



FOR YOUTH DEVELOPMENT  
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# Glastonbury Family YMCA Before & After School Child Development Programs





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Glastonbury Family YMCA  
Program Location & Information

Office Location:

Glastonbury Family YMCA  
95 Oakwood Dr.  
Glastonbury, CT 06033

Branch Contacts:

Sarah Ralston Regional Child Development Director (860)633-6548 ext. 17 <a href="mailto:Sarah.Ralston@qhymca.org">Sarah.Ralston@qhymca.org</a>	Juanita Dutton Office Manager (860)633-6548 ext. 12 <a href="mailto:Juanita.Dutton@qhymca.org">Juanita.Dutton@qhymca.org</a>	Mark Lafortune Executive Director (860)633-6548 <a href="mailto:Mark.Lafortune@qhymca.org">Mark.Lafortune@qhymca.org</a>
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School-Age Child Development programs are located at Glastonbury Public Schools. All before school programs open at 7:00 AM and all after school programs close at 6:00 PM.

Before/After School Programs

YMCA Buttonball 376 Buttonball Lane Glastonbury, CT 06033 Phone #: (860)719-2839	YMCA Gideon Welles 1029 Neipsic Rd. Glastonbury, CT 06033 Phone #: (860) 541-1811	YMCA Hopewell 1068 Chestnut Hill Rd. South Glastonbury, CT 06073 Phone #: (860)471-1152
YMCA Hebron Ave. 1323 Hebron Ave. Glastonbury, CT 06033 Phone #: (860) 541-1812	YMCA Naubuc 82 Griswold St. Glastonbury, CT 06033 Phone #: (860) 550-4368	YMCA Nayaug 222 Old Maids Lane South Glastonbury, CT 06033 Phone #: (860)659-6228

2019-2020 Monthly Fees

Enrollment Option	Child #1	Additional Children
3 Days Before School	\$175.00	\$166.25
5 Days Before School	\$271.00	\$257.45
3 Days After School	\$283.00	\$268.85
5 Days After School	\$438.00	\$416.10



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## Child Development Before/After School Programs At-A-Glance

### **Our Vision:**

The YMCA of Greater Hartford builds strong communities by helping individuals reach their fullest potential through transformative programs that promote Youth Development, Healthy Living and Social Responsibility. We do this by:

1. Putting a 'caring adult' in the presence of every child;
2. Being 'good stewards' of the resources entrusted to us; and
3. Working, 'in partnership' with others, to eliminate the disparities in health & education.

### **Our Mission:**

The YMCA of Greater Hartford is a charitable association open to all and committed to helping people develop their fullest potential in spirit, mind and body. This commitment is reinforced by our belief in living out universal values of caring, honesty, respect and responsibility.

### **Philosophy:**

The philosophy of the YMCA's Child Development Program is to develop the whole child, spirit, mind, and body, by fostering the social, emotional, cognitive, physical, and creative needs of all children, regardless of race, creed, color, religion, national origin, disability, and/or ability to pay.

We recognize that each child has unique needs, abilities and experiences, thus all activities and materials are geared to each child's developmental level. This will enhance a child's self-esteem and desire to learn, while providing a positive, happy and nurturing environment.

### **Program Goals and Objectives:**

Our goal is to offer quality childcare and educational services, with age appropriate activities. Our staff commits to recognizing and meeting the learning and developmental needs of the children we serve in a caring, nurturing environment. All programs are licensed by the CT Office of Early Childhood.

Our staff strives to continually develop professionally in order to:

- Provide a safe, supervised, structured environment in which a child may choose from a variety of activities that help them develop socially, intellectually, physically and emotionally in a developmentally appropriate manner.
- Develop a child's gross and fine motor skills.
- Develop and foster a child's language skills and literacy.
- Promote a positive value system by encouraging a child's self-worth and emotional development that will enhance self-esteem.
- Develop a child's healthy habits such as nutrition, dental care, cleanliness, hygiene and physical fitness.
- Create a partnership with parents that offers the opportunity for parental support, engagement in all facets of their child's experience, and educational training and workshops.

### **Enrollment Policy:**

To enroll in a YMCA of Greater Hartford's Child Development program, the following is required:

- All previous YMCA accounts must be in good standing.
- Registration forms must be completed in their entirety.





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FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

- A Health Assessment form signed and dated by a physician, which includes up-to-date immunization information. Children are required to have an updated Health Assessment form annually before entering kindergarten, and then as required by the town Board of Education policies.
- Payment Agreement
- Registration paperwork must be updated yearly.
- A separate enrollment form must be completed for each child in a given family.  
\*Paperwork will take at least 2 days in order to process.

### **Inclusion Policy:**

The YMCA welcomes children with special needs. Parents and families are asked to identify any health concerns or special needs their child may have. Together, we will then be able to determine what accommodations the child may need to be successful in our program. We will do our best to accommodate these needs; however, if we are unable to meet said needs, we will work with each family to find a solution.

### **Financial Assistance Policy:**

Financial assistance is made possible through donations to the YMCA's Annual Campaign. For more information, please contact the YMCA of Greater Hartford's office. In addition, we encourage all participants who apply for Financial Assistance to also apply for Care 4Kids. *\*Please inquire at branch office.*

### **Payment Policy:**

Payments are to be made monthly no later than the first of each month of service. Accounts must be kept current. Accounts delinquent by more than 2 weeks may require dismissal of the child from the program.

### **Our Staff:**

The YMCA child development staff is a group of dedicated professionals who are committed to providing a warm, caring and stimulating environment for your child. Staff is hired based on their education, experience and desire to work with children. Each Before & After School program has a Head Teacher. We maintain a 1:10 staff to child ratio. All staff is required to attend ongoing training in areas such as recognizing child abuse, positive discipline, child development and more. A reference check, drug screen, criminal background check, finger printing, and Department of Children and Families review are completed on each employee.

### **School- Age Child Development Activities:**

Our Before and After School programs are designed to provide children with a safe and enriching environment, where they can develop to their fullest potential.

Along with the YMCA's four core values (Caring, Honesty, Respect, Responsibility), the YMCA of the USA has developed 4 goals for all YMCA School Age Child Development Programs:

1. Encouraging children to take an active role in the day-to-day operation of the program.
2. Offering activities that extend and enrich children's experience.
3. Providing choices every day for how children will spend time at the program.
4. Encouraging children to make decisions that affect the program.

A variety of activities are offered daily, both staff facilitated and child driven. All School Age Child Development programs incorporate the following activity themes into their program schedule: Arts & Humanities, Character Development, Health, Fitness & Wellness, Homework Help/Quiet Time, Literacy, Science & Technology, Multi-Cultural Learning, and Service Learning. Children may choose to participate in a skill building activity.



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FOR SOCIAL RESPONSIBILITY

This activity is planned by one of our staff members. It is chosen based on the interest and developmental level of the children.

### **A Typical Afternoon...**

3:05-3:15	Arrival, Attendance & Announcements
3:15-3:30	Bathroom & Hand Washing
3:30-3:45	Snack
3:45-4:15	Homework/Quiet Time/Center Time
4:15-4:45	Physical Fitness Activities (large & small group games)
4:45-5:30	Developmentally appropriate daily activities
5:30-6:00	Free Play & Clean-Up time

### **Snack Time:**

Children will serve themselves (family style) all food and beverages from common bowls and pitchers with limited help. Staff will sit with the children during snacks. Fruits or vegetables will be provided at every snack/meal. The YMCA will not provide any fried foods or any foods that have trans-fats. The YMCA will only offer whole grains. The YMCA will not offer snacks that list sugar as one of the first three ingredients or that contain more than 8 grams of sugar per serving. Servings of fruits and vegetables will be ½ cup or more. Water will be accessible and available to children at all times, including at the table during snacks. Only water and unflavored low-fat (1%) or non-fat milk (for children 2 or older) will be provided, family style.

### **Physical Activity:**

Children will be provided 30 minutes of moderate to vigorous physical activity for a ½ day program and 60 minutes for a full day program. Bone and muscle strengthening activities will be included as a part of this physical activity. Children will be taken outdoors as much as possible, weather permitting.

### **Arrival & Departure:**

According to the CT Office of Early Childhood, attendance records for both children and staff must be recorded daily at the time of arrival and departure. Therefore, an authorized adult (YMCA staff or individual authorized by the parent/guardian on the enrollment form), must document the time of arrival and/or departure each day. Care giving adults who sign a child in or out of the program must be at least 18 years of age. This policy will be strictly enforced. A child will not be allowed to leave unless he/she is with an adult who has been specified on the registration form. Parents must notify the YMCA in writing if a person other than the ones specified on the registration form will be picking up the child. Please be prepared to show a photo ID when picking up.

### **Late Pick-Up:**

All children must be picked up from the YMCA program by closing time. If an emergency necessitates that a child be picked up late, call the YMCA staff beforehand. A \$1.00 per minute late fee will be charged for each minute a child remains at the program past closing time, regardless of staff notification of the late arrival. Two staff over the age of 18 will remain at the program until all children are picked up. If a parent or guardian has not called and all emergency contacts listed on the child's Emergency Contact sheet cannot be reached, the CT State Department of Children and Families requires the child care and education program to regard this situation as child abandonment, which requires YMCA staff to notify the local Police Department or the CT State Department of Children and Families.



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

### **Absences, Cancellations & Changes in Schedule:**

If a child is going to be absent from a YMCA program, parents are asked to notify the YMCA as far in advance as possible by phone, email or in writing. If your child does not arrive to the program after school and we have not been informed that your child will be absent, we will begin calling appropriate phone numbers to locate your child and ensure his/her safety. Our policy insists that staff continue to search until your child is found. The YMCA office must be notified, in writing, two weeks prior to the child's last day of the program or with any changes in schedule. Parents should email the following email addresses for schedule changes and changes to their child's schedule:

- [Buttonball@qhymca.org](mailto:Buttonball@qhymca.org)
- [HebronAve@qhymca.org](mailto:HebronAve@qhymca.org)
- [Hopewell@qhymca.org](mailto:Hopewell@qhymca.org)
- [Naubuc@qhymca.org](mailto:Naubuc@qhymca.org)
- [Nayauq@qhymca.org](mailto:Nayauq@qhymca.org)
- [GideonWelles@qhymca.org](mailto:GideonWelles@qhymca.org)

### **Medical & Medication Requirements:**

The Office of Early Childhood requires that each child enrolled in a Child Care program have an up-to-date medical form signed and dated by a physician or physician's assistant, with the date of the last exam specified. A new Health Assessment form will be required each year on the date of the last physical for children 5 years old and under, and then as required by the local Board of Education. The YMCA cannot accept a child without the proper medical forms. When a child is overdue for any routine health service, parents/guardians must provide evidence of an appointment for that service before the child's entry into the program and as a condition of remaining enrolled in the program.

Parents are required to notify the YMCA whenever a child has been exposed to a contagious disease or illness. If an outbreak occurs in the program, the YMCA staff will notify parents in a timely fashion. Any child contracting a contagious illness must submit a doctor's note stating when the child may return to the program. If a child is absent due to illness, they are not allowed to return until free from any symptoms or infections.

In compliance with Public Act 02-84, Child Care Programs may not deny services to a child who has an allergy or a prescription for an automatic pre-filled cartridge injector (such as an epi-pen). The YMCA requests, however, that whenever possible, medication be administered to the child outside the program hours by the parent or guardian. Only those prescription medications that must be administered during the program day will be administered.

The YMCA Child Development Programs will provide staff trained in the administration of medications, including the use of automatic pre-filled cartridge injectors with a written order from a physician and signed by the parent or guardian. The YMCA requires that, at all times, at least one staff person in the YMCA program be certified in the Administration of Medication as mandated by the State of Connecticut Department of Public Health (Section 19a-79-9). A parent/guardian has the option, and is welcome, to come to the center to administer medication personally.

In order to administer any medication, an Authorization for the Administration of Medication by Child Care Personnel for all types of medication (prescription and non-prescription) must be filled out and signed by the physician and by the parent. This form must include the name of the medication(s), dose, method of administration, time of administration, reason for medication, dates of administration, expiration of



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

medication(s), relevant side effects, potential allergies, prescriber's name and verification statement of prior use without adverse side effects.

Non-prescription medications include all types of over the counter medications (e.g. Tylenol, Advil, lozenges, cough drops, antibiotic creams, peroxide, etc.).

All medication must be in the original bottle or packaging and the prescription label must include:

- child's name
- dosage/route of administration (mouth, inhalation)
- specific time/intervals to be given
- current date of order
- physician's name and telephone number
- individual measuring spoon as may be required with medication
- medication expiration date

Prior to the administration of any medication, at least one dose (two doses if antibiotic) must have been administered outside the program, without adverse side effects, even if taken before for another illness. Trained staff will document the administration of medication on Medication Administration Record form maintained on site, upon completion of medication treatment order. Any unused medication will be promptly returned to parent after completion of treatment or will be destroyed within one week of termination of the order if not removed.

The YMCA reserves the right to exclude certain types of medical applications including, but not limited to, needle injections and rectal routes of administration, except for emergency situations such as an epi-pen. Parent will be required to seek alternate means of administration of medications if these forms are required during operating hours of the YMCA Child Care programs.

### **Child Guidance and Discipline:**

The YMCA is committed to working with children and families to resolve challenging behavior issues. YMCA staff may work with supervisors, peers and outside consultants to find a solution that will help children develop positive behaviors. However, in extreme circumstances, YMCA administrators may ask a family to leave a childcare program. In these cases, every effort will be made to provide families with advance notice and to help families identify community resources and alternate care arrangements.

For all age groups, if a behavior issue arises the staff will address the child or children directly, following the YMCA policies of positive guidance and discipline techniques based on developmentally appropriate practice, including positive guidance, redirection and setting clear limits that encourage children to develop self-control, self-discipline and positive self-esteem.

1. Staff will divert attention away from any activity that they disapprove of by substituting another plaything or leading the child to another activity.
2. Staff will offer children choices of activities/games they can participate in.
3. Staff will set limits for children that are consistently enforced and are based on reasons children can understand.
4. Children will be given warnings when they have done something wrong. Warnings are necessary to allow children to know in advance what to expect, reduce resistance and ease transitions.
5. Staff will structure the environment in such a way to help reduce misbehavior and accidents.



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

6. Staff will redirect behavior. It is necessary at times to move a child away from a behavior by suggesting an alternative acceptable behavior.
7. Staff will model appropriate behaviors for children.
8. Staff will be aware when a conflict between children arises. Staff will engage children in helping to solve the problem by analyzing the situation and all possible solutions and working with the children to pick one they all agree is the best one.
9. Staff will separate children if they are having difficulty getting along.
10. Staff will remain objective when there is a problem with a child.
11. Staff will give children positive attention and will engage children in behaving positively.
12. Staff will encourage children to behave positively and to continue to behave in appropriate ways.
13. Staff will explain the consequences of misbehavior to all children and will continually remind them of the consequences.
14. No child will be physically restrained unless it is necessary to protect the health and safety of the child and others.
15. Site Directors and staff will discuss positive guidance techniques with parents and will review these techniques as needed during the period of the child's enrollment.
16. The parent/guardian will be required to pick the child up from the child development program when a child's behavior is deemed unacceptable and/or is a safety risk to self or others. When the parent(s)/guardian(s) have been called more than two times during one week to pick up the child and there has not been an improvement in their behavior, a meeting between the parent(s)/guardian(s), staff, and Program Director will be held to develop a Behavior Management Action Plan.
17. If a child's behavior is determined by the Program Director and Executive Director to be a danger to the child, to other children or to the staff in a program, parent(s)/guardian(s) will be required to withdraw the child from the program.
18. Staff will report actual or suspected child abuse or neglect, or imminent risk of serious harm of any child to the Department of Children and Families as mandated by section 17a-101 to section 17a-101e inclusive, of the Connecticut General Statutes. Connecticut General Statutes identifies professionals who, because their work involves regular contact with children, are mandated by law to report suspected child abuse and neglect. All YMCA employees are considered Mandated Reporters by the State of CT. Mandated Reporters are required to report abuse or neglect based on a reasonable cause to suspect, such as what is observed, what is told or said.

### **Vacation Days & Snow Days**

Our Vacation Day programs run from 7 AM to 6 PM many of the days off from school throughout the year. Most days the program will run at **Buttonball Elementary School**, unless otherwise noted on the registration form. There are some days when the program will be at either a Wethersfield school, or there will be a field trip. Each day has a theme, daily schedule, and a curriculum guide to follow and will always include physical activity and at least one teacher-led activity. AM snack and PM snack will be provided by the Y. Registration forms will be sent out through the main office and available at least 2 weeks prior to vacation program.