



YMCA Out-of-School Time Parent Handbook

Mission Statement

To put Christian principles into practice through programs that build healthy mind, body, and spirit for all.

Out-of-School Time Philosophy

The YMCA of Greater Kalamazoo's Out-of-School Time Department is committed to serving youth, families, and our community by living our core values of integrity, collaboration, diversity, and health. Through this commitment, we foster achievement, build meaningful relationships, and create a true sense of belonging so every staff member, youth, and family feels supported, valued, and empowered to thrive.

PARENT NOTIFICATION OF THE LICENSING NOTEBOOK

Child Care Organizations Act, 1973 Public Act 116

Michigan Department of Licensing and Regulatory Affairs

The center does not keep a licensing notebook, but internet is available onsite. Reports from at least the last three years are available at www.michigan.gov/michildcare.

Handbook Information

This program handbook contains the policies and procedures of YMCA Out-of-School Time Department in outline form. Please take the time to read the handbook and keep it in a convenient location for reference. The handbook is meant to serve as a reference guide. It is not meant to cover every aspect of the program or every situation that may arise. Parents should feel free to contact the department with questions concerning the contents of the handbook.

Handbook Terms

Throughout the handbook, the term "Parent" will be used to refer to the parent(s) or guardian(s) of the child in care. The term "Provider" will be used to refer to the YMCA Out-of-School Time Department.

Handbook Changes

The Provider reserves the unilateral right to add, delete, modify, or amend the policies and procedures described in the handbook at any time. If there is information in this handbook that is not clear, please bring it to the attention of the provider and we will work together to make policies more user-friendly for families.

Handbook is Property of Program

The Handbook is the exclusive property of the YMCA Out-of-School Time Department and is intended for the exclusive use of the parents of enrolled children. The handbook may not be copied or distributed to any third-party without the express written permission of the provider.

DEI Statement/Cultural Plan

All children deserve an early childhood education that is responsive to their families, communities, and racial, ethnic, and cultural backgrounds. As an early learning staff, we are committed to respecting each child's culture and diverse needs and will always do our best to fulfill those needs. Students are encouraged to use their home language, share cultural celebrations and traditions, and express their feelings and opinions inclusively. Family is the root of our program, and we involve the family in all aspects of what we do for children. We will maintain and conduct all practices in relation to enrollment, guidance, and all other terms and benefits of child care services provided, in a manner that does not discriminate against any child, parent or family, or staff member on the basis of age, race, gender, gender identity, gender expression, income, faith, sexual orientation, or cultural background.

YMCA DEI Statement: We are an association made up of people from every walk of life, working side by side to strengthen communities. Together we strive to ensure that everyone, regardless of age, race, gender, gender identity, gender expression, income, faith, sexual orientation, or cultural background, has the opportunity to live life to its fullest and is celebrated as a valued part of our community.

Special Needs Care and Inclusion

Our programs are not set up to offer one-on-one care, but we will do our best to accommodate the needs of all children in our program. Provider will accept and care for children with special needs if the child's needs can be reasonably accommodated by the program. A two-week trial period may be initiated to help understand the needs of the child and family.

Confidential Information

Each child has a right to confidentiality. All information pertaining to children in our programs, including all reports, records, and data are confidential and used for internal purposes only. Information pertaining to children enrolled in the program will not be released to third parties without express written permission of the Parent, unless required by statute, court order, or licensing mandate.

Admission Requirements and Registration

The program is open to all children ages 5 (must be eligible for kindergarten)-12 years of age. Children must be registered prior to the child attending the program each school year and each summer. We use an online registration process that can be found at our website www.kzooyymca.org. At the time of registration, a non-refundable registration fee and all relevant weekly fees are due before your child can attend. This registration fee may not be used to offset other child care fees. After a child is registered online, there is still required paperwork that must be completed and approved by the provider prior to attendance.

Required Forms

The forms listed below must be fully completed prior to your child attending the Program. Parents are solely responsible for ensuring the accuracy of the information contained within these forms. Provider assumes no responsibility for keeping forms updated.

- Child Information Record
- Agreement and Permission Form

*Please note these forms need to be filled out or updated every school year and summer session a child attends and/or when given information changes.

Bills and Payments (we are a PRE-PAID SERVICE)

We are a prepaid service and use an automatic payment system. Automatic payment options include debit or credit cards (VISA or MasterCard) or EFT from a checking or savings account. A payment agreement is required at the time of registration. Past due payments or returns may result in a \$20.00 late fee. If payments are delinquent, the YMCA Out-of-School Time Department reserves the right to terminate your child care services. If for any reason during the program your financial situation changes, please let us know so we can do our best to work with you.

Fee Changes

Provider reserves the right to change the child care fee schedule or other fees at any time. If while enrolled in our program, a fee change presents a hardship to your family, please let us know so we can look at available resources.

Child Development and Care Assistance

The CDC program is managed by the State of Michigan and may cover all or a portion of eligible child care fees if your family qualifies. For more information or to see if you qualify, please visit their website. If you do qualify, parents are responsible for submitting a Provider Verification form to ensure we are able to bill the state for attendance, prior to the start of the program. Parents/guardians are responsible for paying all child care fees until we receive approval from CDC. Once approval is in place, the family will receive credit on their account for any applicable overpayments, which will be applied to upcoming weeks of service or refunded. Depending on the level of assistance a family qualifies for, there may still be a weekly co-pay. Parents who receive (CDC) assistance are responsible for the remainder of the weekly fee not covered by CDC.

Financial Assistance

For families who may not qualify for other sources of tuition support, the YMCA offers an internal financial assistance program. For more information or to apply reach out to childcare@kzooyymca.org.

Hours of Operation

All programs operate Monday through Friday throughout the school year; subject to the holiday schedule listed below and the respective School District calendar. Prime Time sites open at 6:30am and close at 6:00pm and Summer Camp opens at 7:00am and closes at 6:00pm. No child may arrive before the opening time or stay after closing time. There is a \$1.00 per minute late pick-up charge.

Holidays and Other Closures

All Programs are closed on the following holidays:

- New Year's Eve and Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving and the day after
- Christmas Eve and Day, and day after Christmas

When a holiday falls on a Saturday or Sunday, the Program reserves the right to close to observe the holiday either the preceding Friday or the following Monday. The Program will provide thirty (30) days advance written notice of a closure due to a weekend holiday.

The fixed program rate will not be adjusted for holiday closures, days that schools are closed, etc. The exceptions are the shortened week of Thanksgiving, Winter Break, and Spring Break.

Absences

The full fixed rate as listed is due regardless of individual absences, including sick days, personal days, funerals, appointments, holidays, etc.

Two, one-week periods of excused absence are allowed during each school year with the proper notice. The two weeks may be used separately or concurrently but the full week must be used, individual days will not be credited. After the two weeks are used, Parent will be responsible for all future payments regardless of attendance.

Business Interruption

When the local school district (KPS or PPS) is closed due to winter weather, the YMCA Out-of-School Time Program will offer full day care at the Maple Street YMCA (for students attending KPS), and Moorsbridge (For students attending PPS). If KPS or PPS closes mid-day for snow or other emergencies, then afternoon Prime Time may also be cancelled. If KPS or PPS cancels after school sporting events/activities due to weather or other emergencies, then afternoon Prime Time may also be cancelled. Also note that the Out-of-School Time program may be closed due to loss of electricity, fire damage, communicable disease outbreaks, etc. Parent agrees to arrange alternate emergency care for these situations. Parent further agrees to resume use of the Out-of-School Time program as soon as operations restart. Nothing in this provision alters the contractual provision of the required length of notice for the termination of the child care contract.

Termination

Either Parent or Provider may terminate the child care agreement upon two-week written notice to the other party. Written notice can be sent to childcare@kzooyymca.org. When parent does not provide a two-week written notice, parent is still required to pay for the final two weeks of care, following the notice of termination whether or not the child attends the program. Provider reserves the right to terminate this agreement immediately without notice to parent if: 1) child care fees and/or other fees are not paid when due, 2) the child's continued participation in the program creates a direct threat of harm to the child, other children, or the provider's staff, 3) parent engages in inappropriate parent conduct (see below). We will do everything in our power to work with you to keep your child(ren) in our care but in the case we cannot find a resolution, we reserve these rights.

Arrival and Departure Procedure

All children must be brought to the program by a parent (or other authorized person 16 or older). Children will be released from the program when a parent (or other authorized person 16 or older) notifies the staff of their arrival. All persons picking up a child must be listed on the child information record.

Child Release Policy

Provider will not release the child to any individual whose name does not appear on the child information record. As a condition of providing child care services, Parent must supply the name of at least one alternative person to whom provider may release the child in the event of an emergency. Before provider releases the child, the staff will require that the individual show a valid photo ID. Should a parent wish to allow an individual not listed on the child information record to pick the child up, parent must contact the Child Care office prior to that person picking up.

Parent must be aware that the provider and staff are not trained to make assessments relating to intoxication or other impairments and therefore assume no responsibility to the competency or condition of any individual appearing to pick up the child. Provider assumes no responsibility for any injury or harm to the child who has been released to a person on the child information record. Provider and staff respect the family's privacy, however, if questionable child release situations occur, the provider has a duty to maintain its role as the child's advocate. With respect to child custody disputes, until custody has been established by a court order, neither parent may limit the other parent from picking up the child, and the provider will release the child to a known, identified parent. Should a parent not be allowed to pick up a child, provider must have a court order on file.

Late Pick-up

All parents and guardians are expected to abide by the care schedule set forth by the Youth Development Department. If a parent is going to be late picking up a child, the parent is required to notify the provider as soon as possible. A late pick-up fee of \$1.00 per minute, or any portion of a minute, will be assessed for all late pick-ups. The late fee will be added to your account and scheduled with your next weekly payment.

If a child remains at program after 6:00pm and parent has not notified the provider that they will be late, provider will attempt to contact persons listed on the child information record to pick up the child. If provider cannot arrange for an authorized person to pick the child up by 6:30pm, provider will contact the police department for further instructions. The provider can under no circumstances take a child from the program to their residence, or the child's residence.

Communication

We encourage ongoing communication between the staff and parents. Parents should feel free to ask questions about the program or their child's care. Lesson plans, information about group activities, and basic updates will be posted to our parent app. All families will be sent an invitation to their child's group after enrollment. If a family requires an alternative form of communication, please talk to your child's teacher.

Parent Behavior Expectations

Provider requires the parents of enrolled children behave in a manner consistent with decency, courtesy, and respect at all times.

While in our program parents are prohibited from the following:

- Physical punishment of their child while in the child care facility
- Addressing a child who is not their own for the purpose of correction or discipline
- Physically engaging a child who is not their own for the purpose of correction or discipline
- Seeking out another parent to discuss their child's inappropriate behavior
- Sharing any information considered to be confidential or pressuring employees or other parents for information that is not necessary for them to know.

All behavioral concerns should be brought to the attention of the staff or Association Out-of-School Time Director who will then address the issue with the parent. While it is understood that parents will not always agree with the employees of YMCA programs or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. If a parent feels staff is not handling a situation appropriately then they should contact the Association Out-of-School Time Director.

Parents are always welcome to discuss a behavior issue with the staff and to seek advice and guidance regarding appropriate and effective guidance procedures for their child.

Parent Participation and Volunteers

If a parent wishes to volunteer, the parent must follow the YMCA volunteer process and policy. All other volunteers will also be responsible for following YMCA volunteer policy. At no time will a volunteer ever be alone with a child enrolled in the program. A YMCA employee will always supervise volunteers. Because we are guests in our respective schools, visitor policies of each school district will supersede our own. If schools do not permit visitors in their buildings, then we will be unable to accommodate parents visiting or volunteering in our programs.

Private Duty by Employees

Employees of the program are discouraged from accepting offers for private duty (e.g., babysitting, serving as a nanny, etc.) for any of the children enrolled in the program. If parents choose to request a YMCA Out-of-School Time staff to participate in private duty, then the parent and employee must complete a release form from the Out-of-School Time Department.

Child Abuse Prevention and Reporting

All YMCA staff will receive training in child abuse awareness, how to respond to suspicion of child abuse, and sign a code of conduct in New Staff Orientation. They will receive at least annual training after this point. As a licensed child care provider, provider and its employees are mandated reporters and required by law to report any instances of child abuse or neglect to the appropriate authorities. The

staff member who suspects abuse will be required to report to CPS as soon as possible and follow up with the licensing division within 72 hours. Staff members are also encouraged to notify their direct supervisor.

Response to Inappropriate Behavior, Red Flags, and Policy Violations

When a report of suspicious behavior or policy violations is received, supervisors must escalate the issue, speak with the accused, and review their history. The response should assess the severity and context, potentially leading to increased supervision, disciplinary action, or reporting to authorities if abuse is suspected. After an internal review, the YMCA may implement system changes, such as updated policies or additional training, to prevent future incidents.

Reporting Inappropriate Behavior, Red Flags, and Policy Violations

When a report of inappropriate behavior or policy violations occurs, a designated team conducts an internal review to identify root causes and recommend corrective actions. The review includes gathering information, analyzing deficiencies, and addressing system-wide implications. If sexual abuse is suspected, the review is paused, and external authorities are notified.

Monitoring Youth in Facility

Staff ensure the supervision and safety of minors and vulnerable adults by requiring parental involvement, a signed Code of Conduct, and implementing both direct and indirect supervision methods. Staff should be trained, easily identifiable, and regularly monitor high-risk areas, ensuring continuous supervision in both structured and unstructured settings.

Supervising Off-site Activities

Off-site activities pose higher risks due to large, harder-to-monitor groups and less structured environments. Key guidelines include prior approval, parental consent, appropriate supervision ratios, and clear staff roles, with staff trained in active supervision, roll checks, and following procedures for transportation, bathroom use, and emergencies. Staff should avoid distractions like personal cell phones to ensure continuous supervision.

Playground and Recreation Area Supervision

To ensure safe supervision during playground and recreational activities, maintain appropriate staff-to-youth ratios and assign staff specific zones to monitor with clear boundaries. Staff should stay fully engaged, avoid distractions, conduct regular roll calls, and have an emergency response plan in place. Periodic assessments should be conducted to ensure ongoing safety and effectiveness.

Engaging Experiences at Prime Time

Prime Time is dedicated to fostering holistic development in school-aged children through carefully planned and intentional experiences. We focus on key content areas, ensuring a balanced approach that nurtures all participants in spirit, mind, and body.

Social-Emotional/ Character Development

Our C.H.A.M.P.S. (Caring, Honesty, Always Respectful, Making Responsible Choices, Positive Attitude, Safety First) curriculum promotes self-awareness, empathy, and relationship-building. Through guided discussions, children learn to express their feelings, resolve conflicts, and develop a sense of belonging within a supportive community.

Physical Development

Prime Time incorporates at least 30min per day of outside or gymnasium free play time along with structured physical activities utilizing the C.A.T.C.H. Kids Club Curriculum. These experiences not only enhance motor skills but also encourage teamwork and healthy habits, allowing children to understand the importance of physical fitness and wellness.

Academic Enrichment

Using a combination of curriculum-based activities that focus on STEAM exploration as well as engaging school-aged children's natural curiosity of the world around them, Prime Time offers at least 30min of structured academic enrichment daily.

Creative Expression

At Prime Time, school-aged children are offered the opportunity to engage in art, music, and dramatic play, through various stations set up at the beginning or end of the program. These experiences not only encourage imaginative thinking but also enhance problem-solving skills as children create and collaborate with peers.

Cultural Awareness

We celebrate diversity by incorporating cultural exploration into our program. Through storytelling, music, and family engagement events, school-aged children gain appreciation for diverse backgrounds and traditions, fostering inclusivity and respect.

Conclusion

By integrating these content areas into our program, we create a nurturing environment where school-aged children can thrive socially, emotionally, physically, and academically. Our intentional experiences lay the foundation for lifelong learning and development, equipping children with the skills they need to succeed in an ever-changing world.

Program Ratios

Licensed School-age programs are permitted a 1:18 ratio with a maximum group size of 54. YMCA programs will make efforts to maintain a maximum of a 1:15 ratio for improved program quality.

Swimming at the YMCA

If your child is participating in a program held at the Maple Street YMCA, swimming may be an offered activity. Your child must be considered a school-age student in order to participate in swimming. Each

child is required to take a swim test for the on-duty lifeguard. Students must pass this test prior to being allowed to swim in the deep side of the pool. Students who do not pass the test or do not want to take the test will only be allowed to swim in the shallow end of the pool. Students who cannot touch the bottom are considered a "non-swimmer" and will be required to wear a flotation device.

Daily Activities

Prime Time offers children a variety of both structured and unstructured activities each morning and afternoon. Below is an example of our daily schedule.

<u>Prime Time Daily Schedule</u>					
Site: _____					
Week _____					
<u>Morning Schedule</u>					
6:30-7:45 Quiet Games, Open Centers: Free Choice on Games and Activities					
Manipulative	Board Games	Social and Dramatic Play			
Coloring Activities	Science and Math	Reading			
7:45-8:15 Physical Activity Time (outside or gym)					
	Monday	Tuesday	Wednesday	Thursday	Friday
CATCH Game					
8:15-8:30 Clean up, get ready for school					
(C-Caring, H-Honesty, A-Always Respectful, M-Making Responsible Choices, P-Positive Attitude, S-Safety First)					
8:30-8:45 CHAMPS Time, Dismissal					
<u>Afternoon Schedule</u>					
3:30-4:00 Arrival, Free Choice Time					
4:00-4:30 Group Time: Bathroom Break, Wash Hands, Healthy Snack, CHAMPS Time					
(C-Caring, H-Honesty, A-Always Respectful, M-Making Responsible Choices, P-Positive Attitude, S-Safety First)					
4:30-5:00 Academic Enrichment Time					
	Monday	Tuesday	Wednesday	Thursday	Friday
Activity					
5:00-5:45 Physical Activity Time (outside or gym)					
5:45-6:00 Open Centers: Free Choice on Games and Activities, Clean Up/Quiet Games					
Afternoon Snack Menu*					
Monday	Tuesday	Wednesday	Thursday	Friday	
*All efforts will be made to maintain this menu but variations may occur					
USDA is an equal opportunity provider and employer					

Emergency Policy

Provider has developed an Emergency Management Plan to be implemented in the event of an emergency situation. The plan has been designed to provide a plan of action in the event of a natural or man-made disaster. If an emergency should occur, provider will follow the instructions of the local authorities. The instructions may be to stay at the facility and shelter-in-place, or to evacuate. If we are instructed by authorities to evacuate to specific location, the children will be taken to the location identified by the authorities. We understand that parents and family members will be concerned about the safety of their children and will want to pick them up as soon as possible. If we are sheltering-in-place, we ask that you wait until the authorities issue an all clear before coming to pick up your children. If we evacuate the facility, children will be released to parents or authorized persons as they arrive. If the authorities designate an evacuation shelter, the location will be disseminated through local radio and television stations. Parents will be contacted as soon as possible/necessary via phone, email, or our parent communication app.

Guidance Policy and Disruptive Behavior

Discipline is the joint responsibility of parents, caregivers, and the children themselves. Support and cooperation between all parties is essential to the child's growth and recognition of positive behavior. We understand that children may exhibit disruptive behavior (i.e., biting, hitting, throwing objects, or using inappropriate language), and we use a positive guidance approach for handling mistaken behaviors. We believe communication is embedded in behavior and we look for the message they are unable to tell us.

Children are given the expectations of each activity. When misbehavior occurs, children are reminded first of the expected behavior, given redirection and assisted with problem solving skills to learn how to appropriately solve the problem next time. Our teachers will speak one-on-one with children in a firm, friendly and fair manner to protect the child's self-concept.

We will accomplish this through positive guidance techniques of:

1. Setting clear limits and expectations
2. Modeling and encouraging expected behavior
3. Redirecting children to more appropriate activities
4. Encouraging children to use coping strategies and problem-solving techniques for next time

When disruptive behavior occurs while in the program, a 3-tiered system of support will be in place:

-Minor behavior incident: Child will be redirected according to our guidance policy. An incident report will be completed the parent will be notified at the next pick up or drop off.

-Major behavior incident: Child will be redirected according to our guidance policy, separation from the group may be necessary. An incident report will be completed and the parent will be notified as soon as possible. Depending on the behavior, parents may be asked to pick up.

-Ongoing behavioral incidents: A parent conference will be held to discuss strategies to support the child in our program. The discussion will include consideration of any disability that affects the child's

behavior. An individual plan will be written and put in place to support the child in the classroom. We have a commitment to support each child and their needs in the classroom. However, there are times that individual child behavior poses a risk to the needs of the other children in the program. If a reasonable solution and/or accommodation cannot be reached or the behavior does not improve significantly, the child will be removed from the program with a two-week notice to allow parents an opportunity to find alternate child care. The child will be removed without notice if the child's behavior creates a direct ongoing threat to the safety of themselves, the other children, or the provider's staff.

Food and Snack Policy

Afternoon Snack

During the school year the YMCA will provide an afternoon snack to after school Prime Time participants. Our snacks will consist of healthy choices and include at least two different food groups. Fresh fruit and/or vegetables will always be one of the food groups. The other group may include whole grains, dairies, or other healthy alternatives. When the YMCA provides snacks, children who have food allergies may still need to provide a daily snack. Please speak with the staff about reasonable accommodations

Breakfast

Breakfast is not provided by the YMCA. Parents may send breakfast with their child for morning Prime Time. Kalamazoo students will receive breakfast in their classroom once school starts. Portage students may choose to take school breakfast according to PPS food service policies and any applicable fees.

Full Day and Half Day Care

Parents are required to send lunch and/or breakfast with their child, unless otherwise noted.

Food from Home

Children will not be deprived of a meal or snack if the Parent fails to provide it. We do not allow parents to send money to have food purchased. In compliance with licensing regulations, we encourage children to eat their healthy foods first before treats. We encourage children to develop healthy eating habits and at no time does the provider force children to eat more than they can handle. Staff will not allow children to consume soda pop, overly sugared snacks/drinks, or other items deemed exceptionally unhealthy.

Health Care Service Plan

The center has a health care plan that includes policies and procedures to keep staff and children healthy and safe. All YMCA Out-of-School Time staff are trained in blood borne pathogens, which includes an exposure control plan, proper sanitizing procedures, proper labeling of and disposal of milk and food, obtaining and maintaining of children's immunization and physical records, recognition of signs and symptoms of illness in children, emergency plan for handling minor and major injuries of

children, medication distribution procedures, and training in child abuse and neglect and what it means to be a mandatory reporter. A copy of the full health care plan is available upon request.

When a Child Becomes Sick at the Program

Provider will report any suspected illnesses or other changes observed in the health of a child to the parent. Provider will also notify parent when the child is exposed to a communicable disease while in care. When a child becomes ill at the program, provider and/or staff will comfortably isolate the child in an area where the child can be supervised and will immediately contact parent, who will be required to pick the child up within one hour of notification. Once the program closes for the day, staff will disinfect all areas of the classroom to prevent further spread.

When to Keep a Child Home

Provider requires a child to stay home when ill. A sick child may rest more comfortably in their own home in addition to helping prevent the spread of contagious illnesses to other children in the program. If your child exhibits any of the following symptoms, please keep the child home.

- Fever of 100 degrees or more, vomiting, diarrhea, continuous green mucus, lice, pink eye

Except for lice, children must be free of these symptoms for 24 hours before they can return. If the child has lice, they must be COMPLETELY NIT FREE before they can return to the program.

Parents are asked to notify the program if a child has been diagnosed with a contagious illness. Communication will be shared to make all families aware that an illness has been going around.

Staff and Volunteers will be asked to not participate in the program when they have any of the symptoms listed above.

Accidents and Incidents

We make all attempts to prevent accidents and incidents from occurring, but when they do the following plans will be in place:

Minor accident, not involving the head: First aid will be applied as needed, accident report will be completed and parent notified at next pick up or drop off.

Accident involving a head injury: First aid will be applied as needed, accident report will be completed and parent notified as soon as possible.

Major accident with or without head injury: First aid will be applied as needed, parent notified as soon as possible, medical personnel contacted if necessary, and an accident report will be completed. If accident results in visit to a medical professional, provider will report it to licensing.

Lost Child: All staff immediately notified of the missing child, those staff who are not required to supervise other children will search the facility, if necessary 911 will be called to notify the authorities of the missing child, parent notified as soon as possible.

Inappropriate contact: If inappropriate contact occurs immediate action will be taken to separate the individuals involved. Depending on the severity of the situation, parents will be contacted as well as the proper authorities if warranted.

Medication Policy

Provider will administer necessary medications under the following guidelines recommended by the Department of Licensing and Regulatory Affairs. The parent must sign a medication permission form for the duration of the need. Prescription drugs must be in the original container with the pharmacy label, physician's name, instructions, dosage, and name and strength of the medication and shall be given in accordance with those instructions. Over the counter medication will be given only if it is in the original container. Provider will maintain a record as to the time and the amount given or applied. The provider will keep the medication out of reach of children and return any remaining medication to the parent when it is no longer needed. Any medication not returned will be destroyed.

Sunscreen and Bug Spray

The program strives to take the children outdoors to play on a daily basis. The YMCA will provide sunscreen and bug spray, but families are welcome to provide their own if they prefer. Annual permission to administer sunscreen and bug spray is part of the registration paperwork.

Pesticide Use Information

The Department of Licensing and Regulatory Affairs requires centers to give notice of annual pesticide application; this handbook serves as the annual notification. If there is going to be any type of spraying going on in or out of the building while your children are in our care, provider will inform parents at least 48 hours in advance in two to different forms. One form will be a notice on the door of the center. Possible other ways of communication include but are not limited to: in a parent newsletter, a mass email, a telephone call, or a posting in our parent communication app or on our website. Parents are entitled to receive the notice by first-class United States mail postmarked at least 3 days before the application, if they so request, and the manner in which such a request shall be made.

An advance notice of application of a pesticide, other than a bait or gel formulation, shall contain all of the following information:

- A statement that a pesticide is expected to be applied.
- The target pest or pests.
- The approximate location of the application.
- The date of the application.
- The name, telephone number, and, if available, e-mail address of a contact person responsible for maintaining records with specific information on pest infestation and actual pesticide application as required by rules.
- A toll-free telephone number for a national pesticide information center recognized by the department and a telephone number for pesticide information from the department.

Personal Items from Home

We understand that children may be excited to bring items from home and that they may bring a level of comfort to the child. If Parent permits a child to bring an item from home, provider is not responsible for loss or damage to that item.

Clothing

The program strives to take children outdoors to play on a daily basis. As such, parent must be certain that the child is dressed appropriately according to the weather conditions. Due to the nature of some of the activities the program offers, parents must recognize that children's clothing may occasionally become soiled or damaged. Provider assumes no responsibility for damage to a child's clothing.

Playground and Outdoor Usage Areas

Please note that a qualified Playground Safety Inspector may not have inspected all the school site playgrounds, nor do all playgrounds meet Department of Licensing and Regulatory Affairs regulations.

Transportation Policy

The YMCA of Greater Kalamazoo is committed to ensuring the safety and well-being of all participants during transportation to and from YMCA programs and events. This policy outlines the requirements for obtaining annual permissions from parents/guardians and additional permissions for individual field trips.

- Annual Transportation Consent Form: At the beginning of each program year, parents/guardians must complete and sign the Annual Transportation Consent Form. This form grants general permission for the YMCA to transport their child to and from regular YMCA programs, events, and activities.
- Individual Field Trip Permission Slips: For each field trip or special event requiring transportation, an Individual Field Trip Permission Slip must be completed and signed by the parent/guardian. This permission slip will include details of the trip, such as destination, date, time, and mode of transportation.
- Emergency Procedures: Staff will carry a first aid kit and have access to emergency contact information during all trips. In an emergency, staff will follow YMCA emergency protocols and contact parents/guardians as soon as possible.
- Parent/Guardian Communication: The YMCA will communicate transportation details, including schedules and any changes, to parents/guardians in a timely manner through email, phone calls, or other appropriate means.
- Record Keeping: All signed Annual Transportation Consent Forms and Individual Field Trip Permission Slips will be securely stored and maintained for the program year.

Photo Release

Provider may take photos of the children participating in program activities or field trips. The photos may be posted for parents and visitors to enjoy. We may occasionally be filmed for the local news, YMCA video use, for YMCA brochures, and/or the YMCA social media pages. If a parent wishes that photos not be taken of their child, a written notice must be delivered to the Child Care Department.