



Racine Family YMCA

725 Lake Avenue * Racine, Wisconsin 53403 * 262-634-1994

We build strong kids, strong families, and strong communities.



2011-2012 SCHOOL AGE CHILD CARE PARENT HANDBOOK

REVISED 12/10

I. ADMISSION

- A. The Racine Family YMCA does not discriminate in its enrollment based on race, color, sex, creed, national origin, ancestry, disability, or income level.
- B. The YMCA School Age Child Care Program provides children, ages 4 to 12 years, the opportunity to participate in a wide variety of supervised activities including, but not limited to; sports, arts & crafts, music, stories, games, and other forms of recreation and fun.
- C. Children with special physical or emotional needs are welcome if the program is determined to be in the child's best interest, and the child does not require an inordinate amount of staff time that would detract from other children's care.
- D. The Racine Family YMCA will never turn anyone away for inability to pay. Yet, you must apply for financial assistance. Financial assistance is available in the following ways:
 1. United Way Program Scholarship – Applications are available upon request from Site Leaders. All applications will be reviewed and approved by the Member Services Director only using a sliding scale comparing applicant's household size and gross annual income and cannot be combined with any other discounts.
 2. Wisconsin Shares Childcare Subsidy Program (W2) – Contact Racine County Workforce Development Center at 262-638-6606 for eligibility and authorization.
You must first apply for W2. In order to receive a United Way Scholarship, you must bring in your letter From W2 stating that you do not qualify.

II. ENROLLMENT & REGISTRATION POLICIES

- A. The following forms must be completed before the start of the program by the parent, legal guardian, or custodian of the child and turned in to the Racine Family YMCA as follows:
 1. Child Enrollment Packet – Due upon enrollment in program:
 - Child's personal information and program enrollment needs;
 - a) Forms must have both parents information
 - Parental/Guardian Consent Form
 - School Age Release Form
 2. Health Forms – Due upon enrollment in program:
 - Child's Immunization Record;
 - Physical Exam Record (for children under 5 years of age);
 - Child's Health History.
- B. It is the parent's, legal guardians, or custodian's responsibility to notify their child's Site Leader of any changes in address, home and/or work telephone numbers, emergency contacts, health issues or other pertinent information. All information must stay current.

All forms are kept confidential.

C. Surveys

A developmental asset survey will be given to the campers toward the end of the summer camp session. The surveys are used to reflect what youth in our YMCA programs have reported about their experiences in those programs. The data is then put into a report which provides a means for learning how youth feel about their activities and understanding how well their experiences help them build the assets they need for positive development. If you do not want your child to take the survey please let us know.

1. The questions youth answer are based on the 40 assets model developed by Search Institute. The 40 assets are those developmental building blocks that youth need to succeed and are of two main types -- external assets and internal assets. External asset categories include **support, empowerment, boundaries and expectations** and **constructive use of time**. These are assets youth need in their environment to develop optimally. The

internal asset categories include a **commitment to learning, positive values, social competencies**, and a **positive identity**. These assets are nurtured within and provide youth with the skills, confidence, sense of purpose, and direction they need to make good decisions and contribute to their own growth.

2. Research has shown that these 40 assets are like nutrients for optimal development. Youth continually need them to grow and develop into caring, competent, and successful people. Just like the nutrients we get from food are needed for healthy bodies, the assets youth have can make a big difference in the quality and direction of their lives. Youth with assets are **more likely to thrive** -- do well in school, care about others, contribute to their own development, and help out in their community. Youth with assets are also **less likely to engage in negative risk behaviors** -- drinking, smoking, drug use, delinquent acts, school problems, and unsafe sexual practices. Furthermore, even for youth facing serious problems, assets can help them to deal positively with those problems and avoid some of the damaging consequences.
3. Just like a good diet is only part of staying healthy and avoiding illness, assets are just one part of what is needed to avoid the risks youth face in growing up. Nonetheless, just as a good diet promotes a child's growth and health, assets directly benefit a child's development and help protect him or her against undesirable risks.

III. PROGRAM FEES

- A. A one-time, non-refundable Activity Fee is due at the time of registration and is used to cover administrative costs. This Enrollment Fee is \$30.00 for each child.
- B.** Weekly fees are based on attendance – three (3), or five (5) days per week. To make any change in enrollment status, two week written notice must be provided. **They will not be broken into hourly rates.**
- C. Families having more than one child enrolled in the program will receive a 10% sibling discount on fees (this means that 10% will be deducted from fees pertaining to each additional child).
- D. Program costs remain the same whether a child attends any portion of an hour or the full time allotted in any given time period. Therefore, weekly fees will not be prorated for partial attendance.
- E. Weekly fees are due to the YMCA by Wednesday (West Ridge), Thursday (Schulte) Friday (Jerstad) before the week you use the program without exception.
 1. Payments can be made by check, charge, or money order.
 - All checks and money orders should be made payable to the **YMCA**. If you are paying your fees at the YMCA your must show your receipt at the SACC site.
 - All checks returned NSF will be charged \$25.00.
 2. All payments made after the Thursday due date can be charged a late fee of \$25.
 3. Repeated failure to pay weekly fees on time will result in the forfeiture of the child's spot in the program.
- F. Refunds will not be given for illness, vacation or misbehavior. However, if an illness is such that the Racine County Health Department guidelines do not allow the child to attend school or a SACC program for a specified period of time, the next week's payment will be prorated based on the number of days absent. A written doctor's note is required in this case.
- G. All W2 participants are required to have their approved authorization to the Youth & Family Program Director two weeks after the start of the program. You will be charged the full fee until we receive authorization. Adjustments to charges will be made after we receive W2 authorization the Agency.

IV. TERMINATION POLICY

- A. Parent Termination
 - 1. Two weeks written notice is required when child will no longer be attending the program.
 - 2. No refunds will be given.
- B. Mutual Decision Termination
 - 1. SACC Coordinator, Program Director and parent mutually agree that placement is inappropriate.
 - 2. No refunds will be given.
- C. Program Termination
 - 1. The program is not meeting individual needs of a child.
 - 2. Parents who repeated fail to observe the policies of the program.
 - 3. Child repeatedly endangers the health, well-being or safety of others.
 - Child does not respond to repeated attempts by staff to redirect child's behavior.
 - Child does not respond to behavior dictated suspension from program.
 - Child does not respond to conference between parent and Staff/Director.
 - 4. No refunds will be given.
- D. Program Closing
 - 1. Parents will be notified no less than two weeks prior to closing date.
 - 2. Parents will receive a prorated refund.

V. OPERATIONAL HOURS

- A. School Age Child Care program will operate Monday through Friday, September through June, while school is in session. Hours vary for each school location.
- B. Program does not meet when Racine Unified School District is closed.
- C. Program runs in conjunction with Racine Unified School Calendar and each school's individual calendar.
- D. Procedures for Snow Days:
 - 1. If school is closed for the day, the YMCA School Age Child Care program will not be open.
 - 2. If school closes during the day, the School Age Child Care program for that school will also be closed. It is the parent's responsibility to provide alternate care.
 - 3. If you paid for three days and one is a snow day you will receive a one-day credit.

VI. ABSENCE FROM PROGRAM

- A. If a child will not be attending the program on any particular day, parents are instructed to call the Lead Teacher as soon as possible to report such an absence. No refund will be given.
- B. If a child will be leaving the program during operational hours to participate in an outside activity, the following applies:
 - 1. The parent, guardian, or custodian must sign a School-Age Agreement form that details the time at which the child may be released from the program.
 - 2. The Racine Family YMCA is not responsible for the time a child is participating in an outside activity.
- C. SACC sites are not licensed to care for mildly ill children. Therefore, if a child cannot attend school due to illness, the child cannot attend the SACC program. No refund will be given.

VII. ARRIVAL / DEPARTURE

- A. When arriving and departing, parents must sign their child in/out for the day on the attendance sheets provided.
 - 1. Parents must write the accurate time and sign their name in the appropriate area next to child's name. Failure to do so will result in termination from the program.
 - 2. Parents must check with their child's teacher for any messages concerning their child.
- B. Children must be brought directly into the SACC location by the parent, guardian, or custodian.

1. SACC Staff will sign out children who attend the program before school
2. SACC Staff will sign in children who come to the program directly from their class after school.
- C. It is the responsibility of the parent, guardian, or custodian to sign their child in every morning and/or sign their child out every evening. Children will not be allowed to sign themselves into or out of the program.
- D. In case of separation, divorce, etc., when one parent has custody (and the other parent is not allowed to pick up child from program) we **MUST** have a copy of the court order stating thus.
- E. SACC staff keeps written records of daily attendance as required by the State of Wisconsin.
- F. Responsibility
 1. The YMCA will assume responsibility for a child from the time the child is signed in and with a staff member at the program site until dismissal time.
 2. SACC staff is not responsible for any children arriving to the program before the scheduled start time or remaining after 6:00 p.m.
 3. Posting of rules, parent information, license and violations is on the communication board.
 4. Any child who is schedule to attend the program, but is absent without a phone call will be called by the site leader to determine the child's attendance.
- G. Late Policy
 1. School Age Child Care program ends at 6:00 p.m. SHARP! Children must be picked up promptly. We recognize the fact that occasionally there are circumstances that may make parents late. Therefore, the following procedure is adopted:
 - Grace is granted until 6:10 p.m. for parents who call their child's Site Coordinator before 6:00 p.m.
 - If the parent has not arrived by 6:10 p.m., they will be billed \$1.00 for each minute late after 6:10 p.m.
 - Parents who do not give a courtesy call will be billed \$1.00 for every minute after 6:00 p.m. SHARP until 6:30 p.m.
 - Parents who continuously pick up their children late will be asked to attend a private meeting with the Program Director.
 - Unified School District needs us to leave the schools by 6:30 p.m. due to this policy when parents are unable to retrieve a child by 6:30 p.m., the child will then be escorted to the Racine Police Department, 720 Center Street, (262) 635-7700.
 2. Our goal with this policy is to encourage communication between SACC staff and the parents/guardians. Staff is unable to supervise children beyond 6:30 p.m. until a parent arrives.
 3. Chronic late pick-up will be grounds for dismissal from the program.

VIII. AUTHORIZED ADULTS FOR CHILD PICK-UP

- A. Only authorized individuals may pick up children from School Age Child Care sites.
- B. Staff has been instructed to ask for identification from individuals that they do not know when they arrive to pick-up a child from the program.
- C. If an unauthorized person arrives to pick-up a child and the staff has not been notified to release the child to that person, **WE WILL NOT** release the child to that person. The SACC lead teacher will then call a parent.
 1. Notification must be in person by a parent/guardian authorized to give that consent.
- D. If an authorized person arrives to pick-up a child and appears to be under the influence of an unknown substance, the police will be called. If there is ever a question about a pick-up person, staff has been instructed to call the parent. If there is a problem, they will call the YMCA. If there is a serious problem, they will call 911. All incidents will be recorded in the communication logbook.

IX. HEALTH POLICY

- A. Daily observation upon arrival:
 - 1. Your child will be observed by a staff member for symptoms of illness. A quick head-to-toe survey shall be the method by which a child is checked. The Site Coordinator is responsible for assuring that this has been done.
 - 2. Any evidence of unusual bruises, contusions, lacerations, or burns shall be noted on the child's record and reported immediately to the Program Director.
- B. Isolation
 - 1. If your child becomes ill, he/she will be isolated from the rest of the group, but within sight and sound of a staff member.
 - 2. A cot and blanket are available for use when a child becomes ill.
- C. Ill Child Procedure – The following procedures shall apply when an apparently ill child is observed in the program.
 - 1. Children with a sore throat, inflammation of the eyes, fever, lice, ringworm of the scalp, rash, vomiting, diarrhea, or other illness or condition having the potential to affect the health of other persons will be isolated.
 - 2. The child will be provided with a cot and blanket with a staff member within sight and sound of the child. Isolation shall be used until a parent picks up the child.
 - 3. The child's parent, or a designated responsible person when a parent cannot be reached, shall be contacted as soon as possible after the illness is discovered. Arrangements shall be made for the child to be picked up from the program.
- D. Communicable Disease
 - 1. When a child is suspected of having chicken pox, German measles, infectious hepatitis, measles, mumps, poliomyelitis, scarlet fever, whooping cough, diphtheria, meningitis or other reportable communicable diseases, the Site Coordinator and Program Director will notify the local public health officer.
 - 2. Whenever it is determined that a child has a communicable disease, the exposed children will be watched for symptoms of the disease and their parents shall be notified.
 - 3. A child may be readmitted after having had a communicable disease without a statement from a physician *only* if the child has been absent for a period of time equal to the longest usual incubation period of the disease as specified by the Health Department.
- E. The Administration of Medication
 - 1. Only medication prescribed by a doctor in its original container may be dispensed.
 - 2. Parents must provide written, signed directions from parent/guardian on medication authorization form for each medication dispensed.
 - 3. Staff will record in the medical logbook the following; dosage given, time, date and name of person administering the medication on parent authorization form *each time* medication is given to child.
 - 4. Medications are to be returned to parent(s) only, not to a child to give to a parent.
 - 5. Medications that are no longer in use or are not picked up by parent(s) will be discarded in a manner that will not make them accessible to children.
 - 6. Medications will be stored in site office or file box.
 - 7. The Center Administrator, SACC Coordinator and the staff meet periodically to determine that all possible preventative measures are being taken will review records of injuries. This review will be documented in the SACC medical log.
- F. Health Qualifications – Employees, Volunteers, Visitors, Parents
 - 1. No staff member, volunteer, visitor, or parent with symptoms of illness, communicable disease or whose behavior gives reasonable concern for the safety of children will be permitted into program areas.
- G. Parent Notification – Parents of enrolled children shall be notified by the Lead Teacher or Program Director under the following circumstances:

1. When their child has been exposed to a communicable disease which has been diagnosed or suspected;
 2. Immediately, if the child becomes ill or is seriously injured;
 3. When they are needed to pick up the child due to minor injury.
- H. Sanitation of Program Equipment and Toys – Furnishings, toys, cots and other equipment are washed or cleaned when they become soiled. Eating surfaces are washed and sanitized with a solution of bleach water before and after each use. Children wash their hands before eating, and when coming back from outside.
- I. Any pets brought to SACC sites will be current on all vaccinations and will be tolerant of children. All pets will be handled to protect the well being of the children and pets. Pets will not be kept near the food preparation area. Parents will be notified one week in advance, by a phone call from the Lead Teacher when a pet is going to be present at a SACC site.
- J. All health related information is kept strictly confidential and is only discussed with SACC staff, the parent involved and the Center Administrator.
- K. SACC Staff are to communicate information on a child’s special health needs in the Communication log book that is located at each site. All staff will read and update the Communication logbook daily upon arrival, so they can be aware of all situations.

X. MEDICAL LOG PROCEDURES

- A. All SACC locations will keep a medical log for the recording of the following:
1. All serious injuries that must be reported to the Department of Health and Family Services;
 2. Serious and minor accidents/injuries requiring any kind of treatment or leaving any kind of mark. Staff will write a description of the accident and first aid used and any other observations. Parents are always notified of any incidents and are asked to initial an incident report, which will be kept in the child’s file and also on file with the Director.
 3. Observations of injuries to the child’s body received outside of the program;
 - All child care staff is required to receive training in Child Abuse and Neglect Laws which includes how to identify children who have been abused or neglected and the process for reporting known or suspected cases.
 - In cases of suspected child abuse, YMCA staff is required by law to report any suspicions of child abuse and/or neglect to the Program Director and to the Racine County Department of Human Services.

XI. NUTRITION POLICY

- A. Snacks and juice are provided for each child enrolled.
1. The SACC program does not provide breakfast but does provide snacks to children attending the program before school. If the child cannot eat prior to arrival in the morning, you may send a nutritious meal or snack.
 2. Snacks are never withheld as punishment or given as a reward.
 3. Snack requirements and menus are posted and any changes noted on that day.
 4. Snacks will consist of the following:
 - Milk or 100% fruit juice.
 - Cereal, whole grain or enriched bread product
 - Fruits or Vegetables
 5. Children will be served snacks at tables at the same time each day.
 - Children will wash their hands before they receive snack.
 - Tables will be washed before and after children receive snack.
 - Children will wash their hands and face after they consume snack.
- B. If a child is allergic to a food on our menu, the parent may bring a suitable substitute snack for their child that day. We are a nut free program.

- C. Families are encouraged to bring special treats on special days (i.e., birthdays, holidays, etc.). This will not replace regular snacks.
- D. If your child has a health condition and needs a special diet you may provide your child with snack alternatives.

XII. TRANSPORTATION POLICY

- A. SACC staff will not transport a child enrolled in the SACC program at any time. An ambulance will be called in an emergency medical situation. It is the responsibility of the parent, guardian or custodian to make arrangements with School Services and Leasing when applicable.

XIII. EDUCATIONAL POLICY/DAILY SCHEDULE

A. The SACC program will provide children the opportunity to participate in age appropriate activities on a daily basis.

- 1. Program space is arranged in learning areas with sufficient materials to accommodate the number of children who are enrolled.
- 2. The SACC program will offer children a variety of activities that will:
 - Provide large muscle development;
 - Provide constructive activities and development of manipulative skills;
 - Encourage social interaction;
 - Provide intellectual stimulation;
 - Encourage creative expression.
- 3. Outside play is encouraged, weather permitting.
- 4. During structured free time, each child will always have a choice of at least three (3) different activities.
- 5. Although the Racine Family YMCA is a Christian organization, it is not our policy to incorporate religion into any SACC activity, including the exploration and celebration of holidays.

B. Lesson Plans –lesson plans are written and posted.

- 1. Site Leaders are responsible for writing lesson plans based on the National YMCA SACC curriculum.
- 2. Copies will be posted in SACC locations and made available to parents prior to each week.
- 3. Weekly lesson plans will incorporate the following:
 - Fitness and Sports;
 - Character Development activities;
 - Group Games;
 - Arts and Crafts projects;
 - Cultural Diversity activities;
 - Violence Intervention Activities;
 - Home work assistance
- 4. Supplies and materials are provided for each child enrolled. However, there are times when parents will be asked to provide simple household items required for their child's projects.

C. Parent Communication

- 1. Staff will communicate daily with parents on their child's progress in the program.
- 2. Each SACC site will have a Parent Communication Bulletin Board to offer important program information, such as:
 - Site license, rules and any State violations being corrected by site;
 - Weekly lesson plans and snack information;
 - Site schedule (quiet time, free time, snack, arts and crafts, etc.);
 - Upcoming special events;
 - Any other pertinent information related to the program and/or YMCA.

3. In addition, all parents, unless denied by court order has access to observe or have a conference during operational hours.

XIV. DISCIPLINE POLICY

- A. It is the goal of the School Age Child Care Program to guide children in becoming happy, responsible, cooperative participants through positive, non-threatening teaching techniques. SACC staff will work to increase children's respect for themselves by empowering them to become responsible for their own actions, and to help them grow in their respect for the rights and feelings of others. If a conflict occurs, it is our goal to work with the child, listening to what he/she has to say and try to help resolve the conflict through effective communication. Persistent discipline problems will result in the child's parents/guardians being asked to attend a conference with the Youth & Family Program Director who will assist in working out an equitable solution to the problem. A parent's/guardian's unwillingness to be cooperative may result in the removal of the child from the program. SACC staff will never use physical or verbal abuse to resolve a conflict. The YMCA, therefore, cannot allow others, including parents/guardians and children to do so within the YMCA program.

B. Redirection of Children

1. Discipline problems will be avoided through the following procedures.

- By offering a variety of appropriate activities;
- By scheduling activities so as to provide the child with active and quiet play periods;
- To coordinate program design with activities available to that program.

2. Specific techniques that will be used by SACC staff include in no particular order:

- "Time Outs";
- Responsible Training
- Parent-Staff conferences and daily communications with parents;
- Use of positive directives;
- Use of positive reinforcement;

3. SACC staff will handle serious behavior problems in the following way:

- By redirecting the child in such a way as to protect the other children and staff from further harm, i.e., talking with the child. If this does not work, the child will be removed from the situation until he/she can regain composure;
- The Youth and Family Director or Center Administrator will be notified. Parents of all children involved in a conflict will be notified of the behavior problem by the Lead Teacher and/or Director upon child's pick-up from the site;
- A conference time will be set up between the Lead Teacher and/or Director and parents if warranted;
- The Program Director has the right to meet with parents/guardians of any child who has special needs that cannot be met to discuss if the program would meet the child's needs.

4. Children's attention will be redirected through the following means:

- By asking the child to choose another activity;
- Through the use of positive reinforcement;
- By a discussion of the problem by staff and the child involved in the situation;
- Through the use of "Time Outs" to observe appropriate peer behavior.

C. Setting Limits for Children

1. Sharing of rules will be reminded during group times and individually.
2. Rules will be prioritized according to their importance with regard to safety.
3. Each child's individual behavioral and developmental patterns will be considered.
4. Children will be given more responsibility for their behavior and control as they mature.

D. Development of Children's Self-Control, Self-Esteem and Respect for Others

1. SACC staff will promote self-esteem by:

- Communicating in a positive manner;
 - By setting examples;
 - By avoiding use of threatening gestures and loud voices. Respect is shown for the child in the following ways:
 - a) By providing sufficient warning before an activity ceases;
 - b) Through listening to the child's individual wants and needs;
 - c) By providing space for each child's personal belongings.
2. Children will be provided acceptable avenues for release of feelings in the following ways:
- Physical activities;
 - Discussion and group activities;
 - Individual communication between staff and child or between child and child.

E. Prohibited Forms of Punishment

1. The following forms of punishment are prohibited:
 - Spanking, hitting, pinching, shaking, or inflicting any other form of corporal punishment;
 - Forcing a child to sit or stand in a corner;
 - Verbal abuse, threats or derogatory remarks about a child or his/her family;
 - Binding or trying to restrict movement or enclosing a child in a confined space such as a closet, locked room, box or similar cubicle;
 - Withholding or forcing meals, snacks or naps;
 - No child will be punished for a lapse in toilet training.
2. Punishment will coincide with the age and developmental stage of the child.

F. Bullying/relational aggression

Bullying is a common term for harassment or intimidation, that is, verbal or non-verbal behavior that is mean and hurtful to others. Relational aggression is a specific form of bullying that is intended to harm someone by damaging or manipulating his or her relationships with others. Taunting, spreading rumors, excluding and labeling are just some examples of relational aggression. These behaviors are inappropriate and will not be tolerated.

Further examples of bullying/relational aggression include, but are not limited to:

Hitting, kicking or pushing to hurt another person

- Using words to call the other person names, to tease or to scare
- Threatening another person verbally
- Making another person do what he/she does not want to do
- Leaving another person out of a group
- Insulting or saying mean things about another person
- Making fun of another person
- Ignoring another person to make him or her feel sad or lonely

A person who repeatedly experiences any of the above behaviors should report incidents to the Lead Teacher or Assistant Teacher. The Director will be notified and claims will be investigated. Documentation will be prepared and placed in the offender's file.

CONSEQUENCES

First offense

- The student is reprimanded and taught that the action is wrong and why.
- The student will write an apology letter to the offended person.
- Parents/guardians are informed of child's behavior.
- The student is encouraged to meet with the director.

Second offense

- The student is suspended from program for a week.
- A meeting takes place with parents to determine if the student is allowed to return to program.
- The student apologizes to the offended person.
- If the bullying behavior persists, the student is expelled from the program.

XV. EMERGENCY PROCEDURES

- A. SACC staff is responsible for the children in their care including:
 1. Knowing the whereabouts of children at all times;
 2. Knowing the number of children in their care and their names;
 3. Carrying children's records in all emergency situations.
- B. All staff is trained in first aid, CPR, and missing child procedures. The program will have an individual within five minutes of each SACC location to act as an emergency backup. Emergency phone numbers are readily accessible.
- C. Fire Emergency
 1. Staff will call 911. They will stay on the line to answer any questions.
 2. All staff will be notified.
 3. Upon arrival, the Fire Department will be in command.
 4. At the sound of the alarm, all staff and children will evacuate the building.
 - Staff will take charge of their groups and lead the participants out the nearest emergency exit (as practiced during routine fire drills as required).
 - Staff will take their sign-in/out sheet with them to keep track of children in their group. A head count will be done after evacuation.
- D. Weather Emergency – In case of a tornado warning, staff will direct children and other staff as followed by the directions at the SACC location. In the case of a severe thunderstorm warning, the staff will be aware and prepared to take necessary action.
- E. Missing / Lost Child
 1. Staff will notify the Youth and Family Director immediately when a child cannot be located within two (2) minutes.
 2. If the child is not located within five (5) minutes, the Lead Teacher will call the Program Director immediately.
 3. Upon notification of the missing child, the Coordinator will immediately assign staff to begin looking for and asking other staff and children where the missing child was last seen.
 4. The Director will assume responsibility for search organization and methods and call proper search authorities if deemed necessary.
- F. Universal Precautions
 1. All SACC staff will use universal precautions when exposed to blood, bodily fluids and/or injury discharges of all children.
 2. All persons exposed to blood, bodily fluids and/or tissue discharges will wash their hands immediately with soap and warm running water.
 3. Single-use disposable gloves will be worn if there is contact with blood, bodily fluids and/or tissue discharges. Hands will be washed with soap and warm running water after removal of gloves. Gloves will be discarded in plastic bags.
 4. For spills of vomit, urine, feces, blood or other bodily fluids, staff will clean and disinfect affected areas according to OSHA Standards.
- G. Practicing Evacuation – Fire and tornado drills will be practiced weekly at all SACC locations. Weekly drills will be recorded and kept on file as required by the State of Wisconsin.
- H. All staff is mandated reporters. If a child is suspected of being abused or confides that they are, the staff have a legal obligation to report to 211, the information. The parents do not need to be notified.

XVI. ADDITIONAL INFORMATION

- A. All individuals hired to work in the SACC program will:
 - 1. Meet State of Wisconsin hiring qualifications;
 - 2. Be given a criminal background check upon hire;
 - 3. Receive a staff orientation and proper training prior to beginning their position;
 - 4. Attend weekly staff meetings led by the Youth & Family Program Director;
- B. All staff have CPR certification, attend, complete and provide documentation of continuing education courses.
- C. Each site consists of site leaders who report to the Youth and Family Director, who reports to the Assoc. Executive Director, who reports to the Chief Executive Officer at the Racine Family YMCA.
- D. All children's records will remain confidential and be kept on file at the SACC site as required by the State of Wisconsin. Information kept in child's files will be available for review only by SACC staff, State Licensing Representatives, parents, and the Program Director.
- E. All program and state licensing policies are available for review at anytime by the parents of children enrolled in the program.
- F. Parents are always welcome to their child's SACC site to observe the program, attend conferences with staff, etc., unless the parent has been denied access by court order.
- G. Children should always be dressed appropriately for the weather outside.
- H. A rest area has been designated in locations serving younger children who require a nap during extended participation in the program. Parents should provide a blanket and pillow for use during these times. These items should be taken home after 5 uses and washed.
- I. Remember to label your child's belongings including backpacks, lunches, etc. SACC staff is not responsible for lost or stolen items.
- J. Be sure to check postings on the parent board which may include important information, such as, Group Child Care License, Non-Compliance statement, exceptions, enforcement, letters site closings and information about other site activities.
- K. SACC staff will enforce the rules of the school in which their program resides. Therefore, children should refrain from bringing video games, Pokémon items or other similar materials into the program. SACC staff reserves the right to retain such items until the parent picks up the child.
- L. The inside building temperature is at least 67 degrees Fahrenheit and no more than 80 degrees Fahrenheit.
- M. If building experiences loss of heat, air conditioning, water, electricity, plumbing problems, or problems with telephone service parents will be notified to come pick up children if service is not restored within the hour.
- N. **It is a violation of the National YMCA policy for SACC staff to baby-sit, host sleepovers, or spend one-on-one time outside of the program with any child enrolled in the School Age Child Care Program.**
- O. Contact Information
 - 1. Racine Family YMCA 262-634-1994
 - 2. West Ridge Elementary School Site 262-989-9681
 - 3. Schulte Elementary School Site 262-989-9682
 - 4. Jerstad –Agerholm School Site TBA
 - 5. Child Care Coordinator/SACC Director, Cheree Allen 262-619-1008