

YMCA and JCC of Greater Toledo  
Child Care  
Parent Manual



**SITES:**

**New Bedford Academy**

6135 Secor Road, Lambertville, MI 48144

Hours:

6:00am-7:30am

After School – 6:00pm

734-847-2417

**Whiteford Agricultural Schools**

6655 Consear Road, Ottawa Lake, MI 49267

734-856-1443

Hours:

After School – 6:00pm

**BRANCH:**

Francis Family YMCA

734-850-9622



We do not discriminate in the enrollment of the children upon basis of race, color, religion, sex, ability or national origin.

\*Financial Assistance available

[www.ymcatoledo.org](http://www.ymcatoledo.org)

# Parent Information

The YMCA staff would like to welcome parents and children to our YMCA Child Care Program. We provide a variety of services for working parents in Lucas, Wood and Monroe counties. We offer before and after school care, summer care, all day programs when there is no school, kindergarten care as well as evening care, toddler, preschool, infant, early opening and Saturday care at designated sites.

## Mission

The mission of the YMCA of Greater Toledo is to put Christian principles into practice through programs that build healthy spirit, mind and body for all.

## YMCA Child Care Services Vision Statement

“The YMCA promises to provide a healthy and helpful environment focusing on programs for the entire family. Quality services will be provided by nurturing, caring and trained professionals. We will promote values of respect, honesty, caring and responsibility, as well as self-esteem, leadership and diversity.”

## Purpose

The purpose of the YMCA Child Care Program is to provide a safe and enriching program for children, to promote self-image, physical fitness, and better family relationships.

## Payment Policies

*Tax ID #: 34-4428262*

### Payments

**Payments are due on Thursday by 6:00pm for the following week.** A late fee of \$10.00 per family will be assessed on payments received after that time. Only CHECKS OR MONEY ORDERS are accepted, NO CASH please. When the Child Care Program is closed on Thursday, the payment will be due on Friday morning by 9:00am. If the child does not attend on Friday, the weekly payment is still due. If accounts are not paid to date, parents/guardians are in jeopardy of losing care and will not be allowed to re-enroll for future care until the balance is paid.

### Summer Registration

\$10.00 per week per child non-refundable deposit is required. This weekly deposit will be deducted from your weekly payments.

### Automatic Payment Plan

For your convenience, you may choose to pay through a biweekly automatic bank draft plan. Ask your site director for details. This plan provides you a 5% discount and consistent payments throughout the year.

### Saturday Care

Saturday child care will be offered at the East YMCA. Pre-registration and prepayment is required. For more information call 419-474-3995.

### Holiday Observances for YMCA Child Care Centers

The following holidays will be observed each year, and the child care centers will be **closed**: Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and New Years Day. Centers may close or close early (depending on enrollment) on Christmas Eve and the day after Thanksgiving.

### Financial Assistance

Families who qualify may receive assistance through Lucas County Job and Family Services 419-213-8187, Wood County Job and Family Services 419-246-3029 or Monroe Family Independence Agency 734-241-2775. YMCA Scholarships are also available for families that do not qualify through Job and Family Services. Please contact the YMCA Branch for an application.

### Optional Payment Weeks

During **winter break, spring break and the summer months**, children who are enrolled in a YMCA full-day program would at these times be required to pay only for the weeks you register. Otherwise, payments are due on a weekly basis, **whether your child attends or not.**

When you enroll and sign up for specific days, you are reserving the time, space, staff and provisions for your child whether he/she attends or not. We do not deduct absences from your fee.

### Returned Checks

There will be a \$25.00 charge to cover the amount the bank assesses the YMCA for checks returned to our office marked "Non-sufficient Funds".

### Permanent Disenrollment

You are required to give a two week written notice to your director if you will be disenrolling your child/children from the program.

### Late Pick-Up

Our program closes at 6:00 P.M. It is your responsibility to have your child picked up by 6:00 P.M. If your child has not been picked up by 6:00 P.M and you have not contacted us, the following measures will be taken:

- Our staff will contact the alternate adults on the child's enrollment form to come and pick up the child.
- If no one has picked up the child by 6:15 P.M., the local police or children's service agency will be called.
- You will be expected to pay \$1.00 per minute per child for each minute late.

## **Supervision of Children**

The center observes the following staff/child ratios and group sizes for each age group:

	Staff/Child Ratios
School-age-5-12 years	1 staff to 18 children

Upon arrival, the parent/guardian must escort the child into the YMCA facility and sign The time arrived on the proper sign-in form and escorts their child to their group. When picking up the child, the parent/guardian must put the time departing on the proper sign-out form and escort the child out of the YMCA facility. Upon arrival and departure, a staff person greets each child as he/she comes and goes.

### Custody Agreements

If there are any issues regarding custody or restraining orders issued against or for any primary guardian or immediate relative of the child enrolled in YMCA Child Care, we must have a copy

of those arrangements on file. Custodial parent and proper authorities will be notified in case of any issues or concerns relating to the arrangements on file

### Parent Visitation

Any custodial parent or guardian of a child enrolled in our program shall be permitted unlimited access to the center during its hours of operation for the purpose of contacting their children, evaluating the care provided by the center, or evaluating the premises. Upon entering the premises, the custodial parent or guardian shall notify the administrator of his/her presence.

All children will be supervised at all times with the exception of school children who will be supervised according to the following plan: If the YMCA has exclusive use of the building, school age children will be allowed to use the restroom unescorted.

### Absent Child/"No Show" Procedure for School-Age Children

Staff is to take attendance within the first five minutes of children's arrival. If a child who is expected to be in attendance at the center (from school or another program) does not arrive and the parent does not provide a verbal or written excuse, then the procedure will be:

1. Staff will take attendance of children.
2. Follow-up call to parent or guardian is made immediately.
3. If parent is not accessible, the staff must make contact with emergency numbers for verification of the child's whereabouts.
4. If the child cannot be located with the help of the parent, school personnel or emergency contacts, the police will be called.
5. In the event of a "no show", an incident report must be issued and Executive Director must be notified.

### Emergency Release

Only those individuals listed on the enrollment form will be allowed to pick up the child at the end of the day. If an adult other than those listed on the roster needs to pick up the child one day, a phone call directly to the site director or a hand written note from the parent/guardian is acceptable. Necessary information will be required such as name of person, age, description, picture identification of person at time of pick up and day he/she will pick up the child.

If a parent is unable to pick up a child due to unforeseen circumstances, the parent should make arrangements for another adult, who is already listed on the enrollment form to pick up the child. If this is not possible, and an adult must pick up the child who is not on the enrollment form, the parent should notify the YMCA center staff of this by phone. A description of the adult who will pick up the child will be taken over the phone and used to release the child. The adult will be required to show picture identification. Parents should make every attempt to put all possible adults with their day time phone numbers, to whom the child may be released on the enrollment form.

## **Transportation of Children**

### Medical Emergencies

The YMCA will contact 911. If necessary, children will be transported by ambulance to receive medical treatment.

### Routine Trips

Children at YMCA Child Care at New Bedford Academy will come to the Francis Family YMCA every Friday starting in October.

### Field Trip Safety

During the summer or on vacation days, transportation for school-age children to and from field trips will be provided by YMCA bus. *The YMCA does not transport toddler and preschool age children in YMCA vehicles.* Written permission from parent or guardian is required for all fieldtrips.

The first-aid kit will be taken on all field trips to administer first aid. All children will be required to wear appropriate identification tags that include the center's name, phone number and address if the event the child becomes lost. Children will be under the supervision of their assigned counselor at all times. Staff/child ratios will be maintained throughout the trip. All transportation authorizations and health records will be transported with the child and first-aid kits will be available in all vehicles. A staff member trained in first aid, management of communicable disease and CPR will be present on all field trips. Staff will take attendance before leaving, at the destination, through out the trip, & before returning.

### School Arrival

Once a child is dropped off to their classroom the YMCA is no longer responsible for the supervision of the child.

## **Procedures for Emergencies and Accidents**

Incident/injury report will be completed by the child care staff member in charge of the child when the following occur:

1. An illness, accident, or injury which requires first aid treatment; or
2. A bump or blow to the head; or
3. Emergency transporting; or
4. An unusual or unexpected event which jeopardizes the safety of children or staff, such as, a child leaving the center unattended.

### Emergency Procedures

In case of severe emergency or accident:

1. Administer First-aid
2. Contact the parent/guardian immediately and/or call emergency medical transportation if the situation warrants.
3. Stay with the child until released to the parent or emergency medical transportation.
4. Complete incident report and give to parent for signature.

Parents or guardians will be immediately notified in the event of any serious accident, injury or illness, and notified if the child will be transported to a source of medical or dental treatment.

When an accident or injury occurs, or emergency transportation is provided for a child, the center will complete an incident report.

### Emergency School Closing

If your child's school has a situation where they must evacuate and close the building in the middle of the day, you will be required to make necessary arrangements to pick your child up at the school.

### Emergency YMCA Child Care Closing

If a YMCA Child Care site must close due to a building or snow emergency, the YMCA will make every attempt to make care available at an alternate YMCA Child Care location. Call the Branch or YMCA Child Care Services (734-850-9622) for updated information. Unfortunately, at this time we do not offer alternative care at the Francis Family YMCA for closings or delay days.

### Fire Drills

Fire drills are held monthly to assure that fire emergency is understood and easily managed. A plan is posted in each day care room indicating staff responsibilities in case of fire emergency or weather alerts.

### Homeland Security

In the event that there is a Threat Level Red declared by the United States Department of Homeland Security the following procedures will be followed:

#### **Before School Hours: YMCA Child Care Programs will close.**

All YMCA Child Care Programs will be closed. If your child is already in attendance at the center, you will need to make arrangements to get him or her picked up immediately.

#### **During School Hours: YMCA Child Care Programs will close/no transportation.**

Early childhood programs will close early. If your child is in attendance, you will need to make arrangements to get him or her picked up immediately.

School age children will remain in their schools until the end of the school day. Parents will be required to pick them up at their schools at the end of the school day. There will be no after school or evening/second shift care available.

### Snow Emergency Information

If a snow emergency is declared by the county where the Child Care Program is located, the following plan will apply:

Level I-YMCA Child Care will operate as usual. If schools are closed then the sites are closed in Michigan.

Level II-YMCA Child Care programs may have a two-hour delay in opening. Evening care will operate normal hours.

Level III-The YMCA Child Care programs and second shift sites will be closed. If a level III is called during the middle of the day, the center will close early. Parents will be called to come and pick up their children from the site. If a Level III is downgraded to a Level II in the middle of the day, YMCA Child Care will open the next morning.

## **Management of Illness**

The symptoms for which a child shall be discharged:

- a. Temperature of one hundred degrees Fahrenheit, when in combination with any other sign or symptom of illness.
- b. Diarrhea (3 or more abnormally loose stools within a 24 hour period).
- c. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- d. Difficult or rapid breathing.
- e. Yellowish skin or eyes
- f. Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- g. Untreated infected skin patches, , unusual spots or rashes
- h. Unusually dark urine and/or grey or white stools.
- i. Stiff neck with elevated temperature
- j. Evidence of untreated lice, scabies, or other parasitic infestation
- k. Sore throat or difficulty in swallowing.
- l. Vomiting more than one time or when accompanied by other sign or symptom of illness

An ill child will be isolated, supervised by a staff member and the parents will be called to pick up their child. Upon departure from the center, parents and/or guardians will be notified verbally or by written statement that a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease.

If the child is well enough to attend school, they may return to the YMCA program. If the child has a communicable disease, a return note from the physician may be requested.

### **Administration of Medication and Special Services**

We will administer prescription medication only. In order to administer the medication; we must have the following:

- Parent/guardian must complete the *Request for Administration of Medication* form
- The medication must have a prescription label that includes the child's name, current date, and exact dose, specific number of dosage and route of administration.
- Use of inhalers or other special medications by school age children must be discussed with and documented by the director.

We will administer food supplements, fluoride supplements or modified diets. A licensed physician or dentist must send in a note with details and a date on it.

## **Pest Management**

If there ever becomes a pest issue at the Schools the YMCA will be notified by school staff. We will then take all precautionary steps in order to notify parents. Currently, the school will notify parents by placing posted signs at the entrance of the building and if a parent would prefer to have a letter sent to them they will send something home with the student.

The Child Care will have signage available at the parent table which will include:

- The type of pest.
- Which part of the building the pest is found.

- When they will be treating the pest problem.
- What chemicals will be used.
- Proper contact information on the type chemical being used.

Any additional information on this subject will be posted for the families.

In addition to the schools communication and our parent table we will be verbally informing the child care families.

## **YMCA Information**

### YMCA Program/Max Memberships

YMCA program and membership opportunities are available throughout the Toledo area. Programs include swim and gym classes, youth sports, fitness classes, sport leagues, teen leadership programs and resident camping opportunities. Registration information is available from your site director.

### Annual Scholarship Campaign

In February, YMCA volunteers come together to raise money to provide scholarship assistance for families in need, as well as for program support (equipment etc). Please consider the YMCA in your annual gift giving.

### Possession of a Weapon

A weapon includes guns, pellet guns, knives, pocketknives or club type implements. It may also include a toy that is presented as a real weapon or reacted to as a real weapon or any object converted from its original use to an object used to threaten or injure another person.

If a child brings a weapon to or uses a weapon at a YMCA Child Care site, the following actions will happen:

- YMCA Site: The YMCA staff will take the weapon away from the child and conduct an investigation to determine the consequences.
- Consequences of bringing a weapon to a YMCA Child Care site may lead to immediate suspension from the program.
- YMCA School Site: The YMCA staff will take the weapon away from the child. The school principle will be notified and the school consequences will be followed.

### Special Instructions

1. If your child will be absent due to illness, doctor appointment etc; you must call the Branch and leave a message for the staff.

**PLEASE NOTE: Space is limited. There is an additional fee for all day care. Your child will need a sack lunch and drink.** We suggest early arrival to the full day site. Phone reservations are accepted. Back up child care arrangements are suggested for these days.

### Attendance

If your child does not attend school for any reason, he/she may not attend the YMCA program on that day.

### Teacher Strike

In the event of a teacher strike, YMCA school-based sites will be closed.

### Employee Policy

The YMCA of Greater Toledo has a policy that prohibits relating to children who participate in the YMCA programs outside of scheduled YMCA activities. This includes, but is not limited to, babysitting, social outings and phone conversations.

### Safety and Insurance

While in our program, every precaution is taken to assure your child has a safe and fun experience. If an accident should occur while your child is in our YMCA program, please note that the YMCA does not furnish accident insurance. All medical bills are the responsibility of the child's parent or guardian.

### Toilet Training

If a child has a toileting accident, YMCA staff will use paper towels with soap and water to clean the child. Toddlers and Preschoolers must have a change of clothes available. If clothes are not available, the parent will be called to bring a change of clothes. Soiled clothes will be placed in a plastic bag and stored out of the reach of children until the soiled clothes are sent home the same day.

### Enrollment Forms

Upon enrollment, each child must have on file current health records, emergency transportation information and parent roster permission.

### Parental Concerns

We want our families to feel that they can share their concerns. If parents or staff has any questions regarding YMCA Child Care, please talk with the Director of the program. If you feel your questions have not been answered or your problem is not resolved please contact the Family Program Director or Executive Director at the Branch.

If anyone has additional questions or concerns please contact Becky Spencer, Vice President of YMCA Child Care at 419-729-8135.

## **Parent Participation**

### Parent Participation and Family Events

Conferences may be scheduled to discuss your child's behavior, progress, social and physical needs, or any other pertinent matter. A conference will be scheduled by request. Family events will be held at least two times during the school year. You will be notified several weeks in advance of the day time and cost. These events are designed for family fun and an opportunity to meet other families from the YMCA.

### Program Evaluations

Evaluations are sent out through each Child Care center in late fall, late spring and the end of summer. Please take a few minutes when these are distributed to give the YMCA feedback on its programs. Evaluations may be returned to your center director or the YMCA Child Care Services Office, 1500 N. Superior 2<sup>nd</sup> Floor, Toledo Ohio 43604

## **Guidance and Management Policy**

### **Philosophy**

The approach to guidance at the center is positive which encourages self-control, self-esteem and cooperation. Smooth, healthy functioning of the group requires limitations, which are clearly defined, consistent and developmentally appropriate. Through preventive discipline techniques such as suitable program planning, positive verbal communications and the setting of an appropriate emotional tone in the center, the need for disciplinary action will be limited.

### **Method**

We will value mistakes as learning opportunities, and patiently remind the children of the rules and why they are important. We will guide children to resolve conflicts and model problem solving skills that will encourage eventual internalization of self-control. In addition, children will be given the opportunity to share their feelings and frustrations with an attentive adult. Inappropriate behavior will be directed to an acceptable activity. If this does not work, the child may be placed in a time-out. The time-out is never longer than the age of the child, and allows the child to sit calmly and reflect on their behavior. If necessary and successful, behavior modification may be used such as stickers, awards, stamps etc.

The center's methods of management and guidance apply to all employees of the center. Staff will avoid the use of competitive situations, comparative remarks, threats, physical punishments, shaming or labeling children. At no time will delegation of discipline from another child will be allowed. Children will not be deprived of meals, snacks, rest or necessary toilet use as a source of punishment, nor will any child be confined in an enclosed area.

### **Removal from Program**

The YMCA reserves the right to remove a child from our programs for any of the following reasons:

- Failure to pick up child from program in a timely manner.
- Failure of parent or guardian to pay weekly fees as outlined in this manual.
- The child's needs are not being met in our small or large group setting.
- Failure of parent or guardian to provide information and/or follow the guidelines required of the YMCA by the Ohio Department of Job and Family Services.
- The child is a safety threat to himself/herself, other children or YMCA staff. This includes behavior such as fighting, striking others, biting and wandering away from the program. In the event of repeated inappropriate behavior by a child, any of the following actions may be taken:
  - a. An incident report completed and shared with the parent/guardian
  - b. Call the parent/guardian to talk to the child.
  - c. Schedule conference with the parent/guardian to discuss how the parents can participate in resolving the situation.
  - d. In-house suspension.
  - e. Request that the parent seek additional professional help such as counseling, or another type of intervention.
  - f. Temporary suspension
  - g. Permanent withdrawal from the program. (The YW Child Care Connections may help find alternative care 419-255-5519).

It is our goal to make your child's time spent with the YMCA a positive and successful experience. Therefore, a teamwork approach is the only way to correct repeated inappropriate

behavior. Your patience, support and follow through are not only appreciated, but also necessary.

## **Caring for Children with Special Needs**

We believe it is important to create an inclusive child care setting responsive to children with special needs who can be cared for in a group setting.

To fulfill the mission of the YMCA of Greater Toledo to provide affordable, quality settings for all children, guidelines for children with special needs have been developed to insure that the needs of all children are met, program quality is maintained and the safety of the children is maintained. The procedure for enrolling a child with special needs is as follows:

1. The child with special needs must be able to be safely supervised in a group setting. Ratios in a group setting are the state child care licensing maximum ratios listed in this handbook.
2. Prior to a child with special needs attending the program, the director will meet with the child and his/her parents or guardians. The meeting is for parents/guardians to offer suggestions for care of their child. Parents/guardians will be responsible to share what they know about their child's disability. The child will have the opportunity to become familiar with the program setting. In addition to the usual YMCA orientation materials, a "Child Health Care Plan" form must also be completed.
3. The director will share information from the meetings with staff who will be caring for the child.

Additional resources are needed when:

- YMCA staff or the parents/guardians observe the child exhibiting behaviors (fighting, striking others, wandering away from the program) which cause him/her to be a safety threat to himself/herself, other children or YMCA staff.
- The child exhibits signs of extreme emotional stress or frustration.
- The child's behavior is so disruptive that it interferes with the program operation and safety on a regular basis.
- The child is not successfully being cared for in a group setting.

The family may be asked not to send their child to the program until an intervention meeting has taken place and new accommodations are ready to be implemented.

The YMCA Branch program director (or designated staff), director, parents/guardians and individuals the parents/guardians would like to invite (teacher, case manager) will meet to share their concerns and observations and try to work together to develop a plan on reasonable accommodation. Brainstorming ideas and strategies with parents may result in a plan that may include one or more of the following:

1. Contacting the child's teacher, case manager or inclusion specialist to observe the child and make accommodation recommendations to staff and parents.
2. Reexamining the group child care environment
3. Putting together a favorite box of toys for the child
4. Provide additional training for the staff

Parents will be kept updated through contact with the staff and incident and behavior reports. Parents are encouraged to visit and observe the program at any time. Conferences are available at the request of parents or staff.

If there are still difficulties after implementing the program accommodations, the program director will meet with the parents to share their concerns. They will also inform the Branch Executive and the Vice President of Child Care for the YMCA. If it is necessary to disenroll a child from the program, parents will be notified following the procedures outlined in this manual.

## **Program Description and Sample Schedules**

All activities planned for the children must meet one of the following purposes:

- To help children grow personally.
- To help children learn to clarify values.
- To help children improve personal and family relationships.
- To help teach children to appreciate diversity.
- To provide children with the opportunity to become leaders and supporters.
- To teach children specific skills.
- To allow children to have fun.

### AFTER SCHOOL

3:00pm-3:30pm	Arrival, attendance, restroom and hand washing
3:30pm-4:15pm	Free Choice: Interest centers, science, social studies, arts and crafts, multicultural activities, math, construction, small group games
4:15pm-4:45pm	Snack and homework time
4:45pm-5:30pm	Free choice: Interest centers, science, social studies, arts and crafts, multicultural activities, math, construction, small group games
5:30pm-6:00pm	Outdoor play or gym time and departure.

### Healthy Kids Curriculum

The Healthy Kids Curriculum is designed to help children grow physically, emotionally, and intellectually. Developmentally appropriate environments and activities promote play, physical fitness, music, art, drama, character development and assistance with homework. Parents and families are provided educational opportunities to gain knowledge about children's health and development. The YMCA uses the "40 Developmental Assets" developed by the Search Institute of Minneapolis as tools for developing theme activities.

### Outdoor Play

The center shall provide outdoor play each day in suitable weather for toddler, preschool and school children in attendance 4 or more consecutive hours. Temperatures below 32 degrees or over 90 degrees, or any other inclement environmental condition (rain, snow, humidity, or wind chill) may prohibit outdoor play time.

## **Meals/Menus/Snacks**

### Snacks and Meals

The center serves the following snacks: This site serves a P.M. snack consisting of 2 food groups.

## Snacks

A nutritional snack, which includes two foods from the four basic food groups, will be provided by the center twice a day for toddlers and preschoolers. School-agers will be served a nutritional snack twice a day during the summer and one snack after school during the school year.

## Menus

A weekly menu is posted on the parent board at the center.

## Nutritional Information

Meats: **Meat, poultry, fish**-1oz (1-3yrs), 1 ½ oz (3-6yrs), 2oz. (6yrs and up)  
Equivalents: **Cheese**-1oz (1-3yrs), 1 ½ oz (3-6yrs), 2oz. (6yrs and up), **Eggs**-1 medium or 1 large (1-3yrs.), 1 ½ medium or 1 large (3-6yrs.) 2 medium (6yrs and up)  
**Peanut Butter**-2 tbsp (1-3yrs.), 3 tbsp (3-6yrs), 4 tbsp (6 yrs. and up)  
**Cottage Cheese**-2oz (1-3yrs), 3 oz (3-6yrs), 4oz. (6yrs and up)

Grains: **Bread**-1/2 slice (1-6yrs), 1 slice (6yrs. and up), **Crackers**-2 to 3 small (1-6yrs.), 4-6 small (6yrs and up), **Bun or Bagel**-1/2 regular size (1-6yrs), 1 regular size (6yrs and up)

Vegetable or Fruit: 2oz (1-3yrs), 4oz (3-6yrs), 6oz. (6yrs and up)-2 servings required  
Oranges peaches carrots  
Tangerines apricots tomato juice  
Prunes pumpkin green leafy vegetables  
Cantaloupe strawberries mixed vegetables  
Juice that is 100% Juice and 100% Vitamin C meets 1 requirement

Dairy: **Milk**-4oz (1-3yrs), 6oz (3-6yrs), 8oz. (6yrs and up), **cheese**-1/2oz (1-3yrs), 3/4 oz (3-6yrs), 1oz. (6yrs and up)

\*\*These are minimum requirements, you may send additional foods with your child\*\*

## **Cleaning and Sanitizing all Equipment:**

Mix a disinfecting bleach solution, use ¼ C. bleach to 1 gallon fresh water, or 1 T. bleach to 1 quart water, or ¾ teaspoon bleach per 1 C of water. A disinfectant must be in contact with items and toys long enough to kill the germs. The minimum time for the bleach solution to be in contact with a surface (called "contact time") is at least 2 minutes. A disinfecting solution is appropriate for:

- Diaper changing areas
- Bathroom sinks, toilets
- Clean up of blood or body fluid spills
- Cleaning toys
- Cleaning equipment such as phones and tables and chairs
- Countertops
- Floors

# What to do when you are exposed to, or come across body fluids.

**\*\*\*If body fluids come in contact with your skin, go immediately into the bathroom and wash your skin with antibacterial soap. Then, notify the director.\*\*\***

- 1) **Contact the Director and/or a staff member immediately!** The Director probably will have better knowledge of the individual(s) involved in the situation. Also, the Director is trained and has more experience cleaning up body fluids safely.
- 2) **Do not try to handle a situation that you are unable or unqualified to handle.** Ask yourself: "Am I the best person to handle this situation? Is there someone who can help more, or can give me advice?" Never try to handle a situation that you believe will put your health or safety in jeopardy. A lot of our guests are infected with AIDS/HIV and Hepatitis A, B, or C. Protect yourself!
- 3) **Never touch any body fluids!!!** Before cleaning up body fluids or helping someone with an open wound, put on gloves. There are always glove in the kitchen and in the cabinet nearest the kitchen door.
- 4) **Do not throw away anything with body fluids on it!!!** Any material that touches the body fluid needs to be put in a garbage bag and put in the director's office. The director will see that the materials are properly disposed of.
- 4) **Do not take your gloves off with your fingers. Use the glove to take them off. Put the gloves in the garbage bag.** If you do not know how to take your gloves of the proper way, ask the director to show you how to do it before an incident happens.
- 5) **Any body fluids on material that cannot be cleaned (like carpet or unmovable cloth) needs to be sectioned off so that no one goes near it.**
- 6) **If it is possible try and find out whose body fluids you have found, and see if they need medical attention.**
- 7) **Let the Director know what happened.** If the Director was not around at the time of the situation: let the Director know what happened; what steps will be taken in the future to correct the situation; how the situation affected you; and what you need in order to feel safe.

## Proper Way to Wash Hands

- Use warm or hot water when possible. Cold water is not as effective for killing bacteria on your hands.
- Wet your hands and wrists completely under the running water.
- Apply a small dab of liquid soap. If you use bar soap, you rinse it off before you use it.
- Work up a good lather and wash all of the surfaces of your skin, including the wrist, palms, backs of your hands, fingers, and fingernails. Wash your hands for at least 15 to 20 seconds.
- Rinse your hands thoroughly.
- Dry your hands. Use your paper towel to turn off the water after you have finished.
- If soap and water are not available, use gel hand sanitizers or alcohol-based hand wipes. Most supermarkets and drugstores carry these products. Carry one or both with you when you travel, and keep them in your car or purse.
- If using the gel sanitizer, rub your hands until the gel is dry. You don't need to use water; the alcohol in the gel kills the germs on your hands.

## Health Related Resources

In order to fulfill the requirements of the Health Related Resources we will be developing a Parent Board. This board will have a number of recourse available for parents. The board will include:

Resources with a description of what they are and a phone you can call such as:

Red Cross

Library

Health Department

WIC

State Health Insurance and other state programs available

Local recommended doctors

Poison control

Local and state police department

Fire department

Local Hospitals

If at any time there is a seminar or training available it will be posed on the board. Other information such as common childhood illness and anything else we feel would benefit our families we will place it on the parent board.

*If you have additional comments or questions please call the Family Program Coordinator at the Francis Family YMCA at 734-850-9622. Thank you for making the YMCA your child care provider.*

