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# YMCA Child Development School Age Programs

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## Philosophy

The YMCA Child Development Programs are designed to help children grow physically, emotionally, socially and intellectually through active participation in a variety of enrichment activities.

## Objectives

The YMCA Child Development Programs have the following objectives:

- ❖ To provide safe, high quality child care for children by exceeding state guidelines and participating in the **Stars for Kids Now** voluntary quality rating system.
- ❖ To employ well trained, professional staff who have a genuine love and respect for children and their families.
- ❖ To offer a variety of stimulating activities in a choice based curriculum.
- ❖ To teach Character Development through modeling and encouraging the values of Caring, Honesty, Respect, and Responsibility.

## Registration

Parents must register their child(ren) for the 2009-2010 school year. Registration is not “rolled over” from previous school year. Registration for YMCA Child Development programs must include the following:

- ❖ A completed registration form
- ❖ \$30.00 registration fee
- ❖ Financial agreement
- ❖ Bank draft form
- ❖ State of KY immunization record

**Failure to provide any documents will result in child(ren) not being enrolled until all information is received. The YMCA Child Development Branch needs up to 2 weeks to process registration. Parents will be contacted via email (or mail if no email address was provided) when registration has been completed and child(ren) can begin attending program.**

Forms and fee for the school year programs must be turned in to the Child Development Branch at 239 E. High Street, Lexington KY 40507. School offices cannot accept registration information. Childcare cannot be provided to any child who has not been registered and paid the registration fee for the 2009-2010 school year. Registration is open for school year programs during the entire school-year, provided a program does not reach the maximum enrollment. **ALL PARENTS ARE ENCOURAGED TO DOWNLOAD THEIR OWN COPY OF THESE POLICIES AND PROCEDURES AT [www.ymcaofcentralky.org](http://www.ymcaofcentralky.org).**

## Payment Policies

### Before/After-School Programs

**You must choose an Attendance/Tuition Option and sign the Financial Agreement.** Payments must be made by bank draft using checking, savings or charged to a credit card. The YMCA accepts MasterCard, Visa and Discover. You may choose to have it drafted monthly on the 1<sup>st</sup> or 15<sup>th</sup>, or weekly on Tuesdays at 12:01am. If you register mid-month or mid-week, the appropriate fees will be immediately drafted when your registration is processed.

If you have specific questions concerning payment options please call the business office at (859) 367-7333. By signing the Financial Agreement, you agree to follow all policies regarding payment. **CREDIT IS NOT GIVEN FOR ABSENCES.** Parents needing occasional care on a drop-in basis (3 times a month maximum) must pay the Emergency Care rate through bank draft ONLY.

### Payment Guidelines

- ❖ Payment must be in the form of credit card draft or checking/savings draft. **Children with outstanding balances for any YMCA Child Development program cannot attend until balance is paid in full.** If outside agencies are paying your childcare fees, the YMCA must have prior written documentation or you will be responsible for payment in full on the due date. In the event the fees are not paid by the outside source, the family is responsible for full payment. **CREDIT IS NOT GIVEN FOR ABSENCES.**
- ❖ If your child will no longer be attending YMCA or you need to drop from Full Time to Part Time or Emergency Care, please notify the business office in writing 2 weeks prior to the last day of attendance. **We must have a 2 week notice to change your child's attendance option and to change your bank draft. Full tuition for the current tuition option is required during the 2 week notice.** Should you need to resume care, a 2 week notice must be given and will depend on availability of spots in program. **Drop/Add forms are available on the parent table or by visiting our offices.**
- ❖ Please fill out a Change of Status form and return to the business office if you would like to change your bank draft information, or update your address, phone number, etc. Forms are available on the parent table at your child's YMCA site.
- ❖ In the event of a returned draft, parents must pay the amount of draft plus a \$15.00 returned check fee in the form of a money order or credit card. Failure to do so in the allotted time will result in suspension of childcare. After three returned drafts, only money orders will be accepted and must be for paid in advance for an entire month.

### Receipts and Tax information

- ❖ Parents may request receipts by calling the Business Office at 367-7333. Receipts can be emailed weekly or printed out to be picked up at the program. In the event that you need receipts backdating more than one month, or you need copies of sign in/out sheets for any reason, you may be charged a service fee.
- ❖ If you are needing a printout of payments for your taxes, you must request this at least 2 weeks in advance by calling 367-7333. The YMCA tax Id number is 61-0444-842.

## Financial Assistance

The YMCA of Central Kentucky wishes to make its programs accessible to everyone. The many YMCA programs accept payment from the Child Care Assistance Program (CCAP) and other third parties. Families may contact the CCAP at 271-4079 to apply for assistance through this state program. YMCA Scholarships are also available for qualifying persons. Applications are available from your Site Director, at any YMCA branch, or online at [www.ymcaofcentralky.org](http://www.ymcaofcentralky.org). Completed financial assistance applications will be reviewed within 10 business days and full fees must be paid until approved, and financial assistance is not backdated. Scholarships are good from August to August including the 2009-2010 school year, all day camps, winter/spring break and the summer of 2010. Failure to keep account current will result in loss of financial assistance. If an outside agency is paying your childcare fees, you will be required to pay full fees until proof of payment is received from the agency.

## Drop-off and Pick-up Policies

### Before and After-School Programs

#### Signing In

We require that children attending before-school programs must be walked inside and signed in by a parent. This is for the safety of your child and is consistent with our policy that no child is out of sight of an adult at any time. Parents who do not walk their child in each day will be asked to find other childcare arrangements. Your cooperation with our safety policies is greatly appreciated. This also enables the Site Director to give you any important information regarding payment, upcoming camp programs, or behavior issues. Children cannot be signed in prior to our scheduled opening time. Parents must put the time and their full signature in the appropriate spaces.

Children attending after-school programs are responsible for arriving at the program immediately after school dismissal so they can be checked in by a staff member. In agreement with school policy, we cannot let children go back to their classroom to retrieve belongings after they have arrived at the YMCA program.

**Children who need to leave early or arrive late to the YMCA program because of school sponsored extracurricular activities or meetings with teachers must have an Activity Permission Form filled out by their parent/guardian in advance. Once a child is signed in to our program, he/she will not be released to an unauthorized adult without this form on file.** This is to ensure that the children enrolled in YMCA PrimeTime are under adult supervision at all times. Forms are available from the Site Director.

#### Signing Out

Parents are required to sign out their child at the end of the day by filling in the time and their full signature. This is a daycare licensing requirement, and parents who consistently do not sign their child out will be asked to find other childcare arrangements. Children will be released only if proper identification can be shown and checked with the authorized pick-up persons on your child's registration form. Children can be released only to those persons 16 years of age or older who have valid picture identification. Please notify the Site Director if there is a change in your authorized pick-ups. If you are requesting that a non-custodial parent not be allowed to pick up your child, we must have a notarized document from the court stating which parent has custody. **Please bring your ID every day, as there might be days when different staff will be at the Parent Table. If you are not asked for ID and you feel that the staff person in charge of signing children out did not know whose parent you were, please call 367-7334.** Children in the gym/playground/library must be signed out with the Site Director first, then parents may be sent to pick them up. This enables us to make sure all adults entering our program are authorized pick-ups and that the children are supervised at all times. Please help us to make sure that all children are supervised by not letting your child wander through the school or walk out to the parking lot alone after you have signed him/her out.

### Late Fee Policy

All YMCA Child Development programs end at 6:00pm. **Beginning at 6:01, a late fee of \$1.00 per minute will be charged. Parent must sign a Late Pick Up form, authorizing that late fee must be included in next scheduled payment.** Emergency contacts will be notified starting at 6:15pm. Should a child remain at the program one hour past closing, our only remaining alternative will be to contact legal authorities. Parents consistently late picking up their children may be asked to find alternate care. At least one alternate contact other than Parent/Guardian must be listed in the event of an emergency. Please make sure that your child's registration form is kept up to date with the appropriate emergency numbers.

## Curriculum

YMCA Child Development Programs use the School-Age Curriculum Framework developed by the YMCA of the USA. This curriculum is centered around the eight content areas of Arts and Humanities, Character Development, Health-Wellness and Fitness, Homework Support, Literacy, Math and Science, Service Learning and Social Competence and Conflict Resolution. The YMCA uses the nationally recognized literacy and math programs, KidzLit and KidzMath. These programs were developed by a national curriculum development organization, in partnership with the YMCA of the USA, specifically for school-age care programs. These programs, in partnership with the school's goals, are the core of our literacy and math-focused curriculum. The activities are designed to support the child's learning from the school day. Our programs also use the Coordinated Approach to Children's Health (CATCH) to support a child's growth in the areas of Health, Wellness and Fitness.

Through the use of this curriculum and the YMCA Character Development Program, YMCA staff will assist the youth in our programs grow personally, build character, improve personal and family relationships, appreciate diversity, become better leaders and supporters of others and develop specific skills.

**All YMCA Child Care programs are supervised by the Association Child Development Office. The YMCA of Central Kentucky is committed to providing high quality child care programs to the Central Kentucky community. All school-age care programs are licensed by the State of Kentucky and follow all regulations outlined in the minimum standard requirements. The YMCA's commitment to quality child care programs includes exceeding the State mandated requirements and participating in Kentucky's voluntary quality rating system, STARS for Kids Now. This program assesses the quality level of all aspects of the school-age care and rates the program on a scale of 1-4 levels above licensing standards. YMCA school-age care programs also utilize the YMCA of the USA's Quality Check program to assess the level of quality.**

## Developmental Assets

The YMCA uses developmental assets as a basis for the work we do with children of all ages. This asset based approach to working with children was developed through a partnership with The Search Institute, who is a nonprofit organization with mission a to provide leadership, knowledge and resources to promote healthy children, youth and communities. Through many years of research, The Search Institute developed a framework of 40 developmental assets that are positive experiences and personal qualities that young people need to grow up healthy, caring and responsible. The research shows that the more assets present in a child's life the more successful they will be as they develop into adulthood.

The assets clearly show important roles that families, schools, congregations, neighborhoods, youth organizations, and others in communities play in shaping young people's lives. No one person, family unit or organization can provide all 40 of these assets for children. YMCA before and afterschool programs provide the opportunity to develop several assets. Our programs are purposefully planned to ensure growth for every child in building assets.

A copy of the 40 developmental assets is attached in the parent handbook. For more information visit the Abundant Asset Alliance web site: [www.abundantassets.org](http://www.abundantassets.org). The Search Institute has also developed a web site of resources for parents: [www.MVParents.com](http://www.MVParents.com).

## YMCA Behavior Management Policy

The YMCA's goal is to help children learn to live comfortably with themselves and others. In order to achieve this, an individual needs to be responsible for his/her own actions. The YMCA wants to assist children in recognizing alternatives and consequences, which will help guide them to a more mature and appropriate behavior. We will do this through appropriate behavior management.

### Our first efforts will be to set children up for successful behavior:

- ❖ Planning the program to meet the needs of the children.
- ❖ Keeping staff to child ratios at, or below, state recommended guidelines.
- ❖ Being consistent.
- ❖ Offering problem-solving assistance.
- ❖ Stating directions and rules in a positive way.
- ❖ Encouraging feelings of self-confidence.
- ❖ Redirecting children.

### Immediate action will be taken when behavior gets out of bounds:

- ❖ Discussing the behavior with the child.
- ❖ Removing the child from the group.
- ❖ Keeping parents updated.
- ❖ Writing a behavior report.
- ❖ Working with parents to solve conflicts.

The YMCA expects that all children in our programs will have respect for others and their property. **Behavior reports are issued for unacceptable behaviors, and repeated occurrences may be grounds for suspension or expulsion. Immediate suspension or expulsion may result in the event of serious behaviors. Should a child become a constant disruption, or a danger to him/herself or others, the YMCA may have that child suspended or expelled from the program.** Children who have been suspended may not attend any YMCA Child Development programs for the specified number of days. Children who have been expelled may not return to any YMCA Child Development programs on a permanent basis. **If we feel at any time that your child is jeopardizing his/her own safety, or the safety of other children or staff, we will contact you to pick up your child immediately.**

### Please go over the following behavior guidelines with your child(ren):

Character Development is important to our Child Development programs. The YMCA is a place where people should be caring, honest, respectful, and responsible everyday. The staff remind children of the rules everyday, and these rules help to keep everyone safe and having fun. We should always think before we act, and understand that our choices have consequences.

### Basic Child Development Program rules:

**Be Caring**—Use nice words. Keep hands and feet to yourself. Help others when you can.

**Be Honest**—Always tell the truth. Be accountable for your actions. Use equipment properly.

**Be Respectful**—Use inside voices and walking feet. Listen and follow directions. Treat others the way you would like to be treated. Treat supplies and equipment with proper care.

**Be Responsible**—Remember to bring all items needed each day. Clean up after yourself. Stay within sight of YMCA staff at all times. Remember to take home all your belongings each day.

### Acceptable behaviors

- ❖ Asking the YMCA staff if you can have a minute to “cool off”
- ❖ Asking the YMCA staff to help you resolve a conflict with another child
- ❖ Asking the YMCA staff to sit down with you and talk about your problems
- ❖ Choosing another activity that is offered
- ❖ Using appropriate words, not physical force, to solve problems with other children

### Unacceptable behaviors

- ❖ Use of profanity
- ❖ Failure to cooperate with staff's directions
- ❖ Not keeping hands and feet to self
- ❖ Physical violence, or the threat of, towards other children or staff
- ❖ Sexual misconduct
- ❖ Biting or spitting
- ❖ Rude or discourteous conduct
- ❖ Bullying/Threats toward other children
- ❖ Unsafe behavior while at the program site, on the playground, on the bus, or on field trips
- ❖ Possession of a weapon of any kind, or other items of an objectionable nature
- ❖ Leaving the group without permission for any reason
- ❖ Destruction of property belonging to school or camp site, YMCA, staff or other children
- ❖ Disrespect for the environment
- ❖ Stealing

## YMCA Child Abuse Prevention Practices

**The YMCA makes an active effort to prevent child abuse by following rigorous hiring practices that include:**

- ❖ A thorough background check, including but not limited to, references of past employers, personal references, the military, educational institutions, volunteer organizations, civic groups, personal character, health and activities.
- ❖ Testing for illegal substances.
- ❖ Criminal history records check and Child Abuse and Neglect check.
- ❖ Extensive training in developmentally appropriate practices and child abuse prevention.

**The YMCA takes all allegations or suspicions of abuse seriously:**

- ❖ Periodic interviews/evaluations with children and parents about day-to-day experiences, encouraging reports of anything out of the ordinary.
- ❖ YMCA staff are required by law to report any suspicions of child abuse/neglect to Social Services. This includes suspicious marks or injuries, or reports made to staff from children.

**The YMCA structures its programs in ways that promote the safety of children:**

- ❖ Programs are structured so that no staff member is left alone with children, and that staff can be observed by other staff.
- ❖ Children are separated by age as much as possible.
- ❖ Restroom procedures exist so that older children and younger children are separated when using the restroom, and only one child enters a restroom stall (whether toilet or shower stall) at a time. Staff are not present in rooms where children are changing, but are outside with the bathroom door propped. Staff listen for potential problems, and ensure that children are changing or using restroom in a timely manner.
- ❖ On field trips, children sit with others of the same age, and children with a history of conflict are separated. Staff are spread out on bus so that all children are supervised properly.
- ❖ Staff are alert for signs of child-on-child abuse and bullying at all times and take preventive measures to ensure that all children are protected physically, emotionally, and mentally.

**YMCA employees follow a Code of Conduct that includes, but is not limited to, the following standards:**

- ❖ Staff and volunteers will not fraternize with children outside the programs, including baby-sitting or inviting children home.
- ❖ Staff and volunteers will not exchange phone numbers, email addresses, or web-page information with children or their parents.
- ❖ Staff and volunteers are not permitted to have cell phones on their person while at the program unless the phone is issued by the YMCA for job related duties. Possession of camera phones while on duty is subject to disciplinary action.
- ❖ Staff keeps physical contact with children to a minimum. Staff is not permitted to carry, pick up, or hold children on laps.

**YMCA participants must comply with all safety practices:**

- ❖ **Hands And Feet To Self** must be followed at all times. Children are told that touching others is not appropriate, and staff is vigilant about reminding children of this rule and issuing appropriate consequences. Roughhousing is never allowed. Children should also not touch staff inappropriately (jumping on backs, sitting on laps, wrapping themselves around or hanging on staff).
- ❖ **Bullying/Threatening behavior**—The YMCA takes bullying and threats to children very seriously. Our programs should be a safe haven for all children, and a place where they are comfortable coming each day. Children who bully others or make threatening statements may be subject to immediate suspension/conferences with parents/removal from program.
- ❖ **Unacceptable Behavior**--Children who repeatedly break the YMCA rules, challenge staff, and do not respect the rights of others will be subject to disciplinary action that may include expulsion from YMCA Child Development programs.

## Allergies

Please make our staff aware of all allergies your child may have by writing them on the registration form. If your child has severe allergies, please make sure the staff has written instructions on what to do if your child has an allergic reaction. Precautions will be taken to provide a “peanut free” zone if a child in our care has a severe peanut allergy. Please check the daily snack menu (if applicable) and inform the Director if your child needs an alternate snack due to allergies.

## Medication

State regulations require that medication be administered only with written orders from a physician, and daily written instructions from a parent. The medication must be in its original container and the label must contain the child’s name, expiration date, and dosage instructions. Over-the-counter medications must also be in the original container with the appropriate dosage instructions. **A medication authorization form must be completed and written permission to administer must be given daily. Please sign the medication permission slip for your child for the NEXT day when signing him/her out—you cannot sign ahead of time for upcoming days. Sunscreen must be treated as a medication, and all children enrolled in summer camp are required to bring sunscreen daily.** Please make sure to include any additional instructions concerning possible side effects or interactions. **In accordance with state licensing regulations, the YMCA must keep all medication in a lock box for the safety of your children, including Epi-pens and inhalers. Parents must train staff in the administration of all medications.** Please help to keep our programs safe by giving all medications directly to the Site Director and not allowing your child to carry it with his/her belongings. Medication guidelines apply to prescription and non-prescription medicines, including sunscreen. Medication authorization forms are available from your child’s Site Director. Medication that is left over and not picked up after school-year programs have ended will be disposed of properly.

## Illness

The YMCA wants to make our programs safe for all participants. Children who are ill can jeopardize the health of other children and childcare staff. If your child exhibits any of the following signs or symptoms of illness, you will be called to pick up your child immediately:

- ❖ Vomiting
- ❖ Temperature of 101 degrees Fahrenheit
- ❖ Conjunctivitis (“pink-eye”)
- ❖ Evidence of lice, scabies, ringworm or other parasitic infestation
- ❖ Diarrhea

Children with lice must use a doctor approved treatment and be free of nits (unhatched eggs) for 24 hours before returning to the program. When a child has had a communicable disease the YMCA must be notified immediately. Children may return to the program after providing written permission from their doctor. The YMCA appreciates your efforts to arrive at the program promptly to pick up your child in the event of illness.

## Emergency Procedures

A staff person is always on duty that is trained in CPR and First Aid. A first aid kit is kept at each program. In the event of an emergency, parents will be contacted immediately. If we feel it is necessary, we will contact the Emergency Medical Service to assist us in first aid procedures, or to transport the child to the hospital. Should a child be transported to the hospital, a YMCA staff person will accompany him/her. **It is very important to keep your child’s registration form updated, as this is where we will obtain our information in an emergency.** The YMCA carries liability insurance only, and will not be responsible for injuries and accidents while participating in YMCA programs; families must carry their own accident insurance.

## Toys/Money/Snacks From Home

The YMCA offers many enrichment activities for the children in the program. In accordance with school policies and to avoid potential problems, children are not permitted to bring toys or other items from home. This includes but is not limited to iPods, Gameboys, trading cards, action figures, cars, candy, and money. The YMCA provides a healthy snack consisting of two food groups at afternoon programs. We prefer for children to not bring additional snacks from home because it is not fair to the children who do not have extra snacks, some children have life-threatening allergies that we must monitor, and we do not want to encourage children to ask their parents for extra snacks just because someone else at the program does. Fruit or other healthy snacks may be allowed. Please discuss your child’s special circumstances with the Site Director.

## Character Development

The mission of the YMCA is to put Christian Principles into practice through programs that help kids succeed in life, help adults improve themselves and bring families closer together. We demonstrate those Christian Principles through Character Development. Character Development is our effort to demonstrate and promote the four core values of Caring, Honesty, Respect, and Responsibility. These values are discussed daily in our programs, and are incorporated into the program's rules, games, songs and activities.

## YMCA Center Conduct Policy

YMCA Child Development Programs have a clear responsibility to protect and promote the YMCA's goal, which include teaching children to resolve conflicts in non-violent and non-aggressive ways. This policy identifies unacceptable behaviors by parents, staff and visitors while at the YMCA Child Development Programs. We expect that staff, parents and visitors will treat each other kindly and with respect, keeping in mind that we are role models for our children.

The unacceptable behaviors include, but are not limited to the following:

- ❖ Profanity
- ❖ Mental or bodily harm
- ❖ Destruction of property
- ❖ Dishonesty or misrepresentation
- ❖ Threats, intimidation, or harassment
- ❖ Disruption or obstruction
- ❖ Violation of Criminal Law

## Parent Involvement

YMCA Child Development Programs offer many ways for parents to become involved in our programs. Some volunteer opportunities are sharing a talent or skill, storytelling, leading a craft project, playing games with the children, or being a guest speaker. Can't give the gift of time? The YMCA is always looking for donations of scrap paper, dramatic play props, craft supplies, and more. Ask your Site Director if he/she can turn your "trash" into "treasure" at the program. Family activities are offered periodically at the programs and may include book swapping, dessert parties, story hours and more. A parent newsletter is available monthly to inform you of upcoming events.

## Campaign for Kids

The YMCA is committed to providing high quality childcare that is affordable for everyone. It is our mission that no family be turned away for an inability to pay. **Campaign for Kids** is our annual fundraising drive where all money collected goes to providing need-based scholarships for childcare programs and camps. We hope that all parents who utilize and support our programs can help to support this campaign and make the YMCA Child Development Programs available to all children in need. If you would like to help the Director of your program raise funds for this worthy cause, please let them know. Volunteers are always needed and appreciated! Call 367-7334 for more information.

## Special Needs

Knowing all we can about each child enables us to provide the best experience possible. If your child has any special needs, you ask that you fill out a special needs form available from the Site Director or the Child Development Offices. The YMCA is open to children of all abilities, but our group based program may not be appropriate for every child. If your child needs care that requires one-on-one supervision, you must meet with the Site Director and his/her supervisor before your child can be enrolled in the program. Please see our ADA policy below.

## **The YMCA of Central Kentucky's policy in reference to the American with Disabilities Act in child care programs**

1. The YMCA child care program welcomes all children. To the extent it is reasonably able to do so, the YMCA child care program will provide services to children with disabilities or any special needs in the same manner as services are provided for other children of comparable age.
2. The YMCA child care program has the obligation to ensure the physical and emotional safety of each of the children entrusted to its care. It is essential that all pertinent information about the child's needs be available to staff from the outset of enrollment and that a continuing bond of trust and mutual partnership exists for the benefit of the child. Therefore, a parent has the obligation to disclose significant medical, physical or behavioral issues at the time of the child's enrollment and on an ongoing basis.
3. Minimal monitoring and extra supervision is reasonable as long as it is not fundamentally different from the responsibilities that all group child care operators have for the safety and well-being of their students. The YMCA child care program is, however, unable to provide one-to-one care for any child except on an intermittent basis, such as injuries, immediate disciplinary issues, and certain personal care needs customarily provided to other children.
4. If it is unclear whether the YMCA child care program can reasonably accommodate the unique needs of a child, we will arrive at a final decision by reviewing the circumstances on a case-by-case basis. Such review will be comprised of most, if not all, of the following steps, unless such process would not meaningfully contribute to a final decision:
  - The director will meet with the child and family.
  - The director will observe the child in the classroom setting.
  - The director will assess the staff person's ability to handle the various manifestations of the child's special needs, and consider whether additional training, the cost of which is not unreasonable, would mitigate the difficulty.
  - The director will observe the child's adaptation to the group of children.
  - The director will discuss the child's needs with the staff person and supervisor.
  - If possible, the child will be enrolled for a trial period, not to exceed two weeks.
  - A discussion of possible, necessary accommodations will be undertaken and those accommodations that are reasonable and do not fundamentally alter the nature of the group childcare service offered will be implemented.
  - If the child's attendance cannot be accommodated because the needed accommodations will cause an undue hardship or alter the nature of the service, the parents will be informed without delay.
5. The YMCA school age child care program does not offer diaper-changing services as part of its group childcare service. In general, mandated staff-student ratios and the Association's risk-management policies do not permit us to sequester one or more staff in a private area away from the group of children in order to perform this service. Anything that is beyond the scope of age appropriate routine care needs to be discussed with the director, who will make a determination based on the Association's risk-management policies.
6. The YMCA child care program will administer medications to children who have asthma, who experience allergic reactions, or require blood-glucose tests. The YMCA child care program will not administer insulin shots. Any other substitute foods for raising blood sugar, such as honey, or orange juice, or other food substance, will be maintained at the parents' request if we are reasonably able to do so. Parents of children with any potentially life-threatening illness or condition must provide us with appropriate cell phone numbers so that they can be reached immediately during the times the child is at YMCA child care. The parents or other professionals sent by parents must train staff in the proper administration of such medications.
7. Guidelines for behavior are just that – guidelines, and not rigid rules. If staff believes that a situation exists that poses a direct threat of immediate physical harm to the child, to other children, or to staff, the director may make the decision to immediately suspend or to expel the child. Parents are expected to work in conjunction with YMCA staff

and any applicable school staff in setting appropriate behavior management plans. Behaviors that routinely place children or staff in physical danger may result in expulsion of the child.

- 8 If it is determined that a child whose personal needs cannot be met in a group care setting through accommodations which are reasonable in policy, practicality and/or cost could potentially be successfully accommodated with a personal assistant not funded by the YMCA, an agreement with the YMCA child care program must be in place prior to such attendance. The agreement will provide that the personal assistant meets all applicable state standards for the type of services that the personal assistant will provide to the child; that the personal assistant will not be an employee or independent contractor of the YMCA; and that the personal assistant will be subject to the overall supervision of the YMCA child care program while he or she is present at YMCA child care. The agreement with any agency providing a personal assistant (or in lieu of said agreement, a certificate of insurance provided by said agency to the YMCA child care program) must state that said agency will provide liability insurance in the minimum amount of the general liability coverage maintained by the YMCA child care program to indemnify the YMCA child care program for liability to third parties in connection with the personal assistant, naming the YMCA of Central Kentucky as the additional insurer. If the insurance is cancelled or reduced, the child and assistance may not attend until it is reinstated. Behaviors that routinely place other children and staff in danger may still result in expulsion of the child, even with the presence of the personal assistant.

The YMCA child care program will have no policies, practices and procedures involving special enrollment requirements for the enrollment of children with disabilities, except as outlined above. The YMCA child care program states that each of its management staff has read this document and is familiar with the requirements of the ADA.