



YMCA Child Care Center

FAMILY HANDBOOK



WELCOME

Dear Family,

Thank you for choosing the YMCA Child Care Center for your family's childcare needs. Our mission at the YMCA Child Care Center is not only to make a positive difference in the lives of the children in our care, but also to be a safe and fun place to learn and explore. Children are our world's greatest resource, which is why we take the responsibility of caring for the ones entrusted to us so seriously. We believe in establishing connected and trusting relationships, and that helping to nurture children's naturally curious minds by providing engaging, hands-on activities is the best way to lay the foundation for a lifetime of learning.

Sincerely,

Kayla Raimondo
Childcare Center Director
Baker County YMCA
541-239-7245

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ABOUT US

Baker YMCA Mission

To put Christian principles into practice through programs that build a healthy spirit, mind, and body for all, our impact is felt when an individual makes a healthy choice, when a member inspires a child, and when a community comes together for the common good.

Certification

YMCA Child Care Center is a Certified Child Care Center through the Oregon Department of Education.

Hours of Operation

Childcare services are provided from 7:45 AM to 5:15 PM Monday through Friday.

Holidays

We are closed for certain holidays: New Year's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and the Friday following, and Christmas day.

There will be early closings on December 24th, December 31st if on a weekday.

Other closure dates may occur. You will be notified by the director and staff of any added closure dates as soon as they are able.

Admission & Enrollment

All admission and enrollment forms must be completed, and enrollment fee and first tuition payment paid prior to your child's first day of attendance.

An annual enrollment fee of \$35 is due for daycare at the time of enrollment. This fee is non-refundable. The fee will be charged annually on date of enrollment.

Based on the availability and openings, our facility admits children from 18 months of age to 6 years of age.

Children are admitted without regard to race culture, sex, religion, national origin, or disability. We do not discriminate based on special needs if a safe, supportive environment can be provided.

Inclusion

The **YMCA Child Care Center** believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and an assessment will be made by the director to determine our ability to meet the individual needs of the child and a participation plan developed. At no time can anyone's situation put other participants, staff, or the organization at risk. Decisions related to the enrollment, placement, or dismissal of a child with a disability or chronic condition must and will be in compliance with the Americans with Disabilities Act.

Non-Discrimination

At the **YMCA Child Care Center** equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Confidentiality

Unless we receive your written consent, information about your child will not be released except that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

Staff Qualifications

Our teachers are hired in compliance with the requirements and qualifications as set forth by the Oregon Department of Education Early Learning Division as a base minimum.

Teachers and our Teacher aides participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

We discourage families from entering employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected with or sanctioned by the YMCA Child Care Center.

Child to Staff Ratios

Children are supervised at all times. We maintain the following standards for child to staff ratios:

Age	Child to Staff	Maximum Group Size
18 months – 5 years old	1:7	16

Communication & Family Partnership

Daily Communications. To speak with the teacher in your child’s room call (541) 523-9622. This phone number is the YMCA front desk. Ask to be transferred to the Childcare room.

Also, join our Facebook Group, it is a great way to receive the most recent information and posts about your kid. You can also message your teacher through the group.

Kayla Raimondo – Director of the Childcare Center can always be reached at (541) 239 - 7245

Email. We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters, and general updates.

Open Door Policy

We are delighted to have family members participate in our program. Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

Publicity

Occasionally, photos will be taken of the children at the center for use within the center or on our website. Consent that a picture is okay to be used can be found on the enrollment packet.

CURRICULA & LEARNING

Learning Environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible daily routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

Outings and Field Trips

Field trips are not something that is available at our childcare center. But we may use an empty studio at the YMCA during the cold weather months, so that the kids can still get some running and exercise in their day.

Transitions

Your child's transition into childcare should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from home to center

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. Please share the best communication methods the teacher may use to reach you.

Electronic Media

Our normal daily routine does not include electronic media (television/TV, video, DVD) viewing and computer use but from time-to-time, we may use a television show without advertisements as a teaching aid and discussion stimulator. All Electronic Media will be screened before use and consist of non-violent and high-quality educational material. Our focus is to provide your child with a positive experience with increased understanding of the world. Electronic Media will be offered only as a free choice and used to meet a developmental goal.

Rest Time

Infants sleep according to their own schedule and are put to sleep on their backs. Teachers observe infants by sight and sound and check on sleeping infants every 15 minutes.

After lunch, all children less than 5 years of age participate in a quiet rest time. Children are not required to sleep and may be given quiet activities.

Infants will be put to sleep on their backs in either a crib or pack-and-play with a snug-fitting sheet. The only item that may be in the crib or pack-and-play with the infant is a pacifier. No blankets, stuffed animals, toys, or other items shall be in the sleeping environment with the infant. Infants will not be swaddled, and sleeping sacks are allowed.

Toilet Training

The most crucial factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to ensure that toilet training is done consistent with your child's physical and emotional abilities and your family's concerns.

GUIDANCE

General Procedure

The YMCA Child Care Center is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving helps children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Discipline Policy

The heart of the **YMCA Child Care Center's** Discipline Philosophy is to encourage self-control, self-esteem, and respect for all children and adults. For this reason, we are training our staff to implement the principles of "Conscious Discipline" by Dr. Becky Bailey. This program takes a different approach to traditional classroom management. It is based on the basic idea that developing discipline with children instead of applying discipline to them, will help them become more emotionally healthy and happy adults.

The program is designed to help teachers take everyday discipline issues and turn them into teachable moments that convey the importance of impulse control, anger management, and conflict resolution. Conscious Discipline gives children the tools to understand that their emotions are not only important and deserving of attention, but they are also controllable and the power to control them lies within the child. We are striving to teach children how to progress from physical or verbal aggression to calm self-regulation, how to make better choices with cooperation and compassion, and the importance of respecting and empathizing with others.

We would encourage you to check out the website www.consciousdiscipline.com to see how Dr. Bailey's brain research is changing the way we think about discipline and classroom management.

Challenging Behavior

Children are guided to treat each other and adults with self-control and kindness.

Each child at the YMCA Childcare Center has a right to:

- Physically, mentally, and emotionally develop in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent, and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once. When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

Physical Restraint

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care.

Examples of such instances include:

- A child is a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

TUITION AND FEES

All payment and fee processing will be completed by the Childcare Director, Kayla Raimondo, with the assistance of our Financial Director, Kim Logsdon. We will collect tuition and other fees and contact families about payment issues. If you have a question or concern regarding a payment or fee, please contact Kayla Raimondo or contact Kim Logsdon through email at financemanager@bakerymca.org.

Tuition Rates

Infant (18 months – 24 months)

Part Time Monthly (63 – 135 hrs/mo): \$893/mo

Full Time Monthly (over 135 hrs/mo) \$1190/mo

Toddler (24 months – 36 months)

Part Time Monthly (63 – 135 hrs/mo): \$812/mo

Full Time Monthly (over 135 hrs/mo): \$1083/mo

Preschool Age (3yrs – 5yrs)

Part Time Monthly (63 – 135 hrs/mo): \$645/mo

Full Time Monthly (over 135 hrs/mo): \$860/mo

School Age (6 years old)

Part Time Monthly (63 – 135 hrs/mo): \$472/mo

Full Time Monthly (over 135 hrs/mo): \$629/mo

Payment

Payment is always made in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due monthly. Monthly payment is due the 20th of the month, prior to care, as outlined in the Enrollment Agreement.

A non-refundable registration fee of \$35 for daycare is due annually. This fee will not be pro-rated.

Methods of Payment

Several methods of payment are available for families' convenience. Families can pay by cash, check, money order, automatic electronic funds transfer or credit card.

Late Payment Charges

Late payments can pose serious problems for our programs and as a result, the business does not have the latitude to allow families to accrue a balance equal to more than one month of tuition. **Late payments will result in the imposition of late payment fees. Failure to pay childcare payments will result in childcare services being terminated.**

If payment is not received on the day that it is due, a late fee of \$25 will be added to your next tuition payment for each day that it is late. **Repeated late payments will result in your family being required to set up automatic payments or credit card payments.**

Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date.

If payment is more than 14 business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3rd party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee of \$35. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on "cash only" status.

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of \$1 per minute will be assessed beginning at 10 minutes past the agreed-upon pickup time and will be due upon arrival. **Repeated late pick-up may result in childcare services being terminated.**

Other Fees

- Sometimes there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity, or trip.
- Yearly non-refundable registration fee of \$35.

Credits & No Credits

- **Families contract for a specific weekly schedule** as completed on the Enrollment Agreement Form. Payment for this contracted schedule is required every month year-round whether your child attends; this enables us to pay teachers a stable salary all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather, infectious disease (except as noted below), or weather-related or environmental issues.
- **Weather-related or Environmental Disaster or Pandemic** – in the event of a crisis during which we are prohibited from operating, families shall pay 50% for the next month, or during the time the center is not open. Payment of your Tuition allows us to retain staff, pay operating expenses, and hold open your child's spot for when we are safely able to reopen.
- **Credit may be given for Serious Illness/Injury** – In the unfortunate event of extenuating circumstances such as your child is hospitalized, absent due to a serious contagious disease or serious illness or injury, credit may be issued. A written doctor's note is required to receive a credit.

ATTENDANCE & WITHDRAWAL

Absence

If your child is going to be absent or arrive later than their scheduled arrival time, please call or text the director at (541)239-7245 or contact your child's teacher. We will be concerned about your child if we do not hear from you.

Vacation

While we recognize the value of family vacations, the center does not provide credit for vacation days.

Withdrawal

A written notice, 30 days in advance, is required by the center when a child is being withdrawn. Failure to notify will result in the month's payment being withdrawn in full.

Transfer of Records

Whether transitioning to the next program setting or to a new classroom, your child's records will be transferred internally.

DROP-OFF AND PICK-UP

General Procedure

We open at 7:45 AM. Please do not drop off your child prior to the opening. Parents are expected to accompany their children to the door of their classroom and sign them in.

We close at 5:15 PM. Please allow enough time to arrive, sign your child out, and leave by closing time.

Cell Phone Usage

The times you spend in the center dropping off and picking up your child are the primary windows of time we must communicate with you about your child. To make the best use of these opportunities and to be attentive to your child and other children, we ask that you NOT use your cell phone while visiting the center.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

To safeguard your child, we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after **1 hour** we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child, or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

PERSONAL BELONGINGS

What to Bring

- **Infants:** enough formula and clean bottles for a day's use, at least 6 diapers per day, and at least 2 changes of clothes per day. All bottles must be labeled and dated.
- **Toddlers:** enough clean bottles for a day's use (if applicable), six diapers and at least two changes of clothes per day. All bottles must be labeled and dated.
- **Older Toddlers:** at least two changes of clothes or more per day if going through the toilet training program. Other requests for toilet-training supplies may be made, depending on the situation.

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Sheets and soiled clothing will be sent home on an as-needed basis for laundering and return to the center.

Cubbies

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name. Please check your child's cubby daily for items that need to be taken home.

Toys from Home

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity.

Your child may bring a "lovey" to keep at the Child Care Center that will be kept in the cubby when not in use by your child.

NUTRITION

Food Prepared for or at the Center

The center will provide a 9:45am snack and a 3:00pm snack. Parents are to provide a lunch for their child to be served at 11:30am.

Food Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

Mealtime

At mealtimes the dining table is set with plates and flatware. Everyone sits at the same table. Children are encouraged to eat themselves. Good table manners are modeled and encouraged. Weekly menus are posted for viewing by parents/caregivers.

Infant Feedings

Infant feedings follow these procedures:

- Infants will be held for bottle-feeding until they can hold their own bottle. Bottles will never be propped.
- Infants are fed "on cue" to the extent possible (at least every 4 hours and usually not more than hourly) and by a consistent caregiver/teacher.
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Expressed breast milk may be brought from home if frozen or kept cold during transit. All breast milk and formula shall be returned to the child's home or discarded at the end of each day. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with the child's name and the date the milk was expressed. Frozen breast milk must be dated and may be kept in the freezer for up to 14 days.
- Breast milk and formula brought from home must be dated and labeled with the child's name.
- Labels on all milk/formula containers should be resistant to loss of the name and date/time when washing and handling.
- Solid foods will only be introduced after a consultation with the child's family.

Children 24 Months and Older

- No child shall go more than 3.5 hours without a meal or snack being provided.
- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include whole hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy.

HEALTH

Immunizations

Immunization records must be on file within 30 days of your child starting his/her first day of attending daycare. Immunization records must be UPDATED YEARLY. The Baker County Health Department is requiring that all immunizations be in the correct form. **Parents need to bring in a printout directly from the health department.**

Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. If your child becomes ill while attending daycare, or is showing any signs of COVID-19, including new loss of taste or smell, fever of 100 degrees Fahrenheit or more, new cough, or shortness of breath, they will be isolated in a comfortable spot away from activities under the care of a staff person. You will be notified immediately to pick up your child. **A parent or authorized person is to pick up within 1 hour of notification.**

For the protection of all children, your child must be kept home or will be sent home if he/she shows any signs of COVID-19 or any other illness following (but not limited to) these symptoms:

- A temperature
- Headache
- Shortness of breath or difficulty breathing
- Intestinal disturbance accompanied by diarrhea or vomiting
- Any undiagnosed rash
- Sore or discharging eyes or ears
- Profuse yellow or green nasal discharge
- A persistent cough

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us with a letter detailing the child's symptoms, reactions, treatments, and care. A list of the children's allergies will be posted in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Medications

- (A) All medications should be handed to a staff member with specific written instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure the medication is recorded along with the directions and dispense it as directed.
- **Prescription medications** require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.
 - **Non-prescription medications** require written permission and instructions signed by the child's primary care physician. The written permission must include your child's name, dosage, current date, frequency, and all medications must be in the original container. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.
- (B) **Non-prescription topical ointments** (e.g., diaper cream or teething gel), sunscreen and insect repellent require a note signed by the parent/guardian, specifying frequency and dosage to be administered as well as the length of time the authorization is valid which cannot exceed 12 months.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- COVID-19
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness
- Tuberculosis

SAFETY

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in various activities including painting, outdoor play, sand,

weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature is greater than 95 °F or less than 20 °F degrees. Additionally, outdoor play will be cancelled if the Air Quality Index is 151 or higher.

Injuries

Safety is a major concern in childcare, so daily safety inspections are completed inside and outside the center area to prevent injuries. First aid will be administered by a trained caregiver if your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact. The director will stay with the child until a parent or emergency contact can be with the child.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

Smoking

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, so the indoor and outdoor center environment and vehicles used by the center are always non-smoking areas. The use of tobacco in any form is prohibited on the center's premises.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances must leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, can inflict bodily harm. Families, children, staff, or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called, and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may investigate. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

EMERGENCIES

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 15 minutes, the family and the police will be notified.

Fire Safety

Our center is fully equipped with fire alarms, flashing lights, and rolling cribs. Our fire evacuation plan is reviewed with the children and staff monthly.

In a fire, staff will safely, calmly, and quickly evacuate their kids to safety. They will exit the classroom and walk to the fence on the other side of the parking lot near Millers. A map can be found on the next upcoming page. The director or sub-director will contact parents if children need to be picked up and taken home.

If an alternative evacuation location is needed, we will walk the children to the Marv's softball fields behind the YMCA. Teachers will stay with all kids until everyone has been picked up by their parents or emergency contacts.

Emergency Drills

Under the ruling of the CCLD, the center also practice the following drills: Hold, Lockdown, Lockout, Shelter, Earthquake, and Fire. Fire drills are practiced every month while the other drills are randomly chosen and practiced every other month.

Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrive.

