



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

MCCROREY YMCA

DROP IN CARE POLICIES AND PROCEDURES

Short-Term Drop In Care centers provide developmentally appropriate child care for children six weeks to ten years old while their parents remain on-site. Short-Term Drop In Care centers are not licensed and regulated by the state Department of Child Development. All YMCA of Greater Charlotte child care programs adhere to YMCA Quality Standards. Children may not participate in the following programs for more than four hours in a 24 hour period in a Charlotte YMCA of a combination of YMCA's: Children's Enrichment Programs, Unlicensed Preschool, ChildWatch (Drop In Care) and Unlicensed Afterschool.

YMCA MISSION: To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

PHILOSOPHY: To provide developmentally appropriate enrichment opportunities and programs for children six weeks to ten years old.

PROGRAM GOALS: To support and strengthen families, to help children develop and operate to their fullest potential, and to provide a safe environment for children to learn and grown through socialization, exploration, choices and creative play.

COST:

\$20/Members - \$35/ Non Members per day/per child. Parents Morning Out / Parents Afternoon Out can be purchased at the Member Services Desk. Refunds: Please direct all refund request to the Family Services Director.

- Financial Assistance not available for DIC programs

STAFF TO CHILD RATIO GUIDELINES:

According to North Carolina state guidelines:

- 6 weeks to 12 months: 1:5
 - 1 years: 1:6
 - 2 years: 1:8
- 3 to 5 years: 1:10
- 6 to 10 years: 1:10

***See YMCA Website for Holiday Closings**

REGISTRATION PROCESS:

Drop in Care is available on a first come, first served daily basis to children who are registered as "dependents" on their parents' YMCA Membership. Guardians are responsible for completing a Drop In Care Registration Form. Children should come dress in comfortable clothing, ready for play and activities.

DROP OFF PROCEDURES:

- Sign your child(ren) into our ident-a-kid system and print a badge.
- Place one badge on your child's back and keep the other tag for identification purposes.
- Inform associates of any additional information needed for the day.

YMCA Mission: To put Christian principles into practice through programs that build healthy spirit, mind and body for all.



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

PICK UP PROCEDURES:

- Present your badge to the DIC Associate upon arrival.
- Sign-out of our ident-a-kid system.
- Discard all badges before leaving.

WELLNESS POLICY:

It is our sincere desire to provide quality care for your children. For the safety and well being of all children and staff, the following health and wellness policy will be strictly enforced and children should not participate in YMCA Childcare programs if one of more of the following conditions exists unless a written note from the child's physician is given stating that their symptoms are not contagious. Some symptoms include: Continuous or colored nasal drainage (more than 3 wipes), Coughing, Fever, Diarrhea, Sore Throat, Skin Rash, Open Sores, Pink Eye, Active Head Lice, etc. If a parent cannot be reached, the staff will call an emergency number listed on the child's health form.

DISCIPLINE:

The DIC at the McCrorey YMCA is committed to helping children solve programs to create a healthy atmosphere for everyone. Staff use tools such as Redirection, Encouraging the use of words, Helping wait turns and learn to share, Demonstrating appropriate ways to do things, offering natural or logistic consequences for their actions.

If a problem is recurring, we employ the following discipline policy:

Minor Offense: Not listening, screaming, not sharing, etc.

- Give verbal warning
- Child sits in "Quite Time" based on their age. (Ex. 2 years = 2 minutes)

Major Offense: Hitting, pushing, kicking, etc.

- Child sits in "Quiet Time" based on their age.
- If child continues to show harmful behaviors, the parent will be found and he/she will be removed from the room.

Termination Policy:

- 1ST Offense- Positive Redirection
- 2nd Offense- "Quiet Time"
- 3rd Offense- Conference with Parent
- 4th Offense- Behavior Modification Contact
- 5th Offense- Exclusion from the program

BITING:

Biting is a natural developmental stage that many children go through between the ages of thirteen and twenty-four months, and is usually a temporary condition. The staff will encourage children to use their words and help to find other ways of communicating frustration. However, to maintain safe and healthy conditions, the following consequences will be enforced should a child bite another child: Toddlers (ages, 13-24 mos), will be isolated from the group if they bite. After three occurrences, they will be required to leave Drop In Care immediately and will not be able to return to the program until their next birthday. Children older than 24 months: will be required to leave Drop In Care immediately and will not be able to return until their next birthday.

EVACUATION & SAFETY PROCEDURES:

Our job is to keep your child(ren) safe! We plan to get your child out of the building quickly and safely in case of a fire or other emergencies requiring an evacuation. Should we encounter a tornado, we will take the children to the Teen Center.

When the alarm sounds:

- DIC Staff will quickly count the children and gently place 8 week – 23 months in a crib. The Cribs will be wheeled by the staff through the drop in care door to the field closest to
YMCA Mission: To put Christian principles into practice through programs that build healthy spirit, mind and body for all.



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Beatties Ford Road. Staff will line older children up to pursue the same route.

- DIC Staff will recount the children and cross reference that number with our sign in roster. It is imperative that children are signed in and out daily for this purpose.
- Leadership staff will recheck the room to ensure all children have been evacuated.
- While parent's first instinct is to get your child if an alarm sound, the safest and best thing you can do is get yourself out of the building and meet us in the field in front of the building.
- If you do come to the Drop In Care room during an evacuation, you will not be allowed to take your child out of our care for any reason. This is for the safety of the children. We cannot stop to verify your identification to release a child to you.

ADDITIONAL POLICIES:

- Members may use Drop In Care services only while they are on-site or otherwise easily accessible and only for maximum of FOUR HOURS per 24 hour time period (within a day, not a shift).
- Part-time employees may use Drop In Care for a maximum of TWO AND ½ HOURS per 24 hour time period while they are working.
- Full-time employees may only use Drop In Care for non employment reasons (i.e. working out) and then follow the same guidelines as members. All full time staff members must have their child(ren) registered for PMO, PAO, PNO/ Staff Childcare Programs regardless of their length of stay. However, length of stay can not exceed 4 hours in a 24 hour time period.
- No medications will be administered in DIC with the exception of an Epi-Pen and/or allergy medication used to prevent severe reactions. Such medications will be kept out of reach of other children and will include instructions for use. A signed copy of the Association Authorization to administer Medication form is on file as needed.
- Due to many children with food allergies, we DO NOT allow any snacks or food in the Drop in Care area. Children participating in PMO, PAO and PNO are allowed to bring a lunch or a healthy snack however; such foods may not contain peanuts. All food must be provided by parents/guardians. No food preparation will take place in Drop In Care. Children who bring lunch will eat in a separate setting than DIC.
- For safety purposes, visitors are not allowed in Drop in Care. Children will only be released to persons not Authorized.
- Parents shouldn't remain in the Drop in Care for more than five minutes after arrival. It is imperative that your child gets to know our staff. We do everything to comfort your child. If crying persist for more than 15 minutes, we will have to locate the parent.
- Please label all CUPS, BOTTLES, BAGS AND PERSONAL BELONGINGS OF THE CHILDREN.
- We will not accept children 15 minutes prior to closing. In addition, in the event that there are no children in Drop in Care 10 minutes before closing, we will close Drop in Care early. Failure to pickup your child three times will result in the suspension of childcare services for one week. If parents repeatedly fail to comply, Childcare services will be permanently suspended.
- No more than 25 children are allowed in Drop in Care at one time.
- Screen time is limited for preschoolers (ages 2-5) to less than 30 minutes per day for children in half-day program or less than 60 minutes per day for those in full-day programs. No screen time for children under the age of two.

VOLUNTEER OPPORTUNITIES:

For information about opportunities for parent involvement please see the 0-5 Programs Coordinator.