



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

LEARN GROW PLAY

2018 - 2019
CHILD CARE HANDBOOK
YMCA of the East Bay





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MISSION STATEMENT

To bring people together in pursuit of spiritual, mental and physical growth.

To build community.

To serve.



Dear YMCA Families,

On behalf of the Board of Directors and Staff at the YMCA of the East Bay, I would like to welcome you and your child to our child care programs. We are excited for the opportunity to partner with your family to help your child learn, grow, and thrive in a safe and nurturing environment.

At the Y, we design our child care programs to be much more than a place for your children to be watched before and after school. Instead, we focus on a well-rounded curriculum to engage youth in a variety of academic, social, and physical activities.

We believe in the benefits associated with building strong, positive relationships not only with students, but also with parents, teachers and the greater community. By working together, we can share time and resources as we strive to nurture and build strong leaders for the future.

Please review this parent handbook to learn more about our program and let us know if you have any questions or comments.

Thank you for trusting us as a partner in the development of your children.

Sincerely,

President & CEO

Child Care at the Y gives our youth the opportunity to become confident children today and healthier, happier grown-ups tomorrow.

WHAT WE BELIEVE

We believe all children deserve the opportunity to discover who they are and what they can achieve. That’s why, through the Y, millions of youth today are cultivating the values, skills and relationships that lead to positive behaviors, better health and educational achievement. With the values of caring, honesty, respect and responsibility as our guide, we work with you to help your children have fun while realizing their potential.

- CARING - Show a sincere concern for others.
- HONESTY - Be truthful in what you say or do.
- RESPECT - Follow the golden rule.
- RESPONSIBILITY - Be accountable for your promises and actions.

STAFF

We pride ourselves on recruiting high quality child care professionals trained in child safety, curriculum and leadership. Our staff meet or exceed the educational and experience requirements set forth by Community Care Licensing. Prior to working in any YMCA Child Care Program, staff must complete a rigorous background check including fingerprints and reference checks. All YMCA Child Care staff must be certified in CPR and First Aid, and receive additional training in Child Abuse Prevention.

TECHNOLOGY

In an effort to prepare children in our child care programs for a future in the ever changing world of technology, it is our goal to provide all centers with computers and internet connectivity. This will provide opportunities for children to develop early computer literacy skills, explore online educational resources and assist with homework support.

CHILD CARE GUIDELINES

SUPERVISION RATIO

Our ratio of adults to children in YMCA After-School Child Care is 1:14. While these ratios are required by licensing, many times our supervision ratio provides even greater adult supervision.

Every day over 5 million children are in the care of the YMCA in Child Care Programs throughout the nation.

PARENT COMMUNICATION

Monthly e-newsletter and event calendars are distributed during the first week of the month, providing parents and guardians with information regarding upcoming events and activities. If you do not have an e-mail address, we are happy to provide you a hard copy. Whether dropping off or picking up your child, we invite you to check out the parents' bulletin board on a regular basis.

SUPPORT OF SCHOOL SPONSORED ACTIVITIES

We encourage participation in school-sponsored activities. Children enrolled in these programs will be transported safely to and from these on campus activities.

CLOTHING

Children should be dressed comfortably and be able to play freely. Clothing should reflect the season and climate temperatures. Closed toe shoes, such as tennis shoes (with socks) provide the most safety and comfort. Please send an extra change of clothes for Preschool, TK or Kindergarten children. In addition, please mark all clothing and backpacks with your child's first and last name.

Y-USA GUIDELINES FOR HEALTHY EATING

Nourishment for youth is important for their overall well-being and academic success. Snacks are served mid-morning and mid-afternoon (we do not provide breakfast or lunch). We follow the YMCA HEPA guidelines and serve whole grains when serving wheat products and we offer at least one fruit or vegetable each day. We are happy to provide table space for children who want to bring meals from home. Please remember to mark your child's lunch box with their first and last name. If your child has Allergies please inform your Site Director immediately. If your child has severe allergies, we may ask you to provide all of your own food (especially if there is a gluten or dairy allergy).

FIELD TRIPS

Occasionally, we take groups of children on field trips. Transportation is provided by chartered bus or by walking short distances. Parents will be notified of field trips in advance and permission slips are required by licensing. We welcome parent participation in the planning and facilitation of all field trips. Any parents who wish to attend trips must arrange with our staff to go through a background check process.

ITEMS FROM HOME

Children should leave cell phones, iPods, skateboards, roller blades, bicycles, or radios at home. When possible, our child care programs will plan special days and activities where children can bring special toys.

The Y is not responsible for lost personal items, though every effort will be made to assist children in looking after their personal belongings. We strongly recommend labeling all of your child's belongings.

CHILD ABUSE PREVENTION

Based on our ongoing concern for the safety and well-being of each child enrolled in our program, we have adopted policies pertaining to child abuse prevention.

The YMCA of the East Bay child abuse prevention policy prohibits our staff from being alone with Y participants at any time, including outside of Y programs. Staff may not act as babysitters or invite Y participants to their home or to participate in activities that are not part of the Y program. We go above and beyond the licensing requirements by making our best effort to always have 2 staff present with groups of children.

We follow strict reporting requirements. Our staff are mandatory reporters of child abuse – child care employees are required to report known or suspected child abuse to a child protective agency by telephone immediately or as soon as practically possible and in writing within 36 hours.

PRESCHOOL SPECIFIC GUIDELINES

The YMCA Preschool Program has been developed to nourish all facets of your child's development. Helping him or her learn to get along with others in an atmosphere that builds a positive self-image is among our most important objectives.

The YMCA environment also encourages creativity. Your child will participate in a multitude of hands on activities that will help stimulate enthusiasm for learning and accomplishment. The unique experiences that the YMCA provides have all been designed to generate fresh excitement about discovering the world in which he or she plays such an important part. These goals are met through a learning center environment that includes:

- Circle Time (learning through music, songs, finger-plays, poems, movement, and stories)
- Language Arts
- Dramatic Play
- Art
- Block Play and Manipulatives
- Science and Math
- Outdoor Play and group games

This year, over 1,000 children will learn, grow and thrive in YMCA of the East Bay Child Care Programs.

Parents are encouraged to be involved in their child's experiences at preschool. We have so much to share, so stop by for a visit any time!

SUPERVISION RATIO

Our ratio of adults to children in our YMCA Preschool Program is 1:12. These ratios are required by licensing. Many times, our supervision ratio provides even greater adult supervision.

ITEMS FROM HOME

Sharing encourages language development and self-confidence. When possible, our preschool programs will plan special days and activities where children can bring special items.

The Y is not responsible for lost personal items, though every effort will be made to assist children in looking after their personal belongings.

PRESCHOOL BIRTHDAYS

We enjoy celebrating birthdays at the Y and encourage you to celebrate birthdays at preschool. We plan birthday celebrations into our daily schedule—usually after lunch or for afternoon snack. If you would like to bring a treat, children must first be served a healthy snack consisting of two food groups. We request that any birthday treats be small and healthy. Please check with your site director about any specific restrictions.

ENROLLMENT CRITERIA

The YMCA Preschool program is designed to serve children two years of age through enrollment in kindergarten. At the Rett Turner Site they must also be 2 years and 6 months. Children must be fully toilet trained and socially ready to participate in a group setting. The Gale Ranch YMCA Preschool offers a non-toilet trained program. Additionally, parents must interview with the Preschool Site Director prior to enrollment.

YMCA SCHOOL AGE CHILD CARE POLICIES AND PROCEDURES

SIGN-IN/SIGN-OUT PROCEDURES

Parents must sign their children in (before school) and out (after school) daily. Parents must sign a legible legal signature with first and last name as part of the YMCA's compliance with Community Care Licensing regulations.

Kindergarten children will be picked up from their classroom by YMCA staff and escorted to the YMCA Child Care Program. Children in 1st through 5th grade walk from class to the Y and are checked in by the staff.

If a child does not arrive at the Y on a regularly scheduled day, staff will contact the parent of the child to ensure that the child is safe and accounted for. Please remember to inform your site director if your child will not be attending the program due to illness or other plans.

Children will not be permitted to leave with someone whose name is not on our Emergency Information Form. If a friend or neighbor will be picking up your child, please provide us a note or a phone call in advance. Parents and guardians, and those designated to pick up children should be prepared to present a photo ID to staff.

ENROLLMENT CRITERIA

Children enrolled must be in transitional kindergarten through 5th grade and in attendance at the school where our child care program is located are eligible to attend YMCA Child Care Programs.

Additionally, parents must interview with the Site Director prior to enrollment.

TYPICAL PROGRAM DAY

BEFORE SCHOOL PROGRAM

- Arrival
- Arts/Crafts/games
- Free Play

AFTER SCHOOL PROGRAM

- Arrival/Check-In
- Snack
- Outdoor Free Play
- Homework
- Arts/Crafts/Structured Teacher Led Activities

HOMEWORK POLICY

Our staff are trained to assist your child with their homework and help instill the value of education. Children in our program will be given the opportunity to work on homework assignments each day. Staff will be available to assist children with their assignments and to provide supervision. Please speak with your site director if you want your child to participate in this portion of the program day.

HEALTHY EATING

Our approach to snack is to provide a healthy and nutritious morning and afternoon snack following the YMCA of the USA's HEPA (Healthy Eating Physical Activity) Standards. We strive to serve whole grain products whenever possible, to serve fruits and vegetables each day, and to serve foods that are in season and fresh. We also use snack time as an opportunity to teach healthy portion sizes, awareness of one's body and hunger levels, and to introduce new foods. Snack time is a time when the children can socialize and enjoy nourishing food together with their friends. Please be sure to inform us if your child has allergies or dietary restrictions. We ask that you provide lunch and a bottle of water daily for your child. Please provide a lunch free of candy, gum or other "treats." Please check with your site to see if your facility has nut restrictions.

NONDISCRIMINATION POLICY

The Y has a long history of inclusiveness in the programs and services we provide to all community members. As a program licensed by the State of California, we have a policy of nondiscrimination based upon race, religion, color, creed or ethnic background.

CHILDREN WITH SPECIAL NEEDS

Children with special needs may participate in our child care programs provided there is no adverse effect on other children enrolled in the program (through direct behavior of the child or the need for one-on-one attention). Prior to enrollment, the family and Site Director will meet to discuss the appropriateness of the child's placement.

REQUIRED ENROLLMENT FORMS

Because YMCA Child Care programs are licensed, a series of state forms are required for each child to enroll in the program. Children will not be able to start the program until all paperwork is complete. These forms include:

- Child Care Enrollment Forms
- Healthy History Form
- Emergency Information
- Consent for Medical Treatment
- Parent rights
- Personal rights
- Child Care Payment Agreement Form
- Release of Liability
- Photo release
- Behavior Management Agreement
- Incidental Medical Services Authorization
- Family Handbook receipt

HOLIDAY SCHEDULE

The Y programs are open Monday through Friday, except for the following holidays:

- New Year's Eve
- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- End of School Year Cleaning Day
(Check with your Site Director for exact date)
- Beginning of School Year Cleaning Day
(Check with your Site Director for exact date)

If a holiday falls on a Saturday, it will be observed the preceding Friday and if it falls on a Sunday it will be observed on the following Monday.

During the school breaks and the summer, our sites may combine due to lower attendance. You will be notified of these changes if they take place.

BILLING AND COVERAGE OPTIONS

REGISTRATION FEE

A non-refundable and non-transferable annual registration fee is required at the time of enrollment. If there is a break in service, a re-registration fee will be charged at the time of re-enrollment.

FINANCIAL ASSISTANCE

Our goal is to provide affordable child care for all families. During our Annual Giving Campaign, the YMCA raises funds for financial assistance and scholarship support. These funds are used to assist families that demonstrate a financial need. Applications are available on-site or on our website: www.ymcaeastbay.org. For more information, please contact the YMCA at (925) 687-8900.

PAYMENTS

Payments will be bank drafted on a monthly basis on the first day of each month. Prior to beginning child care, the parent or guardian must provide the following:

- Payment Agreement form
- Enrollment in our online billing system with two forms of payment
- Only one parent will be charged for Child Care fees. The YMCA does not split payments.

It is the responsibility of the families enrolled in YMCA Child Care Programs to have funds available on the date of the scheduled draft. The YMCA will draft from one account only. In the event a payment is returned, the Y will automatically redraft, using the second form of payment and will include a \$15.00 returned payment fee. Two or more returned drafts in a school year may result in termination from the program or require payment in full for the remainder of the school year.

Families can access their monthly or annual receipts through the online system.

LATE FEES AND SERVICE CHARGES

If payment is not received by the fifth day of the month, a \$25.00 late fee will be assessed, and regretfully, we will no longer be able to continue to offer child care for your child until your payment is made in full.

A service charge of \$15.00 will be assessed on all returned checks, bank drafts, and credit cards no matter the return reason. Charges that do not clear either account will require payment by money order or cashier's check payment to our Children and Family Services Business Office.

CANCELLATION AND CHANGE POLICY

The Y requires at least a thirty-day advance written notice of intention to withdraw or change enrollment in the program. Without this written notice, participants are expected to pay full programs fees.

Changes in the schedule will be permitted as space allows. There is a \$35.00 fee for all changes. All changes require a thirty-day written notice.

COVERAGE OPTIONS

The following YMCA Child Care Programs are available at select locations only:

- School Year: covers the school year only (includes school days, school holidays, and staff development days).
- Drop In: provided as a daily rate based on availability. A minimum of 24-hour notice is required.
- Summer Camp: please check with your Site Director to find out if a camp program will be available at your site.

ATTENDANCE

When your child is enrolled in a YMCA Child Care program, we reserve space in that program for your child. While we understand that absences occur for a variety of reasons, non-attendance does not entitle you to a refund. For extended illnesses, please contact your Site Director. Please notify your Site Director daily and before school is dismissed if your child is absent.

If your child does not attend school for any reason, they may not attend our YMCA Child Care Program that day or until they return to school.

LATE PICK-UP COVERAGE

If you are late to pick up your child, there will be a fee of \$25.00 per quarter hour per family. You will be requested to initial a payment record form to draft your primary form of payment for your late fee. If you are not the person picking up your child, you have until closing of the next business day to sign the form. Repeated instances of late pick-ups may result in termination of the child care agreement.

TAX STATEMENT

A Tax Statement is available to you through the online billing system. The YMCA is a nonprofit 501(c)(3) organization. Our tax ID no. is 94-1156635.

BEHAVIOR MANAGEMENT

Every participant in our YMCA Child Care Program is expected to be respectful and courteous to themselves, other people and personal belongings. Upon registering your child in our child care program, each parent will be required to sign a Behavior Management Form that states you have read and understand our policy.

Our discipline is based on friendly, caring attitudes toward the health, development and needs of children. It gives careful regard to feelings and emotions, to unique differences between individuals and to preserving an atmosphere of acceptance, tolerance and patience. Staff receive extensive training on positive discipline. We do not engage in corporal punishment of any kind. A supportive and trusting environment is gently guided by a set of rules that we incorporate in our program. At the Y, these rules are developed by both children and staff, and are posted and reviewed regularly. Parents will be kept informed of any behavior problems; verbal or emotional punishment will not be tolerated at any time.

Our staff team works with parents to identify potential causes of problem behavior. The staff rely on parents to follow up on any behavior issues and play a key role in assisting staff in getting the behavior to stop.

The following behaviors from a child will result in immediate suspension:

- Physically confronting another child or adult
- Leaving the site unexcused
- Damaging supplies, equipment, vehicles, or property (Parents will be held financially responsible for all damages)
- Endangering the safety of other children or staff

Children who have been suspended or expelled from school will not be accepted at any YMCA Child Care Program until they return to school. We will request a meeting with the parents and the child to discuss the policies and implement a Behavior Agreement. This agreement will clearly identify the specific unacceptable behavior and establish a date for further evaluation. During the evaluation, if a significant change has not occurred then the Y will have no other choice but to ask the parent to find alternate care. If your child is terminated due to violation of a Behavior Agreement, no refunds will be given.

Dismissal from the Y may result from the following:

- Behavior patterns that infringe upon the rights or safety of other children or staff members
- Repetitive late pick-ups
- Failure to make child care payments
- Repeated failure to notify center of absences or no shows

ILLNESS

For the protection of all children, if a child displays any of the following symptoms, we request he/she be kept at home:

- Persistent, congested cough
- High temperature/fever (100 degrees or higher)
- Diarrhea or vomiting
- Undiagnosed watery or inflamed eyes
- Undiagnosed skin rashes or insect bites
- Any contagious ailments, i.e. head lice, chicken pox, pink eye

If a child develops any of these symptoms while in our care, we will isolate the child from the group to allow the child to rest in a quiet space and to protect others from illness, then notify the parent/guardian to pick up the child as soon as possible. In the case of fever, vomiting and/or diarrhea, children must be symptom free for 24 hours before returning to the program. The YMCA requires that you notify us if your child contracts a contagious illness so that we can inform others if necessary.

MEDICATION

Nothing is more important than maintaining the health and well-being of our children, so we conduct our medication requests in the most professional manner to ensure their welfare. Every child requiring medication, whether prescription or over the counter, must have a signed Incidental Medical Services Authorization form on file. See the full Incidental Medical Services Plan on pages 9-10.

- **Non-prescription medication**
Medication required during child care hours must be turned in to the Site Director. A physician's letter stating specific administration instructions must accompany non-prescriptive medicine. Precise and detailed directives from parents must also be included in a written request. These requests are reviewed on a regular basis with parents.
- **Prescription Medication**
Medication prescribed by a doctor must be in its original container with the child's name and administration instructions. Parents must sign a medication form for each medication to be dispensed and a physician must sign a medical form for inhaled medication.

LICE

In the event of a lice outbreak, all children in the program will be examined in a caring manner. In order to minimize the spread of lice, children who are found to have lice will be sent home and will not be allowed to return to the program until all lice and nits are gone. If children have been exposed to lice, we will inform all parents immediately.

EMERGENCY PROCEDURES

Each child care location has an emergency plan with posted emergency evacuation instructions (Licensing Form 610). Each child is required to have an emergency bag. Please see the Site Director for more information about what items are required in your child's emergency bag.

If the school district closes school due to safety or emergency reason, YMCA Child Care will be closed until the district deems the school safe to be re-opened. For any children in care, parents will be called to pick them up.

If for any reason the site is without power or water the site is required to close and you will be asked to pick up your child.

INJURIES

All of our teachers are First Aid and CPR trained and well equipped to directly treat most injuries. Our files include a mandatory emergency form which includes information on the child's primary care physician and hospital, and emergency contact information. We maintain the following procedure anytime a child is injured while entrusted in our care:

- Once an injury has occurred, a parent/guardian will be contacted immediately.
- As stated in a personalized emergency action plan created by the parent/guardian when the child is enrolled in our program, appropriate measures to obtain medical care will be taken. This includes specific directives regarding, emergency transportation, health insurance, drug allergies, particular physicians and hospital requests.
- Parents/guardians will be consulted whenever possible before seeking additional medical assistance.
- Depending on the nature of the injury the child may or may not be integrated back into child care setting.

INCIDENTAL MEDICAL SERVICES PLAN

YMCA of the East Bay Child Care including the following sites:

Master Site YMCA-Valhalla	73406660	YMCA - Golden View	73407414	YMCA - James Leitch	10212689
YMCA - Mountain View	73406655	YMCA - Castro Valley	12013011	YMCA - Mission Valley	10209776
YMCA - Rett Turner Preschool	73406661	YMCA - Marshall	12013008	YMCA - Patterson	13422419
YMCA - Strandwood	73406654	YMCA - Blacow	13416107	YMCA - Warm Springs	12013033
YMCA - Hidden Valley	73406657	YMCA - Chadbourne	10210508	YMCA - Weibel	12011398
YMCA - Woodside	73406662	YMCA - Durham	10211396		
YMCA - Alamo	73406658	YMCA - Forest Park	10215822		
YMCA - Gale Ranch Preschool	73406656	YMCA - Grimmer	10206169		

YMCA staff will administer medications at school only when a medical professional has deemed it necessary to do so during program hours. We will accommodate the needs of each child in our care and follow all medical providers' written care plans. Medications will only be administered under the conditions as listed in detail below. Types of incidental medical services to be provided include, but may not be limited to: prescription medications and over-the-counter (OTC) medications as determined in writing by the medical provider. All plans are individualized based on the needs of the child and preparation of staff in ensuring the health and safety of the child in the program.

REPORTING

Any incident deemed unusual or severe will be reported to licensing through an Unusual Incident report within 24 hours, with a written report to follow within 7 days. Use of regularly scheduled medicines as prescribed such as inhalers or medications will be considered typical, and not unusual, and will not be reported. However, all medications administered, even typical will be logged in the medication log as stated in the record keeping section of this plan. Unusual or severe incidences would include any use of an EpiPen® as well as any symptoms that merited a call to the parent, and any symptoms that require immediate medical attention.

PRESCRIPTION MEDICATIONS

Prescription medications will be administered only if the medication is in its original container with a prescription label attached. The medical provider's recommended dosage must be on the label as well as the child's name. The Consent to Administer Medication form will be completed by the parent and staff to ensure all staff can administer the required medication. All medications will be current and will not exceed the expiration date as listed on the medication container. Teaching staff will document each time the medication was given using the medication log. The teacher will initial the medication log after each dose is administered and the parent/guardian will sign at the end of each day as needed.

OVER-THE-COUNTER (OTC) MEDICATIONS

OTC medications will be administered only if the medication is in the original container and a letter from a medical professional is on file. The letter must state how the medication is to be used, the length of treatment time, and the dosage needed and signed and dated by the medical professional. This letter will expire in one year's time if not otherwise noted. The Consent to Administer Medication form will be completed by the parent and staff to ensure all staff can administer the required medication as needed. Teaching staff, or other staff administering the medication, will be trained and document each time the medication is given using the medication log. All staff will initial the medication log after each dose is administered and the parent/guardian will sign at the end of each day as needed.

OTHER MEDICATIONS

EpiPens®, Inhalers, and other medications will only be given at one of our preschools or child care sites with a prescription according to the health provider instructions, and a special health care plan is in place (asthma action plan, allergy action plan, seizure care plan, etc.). All care plans will be reviewed by the Site Director. Additional training will be given as needed to address each individual care plan. The Consent to Administer Medication form will be completed by the parent and staff to ensure all staff can administer the required medication as needed. Teachers or other staff administering medication will document each time the medication was given using the medication log. Staff will initial the medication log after each dose is administered and the parent/guardian will sign at the end of each day as needed.

ASTHMA PLANS

An Asthma Action Plan is in place for all children diagnosed with asthma by a qualified medical professional. Inhalers or other medications will be administered as indicated above. Children with asthma are listed on the Extra Special Health needs plan which is posted confidentially in each classroom and in the kitchen or food preparation areas. Licensing form (LIC 9166) is completed to allow staff to administer inhaled medications.

EPIPENS®

In order to have an EpiPen® on site, children must have an Allergy Action plan completed by their medical professional. The Allergy Action plan will identify the symptoms to look for and will indicate when an EpiPen® should be used. Children with allergies are listed on the Extra Special Health Needs plan which is posted confidentially in each classroom and in the kitchen or food preparation areas.

RECORD KEEPING

Medical records will be obtained for all incidental medical services needed. Staff will request medical records with the parent's written authorization for the YMCA to contact medical providers. All documents will be maintained in the child's center file and also will be uploaded into the agency's database. All documents will be reviewed by the Site Director. Copies of all documents and care plans will also be stored in the medication bag next to the prescribed medication. Written instructions from medical providers are needed to administer any medication. Other documents used for record keeping include: verification of staff training, asthma action plan, allergy action plan, special health care plan, nebulizer consent, medication administration consent, medication log and the Extra Special Health needs posting. In addition, case notes from staff and the Health Specialist will document the follow up needed for each child requiring medications.

STORAGE

All medications are stored in medication backpacks in the classroom and will be kept out of reach of children and locked at all times. Each child will have individual medications stored in a zip lock bag in the medication backpack. Each zip lock bag will be labeled with the child's name and the date of medication expiration. Lifesaving medications, such as EpiPens®, will be kept out of reach in the medication backpack, but will remain in the unlocked front pocket for quick access. All medications requiring refrigeration will be kept in a locked medication box in the refrigerator and will be labeled with child's name and date of medication expiration. It is the parent's responsibility to collect the medication from the center once the medication is no longer in use and to replace before it expires.

ADMINISTRATION

Teaching staff and Site Directors are the primary staff trained to administer all medications. Additional staff may administer medications if the required consents and forms are signed and dated. All medications will be brought to every field trip and evacuation due to drills and emergency situations, and will be carried in the medication backpack. In addition, the medication back pack is brought outside and stored out of reach, during every outdoor play period.

TRAINING

Annual trainings for all staff to address medication administration, storage, and procedures will be conducted. Individual trainings will take place on site for each child in order for staff to review each individual health provider recommendation. Training will be completed by our certified Red Cross Trainer and /or Center Director as needed. A training binder will be kept on site at each center.

PRECAUTIONS

Gloves will be worn while administering any medication to ensure universal precautions are met. Hands will be washed prior to medication administration and immediately after medication administration.

SCHOOL DISTRICT POLICIES

The Y, in partnership with each school district, will follow and abide by all rules enforced by the school.

OPEN DOOR POLICY

We encourage parents to meet and talk with Y staff at any time that questions arise regarding the program, policies or staff. Please let us know if your child is experiencing any difficulties of which you feel we should be aware.

The Y is hopeful that conflicts will not arise with our child care staff. However, if conflicts do arise, questions or concerns should first be addressed with the Site Director. We will take appropriate action as necessary. Should you have further concerns, please contact the Program Director. (See contact information on the back cover).

BABYSITTING POLICY

YMCA employees who are responsible for the care, supervision or instruction of children in any program are not allowed to baby-sit outside the YMCA for children attending our programs. We ask that you please refrain from asking them to do this as it may jeopardize their employment.

COMMUNITY CARE LICENSING DIVISION

As a licensed child care provider under the authority of the State of California, the Y is required to monitor and report to the state, any and all cases of abuse of a child. Should you have questions on licensing standards or requirements for child care providers, please contact the Community Care Licensing Division of the Department of Social Services, State of California.

Child Care Bay Area Regional Office

1515 Clay Street, Suite 1102, MS: 29-04

Oakland, CA 94612

Phone: (510) 622-2602

Fax: (510) 622-2641

PARENT RIGHTS

Parent rights are posted at each of our YMCA Child Care locations.



YMCA of the EAST BAY CHILD CARE LOCATIONS

Castro Valley Unified School District

Castro Valley

510-881-4458
20185 San Miguel Ave,
Castro Valley, 94556

Marshall

510-581-4996
20111 Marshall St.,
Castro Valley, 94546

HOURS OF OPERATION

YMCA Child Care is available at all locations from 7:00am-6:00pm. However, based on the needs of our families some locations are open from 6:30am-6:30pm.

YMCA OF THE EAST BAY IRVIN DEUTSCHER FAMILY YMCA BRANCH

350 Civic Drive
Pleasant Hill, CA 94523
(925) 687-8900
www.ymcaeastbay.org



Fremont Unified School District

Blacow

510-659-4051
40404 Sundale Drive,
Fremont, 94538

Chadbourne

510-656-7243
801 Plymouth Avenue,
Fremont, 94538

Durham

510-683-9107
40292 Leslie Street,
Fremont, 94538

Forest Park

510-793-2630
34402 Maybird Circle,
Fremont, 94555

Grimmer

510-651-2457
43030 Newport Drive,
Fremont, 94538

James Leitch

510-683-9147
47100 Fernald Street,
Fremont, 94538

Mission Valley

510-659-9427
41700 Denise Street,
Fremont, 94539

Patterson

925-808-5287
35521 Cabrillo Drive,
Fremont, 94536

Warm Springs

510-320-6401
47370 Warm Springs Blvd,
Fremont, 94539

Weibel

510-683-9167
45135 Grimmer Blvd.,
Fremont, 94539

Mt. Diablo Unified School District

Hidden Valley

925-372-7271
500 Glacier Dr.
Martinez, 94553

Mt. View

925-609-7971
1705 Thornwood Dr.
Concord, 94521

Rett Turner Preschool

925-363-5465
350 Civic Dr.
Pleasant Hill, 94523

Strandwood

925-674-1662
416 Gladys Dr.
Pleasant Hill, 94523

Valhalla

925-674-1676
530 Kiki Dr.
Pleasant Hill, 94523

Woodside

925-602-0114
761 San Simeon Dr.
Concord, 94518

San Ramon Valley Unified School District

Alamo

925-280-4927
100 Wilson Rd.
Alamo, 94507

Gale Ranch Preschool

925-648-1201
2200 Brookcliff Cir.
San Ramon, 94583

Golden View

925-735-3981
5025 Canyon Crest Dr.
San Ramon, 94582