



# TIME TO EXPLORE



## SCHOOL AGE CHILD CARE PARENT/GUARDIAN HANDBOOK

MANCHESTER • GOFFSTOWN • CONCORD • LONDONDERRY  
PORTSMOUTH • SOMERSWORTH

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## CONTACT INFORMATION

### YMCA OF DOWNTOWN MANCHESTER | 30 Mechanic Street, Manchester, NH

**School Age Director:** 603.232.8694

#### **Before and After School Site Locations**

**Cardinal Lacroix:** *Coming Soon*

**Webster:** 603.860.7521

**Green Acres:** 603.315.3788

**Weston:** 603.759.3671

**Jewett Street:** 603.305.1544

**Y Kids Club:** 603.623.3558

### YMCA ALLARD CENTER OF GOFFSTOWN | 116 Goffstown Back Road, Goffstown, NH

**School Age Director:** 603.232.8633

#### **Before and After School Site Locations**

**Bartlett School:** 603.913.1681

**YMCA Allard Center:** 603.497.4663 (ext. 2169)

**Maple Avenue:** 603.315.4364

### YMCA OF CONCORD | 15 N. State Street, Concord, NH

**School Age Director:** 603.228.9622 (ext. 1134)

#### **Before and After School Site Locations**

**Abbot Downing:** 603.290.7000

**Loudon:** 603.783.1136

**Beaver Meadow:** 603.290.7122

**YMCA of Concord:** 603.496.8750

**Boscawen:** 603.783.1137

### YMCA OF GREATER LONDONDERRY | 206 Rockingham Road, NH

**School Age Director:** 603.437.9622 (ext. 8649)

#### **Before and After School Site Locations**

**Londonderry YMCA:** 603.437.9622

**North Elementary:** 603.216.9010

**Golden Brook:** 603.396.8375

**South Elementary:** 603.216.9009

**Matthew Thornton:** 603.216.9203

**Windham Center:** *Coming Soon*

### YMCA OF THE SEACOAST | 550 Peverly Hill Road, Portsmouth, NH

**School Age Director:** 603.994.4113

**After School Program Site at YMCA Camp Gundalow:** 603.994.4157

**Before School Program Site at Horace Mitchell Primary School:** 603.396.8270

### THE GRANITE YMCA OF SOMERSWORTH | 35 Bartlett Ave, Somersworth, NH

**School Age Director:** 603.994.4113

**Idlehurst School:** *Coming Soon*

## 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, Concord, Londonderry, Portsmouth, and Somersworth. 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.

## REQUIRED PAPERWORK

Parent/guardians must complete a new contract for each program school year, along with any additional required forms. All your required forms will be attached to your YMCA account. Once you have registered your child(ren) for child care you will receive an email to complete the required forms.

**Any child without their account reflecting 100% completion will not be allowed to attend the program until all of the information and required documents have been uploaded to the child's account.** Your child must have a complete physical within the last two years (one year for children under the age of 6) and record of all immunizations received to date. 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/programs-services/disease-prevention/immunizations/immunization-exemptions-children](http://www.dhhs.nh.gov/programs-services/disease-prevention/immunizations/immunization-exemptions-children).

## EMERGENCY CONTACT AND AUTHORIZED PICK UP

Parent/Guardians are required to list an emergency contact person on the account. This person would assume responsibility for your child(ren) if you could not be reached in an emergency. This person is also authorized to pick up your child(ren). There should also be listed at least two non-emergency authorized pick-up people on account for your child(ren).

## 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. The New Hampshire Bureau of Child Care Licensing Unit also has the right to review all child care records. There are certain situations and paperwork that will require a court subpoena to accommodate requests.

## BEFORE & AFTER SCHOOL 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 full day programs.

## DAILY SCHEDULE (SAMPLE)

### BEFORE SCHOOL

Morning programs offer a variety of activities and choices until the start of the school day. There will not be food served during this program, however children may bring their own snack or breakfast with them. Food or snacks brought into the program must follow the school policy. Kids will stay engaged with arts and crafts, board games, and group games. Due to licensing standards, insurance coverage, and school policies, parents/guardians and children cannot enter the building before the start of program each morning. If there are any variations in the room assignments, clear signage will be posted.

### AFTER SCHOOL

In the afternoon, YMCA children are dismissed to the designated site location. Schedules vary site to site, but include:

- Arrival, attendance, announcements
- Healthy snack and access to water
- Homework support
- Outdoor play
- CATCH Coordinated Approach to Child Health, a program to teach healthy lifestyle through physical activity, nutritional education, and much more!
- Enrichment (STEM, arts, and more)
- Choice time
- Character development which focuses on the Y core values

## NO SCHOOL DAYS

There are several days throughout each school year when school is not in session, but the Y is open. For an additional fee and separate registration, you can enroll your children in our programs. We provide a variety of enrichment opportunities and activities. The Y will run an all-day program from 7:00 AM - 5:30 or 6:00 PM (time varies by branch) except on snow days (see snow day info below). Parents/Guardians are required to supply a nutritious lunch for full day care. Registration forms will be available at the sites. Pre-registration is required. Children do not have to be enrolled in the School Age Child Care Program in order to participate in our programs, but some state-required paperwork must be on file ahead of time. **Please note that Kittery will not offer programming on No School Days.**

## SCHOOL VACATION WEEKS

During vacation weeks (December, February, and April), the Y runs a vacation camp program at select branches. We offer theme-based programs, gym games, and other choice activities. Spots are filled on a first come, first serve basis. The vacation camps fill quickly. If you require child care services during these weeks, please be aware of the registration deadlines. To enroll in vacation camps you must have a zero balance with the Finance Department. Registration forms will be available at the sites, pre-registration is required. \*Please note that Kittery will not offer vacation camps during school vacation weeks.

## SNOW DAYS AND INCLEMENT WEATHER

The Y offers full day care on most snow days for current program participants. For our Y Facility and Community Members who are not currently enrolled in our school age child care programs, you must complete the necessary paperwork. Our snow day programs run from 8:00 AM - 5:30 or 6:00 PM (time varies by branch). See your child's site for specific inclement weather policies. Parents/Guardians are required to supply a nutritious lunch for full day care. The Y facility and program opening and closing information will be announced on WMUR and will be posted on the YMCA Facebook page. **Please note that the Kittery program will be closed if there is a snow day or a 2-hour delay in Kittery.**

## EARLY RELEASE DAYS

In the event of a planned release day, see your child's site for specific details about program and pricing. Registration forms will be available at the sites.

## MEALS & SNACKS

The YMCA of Downtown Manchester will provide the child care participants with breakfast, lunch, and snack. Meals and snacks are prepared in accordance with SFSP and CACFP guidelines. Breakfast is served between 8:00-9:00 a.m. Lunch begins serving at 11:30 a.m. and mid-afternoon snacks are served between 1:30-3:30 pm. All food is provided by the YMCA daily and the only time families should provide food is for special occasions such as holiday or birthday parties. When this is the case, families must provide items that are packaged with labels and peanut free. **All other sites will provide snacks for after school programs.**

Under a partnership between the YMCA of the Seacoast and the Kittery School District, students participating in the Mitchell Primary School before care program will be provided breakfast by the school.

## DROP-OFF AND PICK-UP PROCEDURES

The Y developed the following procedures with the child's interest and safety in mind:

- The parent/guardian is responsible to sign their child in and out daily
- Any adult who picks up a child must be listed on account as parent/guardian, emergency contact, or alternate pick up individual.

- A photo ID is required every day for all adults who pick up a child. This is for the safety of your child.

If another adult will be picking up your child, you are required to provide a written note each time with alternate pick up person's contact information. If you would like to add a new authorized pick up person to your list, please update your YMCA account online.

If there is a custody dispute, we require you to provide legal documentation so we may better protect your child. A written note from a parent/guardian will not be sufficient.

No person including parent(s) and guardian(s) appearing to be intoxicated or under the influence of drugs may remove a child from the site. The after school program reserves the right to consult with the authorities and/or require alternative transportation.

## LATE PICK UP

All children must be picked up by program close. **If you are running late and will not be able to make it to the site by program close, we ask that you call the site it helps put your child at ease.** If we have not heard from you by five minutes after closure, we will call all parents/guardians and emergency contacts until we reach someone. If at 30 minutes after closure, we are unsuccessful in reaching anyone, we may notify the police that your child needs to be picked up. If the parent/guardian/authorized release person is not there by program close, late charges will be applied as follows and will be billed to your account:

- \$15 for the first 15 minutes you are late
- \$ 5 for each additional 5 minutes you are later

Repeat late offenses could result in termination of services from the after school program.

## ABSENCES

**Parents/Guardians need to call their child's site if they will not be attending the YMCA program on their scheduled day.** This will assure the staff of the safety and whereabouts of your child. Failure to do so will result in a charge of \$25. Should unreported absences become excessive, the director has the right to terminate services.

If we have not heard from you, and your child is not at the program we must treat the situation as a missing child. We will call all parents/guardians and emergency contacts until we reach someone. If after a second attempted round of calls we are unsuccessful in reaching anyone, we may notify the police that your child is missing. We do not prorate or credit absences.

## CHILDREN PARTICIPATING IN OTHER PROGRAMS

If your child will be attending a school-sponsored or YMCA activity after school and will be coming to the after school program when that activity is over, a written note from the parent/guardian listing the days their child will be attending and the time they are expected to return to the program is required.

All participants must check in with the Y site director before heading to a school sponsored or other Y activity. If your child does not check in and the parent/guardian has not notified the Y of the child's absence, a phone call will be made to inform the parent/guardian that the child did not check in at the program.

## CHARACTER DEVELOPMENT PROGRAM

At the Y, we encourage and strive to help develop our four core values of caring, honesty, respect and responsibility in our participants. Understanding and displaying the Y's core values are vital to our commitment of offering a safe, fun and nurturing experience for all.

In School Age Child Care, our Character Development program recognizes children as a "Character Rockstar". We provide recurring recognition through daily shoutouts, weekly certificates and monthly t-shirt winners. At the end of the school year, all Character Rockstar winners are invited to a celebration at the Y honoring their hard work.

## PARENT/GUARDIAN & STAFF COMMUNICATION

Y staff strive to keep parents/guardians informed of their child's activities and behaviors while enrolled in the program. Take note of the special program flyers and announcements available at the check-out table including weekly or monthly calendars and periodic newsletters highlighting activities, events, and special theme days.

Y staff are present during check-in/check-out times, which is a great opportunity to communicate any concerns regarding your child's time with us. Any special needs or challenges your child may be having at home may impact their experience, so please keep us advised of such circumstances so we may provide the best possible experience for your child. Communication is the key to success. Any custody issues must be discussed with a director prior to your child's start date and/or as they occur. Legal documents from the court system are required.

## PERSONAL BELONGINGS/ELECTRONICS

The Y is not responsible for any items that the child may bring to the program. We ask that your child not bring any home toys and electronic devices, including cell phones, to the program. **Personal cell phone use by children is not allowed. If you have your child carry a cell phone for safety purposes, please instruct them to leave it in their bag. Your child may use the site phone if they need to contact you for any reason.**

## APPROPRIATE ATTIRE

Sneakers will be necessary each day as we have daily active play. If your child is wearing something that is inappropriate for active play they may have to sit out of certain activities. Flip flops and sandals are not allowed.

## DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY

**To be reviewed by parent/guardian and child prior to attendance.**

The YMCA staff uses positive behavior management techniques that are developmentally appropriate and adhere to the YMCA's four core values of Caring, Honesty, Respect, and Responsibility. Our programs offer large group opportunities and are not intended for individual 1:1 care. Using these behavior management techniques, our staff will:

1. Develop program rules and expectations that are clear, consistent, and fair. Children will participate in establishing group expectations as developmentally appropriate.
2. Teach children conflict resolution and interpersonal skills that empower them to solve and regulate social and emotional challenges effectively.

3. Encourage behavior that supports the YMCA's four core values (Caring, Honesty, Respect and Responsibility).
4. Use natural and logical consequences while redirecting children to a more acceptable behavior or activity.
5. Provide intentional opportunities for children to express thoughts and feelings in a safe and judgement-free environment.

**Staff will follow the below strategies to address behaviors:**

1. Take a Break – invite a child to step away from a negative or challenging situation so they can regain control of their emotions and behavior. Staff will check in and assist child with rejoining the group.
2. Verbal or written communication to parent/guardian regarding a child's behavior.
3. Develop a Behavior Action Plan/Improvement Plan

**Disipline action steps:**

1. Behavior Write-Up & Suspension – Staff will document behaviors and incidents that are recurring and/or serious. Upon review of the incident, the following suspension policy may be enacted:
  - 1st Incident: 1-day suspension
  - 2nd Incident: 3-day suspension
  - 3rd Incident: 5-day suspension
  - 4th Incident: Program Termination
2. Termination – Our Youth Programs cannot serve children who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to behavior that:
  - requires constant attention from the staff
  - inflicts physical or emotional harm to children, staff or self
  - abuses the staff and/or ignores or disobeys the rules
  - jeopardizes the health or safety of self or others
  - contradicts our core values of Caring, Honesty, Respect and Responsibility

If a child cannot adjust to the program setting and adhere to behavior expectations, the child may not be able to return to the program. Reasonable efforts will be made to assist children in adjusting to the program environment. Our program leadership reserves the right to excuse a child early due to behavior. If your child misses days due to suspension or expulsion, no refunds will be provided.

We strive to support children and families with program and community resources to encourage positive social and emotional development. Please reach out to your program director if you need assistance finding these resources.

## BULLYING POLICY

**The Granite YMCA has a zero tolerance policy regarding bullying.**

**Bullying Definition:** 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

Behaviors may include:

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

## CHILDREN WHO FLEE

The staffing structure and physical layout of our program space requires that all children stay with their group. We have established very strict policies for the rare occasion when a child might leave the group. Children who leave the group, but who remain on site may be suspended. If a child leaves the premises, we will call the police to help us locate the child and take disciplinary actions from there.

## WITHDRAWAL & SCHEDULE CHANGES

If you wish to withdraw your child from the program, a two-week written notice must be given. Parents/Guardians will be financially responsible for those two weeks. Change of status forms may be found at parent/guardian information tables at all sites.

## PAYMENT SCHEDULE

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.

- Your weekly tuition is based on the number of school days divided by the number of weeks during the year.
- The calculation results in equal weekly payments throughout the year regardless of holidays or days off for inclement weather.
- Please note that part-time participants are charged for all scheduled school days during the year.
- The full week of December, February, and April vacations are not included in this calculation.

**Your weekly payment plan will start based on your registration start date. No credit will be given if your child is not able to start due to missing paperwork.**

No credit will be given for absences 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 submitted two weeks prior in order to take effect. A morning or afternoon can be added for an additional fee depending on availability.

## FINANCIAL ASSISTANCE

At the Y, we do offer financial assistance for those families in need. We also accept



State of New Hampshire reimbursements. Proof of assistance and a completed child care provider form (1863) must be provided at time of registration. All families who receive financial assistance, whether through the Y or the State, must also stay current with their payments. Families are responsible for all fees not paid by the state. The state will not pay late or no-call fees. For more information, please contact the registrar.

## INSUFFICIENT FUNDS FEE

There is a \$20 fee that is assessed for inability to receive payments due to insufficient funds. Any accounts two weeks past due will result in termination of program until balance is rectified. Excessive return payments may result in termination from the program.

## HEALTH RELATED REMINDERS

Communicable diseases or infestations such as chicken pox, strep throat, conjunctivitis, etc. must be reported immediately. Any child suspected to have any of these communicable diseases will be sent home immediately. Children may return once they have been on medication for at least 24 hours and have obtained a physician's note.

To protect the health of the other children and our staff, a child will be prohibited from attendance if they currently have, or in the past 24 hours have had, any of the following:

- Temperature of 101° or higher
- Vomiting
- Diarrhea
- Are unable to perform during the regular daily schedule of activities

If your child is sent home for any of the above, we ask that your child not return for at least 24 hours.

## MEDICATION POLICY

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 instruction. 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 instruction have been reviewed/approved by the child's licensed health practitioner, or with signed, dated written instruction from the child's licensed health practitioner.

Should your child have any allergies, particularly food allergies or allergies to bee stings, be sure to notify the staff at the program. If your child carries an Epi-pen for their allergic reactions or an inhaler, a Medication Administration Form needs to be completed by a physician and an extra Epi-pen or inhaler needs to be kept at the program.

Upon staff administering medication, documentation will be completed on designated

form to include medication, dosage, date & time, and staff signature.

## FIRST AID & EMERGENCY CARE POLICY

There will always be someone available on-site who is certified in first aid and CPR. Staff members are trained and informed of the policies and procedures to follow in the event of injury or illness. The staff will take the following steps if your child requires emergency care:

- Attempt to contact the parent or guardian
- Attempt to contact any emergency contacts listed on child's account
- If we cannot contact you, and it is a life-threatening situation, we will call for an ambulance and your child will be transported to the hospital in the company of a staff member

Each child must have emergency information completed on their YMCA account. Parents/Guardians must keep this information updated. If you change jobs or will be traveling, we must know how to reach you in an emergency.

## PHOTOGRAPHING CHILDREN

Y staff photograph and/or videotape children for various reasons such as promotional materials, Facebook, program brochures, and character rock stars. If you do not wish to have your child's photograph utilized for print or electronic promotional purposes, you must give a written request to the child care director.

## STATE-LICENSED PROGRAM

The YMCA School Age Child Care Program in Manchester, Goffstown, Concord, Portsmouth, and Somersworth are a state-licensed child care programs. The YMCA School Age Child Care Program in Rochester and Londonderry are a state-licensed and 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, and registration procedures. If you have any questions, please feel free to call the New Hampshire Bureau of Child Care Licensing (BCCL) at 603.271.9025

## MANDATED REPORTER

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.

## 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 their 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 their personal vehicle.

## USDA NONDISCRIMINATION STATEMENT

USDA Nondiscrimination Statement | Food and Nutrition Service In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation.

**The completed AD-3027 form or letter must be submitted to USDA by:**

- MAIL:** U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- FAX:** (833) 256-1665 or (202) 690-7442
- EMAIL:** [Program.Intake@usda.gov](mailto: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 “O”, ASK FOR AN INTERPRETER.

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 “O”, PEDIR UNA INTERPRETER.

## YMCA CHILD CARE CLOSINGS

The Y is closed on the following holidays or the day the holiday is observed:

- |                    |                          |                 |
|--------------------|--------------------------|-----------------|
| • New Year’s Day   | • Martin Luther King Day | • Memorial Day  |
| • Independence Day | • Labor Day              | • Veterans’ Day |
| • Thanksgiving Day | • Day After Thanksgiving | • Christmas Day |

In the event of an unscheduled closing or emergency weather related closings, please check our website or WMUR.

## FIELD TRIP POLICY

Field trips are a valuable part of our program, and children’s safety is our top priority. Each child is assigned to a specific staff member, who is responsible for knowing the child’s name, identity, and whereabouts at all times. A designated Trip Leader oversees the outing and ensures all safety procedures are followed.

Staff conduct and document head counts before departure, upon arrival, regularly throughout the trip, before leaving the destination, and when returning to the program. Extra precautions are taken during water activities, including close supervision and following all posted safety rules.

## ADDITIONAL INFORMATION FOR KITTERY FAMILIES

### AGES OF CHILDREN SERVED

Ages 4 – 12

### HOURS OF OPERATION:

6:00AM – 8:00AM

### NUMBERS OF CHILDREN SERVED

49

### OPPORTUNITIES FOR PARENT INVOLVEMENT

We believe parents/guardians are one of the most important parts of our program. Two-way communication is a vital part of our program. You are the most important teacher your child will ever have, and we are glad that you have chosen to share your child’s time with us. We understand that you are very busy with work or school, but we want you to feel a part of your child’s day here. Please talk to the teachers about your child’s day and any concerns you may have. We are here for you as well as your child.

### PROGRAM FEES

GRADES	1 – 3 DAYS	4 – 5 DAYS
K – 5	\$60	\$80



## VACATION POLICY

Program will not operate while school is not in session. Parents/guardians will not be charged when no program is running.

## THE RIGHTS OF CHILDREN

1. Children must be free from emotional, physical and/or sexual abuse, neglect, and exploitation.
2. Each Child has the right to freedom from harmful actions or practices that are detrimental to the Child's welfare, and to practices that are potentially harmful to the Child.

Each Child has a right to an environment that meets the health and safety standards in this rule.

3. Each Child must be provided Childcare services without discrimination to race, age, national origin, religion, disability, sex or family composition.
4. Children must be treated with dignity, consideration, and respect in full recognition of their individuality. This includes the use of developmentally appropriate practices by the Child Care Facility.
5. Each Child has the right to the implementation of any plan of service that has been developed for that Child in conjunction with community or state agencies by the Child Care Facility.
6. Each Child has the right to Developmentally Appropriate activities, materials, and equipment.
7. Children with disabilities have the right to reasonable modifications to Child Care Facility policies and practices.

## EMERGENCY PROCEDURE AND RELOCATION INFORMATION

The safety of the children in our program is a top priority. We will do everything in our power to keep your child safe and comfortable throughout the day. Occasionally accidents do happen and in such cases the children will be cared for appropriately. An accident report will be completed and a copy sent home at the end of the day. Depending on the incident, the child's reaction or any other unforeseen factors, the parents/guardians will also be notified by phone. In the case of an emergency, staff will contact 911 before calling the parent.

There will always be staff on site that are certified in the basics of first aid and CPR.

In the event of an emergency requiring medical attention your child will be transported to the nearest medical care facility at the discretion of the emergency medical care staff who arrive on the scene. You will be contacted immediately and notified of the location your child will be transported to. A staff person (usually the director) will accompany your child at all times until you arrive at the hospital.

In the case of an emergency and the children need to be evacuated, we will transport to

the RW Traip Academy. Located at 12 Williams Ave, Kittery, ME 03904

## INCIDENT REPORTING AND MANDATED REPORTING

All staff of The Granite YMCA childcare are mandated reporters and legally must report any suspected or actual incidents of abuse on a child. These reports should be made to the School Age Director. You may also make confidential reports to the Department of Health and Human Service Child Welfare section by calling 1-800-452-1999. Failure to report suspected abuse or neglect is a crime.

## RESOURCES AVAILABLE FOR DEVELOPMENTAL SCREENINGS

CDS York  
39 Limerick Road  
Arundel, ME 04046  
P: 207-985-7861  
F: 207-985-6703

## REPORTING OF CHILD DEATH AND SERIOUS INJURY

As a licensed facility childcare facility, we must report any serious injury or child death to our DHHS license worker.



**YMCA OF DOWNTOWN MANCHESTER**

30 Mechanic Street, Manchester, NH | 603.623.3558

**YMCA ALLARD CENTER OF GOFFSTOWN**

116 Goffstown Back Road, Goffstown, NH | 603.497.4663

**YMCA OF CONCORD**

15 N. State Street, Concord, NH | 603.228.9622

**YMCA OF GREATER LONDONDERRY**

206 Rockingham Road, Londonderry, NH | 603.437.9622

**YMCA OF THE SEACOAST**

550 Pevery Hill Road, Portsmouth, NH | 603.431.2334

**THE GRANITE YMCA OF SOMERSWORTH**

15 Bartlett Avenue, Somersworth, NH | 603.692.2081

[www.granitemyca.org/programs/child-care](http://www.granitemyca.org/programs/child-care)