BRIGHT FUTURES START HERE

EARLY LEARNING CENTER
PARENT/GUARDIAN HANDBOOK

YMCA OF DOWNTOWN MANCHESTER
30 Mechanic Street, Manchester, NH
ELC Director: 603.232.8655

YMCA OF STRAFFORD COUNTY
35 Industrial Way, Rochester, NH
ELC Director: 603.994.4113
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>About the Y</td>
<td>3</td>
</tr>
<tr>
<td>YMCA Mission</td>
<td>3</td>
</tr>
<tr>
<td>Program Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>Program Features</td>
<td>3</td>
</tr>
<tr>
<td>Hours of Operation</td>
<td>3</td>
</tr>
<tr>
<td>Enrollment</td>
<td>4</td>
</tr>
<tr>
<td>Required Paperwork</td>
<td>4</td>
</tr>
<tr>
<td>Curriculum Expectations</td>
<td>4</td>
</tr>
<tr>
<td>Program Curriculum Quality</td>
<td>4-5</td>
</tr>
<tr>
<td>While at the Center</td>
<td>5</td>
</tr>
<tr>
<td>Assessment of Children</td>
<td>5</td>
</tr>
<tr>
<td>Meals &amp; Snacks</td>
<td>5</td>
</tr>
<tr>
<td>Outdoor Play</td>
<td>6</td>
</tr>
<tr>
<td>Field Trips</td>
<td>6</td>
</tr>
<tr>
<td>Naps</td>
<td>6</td>
</tr>
<tr>
<td>Personal Items</td>
<td>6</td>
</tr>
<tr>
<td>Program Hours, Late Pick Ups</td>
<td>6-7</td>
</tr>
<tr>
<td>Vacation</td>
<td>7</td>
</tr>
<tr>
<td>Discipline/Anti-Bullying Policy</td>
<td>7-8</td>
</tr>
<tr>
<td>Definition of Bullying</td>
<td>8</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>8</td>
</tr>
<tr>
<td>Permanent Withdrawal</td>
<td>9</td>
</tr>
<tr>
<td>Payment Schedule</td>
<td>9</td>
</tr>
<tr>
<td>Financial Assistance</td>
<td>9</td>
</tr>
<tr>
<td>Insufficient Funds</td>
<td>9</td>
</tr>
<tr>
<td>Communication and Support</td>
<td>9-10</td>
</tr>
<tr>
<td>Family Nights</td>
<td>10</td>
</tr>
<tr>
<td>Open Door Policy for Parents</td>
<td>10</td>
</tr>
<tr>
<td>Required Health Forms</td>
<td>10</td>
</tr>
<tr>
<td>Returning Camp Doc Users</td>
<td>10</td>
</tr>
<tr>
<td>New Camp Doc Users</td>
<td>11</td>
</tr>
<tr>
<td>Health &amp; Safety</td>
<td>11</td>
</tr>
<tr>
<td>Medications</td>
<td>11</td>
</tr>
<tr>
<td>Emergency Transportation</td>
<td>12</td>
</tr>
<tr>
<td>Confidentiality</td>
<td>12</td>
</tr>
<tr>
<td>Illness Table</td>
<td>12-13</td>
</tr>
<tr>
<td>Outside Any Y Program</td>
<td>13-14</td>
</tr>
<tr>
<td>Mandated Reporters</td>
<td>14</td>
</tr>
<tr>
<td>Photographing Children</td>
<td>14</td>
</tr>
<tr>
<td>State-Licensed Program</td>
<td>14</td>
</tr>
<tr>
<td>Non-Discrimination Policy</td>
<td>14-15</td>
</tr>
<tr>
<td>Snow Delays/Early Release</td>
<td>15</td>
</tr>
<tr>
<td>YMCA Closings</td>
<td>15</td>
</tr>
<tr>
<td>Contact Information</td>
<td>16</td>
</tr>
</tbody>
</table>
ABOUT THE Y
The Granite YMCA is a community leader in providing high-quality child care for preschool through school-age children. Our programs provide a safe, nurturing, and character-building environment integrating the four characters of caring, honesty, respect and responsibility. Children learn and grow through exploring, having fun, and participating in a wide variety of hands-on activities.

The Granite YMCA, established in 1844, has branches in Manchester, Goffstown, Londonderry, Rochester, and Portsmouth. The Granite YMCA focuses on youth development, healthy living and social responsibility.

YMCA MISSION
The Granite YMCA creates a community where all are welcome and builds a healthy spirit, mind and body based on the values of caring, honesty, respect, and responsibility.

PROGRAM PHILOSOPHY
The Early Learning Center at The Granite YMCA is dedicated to the care and education of children from infant through kindergarten. Our teachers are committed to educational goals of excellence. Education is provided in a nurturing environment that reflects and supports the YMCA’s values of honesty, respect, caring, and responsibility. We teach from a carefully chosen curriculum, enhanced with creative teaching techniques and varied learning opportunities. Children learn through play. We provide them with hands on experience in a safe and supportive environment that respects individual needs. We believe that children need to express themselves through positive interactions with nurturing adults and peers while being encouraged to be themselves; as well as being provided the opportunity to make planned age-appropriate choices within a safe and healthy atmosphere.

PROGRAM FEATURES
As a participant of The Granite YMCA child care programs, your children get to participate in enriching curriculum filled with fun physical activities and character-building programs. Our experienced staff works to help each child build resilience while promoting the YMCA character traits (caring, honesty, respect and responsibility) which includes social and emotional learning for all.

At the Y we provide the children with age appropriate physical activities daily using the CATCH Curriculum (Coordinated Approach To Child Health) and other curriculums which include regular warm up activities, cardio, strength, stretching and mindfulness including breath work between 20–30 minutes daily for half day programs and 60 minutes for all day programs.

HOURS OF OPERATION:
Monday – Friday from 7:00 AM – 6:00 PM
ENROLLMENT

Our Early Learning Center is open to infants through kindergarten (ages vary by branch). Upon acceptance of enrollment, the Early Learning Center requires that an information packet be returned two weeks prior to start date.

REQUIRED PAPERWORK

A child will be considered enrolled only when paperwork and payment is processed by the Y. Parents/Guardians must complete a new contract for each program cycle, school year and camp season with required additional forms and appropriate fees. All registrations must include completed health forms and immunizations within the last year, according to state regulations. Any child without their CampDoc account reflecting 100% completion on the first day of program will not be permitted to stay on premises until all of the required documents have been uploaded to the child’s account.

A child may be exempt from immunizations for religious beliefs and/or medical reasons. Please contact the child care director if you have questions regarding this policy or visit www.dhhs.nh.gov/dphs/immunization/exemptions.htm

CURRICULUM EXPECTATIONS

The Early Learning Center at The Granite YMCA is dedicated to the care and education of all early learners from infant (6 weeks) through kindergarten. Our curriculum is aligned with the New Hampshire Early Learning Standards and the progression of the learning expectations are followed at each classroom level.

Our comprehensive curriculum is based on five developmental domains from birth to age five. The curriculum helps create a responsive classroom environment that is based on routines and experiences that support and develop early learning skills. The following are the five developmental goals and objectives we will be implementing and supporting in our individual classrooms here at the Early Learning Center. Each classroom will use age-appropriate materials, teaching strategies and implementation to help support all our early learners in reaching their developmental goals/milestones.

The five developmental domains are designed to provide a seamless progression of developmental skills and knowledge as children become ready for their next level of learning expectations. The five domains consist of: Social and Emotional; Language and Emergent Literacy; Cognitive; Physical and Health Development; Creative Expression and Aesthetic Appreciation.

We believe that children need to express themselves through positive interactions with nurturing and caring adults while being encouraged to be themselves; as well as being provided the opportunity to make planned age-appropriate choices within a safe and healthy learning environment.

PROGRAM CURRICULUM QUALITY

The YMCA believes that children learn best through hands-on experiences. Classrooms are arranged in activity centers to provide children with a variety of developmentally appropriate choices. Teacher-initiated enrichment
activities such as art, science, cooking, story time, music and games may also be offered. Group time for sharing, discussing values and teaching social skills is also held daily. Outdoor play, meals and snacks, and rest time round out the day. We encourage respect for cultural and ethnic diversity.

**WHILE AT THE CENTER**

As children grow and develop, they need new challenges and social interactions with other children in their peer group. Children will make a transition to the next classroom based on chronological age, developmental readiness, state licensing requirements, and space availability. Because each child is unique, there is no specific formula. Each classroom adjusts to fit the developmental characteristics of the children enrolled.

During the transition period, current and future teachers meet to make sure your child is gently integrated into her/his new classroom through a series of visits. We continue to support your entire family during these changes. You are encouraged to discuss the communication methods that work best for you, to ensure ongoing dialogue.

**ASSESSMENT OF CHILDREN**

All age groups are assessed formally and informally to ensure that our teachers plan curriculum goals and activities to support individualized learning. Our teachers observe, record and document children’s development, participation and learning throughout the year. Assessments are ongoing, systematic and gathered from natural play activities and realistic settings that reflect children’s actual performance. Our center uses a variety of methods such as observations, checklists, and rating scales to collect information. Assessment results are used to benefit children by informing sound decisions about children, teaching, and program improvement. When assessments identify concerns, appropriate follow up, referral or other intervention is used. Formal assessments are done twice a year. All assessments are kept in the child's file to show the progress in cognitive, language, physical, social, and emotional areas of development that are consistent with our program curriculum and philosophy. Families participate in the assessment process with regular communication, partnership and involvement. Once formal assessments are completed, teachers schedule parent/guardian conferences to share information regarding the children’s progress.

**MEALS & SNACKS**

At our Early Learning Centers, we provide your child with nutritious morning and afternoon snacks. We encourage families to send healthy well balanced lunches to promote life-long healthy food choices. Our staff work with you to exchange information regarding family eating patterns, introducing new foods, food tolerance and preferences, special dietary requirements for your child and feeding requirements for your infant, toddler, or child with special needs.
OUTDOOR PLAY
Weather permitting, all children (including infants) spend time playing outdoors. It’s important for children to have freedom of movement, so we request that children be dressed accordingly. Sneakers or flat shoes with a strap securing the shoe to the foot are required for participation in the Early Learning Center programs. Children who arrive to school without appropriate footwear (flip flops, sandals, crocs, or other shoe that is not a sneaker or flat shoe with a strap securing the shoe to the foot) will be sent home to retrieve appropriate footwear. Girls who wear skirts or dresses will need shorts or bloomers under their clothing to remain safe and comfortable during active play. As we encourage children to explore, there may be times when your child may become messy or rumpled. For this reason, we ask parents/guardians to provide one complete change of clothing that can remain at the center.

FIELD TRIPS
As a program, we take parent/guardian-approved field trips. You will be notified regarding a trip, including the cost and how your child will be transported. Children can participate in a field trip once we receive your written permission. For neighborhood walking trips, you’ll be asked to sign a permission slip when you enroll your child in our care.

NAPS
Infants nap when dictated by their individual schedules. Toddlers and preschool children take a daily nap after lunch, as necessary. Please provide a blanket and fitted crib sheet for your child’s nap time in order to make this time as relaxing as possible. Please label these items with your child’s name. Items will be sent home on Fridays for laundering. If desired, you may also choose to send one stuffed animal with your child for comfort. These rest items must fit within your child’s cubby space. We offer quiet rest time for all children as directed by child care licensing bureau regulations. Children are provided with adequate sleep, and are not woken up from a nap or forced to remain awake when they are tired. Depending on the needs of the classroom, children who choose not to nap will be offered peaceful activities.

PERSONAL ITEMS
Please encourage your child to leave valuable personal items such as toys at home. We are not responsible for items lost, broken, stolen or ruined.

PROGRAM HOURS | LATE PICK UPS
Our program runs from 7:00 am to 6:00 pm. We encourage families to have a consistent drop-off routine that provides stability for your child. We ask that all children are dropped off by 9:00 am or that you call the director if you will be late. Please be considerate of your child at pick up time. Our centers close at 6:00 pm. Even a short delay can seem endless to a child who is waiting. If someone other than you will pick up your child, be sure he/she is on the authorized pick up list. Whenever possible, introduce us personally
to any babysitters, friends or relatives who will be picking up your child. For your child’s safety, we will not let your child leave with someone who does not have clear signed permission to do so. If we do not know them by sight we will ask to see photo identification. No person including parent(s) and guardian(s) appearing to be intoxicated or under the influence of drugs may remove a child from program and the program reserves the right to consult with the authorities and/or suggest alternative transportation.

Parents or guardians (or designees) are expected to contact our childcare staff if they’re going to be late. Failure to pick up children at closing time will result in a fee of $15 for the first 15 minutes you are late, $5 for each additional 5 minutes you are late. Continual lateness will lead to removal of the child from our care. In the event childcare staff do not receive prior notice from the parent or guardian, the following procedure will be followed:

- YMCA staff will call the parent or guardian for instructions.
- If contact cannot be made, YMCA staff will call the emergency numbers in the child’s file.
- If at 6:30 PM, we are unsuccessful in reaching the parent/guardian, we may notify the police that your child needs to be picked up.

**Vacation**

Strafford County and Downtown Manchester full-time preschool child care participants will be allotted two one-week vacations Monday-Friday (when payment is not required) per program year. This request must be given to the director in writing no less than two weeks in advance.

**Discipline/Anti-Bullying Policy**

Our behavior guidance policy is based on positive reinforcement and the belief that praising appropriate behavior and modeling the Y’s four core values of caring, honesty, respect and responsibility are the best ways to help children learn to make positive choices and develop self-control.

At the Y, we make it our priority to provide each child with a safe experience. Children who behave in an unsafe manner during program put themselves and others at risk.

Y Staff are trained in positive behavior management and will exhaust all efforts of re-direction prior to a suspension. Children will be given the opportunity to (de-escalate) (re-group themselves) in a safe space, process the incident with a staff member and identify the core value(s) that have been broken.

To help with the disruptive behavior staff will take the following steps:

- Try to redirect a child from negative behavior.
- Reassess environment, appropriateness of activities, and supervision.
- Use positive methods and language while re-directing children.
- Proactively praise appropriate behaviors.
- Consistently apply consequences for rules.
- Child(ren) will be given verbal warnings.
• Child(ren) will be given time to regain control.

If a discipline issue does arise, the steps listed below will be taken (may vary based on the situation, but we strive to take this order of intervention):

1. verbal warning
2. loss of choice/removal from an activity
3. written warning and conversation with a parent/guardian
4. conversation with director and parent/guardian
5. removal from program

Infractions of the discipline/anti-bullying policy include:

- disrespect, verbal or physical aggression toward staff, other adults, or participants
- continuous disruption/uncooperative behavior
- exhibiting behavior that endangers the safety of the participants
- attempting to leave the premises without staff permission
- consistently disregarding the rules and authority of the staff
- possession or pretending to possess weapons
- racism, fighting, bullying, vandalism, and swearing
- destruction of property or belongings (theirs or others)
- possession of drugs and alcohol

Upon review of the incident, parents/guardians may be contacted to speak to their child or requested to pick up their child immediately. Suspension guidelines are as follows: a one day suspension for the first offense, a three day suspension for the second offense, and a five day suspension for the third offense. Any child who is a threat to themselves or others or is a repeat offender will be expelled. All suspensions and expulsions are at the discretion of the Y directors. If your child misses days due to suspension or expulsion, no refunds will be provided.

DEFINITION OF BULLYING

Behavior by an individual or group, usually repeated over time that intentionally hurts another either physically or emotionally. Three conditions used to define behaviors as bullying:

- repetitive, willful, or persistent
- intentionally harmful
- an imbalance of power leaving the person feeling defenseless

These may include:

- taunting
- spreading rumors
- excluding others from groups
- kicking, hitting, or pushing

WITHDRAWAL

If you wish to withdrawal your child from the Early Learning Center, a two week written notice must be given for withdrawal from the program. Parents/Guardians will be financially responsible for those two weeks.
PERMANENT WITHDRAWAL
Possible reasons for suspension and/or termination from child care services are:

- Outstanding balances
- Repeated late pick
- Repeated failure to inform YMCA of child’s absences

PAYMENT SCHEDULE

- **Weekly option:** Payments are made automatically through credit card, debit card, and checking or savings account bank draft on the Saturday prior to the week of service. A signed authorization form is required for this option.

- If your child will be absent on a scheduled day, you must inform the center by calling the director. Failure to do so will result in a $25 charge. Should unreported absences become excessive, the director has the right to terminate services.

- No credit will be given for days absent and tuition must be paid in full and will not be prorated for partial weeks. Tuition for part time children is a weekly fee and will not be prorated for partial weeks. Payment in full will also be charged when the program is closed due to inclement weather.

- No child will be allowed to register for child care programs until all previous balances are paid in full.

- If your child is absent from program, no credit will be given and you cannot select an alternate day to attend. If you need to adjust your schedule (change days, add or delete days, etc), you must complete a Change of Status Form that can be obtained from your site director. All changes must be received by Wednesday of the week prior.

FINANCIAL ASSISTANCE

At the Y, we do offer financial assistance for those families in need. We also accept State of New Hampshire child care scholarship. All families who receive financial assistance, whether through the Y or the state, must stay current with their payments. Proof of state assistance and a completed **Child Care Provider 1863** must be submitted. Be aware if your child does not attend the child care program for any reason, the state may not reimburse the Y and you will be responsible for the weekly fee.

INSUFFICIENT FUNDS

Payment is due prior to services rendered. There is a $20 fee that is assessed for inability to receive payments due to insufficient funds. Excessive returned payments may result in termination from the program.

COMMUNICATION AND SUPPORT

A strong relationship between parents/guardians and teachers forms the foundation for each child’s positive experiences in childcare. You are
encouraged to talk openly with teachers, to help establish this relationship. Continuity between home and YMCA childcare is essential to providing a meaningful experience for your child. Please tell us about any changes or special activities at home. The more familiar we are with your family, the more understanding, supportive and helpful we can be. Family conferences are formally offered twice a year, and can be requested at any time.

Any custody issues must be discussed with a director prior to you child’s start date. Legal documents from the court system are required.

FAMILY NIGHTS
Family Events are offered at YMCA branches and at all our Early Learning Centers. These are fun activities for the whole family and a great way to get to know other families in the program and the community. Please join us as often as possible.

OPEN DOOR POLICY FOR PARENTS/GUARDIANS
We have an open door policy that encourages any parent or guardian to visit your child or observe the operation of our program during program hours. Parents or guardians have unlimited access to the program and your child at any time while your child is in our care.

REQUIRED HEALTH FORMS
In our continuous efforts to provide the best possible care to our program attendees, The Granite YMCA is partnering with CampDoc.com. CampDoc.com is an electronic health record system for camps and child care and will help us consolidate and integrate your child’s health information into a centralized and secure location. Their system will give The Granite YMCA staff instant access to their health information, a key component in providing quality care.

The security, confidentiality and privacy of your child’s personal health information will always be protected. Only The Granite YMCA staff will have access to their health information, and the CampDoc.com site is secure, encrypted and password protected.

RETURNING CAMP DOC USERS
You will receive a welcome e-mail from CampDoc.com with information about how to complete your child’s health information.

- click the link in this e-mail to log in to your CampDoc.com account
- follow the instructions, and confirm or update the health profile for your child. Alerts will appear for any missing required information
- upload any required or update expired documents to your CampDoc.com account
- return to CampDoc.com at any time to make changes/updates to your child’s health information before camp begins
NEW CAMP DOC USERS

You will receive a welcome e-mail from CampDoc.com with information about how to complete your child’s health information.

- click the link in this e-mail to set a password for your CampDoc.com account
- follow the instructions, and complete the health history for your child
- alerts will appear for any missing required information
- upload any required documents to your CampDoc.com account
- return to CampDoc.com at any time to make changes/updates to your child’s health information before program begins.

HEALTH & SAFETY

You will be notified as soon as possible if your child develops symptoms of an illness. Our staff will help the child stay comfortable and notify the director if any child in care exhibits the illnesses or symptoms noted below. Please refer to the chart on pages 12 - 13 for more information. With most illnesses, children have either already exposed others before becoming obviously ill (i.e., colds) or are not contagious one day after beginning treatment (i.e., strep throat). The waiting period required after the onset of treatment varies with the disease. If a doctor places your child on an antibiotic, your child shouldn’t attend our care until she/ he has been on medication for at least 24 hours and is fever free without over-the-counter fever reducing medication. If your child seems really sick without obvious symptoms, please keep her/him home.

MEDICATIONS

In accordance with HE C 4002.18, the Authorization to Administer Prescription and Non-Prescription Medication form must be completed prior to the administration of any prescription or non-prescription medication. Prescription medication will be administered in accordance with the printed prescription label, which must be attached to the original prescription container.

Non-prescription medication must be in original container, and will be administered in accordance with the manufacturer’s printed instructions. If there are no manufacturer’s printed instructions for the age of the child, the program may administer the non-prescription medication in accordance with the written, dated, and signed instructions from the child’s parent, including a statement that the instructions have been reviewed/approved by the child’s licensed health practitioner, or with signed, dated written instructions from child’s licensed health practitioner.

Communicable diseases or infestations must be reported immediately. Children who have contracted such diseases may not return until cleared by a physician. A physician’s note will be required for reentry into the program.

Upon staff administering medication, documentation will be completed on designated form to include medication, dosage, date and time, and staff signature.
EMERGENCY TRANSPORTATION

In the event of a major emergency such as a broken bone, puncture wound, etc. your child will be transported by ambulance to the nearest medical facility. It’s the responsibility of the parent / guardian/responsible adult to pay medical bills. The Y holds no insurance for program participants. Please ensure that your child’s insurance carrier and policy number are listed with her/his medical information.

CONFIDENTIALITY

Your child’s records are kept private at the branch and stored electronically. Parents/guardians who have legal custody have the right to see their child’s records at any time. There are certain situations and paperwork that will require a court subpoena to accommodate requests.

<table>
<thead>
<tr>
<th>ILLNESS/INFECTION/SYMPTOMS</th>
<th>SHOULD CHILD STAY HOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Yes</td>
</tr>
<tr>
<td>Cold</td>
<td>No (without fever)</td>
</tr>
<tr>
<td></td>
<td>Yes (with fever)</td>
</tr>
<tr>
<td>Coxsacki (hand, foot, mouth disease)</td>
<td>Yes (with fever)</td>
</tr>
<tr>
<td>Diarrhea (two or more stools)</td>
<td>Yes</td>
</tr>
<tr>
<td>Ear infection</td>
<td>No (with doctor’s diagnosis)</td>
</tr>
<tr>
<td>Fever 101 degrees</td>
<td>Yes</td>
</tr>
<tr>
<td>Fifth disease</td>
<td>No (without fever)</td>
</tr>
<tr>
<td></td>
<td>Yes (with fever)</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Yes</td>
</tr>
<tr>
<td>Lice</td>
<td>Yes</td>
</tr>
<tr>
<td>Conjunctivitis (pink eye)</td>
<td>Yes</td>
</tr>
<tr>
<td>Undiagnosed rash</td>
<td>Yes</td>
</tr>
<tr>
<td>Roseola</td>
<td>Yes (with fever)</td>
</tr>
<tr>
<td>Rota Virus</td>
<td>Yes</td>
</tr>
<tr>
<td>Thrush</td>
<td>No (should seek treatment)</td>
</tr>
<tr>
<td>Strep Throat</td>
<td></td>
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<tr>
<td>Scabies</td>
<td>Yes</td>
</tr>
<tr>
<td>Vomiting</td>
<td>Yes</td>
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</tbody>
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ILLNESS/INFECTION/SYMPTOMS SHOULD CHILD STAY HOME

- **Chicken Pox**: Yes
- **Cold**: No (without fever), Yes (with fever)
- **Coxsacki (hand, foot, mouth disease)**: Yes (with fever)
- **Diarrhea (two or more stools)**: Yes
- **Ear infection**: No (with doctor’s diagnosis)
- **Fever 101 degrees**: Yes
- **Fifth disease**: No (without fever), Yes (with fever)
- **Impetigo**: Yes
- **Lice**: Yes
- **Conjunctivitis (pink eye)**: Yes
- **Undiagnosed rash**: Yes
- **Roseola**: Yes (with fever)
- **Rota Virus**: Yes
- **Thrush**: No (should seek treatment)
- **Strep Throat**: 
- **Scabies**: Yes
- **Vomiting**: Yes
<table>
<thead>
<tr>
<th>ILLNESS/INFECTION/SYMPTOMS</th>
<th>SHOULD CHILD STAY HOME</th>
<th>WHEN CHILD CAN COME BACK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Yes</td>
<td>When all blisters/pox have scabbed over</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Refer to fever</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Refer to fever</td>
</tr>
<tr>
<td>Cold</td>
<td>No (without fever)</td>
<td>Diarrhea is resolved and no episodes of vomiting or diarrhea for 24 hours</td>
</tr>
<tr>
<td></td>
<td>Yes (with fever)</td>
<td>Fever free for 24 hrs and fever reducing medication have not been given in the past 8 hours or on prescribed medication for 24 hrs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Refer to fever</td>
</tr>
<tr>
<td>Coxsacki (hand, foot, mouth disease)</td>
<td>Yes (with fever)</td>
<td>When treatment has begun</td>
</tr>
<tr>
<td></td>
<td></td>
<td>When they are nit free</td>
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<tr>
<td></td>
<td></td>
<td>24 hours after treatment has begun</td>
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<tr>
<td></td>
<td></td>
<td>Well or cleared by child’s physician as non-contagious</td>
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<tr>
<td></td>
<td></td>
<td>Refer to fever</td>
</tr>
<tr>
<td></td>
<td></td>
<td>24 hours after treatment has begun and fever free</td>
</tr>
<tr>
<td></td>
<td></td>
<td>24 hours after treatment has begun</td>
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<tr>
<td></td>
<td></td>
<td>Children can return the day after treatment is complete</td>
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<td></td>
<td></td>
<td>No episodes of vomiting or diarrhea for 24 hours</td>
</tr>
</tbody>
</table>

**OUTSIDE ANY Y PROGRAM**

Staff are not allowed to be alone with any children they meet in any Y program beyond a Y program setting. This includes any form of communication (phone calls, emails, instant messages, text messages, etc.). Babysitting, sleep overs and inviting a staff to a child’s home are prohibited unless one of the following conditions exists:

- The staff person and the child’s family have a relationship that pre-dates employment by the staff or volunteer who work at the Y.
- The staff person and the child’s family have a relationship that pre-dates the child’s enrollment in the YMCA program.
- The staff person and the child or the child’s family are related.

We recognize that children may ask staff to attend her/his sporting event, dance recital, birthday party, etc. This is permitted so long as it’s a public
event and the child and staff person are not alone. Under no circumstances may our staff transport any child in her/his personal vehicle.

MANDATED REPORTERS

Mandated Reporter New Hampshire law (RSA 169-c:29-31) requires that any person who suspects that a child under the age of 18 has been abused or neglected must report that suspicion immediately to New Hampshire Division for Children, Youth, and Families (DCYF). All Y staff are required to be trained in Child Abuse Prevention.

The staff may not notify parents/guardians when the police or DCYF are called about possible child abuse, neglect, or exploitation, except on the recommendation of DCYF or the police when they are called.

PHOTOGRAPHING CHILDREN

Y staff photograph and/or videotape children for various reasons such as promotional materials, Facebook, program brochures, on bulletin boards and in cubbies. If you do not wish to have your child’s photograph utilized for print or electronic promotional purposes, please indicate this in the agreement section of CampDoc.

STATE-LICENSED PROGRAM

The YMCA Early Learning Center in Rochester and Manchester is a state-licensed and/or licensed plus child care program. We meet all standards set by the New Hampshire Bureau of Child Care Licensing (BCCL). We follow strict standards in hiring our staff, food service, staff-to-child ratios, registration procedures, among other things. If you have any questions, please feel free to call the New Hampshire Bureau of Child Care Licensing (BCCL) at 603.271.9025

USDA NONDISCRIMINATION STATEMENT

SNAP and FDPIR State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

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

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

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

(1) Mail:  U.S. Department of Agriculture
      Office of the Assistant Secretary for Civil Rights
      1400 Independence Avenue, SW
      Washington, D.C. 20250-9410;
(2) Fax:    (202) 690-7442; or
(3) Email:  program.intake@usda.gov.

This institution is an equal opportunity provider.

Civil Rights

IF LANGUAGE ASSISTANCE IS NEEDED FOR CIVIL RIGHTS PURPOSES, PLEASE CONTACT THE NH COMMISSION FOR HUMAN RIGHTS AT: 1-603-271-2767, DIAL “0”, ASK FOR AN INTERPETER.

SI ASISTENCIA DE LENGUAJE ES NECESARIO PARA CIVILES DERECHOS PROPÓSITOS, POR FAVOR CONTACTO CON LA COMISIÓN NH LOS DERECHOS HUMANOS A: 1-603-271-2767, MARCAR “0”, PEDIR UNA INTERPETER.

SNOW DELAYS/EARLY RELEASE

The Early Learning Center follows the following policy in regards to snow emergencies: If Manchester Public Schools or Rochester Public Schools delay opening or cancels school, the ELC will open at 8:00 am. If Manchester Public Schools cancel afternoon activities, the ELC will close at 5:00 pm. Please watch your email for alerts. If you are unable to access email during the day, please alert the staff so that we can reach you by other means in the event of an emergency. Our late policy will apply beginning at 5:00 pm on snow days.

Our goal is to provide high quality care in an atmosphere of love and respect that fosters growth, caring, honesty, respect, and responsibility. This institution is an equal opportunity provider.

Thank you for sharing your child with us!

YMCA CHILD CARE CLOSINGS

The Early Learning Center is closed on the following holidays or the day the holiday is observed:

- New Year’s Day
- Memorial Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- Martin Luther King Day
- Independence Day
- Veterans’ Day
- Day After Thanksgiving
- Other days may be included with notice

In the event of an unscheduled closing or emergency weather related closings, please check our website or WMUR.
YMCA OF DOWNTOWN MANCHESTER
30 Mechanic Street, Manchester, NH
Early Learning Center: 603.232.8655

YMCA OF STRAFFORD COUNTY
35 Industrial Way, Rochester, NH
Early Learning Center: 603.994.4113

WWW.GRANITEMYCA.ORG/CHILD-CARE