following pages regarding our agency code of conduct, our positive discipline and supervision policy, the child abuse prevention policy, and the policy and procedure of the mandated reporter.

Parents are informed of YMCA policies regarding child abuse and neglect through the parent handbook, as well as, during their program orientation, and are instructed to speak to a Kids' Korner staff member should they have any questions during the school year.

Staff Recruitment, Training, and Supervision

1. Reference checks on all prospective employees and program volunteers will be conducted prior to employment. Reference checks will be documented and filed in personnel file.
2. Finger prints and a DCF background check will be sent to the Department of Public Health upon hire.
3. All new staff will have an orientation upon hire of the Kids' Korner policies and procedures and will be expected to attend a new staff orientation. Staff will also receive a staff manual that has written information on Kids' Korner policies and procedures and signs and symptoms of child abuse as well as reporting and prevention policies and procedures.
4. All staff will read policies, procedures, and work rules. They will then be signed in front of the director or immediate supervisor. A copy of the child abuse prevention procedures and work rules will be placed in the staff file at the YMCA. A copy of the policy will be available at each Kids' Korner site.
5. Staff will receive training on recognizing signs of abuse and neglect, reporting procedures, appropriate conduct, and mandated reporter status during the new staff orientation training and yearly thereafter.
6. Staff will also be provided training and literature on appropriate discipline and dealing with difficult children.
7. Staff who have difficulty grasping the fundamentals of positive discipline and/or have difficulty working with children who act out will be provided additional training and mentoring.
8. Records will be maintained on all injuries, accidents, incidents, abuse/neglect reports, staff training, and new employee orientation.
9. Staff take the DCF mandated reporter training offered online by the CT Department of Children and Families.

Staff Interaction and Discipline, Supervision of Children, and Code of Professional Conduct

1. Staff will be a positive role model for youth maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity. Staff respond to children with consideration and treat all children equally regardless of sex, race, religion, or culture.
2. Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison, and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in pre-determined situations (necessary to protect the child or others from harm), is only administered in a prescribed manner and must be documented in writing.
3. Staff shall not abuse children including:
 - a. Physical abuse (Strike, spank, shake, slap)
 - b. Verbal abuse (Humiliate, degrade, threaten)
 - c. Mental abuse (Shaming, withholding attention, cruelty)
 - d. Neglect (Withholding food, water, basic care, etc.)
4. Staff shall never leave a child unsupervised.
5. In order to protect YMCA staff, volunteers, and program participants, at no time during a YMCA program may a staff person be alone with a single child where others cannot observe them. As staff supervise children, they should space themselves in a way that other staff can see them.
6. Restroom Supervision: Staff will make sure suspicious or unknown individuals do not occupy the restroom before allowing children to use the facilities. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff are assisting younger children, doors to the facility must remain open. No child regardless of age should even enter a bathroom alone on a fieldtrip. Always send children in pairs, and whenever possible, with staff.
7. Staff will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.
8. Staff should conduct or supervise private activities in pairs (diapering, putting on bathing suits, taking showers, etc.). When it is not feasible, staff should be positioned so that they are visible to others.
9. Staff may not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.
10. Staff are not to transport children in their own vehicles unless authorized by their supervisor.
11. Staff will conduct a health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented and brought to the attention of the site director. Staff should also report to the site director any situations involving a child that could lead to the child or parent feeling uncomfortable with conduct by staff, children, or other parents within the program. Comments by children that make staff feel uncomfortable should be reported to the site director, placed in writing, and communicated to the parent. A good rule of thumb for staff is to record any situation that could lead to or be a sign of future problems.
12. Staff should communicate with parents on a regular basis any changes in behavior, sudden mood swings, loss of appetite, sexual acting out, and threats issued by the child.
13. Staff will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.
14. Staff will dress appropriately for work with children.
15. Staff may not date program participants under the age of 18 years of age.
16. Staff may not provide gifts to YMCA program participants.
17. Staff are not to contact children via email unless authorized to do so.
18. Staff are not to photograph children unless authorized to do so and with the parent's written permission.

19. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file at the YMCA).
20. Staff will maintain confidentiality and shall respect the family's right to privacy, refraining from disclosure of confidential information. Staff will get parents written consent before discussing confidential information with another agency or professional.
21. Staff will create and maintain safe and healthy settings that foster children's social, emotional, intellectual, and physical development.
22. Staff will read the Staff Manual and will be knowledgeable of the programs philosophy, goals for children, and policies and procedures.
23. Staff are to report to a supervisor any other staff or volunteer who violates any of the policies listed in this Code of Conduct.

Reporting Procedures of Suspected Abuse or Neglect

1. Staff are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend training on the subject, as instructed by a supervisor.
2. Staff will report any suspicion of inappropriate disciplining or physical contact by staff members, parents, volunteers, and school personnel to the Department of Children and Families. In addition, they will notify the site director and the program coordinator. Staff who make the initial report will be informed of any follow up steps or letters received from DCF. Staff members, as mandated reporters, have the legal right and responsibility to make the report directly to DCF. If the staff member is not satisfied with the steps taken by the administration, he/she can make their own report at any time. Staff shall be free from discrimination or retaliation for making required reports of abuse or neglect should it ever occur at the center or outside the center. Connecticut State Law protects mandated reporters who make reports in good faith.
3. The DCF telephone number is 1-800-842-2288. Oral reports should be made immediately to DCF or a law enforcement agency if a staff person believes a child is in a life threatening situation. All other cases of suspected abuse and/or neglect must be made within twelve hours. Written reports must be made within forty eight hours of an oral report. Written reports will be made using the appropriate DCF form.
4. The term "Reports" required for informing DCF of abuse or neglect is defined in DCF's regulations {Section 17a-101(e) – 2c} as follows:
5. "Reports alleging that a person under the age of eighteen (18) has had...

Definition of Abuse: "Physical injury inflicted upon him or her by a person responsible for such child's or youth's health, welfare or care, or by a person other than by accidental means or has injuries which are at variance with the history given of them, or is in a condition which is the result of maltreatment such as, but not limited to, malnutrition, sexual abuse, sexual exploitation, deprivation of necessities, emotional maltreatment, or cruel punishment..."

Definition of Neglect: "...or has been abandoned or is being denied proper care and attention physically, educationally, emotionally, or morally, or is being permitted to live under conditions, circumstances or associations injurious to his/her well-being."

6. If at any time it is apparent that a child is in need of immediate medical attention, the center staff will contact the center's medical consultant and/or 911. If the family is in need of support, the center staff will refer them to Middlesex Hospital Family Advocacy.

Reporting Procedure for Abuse and Neglect Outside of the Facility

1. Staff who have suspicion of child abuse will report the information immediately to the site director, senior director or program coordinator, and contact the Department of Children and Families within twelve hours.
2. The Senior Director or Program Coordinator will confirm the report of the staff person and the staff person will contact DCF. A written report to DCF will follow within forty eight hours.
3. The Senior Director or Program Coordinator will notify the parents or guardians of the report only when it is determined to be necessary and appropriate.
4. Staff will be sensitive to the need for confidentiality and will not discuss matters pertaining to abuse or neglect with any person other than the appropriate YMCA director.
5. Staff members will not contact children or parents involved in an alleged child abuse incident.

Child Abuse Procedure for Suspected Abuse or Neglect within the Facility

1. The management of this program supports a zero tolerance for abuse and neglect and will implement immediate action should there be an allegation that a staff member abused or neglected a child.
2. In the event that actual abuse is reported or suspected of children in the program by an employed YMCA staff person or volunteer, the responsible YMCA director will, without exception, suspend the person immediately from all activities involving the supervision of children and remove the staff member from the premises. If at this time it is apparent that a child is in need of medical attention, the center staff will contact the center's medical consultant and/or 911.

Child Abuse Policy in Regards to YMCA Staff

1. In the event a reported incident involves an employed YMCA staff person or volunteer, the responsible YMCA director will, without exception, suspend the person from all activities involving the supervision of children. Reassignment for the administrative functions could result until allegations have been cleared or proven. Suspension of employed staff will be with pay until the person is cleared or allegations are proven.
2. The Senior Director or Program Director will contact the parent or guardian immediately.
3. Reassignment to administrative functions could result until an outside investigation has been concluded. Suspension of employed staff will be with pay until investigation has been completed.
4. The Director will report the incident as required by law. All staff shall cooperate fully in completing all notifications required by law. Staff shall also work with the Director to ensure that all appropriate cooperation is given to outside agencies who may be conducting the investigations, ex. DCF, DPH, and police.
5. A staff person under investigation for alleged abuse or neglect will not be allowed any contact with the child or family.
6. Reinstatement of a staff person or program volunteer will occur only after all allegations have been cleared to the satisfaction of the YMCA President and the investigating agency.
7. Regardless of where or under what circumstances the alleged incident takes place, if an employed staff person is involved, it will be considered as job related and affecting job performance.

HEALTH AND SAFETY

Consultants

The Kids' Korner programs have four consultants that review policies and procedures for our program: Educational, Health, Dental, and Social Service Consultants. These consultants perform an annual review of written policies, plans, and procedures. These consultants are available as a resource to staff and parents as needed in person or via telecommunication.

The YMCA health consultant reviews our health and safety policies and answers questions regarding childhood illness, prevention, and communicable diseases. The health consultant makes, at minimum, semi-annual site visits

during normal Kids' Korner hours. The health consultant also reviews required documentation for the administration of medications and assists in the review of individual care plans for children with special health care needs or children with disabilities

HEALTH POLICIES

The Kids' Korner Programs continuously monitor health and safety standards. In order to prevent illness of teachers and children, we engage in the following recommended childcare hygiene practices:

- Children are taught and assisted with proper hand washing techniques.
- Children and staff wash their hands after toileting, nose blowing and before eating and serving snacks.
- Tables are sprayed with sanitizing solution before and after eating snacks.
- Toilets and sinks are disinfected daily.
- Antibacterial soap is provided for hand washing.
- Universal precautions are used when handling any bodily fluids.

EMERGENCY PLANS

Illness / Exclusion Policy

Children should be excluded from childcare if they exhibit one or more of the following symptoms:

- Fever greater than 100 degrees or has had one during the previous 24 hours
- Undiagnosed rash
- Vomiting
- Diarrhea
- Serious pain
- Green or yellow discharge from eyes
- Severe nasal congestion and a cough that interferes with daily activities
- Other obvious signs of communicable illness such as head lice, chicken pox, conjunctivitis (pink eye) etc.

If a child becomes ill while at the center, he or she will be provided with a comfortable place to rest. In the event that the child becomes too ill to participate in center activities the child's parent will be called to pick the child up within one hour. If the parent cannot be reached emergency contacts will be called to pick up the child. The parent, guardian, or emergency contact picking up the child will receive an illness report completed by YMCA staff. This illness report is used to document any illnesses that children experience while in YMCA child care programs and actions taken by staff to address the illness. In addition, YMCA staff will use this to document whether they believe the parent should seek further medical for the illness that occurred in child care. Both staff and the parent, guardian or emergency contact will sign this report and a copy will be provided to the person whom the child is leaving the site with. A copy will also be kept in the child's file on site.

The YMCA reserves the right to request and require a doctor's clearance for children who show signs and symptoms of illness or injury that require a doctor's attention to participate in child care programs (this is also mandated by the Department of Public Health). If a child has an illness, accident, injury, or procedure that requires them to be treated in an emergency department or to be admitted into a hospital the YMCA requires a doctor's note and clearance before the child can return to our program. The doctor's note should include the date the child is allowed to return to our care and any limitations the child has due to their illness/injury (if applicable).

Medical Emergency

In the case of a medical emergency, youth will be transported to Middlesex Hospital via ambulance. If the situation is not a life or death emergency a parent or guardian will be notified prior to transporting the child. In a life or death situation, 911 will be called and as soon as possible a parent or guardian will be contacted by phone. In a non-emergency, the parent or guardian can choose to transport the child him/herself.

The Site Director will follow the ambulance to the hospital and remain with the child until a parent or guardian arrives. If necessary, the School Age Director or School Age Program Coordinator will find coverage for the site to remain in ratio.

Parent's home and work numbers will be readily available to staff. Each child will have at least two non-parental emergency contact adults who can be called in the event that the parent or guardian cannot be contacted. If staff are concerned about the condition of an ill child, and parents cannot be reached the family physician will be called.

All injuries will be reported in writing to the parent or guardian. All head injuries will be considered potentially serious and parents will be notified as soon as possible.

In the case of other non-life threatening personal emergencies, such as a child having a toileting emergency, a family issue, or emotional or mental health issue, staff will immediately address the issue. In the event that a toileting issue arises, staff will follow appropriate supervision guidelines and take the child to the rest room and verbally prompt them to clean themselves. In the event of a family, emotional or mental health issue, staff will move the child to a designated area where the child can be made comfortable and staff will speak with the child and try to deescalate the situation. Parents will be notified at pick up or by phone.

Fire Procedures & Emergency Evacuations

During all emergency evacuations, staff will remain calm and move children out of the building via the closest exits. The Site Director and staff will take the attendance book, sign in and out book, first aid kit, and emergency binder. All staff and children will meet on the playground or other predetermined meeting place at the furthest point from the school and take attendance. Once all children are accounted for, the Site Director will assess the situation and determine if evacuation to another location is necessary.

The Kids' Korner program will remain at the school until a bus can evacuate the children and staff and bring them to the YMCA. If children are evacuated from the school a staff person must remain at the school to notify parents. Parents will also be notified by YMCA Kids' Korner administrative team by phone as to the pick-up location of their child/ren. Advanced contact has been made with the town's Police Departments, adding the Center to their list for emergencies.

Evacuation Locations in Communities

Bielefield: Elks Club

East Haddam: Board of Education

ECS: Woodside School

Farm Hill: Woodrow Wilson Middle School

Lawrence: Keigwin School

Macdonough: Saint John's Church

Moody: Smith Park

Snow: Zion Baptist Church

Spencer: Saint Pius Church

Valley View: Saint Mary's Church

Wesley: The Barns

Woodside: ECS

The Kids' Korner program will remain at the school until a bus can evacuate the children and staff and bring them to the YMCA. If children are evacuated from the school a staff person must remain at the school to notify parents. Parents will also be notified by YMCA Kids' Korner administrative team by phone as to the pick-up location of their child/ren. Advanced contact has been made with the town's Police Departments, adding the Center to their list for emergencies.

Weather Emergencies

The Kids' Korner program follows the School Calendar. When school does not open due to inclement weather, there will be no Kids' Korner program for the day. If school opening is delayed due to weather, the morning session of Kids' Korner will open at 9:00 am in Middletown, 7:30 am in Cromwell and at 8:00 am in Portland. When school is closed early due to inclement weather, Kids' Korner will open when school dismisses and remain open until 3:00 pm in Portland, 4:00 pm in Middletown and 5:00 pm in Cromwell. East Haddam Kids' Korner will not open if school closes early due to inclement weather. Should the weather worsen during this time, it is at the discretion of the School Age Director to close at an earlier time. Parents will be notified by telephone of an early dismissal.

In the event of other serious weather emergencies, such as tornadoes or hurricanes, staff and children will remain indoors away from windows and doors. First aid staff will be on hand to administer first aid, as needed, until emergency personnel can arrive. Parents will be notified after the immediate danger has passed.

Administration of Medication

Parents are responsible for providing staff with the following if their child need to have medication administered on site:

1. A completed Administration of Medication form (Appendix D) signed by a physician and parent. Forms can be obtained from any staff member.
2. Medication must be delivered to a staff member in the original child resistant container labeled with the child's name, the name of medication and directions for the administration of the medication. YMCA staff cannot be responsible for picking up or delivering medication to or from the school or vacation day programs.
3. Non-prescription medications such as sunscreen and other ointments must be accompanied by written permission forms in order to be applied by staff.
4. Staff cannot administer the first dose of any medication.

The center will only administer emergency medications which include prescribed inhalers and premeasured commercially prepared injectable medication (i.e. Epi-pens, Auvi-Q, etc.), non-prescription topical medication and EMERGENCY oral medications (i.e. Benadryl). The parental responsibilities include providing the center the proper medication authorization form, and the medication. The medication administration form must be signed by the authorized prescriber and parent/guardian giving the center authorization to administer the medication. This form is available at the center.

The medication authorization form must include information, such as:

- The child's name, address, and birthdate
- The date the medication order was written
- Medication name, dose and method of administration
- Time to be administered and dates to start and end the medication
- Relevant side effects and prescribers plan for management should they occur
- Notation whether the medication is a controlled drug
- Listing of allergies, if any and reactions or negative interactions with foods or drugs
- Specific instructions from prescriber how medication is to be given
- Name, address, telephone number and signature of authorized prescriber ordering the drug
- Name, address, telephone number, signature and relationship to the child of the parents giving permission for the administration of the drug by a staff member.

Please note that there are many variations of the medication administration form that medical providers have access to. It is the parent's responsibility to ensure the medication administration form clearly states that it is for licensed child care centers. Please understand that your child may not be able to attend if he/she does not have the proper authorization.

Parents are responsible for bringing all medications in their original child resistant safety container and clearly labeled with their child's name, name of prescription, date of prescription, and directions for use. Except for non-prescription medications, premeasured commercially prepared injectable medications (i.e. Epi-pens), glucagon and asthma inhalant medications, all medications will be stored in a locked container and, if directed by a manufacturer, refrigerated. Controlled medications will be stored in accordance with 21a-262-10 of the RCSA. Non-prescription topical medications will be stored away from food and inaccessible to children.

Staff responsibilities include, but are not limited to, ensuring the medication administration form is complete and that the medication being received matches the medication orders and stored as directed. Staff should attach a Medication Administration Record and will bring the medication down to the Y for the director to double check it for compliance and to make a care plan.

The center staff will keep accurate documentation of all medications administered. Included, but not limited in the documentation are:

- Name, address and DOB of the child
- Name of the medication and dosage
- Pharmacy name and prescription number
- Name of authorized prescriber
- The date & time the medication was administered
- The dose that was administered
- The level of cooperation of the child
- Any medications errors
- Food and medication allergies
- Signature of the staff administering
- Any comments

Parents will be notified by phone or in person when/if a child has been administered any prescription medication. Staff are trained in the administration of medication by a physician, physician assistant, APRN, or RN and renewed every three years. Training for premeasured commercially prepared injectable medications is renewed each year. At no time is an untrained staff allowed to administer prescription medications.

All unused or expired medication shall be returned to the parent/ guardian. If it is unable to be returned to the parent/guardian, the medication will be brought back to the pharmacy it came from for proper disposal. The center shall keep a written record of the medications destroyed when shall be signed by both parties.

Please note that staff must receive special training for the administration of medication. The YMCA cannot guarantee that medication can be given during program hours. Parents must inquire about the administration of medication prior to sending in medication.

Outdoor Policy

Taking children outdoors is a healthy, integral part of our daily schedule and curriculum. Children benefit from active outdoor play to release energy and develop large muscle coordination. Children will participate in routine outdoor play unless the conditions are considered hazardous such as excessive ice or extremely cold conditions or

hot. When the temperature drops below 32 degrees and the conditions are not extreme, outdoor activity will be limited to 20 minutes. When the temperature drops below 20 degrees there will be no outdoor play. As a general rule, children that are too ill to participate in outdoor activity are too ill to be at Kids' Korner.

Children's Health Records

All children are required to have a current physical form on file. All immunizations and physicals must be kept up to date. Children who do not have current physicals on file or up to date immunizations will be excluded from the childcare center after 30 days from the date of expiration and will not be able to return until the center has the appropriate documentation. Parents are asked to provide a copy of their child's immunization and physical record within one week of their child's start date in the program. The school is not allowed to provide this documentation to Kids' Korner staff. Also, please provide a copy of any updated physicals to the site director.

Health Insurance

All children enrolled in the Kids' Korner Program should have current health insurance. Please speak with the Director if your child does not have health insurance, is at risk of losing their health insurance, or needs assistance in locating a health service provider. The Director would be happy to provide you with HUSKY information and assist your family with finding the appropriate health care for your family.

The YMCA does not cover the cost of medical care provided to children as a result of injury sustained at Kids' Korner or for medical care needed to address ongoing medical needs during the hours of enrollment in the program. The responsibility for such care will reside with the child's personal insurance and parents or guardians.

Special Care Policy

The YMCA does not have medical personnel employed in the Kids' Korner Program. Specific health concerns, conditions, special diets or allergies must be recorded in the child's health history upon enrollment and brought to the attention of the Director prior to enrollment.

Confidentiality of Children's Files

All of the information in children's files shall be considered privileged and confidential. This information will be accessible only to appropriate staff, personnel from the State Of Connecticut Licensing Unit, and the nurse consultant.

Appendix A
Northern Middlesex YMCA Kids' Korner Before and After School Programs
Homework Policy

The YMCA Kids' Korner is committed to providing young people with a wide variety of experiences that support their social, emotional, physical, and intellectual growth. One of our program components is homework support. All of the YMCA after school programs will provide a **half hour** of homework support Monday – Thursday. During this time children will have the choice of working on their homework, reading, or engaging in a variety of learning activities. It is important that staff, parent, and participants understand the following expectations of the homework support program:

The half hour THINK TANK time will be a quiet time to relax and work on homework. Children who do not have homework will have other quiet choices such as reading, math games, scrabble, cards and activities that encourage critical thinking.

Children who have additional homework at the end of the half hour can work on it individually during activity time or will need to complete it at home.

YMCA staff will monitor and guide children as they complete their homework but will not tutor or work one to one with children. Children who have assignments that require one to one will need to complete these at home.

YMCA staff will encourage children and offer strategies, ask questions to guide their thinking etc. If a child can not complete the homework because he or she does not yet have the ability to complete the work the staff will indicate this on a homework documentation sheet that will be stapled to the homework folder.

YMCA staff will not correct homework but will do their best to indicate to children when answers are incorrect and ask them to edit and review their work. Parents should check all homework to understand what is being asked of your child and to gain insight into how your child is progressing academically.

I understand the YMCA homework policy. I give permission for YMCA staff to speak with school personnel regarding my child's homework and academic needs.

Parent/Guardian Signature

Date

I would like my child to do his/her homework in the YMCA Kids' Korner Program. ____Yes ____ No

Kids' Korner Participant

Appendix B
Developmental, Behavioral, and/or Medical
Special Care Plan

Date: _____ Child's Name: _____ DOB: _____

Developmental/Behavioral Concerns

1. Does your child have any developmental and/or behavioral concerns that will need to be addressed while in our care? Yes _____ No _____
2. Describe the child's special need during group care:
3. Describe the child's ability to function in a group/social setting:
4. Please describe what accommodations Kids' Korner must provide for the child:
5. What special training, if any, must staff have to provide care for the child:
6. Are there other specialist working with the child (e.g. mental health professional, physical therapist):
7. Do you have confidence that Kids' Korner can meet this child's special care needs in a one to ten staff to child ratio?

Medical Concerns

1. Does your child have any medical concerns that will need to be addressed while in our care?
Yes_____ No _____

2. Please describe any emergency medical or unusual behavioral situations that may occur while this child is in our care:

3. Will the child require medication while in our care? If so, please explain:

4. Will the child require special emergency or medical procedures while in our care:

Please use the space below to add any additional information:

Parent/Guardian Name (Print): _____

Parent/Guardian Signature:_____

Date: _____

Appendix C

INFORMATION CHANGES

Kids' Korner Program

To be used ONLY for families already enrolled

Child's Name: _____

Site: _____

Address Changes: _____

Phone Number Changes: _____

Addition of Days: Monday Tuesday Wednesday Thursday Friday

AM or PM

(Days can only be added when there is space, please check with the YMCA)

Subtraction of Days: Monday Tuesday Wednesday Thursday Friday

AM or PM

(Changes in enrollment require written notice, two weeks in advance.)

Effective Date: _____

Parent Signature: _____ Date: _____

EXTRA CHARGES

Late Pick Up Date: _____ Time: _____

Absent without Calling Date: _____

Appendix D

Authorization for the Administration of Medication by School, Child Care, and Youth Camp Personnel

In Connecticut schools, licensed Child Care Centers and Group Care Homes, licensed Family Care Homes, and licensed Youth Camps administering medications to children shall comply with all requirements regarding the Administration of Medications described in the State Statutes and Regulations. Parents/guardians requesting medication administration to their child shall provide the program with appropriate written authorization(s) and the medication before any medications are administered. Medications must be in the original container and labeled with child's name, name of medication, directions for medication's administration, and date of the prescription.

Authorized Prescriber's Order (Physician, Dentist, Optometrist, Physician Assistant, Advanced Practice Registered Nurse or Podiatrist):

Name of Child/Student _____ Date of Birth ____/____/____ Today's Date ____/____/____

Address of Child/Student _____ Town _____

Medication Name/Generic Name of Drug _____ Controlled Drug? ☐ YES ☐ NO

Condition for which drug is being administered: _____

Specific Instructions for Medication Administration _____

Dosage _____ Method/Route _____

Time of Administration _____ If PRN, frequency _____

Medication shall be administered: Start Date: ____/____/____ End Date: ____/____/____

Relevant Side Effects of Medication _____ ☐ None Expected

Explain any allergies, reaction to/negative interaction with food or drugs _____

Plan of Management for Side Effects _____

Prescriber's Name/Title _____ Phone Number (____) _____

Prescriber's Address _____ Town _____

Prescriber's Signature _____ Date ____/____/____

School Nurse Signature (if applicable) _____

Parent/Guardian Authorization:

- ☐ I request that medication be administered to my child/student as described and directed above
- ☐ I hereby request that the above ordered medication be administered by school, child care and youth camp personnel and I give permission for the exchange of information between the prescriber and the school nurse, child care nurse or camp nurse necessary to ensure the safe administration of this medication. I understand that I must supply the school with no more than a three (3) month supply of medication (school only.)
- ☐ I have administered at least one dose of the medication with the exception of emergency medications to my child/student without adverse effects. (For child care only)

Parent/Guardian Signature _____ Relationship _____ Date ____/____/____

Parent /Guardian's Address _____ Town _____ State _____

Home Phone # (____) _____ - _____ Work Phone # (____) _____ - _____ Cell Phone # (____) _____ - _____

SELF ADMINISTRATION OF MEDICATION AUTHORIZATION/APPROVAL

Self-administration of medication may be authorized by the prescriber and parent/guardian and must be approved by the school nurse (if applicable) in accordance with board policy. In a school, inhalers for asthma and cartridge injectors for medically-diagnosed allergies, students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from a student's parent or guardian or eligible student.

Prescriber's authorization for self-administration: ☐ YES ☐ NO _____
Signature _____ Date _____

Parent/Guardian authorization for self-administration: ☐ YES ☐ NO _____
Signature _____ Date _____

School nurse, if applicable, approval for self-administration: ☐ YES ☐ NO _____
Signature _____ Date _____

Today's Date _____ Printed Name of Individual Receiving Written Authorization and Medication _____

Title/Position _____ Signature (in ink or electronic) _____

Note: This form is in compliance with Section 10-212a, Section 19a-79-9a, 19a-87b-17 and 19-13-B27a(v.)

Appendix E

CREDIT CARD DRAFT FORM

NORTHERN MIDDLESEX YMCA

99 Union Street

Middletown, CT 06457

(860) 343 - 6218

Fax: (860) 343-6263

IMPORTANT If you are paying with a Flex benefit debit card, please contact your HR department to request that the plan administrator update their merchant category codes so that the charge will be accepted. YMCAs are recognized dependant care providers, yet the standard YMCA merchant category code will not be accepted unless the plan administrator adds an additional code for YMCAs.

Credit Card Draft Payment Plan for: Kids' Korner 2019-2020 School Year

Child's Name _____

(Must be 18 years or older to participate or have a parent/guardian sign this agreement)

Child's school site _____

I authorize the Northern Middlesex YMCA to charge my:

☐ Visa	Act #	* * * * - * * * * - * * * * -	Exp Date	_____
☐ MasterCard	Act #	* * * * - * * * * - * * * * -	Exp Date	_____
☐ Discover	Act #	* * * * - * * * * - * * * * -	Exp Date	_____

Signature of card holder _____

Print Name _____

Date _____ **Effective start date** _____

(detach and destroy below this line after data is on record)

Credit Card information

☐ Visa	Act #	_____ - _____ - _____ -	Exp Date	_____
☐ MasterCard	Act #	_____ - _____ - _____ -	Exp Date	_____
☐ Discover	Act #	_____ - _____ - _____ -	Exp Date	_____