



**Parent Handbook for Spring Break Camp & Summer
Program at the Wells Childcare / Schoolage Center**

Revised: 3/15/2024

WELCOME TO THE NORTHERN LIGHTS YMCA WELLS CHILDCARE / SCHOOLAGE CENTER

We are honored you have chosen to trust us with enriching your child's development and care.

We take this role seriously and commit to providing a safe, nurturing, learning environment for your child. Your child will have opportunities to explore and learn through developmentally appropriate activities.

Please use this handbook as a resource for the YMCA Wells Childcare Center policies and procedures. It provides information about the program, policies, and practices. Any parent/guardian that has questions or concerns regarding a child's participation are encouraged to talk with the Childcare Center Director.

PARENT NOTIFICATION OF LICENSING NOTEBOOK

Childcare Organization Act, 1973 Public Act 116

Michigan Department of Health & Human Services

All childcare centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010, until the license is closed.

- This center maintains a licensing notebook of all inspection reports, special investigation reports, and corrective action plans.
- The notebook is available to parents for review during regular business hours.
- Licensing inspections and special investigation reports from the last 2 years are available on the Bureau of Children and Adult Licensing website:

www.michigan.gov/michildcare

CONFIDENTIALITY STATEMENT

Northern Lights YMCA childcare programming maintains confidentiality and will respect each family's right to privacy, refrain from disclosure of confidential information and intrusion into family life. When we have reason to believe a child's welfare is at risk, we will share confidential information with appropriate agencies, as well as individuals who have legal responsibility for intervening in the child's interest. Disclosure of children's records beyond family members, program personnel, and consultants will require familial consent (except in cases of child abuse and/or neglect).

OUR MISSION AND VISION

We put Christian principles into practice through programs that build healthy spirit, body, and mind. Our center is committed to youth development, healthy living, and social responsibility. We follow our core values: caring, honesty, respect, and responsibility in our interactions with everyone that comes into our building, as well as encouraging and teaching these values to the children in our care. Our vision is to provide high quality childcare that encourages children and families to grow, learn, and thrive.

OUR PHILOSOPHY

Northern Lights YMCA childcare programming is geared towards the individual needs of children. Each location/program provides an environment with a wide range of developmentally appropriate materials and activities.

The essential component of our childcare program is our staff. Staff are trained in growth and development and set age-appropriate expectations. Staff guide and direct children with warmth, acceptance, approval, and respect and enable children to develop a strong, positive self-concept.

SUPERVISION

The center will always provide appropriate care and supervision of children. The ratio of teachers to children present will be based upon the following: 0-30 months 1:4; 30 months – 3 years 1:8; 3 – 4 years 1:10; 4 years – school age 1:12; School age 1:18.

GENERAL INFORMATION

OUR LOCATIONS

Northern Lights YMCA – Wells Center
5775 Main Street
Wells, MI 49894
906-789-0202

Northern Lights YMCA – Delta (Main building)
2000 North 30th Street
Escanaba, MI 49829
906-789-0005

CURRICULUM

Our childcare program is committed to the development of individual children, families, and communities. Our curriculum follows the guidelines of Creative Curriculum, which keeps the children learning through play. Children at these ages benefit most from care that keeps them engaged through play, physical, mental, and emotional activities. The five components of the Creative Curriculum are:

1. How children develop and learn
2. The learning environment
3. What children learn
4. Caring and teaching
5. Partnering with families

The four areas of development are: social/emotional, physical, cognitive, and language. We integrate all these developmental areas into our classroom environment and learning. Our classrooms have developmentally appropriate items to help them learn through play.

We encourage parent involvement in children's education. We strive to enhance parent knowledge about child development and the specific development of their child. Our curriculum is designed to enhance the development of children, to extend their skills and levels of understanding as well as foster positive self-esteem and positive feelings.

SPECIAL NEEDS

If a child has special needs, please contact the Center Director to schedule a time to talk before the child begins attending our program. We welcome all children to the center; however, we do not have the capacity to provide one-on-one staffing support and attention. The meeting will be designed to exchange information to help us accommodate your child's needs within our staffing capacity. We want to make sure we are meeting the needs and expectations of all our families.

Should a child in our care need support services, we do work with the ISD. They have psychologists, occupational therapists, speech therapists, behavioral therapists, and other support services that are permitted (and welcomed) to work with students in our care. This support would require parental consent.

ENROLLMENT PROCESS AND EXPECTATIONS

This information will help you understand the enrollment and payment processes.

Before enrolling we Suggest:

1. Take a tour.
2. Meet the Staff
3. Review the Handbook, make sure this will fit your needs.
4. Plan any payments or payment arrangements.

SPRING BREAK CAMP OR SUMMER CARE Paperwork Needed:

Enrollment Agreement
Child Information Record (Card)
Immunization Record
Medication Form (if applicable)
Topical Ointment Form (if applicable)
Food Program Enrollment
Photo Release
Enrollment Policies Form
Health Statement (School age Children)
Playground Agreement (School age only)

FINANCIAL ASSISTANCE AND 3RD PARTY CHILDCARE CONTRACTS

We are committed to access to all, regardless of family financial situations. We have a scholarship fund (annual campaign) to assist parents in affording YMCA childcare. This is awarded based upon fundraising and donations provided from the community each year. Scholarship forms must be turned in fully completed with all required documents. Additionally, we accept DHS payments for childcare and work with the Sault Tribe Childcare Assistance Fund. All fees apply as normal until the application has been reviewed and approved.

ADMISSION

Our program is a full-week program. Currently, we do not offer part-time enrollment. Children may be enrolled based upon center availability. The YMCA will enroll students regardless of nationality, race, gender, or creed.

Before a child may begin, the required paperwork (listed on page 5) must be submitted and approved by the Childcare Director.

Health statements need to be updated regularly. Failure to meet these requirements, as set by the Michigan Department of Public Health, may result in removal from the program. Local health departments may set requirements that will take precedence over these minimum requirements.

DISMISSAL PROCEDURES

The Northern Lights YMCA reserves the right to terminate care. Reasons a child may be removed from care may include non-payment of fees; poor suitability of the program for the child; repeated unacceptable behaviors that may be harmful to the welfare of other children (such as biting, inappropriate touching / conversations, or aggressiveness); or inappropriate behavior from the parent or family. Please refer to the discipline section for our procedures. Disenrollment is at the discretion of the Director.

PAYMENT INFORMATION

DUE DATES

- All program payments are due every Friday before the week of attendance.
- Parents may set up weekly payments with the approval of the Director.
- All DHHS and Sault Tribe childcare assistance participants are required to pay the co-pay on the first day of the week, prior to attendance.
- **A child may be dismissed due to an unpaid balance.** Families will be given notice for payment, if payment is not received, the child will not be able to return until balance is paid.
- Payments are non-refundable (unless there are unforeseen circumstances approved by the Director)
- A \$25 non-sufficient funds (NSF) will be applied to each declined credit card transaction and returned check.
- **Tuition is owed even if a child does not attend due to illness or vacation .**

ASSISTANCE BILLING (MDHHS & Sault Tribe)

Payment for absence hours is limited and dictated by the 3rd party assistance. Normally in care means based on a historical trend or routine of when a child was in care. Families utilizing assistance payments will be responsible for any fee that is not covered.

Families are responsible for making sure that paperwork and payments are up to date. If paperwork is not filed in a timely manner and any assistance payments end, those fees are the family's responsibility and may result in suspension if not paid.

HOURS

SPRING BREAK CAMP & SUMMER PROGRAM

Spring Break Camp will be held on 3/25-3/29, 2024.

Summer Program Date Range: June 3 through August 16, 2024

	SPRING BREAK CAMP	SUMMER PROGRAM
BEFORE CARE	7:30 – 9 AM	7:30 – 9 AM
PROGRAM	9 AM – 4:30 PM	9 AM – 4:30 PM
AFTER CARE	4:30-5:30 PM	4:30-5:30 PM

WHAT TO EXPECT IN YMCA PROGRAMS

We want you and your child(ren) to be comfortable knowing what to expect from the start.

DROP OFF & PICK UP

Parents are required to accompany children into any of our childcare programs. There is a daily attendance sheet that includes the time of arrival and initials that must be filled out by the parent. At pick up, the same information will be noted.

No child will be released unless the parent/authorized pick-up person signs the child out of the center/program. No child will be released to a person not noted as an authorized release on the emergency card. **Before a child can leave the program, the adult must sign the child out. We will check identification on everyone until faces become familiar.** If the parent wants to change the pick-up person over the phone, the new pick-up person must show identification and the parent will have to sign a written permission at the next available time. Authorized individuals must be 18 years old.

If a parent or authorized pick-up person is intoxicated or substance impaired when they come into the center, staff will offer to call another person to pick up the child. If that person insists on leaving, public safety and Child Protective Services will be called.

Parents who are separated and have court ordered arrangements must have a copy of the court order on file at the Wells Center. The childcare center cannot enforce court orders without these documents on file.

LATE PICK-UP PROCEDURE

We respectfully ask that children be picked up no later than 5:30 PM. If a situation arises where you will be late, contact the Wells Center at 906-789-0202 as soon as possible. We will attempt to reach emergency contacts if you are more than 5 minutes late. **A late fee of \$5 for the first 10 minutes and a \$1 for each additional minute will be charged, per child, for late pickups.** Late fees must be paid in full before the next day of attendance. If your child is not picked up 30 minutes after closing and we have had no contact, public safety will be called. If a child is frequently picked up late, the Childcare Director can elect to discontinue care.

TOYS FROM HOME

We ask that personal toys be kept at home. The YMCA does not assume responsibility for personal toys at our facilities.

EQUIPMENT USE AND SUPPLIES

The YMCA Wells Center will make numerous types of equipment and supplies available to children for use during free play and group activities. We do expect some wear and tear on items; however, we ask that all our materials are treated with respect. If we have a student deliberately destroying items, the parents will assume financial responsibility for that property.

We do ask that parents supply a change of clothes and outdoor gear for your child. If your child has an accident and does not have an extra set of clothes, parents or emergency contacts will be called and asked to provide a change of clothes within 30 minutes.

OUTDOOR TIME

Outdoor time is considered an integral part of our program. All children will be expected to go outside daily. Extreme temperature may determine limited play. If it is raining, or if the temperature is below 10 degrees or above 95 degrees, outdoor time will be limited. It is assumed that if the child is well enough to attend the center / program, he/she is well enough to go outside. Please send children with appropriate clothing to play outside in a variety of temperatures.

WHAT TO WEAR

Exploration and play are essential to a child's healthy development. Children should dress in comfortable play clothes that are weather appropriate. Children often soil clothing when eating, playing, and participating in activities. It is a good idea to have an [extra sets of clothes](#).

NUTRITION/FOOD SERVICE

Mealtimes allow children the chance to make choices, develop relationships, practice self-help skills, and learn the fine art of conversation.

SPRING BREAK: Lunch will need to be provided by the families and a snack will be provided by the program in the afternoon. It is recommended to bring a water bottle for your child.

SUMMER PROGRAM: Most lunches will be provided by the Escanaba Area Schools but there will be a week or two that cold lunches will need to be prepared. Lunches provided by the Meet Up Eat Up program will be given on Mondays – Thursday. All Friday lunches will be provided by the health out of school grant. It is also recommended to provide an afternoon snack and bring a water bottle for your child.

The menus will follow nutritional guidelines established by the U.S. Department of Agriculture. Under these guidelines, we offer children a variety of healthy foods. Food served in our program will be primarily low-sugar and low fat in nature. For children 12 months to 2 years of age, whole milk is served, all others will be served low fat (1%) milk. Meal requirements for the childcare food program are available upon request.

A menu will be posted in the main entrance. **All food allergies must have a written doctor's statement of the allergy. Please notify the Director right away of any allergies.**

In accordance with the Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating based on race, color, national origin, sex, age or disability. To file a complaint, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington D.C. 20250-9410, or call (800)795-3272 or (202)7205964 (TDD). USDA is an equal opportunity provider and employer.

STAYING HEALTHY IS VITAL TO SUCCESS

HEALTH STATEMENT

All children enrolled in our Spring Break Camp or Summer Program are required to have an up-to-date copy of their health statement in their file at the program site. If any changes occur, please provide us with a copy of the updated form. We are unable to accept children into our care without these.

MEDICATION

All medication, including ointments, will be administered only with written permission from the parent. All medication must be in the original container with a Medication Authorization form. Prescription medication must have a pharmacy label indicating physician's name, instructions, name, and dosage. If the medication is a liquid, parents are required to bring the syringe.

HANDWASHING

Handwashing is the mechanical removal of infectious agents. Handwashing will be done by using warm water and liquid soap. Rub hands together for at least 15 seconds, making sure to scrub the backs of hands, wrists, between fingers and under fingernails. Rinse well under warm water and use a paper towel to dry your hands, use paper towel to turn off running water. Procedures are posted at all hand washing sinks.

Hands will be washed upon entering the classroom, before and after meals (or food preparation), after toileting / diaper changes, before and after the use of sand, water, or Play-Doh, and after wiping a nose, touching mouth, etc.

TOILETING

It is our policy that all children enrolled in the Spring Break Camp or Summer program must be fully toilet trained.

CLEANING & SANITIZING

All items (tables, etc.) require sanitizing to prevent illness and shall be washed, rinsed, and sanitized with approved agents, methods, and concentrations. Cleaning is done daily after each use of the item or space.

TOYS AND EQUIPMENT

Toys and equipment are shared by many children and the potential for transmitting infections is obvious. In general, soft, cuddly toys are avoided because washing is more difficult. Non-absorbent toys such as plastic toys or blocks will be washed with soap and water, rinsed, and sanitized and left to air dry. Absorbent toys such as stuffed animals will be washed in the washing machine.

IS YOUR CHILD WELL ENOUGH TO COME FOR CARE?

When parents are debating whether it's okay to attend, remember the most contagious time is just prior to the emergence of full-blown symptoms. It is important that children who have been ill do not come to the center if they are still sick.

If a child becomes seriously ill during the day, parents will be notified and asked to pick up their child within 30 minutes. The Wells Childcare & Schoolage Center is not qualified to care for seriously ill children.

Upon arrival, if a child seems too ill to be at the center (determined by the Childcare Director or person in charge), parents may be asked to take him or her home. If we disagree about your child's health, please understand that it is a judgment aimed only at trying to keep everyone healthy. A parent will be notified, and the child sent home for: Fever or oral temperature >99.9 degrees, vomiting, and diarrhea (2 unexplained loose stools within an hour).

GUIDELINES FOR RETURNING TO CARE

CONDITION FOR EXCLUSION	CONDITION FOR RETURNING
Temperature greater than 99.9	Fever free for 24 hours (without fever reducing medication)
Symptoms & signs of possible severe illness (unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, or thick mucus from nose)	Until medical evaluation allows inclusion (written doctors note) or symptoms have cleared
2 abnormally loose stools, uncontrolled diarrhea, that is – increased number of stools, and / or increased stool water	Diarrhea free for 24 hours
Red or blue in the face, croupy sounding cough, or whooping sounds after coughing	Until health care provider determines the condition is noninfectious
Unusual spots or rash with fever or behavior change	Until health care provider determines the symptoms are noncommunicable
Purulent conjunctivitis (red or pink eyes with white or yellow discharge)	Until 24 hours after treatment has been initiated
Untreated scabies, head lice, or similar infestation	24 hours after treatment and free of infestation, such as lice and nits
Known contagious disease while still in communicable stages	Until health care provider determines the condition is noncommunicable or symptoms have cleared

SAFETY IS OUR TOP PRIORITY

Below are the guidelines we enforce to ensure that your child is safe throughout the day.

WEAPONS ARE PROHIBITED

No firearms, knives, or other items deemed as weapons may be brought into our YMCA sites. Anyone who observes the items will have to report it to the Director (or site lead) immediately. Anyone found in violation of this rule will be prohibited from entering any YMCA facility or program. Public Safety will also be informed.

STAFF

Staff are certified in the following: First Aid, CPR, Blood Borne Pathogens, Child Abuse Prevention, Safe Sleep, Health and Safety, and additional professional development training every year.

The YMCA Childcare Program DOES require a criminal history background check on its employees and long-term volunteers.

1. A staff member or volunteer shall not be present in our childcare center/school if he or she has been convicted of the following:
 - a. Child Abuse or Neglect
 - b. A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire.
 - c. No character crimes can be on a criminal record.
2. Before a staff member or unsupervised volunteer may have contact with a child in our childcare center / school age program, our program will conduct a criminal history check using the State of Michigan Bureau of Community and Health Systems Childcare Background Check Program or equivalent by law in other states.
3. Parent and guest involvement is very important to the family unit and learning environment. Parents or guests that are sporadic or a onetime visitor will not under any circumstance have unsupervised time with any child in the program. Parents and guests must comply with all YMCA policies and comply with the law in the State of Michigan.

All our staff are mandated reporters by law. If any form of child abuse or neglect is suspected, by law our staff are required to report it verbally to Child Protective Services (855-444-3911) immediately. The staff who report the incident must also submit a written report to CPS within 72 hours. We are fortunate to employ mature and caring staff, eager to make your family's experience as fun, educational, safe, and memorable as possible.

STAFF RELATIONSHIPS WITH CHILDREN OUTSIDE OF PROGRAM

We understand good quality childcare is hard to find and some parents may be interested in having staff members provide childcare services outside of business hours. Our policies state that staff may not be alone with children that they meet in the YMCA program outside of the YMCA. If a relationship existed prior to care at the YMCA and you would like to have a YMCA employee on the contact card, please notify the Childcare Director.

FIRE EMERGENCY DRILLS

Each room has emergency plans, routes, and procedures posted. The childcare / schoolage center practice these drills regularly. Fire drills are done quarterly, but more may be completed.

LOCKDOWN DRILLS

Lockdown drills are practiced three times per year, but more may be completed. Staff are trained in lockdown procedures. Each room has emergency plans and procedures posted.

TORNADO EMERGENCY & DRILLS

Again, each room has emergency plans, routes, and procedures posted. The shelter in place zone for our childcare center is the women's & men's restrooms, interior office and in the hallway between room 7 & 8. Infants will be gathered in cribs to be rolled to their designated safe location. Children and staff will shelter in place until a WARNING has been cleared by the NOAA Weather advisory. The center practices these drills regularly and are conducted a minimum of twice per year.

NATURAL OR MAN-MADE DISASTERS

Other natural or man-made disasters may occur and include but are not limited to flood, blizzard, gas leak or chemical spill, sewer back-up, or a power outage. If one of the listed disasters occur, YMCA staff will move quickly and decisively while evaluating the necessity to evacuate immediately to an arranged off-site location. If children are evacuated to an off-site location, parents will be notified by phone by the Childcare Director, Schoolage Director or the YMCA.

RELOCATION PLAN

In the event the relocation of children is required, the Wells Childcare / Schoolage children will be re-located by foot to the Wells Township Hall located at 6436 North 8th Street, Wells as a first location. If that location is also experiencing the same distress as the YMCA Wells Center (ex: No Water), the children will be re-located to the YMCA at 2000 North 30th Street, Escanaba using public transportation from DATA. Parents will be notified by calls to arrange pick up. Specific details are posted in the rooms.

INJURIES, ACCIDENTS, OR SAFETY ISSUES

Parents **MUST** inform the program staff of any health or safety needs of the child that the program will need to address. If your child has an illness or injury that may prevent an activity, please call the Childcare Director.

Parents will be notified at the end of the day for non-serious injuries/incidents (anything out of the ordinary or if the child is not like him/herself). Some injuries (lacerations, anything with the head) will warrant a call to the parent right away.

MAJOR INJURIES: head injury, broken bone, severe laceration, or any other injury that requires a doctor's visit.

MINOR INJURIES: scratches, bruises, bumps – parents will receive a notification through our communication app for any minor injury, as well as an incident report at the end of the day.

In all cases a written report will be shared with parents by the end of the day. The staff is not to make judgment that the child is ok. That call is for the parent/guardian to make. The director and/or lead teacher will call the parent and document the call including the date, time, what was said, the parent's decision, and staff signature. The parents will receive written information regarding the incident/accident. Parents must be fully aware of the child's incident with all the details. A parent should NEVER leave the center with doubt or unanswered questions.

If a child needs to go to the hospital via ambulance, a staff member will stay with the child until the parent arrives at the hospital. Parental signatures will be required on incident/accident reports.

When the center observes changes in a child's health, a child experiences an accident, major injuries, or incidents, or is too ill to remain in the group, parents will be notified immediately via phone.

FIRST AID KITS

First Aid Kits are in each classroom and in the main office. When leaving the center, even going out of the classroom, staff will take along the first aid kit. Our staff are required to wear gloves whenever they are dealing with bodily fluids. This includes, but is not limited to blood, vomit, and fecal matter.

INCIDENTS

An incident includes but is not limited to a child lost or unsupervised; alleged sexual contact; physical discipline. If this occurs, parents will be notified immediately by phone or personal contact, if appropriate, local authorities will be notified, and LARA agency will be notified using appropriate reporting form and procedures.

DISCIPLINE POLICY & PROGRAM GUIDELINES

DISCIPLINE POLICY

We encourage positive redirection. Positive discipline teaches children where limits are set, how to maintain control of their bodies, and how to problem solve in the event of conflict.

Our staff is trained in Conscious Discipline, which is teaching over punishment, while simultaneously improving communication skills with the intent of constructively expressing emotions.

We encourage children to empathize with one another's feelings and see the results of their actions. We use "Time Out" as our last resort. Any child that is put in time out is always supervised by a teacher and shall remain in time out only 1 minute per age of the child.

When time out is over, it is explained to the child why time out occurred and what correct behavior is expected. No child is subjected to corporal punishment or physical discipline at any time.

We will make every effort to work with parents of children having difficulties in childcare. Behavior of children which disrupts normal classroom group activities on a frequent or extended basis may indicate physical or emotional problems requiring the attention of a professional specialist.

Children displaying chronic disruptive behavior which is upsetting to the physical or emotional well-being of another child may require the following actions:

1. Parents of the child will be called in for a conference. We will discuss the issues and identify some possible solutions. A plan of action will be developed and agreed upon by the parents, staff, and a health/behavioral specialist.
2. If the plan of action is not working, the parents will be called in for another meeting. We will discuss what is not working and develop another action plan.
3. If no progress has been made towards solving the problematic behavior, the child may be suspended from care. This suspension may range in length from the rest of the day to indefinitely.

CLASSROOM GUIDELINES

1. Hitting, pushing, biting, kicking, throwing toys, screaming, running indoors, spitting, etc, are not allowed.
2. At mealtime, self-help and table manners are encouraged. There will be no throwing or playing with their food. Each child will be encouraged to take a "no thank you" bite.
3. No guns or pretending to play guns are allowed.
4. No toys of a violent nature are allowed in the center. (Power Rangers, Mortal Combat, etc.)
5. Children and staff are expected to:
 - a. Be respectful of themselves, others, and materials.
 - b. Be responsible for his/her actions.
 - c. Be caring.
 - d. Be honest.

PROHIBITED PRACTICES

1. Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment
2. Restricting a child's movement through physical restraints
3. Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child
4. Depriving a child of meals, snacks, rest, or necessary bathroom use
5. Excluding a child from gross motor activities
6. Excluding a child from daily learning activities
7. Confining a child in an enclosed space. Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, based upon a child's development, to prevent a child from harming his/herself or to prevent a child from harming others.

TYPICAL SCHEDULE

7:30 – 9 AM	Before Care
9–9:45 AM	Large Group / Gym Time
9:45–10 AM	Hand Washing, Bathroom
10–10:45 AM	Group Activity: Arts -n- Craft
10:45–11:45 AM	Group Outdoor Play at Park
11:45 AM – Noon	Songfest
Noon – 12:15 PM	Hand Washing, Bathroom
12:15 – 12:45 PM	Lunch
12:45 – 1:30 PM	Group Activity: Outdoors
1:30 – 1:45 PM	Hand Washing, Bathroom
1:45 – 2 PM	Snack
2–2:45 PM	Food & Fun / Healthy Fun
2:45–3:30 PM	Group Activity:
3:30 – 3:45 PM	Hand Washing, Bathroom
3:45 – 4:30 PM	Group Activity: STEM
4:30 – 5:30	Aftercare

NORTHERN LIGHTS YMCA

SCHOOLAGE PROGRAMS

ACKNOWLEDGEMENT OF RECEIPT OF PARENT HANDBOOK

Please sign and return prior to child beginning the program:

I, _____ (please print name),
acknowledge that I have received and read the Northern Lights YMCA
Spring Break Camp and Summer Program Handbook. The Northern Lights
YMCA reserves the right to amend the policies and procedures set forth in
this handbook. Written notice will be provided of any modification of
policies.

Parent Signature

Date

NORTHERN LIGHTS YMCA

SPRING BREAK CAMP OR SUMMER PROGRAM

ENROLLMENT AGREEMENT

I, _____ (parent / guardian name)
understand the Northern Lights YMCA Wells Center is reserving the following time(s)
and days for my child in their program:

My child's starting date will be:

- I understand that it is my responsibility to enroll my child weekly to reserve my spot for the following or upcoming week.
- I understand I am responsible for paying my child's balance each Friday, prior to care.

Parent/Guardian Signature:

Date

Director Signature:

Date

NORTHERN LIGHTS YMCA

SPRING BREAK CAMP / SUMMER PROGRAM

PHOTO TALENT RELEASE

I give permission to the Northern Lights YMCA and affiliates to use without limitation or obligation, photographs, film footage, tape recordings or other media that may include my child's image or voice for purposes of promoting or interpreting YMCA programs. Photos will be posted on the Northern Light YMCA website and Facebook page.

Please use photos as described above. (Initial Here if Yes) _____

Please only use photos for classroom/project for home (Initial Here if Yes) _____

Please do not take my child's photo. (Initial Here if Yes) _____

Participant Name – Please Print

Parent Name – Please Print

Parent/Guardian Signature

Date

NORTHERN LIGHTS YMCA

SPRING BREAK CAMP / SUMMER PROGRAM

EMERGENCY TREATMENT RELEASE

Emergency Authorization

I hereby give permission to the medical personnel selected by the Northern Lights YMCA to provide health care; to administer medications; to order X-rays, routine tests; treatment; to release any record necessary for insurance purposes; and to provide or arrange necessary related transportation for my child. If I cannot be reached in an Emergency, I hereby give permission to the physician selected by the Northern Lights YMCA to secure and administer treatment, including hospitalization, for the named person below.

Name of Child

Signature of Parent or Guardian

Date

Please circle the appropriate title:

PARENT

GUARDIAN

NORTHERN LIGHTS YMCA

SPRING BREAK CAMP / SUMMER PROGRAM

TOPICAL OINTMENT PERMISSION

Ointments that we will use come in our first aid kits.

- We are asking your permission to put sunscreen on your child(ren) each day we take them outside. The brand will be Walmart Cream. YES NO
- We are asking your permission to apply first aid ointment YES NO
- We are asking your permission to apply sting relief ointment YES NO
- We are asking your permission to apply anti-itch ointment YES NO

Please sign and return this form. We appreciate your cooperation and as always thank you for your continued support of Northern Lights YMCA childcare.

I give permission for the Northern Lights YMCA Childcare Staff to apply ointments, as needed, to

Childs Name

Parent/ Guardian Signature

Date

I will provide my own ointment / sunscreen YES OR NO

If personal sunscreen is provided, please be sure to label with child's name.

NORTHERN LIGHTS YMCA

SPRING BREAK CAMP / SUMMER PROGRAM

PLAYGROUND PERMISSION FORM

WHERE: Wells Township Hall Tot Lot

WHEN: Year of 2024

Child's Name: _____

R 400.8170 Outdoor Play Area; Rule 170

(11) The playground equipment, use zones and surfacing in the outdoor play area must be inspected by a certified playground safety inspector and an approval granted for playground equipment and areas used before issuance of the original license, upon request of the department, and before using any newly added playground equipment. The center shall provide documentation of the inspection to the department upon request and shall keep it on file at the center.

The Wells Township Hall Tot Watch is not a YMCA owned playground so therefore the above listed rule may not be required of the entity with the equipment. The YMCA does not confirm the playground is certified.

_____ YES, I have read the above listed licensing rule, and my child has permission to go on playground equipment at the above site.

_____ NO, I have read the above listed licensing rule, and my child does not have permission to go on playground equipment at above site.

Parent Signature

Date

NORTHERN LIGHTS YMCA

SPRING BREAK CAMP / SUMMER PROGRAM SCHOOL AGE CHILDREN 5-12 YEARS/CHILD HEALTH STATEMENT

I, _____ parent / guardian of
_____, state that my child is in good health.

Activity restrictions or other health conditions are noted below:

I also state that all immunizations are up to date as recommended by the State of Michigan and are on file with my child's school.

Signature

Date

CHILD INFORMATION RECORD

State of Michigan - Department of Licensing and Regulatory Affairs - Child Care Licensing

Instructions: Unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, "unknown" or "none" is the required response. A blank field, a line through a field or "N/A" are not acceptable responses.

For Provider Use Only:		Date of Admission	Date of Discharge	
Name of Child (Last, First, Middle Initial)				Child's Date of Birth
Address (Number and Street, Building/Apartment Number)			City	State
Address (Number and Street, Building/Apartment Number)			City	State
Parent/Legal Guardian's Name		Home Phone ()	Parent/Legal Guardian's Name (Optional)	
Home Address (if not child's address)		Cell Phone ()	Home Address (if not child's address)	
City	State	Zip Code	City	State
Email Address (optional)			Email Address	
Employer Name		Work Phone ()	Employer Name	
Name of Child's Physician or Health Clinic		Physician's or Health Clinic's Phone Number ()		
Hospital Preferred for Emergency Treatment (optional)				
Allergies, Special Needs and Special Instructions (Attach additional sheets, if necessary.)				

Emergency Contact & Release of Child: List all individuals, including parents/legal guardians, in order of preference, to be contacted in an emergency. If possible, include at least one person other than the parents/legal guardians to be contacted in an emergency and to whom the child can be released. The second phone number column can be left blank. (If more individuals, attach additional sheets.)

1.	()	()
2.	()	()
3.	()	()

Release of Child Only: List all individuals, other than the parents/legal guardians, to whom the child may be released. (If more individuals, attach additional sheets.)

1.	()	2.	()
3.	()	4.	()

Parent/Legal Guardian Initials:

_____ I give permission to _____, licensed by the Department of Licensing and Regulatory Affairs to secure emergency medical treatment for the above named minor child while in care.

I certify that I accurately completed this form and if anything changes, I will notify the provider by updating this form.

Signature of Parent or Guardian

Date Signed

Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials
LARA is an equal opportunity employer/program.						AUTHORITY: 1973 PA 116 COMPLETION: Required PENALTY: Rule Violation Citation.	