



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

YMCA Early Childhood Education

Health Policy

State of Wisconsin requires each child in the program to have a physical examination by a licensed physician not more than six months prior to admission to the center. Each child must also have all immunizations required by the state upon admission to the center. The health and immunization forms must be on file at the ECE Center by the specified deadlines or your child will not be permitted to attend the center.

A child who becomes very ill during their time attending the center will be isolated from the group. Parents will be notified and asked to come for the child immediately. If the parent is not available, the person listed on the child's emergency card is contacted. Emergency cards must be on file the first day of program attendance. Children must be picked up within 1 hour of contact to avoid a late pick up fee.

A child who shows signs of illness should not be sent to the center. Any child who shows signs of illness on arrival at the center will be sent home. This policy is for the protection of the child as well as the other children and individuals in the facility.

Written permission from the parent to refer a child for medical care in case of an accident or emergency must be on file with the center. This authorization shall be used only when the parent or the designated responsible person cannot be reached.

In the event of an emergency, the written instructions provided by the parents on the child's enrollment form will be followed. If an emergency medical location is not indicated on the child's form, the program designates the following locations for emergencies:

- Children's Hospital of Wisconsin, 8915 W. Connell Court, Milwaukee, WI 53226
- Aurora Sinai Medical Center, 945 N. 12th Street, Milwaukee, WI 53233
(alternate location for Northside YMCA Early Childhood Education Center)
- Froedtert Menomonee Falls Hospital, W180 N8085 Town Hall Road, Menomonee Falls, WI 53051 (alternate location for Northwest YMCA Early Childhood Education Center)
- Ascension Columbia St. Mary's Hospital Ozaukee, 13111 N. Port Washington Road, Mequon, WI 53097 (alternate location for Sonlight YMCA Early Childhood Education Center)

In case of an extreme emergency, the local Police department will be called until the parents can be reached.

First Aid supplies are kept at the center for minor cuts, scratches, etc. No medication is administered without the following: a completed Authorization to Administer Medication Form is fully completed by



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parent/guardian, medication is provided to the center in its original container with the child's name and dosage written on the medication and the medication is age appropriate for the age of the child.

If your child contracts a communicable disease such as COVID-19, chicken pox, measles, mumps, rubella, polio, diphtheria, meningitis, hepatitis or tuberculosis, you must report it to the center authorities of our center. Similarly, contagious skin diseases such as impetigo and parasitic infections such as lice and ringworm must also be reported. The public health authorities will provide you with the information about the disease or affliction and when your child no longer poses a health risk to others. They will issue a release which will be necessary for you to submit to the center for your child to return to program after contracting one of the above conditions. Health officials also request the public to report cases of food poisoning. To make a report or obtain more information, call the Health Department.

COVID-19 Sick Child Amendment: Children will be monitored for signs or symptoms of COVID-19 daily. Children will not be admitted and asked to stay home if any of the following applies: have a fever of 100.4 or higher; have had a fever of 100.4 or higher or other potential symptoms of COVID-19 such as shortness of breath or persistent dry cough within the last 72 hours; have come in contact with others who have COVID-19. Children will need to remain at home for 72 fever and symptom free without medication prior to being able to return to program.

To prevent the spread of COVID-19:

- Children with signs/symptoms of COVID-19 or who have been exposed to others with COVID-19 will be asked to stay home.
- Children who develop signs/symptoms of COVID-19 while at the program will be immediately separated from others and the program staff will contact the family member and/or emergency contact to pick the child up.
- We encourage families to practice frequent handwashing at home
- YMCA Early Childhood Education Centers will practice handwashing upon arrival to the program, before meals and snacks, after outdoor play, after using the bathroom, prior to going home, after nose blowing or assisting a child with blowing their nose, coughing, or sneezing
- Cover cough and sneezes with tissues, throw tissues in the trash, and clean hands with soap and water or hand sanitizer (if soap and water is not readily available).
- Clean and disinfect frequently touched surfaces at least daily, including tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks

Please notify your child's teacher when he or she has been diagnosed as having a communicable disease and has inadvertently exposed the rest of the class. This will help the teacher and center to be on the lookout for further illnesses in the class/center.

All teachers are required to have a physical examination on record which is kept at the center.



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The State of Wisconsin requires the center/classrooms to maintain a medical and injury log book. This book is used to record any injuries received by a child or brought to our attention.

Medication:

Medication which needs to be administered must meet the following:

- Have a completed Authorization to Administer Medication Form completed by parent/guardian.
- Medications must be in original container with the child's name written/listed.
- Authorization to Administer Medication must contain written instruction as to quantity, time of dosage, date range for dosage to be administered, days for it to be administered, name and phone number of doctor and any other directions for use.
- All medications must be used according to instructions listed on the label unless written permission provided from physician; medication use must be consistent with physician instructions.
- Expired medication must be removed from the center by parents.
- The center may not be administering the initial dose of medication.
- Written authorization must be given to the Y to administer medication. Forms are available at the center/site.
- Medications for infants must include measuring device to insure proper dosage.
- Any other specific instructions must be included on Authorization to Administer Medication.
- All communicable disease will be posted for parent information.



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Child Guidance

Our first rules are SAFTEY and HAVE FUN!

Experiential play and hand on activities are learning! Hitting, kicking, biting, taking toys from other classmates and name calling all result in someone not having fun. Running in the room can cause accidents and that is not fun either.

There shall be no physical or verbal punishment which is humiliating or harmful to the child. Our policy on discipline follows the State of Wisconsin guidelines.

When discipline is necessary, the following steps will be taken:

1. The teacher will identify the inappropriate behavioral pattern and confer with the child regarding their behavior. This will be supported through confidential documentation and parents will be notified.
2. A private parent-teacher conference may be called at any given time by the teacher, parent or director. The following items will be discussed with the parent:
 - a. Define the child's inappropriate behavior.
 - b. Discuss what solutions have been tried to redirect the child including the teachers plan of action with the child.
 - c. Discussion of additional suggestions of what may work at home, how the family can provide support to the teacher at home or parental interventions including the option to observe the class and collaboratively develop a plan for child's success in the classroom.
 - d. Set a timeline for interventions, a method and date for ongoing communication on the child's progress and how new strategies are working.
3. If necessary, the teacher, parent or director will call a second conference. At that time, the teacher along with the director and parent will reiterate items 2a-2d and review the discipline policy with the parent. Steps will again be reviewed as to help the child be successful at school. Information and referrals for supportive services will be offered if appropriate.
4. The teacher and/or director will follow up with second conference with a written summary and course of action that will be given to the parent.
5. If the child is unable to find success in the center, the director has the authority to dismiss the child from the center program.