

Sanford-Springvale YMCA

Early Learning Center Parent Handbook



INCLUSIVE and DIVERSE

Above all, we aim
for a community
where all feel that
they belong



CARING and CONNECTED

We prioritize our
connection to
others in a caring
community



HONEST and RESPECTFUL

We are honest to and about
each other and ourselves, and
we appreciate and respect
our shared experiences and
differences



RESPONSIBLE and ACCOUNTABLE

For and to ourselves,
each other and our
environment

The Sanford-Springvale YMCA Early Learning Center

Dear Families,

We are so excited to welcome you to the YMCA Early Learning Center, a place where your child will grow, learn, and thrive! Our mission is to provide a safe, nurturing, and inclusive environment where all children can develop their full potential. We believe that every child is unique, and our program is designed to meet the needs of each individual while fostering a sense of community and respect.

As a licensed childcare facility, we are proud to align our program with the YMCA's core values of **Caring, Honesty, Respect, and Responsibility**. These values are at the heart of everything we do and guide our approach to teaching and caring for your child.

We proudly serve children ages **6 weeks to 5 years** across **five classrooms and age groups**, ensuring that each child's developmental needs are met with personalized attention. From our infant room to our pre-kindergarten group, each classroom is designed to create a stimulating and supportive environment that fosters growth and exploration. We are especially excited to share that we have a strong partnership with the **Sanford School Department** and are piloting a **public pre-kindergarten program** that aims to provide an accessible and high-quality early education experience to children in our community.

Here, children will:

- **Develop essential social and emotional skills** in a supportive and loving environment.
- **Engage in fun and creative learning experiences** that promote cognitive, physical, and language development.
- **Cultivate empathy and respect for others**, learning about inclusion and diversity through real-life experiences.
- **Build strong relationships** with their peers, teachers, and the greater community.

We believe in the importance of forming partnerships with families to ensure each child's success. We value your involvement and encourage open communication so that together, we can create a positive and enriching experience for your child.

Thank you for choosing us to be part of your child's early learning journey. We look forward to working with you and your family to build a strong foundation for lifelong learning.

Warm regards,

Elizabeth Reynolds
Early Learning Center Coordinator
ereynolds@sanfordymca.org
207-324-4942

YMCA Values, Commitment, and Rights of Children and Parents

Our Core Values

At the YMCA, our values guide every aspect of our work and interactions. We are committed to fostering a culture rooted in:

- **Caring:** Demonstrating sensitivity to the needs of others and responding thoughtfully to challenges.
- **Honesty:** Upholding truthfulness, integrity, and trust in all our actions.
- **Respect:** Valuing the inherent worth of every individual and treating others as we wish to be treated.
- **Responsibility:** Acting ethically, fulfilling obligations, and being accountable for our behavior.

Our Commitment to Inclusion and Excellence

We strive to create a welcoming and inclusive environment for all. Our commitments include:

- **Welcoming:** Embracing individuals of all backgrounds across our programs and facilities.
- **Program Development:** Designing initiatives that reflect and respond to the evolving needs of our members, participants, and community.
- **Equitable Employment Practices:** Implementing hiring and employment procedures that are free from bias.
- **Diverse Staffing:** Recruiting and retaining a diverse team of staff and volunteers.
- **Safe Environment:** Ensuring a workplace and program space free from discrimination, harassment, and harm.

To fulfill our mission and uphold these values, we aim to consistently attract, develop, motivate, and retain the most talented and dedicated individuals. We seek team members who embody the YMCA's core values in spirit, mind, and body.

Rights of Children and Parents

Children receiving care in YMCA-affiliated child care facilities are entitled to the following rights:

- Freedom from emotional, physical, and/or sexual abuse, neglect, or exploitation.
- Protection from harmful actions or practices that compromise their welfare.
- Access to environments that meet health and safety standards as defined by Child Care Licensing regulations.
- Equal treatment regardless of race, age, national origin, religion, disability, sex, or family composition.
- Recognition of their individuality through dignity, consideration, and respect, including the use of developmentally appropriate practices.
- Implementation of any service plans developed in collaboration with community or state agencies.
- Opportunities to engage in developmentally appropriate activities, materials, and equipment.
- Reasonable modifications to policies and practices to accommodate children with disabilities.

Parents and Legal Guardians

As required by Maine state licensing regulations, parents and legal guardians of children enrolled at our facility have the following rights:

- **Full disclosure of services and fees**
You have the right to be fully informed about all items and services included in the childcare rate you pay.
- **Access to inspection results**
You have the right to be fully informed of the findings from the most recent inspection conducted by the State Licensing Department. Please note that these inspection results are public information and are required to be posted in a prominent location within the facility.
- **Addressing Concerns** If you have concerns or feedback regarding your child's care or staff interactions, we encourage you to:
- **Speak Directly:** Address the staff member involved in a calm and respectful manner.
- **Escalate Appropriately:** If the issue is not resolved, please contact the Center Director to discuss the matter further. We are committed to resolving concerns promptly and professionally.

The Sanford-Springvale YMCA Early Learning Center

- **Timely notification of enforcement actions**

The facility must notify you within two business days of any enforcement actions taken against us by the Department of Health and Human Services. These may include, but are not limited to, issuance of conditional licenses, denial of license renewals, imposition of fines, or other sanctions.

Staff Rights & Expectations

Within our Early Learning Center we are committed to fostering a positive and respectful environment for both children and staff. To ensure the well-being and professionalism of our team, we uphold the following principles:

1. Respectful Communication

All staff members have the right to be treated with courtesy and respect by parents, guardians, and visitors. We expect that all interactions, whether in person, over the phone, or via email, remain polite and constructive. Disrespectful behavior, including yelling, threats, or inappropriate

2. Right to Address Concerns

Our staff members have the right to express concerns regarding a child's behavior, well-being, or any other issues that may arise during care. This ensures that potential challenges are addressed promptly and collaboratively.

3. Professional Communication

All communications from staff to families will be conducted professionally and respectfully. We aim to provide constructive feedback and work together with families to support the child's development and well-being.

4. Behavioral Concerns

If a child's behavior is disruptive or concerning, staff will inform parents or guardians. This may include incidents of aggression, non-compliance, or other behaviors that affect the child's experience or the safety of others.

5. Health and Safety Concerns

In cases where a child's health or safety is at risk, staff may request that the child be picked up promptly. This includes situations where a child exhibits signs of illness or distress that require immediate attention.

6. Collaborative Approach

We encourage families to engage in open dialogue with our staff. If you have concerns or questions about your child's care, please reach out to us. Together, we can create the best possible experience for your child.

7. Right to a Safe Work Environment

Our staff has the right to work in an environment free from harassment, intimidation, and violence. We are committed to maintaining a workplace where all staff feel respected and valued.

Early Childhood Development Program Information

Policies & Philosophies

Our Child Care Staff Team

Our team is comprised of dedicated Lead Teachers, Assistant Teachers, and Support Staff who are passionate about nurturing and educating children. We hire individuals with experience in early childhood development, and each team member contributes unique talents and interests that enhance our classrooms. Staff receive role-specific training and hold current certifications in **First Aid, CPR, AED, Child Abuse Prevention, Sexual Harassment Prevention, and Blood-Borne Pathogen Management.**

Equal Opportunity Provider

The YMCA is proud to be an **equal opportunity provider**. We accept applications for enrollment without regard to race, religion, sex, cultural heritage, disability, marital status, economic status, national origin, or any other protected class. We believe that a richly diverse learning environment benefits all children.

Inclusion Policy

At the Sanford–Springvale YMCA, inclusivity is at the core of our mission. We strive to create a welcoming environment where everyone in our community—regardless of race, age, religion, physical ability, or background—feels valued and connected.

Mandated Reporter Status

In compliance with Maine law, all staff at our center are **mandated reporters**. This means that if any staff member knows of or reasonably suspects that a child is being abused or neglected, they are legally required to **immediately report** it to the Maine Department of Health and Human Services via the Child Protective Intake hotline (1-800-452-1999). Staff members

The Sanford-Springvale YMCA Early Learning Center

receive written instruction on this responsibility upon orientation and complete ongoing mandated reporter training in accordance with state regulations.

Resources for Developmental Screenings

We continuously monitor the developmental progress of all children in our care. When concerns arise, staff will initiate meetings with families to collaboratively address developmental needs. If further support is warranted, we partner with families, **Child Development Services**, and/or the child's **school district** to facilitate timely assessments and interventions.

Child Portfolios and MELDS as Our Guide

To celebrate and monitor each child's growth, we create individualized **portfolios** that track developmental milestones through photos, observations, and work samples. These portfolios serve as a living record of progress, supporting meaningful discussions with families.

We also utilize the **Maine Early Learning and Development Standards (MELDS)**, including **Infant/Toddler MELDS (0–3 years)** and **Preschool MELDS (3–5 years)**, to inform our curriculum planning and assessment practices. MELDS provides a comprehensive, statewide framework that supports the development of the whole child and aligns early learning with Maine's Pre-K–12 standards.

Why These Elements Matter

- **Portfolio Approach:** Portfolios personalize learning by documenting each child's unique progress and inviting families into the developmental journey.
- **MELDS Alignment:** Following MELDS ensures our program upholds high-quality, research-based developmental practices, supporting continuity from early care through school entry.
- **Collaborative Screening:** By engaging families and partnering with professional services when needed, we provide sensitive, responsive developmental support for every child.

Disciplinary Philosophy

At the Sanford–Springvale YMCA, discipline is grounded in our core values—**Caring, Honesty, Respect, and Responsibility**—which form the foundation of our behavioral expectations. Children are encouraged daily to embrace and model these values. When behaviors fall short of these expectations, we aim to foster learning and reflection rather than punishment. Persistent inability to adhere may result in a temporary break from activities or a break/dismissal from the program.

Our approach centers on **self-correction and self-regulation**, using techniques such as modeling, positive reinforcement, redirection, and skill-building. We guide children in using developmentally appropriate language, resolving conflicts peacefully, and understanding others' perspectives. These strategies mirror Maine's positive child guidance requirements, which promote self-control, cooperation, and communication using constructive methods.

Children who are emotionally dysregulated may be gently guided to pause, re-center, or engage in a calming activity before rejoining the group.

Three-Rule Safety Policy

Aggressive or violent behaviors are never acceptable. For the safety and well-being of all children and staff:

1. **We do not tolerate behaviors that cause physical harm to other children.**
2. **We do not tolerate behaviors that cause physical harm to staff.**
3. **We do not tolerate behaviors that put the child at immediate risk of injury.**

If such behaviors occur, parents will be notified immediately. Depending on circumstances, this may result in suspension or termination to ensure a safe environment for all.

Safety Action Plan

Our safety protocols are as follows:

- After **three incidents** of aggressive behavior, parents must **pick up their child** from the program immediately.
- In cases involving **severe behavior**—such as biting the face, striking the head or neck, or forceful pushing causing injury—**suspension may occur after a single incident**. Severity is assessed at the Coordinator's discretion.

Reporting & Emergency Procedures

- **Serious Injury or Death:** By law, our facility must **immediately report** any such incident to the **Maine Childcare Licensing Division**.
- **Emergency Protocols:** All programs adhere to defined safety procedures, including:
 - Fire drill protocols and relocations for facility-based or school-based settings.
 - Regular emergency drills:
 - **Fire Drills** – Monthly
 - **Shelter-in-Place** – Bi-annually
 - **Lockdowns** – Bi-annually
 - **Off-site Evacuations** – Annually

Programs at YMCA facilities follow YMCA safety protocols; those housed in schools follow the school district's procedures.

Enrollment Information

Wait List

- Please email our coordinator your interest at ereynolds@sanfordymca.org. Families will receive an enrollment form that needs to be filled out and returned. Once the coordinator has the complete enrollment form your child(ren) will be added to the waitlist.
- When an opening becomes available, the coordinator will reach out with a phone call. Families have **two business days** to accept the offer.
- To remain active on the wait list, families must **confirm their interest every three months**. We do not provide an estimated length of time before a spot opens because it is based on many factors.

The Sanford-Springvale YMCA Early Learning Center

Enrollment Process

Our enrollment process ensures a smooth transition and the best fit for your child through three thoughtful steps:

1. **Family Tour** – This is an introduction to provide an overview of our facility and philosophy.
2. **Enrollment packet:** Children's enrollment packet should be complete before the classroom visit day. This includes having at least 2 emergency contacts and all documents for the children's file. Children will not be able to start until immunization paperwork is turned into the coordinator.
3. **Classroom Visit** – A two-hour drop-in with the parent or guardian present to explore routines and meet the team.
4. **Trial Day**
Your child will begin with a half-day visit without a parent or guardian. This gradual introduction helps ease the separation and allows your child to become familiar with the classroom environment and caregivers.
5. **Additional Trial Sessions (at Our Discretion)**
We recognize that every child adjusts at their own pace. If our staff feels that additional support would benefit your child's transition, we may offer **additional trial sessions**. These extra visits help ensure a smooth and comfortable shift to full-day attendance. This also allows us to determine if we can meet the needs of your child to provide the best care.

This gradual introduction helps both children and families feel comfortable and confident before full enrollment.

Back Up Childcare: A parent or guardian needs to be able to pick up their child due to unforeseen closings, illness, or behavior. Back up care must be an option if the parent or guardian is unavailable. This person must be listed on the child's authorized pick-up list. Children will be expected to be picked up within 30 minutes of the notification from our staff.

Cancellation & Termination Policy

- Should a child's spot become vacant—whether due to withdrawal or dismissal—it will be **filled immediately** from our wait list.
- If you wish to re-enroll later, the **\$25 wait-list fee** must be paid again.

The Sanford-Springvale YMCA Early Learning Center

- To withdraw or change enrollment, we require **two weeks' written notice**.

This policy ensures fairness for incoming families and provides adequate notice to facilitate smooth transitions for both children and staff.

Tuition Rates by Classroom

Age	YMCA Member	Community Member
Infants	\$320/week	\$330/week
Woddlers	\$320/week	\$330/week
Toddlers	\$310/week	\$320/week
Preschool	PT: \$155 / FT: \$210/week	PT: \$160 / FT: \$220/week

Note: Part-time enrollment is *not* available for Infant, Woddlers, or Toddler classrooms.

Payment Policies

- A **one-time, non-refundable \$25 enrollment fee** will be added to your first tuition payment following enrollment. **Payment is processed on Fridays, prior to the week of care at approximately 2:00am.**
- Returned payments will result in a return fee of up to \$30.00.
- Payments must be made through automatic withdrawal. Accepted payment methods are Visa, MasterCard, Discover, and American Express. We do not accept checks
- Continued non-payment may result in **suspension or termination** of care.
- There are **no tuition adjustments or credits** for absences or reduced participation.
- Families are responsible for maintaining payment and tracking account balances and payment.
- **Two weeks' written notice** is required for any changes in enrollment or withdrawal to stop billing.
- Registration is not complete until a **signed Fee Agreement Form** is submitted.
- **Re-enrollment** after withdrawal requires the \$25 enrollment fee to be paid again.
- **Michelle Hunter handles all childcare billing.** Should you need to reach her you can call her directly at 207-730-8156 and by email at mhunter@sanfordymca.org.

Late Pick-Up Policy

Our program concludes promptly at **5:30 PM**. For children enrolled in Public Pre-K, pick-up is at **3:00 PM**, and **2:00 PM** on early release days. To ensure the safety and well-being of all children, we have established the following late pick-up fees:

- **\$15.00** for the first **5 minutes** after dismissal
- **\$1.00 per minute** after **5:35 PM**
- **\$1.00 per minute** after **2:05 (Wednesdays pre-k)**
- **\$1.00 per minute** after **3:05 (M,T,TH,F pre-k)**

Please note that multiple late pick-ups or unpaid late fees may result in termination of service

Financial Assistance

- Applications can be obtained at the **Welcome Center**.
- For assistance, contact **Elizabeth Reynolds**, Early Learning Center Coordinator, at **207-324-4942** or **ereynolds@sanfordymca.org**.
- We also accept **third-party payments** (e.g., DHS support). All arrangements must be finalized **prior to your child's start date**.
- **Please note:** Discounts cannot be combined.

Sibling Discount

- Families enrolling **three or more children** in the program are eligible for a **sibling discount**.
- The discount is applied to the **oldest sibling's tuition**.

Check-In/Out Procedure

To ensure the safety and accountability of all children in our care, we have established the following check-in and check-out procedures:

The Sanford-Springvale YMCA Early Learning Center

Staff Documentation

- **Arrival and Departure:** Staff will document each child's arrival and departure times using both a written form and the Brightwheel app.

Parent/Guardian Responsibilities

- **Acknowledgment:** Parents and guardians must ensure that staff acknowledge their child's presence upon arrival and departure. Parents **MUST** make verbal contact with a teacher before leaving for drop off and pick up.
- **Authorized Pick-Up:** Only individuals listed as authorized pick-ups in Brightwheel are permitted to collect a child. Parents/guardians must complete an **authorized pickup form** listing individuals permitted to collect their child. Any changes to authorized pickups must be reported to the YMCA.
- **Identification:** For the **first time** a new family member picks up your child, a **photo ID** must be presented to verify identity and authorization.

Accidents & Injuries

Our staff maintains vigilant supervision and promptly completes accident reports for any injuries. In the event of an emergency, parents will be notified immediately. Additionally, a written record of the incident will be provided for signature within 24 hours.

YMCA Child Safe Policy

To ensure a safe environment for all:

- Staff are prohibited from connecting with families via personal social media accounts.
- Children must be transported exclusively in YMCA-approved vehicles.
- Individuals under 18 are not permitted to babysit program participants.
- Parents and guardians are encouraged to report any concerning behavior to YMCA staff.

Alcohol & Substance Abuse Policy

The YMCA is committed to maintaining a smoke-free and substance-free environment. The use, possession, or being under the influence of alcohol, tobacco, e-cigarettes, or illegal drugs is strictly prohibited on YMCA property, in YMCA vehicles, and at YMCA-sponsored programs

Head Lice Policy

Children must be free of lice and nits before returning to the program. This policy ensures the health and comfort of all participants.

Children with Developmental Exceptionalities

The YMCA strives to accommodate all children. However, some needs may exceed our staff's qualifications. Enrollment for children with developmental exceptionalities will be considered on a case-by-case basis to ensure we can provide appropriate care and support.

Individual Program Information

Hours of Operation

- **Monday–Friday:** 6:30 AM – 5:30 PM

The front door will remain locked until 6:30 am sharp.

- **Scheduled Closures**

Please refer to our attached schedule for additional closure dates beyond major holidays. This includes professional development days and deep cleaning. This will be updated annually and is subject to change if other closure dates are required.

PRE-K

- M,T,TH,F 8:00 am-3:00 pm
- Wednesday 8:00 am - 2:00 pm

Classrooms

- **Infants:** 6 weeks–1 year

The Sanford-Springvale YMCA Early Learning Center

- **Woddlers:** 1–2 years
- **Toddlers:** 2–3 years
- **Preschool:** 3–5 years
- **Public Pre-K:** 4 years

Drop-Off Expectations & Communication

To help maintain smooth operations and ensure the best care for all children, please adhere to the following guidelines:

Daily Drop-Off Times

- **All classrooms (except Public Pre-K):** Children must be dropped off **by 9:00 AM**.
- **Public Pre-K:** Drop-off must occur by **8:20 AM**.
- These cut-off times are in place to support daily routines and staffing needs. Late arrivals can disrupt classroom flow and staffing balance.

Advance Notification Required

- If your child will be arriving late or absent—whether due to appointments, illness, or other circumstances—**please notify us in advance** (via Brightwheel or phone). Timely communication allows us to staff classrooms appropriately and prepare for your child's arrival. Without this notice, we may be unable to accommodate late arrivals.

Late Drop-Offs Without Notice

- If your child arrives after the scheduled cut-off time and we are not prepared, we **cannot guarantee** that your child will be permitted to stay. This policy helps us maintain proper staffing ratios and minimize disruptions.

Drop-Off Readiness

To ensure every child begins their day smoothly and comfortably, please come prepared—with the understanding that staff will not be responsible for dressing or changing children upon arrival.

The Sanford-Springvale YMCA Early Learning Center

What to Bring and Prepare:

- **Ready for the Day:** Children should arrive dressed and fresh, with clean diapers and changed from the night before. Staff will *not* be responsible for dressing or changing children at drop-off.
- **Water Bottle & Lunch:** Bring a labeled water bottle and packed lunch each day.
- **Extra Clothing:** Provide an extra set of weather-appropriate clothing labeled with your child's name (e.g. seasonal layers, socks, underwear).
- **Outdoor Wear:** Children must be dressed appropriately for the weather—this includes coats, hats, mittens, and boots in winter or sun-safe attire in warmer months.
- **Footwear:** Closed-toe, easy-to-put-on shoes are required for all children—except infants.
- **Summer Necessities:** Please apply sunscreen and bug spray before arrival and pack labeled bottles for reapplication. Consistent with practices among childcare providers, these should be treated as medication items requiring proper labelling and parental authorization.
- **Bottles:** Parents of infants must supply all bottles. Our staff will **rinse and return them daily**, but will *not* wash bottles.

Drop-Off Etiquette: Quick Goodbyes for a Smooth Start

To support your child's emotional well-being and ease their transitions into the day, we ask parents to keep drop-offs brief—ideally **five minutes or less**. Although it may be tempting to linger, shorter separations help children adjust more quickly and confidently.

Why Quick Goodbyes Matter

- **Eases Separation Anxiety**
Research shows that children whose parents leave within three minutes adjust to the classroom environment up to **40% faster** than those whose farewells are prolonged.
- **Prevents Mixed Signals**
Prolonged goodbyes can inadvertently reinforce anxiety by signaling to the child that something is amiss. A confident, timely departure reassures them that daycare is a safe place.

The Sanford-Springvale YMCA Early Learning Center

- **Maintains Routine & Focus**

Lingering can disrupt the flow of planned activities and delay transitions for all children—quick goodbyes help preserve the classroom’s structure.

Best Practices for Quick, Supportive Farewells

Action	Tip
<i>Connect Quickly</i>	Greet the teacher, share anything important briefly, exchange a hug or high-five, and say your "see you later" cheerfully.
<i>Use a Short Goodbye Ritual</i>	Try a special handshake, phrase, or song that signals goodbye and transitions your child emotionally.
<i>Stay Calm & Confident</i>	Your demeanor sets the tone. A calm, positive goodbye reassures your child it's safe to stay.
<i>Trust the Process</i>	Even if tears follow, most children settle within minutes. Teachers are skilled at helping them re-engage with activities.
<i>Ask About Observation Options</i>	If you'd like to see your child adjusting, ask about scheduled observation opportunities outside of busy transition times.

Daily Communication via Brightwheel

We utilize Brightwheel as our main platform for all daily communication. It's where families will find everything from newsletters and closure alerts to daily updates on your child's activities. It is the families responsibility to stay up to date on center news and notifications.

- **Real-Time Messaging & Daily Activity Feed**
Teachers and administrators use Brightwheel to share instant messages, photos, videos, and notes about activities, meals, naps, and learning moments throughout the day.

The Sanford-Springvale YMCA Early Learning Center

- **Newsletters & Alerts**
Monthly newsletters and important announcements (e.g., closures or upcoming events) are distributed directly through Brightwheel.
- **Parent Accountability**
It is the responsibility of families to check Brightwheel daily, ensuring you stay informed and connected with your child's day.

Classroom Transitions

Transitions are gradual and involve parent participation to ensure each child's comfort and ease into new environments.

Curriculum

We utilize *The Creative Curriculum*®, a research-based framework that balances structure with flexibility, promoting active learning and development across all domains.

Swimming

Preschool-aged children participate in weekly swim sessions, supervised by certified lifeguards, to enhance water safety and motor skills. The classroom teacher will have more information regarding supplies needed and when this takes place.

Snacks & Lunches

- **Provided by parents:** Cold lunches with icepacks in a lunchbox. We do not have refrigerator space for children's lunches. We do not heat food, please send warm food in a thermos, ready for teachers to serve.
- **The YMCA provides 2 healthy snacks per day.**
- **Food guidelines:** High-sugar foods are discouraged to promote balanced nutrition.

5210 Program

We follow the 5210 program, which encourages:

- **5** or more servings of fruits and vegetables per day
- **2** hours or less of recreational screen time per day
- **1** hour or more of physical activity per day
- **0** sugary drinks

The Sanford-Springvale YMCA Early Learning Center

This program aligns with our commitment to promoting healthy habits and lifestyles among children.

Rest Time

All children have a designated rest period of at least 30 minutes daily to support physical and emotional well-being. For children who don't fall asleep we ask for them to engage in a quiet activity after 30 minutes of body rest to support a calm environment for the children who are resting.

Health & Safety Information

Sickness Policy

To maintain a healthy environment for all children, please keep your child at home if they exhibit any of the following symptoms:

- **Fever:** 100.4°F (38°C) or higher.
- **Diarrhea:** More than twice in 24 hours.
- **Vomiting:** More than once in 24 hours.
- **Unexplained Rash:** Accompanied by fever or other symptoms.
- **Thick Yellow/Green Mucus:** From the nose or eyes.
- **Contagious Illness:** Such as pink eye, strep throat, chickenpox, or hand foot and mouth.
- **On Antibiotics:** Less than 24 hours.

Children should be symptom-free for at least 24 hours without the use of medication before returning to the program.

Temperature Checks

To ensure accurate readings and maintain consistency, only YMCA-provided thermometers will be used to take children's temperatures within our childcare center. This policy helps maintain standardized health assessments and ensures the safety and well-being of all children.

The Sanford-Springvale YMCA Early Learning Center

Illness or Behavioral Concerns

If a child exhibits behavior that is significantly out of character or displays signs of illness, we reserve the right to request that the child be picked up immediately. In such cases, the child may be required to undergo a medical evaluation and may not return to the program until a completed medication release form is provided.

Medication & Allergies

- **Medication Release Form:** Required for any medication administered.
- **Original Container:** Medication must be in its original packaging.
- **Long-Term Medications:** A doctor's note is required.
- **Allergies:** Must be documented; staff will keep allergy lists posted. We will also require an Allergy action plan, depending on the severity of the allergy we may request a doctor's signature.
- We are a **peanut-free facility** to ensure the safety of all children.

Snow Days & Inclement Weather

To ensure the safety of our children and staff during adverse weather conditions, our Early Learning Center (ELC) follows the guidelines outlined below:

- **1-Hour Delay:** ELC opens at **6:30 AM**.
- **2-Hour Delay or Closure:** ELC opens at **7:30 AM** or may remain closed.
- **Early Release:** ELC may close early.
- **YMCA Closure:** ELC will be closed.

Unexpected closures/delays will be posted on Brightwheel.

Please refer to our annual holiday schedule for additional closure dates beyond major holidays. (last page of the handbook)

The Sanford-Springvale YMCA Early Learning Center

Public Pre-K

Our Public Pre-K program is offered in partnership with the Sanford School District and follows their academic calendar for closures and delays.

Hours:

- **Monday, Tuesday, Thursday, Friday: 8:00 AM – 3:00 PM**
- **Wednesday: 8:00 AM – 2:00 PM**

Wrap-Around Program

We offer before and after care for Public Pre-K students to accommodate working families.

Hours:

- **Monday, Tuesday, Thursday, Friday: 6:30 AM – 8:00 AM & 3:00 PM – 5:30 PM**
- **Wednesday: 6:30 AM – 8:00 AM & 2:00 PM – 5:30 PM**

Rates:

- **AM Full Time:** \$85 (YMCA Members) / \$90 (Community Members)
- **PM Full Time:** \$95 (YMCA Members) / \$100 (Community Members)
- **AM & PM Full Time:** \$125 (YMCA Members) / \$130 (Community Members)

2025 Scheduled Closures:

November 26th Closing at 3:00pm

November 27-November 30th (Thanksgiving break)

December 24– 28th (Closed for Christmas Break)

December 31st Closing at 3:00 pm

January 1-4th (Closed/Happy New Year)

These dates do not include any inclement weather or unexpected closures. We can add additional closures should it be required.

Closures for next year 2026 will be published in January. These will be updated annually.

Family Engagement- We truly love bonding with our families. Our goal is to implement seasonal events where we can gather and make memories. This will be published in advance. Should any parents want to assist in planning events please reach out to Elizabeth (Liz.)

Thank you for choosing us to care for your child. Your trust and partnership are the foundation of our community, and together, we create a nurturing environment where every child can thrive.

Coordinator Contact:

Elizabeth Reynolds/ Ms. Liz
Early Learning Center Coordinator
207-324-4942
ereynolds@sanfordymca.org



Emergency Response Plan

TO BE USED IN CASE OF AN EMERGENCY

Page 1

- 1. Intruder/Hostage**
- 2. Missing Child**
- 3. Contamination/Chemical Spill**
- 4. Threatening Call/Bomb Threat**
- 5. Suspicious/Hazardous Objects**
- 6. Medical Crisis/Emergency**

Page 2

- 7. Earthquake/Building Collapse**
- 8. Severe Weather/Flood**
- 9. Fire**
- 10. Power/Utility Failure**

Page 3

Evacuation Plan
Relocation Plan

Page 4

Safe Place Plan
Shelter-in-Place Procedure

Page 5

Emergency Closing Plan

Page 6

Emergency Numbers

STAY CALM

1. Intruder/Hostage

Implement Safe-Place Plan

Call 911 or Emergency Number: _____

Follow direction from emergency personnel

2. Missing Child

Conduct search of immediate surroundings

Call 911 or Emergency Number: _____

Notify Parent

3. Contamination/Chemical Spill

Monitor on local radio or television.

Assess danger at your location.

Implement your Shelter-In-Place Plan or Emergency Closing Plan, if needed.

Stay inside until local officials determine it is safe to leave.

4. Threatening Call/Bomb Threat

Record the Threatening Call as accurately as possible:

- ✓ Write down exact words used, if possible
- ✓ Note Caller ID if available
- ✓ Caller characteristics (i.e. gender, age, accents) and background sounds

Call 911 or Emergency Number: _____

Follow Instruction from Emergency Personnel

5. Suspicious/Hazardous Objects

DO NOT MOVE OBJECT

Isolate any person who touched the object; have them wash skin thoroughly with soap and water

Implement Evacuation Plan if necessary

Call 911 or Emergency Number: _____

Follow Instruction from Emergency Personnel

6. Medical Crisis/Emergency

Assess injuries (triage)

Provide life-saving first aid

Call 911 or Emergency Number: _____

Follow Instructions from Emergency Personnel

Continue providing first aid until assistance arrives

Clear the area prior to the arrival of emergency personnel

Implement emergency closing, evacuation, and/or relocation plans, if needed in the event of a pandemic illness

7. Earthquake/Building Collapse

Take Cover to protect from falling objects

Implement Evacuation Plan if necessary (building safety is in question)

Gather staff and children and take attendance

Assess for medical injuries and facilities damage

Continue providing first aid until assistance arrives

Call 911 if Emergency services are needed (injury, fire, police)

Implement Relocation of Emergency Closing Plan, if needed.

8. Severe Weather/Flood

Monitor announcement of severe weather or flood warnings on weather radio

Assess danger to your location

Implement Emergency Closing Plan, if necessary

Call Emergency Numbers, if immediate aid is needed

Implement Evacuation or Safe Place Plan, if necessary

Implement Relocation Plan, if needed

9. Fire

Structure Fire

Monitor for smoke alarm, smoke, or flames

Implement Evacuation Plan

Call 911 or emergency personnel

Follow the direction from emergency personnel

Implement Emergency Closing or Relocation Plans, if needed

Wildfire

Monitor for announcement of wildfires on a weather radio

Assess danger to your location of urban or wildfires

Implement Emergency Closing Plan, if necessary

Call Emergency Numbers if immediate aid is needed

Implement Evacuation or Shelter-In-Place Plan, if needed

Implement Relocation Plan, if needed

10. Power/Utility Failure

Locate Emergency Supplies

Implement Evacuation Plan, if gas smell or other safety hazard is present inside

Or

Implement Shelter-In-Place, if gas smell or other safety hazard is present outside

Call 911 or emergency number _____, if in immediate danger

Call Utility Provider to report outage (see numbers on emergency phone list)

Implement Emergency Closing Plan or Relocation Plan if unable to stay in the building until normal closing

Evacuation Plan

Take Emergency Backpack

Leave building by: Meet all groups at Playground fence

Responsibilities:

Call 911: LIZ or anyone witnessing the emergency

Make sure all children exit: LIZ / or last staff member inside does building Sweep

Other steps:

- Determine if we will go to greenhouse
- use bus / van
- Stay warm on premisis in bus or leave to evacuate fully off site.
- Off site location is the Trafton Center

Gather at:

Take Attendance Each group use "All here" or "need help" signs

Contact Parents

Relocation Plan

Neighborhood site Carl J. Lamb

Address: 233 Shaws Ridge Rd Springvale Me 04083

Contact Name: Sherri Baron

Phone: 207-324-8481

Access Information: use Trafton Center for shelter - This is not our primary location

Out-of -Neighborhood Site Trafton Center

Address: 19 Elm St, Sanford Me 04073

Contact Name: Andy Orazio / Robin Bibber

Phone: 207-457-0080

Access Information: key for building will be with Director, bus driver, extra set in Toddler Backpack

Emergency Transportation Plan:

YMCA BUS / VAN

Special Considerations for Transportation:

In the event we do not have a class B driver on site staff will drive children in cars as an absolute last evac plan.

Safe Place Plan

Safe-Place from intruder: Classrooms - lockdown

Safe-Place from severe weather: Classrooms or evac

Safe-Place from: Lockdown if outside threat

Lock doors and windows

Close drapes, curtains, and shades

Call 911 or emergency number: 911

Provide location to and follow instructions from emergency personnel

Access emergency supplies for snacks or activities, if needed

Shelter-in-Place Procedure

Seal Room

Close and lock all the doors and windows to the outside

Turn off all heating systems by: Director will delegate and assign

Turn off all air conditioners and switch intakes to the closed position by: Assigned by LIZ

Turn off exhaust fans in and by: Director

Seal gaps around window-type air conditioners in: Teachers / directors

Close all fireplace dampers by: N/A

Close as many internal doors as possible

Use tape and plastic to cover and seal fireplaces, bathroom exhaust, range vents, dryer vents, and other openings to the outdoors to the greatest extent possible

Seal any obvious gaps around external windows and doors

Close drapes, curtains, or shades for additional protection

Supplies for sealing out air are located: in each room

Wash the inside air

If the vapors begin to bother the staff and children, hold wet cloths or handkerchiefs over the nose and mouth

Water and cloths are located: in classrooms / Backpacks

For a higher degree of protection, go into the bathroom(s), close the door(s) and turn on the shower(s) in a strong spray to "wash" the air.

Access Emergency Supplies for snacks and activities, if needed.

Emergency Closing Plan

DECIDING NOT TO OPEN FOR THE DAY:

This Child care will close when: unsafe conditions

The decision to close will be made by (time): 6:00 am

Staff will be informed by: ELC Coordinator

Parents will be informed by: ELC Coordinator

The Child care will re-open when: Conditions are safe

DECIDING TO CLOSE (AFTER OPENING) PROCEDURE:

This child care will close when: Emergency evac, unsafe conditions
inclement weather.

Staff will be informed by: ELC Coordinator

Parents will be informed by: ELC coordinator / Teachers

The Child care will re-open when: Conditions are safe

Additional Notes:

EMERGENCY NUMBERS

NAME/COMPANY	CONTACT NAME	PHONE NUMBER
FIRE	Sanford	911
POLICE		911
AMBULANCE	↓	911
POISON CONTROL		1-800-222-1222
Health Care Consultant		
Oil Company		
Gas Company		
Electric Company		
Water Company		
Electrician		
Plumber		
Snow Removal		
Child Protective Services		1-800-452-1999
Child Care Licensing		1-800-791-4080
Relocation Site	Trafton Center	207- 457-0080
County Emergency Management		
Local Emergency Management Maine Emergency Management Agency		1-800-452-8735
Closing Announcement		
Maine CDC Disease Reporting		1-800-821-5821
Regional Red Cross Chapter		
Insurance Company		
Bank		
Landlord	YMCA Building	207-324-4942
Disaster Distress Help Line		1-800-985-5990

Our calling tree plan is: CEO, Coordinator, ELC staff/families

The staff call down roster is located: Group Chat - staff files

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