

Cambridge YMCA Preschool

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Parent Handbook

Cambridge YMCA Preschool

Table of Contents

	Pages
PROGRAM DESCRIPTION	2-3
INTRO/ENROLLMENT	2
MISSION STATEMENT	2
PHILOSOPHY	3
EDUCATIONAL GOALS	3
GENERAL INFORMATION	4-6
STAFF ORIENTATION	4
REGISTRATION	4
HOURS OF OPERATION/HOLIDAYS	5
VACATION/ABSENCE DUE TO ILLNESS	5
EMERGENCY WEATHER CONDITIONS	5
TUITION/METHOD OF PAYMENT	6
DAILY ROUTINES	7-10
ARRIVAL	7
WHAT TO BRING	7-8
TOYS FROM HOME	
SNACKS AND LUNCHES	
BEDDING	
EXTRA CLOTHES/DIAPERS	
TOILET TRAINING	8
REST TIME	8
SWIMMING	8
CHOICE TIME	9
BIRTHDAYS AND CELEBRATIONS	9
TRANSPORTATION	9
DEPARTURE	10
FAMILY INVOLVEMENT	10-11
TRANSITION POLICY	11
HEALTH AND SAFETY	12-19
ABUSE AND NEGLECT POLICY	12-13
PLAN FOR MISSING CHILD	13
CHILDREN'S HEALTH RECORDS	13-14
MEDICATION POLICY	14-15
ILLNESS	15
MANAGING INFECTIOUS DISEASE	16
INFECTION CONTROL	16-17
ON AND OFFSITE EMERGENCY PROCEDURES	17-18
EMERGENCY EVACUATION TO THE CENTER (FIRE DRILLS)	18
CHILD MANAGEMENT	18-19
FAMILY RIGHTS	21-23
PARENTAL RIGHTS	20-22
REPORTS TO PARENTS	
PARENT CONFERENCES	
CHILDREN'S RECORDS/CONFIDENTIALITY	
TERMINATION POLICY/CENTER TERMINATION	22
PLAN FOR REFERRAL SERVICES	23
CONCLUSION	23

Cambridge YMCA Preschool

PROGRAM DESCRIPTION

Introduction/ Enrollment Procedures

Welcome to the Cambridge YMCA Preschool Program. This is our parent handbook and will contain all of the information about our center and our policies. We are licensed by the Massachusetts Department of Early Education and Care (DEEC).

Children entering Preschool do not have to be toilet trained. The YMCA will not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, marital status, sexual orientation or disability.

Enrollment is open to families in any community. Parents and guardians interested in enrolling their children should contact the director for a tour at 617-661-9622 ext 722. During the tour, questions and concerns can be discussed and answered and this will also be an opportunity to see the classrooms and meet the teachers. We also encourage parents to bring their children on the tour: we feel that it's a good way to see how your child may react to the setting. If we do not have any openings we will place children on our waitlist. When a spot opens up, we will call you. If you decide to enroll your child, we require that you fill out paperwork and send in a \$200 deposit



Mission Statement

The Cambridge YMCA is a non-profit, community service organization whose mission is to build strong kids, strong families, and strong communities, by offering programs that develop a healthy body, mind and spirit for all individuals.

Cambridge YMCA Preschool

Philosophy

The philosophy of our center is to provide a safe and loving environment in which children can learn and grow. Children will learn through exploring their environment and through play. Your child's play is his/her most important work! We emphasize caring, safety and fun. We want to offer your child every opportunity to do that through their play. Children learn by doing, playing, sharing, observing, and talking. Our program is designed to maintain and deepen your child's natural curiosity and enthusiasm for learning.

Our classroom is set up so children can have the freedom to make their own choices and direct their play. In 2007 we implemented a new research-based curriculum program called Creative Curriculum. The program includes a diverse range of open-ended activities so that every child may feel the satisfaction of personal accomplishment and success. The curriculum is child-centered and uses the children's interests to guide the activities and lessons. The staff makes developmental adaptations for children with differing learning styles and abilities. We also value the diversity of our preschool and we encourage our staff and parents to share their cultural backgrounds with us by bringing in family photographs, food, clothes for dramatic play, or anything else they would like to share.

Our goal is for our staff, parents, and children to work together to make the center a special place for all.



Education Goals

Our program is designed to help children have a pleasant experience through developmentally appropriate activities. These activities provide opportunities to develop the following goals:

- Positive self-image and Independence
- Positive communication skills
- Social skills through large and small group activities
- Respect for individual and cultural differences
- Increase fine and gross motor skills

Cambridge YMCA Preschool

GENERAL INFORMATION

Staff Orientation

All new employees are provided with a copy of the Employee Handbook and a Cambridge YMCA Code of Conduct and are asked to sign both upon completion of reading. In this handbook, new employees are informed of personnel policies including: salary scales, benefits, hiring, termination, resignation policies and performance evaluations. Director will go over job description as well as give new employee a tour of the facility in order to become familiar with all emergency exits and procedures.

All new employees will visit the classroom several times (each time for approx 2-3 hours) to observe classroom procedures, ask questions and meet the staff and children. They will also sit with the director to learn more about Cambridge YMCA Preschool/ Afterschool, procedures and benefits as well as complete a 2 hour online training mandated by EEC.

All new staff are on a 90-day probationary period and will meet regularly with Director to discuss any questions or concerns that may arise.

Registration

Before your child starts at our preschool, you must make an appointment to visit the center with your child and fill out all the required forms. Documentation of a complete physical, including immunizations and lead screening must also be submitted. You must also speak with the child care administration office to go over the tuition for the day care.

At this age, transitions into a new environment are very important, especially for children who have never been to pre-school. We have set up the following transition schedule for every new child starting into our program:

1st day- visit with his/her parent(s)

2nd day- your child may come in anytime before 9:30am, but he/she will need to be picked up by 12pm

3rd day- your child may stay until 3pm. Any change to this arrangement would need the approval of the Day Care Director.

Cambridge YMCA Preschool

Hours of Operation / Holidays

The Cambridge YMCA Preschool is open Monday-Friday from 7:30am- 5:45pm.
We are a full year, full day program.

We are closed on the following holidays:

New Year's Day
Martin Luther Kind Day
President's Day
Memorial Day
July 4th
Columbus Day
Thanksgiving Day
Christmas Day

Please check the monthly newsletter for additional holiday closings.

Vacation / Absence Due to Illness

If you take a vacation with your child or if your child is out sick for the day, you will still be responsible for tuition for those days. If your child is unable to attend school on any given day, please call our office @ 617-661-9622 ext. 722 to let us know. Unfortunately, if you fail to notify us that your child will be out for an extended period of time, we will not be able to ensure a space for your child- and you will risk losing your child's slot for day care.

Emergency Weather Conditions

The Cambridge YMCA Preschool will be open on most snow days. We do not usually follow the Cambridge Public School System for school closings. Please call the YMCA (617-661-9622) in the morning or visit the website (www.cambridgeymca.org) for information about delays or closings. In the event that we need to close during the day due to weather, we will call you or your emergency contact person to come and pick-up your child.

Cambridge YMCA Preschool

Tuition / Method of Payment

Full Time Preschool	7:30am – 5:45pm	\$ 1300 per month
Part Time Preschool	7:30am – 12pm	\$ 650 per month

Tuition for the Childcare Program is a FLAT monthly fee and will NOT be prorated for days not attended (i.e. sick, vacation, staff training, special holidays, and snow days).

All tuition fees are due in full, on or before the first day of the month for which Childcare is to be provided..

A three (3) day “grace” period will be granted to pay tuition without penalty.

A \$20 late fee will be assessed on the 4th day on any unpaid fees due.

Tuition and late fee must be paid, in full, on or before the sixth day of the month. A child cannot be permitted to attend his/her program after the sixth class day until full payment has been received.

If tuition and late fee are paid in full before the end of the month, the child will immediately be reinstated.

Failure to pay tuition or late fee on or before the end of the month will result in the child being terminated from the program as well as the slot being reassigned.



Cambridge YMCA Preschool

DAILY ROUTINES

Arrival

Our center opens at 7:30am. We ask that you have your child at school no later than 9:30am. This is so your child can start his/her daily routine with friends and teachers. The children are on a schedule most of the morning, and it helps the whole classroom when children can come in by 9:30am. If your child will be late, please let the teachers know the day before the appointment. If the teachers and children are not in the classroom, there will be a sign on the door as to where they are. The front desk can give you directions if you are unsure how to find our location.

What to Bring

Toys from Home

A small soft toy, doll or stuffed animal to snuggle with at naptime is always welcome. We prefer that children keep their toys at home unless it is something special to share or talk about with others. Please keep in mind that if your child does bring a toy from home, it must be small enough to fit in their cubby. The toy should not promote violence. We cannot be held responsible for loss or damage of toys.

Snacks and Lunches

The center will provide a small breakfast, a morning snack, lunch and an afternoon snack, all given with milk and/or 100% fruit juice. Menus are posted on the Parent Board monthly. Please let us know if there are any dietary restrictions, and we will post a note to inform our staff of these restrictions. Check our allergy list located on the refrigerator: if there is something missing from this list, please let us know right away.

Please send your child's food in a labeled lunch box with an ice pack inside to keep its contents cold. Lunches should follow the USDA Standards as required by the Department of Early Education and Care. Some suggestions for a nutritional lunch are as follows: salads, pasta, eggs, sandwiches, peanut butter, soups, vegetables and fruit. Soda, candy and glass bottles are not allowed in the preschool.

To prevent choking hazards the following food items are not allowed in the preschool: popcorn, whole grapes, peanuts and hard pretzels. Snack cups are not allowed for children under the age of 4 years old. Please cut grapes, hotdogs, meatballs or any other large food items into small pieces if you send them with your child's lunch from home.

Cambridge YMCA Preschool

Extra Clothing/Diapers

All children should wear comfortable clothes, which allow them to participate in all activities at our center. We recommend children wear sneakers or rubber-soled shoes, which are safe for climbing and running.

Every child should have, in their cubbies, at least two complete changes of clothing. This includes: underwear, socks, pants/shorts, shirt and bathing suit. All clothes should be labeled with your child's name. If your child borrows some of our center's extra clothing please wash and return it as soon as possible.

For children who are still toilet training and wear diapers, parents need to provide a daily supply of diapers and wipes (labeled with child's name). Staff will inform you if your child needs more diapers and/or wipes.

Toilet Training

Children do not need to be toilet trained prior to starting our program. Before beginning the transition from diapers to underwear at school, children should have an understanding of the potty, and start to master the skills of wiping their own bodies clean. Also, please understand that children will have accidents during this transition.

Rest Time

Rest time takes place every day between the hours of 12:45pm-2:30pm approximately. Children will be provided with their own cots by the center. For comfort, we ask that you send your child in with a standard size crib sheet or twin sheet to cover their cot and also a small blanket (pillow is optional). All bedding is kept at the YMCA and is washed regularly by the teachers.

Swimming

Children use the YMCA pool for swimming lessons. The preschool is split into two groups of 16 children for each lesson. The lesson consists of 20 minutes of swimming instruction followed by 20 minutes of free swim. Lessons are once a week and twice a week in the winter. The children are accompanied by two instructors in the water and are watched by one lifeguard on the deck. These individuals have advanced training in CPR, First Aid, and water safety. They are certified lifeguards. In addition, two preschool teachers are present at all times on the deck during the swimming lessons. Children who do not wish to participate in the swimming lessons are allowed to sit with the teachers on the deck or can join the other preschoolers in the classroom. Bathing suits are kept at the preschool and washed regularly by the teachers.

Cambridge YMCA Preschool

Choice Time

Choice time is a time when children are able to move freely throughout the classroom to different areas of play. Examples of these areas are: dramatic play area, block area, art area, sensory area, math/science area and listening/library area. In addition to these learning areas, children are also involved in swim and gym.



Birthdays and Celebrations

The center will celebrate your child's birthday with you at school. If you wish to bring a cake or special snack for your child to share with the class, please let the teachers know in advance.

The children in our program represent many different religious and ethnic groups. If there is a holiday that you and your family celebrate, that you would like us to share in, please feel free to do so. We plan our curriculum around the interest of the children (however we do not emphasize on religious themes or on particular tradition). However, we do welcome your input and ideas.

Transportation Policy

The Cambridge YMCA does not provide transportation. Transportation to and from the Cambridge YMCA is solely the responsibility of the parent(s)/family member of the child. If trips are taken to nearby parks the teachers and children will walk holding a "safety rope." On occasion the preschool may take a bus or ride the T to a destination in a nearby city. In the event of a far away trip, transportation will be available by a charter bus. The families will be notified of any trip by public transportation or by charter bus in advance. In addition, the transportation of children in a staff member's vehicle is not permitted. In the event of a child with a physical disability all steps will be taken to ensure access to proper transportation.

Cambridge YMCA Preschool

Departure

The center closes at 5:45pm. We ask parents to be at the center between 5:30pm and 5:45pm. This allows parents to speak with teachers about their child's day, and gather their child's belongings.

For the full day preschool program, your child needs to be picked up by 5:45pm. For the half day preschool program, your child needs to be picked up by 12pm.

If you pick up your child after 12pm (half day) or 5:45pm (full day) a late fee will be assessed for \$1.00 per minute. The late fee must be paid to the front desk. If the late fee is not paid within 1 week, your child will not be permitted to continue in the program until it is paid. When the fee is has been paid your child will immediately be reinstated in the Preschool Program.

You need to call the Preschool as soon as possible at 617-661-9622 ext.722 or ext.723 if you are going to be late. Please note: the late fee will not be excused. If we have not received a phone call and/or have been unable to reach emergency contacts and your child is not picked up by 7pm, the Cambridge Police will be notified. Your child may be handed over to the Cambridge Police Department.

Please make sure that when you are filling out the emergency contact form, you list anyone else authorized to pick up your child from school. We will not be able to allow your child to leave with anyone who is not on this form or does not have proper picture identification with him or her. If there is someone new picking up your child, you must give us written or verbal consent.

FAMILY INVOLVEMENT

At the Cambridge YMCA we welcome visits from parents and guardians. We have an open door policy to all parents and guardians. We encourage parents and guardians to spend time in their child's classroom. Parents can come and share a story or music, a family tradition, a cooking project or recipe. We encourage parents to come for lunch, join us on a fieldtrip or maybe they would like to share something about their profession (such as a doctor, nurse, police officer, baker, etc.).

Daily notes are posted on the Parent Board by the door; these notes inform parents of what activities their child did that day. There are also monthly newsletters, curriculum webs and special announcements posted on the board.

The Creative Curriculum program has a developmental continuum that the teachers use in order to track and follow the progress of each child. Every child has a portfolio; the teachers carefully observe the developmental progress of the child by keeping notes and samples of their work in this portfolio.

Cambridge YMCA Preschool

All information gathered is used to write individual progress reports and evaluations. Teachers meet with parents 3 times a year to discuss these progress reports and parents are encouraged to give feedback and other information about their children so that we can keep the communication between home and school open. In addition, the staff and director are always available for individual conferences at the parent's request. If there is any concerns regarding policies, procedures, practices, or any conflicting issues that may arise within the child care center, parents may feel free to contact the director or lead teacher at any time.

We welcome family visits to the preschool classroom at any time and encourage input into the development of center policies and programs. If you would like to share an activity or interest with the children, please let the teachers know and we will work with you to arrange a time for a visit. Also, parents are encouraged to accompany the group on field trips.



Transition Policy (7.04) (18)b

Transitions Between Preschool and Public School

We give parents information about the Kindergartens in the area; encourage them to visit and to ask questions. The local schools do send questionnaires to the preschool and with permission signed by parents, we are allowed to share information to the Kindergarten teachers about the children that will be in their class.

Transitions Between the Preschool and the Afterschool

Children get to visit and spend a little time upstairs in our afterschool before the child's first day in public school. Afterschool teachers will also spend time with the child in the preschool so that he child can become familiar with the afterschool teachers.

Cambridge YMCA Preschool

HEALTH AND SAFETY

To ensure a safe and healthy environment, all areas of play, and bathrooms, will be checked daily for any hazards. Opening staff will inspect these areas before the children arrive. The staff will remove any broken or hazardous materials at once. All toxic substances (i.e. cleaning materials, medications, sharp objects, or first aid supplies) will be kept out of the children at all times.

Child Abuse and Neglect Policy

Cambridge YMCA Preschool/ Afterschool shall protect children from abuse and neglect while in our care and custody.

ALL STAFF ARE MANDATED REPORTERS

Report by staff to Director

Section 51A of Chapter 119 of the Massachusetts General Law requires every daycare worker, family counselor, social worker, administrator, and anyone paid to care for or work with children in any facility to report physical or emotional injury of any child suspected to be caused by abuse and neglect. Any Cambridge YMCA Preschool/ Afterschool staff who suspects abuse or neglect of a child must immediately report such concerns to the Director.

Report by Director to Department of Children and Families

The director shall, immediately after receiving the teachers report, consult with the teacher making the report and other teachers, consultants or social workers as needed. If the director so determines that there is reasonable cause to believe that a child is suffering from abuse or neglect the director will immediately report such to the Department of Children and Families. A report indicating the facts known and actions taken shall be placed in the child's file.

Report by Director or Staff

The director shall promptly after receipt of report of child abuse and neglect from a staff member, notify that staff member. The staff member will be asked to leave, put on leave without pay pending the results of the investigation. If allegations are founded, the staff member will be terminated from there position and a report will be filed with the Department of Children and Families.

Cambridge YMCA Preschool

Notification to Parents

The decision to notify parents/guardian that a report has been made to the Department of Children and Families as to the possible abuse or neglect of such a child shall be made by the director on a case by case basis and the best interests of the child. Cambridge YMCA Preschool/ Afterschool will make every attempt to inform parents where appropriate.

The licensee shall cooperate in all investigations of abuse and neglect including identifying parents, and staff of children currently or previously enrolled in the school. Failure to cooperate may be grounds for suspension, revocation, and refusal to issue or renew a license.

Plan for Missing Child

If a child is MISSING inside or outside of the YMCA building:

If a child is discovered missing, all exits are checked, front desk staff helps in the search of the building. The parent is called and the police department is called. Director and the President of the YMCA is notified. A report is written up and the Department of Early Education and Care is notified of the incident by the end of day.

If a child is FOUND in the YMCA building:

Child will stay with Preschool Director, or other DEEC certified staff member, until afterschool/ preschool teacher arrives. The parent is called and informed of the incident and the President of the YMCA is also notified. A report is written up and the Department of Early Education and Care is notified of the incident by the end of the day.

Children' Health Records

Physical Examinations

A physical examination, within 12 months prior to enrollment and regular updates, is required for each child who attends the center. A school health record, required by the Massachusetts Office of Child Care Services, must be completed by your child's physician and submitted to the director prior to enrollment, or within three days after enrollment begins. The school health record must be updated annually. Please keep the director informed of any changes in your child's medical needs or health status.

Cambridge YMCA Preschool

Screenings

Lead screening- children must provide evidence that they have had a lead poison screening prior to enrollment. Children who are currently enrolled in the program must provide evidence of a lead screening.

Immunizations

Before enrollment begins, parents must provide a physician's certificate, which verifies that their child has been successfully immunized in accordance with the current Department of Public Health guidelines.

Parents can provide a written statement to the center if these immunizations are in conflict with their religious beliefs, or a physician's statement to verify that they are contraindicated for their child.

Medication Policy

- A program's policy will be provided to parents regarding the administration of prescription and non-prescription medication.
- All staff are trained in medicine administration procedures.
- All medications (prescription and non-prescription) must be in the original container.
- Parents must administer the first dose of any medication that is to be given to the child.
- All staff must be trained in administering an epi-pen by the Health Care Consultant or certified nurse.
- No administration of prescription and non-prescription medication will be given to a child without written parental authorization, which indicates that the medication is for the specified child.
- No administration of prescription medication to a child without written order from a physician, which may include the label on the medication, which must indicate that the medicine is for the specific child and specific dosage, number of times per day, and number of days that the medication is to be administered.
- No administration of any medication will be given to a child contrary to the directions on the original container unless so authorized by a written order of the child's physician.
- We will keep all medication labeled in its original container, with the child's name, the name of the drug, and the directions for its administration and storage. This does not apply to topical, non-prescription medications, which are not applied to open wounds, rashes, or broken skin.

Cambridge YMCA Preschool

- A written record will be maintained on the administration of any medication, prescription or non-prescription, to each child, which includes the time and date of each administration, the dosage, the name of the qualified staff member administering the medication, and the name of the child. Before and after each dose, teacher will check dosage on original bottle.
- If a scheduled dose is missed, parent must be called and informed of the missed dose and the DEEC must be called and informed of the missed dose as well.
- All medications will be sorted out of reach of children and under the proper conditions for sanitation, preservation, security and safety. All unused medication shall be disposed of, or returned to the parent when no longer needed.
- We will not give child any medication unless they have been given one (1) dose by parent or guardian.
- All topical or non-prescription (i.e. Tylenol, cold medicine) medication forms, that are signed by a physician, are valid for only one (1) year. Written permission from parents still needs to be given when a teacher will be administering these medications.

Illness

- If a child seems tired or is not feeling well he or she will be guided towards a quiet activity or rest area. If a child becomes ill during the course of the day, the parents or emergency numbers will be called and requested to pick child up immediately. A sick child will be isolated in the Childcare Director's office on a comfortable mat and given a place to rest until parents arrive.
- Conditions in which necessitate parents to pick up an ill child are as follows:
 - High temperature (above 101 F), rash, vomiting, diarrhea (more than once), any suspected communicable diseases or discomfort that cannot be resolved in one hour.
- Conditions under which a child may return to the program are as follows:
 - When illness is no longer communicable. Children must be free from symptoms for 24 hours before returning to the program and if on antibiotics, treated with them for at least 24 hours.

Cambridge YMCA Preschool

Plan for Managing Infectious Disease

- If a child is ill, or found to have a contagious condition, the parent or emergency contact will be called and is expected to pick the child up as soon as possible. Children with a communicable disease are required by the director to return with a note from the doctor. The program's health care consultant may be contacted for information or referral. Parents will be notified in writing that if there is a communicable disease or condition that is of concern. When possible, information will be made available to the parents.
- Signs or symptoms of illness that would determine that a child needs to be sent home are: temperature of 101 F or higher, diarrhea, vomiting undiagnosed rash, conjunctivitis and abdominal pain.
- Precautions the center will take to minimize the spread of infectious disease are as follows: disinfect surfaces and toys, hand washing, informing staff, children and parents regarding the present situation and precautions to take.
- An informational letter will be posted in the classroom and sent home to parents in the event of an outbreak of disease.
- Parents must sign a permission slip if they would like their child to wear insect repellent. All staff will follow recommendations of the DPH regarding insect repellent.

Plan for Infection Control

- Hand washing procedures for staff and children are as follows:
 - Staff and children will wash hands with liquid soap and running water-using friction and will dry hands with individual disposable towels.
 - Staff and children will wash hands before eating and handling food, after toileting or diapering, after coming in contact with body fluids and discharges, after handling center animals and or their equipment, after cleaning, after entering from outdoor play and before and after administering medicine.
- Facilities used for hand washing and disinfecting specified equipment, items or surfaces. All above will be washed with soap and water and disinfected. The disinfectant solution shall be either a self-made bleach solution or a commercially prepared disinfectant that has been registered by the Environmental Protection Agency (EPA) as a sanitizing solution.
- All staff must be trained in infection control.

Cambridge YMCA Preschool

- Staff will educate children about hand washing and health precautions (such as coughing into your arm, when to wash hands, etc.)
- All surfaces are disinfected daily (tables, doorknobs, countertops, etc.)
- Blankets and sheets are washed weekly.
- Procedures for clean-up of blood spills are as follows:
 - Staff will wear disposable gloves and the affected area will be disinfected with a building disinfectant.
 - Used gloves will be thrown away in a lined covered container
 - Staff will wash hands thoroughly with soap and water afterwards.
 - Bloody clothing will be sealed in a plastic bag, labeled with the child's name and given to parents.
 - All staff will be trained in infection control and medication administration.
 - All cleaning supplies and disinfectants shall be stored in a secure place out of reach of children.
- Procedures for cleaning toys are as follows:
 - Staff will rotate and wash toys with soap and water and lightly sprayed with a mixture of bleach and water weekly.
 - Tables are washed with soap and water and lightly sprayed with bleach and water mix after each use.
 - Classroom furniture and chairs are washed bleached on a rotating schedule once a month.

On and Off Site Emergency Procedures

Cambridge YMCA will notify parents immediately of any injury that requires emergency care. A written accident report will be available that day if any first aid was administered to your child. DEEC will be contacted in the event that a child is taken to the hospital due to an accident at the center.

Emergency procedure if parent cannot be reached:

If parent cannot be contacted, follow procedure outlined above and call parent emergency numbers from the hospital. Call Cambridge YMCA at (617) 661-9622 to alert situation and the Childcare Director/ lead teacher will take over making phone calls. Continue calling parents until they are reached.

Cambridge YMCA Preschool

Emergency procedures when off the premises (including field trips or walks):

Follow the procedure above. Take First Aid travel bag, cell phone and children's emergency information.

1. Administer First Aid (for those that are certified)
2. Call rescue vehicle (911)
3. Call office (617) 661-9622 to alert situation and to have Childcare Director/ lead teacher make call to parents.

Emergency Evacuation of the Center (fire drills)

The plan for evacuation of the center in an emergency is that the preschool will go out the emergency exit door located at the front of the classroom (Massachusetts Avenue) and go to the left across Sellers Street and wait in front of the church.

In case of a power outage, loss of heat, or loss of water during regular program hours, we will try to keep the center open and maintain our regular routine. In the event that one or more of the above circumstances persists for more than 1 hour, parents will be notified and asked to pick up their child as soon as possible.

Emergency shelter will be available at the church on Sellers Street or the senior center on Massachusetts Avenue (next to the YMCA), if needed for the preschool.

Fire drills will be done every other month, so that the children become familiar with the sound and know what to do in the event that there was a real fire emergency.

Child Management

Cambridge YMCA Preschool is committed to understanding the individual needs and development of each child. Strategies for classroom child guidance include redirection, distraction, and separation. Children are encouraged regularly "to use their words" and teachers help them find more appropriate and safe play opportunities when children have difficulty controlling their behavior.

Teachers use vocabulary that is easy for children to understand. We feel it is important for the teachers to explain why and what the child is doing or that how they are acting is not acceptable, but at the same time using lots of positive reinforcement for behavior that is acceptable.

- No hitting, shaking, yelling or pushing of children is ever allowed.
- No child shall be subject to Corporal Punishment, including spankings.

Cambridge YMCA Preschool

- No child shall be denied food as a form of punishment nor will any child be forced to eat.
- Time-out will not be used in our classrooms, although for severe aggressive behavior, children will be removed from others by a teacher, until that child can control his/her behavior. A relaxing quiet area will be used for this time.

Behavior problems of a serious matter, or behavior that persists over a matter of time, will result in a conference between director, teacher and the parents to talk about a child guidance plan. This may include outside resources and follow-up meetings.

Referrals to Outside Agencies

Whenever any of our staff members are concerned about a child's behavior, or a child's development, an observation will be performed by one of our classroom teachers. The teacher's observation should be recorded in a classroom log and read by the director. The director will notify the child's parents, and a meeting will be scheduled to discuss the concerns. The center director will be present at all parent/teacher conferences regarding referrals for special services. At the meeting, the director will provide the parent with a written statement, including reasons for recommending the additional services and a brief summary of our teacher's observation.

The Cambridge YMCA Preschool has connections with agencies in Cambridge, like the Bureau of Pupil Services, to refer parents to social, mental health, but not limited to dental check-ups or hearing and vision screenings for families.



Cambridge YMCA Preschool



FAMILY RIGHTS

Parental Rights

Reports to Parents

The YMCA shall, periodically, but at least every six months prepare a written progress report of the participation of each child in the center's records. The licensee shall provide a copy of each report to the parent(s) or meet with them at least once every six months to discuss their child's activities and participation at the center.

Parent Conferences

The YMCA shall make the staff available for individual conferences with parents at parental request. However, parent meetings will be scheduled every three months for parents to come and meet with the classroom teachers, and our director where they may discuss program issues.

Children's Records/Confidentiality

Information contained in a child's record shall be privileged and confidential. The YMCA shall not distribute or release information in a child's record to anyone, not directly related to implementing the program plan for the child, without written consent of the child's parent(s). The YMCA shall notify the parent(s) if a child's record has been subpoenaed.

Cambridge YMCA Preschool

The child's parent(s) shall, upon request, have access to his/her child's record at reasonable times. In no event shall such access be delayed more than two business days after the initial request without the consent of the child's parent(s). Upon such request for access, the child's entire record, regardless of the physical location of its parts shall be made available. The YMCA shall establish procedures governing access to, duplication of, and dissemination of such information; and shall maintain a permanent, written log in each child's record indicating any persons to whom information contained in a child's record has been released. Each person disseminating, or releasing, information contained in a child's record, in whole or in part, shall upon each instance of dissemination or release, enter the following into the log: his/her name, signature, position, the date, the portions of the record which were disseminated (or released) and the signature of the person with whom the information is disseminated (or released). Such log shall be available only to the child's parent(s) and center personnel responsible for record maintenance.

(20) Charges for copies: The YMCA shall not charge an unreasonable fee for copies of any information contained in the child's record.

(21) Amending the child's record

(a) A child's parent(s) shall have the right to request deletion or amendment of any other relevant materials to the child's record.

(b) A child's parent(s) shall have the right to request deletion or amendment of any information contained in the child's record. Such requests shall be in the accordance with the procedures described below:

If such a parent(s) is of opinion that adding information is not sufficient to explain, clarify or correct objectionable materials in the child's record, he/she have the right to have a conference with the licensee to make objectives known.

The YMCA shall, within one week after the conference, render to such parent(s) a decision in writing, stating the reason(s) for the decision. If his/her decision is in favor of the parent(s) he/she shall immediately take steps as may be necessary to put the decision into effect.

(22) Transfer of records upon written request of the parent(s) the YMCA shall transfer the child's record to the parent(s) or any parent(s) identifies, when the child is no longer in care.

(23) Notification to Parent: the YMCA shall notify the parent(s) in writing of the provision in writing of the provisions of 7.05(24) at the time of admission to the center and thereafter, in writing, at least once a year.

Cambridge YMCA Preschool

(24) Availability of information to the office not with standing 103 CMR 7.05(19) upon request of any employee, authorized by the regulatory process, the licensee shall make available to the office any information required to be kept and maintained under these regulations and any other information reasonable related to the requirements of the regulations. Authorized employees of the offices shall not remove identifying case material from the center's premises and shall maintain the confidentiality of individual records.

(6) Meeting with Parent(s): The YMCA shall assure that the administrator or his/her designee shall meet with the parent(s) prior to admitting a child to the center.

At the meeting, the YMCA shall provide to the parent(s); center's statement of purpose, services, procedures for parent conferences, visits, and inputs to the center's policies, procedures relating to children's records, and procedures for providing emergency health care.

Section 7.03(23) requires the YMCA to have a copy of the regulations on the premises of the center, and made available to any person upon request.

Termination Policy/Center Termination

We will use the following procedures for terminating a child from the program, after all referral procedures (when appropriate) have been followed.

-Prepare documentation of behavior and services, if any, that the child has received during the school year.

-If the parents have found outside help, and the child's behavior has not improved, or this particular center is inappropriate placement, parents will be given a list of centers and/or programs and a 2-3 week notice before termination.

-The child's termination from the school will be treated in the same way as a child who would be leaving for any other reason.

In extreme circumstances, we reserve the right to waive the 2-3 week notification period. The following may require immediate termination:

-Severe behavioral problems, which cannot be controlled and/or endangering that child, other children, or staff.

-Parents refusing to get professional help for their child as identified in the referral process.

-Excessive non-payment of fees.

-Failure to comply with center's policies.

Cambridge YMCA Preschool

Plan for Referral Services

The Cambridge YMCA shall provide families with a list of referral resources in the community for children in need of social, mental, educational or medical services if they feel that an assessment for such additional services would benefit the child.

Department of Early Education and Care
617-472-2881

Department of Social Services (DSS)
Child Abuse & Neglect Hotline
1-800-792-5200

Poison Control
1-800-222-1222

Cambridge City Hospital
617-498-1000

Cambridge-Somerville Early Intervention
The Guidance Center Inc.
617-629-3919

Vision, Hearing, Dental and Healthcare
Cambridge Public Health
617-665-3826

Conclusion

We hope that you and your child will enjoy being a part of the Cambridge YMCA Preschool Program. In addition to our handbook, our child care director and our staff will be happy to go over any policy or answer any questions you may have about our center. Thank you for choosing the Cambridge YMCA Preschool for your child. We look forward to working with you to make the preschool years enjoyable for your child!

