



Early Childhood Education Policy Handbook



THE BANGOR REGION YMCA



Hello Parents, Guardians and Friends,

It is our absolute pleasure to welcome you and your family to The Bangor Region YMCA Early Childhood Education (ECE). We are grateful for your participation in our program and look forward to partnering your family.

The Bangor Region YMCA ECE Program is committed to Youth Development, Healthy Living and Social Responsibility. We have made it our mission to make a positive impact on every child in our program. We fulfill our commitment everyday through healthy snacks, outdoor activity, swim lessons, positive adult and peer interactions, learning centers and our caring and educated Teachers!

Our program encourages your child's total development. Through teacher and self – directed activities your child will learn new skills, grow intellectually, expand creatively and mature socially. We teach our core values of Honesty, Respect, Caring and Responsibility in everything that we do.

Should you have any questions, concerns or comments throughout your experience in our program, please feel free to contact Beth Seger, Early Childhood Education Manager at 941-2808 ext. 317 or by email, bseger@bangorY.org or Jennifer Laferte-Carlson, Youth Development Director, jcarlson@bangorY.org, 207-941-2808 ext. 331.

Thank you for choosing The Bangor Region YMCA ECE Program!

Beth Seger
Early Childhood Education Manager
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Introduction to the YMCA

Mission Statement

The Bangor Region YMCA is a community leader in supporting children, adults and families in their lifelong quest for physical, emotional and social wellness.

Early Childhood Education

Our Bangor Region YMCA Early Childhood Education Program is licensed by the State of Maine, for children ages 0 to 12 years of age. We provide care for children ages 2.5 years to 18 months. We want our families and our staff to be partners, working together in the best interest of the child.

We welcome you and your child to our program and to our YMCA. If you have not received a program guide outlining all the programs and services we offer to our community, please request one from our Welcome Center.

We believe the most important and influential people in a child's life are his/her parents/guardians. Our goal is to utilize that influence by building a relationship of mutual trust and support with parents/guardians. Using open communication, we work with parents and guardians to create the best possible care for each child. Please feel free to talk with our teaching staff and program manager at any time. Open communication about each child helps provide quality care.

Program Goals

- To support working parents/guardians with (part and full time) childcare that is safe, affordable and fun.
- To provide quality childcare service to outlying communities (when needed and feasible) not limited specifically to the Bangor-Brewer area.
- To provide quality experiences, companionship, activities, supervision and guidance for the child in a safe and nurturing environment.
- To provide opportunities for the child to develop physically, emotionally, socially and intellectually.
- To help children develop positive attitudes and character traits.
- To help children develop self-confidence and independence.
- To provide an atmosphere in which children can learn to share and be a supportive member of a group or team.
- To help children make friends and get along with others.
- To provide children with choices.
- To offer a variety of activities that meets the interests and needs of children.
- Through participation in the Bangor YMCA programs, children will gain:
 - Positive peer interaction
 - Interaction with positive adult role models
 - Learn or improve self-help skills, which lead to improved self-esteem.
- To provide a planned program of developmentally appropriate activities.
- To employ qualified, experienced and caring staff.
- To provide ongoing staff training and development.
- To provide ongoing program monitoring and evaluation

Security System

To ensure the safety of the children in our Youth Development programs, we use an Access Control System. Each family receives one key FOB at no charge. You have the option to rent up to two additional FOBs for your family for \$7.50 each at the Welcome Center. Once the additional FOB is paid for, please allow 3-4 business days for it to be issued. **If your FOB has been lost or stolen, please notify the Program Manager as soon as possible.** A replacement FOB can be purchased at the Welcome Center. There are two ways into the Youth Development Center, one is the elevator and the other is the 2nd stairwell past Studio 2. To enter the Youth Development area, wave your FOB in front of the black box located to the left of the stairwell door, when the light turns green open the door. If you're taking the elevator, wave your FOB in front of the black box located to the left of the 2nd and 3rd floor buttons, when the light turns green, select the floor you need. If a friend or family member is picking up your child and doesn't have a FOB, he/she needs to go to the Welcome Center. They will need to tell the Welcome Center the name of the child he/she is picking up, the classroom the child is in, and provide a photo ID. The Welcome Center will then call the appropriate classroom and a staff person will come downstairs to let him/her in the Youth Development Center.

Please note that all fobs must returned to the program manager when your child leaves the early childhood education program

Our Promise to Parents/Guardians

We will provide the Best Practices in childcare programming.

The Bangor Region YMCA Youth Development Center understands that parents/guardians are the primary influence in their children's lives. We complement that influence by building a relationship of mutual trust and support with parents/guardians. Using open communication, we work with the parents/guardians to create the best possible care for each child.

Why strive for best practices in our childcare programs?

When Best Practices are implemented, a positive environment for the staff and the children in our care is the inevitable outcome.

Our Youth Development Team strives to offer a high quality program for families. A high quality center is a stimulating, caring, and learning environment where:

- Children have the opportunity to develop secure relationships with staff.
- All children are treated equally.
- Children learn the ability to respect the rights of others.
- Staff cooperate with each other to provide positive role modeling.
- Children's self-esteem and individuality are encouraged.
- Staff provides a consistent approach with children and parents/guardians.
- Staff and parents/guardians work together. Staff and parents/guardians show mutual respect for one another.
- Staff respects the knowledge and abilities of others.
- A variety of activities are provided for children.
- Children are given choices throughout their day.
- Parents/guardians are listened to.
- Parents/guardians have the opportunity to contribute to the program and its evaluation process.
- The program reflects individual children's needs, abilities, and interests.
- The program enhances all areas of their development through thoughtful planning, observations and communication.

Quality Rating System

"Quality for ME" is a voluntary system for licensed childcare providers to have their program quality assessed on a 4 step rating scale. Expectations at each step must be met before achieving a higher level. Every step is an important quality measure based on the following criteria:

- Licensing history
- Learning environment (daily schedule, activities planned, etc.)
- Program evaluations (looking at strengths and weaknesses)
- Staff development (training opportunities for staff)
- Administrative policies and procedures (holiday closings, illnesses, etc.)
- Family involvement (welcoming parents/guardians into the classrooms)
- Community resources (where to find other services to help families)
- Child observations (watching for children's interests and skills)

The Bangor YMCA Youth Development Center has achieved a Step 1 Ranking. Meaning that our programs exceed standards as defined by licensing standards.

Staffing (requirements and training)

The Early Childhood Education Manager supervises and supports the operations of both program and Staff.

ECE Program is staffed by the Program Manager whose responsibility is the operation of that particular program, included but not limited to the supervision of children and staff, program planning and implementation, communication and parents/guardian relations. The Program Managers are supported by additional staff based on the needs and size of the program.

Qualifications and training of staff- the following requirements and qualifications are established in the Rules for the licensing of childcare facilities for the state of Maine.

Director and/or Program Manager:

The Director and Program Manager shall be at least 21 years of age and meet one of the following:

- Degree in Early Childhood Education – Bachelor of Science/Bachelor of Arts.
- Degree and experience – an Associate in Arts/Associate in Science (AA/AS in Early Childhood Education and (3) years direct childhood experience; or
- AA/AS and experience – AA/AS in a related field with (18) credit hours in Early Childhood Education and (3) years direct childhood experience
- BA/BS and experience – BA/BS in related field with (18) credit hours in Early Childhood Education and (3) years direct childhood experience.
- Credential and experience – Child Development Associate (CDA) as awarded by the CDA National Credentialing Program with (5) years direct experience, or
- Experience and training – (7) years of experience and (180) hour training in healthy, safe environments, child development; observations and assessment; developmentally appropriate practice; guidance; relationships with families; individual and cultural diversity or business and professional development; childcare, early childhood education topics related to operating a childcare facility; or other subjects related to age or characteristics of children for whom care is planned.

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Qualifications of Childcare Staff

- All must be at least (18) years of age to work in our ECE program.
- All staff shall have a high school diploma or equivalent or is attending high school or enrolled in a GED (General Education Development) preparation program.

All staff shall demonstrate the following:

- The ability and willingness to comply with all applicable laws and rules;
- The ability to provide, safe, compassionate services;
- A history of honest and lawful conduct. We require two complete background checks.

In addition, all staff will be required to obtain and maintain the following trainings:

- CPR/First Aid in infant, child and adult
- How to be a Mandated Reporter
- Child Abuse Prevention
- Bullying Prevention

Annual Training Requirements:

- Staff scheduled to work 20 hours or less per week must have 18 hours of training per year.
- Staff scheduled to work more than 20 hours per week must have 30 hours of training per year.

Supervision of Staff

Upon hire, immediate supervisors and the Program Manager will orient new staff, including volunteers, prior or during the first week of services in the following:

- Rules for the licensing of childcare facilities
- YMCA Personnel Policy Handbook
- YMCA Best Practices Handbook for ECE Employees
- Fire drills and other emergency procedures

All current staff will show documented evidence of on-going trainings. Each staff member will be evaluated yearly on performance and will have documented evaluation on file. Volunteers and substitutes will be provided orientation to enable them to carry out their assigned responsibilities.

Confidentiality

We believe that our parents/guardians, children and staff deserve the right to privacy. It is our goal to represent the YMCA mission and core values. Absolutely no information regarding a present or former individual child, family, student or employee is discussed by staff with anyone outside of our Youth Development Team or posted online.

Photos will not be taken of children in our care unless it is for programming purposes. Parent permission is required. **Please note parents and guardians are not permitted to take photos or videos of any children in our program.**

General Information

Days and Hours

Childcare is available from 6:30 am to 6:00 pm, Monday through Friday. We are not able to accommodate hours outside of this time frame.

There is a late fee of \$1 per minute for each minute a child is in care past 6:00 pm.

Please be considerate and pick up your child on time. We know that on occasion there may be an emergency that arises. If you are going to be delayed please notify the Bangor YMCA at 941-2808. A child who is picked up late from program 3 times may be removed from program.

Cost Per Week

Fireflies Classroom (ages 18 months – 2.5 years)

- Full Time - \$200
- Mon/Wed/Fri - \$150
- Tues/Thurs - \$120

Ladybugs Classroom (ages 2.5-3.5 years)

- Full Time - \$175
- Mon/Wed/Fri - \$128
- Tues/Thurs - \$100

Caterpillars Classroom (ages 3-4 years)

- Full Time - \$170
- Mon/Wed/Fri - \$120
- Tues/Thurs - \$92

Butterflies Classroom (ages 4-5 years)

- Full Time - \$158
- Mon/Wed/Fri - \$114
- Tues/Thurs - \$88

Dragonflies Classroom (ages 4-5 years) *1/2 Day Pre-K

- Full Time - \$100
- Mon/Wed/Fri - \$75
- Tues/Thurs - \$50
- Transportation Cost (Bangor Pre-K Only) - \$5 per day

***The Dragonflies classroom only runs for the school year. School vacations and snow days must be registered for separately and is first come, first served.**

Multi-child and Military Discounts available as of January 2020.

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Holidays and Closings

The Early Childhood Education is closed to observe the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day (4th of July)
- Labor Day
- Columbus Day
- Veteran's Day (If Veteran's Day falls on a weekend we will be closed either the Friday before or the Monday after)
- Thanksgiving
- The day after Thanksgiving
- Christmas Eve (At noontime)
- Christmas Day
- Day after Christmas
- New Year's Eve (At 3 pm)



There is no reduction of weekly fees assessed as a result of these holidays. It is not customary for the Youth Development programs to close due to weather. If you are unsure if we are open due to a snowstorm please call the YMCA, check Facebook, bangorymca.org or check your local news stations for postings.

Arrival and Departure

Children must be brought into the Center by an adult. The adult must sign their child in and out on the attendance sheet, located in each classroom.

When dropping off your child:

- **Please escort him/her to the classroom**
- Sign in your child
- Convey messages to the staff
- Help your child unpack
- Say a nice goodbye and depart

Children will be released only to a parent, legal guardian or those people listed on the emergency contact sheet/registration form for pick up. Photo ID is required for all parent and guardian pick-ups. Parents/ Guardians must authorize the Youth Development office in writing to release their child to a person not listed on the authorization form. In the event that written notice is not possible, parents/guardians must advise by telephone as soon as possible. When the escort arrives, he/she will be required to submit a photo ID for verification purposes. If a parent or legal guardian arrives to pick up their child and appears to be under the influence of alcohol or drugs, the Program Manager will request the local police evaluate the parent/guardian to determine fitness to drive.

Payments for Early Childhood Education

Payment is due on the Friday **BEFORE** the service is given. **Fees are based on enrollment, not attendance.** To maintain a reserved space, your fee must be paid during the absence of a child due to illness, holidays, or other reason.

Payments are automatically withdrawn from a checking or savings account, or a credit or debit card on Fridays. If the payment is returned there is a **\$25 late payment fee added to your balance.** You will receive an invoice, phone call and/or email from the Bangor Region YMCA. You will be given until Wednesday of that week of service to bring your balance current. If your balance is not paid in full by Wednesday, **your child will not be allowed to attend child until full payment is received.** You will also be responsible to pay the next week of childcare at that time. We are unable to hold spots for accounts in arrears. If your child is held from attending due to lack of payment for one week, we will then have to open up their spot to another child on our waiting list.

Our Early Childhood Education Program accepts families who receive Aspire, Transitional Care and the Subsidy program. If you participate in one of these programs, a copy of your award or coverage letter needs to be provided before your child's first day in program. If we have not received a copy before your child's start date you will be billed directly for each week of care until the letter is received.

If you have a **full time subsidy award** your child needs to be in program for a minimum of **30 hours per week.** If you have a **part time subsidy award** your child needs to be in program for a minimum of **20 hours per week.** The subsidy program will not pay the full awarded amount if your child does not attend for the minimum required hours. If your child will not be coming in on a regularly scheduled day, please call his/her teacher to let him/her know. If you are unable to ensure your child attends the minimum required hours he/she will be removed from Early Childhood Education.

Enrollment Procedure and Forms

Early Childhood Education Enrollment Procedure

The Early Childhood Education enrollment process for new participants includes:

- A one-time visit with a parent/guardian, child and Program Manager. The visit will acquaint the parent/guardian and child with the teachers, kids, daily routine and the facility. The best time to visit is 9:00am – 11:00 am or 3:00 – 4:30 pm. Additional visits may be scheduled as deemed necessary by parents/guardians and the Program Manager (until the child feels secure, comfortable, and at home in the new setting).
- Immunization Record**
- Physician's Consent Form
- Completed YMCA Childcare Registration Form
- Payment Contract
- Emergency Information
- If there are custody arrangements in place for a child, the custodial parent/guardian is requested to make those arrangements known to the Early Childhood Education staff at the time of enrollment. If any relevant court orders are in effect, a copy of the court order(s) will need to be provided.

We cannot withhold a child from a parent, legal guardian or authorized adult without valid court documentation that specifically outlines the arrangements.

****Please note: A copy of current immunizations is required upon enrollment. If you have chosen for religious, ethical or philosophical reasons to abstain from vaccinations licensing requires a written document from parent or physician stating this upon enrollment is required.**

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Clothing

Exploration and play are essential to a child's healthy development. Children should dress in comfortable play clothes that are weather appropriate. Children often soil their clothes when eating, playing, and participating in program activities.

- A spare set of clothes should be sent each day or left in your child's cubby.
- Please label all clothing with your child's name.
- We strongly encourage shoes that support active play.
- If a child does not have extra clothes and diapers and wipes (if applicable) the parent or guardian will be notified to bring extra, or the child will be sent home.
- If your child is potty training he/she will need 3 sets of extra clothing in case of multiple accidents.

Please ensure that your child is appropriately dressed for program activities and weather.



Program Structure

Ratios

Our staff to child ratio for the Bangor Region YMCA ECE is as follows per State Licensing Requirements:

- Dragonflies (ages 4-5) 1:10
- Butterflies (ages 4-5 yrs) 1:10
- Caterpillars (ages 3-4 yrs) 1:10
- Ladybugs (ages 2.5-3.5 yrs) 1:7
- Fireflies (ages 18 months – 2.5 years) 1:5

Transitions

The transition process between classrooms depends on three criteria; all of which will be reviewed by the childcare staff and parents/guardians based on individual circumstances:

1. Availability
2. Age
3. A child's personal development

***A child must be potty trained before moving into the Butterflies and Dragonflies classroom. That is a child must be able to recognize the need to use the bathroom and go accordingly. He/She must be able to use the bathroom without assistance from an adult.**

The scheduled transition from one classroom into another will take place over a minimum of one business week. During the process, parent(s)/guardian(s) and classroom teachers of the respective programs will meet to discuss the child's transition schedule, express ideas and thoughts, review the new program and collect a transition packet which contains:

1. A letter from the new classroom teacher
2. A daily schedule for the new program
3. Any other program specific information regarding the child's new environment

Development

All staff work cohesively to prepare a child for their graduation into the next learning environment. To provide a child with the best possible foundation, each room implements a strong curriculum which includes growth in social, emotional, physical and cognitive development. Each classroom has specific development recommendations that need to be met before a child is able to transition. If there are any concerns with a child's development or special needs, a meeting with the Program Manager and the parent(s)/guardian(s) will be scheduled to discuss how to create a successful transition.

Availability

Children will transition to the next program when they meet the developmental guidelines and there is availability. In the event that there is no availability, the next opening will be reserved for that child.

Curriculum

We offer a secure and stimulating environment that allows children to develop imagination and share positive experiences with peers and adults. Our thoughtfully designed activities and play areas encourage children to explore and discover the world around them. Through this process, children develop self-help skills as well as a foundation for enjoyable learning throughout life. We use Creative Curriculum as a framework for authentic assessment. We plan activities and develop individual goals for children in order to ensure that all children have meaningful opportunities for learning.

Additional Goals for children's development and learning:

- To explore and discover the world at an individual pace, with the support and guidance of responsive adults
- To involve parents/guardians as their child's most important teachers
- To build relationships with other children and adults
- To promote a healthy image of self

Experiences:

- Children have access to a variety of activities; they spend most of their time playing and working with materials and other children.
- Children have the opportunity to play outside every day weather permitting.
- Families are invited and encouraged to share their special talents, interests and professions with the group.
- Opportunities exist for meaningful conversations throughout the day, sharing life experiences.
- Parent/Guardian teacher conferences and conversations between teachers and parents/guardians support the development of goals for children.

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- Teachers act as guides and facilitators for children as they gain skills. Teachers observe children and complete a developmental checklist twice a year. They use this information, in addition to parent/guardian input, to create meaningful experiences and programming for children.
- Program Managers provide supervision to all teaching staff. Leadership roles also promote quality programming for children, and support the continuing professional development of staff.

In addition to the Creative Curriculum, the Bangor Region YMCA also uses the following Early Childhood resources to support curriculum development:

- State of Maine Preschool Early Learning Guidelines
- HEPA Standards (Healthy Eating and Physical Activity)
- Conscious Discipline

Assessment

We refer to the State of Maine's Early Learning Guidelines and the Early Childhood Rating Scale. The State of Maine's Early Learning Guidelines the Early Childhood Rating Scale, and the basic concepts of Creative Curriculum, the Bangor Region YMCA Youth Development Team has created a developmental checklist assessment tool that is functional and friendly to all parties; parents, guardians, children, teachers and the program. This checklist will follow the progression of your child throughout the stages of the center.

The developmental checklist will:

- Assess each child individually twice a year, tracking successes and accomplishments as they occur.
- Enable parents/guardians and teachers to have meaningful conversations in regards to your child's achievements, skills and successes.
- Follow your child from one program into another as he/she progresses to kindergarten.
- Build a sense of confidence and mastery of skills that will follow him or her into kindergarten.
- Allow teachers to create intentional lesson plans that address needs of the group as well as individual needs.

The areas of focus in the developmental checklist are:

- Social – Emotional
- Physical
- Literacy
- Mathematics
- Science
- Social Studies
- The Arts



Classroom Communication

Each Classroom has their own process for communicating with parents/ guardians and distributing information. Some examples of this communication are:

- Newsletters containing current information and upcoming events
- Parent/Guardian bulletin boards
- Bulletin boards outside of classrooms highlighting daily activities
- Daily information sheets/progress notes

Parents/Guardians involvement is extremely important to our children as well as our programs. Parent/Guardian volunteers and visitors are welcome. We have implemented several ways in which communication flows freely but still caters to everyone's busy lifestyles.

- Your child's cubby may contain notes or larger artwork
- Teachers are always available to speak with you about any concerns you may be having regarding your child

We encourage parents and guardians to let us know if you have any questions, concerns, ideas or just want to chat about your child.

Child Development and a Safe Environment

Our Teachers model our Core Values of **Caring, Respect, Honesty and Responsibility** in everything they do. They set realistic expectations and goals, help build problem solving skills, and work with both children and parents/guardians to ensure the needs of all children are met. We are committed to providing a safe, nurturing and fun environment.

Each age group we serve has different developmental milestones. Some of the typical goals and achievements of social emotional development in our program are as follows:

Ages 0 to 3 years

- Learning language and communication skills and advance from using single words to phrases to complete sentences
- Begin to interact with peers through imitation
- Think concretely, retain information, and process information primarily through their five senses – by seeing, touching, tasting, smelling, and hearing
- Imitate the language and behaviors of trusted adults

Ages 3–5 years

- Start to show awareness of her own feelings and others feelings
- Begin to separate more easily from parents
- Begin to show empathy to other children (respond to their feelings)
- Share toys, taking turns with help
- Be more even-tempered and cooperative with parents
- May show attachment to one friend
- Develop friendships
- Express more awareness of other people's feelings
- Get better at sharing and taking runs with other children
- Listen while others are speaking

We know when a child shows unusual behavior for his/her age it can be a means to fulfill a need. He/She may display physical aggression, (i.e. biting, kicking, hitting, scratching, pushing, throwing), verbal outburst (i.e. cursing, screaming, yelling), and/or have difficulty following directions (i.e. not

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responding to peer or teacher request, running away from his/her teacher). In most cases, these situations are temporary and are resolved quickly. Some examples of developmentally appropriate behavior include:

Ages 0 to 3 years

- Begin to test independence and explore limits, but still seek closeness to primary caregiver
- Physically demonstrate feelings, such as kissing and hugging to show love and hitting to show anger
- Master the idea of being happy, sad, or angry, but will generally choose to express emotions physically rather than verbally

Ages 3-5 years

- Be assertive about what he wants, and say “no” to adult requests
- Possibly become aggressive and frustrated easily
- Defend her possessions
- Might be bossy and defiant
- Follows simple rules in games, but will always want to win.

In the event that these situations increase, become part of a child’s daily routine, and / or jeopardizes the safety of his/herself, peers and/or teachers, the Early Childhood Education Manager will request a meeting with the parents/guardians and lead teacher. This meeting will be a means to work together and develop an **Individualized Success Plan** for the child to help ensure his/her success. Plans may include but are not limited to:

- Sticker/Reward chart
- Individualized teaching practices
- Specialized choices throughout the day
- Change in attendance
- Access to outside resources

If a child has an unsafe body and / or choices, 3 times in one day he/she will be sent home for the day. These choices include but are not limited to:

- Running away from teachers
- Throwing toys, chairs, etc.
- Hitting, kicking, pinching, grabbing, pushing, and / or biting peers or teachers.
- Jumping from tables, chairs, shelves
- Knocking over tables, chairs, shelves



Our Teachers will implement the **Individualized Success Plan** and record their observations. In 2 weeks the Early Childhood Education Manager, Lead Teacher and Parents/Guardians will have a follow up meeting to assess and discuss the effectiveness of the Individualized Success Plan. At the end of the 2 week period, if sufficient improvement has not been made or the child is still unable to participate in the program successfully and safely, parents/guardians will be asked to seek out assistance from a physician for a referral to an early childhood support agency or other professionals. Parents/Guardians will then share sufficient information and cooperate with the ECE Manager and Lead Teacher to make changes to the **Individualized Success Plan** that include all reasonable suggestions of physicians, agencies and professionals that do not fundamentally alter our program. The teachers will implement the **Individualized Success Plan** and record their observations.

If use of the **Individualized Success Plan** does not increase the child’s success or improve the child’s ability to participate successfully and safely, the ECE Manager, Lead Teacher, Parents/Guardians, and Experts will cooperate to revise the plan. If all reasonable recommendations have been followed without sufficient results and no further recommendations for reasonable modifications are suggested, or if the child’s parents/guardians fail to cooperate with the Bangor YMCA staff in seeking outside help and creating, implementing, and modifying the **Individualized Success Plan**, the ECE Manager will make the recommendation that the family seek an alternate appropriate placement and the child will be dis-enrolled from the program.

It is our hope to work with all children and families collaboratively to avoid this situation, but we know that our program will not meet the needs of all children and families.

Potty Training

We believe that potty training should be an empowering endeavor for each child. We understand that it can be a lengthy process at times and that can be frustrating for children as well as parents/guardians. We feel that it is our position to support the child and the family routine, using encouragement and keeping in constant communication with progress updates. Maine State Licensing prohibits our staff from potty training a child if the child is not showing signs of readiness. Readiness includes a desire to use the toilet, staying dry for a significant portion of the day, staying dry during naptime and telling a teacher they need to use the bathroom. We cannot force a child to use the bathroom.

Parents/Guardians are asked to supply the potty items necessary for their child’s level of development (wipes, diapers, pull ups, underwear and full changes of clothes including socks and shoes).

Quiet Rest Time

The State of Maine licensing rules and regulations require each program in our center to observe a rest time. Each program has a daily schedule that specifies the rules of quiet time and the length. This gives the children an opportunity to rest their bodies. Sleep is not required. Children sleep as their body requires.

Toys from Home

We understand that children like to bring their favorite toys from home to show their friends. However, toys may become lost, broken, stolen, or may not be appropriate for a classroom setting. Please do not allow your child to bring in anything that has significant emotional or monetary value. The Bangor Region YMCA cannot be held responsible for lost, broken or stolen items. Each classroom has its own rules regarding toys from home. Please speak to your child’s teacher for details.

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Swim Class

We provide swim lessons twice a week for our Fireflies, Ladybugs, Caterpillars, and Butterflies classrooms. Parents/guardians are always welcome to watch or engage in swim class. **Children who are not potty trained need to be in a swim diaper for swim class. This includes both urination and bowel movements.** Please provide extra clothing and swim diapers on swim days. Staff will provide support in getting dressed and undressed.

Children who are exhibiting unsafe behavior on the pool deck or in the pool will be asked to sit out for swim class.

Parents, Guardians, and family members watching swim are not permitted to take photos or videos of their child while swimming. This ensures that other children are not accidentally photographed or filmed.



Water Safety Rules

When children are active in water play or are engaged in our swim program, all staff and children will adhere to the following:

1. Only Coast Guard approved PFDs are permitted.
2. Walk at all times in the pool area. No walking in the gutter or on the benches.
3. All jumping must be done from the gutter facing the pool. Diving is only permitted at depths 9 feet or greater. Twists, flips, and partner jumps are not permitted.
4. No rough play.
5. Food, gum, or beverages (other than water) are prohibited in the pool area. Glass containers are prohibited.
6. Prolonged underwater breath-holding is prohibited in this facility. This practice can lead to Shallow Water Blackout.
7. All personal training, coaching, and swim instruction are to be scheduled through the YMCA. Outside instruction is prohibited.
8. Patrons with open cuts, blisters, inflamed eyes, contagious skin rashes, or any communicable disease are not permitted in the pool. Anyone who has or had diarrhea in the past two days should refrain from using the pool.
9. Spitting, nose blowing, urinating, and depositing foreign matter into the pool is prohibited.
10. The pool may be closed as necessary for the health, welfare, and safety of the patrons. The pool will be cleared during thunderstorms and will remain closed for 30 minutes after the last thunder is heard.
11. Animals are not permitted anywhere in the pools.
12. The lifeguards have final say. Please respect their decisions.

The pool/water area shall:

1. Have a lifeguard on duty at all times. Lifeguard certification or water safety training certificate is posted.
2. Be free of toys, clutter and debris.
3. Have sufficient clarity. The bottom of the pool/water is clearly visible at the deepest part.
4. Have all lifesaving equipment conspicuously and conveniently on hand.
5. Have a first aid kit readily available.
6. Have an emergency plan readily available.
7. Legible water safety rules posted.
8. Telephone in the pool area is available and in working order.

Nutrition

Morning snack is served at 9 am in our Early Childhood Education Program.

Cold lunch is served from 11:00 am – 12:00 pm in our Early Childhood Education Program. You must pack your child a lunch. We do not provide lunches here at Early Childhood Education.

Afternoon snack is served between 2:30 pm – 3:30 pm. Snack consists of water, a light fare and, at least a half of cup of fruits or veggies.

Healthy snacks are provided by the YMCA, please refrain from sending any fried foods with your children.

We do not permit the use of sippy cups or bottles in our Early Childhood Education Program. We provide small plastic cups for drinking to help teach dexterity and balance.

Water is always available to your children.

Children are not allowed to consume energy drinks, soda or any juice less than 100% juice, while at the Bangor Region YMCA.

If your child has an allergy to food(s) please inform the staff. We will do our best to accommodate our meals and snacks to ensure all children's safety.



Your child's lunch must be free of peanuts and peanut products and any kind of nuts as well as cantaloupe. Products containing latex, such as balloons, rubber balls, or brand new rubber rain boots may not be brought into the classrooms.

Physical Activity

We strive to provide at least 60 minutes of active play to all children each day. This is offered through inside play as well as playground time. We understand the importance of physical activity in child development and give these opportunities several times throughout each day.

If your child is not feeling well enough to go outside, please do not bring them to Early Childhood Education.

Parents must remain with siblings during pick up and drop off. Siblings may not be left in the care of Y staff if not enrolled in the program they are being left in.

Unfortunately our teacher/child ratio does not allow us to stay inside with an ill child while the remainder of the class plays outside.

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Inclement Weather

The amount of time outside is determined by the weather conditions. When the weather is extremely hot (over 95) or cold (wind chill 20 degrees) children will not go outside. If weather permits, playground time is preferred. We utilize time in the studio if outside play is not an option.

We play outside almost every day, even if it is for a short time. Please dress your child appropriately:

- Sun hats and sunscreen are recommended for very sunny days.
- You will need to provide your child with non-aerosol sunscreen.
- In the winter, snowsuits, boots, hats and mittens are essential.
- Clothing often gets wet so parents/guardians should provide an extra set of clothes.

Injury

Accident and Emergency Procedures

The Bangor Region YMCA Childcare staff members are all infant, child and adult CPR and First Aid certified. Any accident requiring first aid treatment will be reported by staff on an accident report. Parents/Guardians are asked to read, sign, and return the report to the teacher. A copy of the report is filed in the child's folder. Minor accidents such as small cuts, scrapes, skinned knees, etc. are cleaned and covered with a bandage. Bumps and bruises are treated with ice packs. Parents/Guardians are notified immediately of accidents that may require a doctor's care. If an accident occurs that requires immediate medical care, the child will be taken to the nearest health care facility in the company of a staff member. The emergency procedure form in the registration packet authorizes the Youth Development Team to obtain medical care when your child must be treated in your absence.

Accident Insurance

The Bangor Region YMCA liability insurance does not extend to accidents occurred by children on the premises. Parents/Guardians should take steps to ensure they have adequate means to provide for medical expenses arising from any injury sustained while in care.

Illness

The Youth Development Center illness policy adheres to the Department of Health and Human Services (DHHS) and focuses on both the needs and the behavior of the ill child as well as the ability of the staff to meet the child's needs without compromising the care of other children. We understand and appreciate the needs of working and student parents/guardians, yet it is essential that children at the Center are protected from exposure to illness. Children want care from their parents/guardians in the comfort of their own home when they are not feeling well. When illness develops, the parents/guardians will be notified. If we are unable to reach you we will call your emergency contacts.

Fever Definition

Fever is defined as having a temperature of 100.4 degrees or higher. Our staff will take an initial fever reading and then re-check in 30 minutes.

This helps to give an accurate reading. Children who have a fever of 100.4 or higher will be sent home and cannot return until they have been fever free for 24 hours without the use of fever reducing medication.

Symptoms requiring your child to stay home:

- Fever that is 100 degrees or higher
- Vomiting: 2 or more times in a 24 hour period
- Diarrhea: 2 or more times in a 24 hours period
- Children receiving antibiotics must have 24 hours of medication in their system prior to returning to childcare
- Your child's illnesses may require a doctor's note to return to childcare

Symptoms requiring your child to be sent home:

- Fever of 100.4 degrees or higher
- Vomiting
- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability or confusion
- Diarrhea: runny, watery
- Bloody stool: blood or clots found in the stool
- Frequent scratching of body or scalp, lice, rash or any other spots that resemble childhood diseases, including ringworm
- Any illness accompanied by uncontrolled coughing, irritability, persistent crying, difficulty breathing or wheezing

A child must be well enough to participate in classroom activities. If a child isn't well enough to participate in the program, he or she will be sent home. Parents/Guardians should exercise every caution and keep their children at home should unusual symptoms occur. If your child has been exposed to/has contracted a contagious disease, please report details to the Program Manager.

Children with chronic illnesses/physical ailments may continue to participate in classroom activities with Pediatrician permission.

Medication

Children requiring medication during the hours they attend the center will receive it under the conditions as described below:

Prescribed Medicine:

- Prescription must be in original container with child's name, medicine name, dosage and frequency
- Medicine must be given to the child's teacher at drop off
- A medication form must be completely filled out by parent/guardian
- If it is the first time your child has taken the medicine the **first dose needs to be given at home**

OTC Medicine:

- OTC medicine must have a written recommendation from the child's physician and include the physician recommended dosage and frequency
- OTC medicine must be in original container
- OTC medicine must have child's name on it
- OTC medicine must be given to the child's teacher at drop off
- A medication form must be completely filled out by parent/guardian
- **If it is the first time your child has taken the medicine the first dose needs to be given at home**

***Please note cough drops and hard candies are not permitted.**

Our ECE Teachers will:

- Attempt to administer medication, but cannot force a child to consume medicine
- Communicate with parents/guardians about any concerns regarding the medication and/or information about the child
- Sign or initial the medication form indicating that the medication was administered

Nebulizer Treatments

Nebulizer treatments may be administered in the classroom. **First time treatments need to be given at home.** In the event that a first time treatment needs to be given in the classroom, we ask that the parent/ guardian administer the treatment. Staff will make every attempt to administer on-going treatments to a child; however, if a child refuses treatment the staff will contact the parent/guardian for further recommendation. Our staff cannot administer medication to a child against his/her will.

Blood Exposure

An exposure is defined as contact with blood or bodily fluids to which universal precautions apply such as:

- An injury to the skin that results in blood exposure (i.e. bite, scratch, chapped, abrasion).
- Mucous membranes

Communicable Disease

A communicable disease is defined as an infectious disease transmissible (as from person to person) by direct contact with affected individual or the individual in the individual's discharges or by indirect means (as by a vector) - compare contagious disease.

We are required to inform parents/guardians of illness in our center. These policies were taken from "Managing Infectious Diseases in Childcare and Schools", American Academy of Pediatrics and through the direct consultation of Ellen Lauer, DO, Penobscot Pediatrics.

Some of the most common illness in our center include but are not limited to:

- Pertussis (Whooping Cough)
- Strep Throat (Streptococcal disease, group A)
- Mononucleosis
- Conjunctivitis
- Hand, foot and mouth
- Ringworm
- Head Lice
- MRSA



ILLNESS	WHEN CHILD CAN RETURN TO CENTER
Vomiting and/or Diarrhea	Child must have a period of 24 hours free of vomiting and/or diarrhea
Pertussis (Whooping Cough)	When child is well enough to participate in program
Strep Throat (Streptococcal disease, group A)	Once child has been on antibiotics for 24 hours
Mononucleosis	Fever free for 24 hours without the use of a fever reducer, able to participate in program
Conjunctivitis	Once the child has been on antibiotics for 24 hours
Hand, foot and mouth	When child is well enough to participate in program
Ringworm	Once the child has been on the required treatment medication for 48 hours. Site must be covered with a Band-Aid until ringworm is gone
Head Lice	After child has been treated with an OTC or prescription lice removal treatment and there are no longer nits or bugs in his/her hair
MRSA	Child has seen a Doctor and has a note stating child may participate in program. Site needs to be covered at all times. Child will not swim when there is an open site.

Health Care Consultant and Responsibilities

Our Youth Development Center's Health Consultant is Dr. Ellen Lauer of Penobscot Pediatrics. Her office phone number is 947-0147.

1. Approve Health Policies
2. Available for consultations
3. Provides information about specific medical issues
4. Provides access to other medical resources



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Emergency Procedures

The Center practices monthly emergency drills. All staff are trained in emergency protocol and fire exit maps are posted in each classroom. For more information please talk to the Program Manager.

Inclusion Policy

At the Bangor Region YMCA, we actively promote inclusive practice in order to best meet the needs of the children, families and staff at our center. All children are welcome to attend childcare regardless of ability, need, background, culture, religion, gender or economic circumstances. Through inclusive practice, we aim to reflect our wider community and promote positive attitudes to both the similarities and differences in each other. In order to achieve this, we actively engage with children, parents/guardians, and other organizations as appropriate.

Procedures

Admissions

In order to provide an open and accessible service for all children and families, admissions are accepted on a first come, first served basis where possible. Children currently enrolled in our program have priority placing in all of our classrooms.

Valuing Diversity in Families

- Our staff regularly engages with parents/guardians to facilitate information sharing and to ensure parents/guardians are involved in planning for their child's learning and development.
- Information sharing between staff and parents/guardians ensures a partnership approach which happens in the form of daily communications as well as scheduled meetings as required.
- Parents/Guardians and children are encouraged to contribute to various aspects of our service. For example, providing information or resources illustrating aspects of their lives, culture or community.

Accessibility and Flexibility

- An induction process is carried out for all families and children new to the service. This involves registration, information sharing about the child, the service and the exploration of policies and procedures of the service.
- Because the need of each family and child can vary, the service will respond to individual needs where possible, for example, period of induction, times of attending the center, etc.

Representation and Participation

- The curriculum, activities, books, materials and environment are used to reflect the diversity of all children, families and the wider community. Where possible, these will be adapted as necessary to facilitate the inclusion of all children within the daily routine and activities of the service.

Licensing

All Programs at the Bangor Region YMCA ECE are licensed by the State of Maine. Copies of our licensing certificate are available for viewing in each classroom and Youth Development Office. A copy of the licensing rules and regulations are available in the Youth Development office.

How to report a licensing violation

The Bangor Region YMCA ECE Program is licensed by the State of Maine. Copies from the Fire Marshall and Maine State Licensing Childcare Division are available for your review. Should you feel the childcare program is in violation of the state requirements, you may contact the Maine Department of Health and Human Service Division of Licensing and Regulatory Services at (207) 287-9300 or 1-800-791-4080 or email dlrs.info@maine.gov.

Child Abuse Prevention

The Bangor Region YMCA ECE Program will make all staff and volunteers aware during annual trainings of their responsibilities as mandated reporters when there is reasonable cause to suspect abuse or neglect of a child under the age of 18. Staff and volunteers will be trained to recognize the common signs and symptoms of child maltreatment or neglect which are discussed during staff orientation and during annual training. Whenever a staff member or volunteer knows or has reasonable cause to suspect that a child is being abused or maltreated, the staff member will contact the Program Manager. The program manager will make the call to the Department of Health and Human Services (DHHS) 1-800-452-1999 within 24 hours of becoming aware of the suspected abuse and neglect. All childcare staff are mandated reporters and are able to make a report. When reports are made in good faith, reporters are immune from civil or criminal liability for the act or reporting or participating in the investigation or proceeding. (Maine State Licensing for Childcare facilities, article 21.1)

Suspected Child Abuse by Childcare Providers/Volunteers

If a staff member or volunteer is suspected of child abuse or maltreatment of a child in our care, that member or volunteer will be reported to the proper authorities for investigation. They may be suspended or given leave (with/without pay) pending investigation of the accusation. Staff or volunteer may also be removed from the classroom and given a job that does not require interaction with children. No accusation or affirmation of guilt will be made until the investigation is complete. Staff or volunteers found guilty will be summarily dismissed or relieved of their duties. The Bangor YMCA Youth Development Team and its staff/volunteers shall cooperate in the investigation of allegations of abuse and neglect by:

- Meeting with DHHS or law enforcement investigators and answering questions related to the investigation.
- Testifying in court when served with summons
- Providing written records related to the investigation when served with a summons
- All records are open for Child Protective Services, Department of Health and Human Services at their request

Custody Issues

Parents/Guardians are required to notify the Program Manager of any custody arrangements involving their enrolled child(ren). You must furnish documents, such as divorce decree, that states to whom your child may be released. Law enforcement officers require this information in the event an unauthorized person seeks to remove your child from our program.

Attendance/Notification of Absence

If your child has any contagious conditions please let us know, even when they occur over the weekend. Please let staff know about extended absences. **After one week of unexplained absences the Early Childhood Education Program Manager reserves the right to terminate services and replace your spot with another child.** Our main concern is the safety of your children. It is your responsibility to let us know in advance whenever your child will not be attending the program on a regularly scheduled day. You can phone this information to the Program Manager or tell your child's teacher directly. If your child is absent more than one day without notification we will call. Consistently failing to notify us of your child's absence may result in suspension and/or dismissal from the program.

Suspension and Dismissal Policy

The following will be considered grounds for suspension or dismissal:

1. Failure to pay for care.
2. More than 3 late pick-ups.
3. Failing to comply with policies as stated in this manual.
4. Failing to provide essential emergency and medical information as required by the Bangor YMCA.

Changes/Withdrawals

In order to assure accuracy a two week written notice is required for the following notifications:

- Change in scheduled attendance
- Intent to withdraw from our program

Payment will be taken for two weeks after written notification is received.



Contact Us

The Bangor Region YMCA
17 Second Street Bangor, ME 04401
bangorymca.org

Phone: 207-941-2808
Fax: 207-941-2812

Fireflies Room
207-941-2808, ext. 319

Ladybugs Room
207-941-2808, ext. 350

Caterpillars Room
207-941-2808, ext. 322

Butterflies Room
207-941-2808, ext. 323

Dragonflies Room
207-941-2808, ext. 320

Beth Seger
Early Childhood Education Manager
207-941-2808, ext. 317

Jennifer Laferte-Carlson
Youth Development Director
207-941-2808 ext 331

Diane Dickerson, CEO and CMO
207-941-2808, ext. 305

THE BANGOR REGION YMCA

Additional Bangor YMCA Programs

The Bangor Region YMCA is committed to Youth Development, Healthy Living and Social Responsibility. That's why we offer a wide variety of programs. Check it out!

Y-Works Before and After School Care:

From K – 5th grade let our staff provides a safe and fun environment for your child before and after school! If you live in Bangor, Brewer, Holden, Dedham, Orrington, Hampden, Veazie, Glenburn, Winterport or Corinth we have a convenient site for you! We provide transportation to and from school, afternoon snack, clubs, homework support, character development, conflict resolution and more! Stop by our Welcome Center today for a brochure.

Become a Member!

Did you know that our Bangor Region YMCA offers family memberships? Having a membership gives you discounts on summer camps, youth sports, swim lessons, free land and water fitness classes and more! A family membership also provides a free Child Watch babysitting service while you work out. See the Welcome Center for more details.

Summer Camps:

Bangor Region YMCA offers 3 summer camp options! We provide a full day camp experience for youth entering Kindergarten through 8th grade at Camp G. Peirce Webber in Hampden. Sign up for 1 week or for all weeks for a summer of fun! Each week features a different theme and a wide variety of activities.

Do you have a 6th– 10th grader who loves adventure? Sign him/her up for an Adventure Day Camp! Your camper will get to experience the beauty that Maine has to offer while gaining leadership skills! There is 7 weeks to choose from and possibilities are endless. See the Welcome Center for details.

For youth ages 8–14 we have our Wilderness Center at Camp Jordan! Come stay with us for a week or weekend and enjoy a wide variety of activities and learning experiences. From swim lessons, shelter building to video making your camper is sure to enjoy activities they love and find a new interest! We have counselors from our very own state to the other side of the world who are guaranteed to help make this summer the best one yet!

Do you have a 15–17 year old who needs something to do this summer? Send him/her to Leaders in Training or Counselors in Training! Each of these specially designed programs will help give your young adult skills to excel in everything that they do. Stop by the Welcome Center for more information on any one of our summer camps.

Youth Sports

Do you have an athlete at home? Sign him/her up for our Youth Sports Program! We have programs for youth 4 years old through High School. Our focus is on the athlete, that's why we help develop a positive self-image, foster mutual respect, and more, all while have fun! Want more information? Ask the Welcome Center!

Swim Lessons

We offer swim lessons for youth of all ages. No matter what level swimmer you have, we have a class to meet his/her needs! From Parent & Me classes to the Barracuda Swim Team we can enhance the swimming ability of any swimmer! See the Welcome Center for details.

Family Sunday Funday

Need something fun to do on a Sunday? Come check out our Family Sunday Funday each month during the school year! Enjoy 3 hours on our Dead River Pool Inflatable; it's a great way to spend an afternoon!

Teen Center

Our Teen Center is for youth ages 12 – 18 years old and focuses on Psychosocial Wellbeing, Community and Relationships, Community Service, Educational Engagement, and Safe Spaces. The Teen Center offers numerous programs supporting youth with a variety of needs, providing the necessary relationships, opportunities, and environment to foster mental health hygiene while providing psychological support for youth living with risk factors. Some of the programs offered are Drop in hours for middle school and high schoolers, Interact Leaders Club, Middle School Leaders Club, Youth and Government and much more! For more information, email John MacDonald, Teen Center Coordinator, at jmacdonald@bangorY.org.

ECE Policy Handbook : Revised August 2019

The Bangor Region YMCA Parent/Guardian Policy

I verify that I have been given a copy of the YMCA Childcare Parent/Guardian Policy.

I understand and accept full responsibility for reading this policy completely and asking for clarification related to sections that I may not fully understand or about which I have questions.

I will address all comments and questions concerning the YMCA ECE Policy Handbook directly to the Program Manager and/or Youth Development Director.

I further understand that this ECE Policy Handbook can be changed in parts or in its entirety. Any changes will replace previous ECE Policies.

Parents/guardians will be notified of any approved changes in the ECE Policy.

Parent/Guardian Signature: _____ Date: _____

Print Name: _____

Please sign and return to the Program Manager.

THE BANGOR REGION YMCA



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