



# **BOOTHBAY REGION YMCA**

## **FitKidz Program Information**

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**Boothbay Region YMCA  
261 Townsend Avenue  
Boothbay Harbor, Maine 04538  
(207) 633-4816  
Fax: 633-6865**

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## **Boothbay Region YMCA Mission**

To strengthen individual families and the community guided by Christian principles including the universal values of Caring, Honesty, Respect, and Responsibility through programs that build a healthy spirit, mind, and body for all.

### **Our Vision**

The vision of the Boothbay Region YMCA is to nurture the potential of youth, promote healthy living for all and foster social responsibility.

### **Our Philosophy**

The Boothbay Region YMCA FitKidz Program offers opportunities for children to interact in an inclusive, active, and fun environment. We offer activities focusing on living a healthy, active, and fun lifestyle. Our hope is that the experiences we offer will promote unique and positive outcomes for the children and families we serve.

### **Program Goals**

FitKidz is a safe, caring environment where each child is encouraged to make friends, develop skills, and express himself or herself. Staff members facilitate independence, self-esteem and model and support problem-solving skills. We maintain an environment that is stimulating and one that meets the interests of each child. In keeping with the purpose and philosophy of the Y, we strive to help children develop in body, mind and spirit.

### **Program Services**

FitKidz offers various activities for all to enjoy and provides services to assist families as well.

Weekly activities include:

- Use of the track
- Use of the field house
- Use of the gym
- Use of the pool on Wednesdays
- Building challenges
- Creative time—stories, drawing, dramatic play
- Reading time
- Learning to cook healthy foods
- Community service projects
- Special events (consult our monthly calendar)

Services include:

- Accompaniment of children to and from Y programs
- Provision of nutritious snacks and breakfast and lunch on in-service days
- Homework assistance
- Adult mentorship

## **Admission Information**

The Y admits all people without regard to sex, race, national origin, religion, political beliefs, marital status or disability.

1. Enrollment is limited and structured to provide the most positive experience for the children
2. Our programs are licensed through the State of Maine Child Care Licensing Department and follow the Maine State Rules for Licensing of After School Child Care Facilities

## **Hours of Operation**

2:30 - 5:00	Monday, Tuesday, Thursday, Friday
1:30 - 5:00	Wednesday
7:30 - 5:00	In-service days and school vacation days

**FitKidz follows the Boothbay Elementary School calendar.** There may be days that Edgecomb and Southport have school when Boothbay does not. If full day care is offered on Boothbay in-service days, but enrollment is not high enough, after school care may not be available that day. Please consult the program calendar and staff to confirm when FitKidz will be in session.

## **Registration**

The following forms must be submitted before your child begins our program:

- 1 Registration Form
- 2 Immunization Records
- 3 USDA Worksheet
- 4 Enrollment Checklist

We encourage you also to establish a family membership at the Boothbay Region YMCA prior to enrolling, as you may then have access to the Y, and the cost for FitKidz will be less each week.

## **Program Fees**

Weekly fees are due the Friday before the next week of care. In other words, fees will be paid prior to the week of service. A two week written notice is required if you terminate care. A child withdrawing from the program without this written notice will be required to pay the two week tuition due.

Direct withdrawal from debit/credit, checking or savings account is required to enroll a child in the program.

**FitKidz closes promptly at 5:00 pm. A late fee of \$15 will be charged for a child who remains at FitKidz beyond 5pm.** If there is an emergency and you can't be here on time, please call the Y and let us know. Inclement weather is not a valid excuse.

We reserve the right to terminate services when tuition is repeatedly unpaid or a parent is repeatedly late.

### **Holidays/Days Closed**

Our programs will be closed on the following holidays:

New Year's Eve day

New Year's Day

Good Friday

Memorial Day

Fourth of July

Labor Day

Columbus Day

Veteran's Day

Thanksgiving Day

Christmas Eve Day

Christmas Day

Tuition will remain due on closed days as it states in the registration form. The weekly price of the program over the course of the school year is adjusted down to account for the planned closures.

### **Pick up Process**

Children will be released only to those people identified on their registration forms. To add a pick person to your registration form, contact the program director. A photo ID will be required for people whom staff does not know.

### **Snow Policy**

The program will follow the Y Policy for late or no opening. If the Boothbay Schools are closed, FitKidz may close as well. If we are closed, you will find the information on [www.wcsh6.com](http://www.wcsh6.com) under Maine Private, where the Boothbay Region YMCA Child Enrichment Center will be listed. Although we try to follow the school closings, there will be times we do not close even though the school has. If the schools are closed and FitKidz is open, we will open at our normal time, 2:30 PM. If FitKidz is running and if the weather should worsen, we will contact parents to pick up their child/ren. If we close due to inclement weather, tuition will remain due.

### **Absence Policy**

If your child is going to be absent, please inform the Child Enrichment Director at 633-2855. The normal weekly fee will remain due for any voluntary absences or absences due to illness.

### **Photography**

We believe in the use of photographs in the classroom to promote a sense of self and encourage an understanding of multi-cultural differences. Additionally, we use photographs in our curriculum, in art projects, for bulletin boards, etc. We also post pictures to social media periodically.

### **Parent Participation**

Parents are welcome to visit and participate in our programs. If you would like to share your professional, special talents, or a game with our children, please contact one of the staff or our Director.

We believe that children learn through modeling and we, as teachers, work to interact respectfully with each other. Therefore, we ask that parents follow these guidelines when they interact with our group.

### **Weather Preparation and Daily Attire**

Children should wear clothing appropriate for freedom of movement and active exercise. This will include winter weather, so remember those boots, mittens, hats and snow pants.

### **Swim Time and Attire**

Each child should bring his/her swimsuit and a towel. Depending on staff availability, all students may be required to attend swim even if they do not wish to get in the pool.

### **Field Trips**

Throughout the school year, we will go on field trips. Please consult the monthly calendar for specific information.

### **Meal Time, Nutrition & Exercise**



We are happy to partner with 5210 Let's Go, a state-wide program aimed at increasing healthy eating and opportunities for physical activity for children. Practicing good nutrition is an important role of quality child care. Foods that are tasty, colorful as well as a pleasurable eating environment are important elements in a child's view of meal time. We provide a healthy snack daily. For full day programs, the children will help prepare a healthy breakfast and lunch.

We support your child's healthy food choices by:

1. Offering fruits, vegetables and other healthy foods at all snack times.
2. Celebrating all holidays and other special occasions with mostly healthy foods and or non-food treats.
3. Serving only fat-free or 1% milk to children age 2 years and older.
4. Making drinking water clearly visible and freely available at all times,
5. Limiting the availability of sugary beverages to less than one time per month, if served at all.
6. Limiting 100% fruit juice to no more than 4-6 ounces per day, if served at all.

We understand that TV and other electronic media can get in the way of exploring, playing and interacting with others, which encourages learning and healthy physical and social development. Therefore, we will restrict screen time by:

1. Limiting screen time to a maximum of 2 hours total per week of educational and age appropriate screen time (TV, video and computer).
2. Limiting computer time to a maximum of 45 minutes in any one day.

We understand that active play is important for healthy growth and development of young children. Because of this, our program is designed to incorporate large motor activity every day.

## **Behavior Management**

To ensure that FitKidz is a positive place for children to be, we believe that children have certain responsibilities, including respecting themselves, their peers, and staff, as well as the property we are utilizing. Children will be responsible to clean up after themselves and to conduct themselves in a manner that is appropriate and safe. The staff will support children with positive reinforcement and encouragement.

When children do not display respectful or responsible behavior, our goal is to meet their need in a positive way. Our procedure is as follows:

- Children will be involved with setting the rules and the consequences of making poor choices.
- Children will be reminded of what the expectations are after they have made a poor choice.
- Staff will have a discussion with the child to be sure he or she understands impact and the consequences of their behavior.
- If unacceptable behavior continues, parents will be asked to sign an incident report at pick up, and the child may be removed to spend the rest of the day in the Director's office.
- If the behavior continues thereafter, parents will be asked to meet with the director to discuss under what circumstances, if any, the child will be allowed to remain enrolled at FitKidz.
- Tuition will remain due during any period of suspension.

## **Dismissal**

The parent/teacher relationship is crucial to supportive care for children. If a difficult behavior or condition exists which threatens the health and safety of children or teachers in the program repeatedly on any given day, the child may be dismissed from care for the remainder of the day and perhaps longer. It is our hope to work with all families collaboratively to avoid this.

## **Reporting Abuse**

The safety of children in our care is our utmost responsibility. Essential to this responsibility is that parents support the state policy which considers physical, sexual or emotional abuse intolerable and that immediate action will be taken if such an allegation is made. The following procedures will be followed in the event of an allegation:

- 1 The alleged victim's safety, protection, and comfort will be our primary concern;
- 2 A staff person accused of abuse will be suspended immediately with pay until the investigation is completed and a report issued;
- 3 The accusation, suspicion, or risk of harm will be reported immediately to the appropriate State authority;
- 4 The Boothbay Region Y will cooperate fully with the investigation;
- 5 The Boothbay Region Y will act responsibly when the investigation is over to ensure that all children in our program are protected.

In the case of an event observed by a staff member, or a direct report of a staff member, we will follow the following procedure:

- 1 The staff member will report the incident to the immediate supervisor;
- 2 The supervisor will immediately report to the Director, and will determine what action should be taken;
- 3 If a report to the Department of Human Services is needed, the above procedure will immediately be put in place;
- 4 If no further reporting is necessary, the Director will report back to the initiator the rationale for this decision.

### **Child Abuse and Neglect Policy**

The Boothbay Y FitKidz Program is licensed by the State Department of Health and Human Services and is required by law to report any suspected cases of child abuse or neglect. All personal information and incidents are kept strictly confidential. FitKidz staff members are mandated reporters, so we can not provide information to parents or guardians prior to reporting.

### **Resolving Family Concerns**

A conference or meeting with the Director or staff may be requested at any time. The Boothbay Region Y feels that two-way communication is necessary to create the best possible environment for children. If you have concerns or questions, we encourage you to communicate them to us in a timely manner.

### **Termination of Care**

We reserve the right to terminate child care services at any time. Children may be unenrolled if a behavior or condition exists which threatens the health and safety of children or teachers in the program, or for non-payment of tuition or assessed fees.

### **Illness Policy**

The health of our entire group is our top priority. Please make an effort to assist us with reducing the transmission of childhood diseases by noting your child's behavior and checking for a sign of illness. We use common sense in our decision-making regarding sickness and trust that you will follow these simple guidelines:

1. If your child did not attend school due to illness, he or she may not attend FitKidz that day.
2. A child not well enough to participate in all of our daily activities, including swimming, field trips and outdoor play, should not attend, whether or not the illness is readily diagnosable.
3. A child who is presenting any of the following symptoms, should be kept home and will be sent home, if any of these symptoms are noted:
  - o A temperature (of 100.3 degrees or higher)
  - o Diarrhea or Vomiting
  - o An Unexplained Rash or a diagnosed contagious rash
  - o Discharging Eyes or Ears



4. If your child has been exposed to a contagious illness, please notify us. Strep throat, viruses, measles, mumps, chicken pox, conjunctivitis, diarrhea, etc., are among the most highly contagious illnesses. Children with these conditions should not be near other children. If a contagious illness is suspected, we will notify to inform all parents of possible exposure, symptoms to look for, as well as treatment. If your child has a contagious disease and there is a question as to when he or she should return to care, we may request a doctor's note stating it is safe for him or her and for others if he or she returns to care.
5. Please notify us if your child has or has been exposed to lice. We have a no nit policy. If a child in our program has been identified, we will do head checks daily for all children until we are no longer finding cases.
6. If your child does not feel well after school, we will phone you to pick him or her up as soon as possible.

Please plan in advance back up care arrangements for when your child is ill, as we can not make exceptions to this sick policy.

### **Medication**

Children requiring medication during child care hours will receive it only if we have received a Medication Authorization Form.

For medications needing refrigeration, please give the medication to a staff member along with the completed form

Prescription medication must have written permission from the physician (or a medical label) that includes the child's name, name of medication, amount to be given and the time to be administered. This medication must be in the original container.

Over the counter medications will not be given without written permission from the parents including the above-mentioned details.

**BOOTHBAY YMCA CHILD CARE ILLNESS READMISSION GUIDELINES**  
**These guidelines are an effort to minimize exposure to illness.**

<b>ILLNESS</b>	<b>GUIDELINE</b>
Chicken pox	child may return 7 days after rash first appears and after all lesions have crusted over
Conjunctivitis	child may return when there is no longer any discharge from the eyes and no sooner than 24 hours after medical treatment has begun. REQUIRES A NOTE FROM PHYSICIAN AS TO TREATMENT.
Impetigo	child may return after 24 hours of oral and topical medical treatment has begun. REQUIRES NOTE FROM PHYSICIAN AS TO TREATMENT.
Head lice	child may return after documented treatment and all nits removed from head. Upon return parent may not leave the child until a staff member has done a thorough check.
Ringworm	child may return after medical treatment has begun and all lesions are securely covered. REQUIRES NOTE FROM PHYSICIAN AS TO TREATMENT.
Scabies	child may return 24 hours after medical treatment. REQUIRES NOTE FROM PHYSICIAN AS TO TREATMENT.
Strep throat	child may return 24 hours after medical treatment has begun but must have also been fever free for 24 hours without medication. REQUIRES NOTE FROM PHYSICIAN AS TO TREATMENT.
Diarrhea	child must have a 24 hour absence and may not return until there has been no incident of diarrhea for 24 hours. Severe cases may require a note from your physician.
Fever over 100.3°	child must have a 24 hour absence and may not return until fever free for 24 hours without medication. TEMP HIGHER THAN 102° WILL REQUIRE A NOTE FROM PHYSICIAN AS TO TREATMENT.

These guidelines are established in consultation with our center physician and the state office of disease control. Your cooperation is appreciated for the benefit of all of our children and staff.

**Updated: December, 2016**