



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of Metropolitan Washington

Youth Development Parent Handbook

Fairfax County Reston
12196 Sunset Hills Rd.
Reston, VA 20190
703-742-8800



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

Dear Parents,

We welcome you and your family to the YMCA of Metropolitan Washington Youth Development Child Care Program. We are delighted that you have chosen our program for your child. We are committed to providing a loving, nurturing and fun experience for all children.

The Youth Development Child Care Program is designed to meet the needs of working parents and their children by providing a safe, stimulating and wholesome environment with a plus. Our mission is to help your children develop positive identities, values, social skills, and commitment to life-long learning.

This handbook will assist you in understanding the philosophy, policies, and procedures of our Child Care Programs. Please read the handbook carefully and retain it for future reference. Also, please sign the acknowledgement sheet and return it to your Center Director. If you have any questions, please contact your Child Care Director.

Again, welcome to the YMCA Youth Development Child Care Program!

Angie L. Reese-Hawkins
President & Chief Executive Officer

Table of Contents

I. WELCOME

YMCA Mission.....	1
Philosophy & Goals.....	1
Educational Philosophy.....	1
Character Development.....	2
40 Developmental Assets.....	2
YMCA Goals.....	3
Code of Conduct.....	3
Giving Back.....	4
Benefits of Membership.....	4
Locations/Contact Information.....	4

II. PREPARING FOR THE SCHOOL YEAR-FAQS

What information will I get before my child starts?.....	4
What do I bring on my child's first day?.....	4
When will my child transition to another class?.....	5
What if my child has an allergy or special diet?.....	5
What if my child requires medication during the day?.....	5
How can I schedule a conference?.....	5

III. GENERAL PROGRAM INFORMATION

Arrival.....	5
Absences.....	5
Babysitting Policy.....	6
Child Abuse.....	6
Children at Risk.....	6
Clubs.....	7
Communicating with YMCA Staff.....	7
Communication.....	7
Contacting my child during program hours.....	7
Drop Off/Pick Up.....	7
Gratuities.....	8
Hours of Operations.....	8

Late Pick Up Fees	8
Licensing.....	9
Parent Participation/Volunteerism	9
Parking.....	9
Staff Expectations.....	10
Weather.....	10

IV. EXPECTATIONS IN YOUTH DEVELOPMENT PROGRAMS

Biting Policy.....	10
Bullying Policy	11
Discipline Guidelines	11
Field Trips/Parent Chaperones	12
Homework Policy.....	12
Personal items, electronics, money, toys, etc.	12
Runaway Policy.....	13
Transportation.....	13
Zero Tolerance.....	14

V. HEALTH GUIDELINES

Accidents.....	14
Accommodation Process.....	15
Allergies/Special Diets	15
Asbestos	15
Contagious Diseases.....	15
Health Forms/Immunizations	16
Health Records.....	16
Illness Policy	16
Insect Repellent/Diaper Cream Policy	17
Medication	18
Special Needs	18
Sunscreen Policy.....	19

VI. CLASSROOM PROCEDURES

Assessment/Conferences.....	19
Bathroom Procedures.....	19
Birthday Party Guidelines.....	19
Classroom Movement	19

Clothing & Other Belongings.....	20
Enrichment Activities/Classes.....	20
Meals.....	20
Nap/Rest Time Policy.....	20
Outdoor Play.....	21
Toilet Training Policy.....	21

VII. OFFICE PROCEDURES

Billing/Payment.....	21
Cancellation Procedures	22
Confidentiality	22
Dismissal.....	22
Emergency Evacuation Plan.....	23
Financial Assistance	25
Insurance.....	25
Paperwork	25
Resolving Concerns.....	26
Shutdown Week	26
Tax Information	26
Waiting List	26

Please note: Policies and Procedures are subject to change with no less than a two week notice

I. WELCOME

YMCA Mission

The YMCA of Metropolitan Washington's mission is to foster the spiritual, mental, and physical development of individuals, families, and communities according to the ideals of inclusiveness, equality, and mutual respect for all.

The YMCA values diversity as strength and provides experiences that help:

- Develop self-confidence and self-respect
- Practice personal integrity
- Achieve physical and spiritual well-being
- Promote interracial, intergroup, and ecumenical harmony
- Build capacities for enlightened leadership
- Contribute to personal self-reliance and societal well-being
- Lead to worldwide understanding and peace

Philosophy & Goals

The YMCA of Metropolitan Washington recognizes that good Child Care is good family care. YMCA Youth Development Child Care programs stress care and safety, and they nurture the child's desire to explore and learn through developmentally appropriate activities. These activities are consistent with the recognized principles of early childhood education:

- We are partners with parents in their children's lives.
- We are partners with children to help them reach their fullest potential.
- We are honored by the trust and confidence parents place in us.
- We are committed to providing a safe, caring, affordable, and fun environment for all children.

The goals and principles of the YMCA Youth Development Child Care Program are firmly based on the specific objectives from which our program operates. These principles are related to personal growth and interactions with others as well as with the environment. The specific principles of the program are:

- The achievement of personal growth in body, mind, and spirit.
- The formation and practice of constructive habits and attitudes.
- The strengthening of family relationships through parent participation in the program.

Educational Philosophy

As with any YMCA program, the curriculum is centered on the YMCA mission and program goals. Second only to relationships, a well-planned curriculum will help to define a child's experience in a YMCA Program.

The YMCA curriculum is developed on the following:

- Specific needs and interests of the children;
- Talents and abilities of the staff;
- Unique needs of a particular community; and
- Resources within the YMCA and the surrounding community.

The following curricula are basic to the YMCA Programs:

- Preschool-----→ Creative Curriculum
- School Age-----→ YMCA School Age Child Care Curriculum framework

Our programs strive to develop the whole child by helping him/her socially, emotionally, intellectually, and morally. In addition to focus on self-development, YMCA programs afford children opportunities to acquire critical life skills through interacting with a diverse population. Children learn to recognize and value the differences and similarities between themselves.

Character Development

We plan to provide the best program possible. At the YMCA, that means more than just activities. We believe character development is an important challenge for all of us- staff, volunteers, members, participants, and parents. The YMCA is committed to embracing and demonstrating character through the modeling of the four core values: caring, honesty, respect, and responsibility. Our goal is to challenge the children and staff to believe in and act on these positive values.

- Caring: To love others, to be sensitive to the well being of others, to help others.
- Honesty: To tell the truth, to act in such a way that you are worthy of trust, to have integrity; making sure your choices match your values.
- Respect: To treat others as you would have them treat you; to value the worth of every person, including yourself.
- Responsibility: To do what is right; to be accountable for your behavior and obligations.

40 Developmental Assets

The YMCA also adopts the practices of the research institute's 40 Developmental Assets that help young people make wise decisions, choose positive paths, and grow up competent, caring, and responsible. The assets are grouped into eight categories:

1. Support
2. Empowerment

3. Boundaries & Expectations
4. Constructive Use of Time
5. Commitment to Learning
6. Positive Values
7. Social Competencies
8. Positive Identity

YMCA Goals

Each child should be treated with respect, kindness and understanding.

- Children's feelings, thoughts and ideas are worthy of recognition and response from those around them.
- Children must be taught and encouraged to express their feelings, thoughts, and ideas in socially acceptable ways.
- The YMCA is committed to character development by helping children accept and demonstrate the positive values of caring, honesty, respect, and responsibility.
- Children must be secure in the knowledge that the YMCA setting in which they learn and play will protect them, insofar as possible, against physical and psychological harm.
- Parents must be active participants in decisions relating to the care and education of their children.
- Parents must support those responsible for the consistent supervision of their children.

Code of Conduct

Our Code of Conduct states that the YMCA of Metropolitan Washington is committed to providing a safe and welcoming environment for all of our members and guests. To ensure safety and comfort for all, we ask individuals to act appropriately while they are in our facility or participating in a YMCA program. We expect persons using the YMCA to behave in a mature and responsible way and respect the rights and dignity of others. Our code of conduct does not permit language or action that can hurt or frighten another person or that falls below a generally accepted standard of conduct.

If, after consultation with parents, the counselor(s) and Child Care Director, the child's behavioral problems cannot be resolved, then the child may be dismissed from the program.

A parent or guardian who is disruptive to the program, does not comply with the policies of the YMCA, or whose behavior is intimidating to the children, parents of the other children, or the staff of the center will be asked to remove their children from the program.

Giving Back

Every year, members and program participants like you donate to the YMCA's Caring for Community Campaign to ensure that every child, adult, and family in your community has access to quality child care, summer camp, and the opportunity for a healthy lifestyle, regardless of their financial ability. If you wish to make a contribution to the YMCA, you may do so by completing the bottom of your payment options form, online at www.ymcadc.org (be sure to designate Fairfax County Reston as your branch), or by sending your donation directly to the YMCA Fairfax County Reston.

The Benefits of Membership

All campers must be AT LEAST a Program Member to participate. Program Memberships are annual. New program members or renewals need to include the annual \$50 membership fee.

Locations/Contact Information

YMCA Fairfax County Reston
12196 Sunset Hills Rd.
Reston, VA 20190
703.742.8800

Preschool Director: Liz Magyar
Phone number: 703-318-5301
Email: Elizabeth.magyar@ymcadc.org

YMCA Fairfax County Reston
12196 Sunset Hills Rd.
Reston, VA 20190
703.742.8800

School Age Director:
Phone number: 703-326-7048
Email: reston.schoolage@ymcadc.org

II. PREPARING FOR THE SCHOOL YEAR-FAQS

What information will I get before my child starts?

Besides this handbook, a monthly email is our courtesy communication tool to inform you of the month's schedule of activities as well as answer any questions you may have. If you do not receive a program email, please confirm your email address with the Member Services desk.

What to bring on my child's first day?

All belongings brought to the YMCA should be properly marked with the child's name. Children should wear comfortable clothing and appropriate shoes for running and playing as specified by the center. (NO SANDALS OR SOFT SOLE SHOES)

Preschool

- A complete change of clothing labeled with the child's name including underwear, socks, shirts, and pants or shorts. Clothing should be seasonally appropriate. The Center does not maintain extra clothing.

- A small blanket and cot sheet for rest time. These MUST be taken home on Friday for you to wash and return on Monday morning.

When will my child transition to another class?

While we do our best to move children up to the next classroom around their birthday, there are several factors we have to take into account BEFORE a child is moved up. These include but are not limited to: age, developmental milestones, and space availability in the next room.

What if my child has an allergy or special diet?

If your child has an allergy or requires a special diet please speak with the Program Director prior to your child's first day.

What if my child requires medication during the day?

We are able to administer medication to your child during his/her school day as long as the proper forms are filled out. Please refer to the medication section under "Health Guideline" for complete information.

How can I schedule a conference?

Assessments will be completed twice a year. Parents will also have the option of signing up for a parent/teacher conference if they wish. There will be a sign-up sheet at the time assessments are passed out, listing days and times that are available. This gives both the Y and parents the opportunity to exchange information if the parent chooses. This is also an ideal way for the YMCA and parents to work together and provide a positive environment for the children. Conferences during other times of the year may also be scheduled should the YMCA or parents deem it necessary.

III. GENERAL PROGRAM INFORMATION

Arrival

Preschool:

All children should be signed in upon arrival by the parent/ guardian. Parents of young children should help their child with settling into the classroom, taking off coats, boots, etc., and putting away the child's belongings or backpack. Be sure to say goodbye to your child before you leave. If you need to speak at length with a teacher, please schedule a conference through the Director.

Please limit your conversation and refrain from distracting the teacher from the care of the children. Remember that the teacher's primary responsibility is the care of the children and staff.

Absences

If your child will be absent from the program, please call or email to inform the Center by 9:00 a.m. We do not prorate our fees for absences for any reason, including illness or

vacation. If your child(ren) is out for 2 consecutive days or more without prior notification, we will call you to check in.

Babysitting Policy

Although Y program staff work well with children, our policy states that employees of the YMCA are not permitted to have additional contact, baby-sit or provide transportation for families with children enrolled in our YMCA programs.

Child Abuse

State laws of Maryland, District of Columbia, and the Commonwealth of Virginia require the YMCA to report suspected or actual child abuse and/or neglect to the proper authorities. In compliance with the laws, the YMCA has adopted a policy, a summary of which is as follows:

- a. Sexual misconduct and/or child abuse on the part of employees is prohibited by the YMCA. Any employee that admits to or is found guilty of an incident of illegal sexual misconduct shall be immediately terminated from employment and any position of responsibility with the YMCA.
- b. Any employee of the YMCA who has reason to suspect that a child is abused or neglected should report that matter immediately to his/her supervisor who shall make a report forthwith to the local department of the county or city where the child resides or where the abuse or neglect is believed to have occurred. If neither locality is known, then such report shall be made to the local department where the abuse or neglect was discovered.
- c. Any employee making a report of child abuse or neglect pursuant to the appropriate sections of the Maryland, District of Columbia, or Virginia statutes or who participated in a judicial proceeding resulting there from shall be immune from any civil or criminal liability in connection therewith, unless it is proven that such employee acted in bad faith or with malicious intent.

Children at Risk

Parents who arrive at the YMCA in an incapacitated condition (i.e. alcohol, drugs) present a risk to their child. The staff in charge will advise the parent of their options regarding the transportation of their child to his/her home. Some options that may be exercised are:

- Call another person on the child's emergency contact list
- Call the other parent
- Call a taxi
- Call a nearby neighbor/friend

If a reasonable conclusion cannot be reached, the parent will be advised that either Child Protective Services or the Police will be called.

Clubs

Please note that we offer a variety of different clubs to both Preschool and School Age children. These clubs are offered throughout the school year based on the branch's preset session schedule. Clubs will not be prorated for any late sign ups or days missed due to reasons outside of our control, i.e. weather, or sick children.

Communicating with the YMCA Staff

Exchange of information between parents and staff provides insights for both parties. The format may be formal or informal. It is vital that you inform us of changes happening in your family. Changes at home include: moving, hospitalization of a sibling or parent, altercations in the parents' relationship, etc. These influence the way in which your child relates to others. Staff members can better provide for a child's needs if they are aware of the situation. We will treat this information with the utmost confidence.

Communication

All communication in our child care program is done through phone or e-mail. Please send all absences, questions, and other pertinent information to our e-mail address. The Program Director, Preschool Director, Site Director/Coordinator and Administrative Assistant will have continuous access to this e-mail address throughout the day.

To contact Preschool → please call 703.318.5308
email: Reston.Preschooladmin@ymcadc.org.

To contact School Age → please call 703.326.7048
email: Reston.Schoolage@ymcadc.org.

Contacting your Child during Program hours

Please do not call to speak to your child unless it is an emergency. If your child is experiencing problems, we will call you immediately. If you have any questions or concerns, please contact the site director at any time. Participants are not allowed to have cell phones or any other electronic devices at any of our sites.

Drop off /Pick Up

YMCA Youth Development opens its doors at 6:30 am. Please do not attempt to drop off before this time. All children must be signed in by the adult dropping them off. Children are not allowed to enter the program without an adult. Always leave your child with staff, do not leave them alone in an empty classroom. It is important that all children are picked up on time. If a child is not picked up by closing time, parents and emergency contacts will be notified. If neither the parent nor the emergency contacts can be reached, or if the child is not picked up within 45 minutes of closing, Fairfax County Police may be called. A child will not be released to anyone, including parents, which appear to be in an impaired condition, i.e. under the influence of alcohol or drugs. Should a person under the influence of alcohol or drugs remove the child from the center, the police WILL be notified.

Please note that a photo I.D. is required for anyone, including a parent, to pick up children from our Programs, if YMCA staff does not recognize that person or their key code is non-

operable. This is to ensure that all the children are safe and going home with the appropriate person. The Center is not responsible for a child once they have left the premises. Staff is prohibited from transporting children to and from the Center in their vehicles.

Preschool:

Please note there is no drop off for the Purple Room between 10:00am-2:30pm. There is no drop off for the Green, Blue, Yellow, and Red Rooms between 12:30-2:30pm.

If you will be dropping off your child after 10am, then a phone call to the Center prior to 9:30am that day is asked for courtesy reasons.

Also, please note that during the holidays all children are required to be at the Center by 10am, so that we can staff accordingly.

School Age:

If parents haven't called or emailed that their child would not be picked up, the Site Director/Coordinator or Administrative Assistant will check with the school first of their whereabouts. If the school has no knowledge of their whereabouts then the parents will be called to confirm.

Gratuities

YMCA employees may not accept gifts, tips, gratuities, or other benefits. A small token of appreciation or small general fund distributed equally among staff is permissible.

Hours of Operation

Preschool

Monday – Friday 6:30 a.m. – 6:30 p.m.

- Please note that we have a 10 hour policy; each child may not be in the Center for longer than 10 hours on any given day. The program does not operate on weekends.

School Age

AM Care: Monday – Friday 6:30 a.m. – 9:00 a.m.

PM Care: Monday– Friday 3:00 p.m. – 6:30 p.m.

- The program does not operate on weekends.

Late Pick Up Fees

The YMCA Youth Development program closes at 6:30 pm.

Preschool:

Late fees are effective after the 10th hour and starting at 6:30 pm; whichever comes first.

School Age:

Late fees are effective starting at 6:30pm.

- 1st violation will result in \$2.00 per minute, per child after 6:30 p.m.
- 2nd violation will result in \$2.00 per minute, per child and a 1 day suspension from the program.

- Any late pickup after the 2nd violation could result in dismissal from the program for 3 days.

Late fees are due immediately upon pickup and may be paid by cash, check, or be charged to your account. A parent who is repeatedly late (three or more times) will be notified that Youth Development services may be terminated. Our clocks run according to the official US time; please adjust your clocks to ours to avoid unnecessary late fees.

Licensing

All YMCA sites and programs are licensed in Virginia by the Department of Social Services, in Maryland by the Department of Health and Human Services-Childcare Administration and in the District of Columbia by the Department of Health, and a copy of the licensing plan is available for your inspection at all times. Re-licensing and unannounced inspections occur regularly.

Parent Participation /Volunteerism

You are always welcome in the program as a volunteer either on an on-going or occasional basis to share special interests, a helping hand, or expertise. Please feel free to observe, eat snack or lunch, and volunteer in the School Age classroom, etc. Please contact Preschool or School Age to volunteer your services. Parents of enrolled children may make unannounced visits at anytime. All custodial parents have the right to enter the Center at any time. We request, however, that visits of a lengthy nature are scheduled with the Director ahead of time in order to avoid having too many people in the room at one time. Visitors other than parents are welcome to visit, but should make an appointment with the Director ahead of time.

We would like to invite all the parents to attend any special events put on by the children throughout the program year. Parent participation is encouraged, such as attending parent workshops/meetings, special events, field trips, etc.

The YMCA Parent Advisory Committee is a wonderful opportunity to express your views on how we can improve our program. Parents and YMCA staff come together to share ideas and suggestions regarding family activities, enrichment programs, and other items of interest. Parents are encouraged to participate.

The YMCA welcomes program volunteers and matches them with programs that they are best suited for. All volunteers are interviewed and are required to complete a background check before working the program. Volunteers are not counted in staff to child ratios.

Parking

We understand that parking can be difficult so we have dedicated parking spaces specifically for our parents. The parking spaces are right outside the program doors and are marked for 10-minute parking during specific times. Please remember not to park in

fire lanes or the yellow curbs, it makes parking and traffic even more difficult, and will make you subject to towing at your expense.

Staff Expectations

The YMCA strives to hire high quality, well-trained staff to conduct all YMCA Youth Development Programs. All staff members are selected based on their education and experience in working with children. Staff is expected to demonstrate sound judgment, dependability, responsibility, and the ability to create an environment which reflects care, respect, and safety for all children. All YMCA staff must complete a background check before working in any youth development program. YMCA staff members participate in planned training (First Aide, CPR, Child Abuse Prevention, etc) and educational trainings to further their skills in child development and recreation.

YMCA Inclement Weather Policy

Fairfax County Public Schools	Preschool	SACC
1 Hour Delay	Open at 7:30am	Open at 7:30am
2 Hour Delay	Open at 8:30am	Open at 8:30am
School Cancellation and Administrative Offices open on time	Open at 8:30am	CLOSED*
School Cancellation and Administrative Offices opening late	Will open when Administrative offices open	CLOSED*
School Cancellation and School Administration offices closed	CLOSED	CLOSED
Early Dismissal	We will close 1 ½ hours after school closes	CLOSED Parents must make arrangements to pick up after school

Biting Policy

Incidents of biting are a relatively common, yet unpleasant, experience with infants and toddlers. These children have not yet acquired the verbal skills to express their frustrations or desires. Often they are also experiencing the pain of teething. Other reasons for biting may include sensory exploration, autonomy and control, peer interaction, imitation, frustration, anxiety, and curiosity. It occurs most frequently when a child is tired, frustrated, or over-stimulated.

When the child is able to verbalize and teething is no longer a factor, the Center will implement our Biting Policy. If an incident occurs, the parent will be called and asked to pick up the child. If a second incident occurs, the parent will be notified and the child may be suspended for 1-2 days. Any other incident may result in dismissal from the program.

Bullying Policy

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the camp seasons and be especially hurtful when persons are targeted with meanness and exclusion.

- In YMCA Youth Development Programs, bullying is inexcusable, and we have a firm policy against all types of bullying. Our philosophy is based on our mission statement which ensures that every child is accepted. We are open to all to develop the spirit, mind and body. We work together as a team to ensure that all participants gain self-confidence, make new friends, and go home with great memories. Unfortunately, persons who are bullied may not have the same potential to get the most out of their experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with other staff members and their children; so both staff and participants will be comfortable alerting us to any problems during their program experience. Every person has the right to have the best possible experience, and by working together as a team to identify and manage bullying, we can help ensure that all participants and staff have a great school year.

Discipline Guidelines

If your child needs to be disciplined the YMCA disciplinary guidelines are as follows:

- Expectation and consequences will be explained clearly to children and posted in easy to understand terms.
- Children will be given clear guidelines for their behavior so that they develop internal control of their actions.
- Children will be allowed to express their feelings, both positive and negative. The YMCA staff will focus their efforts on showing children acceptable ways of expressing their feelings.
- Simple, clear-cut rules will be established. These include rules for safety as well as rules for protecting the rights of others.
- Children's appropriate behavior will be reinforced.
- Verbal abuse or derogatory remarks are not acceptable.
- Children will not be subjected to corporal punishment of any kind.

- Children will not be deprived of meals or parts of meals, sleep time, clean and sanitary conditions, or personal hygiene.
- Staff will model positive behavior and attitude.
- Appropriate disciplinary action that will be used as a result of inappropriate behavior:
 - 1st incident – Verbal Warning
 - 2nd incident – Written Warning/Parent Meeting/Phone Conference
 - 3rd incident – 3 Day Suspension may result

Field Trips / Parent Chaperones

Field trips are important to the YMCA Youth Development program because they expose the children to the community, and can be educational. Field trips are used to stimulate interest in a subject as well as to extend information. Far from being a “one day” experience, a field trip can be integrated into the total program for maximum learning.

The YMCA does not allow parent volunteers to drive children (other than their own) during field trips. If you do drive during a field trip and have an accident, please understand that your personal insurance will be in force prior to any general liability insurance of the YMCA. Car seats are required for children under 40 pounds. If your child has a discipline problem, the Director can request your presence or an individual over 18 years of age to accompany the child on the trip. If no one can accompany your child, they may not attend on the day of the field trip.

Homework Policy (SCHOOL AGE)

YMCA School Age is a recreation-based program. It is not an extension of the school day. The YMCA will not enforce the completion of homework. No more than 30 minutes will be planned for homework support time. There will always be an alternative for children who do not have homework; however they will be required to go to the homework club, but may choose to read, draw, do cross word puzzles, etc.

Personal Items, Toys, Money, Etc.

The Center is equipped with toys and games suited for each age group. Please do not allow your child to bring toys from home, eliminating unnecessary problems. The children may bring toys or items of special interest on sharing days or by special arrangement with the child’s teacher.

- Please do not allow your child to bring guns, war toys, or other items relating to aggression and destruction.
- Please do not allow your child to bring in any electronic devices. The YMCA is not responsible for any lost, stolen, damaged or traded items. All items unclaimed will be donated to charity at the end of the month. For identifying purposes, remember to label all your child’s belongings with their first and last name.
- Please do not allow your child to carry money to the YMCA unless it has been previously requested by written communication from the YMCA for a specific program or field trip.

Runaway Policy

If a child leaves the designated YMCA site area without permission from the staff or refuses to leave when the rest of the group leaves an area, the following procedure will be followed:

***Situation A:** Child runs towards the woods when he is out of a game or refuses to join the group when they are leaving. A staff member will alert the rest of the staff and will go after the child and bring the child back to the area.

1. Parent will be notified and asked to pick up child immediately.
2. A meeting will be arranged between the parent, child, and Site Director/Coordinator before the child can return to the program. The event will be documented.
3. The child will no longer be allowed to attend the program if this is a repeated offense.

***Situation B:** If the staff is unable to locate the child, the following procedure will be followed:

1. Police will be notified.
2. Parent will be notified and asked to come and aid in the search if the child. When the child is found, the parent will be asked to take the child home.
3. The child will no longer be able to attend the YMCA care program.

Transportation

YMCA transportation provides safe and well-maintained vehicles for transporting children to/from school and for special events and trips.

Children are expected to follow these rules for bus safety:

1. Enter and exit in an orderly fashion
2. Sit in seat facing front with seat belt fastened
3. Keep body inside vehicle (no head, arms, etc., out the window)
4. Place all unsecured objects under their seats
5. No objects thrown in or outside the vehicle
6. Noise MUST be kept to a level as not to disturb the driver
7. Children shall not have body parts or items in the aisle
8. Code of Conduct for all participants must be followed

The rules MUST be followed for the safety of everyone. Violations will be handled as follows:

1. Verbal warning to student
2. Written report to parent/student
3. Suspension from transportation for one day

Should inappropriate behavior continue, the student may be dismissed from the transportation and/or the program.

Zero Tolerance Policy

YMCA Youth Development Programs have a zero-tolerance policy for serious behavior infractions since our goal is to provide a healthy, safe and fun environment for every child. The behaviors below are grounds for immediate removal from programs for the remainder of the current day and additional days as deemed necessary by program staff. Each incident will be considered on a case-by-case basis to determine if the child is capable of functioning in a group setting while in the program. The Child Care Director will meet with the child's parent(s) to determine a course of action and the length of the suspension.

Serious behaviors that may result in immediate program suspension

If a child is removed from the program, no refunds will be given.

1. Any behavior that endangers the health and safety of children, staff or members
2. Leaving the program without permission, or refusing to remain with assigned group
3. Inappropriate touching of other participants or sexual misconduct
4. Theft, defacing or destruction of property belonging to the YMCA or others
5. Any kind of physical assault such as hitting, kicking, biting
6. Gang-related activity
7. Possession of weapons, tobacco, alcohol or illegal drugs

V. HEALTH GUIDELINES

Accidents

All precautions will be taken to prevent serious health risks to all participants. In the event that a minor injury occurs, First Aid will be administered on site by staff. The following procedures will be followed:

- First Aid will be provided and the incident recorded and filed.
- The child will periodically be observed after First Aid has been applied.

In the event that a major injury or health problem arises and professional medical care is needed:

- Immediate First Aid will be administered by staff person until professional services arrive.

- Parents will be notified immediately. If the parent cannot be contacted, the emergency contact person will be notified. Please keep your Emergency Contact information updated. If changes occur, please report them immediately.
- 911 will be called.
- A staff person will accompany your child to the hospital and remain there until you or your emergency contact person arrives. The YMCA does not pay for the ambulance transportation.
- The incident will be recorded on an Incident/Accident Report Form and any first aid given will be documented.

Accommodation Process

Whether a child is non-disabled or has special needs, consideration is given to the individual needs of every child and the ability of the program to meet those needs.

Please inform the YMCA if you or your child has a disability requiring an accommodation during the enrollment process or prior to their first day in the program.

This information enables the YMCA to better meet your needs or those of your child, within available resources and to the extent reasonable.

When a child needs additional services in the areas of social, emotional, cognitive, language, and for motor development growth, a referral to a professional resource in the community may be made.

Allergies / Special Diets

The YMCA must be made aware of any child who requires a special diet due to medical or religious reasons.

Asbestos

The YMCA was inspected by the Asbestos Hazard Emergency Response Act (AHER). In accordance with the Commonwealth of Virginia and Federal Requirements, a copy of that report is available at all times for your inspection and asbestos management plan has been implemented.

Contagious Diseases

If your child or any member of the immediate household has or has been exposed to a highly contagious disease, please inform the Youth Development staff immediately of the condition within 24 hours. Highly contagious illnesses include: strep throat, pinworm, chicken pox, conjunctivitis (pink eye), scarlet fever, lice, scabies, whooping cough, impetigo, meningitis, hepatitis A, measles, mumps, salmonella and shigellosis.

Your child should be clear of all symptoms and checked by a doctor before returning to the Youth Development center with a doctor's note.

Health Forms/Immunizations

By their start date in the program, all children must have a current physical exam on file. Physical examinations must be completed and signed by a child's physician. All immunizations must be current.

Current Medical Form: The medical form must be current within 12 months of their last day in the program. If the YMCA does not receive the updated medical form by their start date, your child will be removed from the program and you will forfeit your deposit. All children must have up to date immunizations to enroll and stay enrolled in the YMCA Child Care program. It is the responsibility of the parent to provide the Center with up-to-date immunization records. Drop-off will be denied if health forms are out of date.

Health Records

As required by the local licensing authority, each child must have a completed:

- Registration Form to include two emergency contacts (one must be local)
- Health/Immunization Form Parts One, Two and Three
- Policies and Waivers Form
- Proof of Identification Form (Virginia requires birth certificate or passport)
- Parent Handbook Acknowledgement
- Medication Consent Form (Virginia requires birth certificate or passport)
- All About Your Child Form (Maryland & DC)
- Lead Screening (6 years and under) (Maryland & DC)

These forms must be given to the YMCA at the time of registration or your child will NOT be able to attend!! Please be sure that the information on the forms is accurate and complete. Please do not leave any of the sections blank on any of the forms.

Illness Policy

Children must be healthy enough to participate in the daily routine of the program. If there are indications of illness, your child will not be admitted or be allowed to remain at the Center. If your child becomes ill during the day, he/she will be separated from the classroom and the parent/guardian will be contacted immediately to pick the child up. If we are unable to reach you, or your child is not picked up within 45 minutes, we will call the next emergency contact listed on the Emergency Form. Each child's registration form MUST have an emergency contact person living in the area.

A child picked up from the Center because of an illness may not return to the Center the following day. When they do return to the Center, your child must be diarrhea-free, vomit-free and/or fever-free for the past 24 hours without any medication. Your child must be able to participate in all school activities without the use of medication. Also, if your child

is on a restricted diet, they may not return to the Center until they have been cleared of all restrictions due to the illness.

We sincerely appreciate your cooperation regarding our health policy. In order to continue to provide quality care for your children we need your help with the following:

- Recognize the signs and symptoms of illness in your child.
- Promptly pick up your ill child when called.
- Consult with a doctor about diagnosis and care during illness.
- Inform the Center of any medication(s) your child is taking, including any possible reactions.

A child will NOT be permitted to attend with the following:

- Fever of 100 degrees F. or above (may not return the following day)
- Any contagious disease (such as chickenpox, ringworm, impetigo, scabies/lice and nits, conjunctivitis). Follow the guidelines for exclusion for all communicable diseases.
- Yellow or green nasal discharge
- Sores with yellow or green drainage
- Eye discharge/Conjunctivitis (may not return until on antibiotics for 24 hours)
- Unexplained rash (consult your physician)
- Difficult or rapid breathing, severe cough, high-pitched croup or whooping sound after cough.
- Diarrhea/Vomiting: A child may not return the following day.
- Significant ailment affecting your child's ability to participate in all school activities. (Indoors and Outdoors)
- Any symptoms requiring one-on-one care or causing severe discomfort without the use of medications.
- Antibiotics: A child taking antibiotics may not return to the school until 24 hours after the first dose to allow the medicine to work.

Insect Repellent / Diaper Cream Policy

Children are not to carry insect repellent & diaper cream in their backpacks or have them in their cubbies. Instead, the repellent & diaper cream must be stored with the staff at the front desk. Staff will be required to record each time the insect repellent and/or diaper cream is used on each child. Parents must fill out an authorization form, one form per item, listing the specific name/brand of the insect repellent or diaper cream and any known adverse reactions. Please send the insect repellent or diaper cream in a ziplock bag labeled with your child's name. Please be sure to pick up your child's insect repellent or diaper

cream at the end of the season/or at the end of his/her participation with the YMCA Youth Development Program.

Medication

Our medication policy is primarily established to accommodate the administration of medication(s) commonly prescribed by physicians for the treatment of short-term illness. Prescription and "over-the-counter" medications will not be dispensed without written consent from the child's parent. Parents and Guardians should:

- Complete the medication authorization form included in your registration packet. Please note: We are not allowed by state to accept health forms from the Fairfax County School system or another Child Care Center. The authorization form has to be on our YMCA form. If the medication is prescription (includes inhaler and EpiPen) it will have to have a doctor's signature on the form.
- Keep all medication in the original container with the prescription label/directions attached. Medication must be labeled with the child's name, the name of medication, the dosage amount, and the time or times to be given.
- Hand all medication (including inhalers, and EpiPens) to the Child Care staff. Children are not allowed to keep medications on their person, in their backpack or lunch bags.
- All medications will be locked up and given to your child at the prescribed time.

Medications authorized are only valid for 10 days, at which time all unused medication will be returned to the parent or disposed of, unless a new form is completed. If a child is taking medication for an extended period, a note with these specifications, signed by a physician, must be submitted. We encourage you if you have a child that is on a long term medication such as an inhaler, EpiPen etc. to have your doctor fill your form out with a start date of September through August. This will allow us to keep the same form on file the entire school calendar year. Please note: Per state our fiscal year runs from September through August, so your end date cannot go past August.

YMCA staff members are not authorized to perform any medically invasive procedures such as glucose blood testing, diabetic injections, or the administration of suppositories, etc. When trained by the child's physician or parent as to what procedures to follow, the staff may administer epinephrine to a child in a life-threatening situation.

We strongly encourage all parents to administer medication to children prior to drop-off and after pick-up.

Special Needs

In order for the YMCA to provide the best experience for your child, we ask that you consult with the Director regarding any special needs required by your child prior to registration. We will assess the support needed and discuss with you the benefits of the

program or the alternatives available. In addition, there are certain treatments and procedures that our staff cannot legally perform because they are not qualified or trained to do so. Children with special needs will be evaluated on an individual basis. We will make every attempt to serve all children.

Sunscreen Policy

Children are not to carry sunscreen in their backpacks or have them in their cubbies; instead, the sunscreen must be stored with the staff. Parents must fully complete the sunscreen authorization form listing the specific name/brand of the sunscreen and any known adverse reactions. Please send the sunscreen labeled with your child's first and last name. Sunscreen will be sent home at the end of the season. Please be sure to pick up your child's sunscreen at the end of his/her participation with the YMCA Youth Development Program.

VI. CLASSROOMS PROCEDURES

Assessments / Conferences

Assessments will be completed three times a year. Parents have the option of signing up for a parent/teacher conference if they wish. There will be a sign-up sheet at the time the assessments are passed out, listing days and times that are available. This is also an ideal way for the YMCA and parents to work together to provide a positive environment for the children. Conferences during other times of the year may also be scheduled should the YMCA or parents deem it necessary.

Bathroom Procedures

No participant is ever alone with a staff member. All participants will take trips to the bathroom with the entire program and/or groups of participants escorted by program staff. Program participants will only use bathrooms inspected for safety by program staff.

Birthday Party Guidelines

It would be our pleasure to help assist you in your child's birthday celebration at the Center. You may schedule a time with your child's teacher. Remember to promote healthy eating and try to limit sugar-filled foods. Birthday party invitations may not be distributed at the Center unless ALL children are included. Please note that the YMCA is a "PEANUT FREE ZONE" which means no peanut products are allowed. In addition, only bring in-store bought products and NO party bags please.

Classroom Movement (Preschool)

While we do our best to move children up to the next classroom around their birthday, there are several factors we have to take into account BEFORE a child is moved up. These include but are not limited to: age, developmental milestones and space availability in the next room. Also, please note that Red Room is our Pre-K classroom; children must be attending kindergarten that September to be eligible for that room.

If, for reasons outside of our control, your child's movement is held up, we will make sure that they are still being challenged and given age-appropriate curriculum to follow until they can move to the next classroom.

Clothing & Other Belongings

All belongings brought to the YMCA should be properly marked with the child's name. Children should wear comfortable clothing and appropriate shoes for running and playing as specified by the Center. (NO SANDALS OR SOFT SOLE SHOES).

PRESCHOOL

- A complete change of clothing labeled with the child's name including underwear, socks, shirts, and pants or shorts. Clothing should be seasonally appropriate. The center does not maintain extra clothing.
- A small blanket and cot sheet for rest time. These **MUST** be taken home on Friday for you to WASH and RETURN on Monday morning.

Enrichment Activities/ Classes

The YMCA Youth Development Program offers additional activities for your child to attend during the week for an additional fee. For information regarding specific activities/classes offered, please see the Director or the main desk in your area(s) - Preschool or School Age. Swim Lessons, Tech Club, Lego Club, Sport Classes, TKD are some examples of the enrichment classes we will offer to your child while enrolled in Youth Development.

Meals

Preschool

Breakfast, lunch and an afternoon snack are provided daily for all children enrolled in the Preschool program. We offer wholesome, ample meals for your child, with no soda, candy or gum. Our food contains no peanut products. No outside foods are allowed in the program due to food allergies.

All snacks and lunches are according to USDA guidelines for children. Use of the vending machines in the YMCA main lobby is prohibited. Each child will be given a choice of a vegetarian menu or a regular menu; you must pick one menu for your child to follow for the year at time of enrollment. For medical reasons, your child must have a doctor's note if they need a special diet provided.

School Age

During a normal school day an afternoon snack will be provided. During break camps and inclement weather days, parents are asked to provide lunch, and 2 (morning and afternoon) snacks daily. Please note that the Center cannot provide refrigeration or heat children's food.

Nap / Rest Time Policy (PRESCHOOL)

The Center's naptime is from 12:30-2:30pm. To avoid any disruption, no child will be allowed to be dropped off during these hours. *Mobile infants in the purple room must be dropped off by 10:00am. Individual cots are provided for preschool children. Each child should have a cot sheet or twin sheet and a small blanket for their cot. We ask for no pillows or stuffed toys to be brought please. Rest time is required by the Childcare Regulations. All nap items must be clearly marked and taken home every Friday for washing. We recommend that nap items be brought in a marked bag. This bag provides a clean method of storing each child's nap items daily and makes it convenient for taking things home for washing.

Outdoor Play

Outdoor play is an important part of our daily schedule and is required by the Childcare Regulations. This time allows the children to develop their large muscles. Parents are asked to dress their children appropriately for weather conditions. All children will go outside daily, weather permitting. If your child is not well enough to participate in outdoor play, please keep him/her at home. We will also keep your child indoors as a precaution if your child is dressed inappropriately.

Please note on Code Orange or Red days, time will be limited according to the code.

- Code Orange: The children will not be outside for more than 30 minutes at a time.
- Code Red: The children will not be outside for more than 20 minutes at a time.

Toilet Training Policy

Preschool

Children who are not toilet trained should arrive at the Center in clean disposable diapers. Please check each day to be sure that the child's supply of diapers, wipes, change of clothing, etc. is sufficient. Cloth diapers cannot be used at the Center. Please be sure that at least one complete change of clothing is kept at the Center.

To ensure the best development for your child, we require that if your child is enrolled at the Center before the age of three (3), they be completely potty trained by three years, six months of age (42 months). If your child is enrolled after the age of three (3), they must be completely potty trained prior to enrollment.

- Due to licensing requirements, your child will be removed from the YMCA Preschool Program at three years six months of age if not completely potty trained (42 months). Children with special needs will be evaluated on an individual basis.

School Age

Children must be completely potty trained and fully able to clean themselves on their own after using the restroom. Due to licensing standards, staff is not permitted to clean or change the clothes of children in the School Age program.

VII. OFFICE PROCEDURES

For any new child starting in both Preschool and School Age programs, a security deposit of a half month (2 weeks) of tuition is required to hold a spot. This fee will be applied to the first two weeks of your child's care. This fee is non-refundable and non-transferable if child is cancelled out BEFORE scheduled start date. We will NOT HOLD your child's spot in program without payment.

Please note the billing for Youth Development programs with the YMCA of Metropolitan Washington are billed the month prior to when care is given, (i.e., September's care tuition is collected in August.)

Tuition

Tuition is an annual fee divided into 12 equal payments for preschool or 10 equal payments for school-age programs. There is no tuition adjustment for absences, unscheduled closings or delays, vacations and/or school holidays. Tuition is due in advance.

Cancellation Procedures

If you choose to remove your child during the school year, written notification is required 2 weeks prior to your draft date. If you choose to remove your child without notifying the Center, you will still be held responsible for your next scheduled monthly billing cycle. There will be no refunds given. Cancellation forms should be turned in to the Director of the program.

If your child is cancelled out of the program due to non-payment, the full amount still owed is due before reinstatement into the program. Child may not be readmitted if the program is full.

- Drafts that are scheduled for the 10th of the month are required to have cancellations turned in NO LATER than the 26th of the PREVIOUS MONTH to avoid any further drafts.
- For drafts scheduled for the 26th of the month, cancellations are due NO LATER than the 12th of that month to avoid any further drafts.

Confidentiality

A custodial parent/legal guardian must authorize access and release of records in writing. Custodial parent/legal guardian's access to the child's record will be available upon request. Records will be released without parental or custodial authorization when an official subpoena is received from the court.

*All forms must be completed and returned to the main office prior to a child attending a YMCA program. All information requested on the forms is necessary and is considered confidential.

Dismissal

The Director, counselors, teachers and parents will work personally with one another to help resolve any behavior problems that may occur. If all efforts are exhausted and the behaviors continue, the child may be dismissed from the program. A parent or guardian who is disruptive to the program, does not comply with the policies of the YMCA, or whose behavior is intimidating to the children, parents of other children or the staff will be asked

to remove their child from the program.

Emergency Evacuation Plan (Preschool and School Age Programs)

In the event of an emergency an alarm will be sounded:

- Fire – The YMCA building fire alarm will sound. If a fire is detected and the YMCA alarm does not sound the natural disaster alarm will be sound.
- Natural Disasters – (tornado, thunderstorm, and earthquake) – whistle will be sounded three quick/short times (repeated as needed)
- Chemical Spills/harmful substance – whistle will be sounded one long the one short time (repeated as necessary)
- Intruder/Unknown occupant – whistle will be sounded two quick/short times (repeated as necessary)
- Terrorism – whistle will be blown in a circular fashion (like lifeguards do at break times, repeat as necessary)

Emergency Communication

At all times a Director or designated lead staff person will be on site to deal with emergencies.

Emergency numbers include:

- Poison Control: 800-222-1222
- Emergency Police: 911
- Non-Emergency Police: 703-691-2131
- Main YMCA: 703-742-8800
- YMCA School Age: 703-326-7048
- YMCA Preschool: 703-318-5308

Walkie-talkies and program Director's cell phones will be readily available at all times and in the event of emergencies.

Evacuation

If an evacuation of the site is deemed necessary, the appropriate alarm will sound and counselors/teachers will alert their children/group to assemble immediately to take a head count and record attendance. Once the head count is complete and all children are accounted for they will be placed on the bus and another head count will be taken. After assuring that all program participants are accounted for and on the bus, they will be transported to Saint Josephs Catholic Church (750 Peachtree St. Herndon VA, 20170/703-787-3531). Parents will be contacted upon arrival at Saint Josephs concerning the emergency situation and evacuation.

In the event of an evacuation, the program Director and/or Assistant Director will bring the

following items with them:

- Sign in/out records
- Contact information for all children
- First Aid kit
- Medication box and forms

After the evacuation is complete and all children are in a safe shelter and accounted for, communication will continue with cell phones. Parents will be informed (in advance) to contact the program main number for information regarding the emergency and children's specific location. This number is available to parents 24 hours a day, with updated messages concerning the program.

Shelter in Place:

In case of emergency when evacuation is not necessary, children will be kept at the YMCA facility and given appropriate provisions. The appropriate alarm will sound and counselors/teachers will alert their children/group to assemble immediately to take a head count and record attendance. Once the head count is complete and all children are accounted for they will return to their central assembly location (i.e.: School Age room or assigned Preschool classroom). Depending on the disaster, if the School Age room or assigned Preschool classroom is not safe, children will be moved to the locker rooms in the middle of the YMCA building. Once in the appropriate location another headcount will be taken. If necessary, parents will be contacted immediately concerning the emergency situation.

Emergency Drill Logistics:

Fire drills will occur once a month and 2 emergency evacuation drills will occur during the school year (September-June).

Plans will be reviewed on a bi-weekly basis or as each drill is performed. Plans will be updated and changed at this time if necessary. Any changes to the plans will be provided in writing to all parents and staff. Staff will review any necessary changes with all children.

Evacuation procedures/maps will be posted at the entrances of both School Age and Preschool facilities and at the YMCA. Parents will also be provided this information.

Emergency evacuation records will be kept on site. Each drill or actual emergency evacuation will be recorded. Details will include: time of emergency, number of staff and children present, where children were located, length of time it took to evacuate and other relevant information.

Emergency numbers will be posted in a conspicuous place that will always be visible and available to staff and parents.

Financial Assistance

The YMCA seeks to make its services available to all persons regardless of ability to pay. Financial assistance is available, as funds permit, to families who would benefit from the Child Care Program, and who are not able to afford the standard fees. Applications and information is available from the Child Care Director or the Business Manager. We also accept families who receive funds from Office for Children if space permits.

Insurance

The YMCA is insured with liability insurance. Any parent wishing to view our insurance plan, should contact the branch executive.

Paperwork

The YMCA Fairfax County Reston Youth Development follows State licensing requirements along with our Association regulations. The following must be 100% completed in order for your child to attend school. If it is not, the appropriate areas will take action:

- Door access key codes will be deactivated and drop off will be denied if any of the following is missing or incomplete after first warning.
- A final letter/email will be sent if, after the second notice does not result in proper paperwork being completed and submitted, and your child may be removed from the program with the cancellation policy still in effect.

This means that every line needs to have the correct information added for your child to attend the program:

- Emergency Contact Information (this includes 2 emergency contacts with complete addresses and phone numbers. Must be someone other than parents and one must be local.)
- All doctor and insurance information filled out
- Registration Form
- Tuition Payment Form
- Handbook Acknowledgement Form
- Parent "Need to Acknowledge" Sheet
- Updated Health form
- 2-week Security Deposit (this is non-refundable and non-transferrable if cancelled before scheduled start date)
- Family Photo (Preschool Only)

****Please note: It is your responsibility to make sure all phone numbers are up to date. It is very important that we are able to contact you in case of emergency.**

Resolving Concerns

Open communication between staff and parents is an essential ingredient in providing high quality care. If you have any questions or concerns about the care your child is receiving, or any aspect of the center's operation, we urge you to discuss them as soon as possible with your child's teacher, the Program Director, or the Branch Director. Continuing an open communication between the teachers, director and parents is an essential part of a good program and we ask that you bring any concerns about your child or the center as soon as they arise.

Shutdown Week (Preschool Only)

The Youth Development program will shut down for one week per year (at the end of the summer) in order to clean and maintain the facility as well as provide staff with required training hours. Specific dates will be announced. Tuition is still due during Shut down Week.

Tax Information

The YMCA's tax ID number is 53-020-7403

Waiting Lists

In the event that a program fills prior to your registration, you may place your child on our waiting list. You will be contacted if a spot becomes available.

Please note: Policies and Procedures are subject to change with no less than a two week notice***