



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PARENT HANDBOOK

**F.M. KIRBY CHILDREN'S CENTER
OF THE MADISON AREA YMCA**



Drawing by F.M. Kirby Children students

F.M. KIRBY CHILDREN'S CENTER OF THE MADISON AREA YMCA

54 East Street, Madison, NJ 07940

(P) 973-377-4945 (F) 973-377-8534 (W) madisonareaymca.org

TABLE OF CONTENTS

Mission Statement	Page 1
Welcome to the Madison Area YMCA	Page 1
Welcome to the F.M. Kirby Children’s Center	Page 1 – 2
YMCA Membership	Page 2
Annual Campaign/Financial Assistance	Page 2
Child Care Food Program	Page 3
Hours of Operation	Page 3
Professional Development Days	Page 3
Center Closings (weather related)	Page 3
F.M. Kirby Children’s Center 2016 Calendar	Page 4
F.M. Kirby Children’s Center 2017 Calendar	Page 5
LBK Toddler & Preschool, Talking Tots & Kirby Kindergarten 2016-2017 Calendar	Page 6
Visiting	Page 7
General Facility Policies & Guidelines	Page 7
School Grounds	Page 7
Cell Phone Usage	Page 8
No Smoking Policy	Page 8
Volunteer Opportunities	Page 8
Fees	Page 8 – 9
Extended Care	Page 9
Late Fees	Page 9
Returned Checks	Page 10
Enrollment	Page 10
Kirby Curriculum	Page 10
Teacher/Child Ratios	Page 10
Field Trips	Page 10
Parent Teacher Conferences	Page 10
Service Changes or Withdrawals	Page 10
Termination of Service/Expulsion Policy	Page 11
Absences	Page 11
Entrances	Page 11
Security Cameras	Page 11

TABLE OF CONTENTS (CONTINUED)

Arrivals & Departures	Page 12
Authorized Pick –Up People	Page 12
Parking	Page 12 – 13
Transportation	Page 13 – 14
Child Abuse	Page 14
Discipline	Page 15
Assessment	Page 15
Health & Safety Information	Page 15 – 16
Child Care and Illness	Page 16
Injuries	Page 17
Outdoor Play	Page 17 – 18
Medications	Page 18 - 19
Food Allergies	Page 19
Birthday Celebrations	Page 19 – 20
Universal Health forms, Immunization lists, And Emergency Contact Information	Page 20
Fire Drills	Page 20
School Safety Drills	Page 21
Kirby Center Family & Staff Relationships	Page 21
F.M. Kirby Staff Phone Numbers	Page 22
Information to Parents	Page 22
Privacy Promise	Page 22 – 23
Notes	Page 23

This handbook contains important information regarding the operation and policies of the F.M. Kirby Children’s Center of the Madison Area YMCA. Updates to the handbook will be emailed as they occur. It is provided as a reference only and is not part of the parent/center contract.

MISSION STATEMENT

The Madison Area YMCA, part of a worldwide association based on Christian Principles, inclusive of all people, provides quality programs that develop a healthy spirit, mind and body and promotes the Core Values of Caring, Honesty, Responsibility and Respect.

WELCOME TO THE MADISON AREA YMCA

The Madison YMCA is a cause-driven charitable organization dedicated to strengthening community through youth development, healthy living and social responsibility. The Madison Area YMCA offers enriching community wellness and health-enhancing programs such as LIVESTRONG at the YMCA, a no-cost cancer survivor’s program; Walk With Ease, an arthritis management program; Enhance Fitness, a fitness program for older adults that combines strength training, flexibility and cardiovascular condition; Partners In Prevention, a community-wide child sexual abuse prevention program; Community Mental Health Initiative, a program that focuses on reducing the stigma associated with mental illness and addressing barriers to mental health care by increasing knowledge and equipping lay mental health supporters with skills to increase help-offering behaviors; and Project Community Pride of the Madison Area YMCA, a local youth counseling program that services children and their families in the Chatham, Florham Park and Madison.

WELCOME TO THE F.M. KIRBY CHILDREN’S CENTER

The F.M. Kirby Children’s Center is part of the Madison Area YMCA, and we are dedicated to bringing the Y core values of youth development, healthy living and social responsibility to all members of our community. The Kirby Center dates back to 1982 when it was called the Wellness Child Care Center of the Madison Area YMCA and was located in the Family Center building. It opened its doors to serve a total of 18 children, and as it outgrew its space in the Family Center, it was moved to its current location at the former Lucy D. Anthony School which was leased to the Y by the town of Madison in 1983. Consistently recognized as a center of excellence, the Wellness Child Care Center continued to grow throughout the years and by 1992, it cared for more than 230 children enrolled with a staff of 65. By this time, the building had been sold to the Y by

the town, and thanks to a \$1.125M grant from the F.M. Kirby Foundation; the facility underwent a major renovation. Following the renovation, it was renamed the F.M. Kirby Children’s Center in honor of its benefactor, Mr. Kirby.

Despite changing trends and years of better or worse economic conditions, Kirby remains a strong center of excellence in early childhood education and maintains a current enrollment of over 300 children, including children from families in need.

Today, the Kirby Center continues to meet the changing needs of all children and their families. Kirby provides excellent early childhood education and care for children from 6 weeks of age through 5th grade and utilizes one of only four curriculums approved by the state of New Jersey. Our programs include full time infant care, full and part time toddler care, our brand new Talking Tots program to build toddler language skills, full and part time pre-school care, our Young Fives program to promote readiness, a full day academic kindergarten, kindergarten wraparound care, a theme-based school age program that includes academic support, and a busy Summer Camp.

YMCA MEMBERSHIP

Every child attending the Kirby Center must be a member of the Madison Area YMCA.

ANNUAL CAMPAIGN/FINANCIAL ASSISTANCE STATEMENT

The Madison Area YMCA’s Annual Campaign raises awareness and funds for the Y’s financial assistance program that enables hundreds of children and families, who work or reside in Madison, Chatham and Florham Park, to participate in Y membership, programs, services and camps at the Family Center and to have access to quality child care, early childhood education and summer camps at the F.M. Kirby Children’s Center. Support is provided based on demonstrated need, with the goal that no one be turned away, regardless of income or background (subject to available YMCA resources). The Annual Campaign also helps the Y broaden its reach into initiating enriching community wellness and health-enhancing programs for the community.

The Annual Campaign raises funds through the engagement of staff members at the Family Center and Kirby Center, Y members, parents of the children enrolled at the Kirby Center and community volunteers.

CHILD CARE FOOD PROGRAM

The F.M. Kirby Children’s Center participates in the USDA Child Care Food Program, sponsored by the N.J. Department of Agriculture.

The program promotes the development of sound nutritional habits and provides nutritious, well-balanced meals.

The weekly menu is posted on our website and copies are also available in our lobby and on the parent bulletin boards.

HOURS OF OPERATION

Regular Hours

Monday – Friday 7:00 a.m. – 6:00 p.m.

Extended PM

Monday – Friday 6:00 p.m. – 6:45 p.m.



PROFESSIONAL DEVELOPMENT DAYS

In order to continue to maintain our high standard of care, the Kirby Center closes four times a year for professional development days which include an annual conference to share ideas and the latest developments in early childhood education with colleagues from all of Morris County.

Professional Development is an important and ongoing feature of the Kirby Center program. Each teacher receives training on the stages of child development, ways to provide individualized care within a group care setting, health and safety, child abuse prevention, first aid and CPR. Staff also participates in off-site classes and seminars in areas particular to their classroom needs.

CENTER CLOSINGS (DUE TO INCLEMENT WEATHER)

The Center may be closed for inclement weather. Extended Care (care from 6:00 to 6:45 p.m.) may be cancelled due to inclement weather or for special events. If you are in doubt whether the center is open please check the Kirby Center website at madisonareaymca.org or join the Kirby Center Memberhub to receive emails or text messages for center closings.



F.M. KIRBY CHILDREN'S CENTER

CALENDAR 2016

The F.M. Kirby Children's Center will be **CLOSED** on the following days:

January 1	Friday	New Year's Day
February 15	Monday	Professional Development Day
March 25	Friday	No Extended Care (Good Friday)
May 27	Friday	No Extended Care
May 30	Monday	Memorial Day
June 24	Friday	Professional Development Day
July 1	Friday	No Extended Care
July 4	Monday	Independence Day
September 2	Friday	No Camp or Child Care
		Professional Development Day
September 5	Monday	Labor Day
October 10	Monday	Professional Development Day
October 31	Monday	No Extended Care (Halloween)
November 23	Wednesday	No Extended Care
November 24	Thursday	Thanksgiving
November 25	Friday	Thanksgiving Friday
December 23	Friday	Holiday
December 26	Monday	Holiday
December 30	Friday	No Extended Care
January 2	Monday	New Year's Day

Our "first day of school" is Tuesday, September **6th**.

The Center may be closed for inclement weather. Extended Care (care from 6:00 to 6:45 PM) may be cancelled due to inclement weather or for special events. If you are in doubt as to whether the center is open, please check the Kirby Center website at madisonareaymca.org or join the Kirby Center MemberHub to receive emails or text messages for center closings.

F. M. KIRBY CHILDREN'S CENTER
CALENDAR 2017



The F.M. Kirby Children's Center will be **CLOSED** on the following days:

January 2	Monday	New Year's Day
February 20	Monday	Professional Development Day
April 14	Friday	No Extended Care (Good Friday)
May 26	Friday	No Extended Care
May 29	Monday	Memorial Day
June 23	Friday	Professional Development Day
July 3	Monday	No Extended Care
July 4	Tuesday	Independence Day
August 31	Thursday	No Extended Care
September 1	Friday	Professional Development Day
September 4	Monday	Labor Day
September 5	Tuesday	Professional Development Day
October 9	Monday	Professional Development Day
October 31	Tuesday	No Extended Care (Halloween)
November 22	Wednesday	No Extended Care
November 23	Thursday	Thanksgiving
November 24	Friday	Thanksgiving Friday
December 25	Monday	Holiday
December 26	Tuesday	Holiday
December 29	Friday	No Extended Care
January 1, 18	Monday	New Year's Day

Our "first day of school" is Wednesday, September 6th

The Center may be closed for inclement weather. **Extended Care (care from 6:00 to 6:45 PM)** may be cancelled due to inclement weather or for special events. If you are in doubt whether the center is open please check the Kirby Center website at madisonareaymca.org or join the **Kirby Center MemberHub** to receive emails or text messages for center closings.



F. M. KIRBY CHILDREN'S CENTER 2016-2017 CALENDAR

LBK TODDLER, LBK PRESCHOOL, TALKING TOTS & KIRBY KINDERGARTEN

Thursday, September 6, 2016	First day of Kirby Kindergarten school year First day of LBK Toddler, Talking Tots First day of LBK Preschool
All programs will be closed the following dates:	
Monday, October 3	Rosh Hashanah
Monday, October 10	Kirby Professional Development Day
Wednesday, October 12	Yom Kippur
Thursday and Friday, November 10 & 11	NJEA Teacher Convention
Thursday and Friday, November 24 & 25	Thanksgiving recess
Friday, December 23	Kirby Holiday Closing (Madison has a half day)
Monday through Monday December 26 - Jan. 2	Madison District Holiday Recess
Friday, February 17-20	Madison District Winter Break
Monday, February 20	Kirby Professional Development Day
Monday through Friday, April 10 -14	Spring Recess
Friday, May 26	Madison Public School Staff In-Service
Monday, May 29	Memorial Day
Tuesday, May 30**	Possible closing if Madison District closes
Friday, June 16	Last day of Toddler LBK, Talking Tots, Preschool LBK, Kirby Kindergarten
June 26	Kirby Camps begin

Our LBK, Talking Tots and KK programs are closed when the Madison schools are closed. On line you may log onto Madisonpublicschools.org and check the home page. Additional school closings will be contingent upon district closings. If you are in doubt whether the center is open, please check The Kirby Center Website at madisonareaymca.org or sign up for the **Kirby Center MemberHub** to receive emails or text messages for center closings.

Our LBK, Talking Tots, and KK programs operate regular hours when the Madison schools have a delayed opening or prescheduled half day unless otherwise noted above.

If the Madison Schools close for any reason, the LBK, TT, and KK programs will not operate. If the Kirby Center is open, K-Wrap and School Age care is available full days for those children enrolled in our after school program.

VISITING

The Kirby Center has an Open Door Policy and actively encourages parents of enrolled children to visit. Parents are welcome any time; prior notice is not necessary.

Other visitors need prior approval from a child's parent and the child's teacher. All visitors, other than parents, must use the main entrance, report to the main office and sign in before visiting a classroom.

GENERAL FACILITY POLICIES AND GUIDELINES

To ensure the safety of all our members, we ask you to follow our policies and guidelines when inside the Kirby Center or on Kirby Center playgrounds or when participating in any YMCA functions. **Failure to follow Kirby Center policies may result in termination of enrollment and exclusion from Center programs.**

Any conduct toward children or staff that can be interpreted as harassment will not be tolerated. This includes physical, verbal, mental and sexual harassment.

All Madison Area YMCA property should be treated with care. Anyone destroying or vandalizing YMCA property will be dismissed from the Center and lose membership and program privileges.

Parents are responsible for their children during drop-off and pick-up times and during Kirby Center events. Parents may not remain in classrooms past 6:00 pm, or when staff is not in the classroom.

SCHOOL GROUNDS

The school grounds, playground, and adjacent properties are open **ONLY** during the school's operating hours. The school playground is restricted to school use exclusively during Kirby operating hours. Once a child has been dismissed from their program or from Extended Hours, continued use of the playground – even with parental supervision – is prohibited.



CELL PHONE USAGE

Unfortunately, cell phones have become a convenient tool for photographing and exploiting children. When used in conjunction with social media, the privacy of our families may be knowingly or unknowingly jeopardized and the Madison Area YMCA may be put at risk. As part of the Madison Area YMCA, the F.M. Kirby Children's Center follows the YMCA of the USA recommendation of banning cell phone usage in YMCA facilities in order to protect our members. Our main concern is the safety and protection of all children. **Cell phone usage (including text messaging) is prohibited** inside our building and on our grounds other than in designated areas. **Areas designated for cell phone usage are:** the front office and the front lobby area.

Camera/Cell phone usage will be allowed during Kirby Special Events, such as the Holiday Show and Halloween Parade.

NO SMOKING POLICY

The Kirby Center and its playgrounds and buses are designated as no smoking areas. No staff member, parent or visitor may smoke in the Kirby Center or on its playgrounds, or while accompanying children on field trips.

VOLUNTEER OPPORTUNITIES

The Madison Area YMCA began in 1873 as a volunteer driven organization, and that spirit continues today. Parents can volunteer their time in many ways, including:

- Serve as a Parent Representative in your child's classroom
- Serve on the Board of Directors of the Madison Area YMCA
- Assist with Kirby events, e.g. the Book Fair, Yard Sale, etc.
- Assist as a chaperone on a field trip
- Read to children in the classroom
- Assist in Annual Campaign events

FEES

Monthly fees are due the first of each month. **Fees paid after the 10th of the month will incur a late charge of \$25.** Payments may be made by check only.

Siblings (other than the first child) are eligible for a 5% discount. Discount applies to the lowest monthly rate(s) only. Discount does not apply to extended care or drop-ins.

Invoices are not distributed on a monthly basis. An invoice will only be sent if there is an open balance. Receipts for payments are available by request. There are **no fee reductions when a child is absent** due to illness, on vacation, for holidays, staff training days or emergencies when the Kirby Center is closed. There are no switching days. An extra day may be added with the approval of your child's teacher, at the one day drop-in rate.

EXTENDED CARE

Extended Care is available to parents who need a longer period of child care. There is an **additional charge of \$99.00 per month for this service or \$8.00 per diem.**

Extended care is available from **6:00 p.m. to 6:45 p.m.** Monday through Friday, except for the afternoon before a holiday or holiday weekend and other selected days. Please check the yearly calendar.

Parents **must sign up in advance for this service** by contacting the office or by calling the Kirby Center by 5:00 pm to arrange for per-diem afternoon care.

LATE FEES

Children who have not been picked up by 6:00 pm and who have not been registered for Extended Care will be assessed a late fee. Charges are as follows:

6:00 to 6:15 pm	\$15.00
6:16 to 6:30 pm	\$30.00
6:30 to 6:45 pm	\$45.00

Late fees are also applicable to LBK & TT programs:

12:00 to 12:15	\$15.00
12:15 to 12:30.....	\$30.00
12:30 to 12:45.....	\$45.00

Extended Care enrollees will be assessed late fees of \$20 for each part of 15 minutes beginning at 6:45 p.m.

If a child has not been picked up one hour after their contracted departure time, we are required by law to contact the Division of Child Protection and Permanency under the State of NJ Department of Children and Families.

Repeated lateness may result in termination of Extended Care privileges or termination from the F.M. Kirby Children’s Center.

RETURNED CHECKS

Returned checks will be assessed a \$30 service charge. Repeated returned checks will require parents to pay by **money order** for child care services.

ENROLLMENT

A child is considered enrolled at the F.M. Kirby Children’s Center when a start date has been confirmed and a one month tuition fee has been received. A registration packet with required forms must be completed and returned to the center no later than one week prior to the agreed upon start date.

KIRBY CURRICULUM

The Kirby Children’s Center uses the Creative Curriculum, which is one of the four recommended curricula in New Jersey. The Creative Curriculum is a research-based curriculum system designed to help educators at all levels of experience plan and implement a developmentally appropriate, content-rich program for children with diverse backgrounds and skill levels.

TEACHER/CHILD RATIOS

Teacher/child ratios typically exceed New Jersey state requirements. Ratios are as follows:

- Infant: 1-4
- Toddler: 1-6
- Preschool: 1-10
- School Age: 1-15

FIELD TRIPS

Many classrooms go on field trips during the year. Parents will be given a permission slip to sign prior to each field trip, with the location, departure time and return time. If a child arrives at Kirby after the departure time, there will not be alternative care offered. Parents can either transport the child to the field trip location or return to Kirby once the class is back from their trip.

PARENT TEACHER CONFERENCES

Parent teacher conferences are offered twice a year, however parents can request a conference at any time throughout the course of the year.

SERVICE CHANGES OR WITHDRAWALS

Additions or reductions in service must be arranged with the approval of the Director of Child Care Services.

The Kirby Center **requires two (2) weeks' notice of withdrawal** from the program or for changes in service.

TERMINATION OF SERVICE/EXPULSION POLICY

The F.M. Kirby Children's Center makes every effort to resolve and/or remediate difficult, problematic situations, behavior problems or general conflicts between children, parents and staff and parents and administration. Despite our best efforts however, there are circumstances that are either of sufficient magnitude to warrant immediate fear of potential harm to children, staff, or other parents or that persistently do not respond or improve following the implementation of a coordinated and communicated plan to resolve them. If either of these situations exists, the F.M. Kirby Children's Center reserves the right to expel the child and/or the child's parent(s) from the Center. A copy of The F.M. Kirby Children's Center Expulsion Policy is given to all new families. Copies are also available in the front office.

ABSENCES

Parents must notify the Kirby Center when a child will not be attending the Kirby Center for that day or other days.

Parents of School Age children must **notify the Kirby Center if their child will not be taking the Kirby bus**. The Kirby Center will attempt to contact parents of School Age children if their child does not get on the bus. Failure to notify the Kirby Center to put their child on the no-pick-up-list will result in a charge of \$10.00 for each occurrence. Repeated failure to do so will result in loss of bus privileges.

ENTRANCES

The doors of the Kirby Center are safety coded for the protection of the children. The access code will be provided to you upon enrollment. For the safety of the children, **please do not share the code with your child or other adults**. The codes are changed periodically to ensure security.

Don't hold the door for parents you are not familiar with! Please make sure a child does not exit or enter the building with you, unaccompanied by a parent/guardian.

SECURITY CAMERAS

Several security cameras are strategically placed throughout the building with a viewing monitor located in the main office. This safety feature allows

us to observe the hallways and a number of areas in the building at all times.

ARRIVALS AND DEPARTURES

Parents must **sign their children in upon arrival at the Kirby Center and sign them out when leaving**. This is very important for a fire drill or in an emergency and assures that we know how many children are in attendance at any given time.

- Please note that when signing in and out a **full legible signature** is required, not just “Mom” or “Dad”.

Sign-in sheets are located on a clipboard in each room. School Age sign-in sheets are located in the hall between the School Age and Kindergarten Room.

AUTHORIZED PICK-UP PEOPLE

In addition to the child’s parents, only people whose names are on the Authorized Pick-Up Form will be allowed to take children from the Kirby Center. We require both local and long distance contact information. Parents are expected to keep information current. If a change occurs, please stop by the front office and fill out an Update for Authorized Pick-up/Emergency Contact form. Please notify any alternate pick-up person to be ready to produce **photo** identification.

No child will be allowed to go home with anyone whom the staff judge to be impaired or under the influence of alcohol or drugs.

Please note: In cases of separation or divorce, a court order is required to prohibit the “other” parent from visiting or picking up the child.

PARKING

SAFETY is our main concern! We ask all parents to drive and park legally and thus safely. The following regulations will guide you when parking at the Kirby Center. Violations are subject to a Madison Police Department ticket and fine.

State Laws

- No parking on the street against the direction of traffic on any two way street.
- No parking opposite a “T” intersection.
- No parking or standing in crosswalks.
- No parking in handicapped designated slots without Division of Motor Vehicles identification.

- No parking in front of driveways.
- Yield to pedestrians in crosswalks.

Local Laws

- No parking opposite the Kirby Center on East Street.
- No parking in the bus zone in front of the Kirby Center.

Courtesy and Safety Guidelines

- Park only on the Kirby Center side of South Street (avoid parking across the street from driveways).
- Use the parking lot whenever possible and do not use the streets for extended parking if spaces are available in the lot.
- Do not turn around by using U-turns or K-turns. If you do use on-the-street parking, approach the Kirby Center so that the building will be on your right (use South Street from Park Avenue, use Myrtle Avenue from Ridgedale).
- Be respectful of both Kirby Center families and the neighborhood residents.
- Do not leave engine running or keys in ignition.
- Do not leave children unattended in the car.
- All children must be in age-appropriate seat belt restraints.

Please help us teach your child traffic safety by observing these rules and guidelines.

TRANSPORTATION

Buses undergo...

- Daily “pre-trip” safety checks which are recorded and filed for each bus.
- Drivers check the bus before and after trips.
- Quarterly maintenance regardless of mileage.
- Twice yearly inspection by the state of NJ.

Drivers undergo...

- Quarterly “mirror tests” to ensure that our skills for monitoring traffic and children are regularly reviewed.
- Criminal background checks in addition to those required for all other staff members.
- Full physical exam by a medical professional every two years including an eye exam.
- Regular safety meetings at Kirby. Attendance is mandatory for all drivers.
- Most drivers are Kirby employees and therefore subject to the same requirements as other staff members including your child’s

teachers. When we do, on occasion, use outside contractors they are held to the same safety standards as our regular staff.

- Random drug and alcohol testing annually by an independent testing agency.

We require...

- Children, drivers, staff members, and any other occupants to use safety belts.
- At least one “ride-along” for each bus trip. This is essential to our commitment that no child ever be alone with an adult, even while riding the bus.
- Safety drills for staff members and children alike, especially during Bus Safety Week every October.



GOING GREEN

We are the proud owners of four buses. Our long-standing relationship with a local service station means that technicians who know each of our vehicles manage their ongoing maintenance and repair needs efficiently. Regular maintenance and inspection ensure that we meet or exceed emission and fuel efficiency standards. We also currently follow the initiative to “turn the key, be idle-free” to reduce emissions and also combine bus trips whenever possible.

As we rotate and renew our fleet, we are constantly searching for ways to reduce our carbon footprint with new bus purchases. This includes replacing aging diesel buses with gasoline powered buses to reduce the emissions associated with diesel engines. Please feel free to contact Jimmy Guisnard, our Transportation/Maintenance Manager, with any questions or suggestions.

CHILD ABUSE

Staff at the F.M. Kirby Children’s Center is required by law to contact the Division of Child Protection and Permanency, under the State of NJ Department of Children and Families if child abuse or neglect is suspected. Child abuse includes physical and mental harm of a minor as verbally stated by the child, indicated by unexplained injuries or if there is a pattern of neglect. Staff is not obligated to contact the child’s parents, but is required to contact the State Registry Hotline immediately if there is reasonable cause to believe that a child has been subjected to abuse and/or neglect.

DISCIPLINE

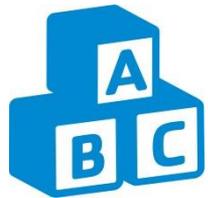
All discipline used at the F.M. Kirby Children’s Center shall be consistent with the policies of the Division of Child Protection and Permanency, under the State of NJ Department of Children and Families.

Children at the Kirby Center will be treated with respect and are expected to treat others with respect.

Under no circumstances shall discipline of a child involve hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, unsupervised isolation, withholding emotional responses or stimulation, enforced silence for long periods, association of a child’s behavior with rest, toileting or food, or any other form of child abuse, neglect, or exploitation.

ASSESSMENT

Classroom staff assess all children birth to five years of age using valid and reliable assessment tools including Kindergarten readiness. In addition, staff does work sampling (samples of art, handwriting, etc.) and anecdotal records to assess a child’s progress at the Kirby Center. Assessment results are shared with parents at twice yearly parent teacher conferences and as appropriate.



HEALTH AND SAFETY INFORMATION

The Kirby Center has a part-time registered nurse on staff. Most full-time Kirby staff have been trained in Red Cross First Aid and CPR. We also have two of our very own certified CPR instructors who can now teach AED, along with CPR and Red Cross First Aid. By the end of October 2016, at least ten staff members will be trained in AED use. AED use is included in all Red Cross First Aid/CPR training.

The Kirby staff and our part time nurse are here to help you with your child’s health promotion and growth throughout the year. We offer preventative health resources such as yearly vision and dental screenings for our preschoolers and kindergarteners as well as dental health promotion and food allergy awareness programs. Our “Healthy U” program, is an initiative created in 2008 by the Horizon Foundation of NJ and the NJ YMCA State Alliance, it includes lessons and participation in age appropriate activities that promote good nutrition and physical activity on

a daily basis. There are four bulletin boards throughout the center that contain timely informative brochures and safety tips which change corresponding to the seasons. The nurse tracks all illnesses and communicable diseases and sends out letters to parents as necessary regarding illnesses in the center. The nurse is also available to assist in finding resources for families and staff that may need physical or mental health services.

CHILD CARE AND ILLNESS

Please inform the Kirby Center if your child will be absent due to illness. If your child becomes ill we will notify you. If we feel that we can no longer safely care for your child or if your child's health jeopardizes that of others in the classroom, we will ask you to take your child home.

We may simply notify you that your child is not feeling well or we may notify you to come for your child immediately. A sick child must be picked up within 1 ½ hours of our call. Failure to do so may result in the child's termination from the program.

Your child will be sent home if he/she displays the following symptoms:

- Fever of 101.5 or greater
- Vomiting (2 or more episodes)
- Diarrhea (2 times within an hour)
- Suspected ear or eye infections
- Sore throat and/or severe coughing
- Unexplained rash (other than diaper rash)
- Active, live head lice



A child may also be sent home if the child requires a level of care that our staff is unable to provide.

A sick child may return to the Kirby center when he/she is fever free, **without the use of fever reducing medication**, for 24 hours or when a child is symptom free or with a doctor's note to return to school.

INJURIES

Minor injuries are washed with soap and water. Ice and band-aids are our most commonly used first aid. Children with small cuts on the lips or a bitten tongue may be given an ice pop as part of our TLC. Parents will be notified of minor injuries at pick up unless you request otherwise.

Serious injuries will be immediately reported to parents. 911 may be called and your child may be transported by ambulance if deemed necessary.

Also, parents will be notified of any head injuries other than a mild bump or scrape, when they occur and children will be assessed for signs of concussion.

OUTDOOR PLAY

The children go out daily, weather permitting. The nurse or program director will determine if the weather is too harsh to permit outside play.

Conditions that may exclude outdoor play are:

- Ozone warning
- Heavy rain
- Thunder and/or lightning
- Icy conditions

COLD WEATHER

The Wind Chill Factor will be used to determine whether outdoor play, with proper attire, is appropriate for the children as follows:

Infants – will remain indoors if the wind chill factor is below 30 degrees F

Toddlers and preschoolers – will remain inside if the wind chill factor is below 20 degrees F

KK, Kwrap and SA - children will stay inside if the wind chill factor is below 15 degrees F

HOT WEATHER

The Heat Index will be used to determine whether outdoor play is appropriate for the children as follows:

Infants – will remain indoors if the heat index is 90 degrees F or higher

Toddlers and preschoolers – are able to go outside up to a heat index of 100 degrees F with the following precautions:

- Sunscreen must be applied to all exposed areas
- Children must be offered 4-6 ounces of water before and after playing outside and whenever a child asks for water
- Can stay out up to 20 minutes at a time and longer if the play involves water and/or shade

Older school aged campers – can go outside for longer periods of time when the heat index is 100 or lower (up to 30 minutes), and can go out in the shade even if the heat index is 105 for up to 20 minutes PROVIDED they have drunk plenty of water and are participating in quiet, non-strenuous activities such as sidewalk chalk, reading, art work or water play.



MEDICATIONS

- A medication form is required to dispense any medication.
- The Kirby Center reserves the right to choose not to administer a medication or to contact your physician for clarification of dosage or diagnosis.
- Please notify the nurse or your child's teacher when you are giving medication of any kind to your child, whether or not it has been prescribed by a physician.
- Sample medications must be accompanied by a prescription order from the doctor.
- No medication may be left in your child's classroom or in a child's pocket or backpack. Do not put medication into an infant's bottle.
- All prescription medications must be in the original container with the child's name on it and the dose and directions.
- No medications, prescription or non-prescription (including oral medications, vitamins, cough drops, or ointments) will be given to a child without a medication permission form signed by a parent and/or physician as indicated below.

We require a physician's authorization for any of the following:

- Any non-prescription medication.
- Prescription medication if the dose and instructions are not written on the container or if a parent requests a different dose from that on the label.

The medication permission forms which can be found at the front desk or on line should be used for **both prescription and non-prescription medications** and can be emailed or faxed to us from your doctor. We will also accept faxed permission forms on the doctor's own letterhead or prescription pad if the parent has signed a medication permission form.

- If a child has an EpiPen® prescribed for bee stings or other non-food related allergy, a care plan signed by a physician and the parent will be needed with instructions for treating the child should the child come in contact with the allergen.
- If your child requires an inhaler or medication through a nebulizer, an asthma action plan must be completed and signed by a

physician and the parent or guardian and can be used in lieu of the regular medication permission form.

Time saver hint: Ask your pharmacist to dispense prescription medication in two labeled containers, one for home and one for school.

FOOD ALLERGIES

Please notify the nurse and your child's teachers if your child has any allergies. **We are a nut-free facility.**

- Children with food allergies that require an epi-pen must have a food allergy action plan completed and signed by a doctor and the parent or guardian. This can be used in lieu of the regular medication permission form.

These forms must be updated annually. Although the nurse will usually send a reminder home when an inhaler or an epi-pen are due to expire, please understand that it is ultimately the parent's responsibility to make sure their child has a current epi-pen and or inhaler and the required paper work.

BIRTHDAY CELEBRATIONS:

With the increasing prevalence of food allergies in children as well as our overall commitment to modeling and providing healthy food choices, the Kirby Center asks that parents please check with their child's Lead Teacher for a list of approved birthday and special occasion treats. Classroom lists offer a varied, healthy and child-approved assortment of welcome treats that can be enjoyed by all without adding excess sugar or potential allergens.



UNIVERSAL HEALTH FORMS, IMMUNIZATION LISTS, AND EMERGENCY CONTACT INFORMATION

State licensing requires that we update all universal health and emergency forms once a year for children enrolled in a child care facility. School age children enrolled in a public school who attend an after care child care program will need a universal health form and an immunization list when they first start the program, and then each year thereafter must have a statement of good health signed by the parent or guardian.

Please assist us in meeting these requirements by returning your form in a timely manner. If you do not provide the required forms, your child may be suspended or terminated from the program.

Time saver hint: When your child is scheduled for a physical, bring a universal health form with you so the doctor can complete it at the visit or shortly thereafter. Also, if you know you want your child to be able to have Tylenol or Advil as needed, bring a copy of our medication permission form to the visit or ask the doctor to write the permission on his prescription pad. Remember that the permissions are good for one year.

PLEASE NOTE THAT HEALTH FORMS CAN BE FOUND ON OUR WEBSITE:
www.madisonareaymca.org/childcare-education/current-families

FIRE DRILLS

Fire drills are required by the N.J. Bureau of Licensing at least once a month. Parents and visitors must evacuate the building along with the children and staff.

SCHOOL SAFETY DRILLS

In addition to monthly fire drills, schools are required to conduct at least one safety drill a month which may include evacuation, reverse evacuation, shelter in place (severe weather), bomb threat and lockdown drills. These drills will be explained to the children in a non-threatening, positive way so the children are not frightened.

KIRBY CENTER FAMILY AND STAFF RELATIONSHIPS

Any staff person with children enrolled at Kirby who becomes friendly with other Center parents due to their respective children's friendships should make it clear when, and if, the occasion arises, that they cannot discuss Center business. That includes, but is not limited to, policies, decisions, organizational matters of any kind, staffing, classroom concerns, plans that staff may be aware of but that have not been made public, etc. It is understood that, as a parent, a staff person also has a right to a personal opinion about any of the above mentioned matters and can share that with Center administration, but their dual role as staff and parent preclude them from discussing those opinions with other parents. Even to the extent that a staff person may wish to defend Center policies, etc., it is best to remain

neutral in any situation involving other Center parents in order to avoid being drawn into class politics and being misquoted.

Staff may not attend private parties, including birthday parties or private home parties involving their students while the student is in their classroom.

The YMCA prohibits staff members from caring for, providing instruction to, or engaging in a social relationship outside of approved YMCA activities with children. **No babysitting is allowed!** This policy is designed for the protection of all involved – children, staff members, parents and YMCA.

If there is a pre-existing relationship between a staff member and a Kirby Center family which pre-dates either the staff member’s employment or the child’s enrollment, please notify administrative staff. There are forms available in the front office to document that a prior relationship existed.



F.M. KIRBY STAFF
MAIN NUMBER: 973-377-4945

Executive Director	Harriet McCarter	x3224
Senior Business Coordinator	Christine Byrnes	x3222
Administrative Coordinator	Bella Dapilma	x3228
Marketing Coordinator	Amy Reed	x3228
Director of Child Care Services	Linda Bartek-Smith	x3226
Health Services Coordinator	Kristin Stanley	x3225
Manager of Business Services	Karé Matrisciano	x3227
Transportation Coordinator	Mary Ann McGowan	x3223
Administrative Coordinator	Maryann Post	x3221
Food Services Coordinator	Mike Andersen	x3271

INFORMATION TO PARENTS

Note: Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122) every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation, State licensing requirements, child care abuse/neglect reporting requirements and other child care matters. The Center may comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Department of Children and Families Office of Licensing; or by incorporating the required information in its own handbooks, brochures or other informational materials. In keeping with this requirement, the Center must secure every parent’s signature attesting to his/her receipt of the information.

All parents receive a copy of Information to Parents upon enrollment and each year upon re-registration for the following year.

PRIVACY PROMISE

Your information is confidential. Our YMCA core values of Caring, Honesty, Respect and Responsibility guide our employees in their use of the information you provide. All member information is kept in strict confidence and all employees are required to abide by our **Conflict of Interest Policy**.

We do not share or sell your information. Any information you provide is used for Madison Area YMCA purposes only. Since our inception in 1873, we have never sold or shared your information with any other businesses or organizations. Current and former member information is equally protected.

Access to your information is limited to only those employees who need it to perform their job function. Our software and network are password protected and not accessible from the internet.

Your information is safe with us. Our promise is to keep any information you provide us confidential.

PLEASE NOTE:

- Copies of all Kirby Policies and Procedures can be obtained from our front office.
- A list of local resources is also available in our front office.
- Changes to the Parent Handbook will be posted online on the Y's website: madisonareaymca.org

Always do your best!



Thank you Mom and Dad

for reading the Kirby

Hand book!

© 1998 Smart Share, Inc.

© 1998 Smart Share™ With Your





F.M. Kirby Children's Center
MADISON AREA YMCA
54 East Street, Madison, NJ 07940
(973) 377-4945
madisonreaymca.org



Revised 10/05/2016