



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Welcome to the SOUTH SHORE YMCA State Street Early Learning Center! We offer quality Young Toddler, Toddler, Preschool and Pre-Kindergarten programs for children 12 months through 5+ years of age. Highlights of our program include highly qualified educators, aquatic safety sessions, visits by art specialist and naturalists from the South Shore Natural Science Center, music & movement, and yoga. We are pleased to welcome you and your family to the State Street Early Learning Center community!

The South Shore YMCA is a charity. Dollars raised through charitable gifts to our Change a Life Fund ensure financial assistance and accessibility to programs and services for all.

Mission Statement **The Better You Belongs Here**

The SOUTH SHORE YMCA is committed to strengthening our communities by nurturing the potential of children, promoting healthy living, and fostering a sense of responsibility. The Y is a charity dedicated to improving the quality of life for all through programs that promote healthy spirit, mind and body.

Philosophy

At the SOUTH SHORE YMCA State Street Early Learning Center, it is our philosophy that children learn about their world through hands-on play and exploration. We are sensitive to the growth and development of each child, and are mindful of diverse learners as we plan our instruction. Our educators provide guidance and support as children become active thinkers, ask questions about what they are learning, explore and develop their interests as learners, develop positive self-esteem, learn about healthy living, and learn to interact positively with one another. We will help children reach their goals by providing activities that are developmentally and age appropriate, through hands-on exploration and play, large and small group instruction, and by providing a variety of choices for every style of learner. Our values and beliefs about children are deeply rooted in the history of the YMCA.

Statement of Purpose

The SOUTH SHORE YMCA State Street Early Learning Center is dedicated to the growth and development of all young children by providing quality early education and care. We will do so in an inclusive environment that is nurturing, safe, and free to educate, engage, and empower children and their families to develop a life-long love of learning.

Non-discrimination Policy

The SOUTH SHORE YMCA State Street Early Learning Center does not discriminate with regard to race, national origin, political beliefs, parents' marital status, cultural heritage, disabilities, sexual orientation, gender identity or child's toilet training status.

Licensing Information

All SOUTH SHORE YMCA Early Childhood Centers are licensed by the Massachusetts Department of Early Education and Care (EEC) and are mandated to adhere to all of the rules and regulations regarding group day care licensing. The EEC regional office

responsible for this program is located at 1250 Hancock St. Suite 120, South Quincy, MA 02169. The phone number is 617-472-2881 x628. Parents may contact EEC for information regarding the program's regulatory compliance history.

State Street Early Learning Center Organizational Chart:

Laureen Browning –Vice President of Youth Development 781-771-0458

lbrowning@ssymca.org

Kristine Swan-Associate Director of Youth Development 857-403-4720

kswan@ssymca.org

Mary Spargo-State Street Early Learning Center Director 857-403-4721

mspargo@ssymca.org

Ann Venuti-State Street Early Learning Center Assistant Director 857-403-4749

avenuti@ssymca.org

Financial Assistance

Financial Assistance is available thanks to charitable donations made to our SOUTH SHORE YMCA Change a Life Fund. The South Shore YMCA is a charity. Dollars raised through charitable gifts to our Annual Campaign ensure financial assistance and accessibility to programs and services for all.

We ensure that all are welcome to participate and that no child, family or adult is turned away from the SOUTH SHORE YMCA due to an inability to pay. Financial Assistance awards are based on need demonstrated by household income and/or extenuating circumstances. To apply, please inquire with the State Street Early Learning Center Director about completing a financial assistance application. Please consider volunteering your time, talent or treasure to this year's Annual Campaign!

NAEYC Accreditation

Our SOUTH SHORE YMCA State Street Early Learning Center is proud to be accredited through the National Association for the Education of Young Children (NAEYC) a voluntary accreditation system which identifies high quality early childhood programs for children. NAEYC Accredited programs demonstrate high quality by meeting the ten NAEYC Early Childhood Program Standards. These critical standards are based on the latest research focused on early education and development of young children. Programs meeting these standards provide a safe, healthy and engaging environment for children, employ educators who are well-trained, prepared and have access to excellent teaching materials, and work with curriculum that is appropriately challenging and developmentally sound.

Our Educators

At the SOUTH SHORE YMCA State Street Early Learning Center we believe that the quality of the children's experiences while in our care is largely dependent on the quality of our educators. Therefore, we carefully select our educators based on their education, experience, passion, and ability to work with children and families. The State Street Early Learning Center provides a comprehensive orientation process focusing on program policies and procedures, curriculum, and philosophy of education. We provide ongoing professional development opportunities for our educators to further their own learning through courses and trainings offered internally and outside of the SOUTH SHORE YMCA. Early educators participate in a fall professional development day and a spring Early Educators Retreat to ensure core competencies are enhanced and critical early childhood education skills are achieved. In addition, all employees of the SOUTH SHORE YMCA

receive training/certification in first aid and CPR, as well as a valuable Child Protection training which includes: child abuse and neglect prevention, response and reporting.

Positive Guidance

The SOUTH SHORE YMCA believes that all children should experience success. We strive for a setting that provides children with opportunities to explore their environment within consistent, age-appropriate limits. We ensure that policies and procedures regarding child guidance promote the recognition of the individual and diverse developmental needs of each child. Our high quality program takes place in a mutually respectful and caring environment. In addition, educators will take a proactive approach to behavior management by modeling and incorporating positive communication, social, and emotional skills into the curriculum. In doing so, we will help each child self-monitor and regulate their own behavior.

Hours of Operation:

The SOUTH SHORE YMCA State Street Early Learning Center is a year-round program. Our hours of operation are: **Monday-Friday 7:00am – 6:00pm, excluding the closures listed below.** Our program is licensed to provide care no longer than **10 hours per day.** (All children **must arrive before 9:00am** so classroom routines are not interrupted. In the spirit of providing the best morning transitions for children, we require prior notice or a note from a medical professional after **9:30am**).

Center Closures:

- Ready for School Day: Thursday, August 30, 2018
- Ready for School Day: Friday, August 31, 2018
- Labor Day: Monday, September 3, 2018
- Professional Development Day: Monday, October 8, 2018
- Thanksgiving Break: Thursday & Friday, November 21-23, 2018
- Christmas Eve: Monday, December 24, 2018 (Early Release)
- Christmas Day: Tuesday, December 25, 2018
- New Year's Eve: Monday, December 31, 2018 (Early Release)
- New Year's Day : Tuesday, January 1, 2019
- Early Educator's Retreat: Monday, April 15, 2019
- Memorial Day: Monday, May 27, 2019
- Independence Day: Wednesday, July 3, 2019 (Early Release)
- Independence Day: Thursday, July 4, 2019
- Ready for School Day: Thursday August 29, 2019
- Ready for School Day Friday, August 30, 2019

State Street Early Learning Center Policies and Procedures

Enrollment Procedures

To enroll a child at the SOUTH SHORE YMCA State Street Early Learning Center, the following procedures must be completed:

Child and Family Visit

In order to help ensure that the SOUTH SHORE YMCA State Street Early Learning Center is the right match for each family, we require that families visit the center for a tour prior to registration with your child(ren). In addition, once the registration forms and \$80.00 Enrollment Fee have been received, a special time and date will be scheduled for your

child to visit the classroom to become familiar with the surroundings, educators and new classmates! During the visit your child will have the opportunity to interact with both educators and children to help as the child transition to the State Street Early Learning Center. While your child visits the classroom, the Center Director will meet with the child's parent to complete the enrollment paperwork and review the SOUTH SHORE YMCA State Street Learning Center's policies and procedures.

Enrollment Fee:

To confirm your child's enrollment a \$90.00 per child non-refundable (\$150.00 max per family) Enrollment Fee will be due upon registration along with first week tuition (see Tuition Policy below). Children who are members of the SOUTH SHORE YMCA will receive the benefit of a waived Enrollment Fee. In addition, families who are enrolled at the State Street ELC who wish to become Household members of the South Shore YMCA will receive the benefit of a waived Joiner's Fee.

Medical Information Needed Prior to Enrollment

- Immunization record (updated)
 - If your child's immunization schedule is modified/delayed due to a reaction and/or religious belief you must submit documentation from your child's physician stating as such.
- Lead Screening
- Date and Proof of last physical

Policy and Procedures Orientation

Prior to the scheduled start date, all families are required to read/agree to and sign-off on all policies and procedures of the SOUTH SHORE YMCA State Street Early Learning Center. These include:

- The State Street Early Learning Center Family Guide
- Child Guidance Policy
- The Healthcare Policy (available upon request and posted in classrooms)
- Safety Precautions
- Procedures for addressing individualized needs such as IEP's and health plans (IHCP)
- Tuition payment
- Referral Policy
- Termination and Suspension Policy
- Transportation Plans
- Child Absence Policy
- Open door Policy
- Positive Guidance Policy
- Parent Communication & Family Involvement
- USDA Enrollment Form/Income Verification
- Ages and Stages Questionnaire

Annual Re-Registration Fee

Each family enrolled at the SOUTH SHORE YMCA State Street Early Learning Center will be charged an annual registration fee of \$80.00 per child (\$135 max per family). If for any reason there is a disruption of enrollment, the \$80.00 registration fee will be required upon re-enrollment. Re-enrollment for September 2018, will take place by May 4th, 2018. At this time, families will be asked to complete a new registration packet, pay the annual registration fee of \$80.00. Following this procedure will ensure your child's place in the State

Street ELC program. Per the Department of Early Education and Care (EEC) all registration paperwork is valid for one year only and must be updated annually.

Tuition Policy

Tuition payments are due weekly and are to be made in advance. Tuition will be expected on Friday for the upcoming week. Payments should be either mailed to Kathy Crompton at the SOUTH SHORE YMCA, 141 Longwater Drive, Suite 110, Norwell MA 02061 or placed in the drop box outside the State Street ELC Directors office (please be sure to mark the envelope SS ELC Payment- educators cannot accept tuition payments) or by filling out an **Automatic Payment Deductions** at 781-264-9447. **Payment is made for Professional Development Days and August Get Ready for School Days** so we may provide the best in educator trainings, staff development to support & retain experienced talented teachers whose guidance is invaluable to children. Professional development opportunities allow us to invest in our staff, keep them current with the ever changing trends in child development. **Payment is made for closed holiday's no-show days, and days closed /delayed openings due to inclement weather, or closure emergencies and or other delays.** A \$90.00 registration fee and the first week's tuition is due upon enrollment. Registration fees are non-refundable; tuition deposits are refundable with at least 3 weeks' notice prior to expected date of enrollment. Tuition rates are subject to change. A 30 day notification of rate changes will always be provided. If a family decides to take a vacation during the year payment is required for the time your child is on vacation. If you decide to take an extended vacation and/or withdraw your child from the program you cannot save your child's spot but can be placed on the waitlist, and be sure to check back when you return.

*See Back Page for Tuition Fee Schedule

Withdrawals/Changes

A written **three week notice** and verbal notice to the Center Director is required if you decide to withdraw your child from the program. We also ask for a written request to change the days your child is enrolled. This allows for authorization of the change, to maintain proper numbers in the classrooms. A new registration fee will be charged if the child is re-enrolled.

Return Check Policy

A charge of \$25.00 and the original payment must be made by money order. Please note if returned checks occur more than twice you will be required to pay by money order.

Late Payment Policy

Tuition payment is due in advance, on Friday for the upcoming week. Payments that are not made by Monday of the current week will be considered late. No student's account may have more than two week's tuition outstanding at any time. Any account with an overdue balance will be sent a termination letter, unless agreement has been made with the business office (Kathy Crompton @ 781-264-9447) and/or payment has been submitted.

Termination Due to Lack of Payment Policy

Any account with an overdue balance will receive a termination letter on the day that it is deemed late, (Monday). If payment is not received by the following Friday, your child will not be able to return to the State Street Early Learning Center on Monday. The effective date of the termination notices will be reflective of your last week's paid tuition.

If your payment is brought up-to-date by the following Friday, your termination notice will be voided. Three notices within a year will result in a termination of services and/or scholarship. All billing questions may be referred to the Childcare Business Office 781-264-9447.

Curriculum and Assessment

Curriculum

We believe that young children are capable and competent learners. Therefore, our teachers provide learning opportunities for children that will enable them to learn, grow, and thrive in an environment that nurtures the potential of every child. Our teachers use the Common Core State Standards/The Toddler & Preschool Learning Guidelines and standards as a guideline for all lessons, activities, and experiences, in order to provide a well-rounded, enriching, and appropriately challenging curriculum. These standards serve as a guideline for what schools should teach and what students should know and be able to do as a result of their education at every grade level.

In addition to the use of the Common Core Standards, the SOUTH SHORE YMCA State Street Early Learning Center also uses a research based curriculum found to be highly effective in the education of young children.

This curriculum provides guidelines and suggestions for learning centers and activities that support early learning in all of the 5 content areas: English Language Arts, Mathematics, Science and Technology, Social Studies, and Health Education.

Other Program Highlights:

- Weekly Swim for Children 3 years-5+
- Music & Movement
- Art Specialty Visits
- Yoga
- Visits from the naturalist of South Shore Natural Science Center (1 time per month)
- Research based assessment practices that guide instruction

At the SOUTH SHORE YMCA State Street Early Learning Center we are committed to keeping all children safe. We have implemented a curriculum known as **Child Protection Unit** in our preschool through kindergarten classrooms. It focuses on teaching children basic skills designed to help them keep themselves safe from dangerous or abusive situations. Please contact the Center Director with additional questions, or if you wish to review the curriculum materials.

Assessment

Assessment is the process of examining children's progress toward developmental milestones and goals. In order to ascertain the interests and developmental needs of each child are met, the SOUTH SHORE YMCA State Street Early Learning Center educators use an assessment tool known as the Ages and Stages (ASQ-3 and ASQ-SE) approved by the Department of Early Education and Care. Using the knowledge gained through such assessments, educators plan instruction that meets the diverse needs of each child. Assessment data will be collected throughout the year that addresses the cognitive, physical, language, motor, social, and emotional growth of each child. This information is collected through various means such as classroom observations, anecdotal notes, and carefully designed activities that monitor the development of each

child. All information gathered will be shared with families at their request, and/or at the educator/family conferences.

Educator/Family Conferences

Scheduled conferences will be offered **three times** during the year for Preschool through Kindergarten and **four** times a year for our Young Toddlers and Toddlers. We encourage families to consult with your child's educators or Center Director regarding their child's progress at any time. Our Open Door policy gives families and staff the opportunity to discuss each child's progress at any time during the year, not just during scheduled conferences. In addition, the Director and/or educators will bring significant developmental or behavioral concerns to the families' attention as soon as they arise.

Transition Plan

As children develop and move from one classroom to the next, our educators will work together with families and each other to make the transition a smooth one. When a child is developmentally ready to move on to the next classroom and there is space available, they will be introduced to the new educator and environment carefully. Depending upon the needs of the child, the transition plan may include daily, short visits to the new classroom, outside time with their new classmates, or a social story displaying pictures of the new classroom and outlining what to expect in an age appropriate way. If a child is not developmentally ready to move on to the next classroom when their chronological age dictates, the child will continue in their current classroom with the goal of transitioning the child. When transitioning out of the State Street Early Learning Center, the Center Director will communicate with the child's new educators if written parental consent is in place.

Parent/Family Involvement/Communication

We believe parents and families are the most significant role model in their child's life. The State Street Early Learning Center supports and encourages a partnership with families in the education and care of their children. We welcome families to visit unannounced (Open Door policy) while their child is at the Center. Parents will receive daily communication regarding the classroom day via classroom white board. Daily Sheets are also provided to include: curriculum highlights, meal choices, and other important information detailing your child's day and their development. Young Toddlers and Toddlers will have additional information listed on the daily sheets. In addition, we will provide parents with the opportunity to give feedback and input regarding their child's education. We encourage families to participate in Family Nights, Open House, volunteering opportunities, in-house trainings, and additional family engagement group opportunities. This may include the development of policies, programming, and participation in the SOUTH SHORE YMCA Annual Campaign.

- Parents will be contacted whenever special problems and/or significant developments regarding their children arise and will be notified in writing prior to the implementation of any change in program policy and procedures within 7 days.
- In order to provide continuous improvement to our programs, the State Street Early Learning Center will conduct a family survey at least twice per year. This will provide families the opportunity to further influence their child's education and care.

- The State Street Early Learning Center will ensure effective communication with families whose primary language is not English or who may require alternative communication methods.
- Any change in classroom educators will be communicated to families as soon as possible.
- Any communicable disease or condition that has been identified in the program will be communicated to parents immediately via posting in your child's classroom.
- The use of any herbicides and pesticides (if applicable) will be conveyed to families prior to their use at the State Street Early Learning Center.
- Any unplanned menu changes will be conveyed to families on the Daily Communication Log.

Celebrating Diversity

The State Street Early Learning Center welcomes all families and celebrates the many cultures represented in our SOUTH SHORE YMCA community. As educators we encourage open discussions with families to find out more about each child's family and culture so we can have a better understanding of the cultural differences and traditions. We feel by maintaining open communication and educating ourselves, it often helps to build towards mutually agreeable practices and procedures that will benefit our program as well as assist with building a strong bond with each individual family in our program. The SOUTH SHORE YMCA is committed to embracing & celebrating all cultures and incorporating their celebrations within the curriculum planning- we invite you to be part of the process by sharing your families' culture with us.

Parent Rights and Responsibilities

We believe parents and families are the most significant role model in their child's life. Therefore, the State Street Early Learning Center welcomes and encourages families to visit the center unannounced (Open Door policy) while their child is at the center. We encourage families to participate in Family Nights, Open House, volunteering opportunities, in-house trainings & daily reports. We anticipate families to become involved in their child's learning and development. All of us at the State Street Early Learning Center value your input and suggestions.

Confidentiality/Children's Records

Information contained in a child's record is privileged and confidential and will be stored in a locked cabinet in the Director's office. The records will not be distributed or released to anyone without the written consent of the child's family. Upon request and at reasonable times, families will have access to the child's records. The family will provide the center with a list of individuals who may view and discuss the child's progress in the program. Families have the right to add information, comments, data or any other relevant materials to the child's record; as well as amend any information contained in the child's record. Upon written request, the Early Learning Center will transfer the child's records to the family, or any other person the family identifies when the child is no longer in our care. The State Street Early Learning Center will not charge a fee for copies of any information contained in the child's record. Please allow a three day waiting period for all copies.

No Recording Policy

The use of any type of audio or video recording device is prohibited unless authorized by the SSELDC Director. By maintaining open communication it helps to build towards mutually agreeable practices and procedures that will benefit our program as well as assist with building strong partnerships with each family.

Child Guidance Policy

Our policies and procedures for the behavior management of children were developed with the goal of maximizing the growth and development of the children and for protecting the group and individuals within it. Our child guidance techniques are used in a consistent, reasonable and developmentally appropriate way based on an understanding of the individual needs and stage of the development of each child. By using the following child guidance techniques, we strive to minimize inappropriate behavior while creating a positive and nurturing environment for all of the children in our care.

Child Guidance Techniques will include:

- Setting reasonable and positive expectations.
- Offering choices and providing children an opportunity to verbalize their feelings.
- Firm and reasonable limits and rules will be explained to children in an age-appropriate manner using clear, easy to understand words.
- Redirection- we will offer alternatives to children when undesirable behavior is displayed.
- Verbal intervention- we will talk with the child about his/her inappropriate behavior and give suggestions on how to deal with the situation more appropriately.
- Logical consequences- we will help the child understand the logical consequences of his/her actions, which will encourage self-control through understanding.
- If a child is acting out by hurting themselves or others, we may separate the child and assist them to an area where he/she can be supervised at all times until the child feels he/she can rejoin the group.
- If a child persists with particularly challenging behavior, the teacher and the parents will discuss appropriate management techniques together.
- Children shall participate in the establishment of rules and limits appropriate to their age.

Child Abuse Prevention Guidelines:

The staff of the SOUTH SHORE YMCA State Street Early Learning Center will use positive guidance strategies at all times. Early Learning Center staff will not use any of the following as a means for behavior management:

- Physical abuse: strike, shake, slap
- Verbal abuse: humiliate, degrade, threaten
- Sexual abuse: inappropriate touch, exploitation, verbal exchange
- Mental abuse: shaming, withholding love, cruelty
- Neglect: withholding/forcing food, water, basic care, etc.
- Disciplining a child for soiling, wetting, or not using the toilet; or forcing a child to remaining in soiled clothing or forcing a child to remain on the toilet, or using any other unusual or excessive practices for toileting.
- Depriving children of outdoor time

Physical restraint (supportively holding a child in the least restrictive way) is used only in pre-determined situations (necessary to protect the child and/or other children from imminent danger). Staff must assess the situation and intervene in a calming non-threatening manner. The goal is to help the child regain self-control in the least restrictive way. All incidents must be immediately reported to your supervisor, parent notified (always maintaining confidentiality) and documented.

Child Guidance Plan Procedure

In some cases, for a variety of reasons, a child's behavior may be of concern for educators because it persists or it is not typical of his/her developmental age. If an educator develops a concern about a child based on the assessment process, the behavior will be observed, recorded, and reviewed before a referral is recommended. A family meeting will be set up to discuss the program's concerns and referral in a sensitive and supportive way with the Program Director, and appropriate State Street Early Learning Center staff. Families and educators will work in partnership to develop a plan with the goal of helping the child develop pro-social behavior, and maximize the growth and development of the child while also protecting all the individuals in the program. In some cases, external referrals may be recommended in an effort to provide the least restrictive learning environment for the child. All referrals are kept confidential.

Mandated Reporting

All SOUTH SHORE YMCA staff fall under the MA guidelines of Mandated Reporting and are mandated by law to report all incidents of suspected abuse and/or neglect of children under the age of 18 to the Department of Children and Families (DCF) via 51A Report. According to MA General Laws to Protect Children Section 51A-F no staff will ever be discriminated or retaliated against for making a report of suspected abuse. All staff will report to their supervisor any indication of or warning signs concerning abuse and or neglect involving a child, inappropriate behavior by a staff member/volunteer AND any instances of staff violating this Code of Conduct and Child Protection Policy. SOUTH SHORE YMCA staff who identify concerning behavior or a violation of policy by a fellow staff person must report the event to their supervisor or next /lateral chain of command and /or to the VP of Human Resources immediately.

Overview of Reporting Procedure

1. Any form of child abuse (a child who is harmed or threatened with physical or emotional harm by the acts or lack of action /deliberately or through negligence or inability/of a caretaker) including physical, emotional, sexual or neglect if suspected, is to be reported to your supervisor immediately.
2. At that time both you and your supervisor (or next/lateral in chain of command) will report the abuse or neglect to the MA Department of Children and Families (DCF).
3. The Vice President of Youth Development or designee and Center Director in consultation with DCF may jointly decide if, when, and/or how the parents/guardians should be advised that the SOUTH SHORE YMCA has filed a 51A report.
4. Once the suspected abuse or neglect has been orally reported to DCF, a written report (51A) must be submitted within 48 hours. Please note that any mandated reporter who fails to make the required reports may be fined up to \$5000 and /or 2 1/2 years in jail. (Chapter 119 sections 51A-E).
5. If the alleged abuse involves a SOUTH SHORE YMCA staff or volunteer, they will immediately be suspended from work and will remain suspended until a full investigation is completed. Reinstatement of a staff or volunteer will occur only

after all allegations have been cleared to the satisfaction of SOUTH SHORE YMCA CEO Paul Gorman.

6. Parents and/or guardians will be immediately informed of any allegations of abuse or neglect involving their children while in the care and custody of the State Street Early Learning Center. The Department of Early Education and Care will be immediately notified.

DCF Area Office Directory: 9am- 5pm

Braintree 781-794-4400

Cape Cod & Islands 508-760-0200

Plymouth 508-732-6200

After 5pm weekends/holiday:

Child-At-Risk-Hotline 1-800-792-5200

DCF Website: www.mass.gov/dcf

Children's Advocacy Center of Norfolk County:

www.mass.gov/da/norfolk/CAC/index.html

Biting Policy

At the SOUTH SHORE YMCA State Street Early Learning Center, we are committed to ensure the safety and well-being of each and every child. We understand that each child develops at his/her own rate and in his/her own learning style. It is our goal to provide a nurturing and safe environment for every child enrolled in our State Street Early Learning Center programs.

Understanding that biting is developmentally appropriate for toddlers and children in their early preschool years, we have developed this policy to help keep children safe. The goal of our Biting Policy is to help us to meet each child's needs, to provide safe, nurturing care for all our children and families, and to help us identify if a child at our center needs additional services or referrals.

Biting Procedures

Informing Parents/Guardians

If a child bites another child, the incident will be documented for both children.

The parents/guardians of both children will be notified, and due to confidentiality children's names will not be used.

Teacher Response

When a child bites, the educator will immediately attend to the child who has been bitten. The educator will then turn to the other child and give age appropriate verbal feedback.

Repeated Biting Incidents

If a child bites repeatedly (more than once per week or once per week on a regular basis) the educator will follow our behavior management policy for identifying behavior that is of concern for the safety of the child who is biting as well as the other children in the center.

Behavior Management Plan

If a child is repeatedly biting (see definition above) we will refer to the procedures outlined in the Child Guidance Plan Procedure.

**In some cases, it may be necessary to ask the family to withdraw the child from the center because we have been unable to reduce the biting occurrences. If this situation occurs, we want the parents/guardians of the child to understand that we will welcome re-enrollment of their child after the biting phase has passed.

Individuals with Diverse Abilities

The SOUTH SHORE YMCA State Street Early Learning Center will make reasonable accommodations for children with disabilities and chronic illnesses. We will consider each case individually and comply with the Americans with Disabilities Act. In some cases, external referrals may be recommended in an effort to provide the least restrictive learning environment for the child. The following is a list of family resources. Inquiries about these and other referral services may be made through the director.

Referrals

The State Street Early Learning Center shall use the following procedures for referring families to appropriate social, mental health, educational and medical services, but not limited to vision, dental and hearing for their child should the center staff feel that an assessment for such additional services would benefit the child.

Whenever any staff member is concerned about a child's development or behavior and feel that further evaluation should be done, they should report it to the State Street Early Learning Center director, who will complete observation reports and review the child's record prior to making a referral. The director will maintain a list of current referral resources in the community for children in need of social, mental health, educational or medical services. If the director sees fit she may refer a family to a program. That program will then reach out to the families to for a screening and a developmental evaluation to determine if they are eligible for the program based on what they may need help with. This list shall include the contact person for Chapter 766 and Early Intervention Program referrals.

Medical Services

South Shore Hospital: 781-340-8000

Mass Dental Society: 508-651-7511

Counseling

Bay State Community Services- 617-471-8400

South Shore Mental Health- 617-847-1950

Education and Special Needs:

Early Intervention-

Step One Early Intervention- 617-847-1950

Special Education:

Braintree Public Schools: Special Education Director – Jeffrey Rubin 781-848-4000 x7620

Quincy Public Schools: Erin Perkins, Director of Special Education, 617-984-8743

Milton Public Schools: Karen Clasby, Administrator for Pupil Personnel Services, 617-696-5040 ext. 5572

Social Services and Tuition Assistance:

Women Infant and Children (WIC); Quincy-617-376-4190

SOUTH SHORE YMCA Financial Assistance: Laurie Fournier, 781-264-9444

Community Care for Kids: 617-471-6473

<http://communitycareforkids.net>

Self Help Inc.: 508-599-1666 cpc@selfhelpinc.org

Parental Stress Hotline: 1-800-632-8188

Department of Children and Families (DCF): 781-794-4400 Braintree
508-732-0800 Plymouth

Referral Meeting

The Director will meet with the child's family to share any concerns and provide:

- a list of referral resources
- a written statement including the reason for recommending a referral for additional services
- a brief summary of the center's observations related to the referral
- steps taken to assist child in classroom routine
- The State Street Early Learning Center will offer additional support in making the referral if needed
- children under the age of three may be referred to services provided by Early Intervention Programs

Follow-Up to the Referral

The Director will, with family permission via release of information form, contact the agency or service provider who evaluated the child for consultation and assistance in meeting the child's needs at the center. If it is determined that the child is not in need of services from this agency, or is ineligible to receive services, the center shall review the child's progress at the center to determine if another referral is necessary.

Consultation

We have collaborated with Puzzle Pieces, and South Shore Mental Health to provide consultation as need by the director. We have a Behavior Consultant visit the classrooms to assist the teachers/children with support and a more successful outcome when needs arise. Families will be asked to sign a release form for the Behavior Consultant to work with their child. Should a child need services to help support their development the State Street Early Learning Center will work with the family by offering resources and will work with the individual on setting up the services within the classroom space.

Termination and Suspension

Although we strive to meet the needs of every child in our care, there are circumstances where a child cannot function safely in our environment. If certain aggressive behavior causes a significant risk or harm to the health and safety of the child or other children and/or staff, the State Street Early Learning Center may terminate the enrollment, without notice, of any child whose behavior creates a significant risk. In such circumstances, the State Street Early Learning Center will use the following progressive procedures:

- We will observe and record inappropriate behavior.
- We will ask the family to participate in an immediate family-teacher conference where we will discuss our observations and goals.
- The center director may suggest outside community resources to the family. The State Street Early Learning Center will work with these resources for further guidance in responding to the child's behavior.

- If the inappropriate behavior continues after reasonable accommodations have been made, the State Street Early Learning Center will request termination of enrollment. Families will be notified in writing, or at a meeting if possible, regarding the reasons for termination. A copy of this letter will be kept in the child's records. The director will inform family of information and referrals for other services through the Community Care for Kids Child Care Resource Agency. We will prepare the child in a manner consistent with the child's ability to understand to ease with the transition.

Other Conditions for Termination or Suspension:

- Failure to pay weekly tuition.
- Unresolved disagreement regarding center policies or procedures as stated in the State Street Early Learning Center Family Guide.
- Lack of updated physical and immunizations (child may re-enroll based on availability once updated paperwork is completed).
- When a child and/or family member is physically and/or verbally abusive and /or threatening to children or staff.
- Consistent late pickup (after 6:00 p.m.)

Health and Safety

Health Care Policy

The State Street Early Learning Center has a comprehensive Health Care Policy and works with our health care consultant **Barbara A. Blaney, RN** to ensure the health and safety of all children. Please see your child's Family Board to review our Health Care Policy or request a copy from the State Street Early Learning Center Director.

Policy for Mandated Reporting of Suspected Abuse

All SOUTH SHORE YMCA staff fall under the MA guidelines of Mandated Reporting and are mandated by law to report all incidents of suspected abuse and/or neglect of children under the age of 18 to the Department of Children and Families via 51A Report. According to MA General Laws to Protect Children Section 51A-F no staff will ever be discriminated or retaliated against for making a report of suspected abuse.

To learn more about the SOUTH SHORE YMCA's commitment to Child Safety please pick up our **Safe Kids** brochure or visit our website ssymca.org.

Notification of Injury

The State Street Early Learning Center will inform families immediately of any injury which requires emergency care beyond minor first aid. We will inform families in writing of any first aid (via injury/illness report) administered to their child within 24 hours of the incident. If a child has an accident in which they hit their head, the family will be contacted immediately and the child will be monitored closely by State Street ELC staff.

Health/Illness

When your child is not feeling well, we trust that you are the best judge of your child's health. We expect that families will use sound judgment, and will not bring a sick child to the center. However, if in the opinion of the teaching staff that your child is sick, we will call you to pick-up your child. If you are called because your child is sick, please make every effort to come the center as soon as possible. While awaiting your arrival, your child will be made comfortable in the Director's office, or designated program space.

The following criteria will be considered by educators when determining if a child is sick:

- Fever of 100.5 degrees or more
- Inflammation and/or discharge of the eyes
- Vomiting
- More than one incidence of diarrhea
- Communicable disease
- Unknown rash

If your child was sent home due to illness, he/she should be symptom free for 24 hours without need for medication upon their return to the State Street Early Learning Center. Please be respectful of this policy as it allows your child ample time to recover and helps to stop the spread of illness to the other children. It is the family's responsibility to notify the center if your child has a communicable disease such as: measles, mumps, chicken pox, head lice, strep throat, etc. A child may be readmitted without a statement from a physician only if the child has been absent for a period of time equal to the longest incubation period of the disease as specified by the Department of Health and Social Services. On occasion, if the health concern persists, the State Street ELC Director may request that a child be seen by a physician prior to returning to the center.

PLAN FOR MILDLY ILL CHILDREN

Children who are mildly ill may remain at the State Street Early Learning Center if they are not contagious and they can participate in the daily program (including outdoor activities). If a child's condition worsens during the day or, if it is determined that the child poses a threat to the health of the other children, or if the child cannot be cared for by the classroom teachers, the Director will contact the child's family. The family will be asked to pick up the child. The child will be cared for in the Director's office, or designated program space by a staff member or by the Director until the family arrives to take the child home. Any toys, blankets, or mats used by an ill child will be cleaned and disinfected before being used by other children.

PLAN FOR MANAGING INFECTIOUS DISEASE

Educators will take extra precautions when children are ill at the State Street Early Learning Center.

Children who exhibit symptoms of the following types of infectious diseases, such as gastro-intestinal, respiratory and skin or direct contact infections, may be excluded (in the Director's office or sent home) if it is determined that any of the following exist:

- the illness prevents the child from participating in the program activities or from resting comfortably
- the illness results in greater care needed that staff can provide without compromising the health and safety of the other children
- the child has any of the following conditions: fever, unusual lethargy, irritability, persistent crying, difficult breathing, or other signs of serious illness
- diarrhea, vomiting in the previous 24 hours at home or once at the center
- mouth sores, unless the physician states that the child is non-infectious
- rash with a fever or behavior change until the physician has determined that the illness is not a communicable disease
- purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow discharge, often with matted eyelids) until examined by a physician and approved for re-admission, with or without treatment

- impetigo, until 24 hours after treatment has started or all the sores are covered
- head lice, free of all nits or scabies and free of all mites
- strep infection, until 24 hours after treatment and the child has been without fever for 24 hours
- chicken pox, until last blister has healed over

A child who has been excluded from child care may return with a note after being evaluated by a medical provider and it has been determined that he/she is considered to pose no serious health risk. Nevertheless, the center may make the final decision concerning the inclusion or exclusion of the child.

When a communicable disease has been introduced into the SOUTH SHORE YMCA State Street Early Learning Center, families will be notified immediately. Whenever possible, information regarding the communicable disease shall be made available to the families. Refer to the Health Care Policy for such information.

No Nit Policy

Our No Nit Policy encourages each family to do its part at home with routine screening, early detection, accurate identification, and thorough removal of lice and nits. Establishing consistent guidelines and educating the public about procedures in advance of outbreaks helps minimize inappropriate responses.

Early intervention provides the needed assurance for those who have successfully eliminated an infestation that everything possible is being done to prevent new outbreaks when children return to groups where close contact is inevitable. Repeated exposures to pesticide products put children at risk. Chemical treatments may also be dangerous for children with certain pre-existing medical conditions and/or medication regimens. Families with pregnant or nursing mothers should be given advance notice that early detection with manual removal of lice and nits can serve as a safe alternative to pesticide lice treatment products. **Manual removal is the safe alternative and necessary component to any head lice treatment regimen.** "There are no safe or natural pesticides that have been scientifically proven to be 100% effective against head lice, nits, or nit glue. Reliance on head lice treatment products that are ineffective promotes repeated use of potentially harmful chemicals and contributes to ongoing infestations, outbreaks, and resistant strains of head lice." (Headlice.org)

Temporary Dismissal of Children with Head Lice and/or Nits: The EMILSON YMCA School Age program must take all reasonable measures to help ensure that infested children do not join the group setting. It is more than fair to expect that children that are free of lice will be safeguarded while children with lice will be cared for with sensitivity. Monitoring with enforcement through scheduled and announced group screenings encourages parental compliance and promotes community cooperation and individual accountability. The goal is to enable families to keep their children lice and nit free.

Advantages of the No Nit Policy

- Prevents continuing infestations caused by the surviving and hatching of nits.
- Maximizes the opportunity to eliminate repeated chemical treatments aimed at killing head lice that hatch from remaining viable nits.
- Eliminates confusion -- *Were these eggs here before or do they represent a new infestation?*

- Contributes to improved standards of personal hygiene and self-esteem, protecting children from ridicule and rejection.
- Enhances uninterrupted class time for the majority of the children and prevents lost days at work that can be costly for parents.

While absence from school or child care is a loss of educational opportunity and an inconvenience to working parents, readmitting an infested child is not the solution. Our No Nit Policy for head lice must consider not only the infested child, but also his or her peers who have already been successfully deloused or who have not yet been infested. All this considered, our No Nit Policy remains a sensible approach that sets the standard to serve and protect all the children in the group.

The Director shall consult the Health Care Consultant for such information. DPH must be contacted when there is a reportable communicable disease. The program will maintain a list of the children who have documented exemptions from immunization and these children will be excluded from attending when a vaccine preventable disease is introduced into the program. **If your child's immunization schedule is modified/delayed due to a reaction and/or religious belief you must submit documentation from your child's physician stating as such.**

The Massachusetts Immunization Program provides some free childhood vaccines. The toll free telephone number is 1-888 658-2850 or visit mass.gov/dph/imm

PLAN FOR MEETING INDIVIDUAL HEALTH NEEDS

In order to meet the needs of children with specific health needs, such as allergies or chronic illness, the State Street Early Learning Center will adhere to the following procedures. For chronic medical conditions diagnosed by a physician, an Individual Health Care Plan (IHCP) must be in the child's record folder. The plan must describe the chronic condition, its symptoms, any medical treatment that may be necessary while the child is in care, the potential side effects of that treatment, and the potential consequences to the child's health if the treatment is not administered. During the enrollment process, families will be asked to record any known allergies or chronic illnesses on their child's enrollment sheet. Each child's enrollment sheet will be updated yearly and will be kept in the child's record folder.

With family consent, allergies and/or other important medical information will be posted in each classroom, on the refrigerator in the kitchen, and on the snack storage cabinet. This information will be updated regularly and as needed.

All educators and Center staff will be kept informed regarding individual health needs by the Director so that children can be protected from exposure to foods, chemicals, pets or other materials to which they are allergic. For a child with specific food allergies, the director will inform the staff of substitutions for snacks and lunches when completing menus.

The names of children with allergies that may be life threatening (i.e. - bee stings) will be posted in conspicuous locations in the State Street Early Learning Center with specific instructions of how to respond if an occurrence were to happen. The Director will be responsible for making sure that all staff receives the appropriate training (such as EPI Pen) on how to handle emergency allergic reactions.

For family use and information, our Healthcare policy is available in the Director's Office, and in each classroom. Copies of the Healthcare policy will be available upon request.

Hand Washing

In order to help protect children and educators against the spread of infectious disease, the State Street Early Learning Center will adhere to the following hand washing procedures:

Children and Adults will wash their hands:

- Upon arrival at the State Street Early Learning Center
- After diapering or using the bathroom
- After handling bodily fluids Before eating, or preparing food
- Before and after using the sensory table
- After outdoor play
- After handling any materials such as play dough, dirt, or sand
- After handling garbage or cleaning

Toileting/Diapering Procedures

Diapering

Educators will change children's diapers throughout the day and as needed. Before and after every diaper change, the educator will wash their hands according to EEC guidelines. Educators will wear gloves whenever changing a child. Diapers will be changed on a changing table with fresh paper. The changing table surface will be cleaned and disinfected between each use. Each child will be cleaned and dried with individual washing materials. The family will supply all diapers /wipes and ointments as needed. Soiled diapers will be placed in a sealed, leak-proof container and will be cleaned and disinfected as needed.

Toileting

Children who are toilet trained will use the bathroom as needed and as scheduled throughout the day. After using the bathroom, all children will follow proper hand washing procedures. For children who are learning to use the toilet, educators will follow family requests and work in partnership during this process. Educators will provide many opportunities throughout the day for children to become familiar with the toileting process.

Toileting Accidents

All families are asked to provide a complete set of clothes (appropriate to the season) to be left at the State Street Early Learning Center. If a child has a toileting accident, he/she will be cleaned up by an educator in the bathroom and changed into clean clothes. The soiled clothes will be placed in a sealed plastic bag and returned to the family at the end of the day.

Tooth Brushing

At the State Street Early Learning Center, children will brush their teeth when in care for more than 4 hours. This policy is in promotion of positive oral health habits. Children will brush under the supervision of educators and will use toothpaste with fluoride approved by the American Dental Association. Toothbrushes will be stored so as to avoid the spread of infectious disease and new toothbrushes will be provided to each child after a period of 3 months, or after illness. Parental consent will be kept in each child's record.

Administration of Medication

No Educator will administer the first dose of any medication to a child in case of an allergic reaction. The first dose of any medication must be given at home.

Subsequent doses of all medication will only be administered with written consent from the family. In addition, prescription medication will only be administered with the written order of the child's physician (**Medication Consent Form/available in the SSELC office**) to insure doses, and potential side effects. The medication must be in the original container with the child's name, the name of the drug, and directions for usage and storage on the label.

Non-prescription oral medication such as Tylenol, must have written family consent (**Medication Consent Form/available in the SSELC office**) and the written permission of the child's physician regarding specific dosage, times, days, and purpose (valid for one year). In the event that non-prescription medication such as Tylenol needs to be administered, the center Director or classroom teacher will make every attempt to also obtain verbal consent from the family. All non-prescription topical ointments (applied to unbroken skin) such as sunscreen, diaper cream, bug spray, require the written consent of the family (valid for one year.) These will be provided by the family and will be used only by their child. All items must be properly labeled with the child's name and in their original container.

All non-prescription topical medications that are applied to broken skin, wounds, rashes must be stored in the original container, labeled with the child's name and used only for that child. A physician's order will be required and logged onto medical record when applied.

For children who require medication that has a certain procedure such as the epi-pen, educators will receive training in following the specific written directions. A written record of all medication administered will be kept at all times at the State Street Early Learning Center. This data will show the date of each administration of medication, the dosage, the name of the educator administering the medication, and the name of the child. All medications will be stored properly according to medication instructions in a location that is safe and secure. All unused medications will be returned to the family.

Nutritious Menu Choices/Lunch

Serving healthy meals and snacks to children is important to providing good nutrition, supporting lifelong healthy eating habits, and helping to prevent costly and potentially-disabling diseases, such as heart disease, cancer, diabetes, high blood pressure, and obesity. At the State Street Early Learning Center we will work with families to ensure that all children's nutritional needs are met by following USDA guidelines. The State Street Early Learning Center will provide a full breakfast, supplemental lunch (milk and the vegetable) and an afternoon nutritious snack and will follow family and physician's orders regarding special diets and allergies. **Families will be responsible for sending a nutritious lunch daily that includes something from the 4 food groups.** Please label all containers with the child's name. We **cannot** chill food, so please use ice packs and thermoses for this purpose. Unused food will be sent home daily. Foods can be heated but we ask for the foods to be limited to 45 seconds or less.

Preparation

- Sandwiches may be prepared the night before and refrigerated.
- Sandwiches could be wrapped in foil and frozen in advance.
- When freezing sandwiches, omit lettuce unless chopped in filling.

- A small thermos with a WIDE MOUTH can be used to carry hot/cold foods: hot soup, cottage cheese, salad, yogurt, hard-boiled eggs (please put your child's name on thermos/lid and date).
- Children might enjoy cheese and crackers
- Save small plastic tubs (soft margarine containers). These containers are good for carrying raw vegetable sticks.
- Please be sure your child's lunch is ready made and is re-heatable in 45 seconds or less (no frozen lunches or Ramen Noodles).

The following are some suggestions for healthy children's lunches:

Menu Suggestions:

- **Protein Foods**- tuna fish, turkey breast, chicken salad, turkey, ham, leftover chicken, beans, yogurt, meatloaf slice, hard boiled eggs, egg salad, cottage cheese spread, kabobs, chili, macaroni and cheese, taco, stew, cold pizza
- **Grains**- bagel, pita bread, whole wheat bread, whole grain bread, raisin bread, roll, rice, crackers, cereal mix, taco shell, enchiladas, pasta salad, biscuits, rice cakes, low fat crackers
- **Fruits**- apple, pear, melon, pineapple, cherries, papaya, fruit salad, banana, applesauce, raisins, dried fruits, peach, juice blends (All fruit sliced not cubed)
- **Vegetables**- lettuce and tomato, tossed salad, carrot sticks, raw vegetables and dip, pickles, sliced cherry tomatoes, sprouts, green pepper, V-8 juice, tomato juice, potato salad, baked potato (carrot sliced not cubed/round)
 - Breakfast, supplemental lunch and pm snack is provided by the State Street Early Learning Center. If you forget to pack your child lunch then the center will call to inform you and provide lunch for your child. The meals are nutritious and prepared by following the USDA'S CACFP food guidelines.
 - A written menu for breakfast, supplemental lunch, and snack are posted (in each classroom) and given to families for the month. All meals are served family style. The educator will assist the child if needed.
The educators are required to sit and eat with the children during all meal service times (breakfast, supplemental lunch, and snack) to provide support, encourage, and engage the children in rich conversation throughout the meal/snack time.
 - If you would like to bring food into the State Street ELC to share with your child's peers it must be whole fruits or commercially prepared with the factory seal and label with the ingredients on the package. If food is outdated the teachers will discard.

Please note the State Street Early Learning Center is a NUT FREE childcare center.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

July 2016

The State Street Early Learning Center has made a commitment to the Partnership for a Healthier America and implements all **HEPA (Healthy Eating and Physical Activity)** standards in our classrooms.

The SSYMCA – State Street ELC:

- Serve fruits and vegetables at every meal and snack.
- Serve Family Style Meals
- No partially hydrogenated oils (trans fat), fried or pre-fried foods will be served
- Serve whole grains when grains are served
- Serve foods free of sugar as one of the first three ingredients or less than eight grams of added sugar
- Provide opportunities for moderate and vigorous physical activity for at least 60 minutes per day while children are in care for a full-day program and 30 minutes for half-day day program (morning and afternoon programs are each considered half-day programs).
- Active play will take place outdoors, weather permitting.
- Water is accessible and available to children at all times, including at the table during snack and meal times.
- Eliminate screen time (television, cell phone, or digital device) for children under two years old.
- For children over two, screen time (television, movies, cell phone, video games, computer or other digital device) is limited to less than 30 minutes per day for children in half-day programs or less than one hour per day for those in full-day programs.
- Children serve themselves (“family style”) all food and beverages from common bowls and pitchers with limited help
- Provide fruits or vegetables (fresh, frozen, dried or canned in its own juice) at every meal and snack.

Please see your child’s classroom Family Board to learn more about ways we provide a foundation for learning through curriculum and play, provide daily opportunities to learn about healthy food choices and promote physical activity to keep our children healthy and strong!

Birthday and Holiday Celebrations

On occasions such as birthday celebrations and class parties, families may send in healthy snacks to share with the class. Emphasis is placed on healthier choices when celebrating rather than cupcakes and other sugary snacks. **Items to consider may include: fruits, pretzels, rice cakes, and fruit popsicles.** All food donation items must be factory sealed with the ingredients listed on the package. Homemade items **cannot** be accepted to ensure the safety and inclusion of all children. You may want to consider donating a book in your child's name to the classroom library. Please check with your child's teacher prior to an event to discuss your child's celebration!

Allergies

Any allergies to food, chemicals, or other **MUST** be listed on the child's information sheet under **allergies**. Please include information of treatment of allergy and possible reactions that may occur in the child from the allergy. With family consent, this information with a picture of the child will be posted in food preparation areas, in the Director's office, and in the child's classroom. Educators will be informed of children's allergies and trained in how to properly respond to each case.

Please note and respect that out of concern for individuals with severe allergies, the State Street Early Learning Center is peanut-free!

South Shore YMCA Early Learning Aquatic Safety Sessions

Children who are enrolled in our Early Education programs will have the opportunity to participate in a developmentally appropriate aquatic safety program taught by the Emilson and Quincy aquatic staff with support of the Early Learning Center educators at the YMCA. The goal of our swim safety education program is part of the South Shore YMCA Aquatic Safety Initiative: to provide children with basic water safety and introduce swimming skills. At the South Shore YMCA we consider aquatic safety to be one of our highest priorities. Knowing how to swim is a critical life skill. Participating in our aquatic safety session is an opportunity for children who are enrolled on the day of their class to engage in water safety. Consider enrolling your child in the Quincy YMCA swim lessons, contact Kenneth Berardi at 857-403-4741 or Kberardi@ssymca.org or visit www.ssymca.org. Learning how to swim also helps children build confidence in the water and in life.

Participation in our Aquatic Safety Sessions depends on several factors:

- The minimum age for participation is:
 - (Hanover) 2 years and 9 months (due to 'beach front' shallow end access)
 - (Quincy) 3 years old
- The child's enrollment schedule.
- The child's ability to engage in the sessions safely and cooperatively. *(If it is determined a child may need additional support regarding safe behavior while on the van or while at swim lessons, a meeting will be scheduled with family to discuss ways to promote optimum safety).*
- The availability of the pools throughout the year.

This program offered for Early Learning programs at the South Shore YMCA is a unique and innovative opportunity for our students. We strive to help more children participate

in Aquatic Safety Sessions and thus decrease the risk of childhood drowning by including this in our weekly programming.

The successful implementation of this program requires the support of many in our South Shore YMCA community including our educators, support staff, swim instructors, van drivers, and families. Because this program requires the support of so many, it will be left to the determination of the ELC Director to decide if the sessions will occur or need to be canceled for the day.

Reasons that Early Learning Aquatic Safety Sessions may not run:

- The pool has been closed for planned for incidental pool maintenance.
- Inclement weather.
- Unforeseen staffing changes (unfortunately these changes can happen due to sickness/emergencies w/ minimal notice. Our child/teacher ratios are mandated at all times including the pool).
- Transitional times for children during the year such as the months of September.
- Holidays or School vacation week programming at the Branches that utilize the pool and other facilities such as the locker rooms.
- During the summer months the Early Learning Centers will have unstructured free time in the pool. This time is a great way for the children to practice their skills through play.

Goals and Skills taught in the State Street Early Learning Aquatic Safety Sessions may include:

- Safe behavior in Aquatic environments
- Waiting for their turn while holding the wall
- Comfortably putting face in the water
- Submerging fully (gradually submerging for extended periods of time)
- Treasure Dives, submerging and retrieving an object at the bottom of the pool
- Floating on front and back with support progressing to reduced or no support
- Gliding off wall on front and back with teacher support
- Gliding off wall on front and back with reduced support or independently
- Paddle stroke with support from teacher or floatation device
- Paddle stroke with reduced support or independently
- Jumping in with support and working towards jumping in independently
- Introduction to front crawl and back crawl (done in the oldest age groups)

Remember: A child who swims builds confidence with every lap.

The South Shore YMCA is committed to strengthening our communities by nurturing the potential of children, promoting healthy living and fostering a sense of responsibility.

Policies for Preschool/Pre-Kindergarten Aquatic Safety Sessions

At the SOUTH SHORE YMCA we believe that every child should learn about water safety and feel comfortable in the water.

We support the SOUTH SHORE YMCA's Water Safety Initiative at the Early Learning Center by offering aquatic opportunities for preschoolers & pre-kindergarteners. Please note the sessions will not run during schools vacations (December, February, and April), during the month of September and when notified.

- Families must complete a consent form for children to participate.
- Session times are posted on the classroom Family Board. In order to participate in the swim session children must arrive at the State Street Early Learning Center by 8:30 in their bathing suits. Please provide a swim bag with underwear and towel for your child.
- If your child does not arrive in a bathing suit, they will not be allowed to participate in the session that day. Children who are not participating will stay in the classroom with an educator for regular program activities.
- If children are in the process of becoming toilet trained, the child must have a regular diaper on and a swim diaper in a bag with the child's clothing (provided by parents).
- Children must be in good physical health and must not have had illness such as diarrhea for a period of 48 hours.
- South Shore YMCA swim instructors will work with children in the pool while State Street Early Learning Center educators assist.

Field Trips

The State Street Early Learning Center may provide opportunities for occasional field trips for Preschoolers – Kindergarten. If your child does not attend the field trip we will be unable to provide care. Please see the permission slip for detailed information on transportation, arrival and departure times, destination, volunteering etc.

Emergencies While on a Field Trip

Prior to departure from the center the Lead staff will ensure the following steps have been taken:

- (1) Each classroom will bring their designated classroom 1st aid kit
- (2) Each classroom will bring all Emergency/First Aid information/contacts
- (3) Each classroom lead will bring a working cell phone

If an accident/ illness occurs while on a field trip, the Director will assess the situation and determine next steps including contacting the parent/guardian.

Transportation Plan

Children will be transported to and from the State Street Early Learning Center by their family or by an adult otherwise designated by the family.

Child Absence Policy

In order to ease transition from home to school and so as not to interrupt the daily routines of the classroom, all children must arrive to the State Street Early Learning Center by 9:00am. Arriving prior to 9:00 helps children get acclimated to their school

day and allows children the benefit of starting the day as scheduled with their classmates. Please know the classroom doors will lock at 9:30am, and no child will be dropped without a doctor's note or notice to the Director. If your child will not be at school on a day that he/she is normally scheduled to attend for any reason, it is required that parents call the State Street ELC at 857-403-4724, to inform of their absence. **We ask that you inform the staff of your child's absence by 9:30am.** This requirement is mandated for the safety of your child. If parents neglect to call the center regarding a child's absence, the Director or your child's teacher will contact the parents to inquire about the child. Failure to adhere to this policy may result in compromised enrollment.

If in the event that the State Street ELC does not receive a phone call from the child's family, the Center staff will follow the proceeding steps to ensure the child's safety:

- When a family member of an absent child has called the Center, the staff person who took the phone call will note the confirmed absence on the Call-In Log located in the Directors Office.
- At 9:30 an identified staff member will call each classroom to find out which children are not in attendance.
- The staff member will call the contacts listed on the absent child's emergency contact sheet.
- When contact has been made, the staff person will note the person spoken to and the time on the Call-In Log.
- If, after calling all emergency contacts listed, no contact has been made to confirm the child's absence, the staff person will inform the Director and further action steps will be taken. The State Street Early Learning Center will then contact the non-emergency number of your local town police department asking for a well-child check to ensure the child's safety.

Access to Building/Parking/Drop off Policy

Each family will be provided 2 key fobs to enter the State Street ELC. If additional key fobs are needed the Center Director will order at a nominal cost. When dropping your child off each day at the State Street Early Learning Center, each family must park their car in a designated spot, and accompany their child into the child's classroom. Each family is required to sign their child in their child's classroom. Please no parking in the handicap spaces to save time/or if you are running late.

Authorized Pick-up Policy

During the enrollment process, each family must complete an Emergency Contact Form. Listed on this form are only those persons authorized to pick up your child from the State Street Early Learning Center. If someone other than an authorized person will be picking up your child, families must notify the center in writing. All individuals authorized to pick up a child must have a picture ID readily available for staff to reference upon the child's sign out and dismissal from the State Street Early Learning Center. No one under eighteen years of age will be allowed to pick-up your child. Should an emergency arise and you need to have someone who is not listed on the Emergency Contact Form pick up your child you must contact the Center and provide the authorized individual's name, address, phone number, and verbal permission. The following day you document in writing your authorization.

If an authorized individual arrives at the center to pick up a child and staff has any reason to question the ability of that person to function in a responsible manner (i.e. due to the influence of alcohol or drugs, or apparent emotional instability) the child will not be released. Staff will contact family members for additional authorized contacts to pick up the child safely.

Late Pick-up Policy/Penalty

The SOUTH SHORE YMCA State Street Early Learning Center's hours of operation are 7:00am – 6:00pm. All children must be picked up by the closing time of 6:00pm. If a family is late for pick-up, the State Street Early Learning Center will adhere to the following policy.

- Families must call the Center and provide the time in which they expect to arrive.
- Families will be charged a \$1.00 fee per minute, per child penalty which will be added to the family's weekly bill.
- If the tardiness is consistent, a meeting with the family and Director will be called to discuss strategies to avoid tardiness. Consistent cases of tardiness may result in compromised enrollment.
- If the parent or guardian does not pick up the child by the closing time, the staff will attempt to notify the emergency contacts. If all attempts fail, the local authorities will be notified one hour after closing (7:00pm), the Department of Children & Families (DCF) Child at Risk Hotline and the Department of Early Education and Care (EEC) will be notified. No child will be left unattended.

Emergency Procedures

At the State Street Early Learning Center, all staff members are trained/certified in CPR and First Aid. Children with minor injuries such as bumps, scrapes, or bruises, will receive care by educators who have been trained in first aid. When administering first aid for minor injuries educators will always consult the child's health form. When an injury occurs, educators will complete an incident report form, provide a copy to families, and retain a copy for the child's records. Families will always be informed of all first aid given to their child.

For major emergencies such as a broken bone, or puncture wound, the child will be taken by ambulance to the nearest hospital with all emergency information/forms. Families will be contacted immediately. Lead educator will accompany the child in the absence of the parent/guardian and remain at the hospital until parent/guardian arrives.

Evacuation Plan

Evacuation plans will be posted in each classroom and at all exits. Evacuation plans will be practiced at least once a month and at varying times to ensure that all children and staff have adequate experience. Staff and children will practice exiting the building using different routes so as to become familiar with each possibility. The Lead Educator will maintain documentation of the date, time, number of children/educators and effectiveness of each drill in the Fire Drill Log located in the Director's office. This documentation will be maintained for five years.

In the event of an emergency evacuation, the State Street Early Learning Center staff will execute the following procedure.

- The Lead Educators will be responsible for taking the daily attendance information, emergency contact information, and first aid kit out of the building. This information will be kept in a location close to the classroom exit.

- The Lead Educators will lead the children out of the building with a second staff person at the end of the line watching for stragglers.
- The Director will be the last to leave the building. She will make a visual inspection of each classroom for children and close each door before exiting the building.
- Once evacuated, all classes will meet at Quincy High School or Quincy Thomas Crane Library and lead teachers will check attendance using the daily attendance sheet.
- Educators will wait for the signal of the Director before reentering the building with the children.

Family Information

Inclement Weather Policy

The State Street Early Learning Center will make the determination to close/delay openings based on the severity of the storm and /or State of Emergency. Please check the website at www.ssymca.org for all updates starting at 5:30am on the day of the inclement weather or the evening before.

- If the weather conditions are extremely hazardous the SOUTH SHORE YMCA Vice President of Youth Development will determine if the State Street ELC will open or a delayed opening/early closing.
- Should a closure day fall on your child's service day, families will be required to pay their regular tuition fee.
- In the event of the State Street ELC closing early, all families will be contacted using the information provided on your child's Emergency contact list so please be sure to keep this information current. Updates will also be posted at www.ssymca.org

Outdoor Play

We value outdoor time and consider it very much a part of our daily curriculum at the State Street Early Learning Center. Each classroom will have scheduled outdoor time as part of their day. With this in mind, please make sure that children are dressed in clothes that are seasonal, comfortable, and practical. The State Street Early Learning Center asks that the families apply sunscreen that has UVA and UVB SPF 30+ before coming to school. During winter months, we will continue to have outdoor play unless the temperature is of concern. All children should come prepared for the weather with boots, hats, mittens, and snowsuits. When weather does not allow us to go outside, the State Street ELC has daily scheduled times in the Field House.

Sunscreen/Insect Repellent

The State Street Early Learning Center asks that families apply sunscreen that has UVA and UVB SPF 30+ before school. The staff will re-apply sunscreen prior to heading outside. The sunscreen will be UVA and UVB SPF 30+. All children must have a signed permission slip located in their file. The State Street ELC does not apply insect repellent. Should there be a warning regarding high levels of insects (mosquito's) the State Street ELC children will not be outside.

Clothing

At the State Street Early Learning Center children will engage in a variety of activities that keep them engaged and involved. Children should wear clothing that is seasonable, comfortable and practical every day. In case of an accident, please send children with a set of clothes. All belongings should be clearly labeled with the child's name. **No open**

toe shoes or flip flops. The State Street Early Learning Center is not responsible for items that are lost or damaged.

Rest Time

Children will have a rest period every day at varying times according to their stage of development. During rest time all children will be given the opportunity to rest. Each child is given their own cot/mat and is labeled with their name. If a child does not sleep at this time, they will be given a quiet activity such as puzzles, or books to look at on their cot/mat. Each child will need their own bedding (a crib sheet and small blanket) for their cot/mat at rest time. Please note per Department of Early Education & Care regulations all bedding will be sent home each Friday (or your child's last school day) for washing and should be returned to the center on Monday. Sleeping bags are not allowed as a bedding option for rest time.

Cubbies

Cubbies will be provided for each child. Children attending Part-Time may be asked to share a cubby. All personal items left at school must fit into the child's cubby.

Toys from Home

State Street Early Learning Center educators discourage any toys/valuables from home. These items can get easily misplaced or broken which can be very upsetting for children. Exceptions will be made for children who require a small soft toy for rest time.

Babysitting Policy

The State Street Early Learning Center educators are prohibited from babysitting, making home visits, transporting children, or attending the birthday party of any child enrolled in the program. Thank You for your cooperation!

Membership

A family attending the State Street Early Learning Center is entitled to purchase a Household Membership at the SOUTH SHORE YMCA- EMILSON or QUINCY BRANCH, with the joiner's fee waived. Once your enrollment application has been approved you will be able to obtain a Household membership key tag at the Welcome Desk.

Transitions

The SOUTH SHORE YMCA believes that a well-defined procedure for coordinating the successful transition into our program and from one classroom to the next is essential to the educational adjustment and development of a young child as well as the well-being of each child's family. The transition process will be a gradual and positive process to ensure a positive adjustment. Your child's teachers will work cooperatively to determine times for visiting his/her new classroom. We realize this is a big step for your child and will ensure open communication throughout the process including meeting with families to answer any questions you may have regarding your child's transition.

Language Translation

The State Street Early Learning Center follows the EEC resource for language translation options: <http://translate.google.com>.

It is not confirmed that the translation is correct so we will also try to find someone who can assist with translating the material. We have teachers who speak Japanese, Portuguese, Cape Verdean, and Spanish. We also have additional resources within our YMCA employees who speak French, Chinese, and Gujarati.

Volunteering/Practicum

The State Street Early Learning Center has many volunteers who are a valuable component to our program. Volunteers may include students from local high schools, colleges, and SOUTH SHORE YMCA members. We also have individuals from other programs in the community such as the ABCD Foster Grandparent program, and the Mature Workers program. These volunteers provide assistance to the teachers in the classroom. All volunteers complete a CORI/SORI, attend a new employee/volunteer orientation, and meet all the YMCA and state requirements per EEC. Volunteers are never left alone with the children, only participate in classroom and playground activities, and are not counted in the classroom ratios.

Volunteering Opportunities

Families are always welcome and encouraged to volunteer in the classroom or at events that are being held in the SOUTH SHORE YMCA. All volunteers will be asked to complete an on-line volunteer application, CORI/SORI and have reference checks conducted. You will be asked to participate in a volunteer orientation to learn more about the SOUTH SHORE YMCA. Some events that some families may enjoy or be interested in volunteering for are: family nights, open house, change a life fund events, other fun activities, or the end of the year celebration. Please see the Director for more information.

Open House

The SOUTH SHORE YMCA State Street Early Learning Center has an Open House in the fall of each school year to welcome all families. This is a time for us to introduce the educators, as well as a time families can introduce themselves to other families. We will review the Family Guide, explore the upcoming year, and answer any questions/concerns you may have about the program. It is also a chance to get a closer look at your child's classroom and ask questions about your child's day at our State Street Early Learning Center!

Cultivating Potential

At the SOUTH SHORE YMCA, strengthening communities is our cause. Strong communities don't just happen; they are the result of steady leadership and stewardship of strong values. We make a difference by focusing on three key areas: **Youth Development**; nurturing the potential of children, **Healthy Living**; improving the nation's health and well-being and fostering a sense of **Social Responsibility**; giving back to our neighbors.

As we all know, the early years are those of greatest growth, and the time to lay the foundation for educational and lifelong success. Parents, grandparents and your child's extended community nurture your child and build trust. You are your child's first and most important teacher!

We look forward to partnering with you to support the education, health and happiness of your child and family. Thank you for choosing the State Street Early Learning Center where children engage in endless opportunities to learn, grow and thrive!

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