



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

YMCA of Metropolitan Washington

# **2019-2020**

# **School Age**

# **Parent Handbook**

YMCA Loudoun County  
26B Fairfax St. SE  
Leesburg, VA 20175  
703.777.9622



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

Dear Parents,

We welcome you and your family to the YMCA of Metropolitan Washington Child Care Programs. 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 Child Care Program is designed to meet the needs of working parents and their children by providing a safe, stimulating and wholesome environment. 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 Child Care Program!

Angie L. Reese-Hawkins

President & Chief Executive Officer

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

Parent Handbook Updated 05/07/2019

## 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

The YMCA of Metropolitan Washington is an inclusive organization and defines inclusions as the deliberate and conscientious effort to be knowledgeable about differences, supportive of others, and active in changing structures to ensure all groups are welcome, with the understanding that everyone brings valuable skills and abilities to the YMCA.

YMCA of Metropolitan Washington youth 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 principles of the YMCA Youth Development Programs 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 standard to the YMCA Programs:

- Early Learning-----→ Creative Curriculum
- School Age After Care----→ YMCA School Age Framework Curriculum

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.

## **Television and Screen Time**

The YMCA does not allow children under five years old access to any electronic devices, including computers outside of homework time. Our After- School participants have the option to use electronics during homework time only. Before the participants are permitted the use of electronics a parent and/or guardian must sign a Waiver. Special movie days may be planned in throughout the school year. Parents will be notified of these special days in advance and asked permission to watch the movie.

## **Character Development**

We plan to provide the best program possible. At the YMCA, that means more than just activities. Character development is vital to 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 Search Institutes 40 Developmental Assets that help young people make wise decisions, choose positive paths, and grow up competent, caring, and responsible. Our programming focuses on either providing or giving children the tools to seek out and meet all the developmental assets they need for success. We accomplish this through character development discussions, teambuilding activities, service-learning projects, and day to day interactions with each other. Learn more about the Search Institute's Developmental Assets online at <http://www.search-institute.org/research>.

### **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 staff members and After School Program 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 location 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. In 2016, YMCA Loudoun awarded over \$180,000 to families in need, helping finance more than 200 camper per weeks, giving children the opportunity to learn new skills and meet lifelong friends. If you wish to make a contribution to the YMCA 2017 Caring for Community Campaign, you may do so by completing the bottom of your payment options form, online at [www.ymcadc.org](http://www.ymcadc.org) (be sure to designate Loudoun as branch), or by sending your donation directly to the YMCA Loudoun.

### **The Benefits of Membership**

All children must be a Program Member to participate in YMCA activities. A registration fee of \$35 is collected annually at the time of enrollment.

\*\*\*\*\***Contact Information**\*\*\*\*\*

#### **OFFICE NUMBERS:**

**Main Office** Phone: 703-777-9622

**Anarosa Chicas** After-School Program Director  
Phone: 703-777-9622

**Ryan Becker** Summer Camp Program Director  
Phone: 703-777-9622

**Robert Blakely** Sr. Program Director  
Phone: 703-777-9622

**MY PLACE PROGRAM SITE NUMBERS: (Note that these Phone Numbers are ONLY ACTIVE DURING THE SCHOOL YEAR MONDAY-FRIDAY; 2:00 PM TO 6:00 PM)**

Buffalo Trail Elementary	Cell: 571-299-8834
Cardinal Ridge Elementary	Cell: 202-768-0099
Cedar Lane Elementary	Cell: 571-581-8185
Cool Spring Elementary	Cell: 571-271-9443
Liberty Elementary	Cell: 571-299-8827
Rolling Ridge Elementary	Cell: 571-318-3948
Potowmack Elementary	Cell: 571-299-8835
Selden's Landing Elementary	Cell: 571-318-3933
Sterling Elementary	Cell: 571-439-4427
Frederick Douglass Elementary	Cell: 202-768-0098
Steuart Weller Elementary	Cell: 571-271-4738
Tolbert Elementary	Cell: 571-299-8832
YMCA Youth Development Center	Cell: 571-329-7362

## II. PREPARING FOR THE SCHOOL YEAR

### **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. School-Age families will receive a welcome email the week before starting any YMCA program. Outlining First Day expectations and Frequently Asked Questions. If you do not receive a program email, please confirm your email address with the Member Services desk. **703-777-9622**.

### **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). During the after-school program we provide snack. The snack menu can be found through the Loudoun County Public Schools Website (<http://lcpshealthycafe.org/>)

### **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 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 an assessment or conference?**

Parents will have the option of signing up for a parent/teacher conference twice a year. 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

School Age: Children will be dismissed from their classroom and proceed to their designated YMCA After-School program location.

#### Absences

The YMCA is to be notified if your child is not attending the After-School Program on any given day they are scheduled to attend. Failure to do so may/will result in a \$5 penalty charge. We do not prorate our fees due to absences or 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.

Aftercare: Please call your child's site directly to inform them of your child's absence prior to 2pm.

#### 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 the following policy.

- a. Any employee of the YMCA who has reason to suspect that a child is abused or neglected is required to 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.
- b. 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.
- c. 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.

### **Children at Risk**

Parents who arrive at the YMCA in an incapacitated condition (i.e. alcohol, drugs) present a risk to their children. 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 the other parent
- Call another person on the child's emergency contact list
- Call a nearby neighbor/friend
- Call a taxi

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

### **Communicating with the YMCA Staff**

Exchange of information between parents and staff, formal or informal, provides insights for both parties. We just ask that communication is exchanged in regards to changes happening in your family so we are better able to meet your child's needs. Changes at home include: moving, hospitalization of a sibling or parent, altercations in the parents' relationship, etc. These changes and more may influence the way in which your child relates to others. Staff members are trained to treat personal information with the utmost confidence, and furthermore do not use the information for any purposes outside of creating the best possible environment for each and every child.

### **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 and your site's cell phone. The Child Care Director will have continuous access to this e-mail address throughout the day.

To contact the After-School Program Director → Please call 703.777.9622  
Email: [Anarosa.Chicas@ymcadc.org](mailto:Anarosa.Chicas@ymcadc.org)

### **Contacting my Child during Program hours**

If you have any questions or concerns, please contact the director at any time. Cell phones and electronic devices are not to be used during the program and should not be relied on for communication between parents and children. Parents may contact the school site phone. Phones to Site Phones are listed on page 4 of this Handbook.

## **Drop off /Pick Up**

YMCA After-School programs opens its doors at 2:30 pm. Please do not attempt to drop off before this time. All children must be signed in by the adult dropping them off. All other children will be checked in by YMCA staff on site upon arrival.

Always leave your child with staff, do not leave them alone. It is important that all children are picked up on time. If a child is not picked up by closing time (6:00pm), 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, Loudoun County Police and Social Services may be called.

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. 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.

School Age: If parents haven't called or emailed that their child's whereabouts, the Site Director 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**

### School Age (Monday-Friday) \*

PM Care: The end of the school day – 6:00 p.m.

## **Late Pick Up Fees**

### School Age:

- Late fees effective starting at 6:01pm
- Violations result in fee of \$2 per minute, per child.

Late fees are charged to your account. Continued late-picks will result in possible removal from the program.

## **Licensing**

All YMCA sites and programs are licensed, or are in the process of being a licensed program. YMCA sites follow licensing jurisdictions 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. A copy of the licensing plan is available for your inspection at all times. Re-licensing and unannounced inspections occur regularly in accordance to jurisdiction.

## **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. All custodial parents have the right to enter the center at any time. We request, however, that visits 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 also welcome to visit, but should make an appointment with the Director ahead of time.

All parents are strongly encouraged to attend any special events put on by the children throughout the program year. This includes 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 and parent volunteers and matches them with programs for which they are best suited. *All volunteers, including parent volunteers, are interviewed and required to complete a background check before working in the program.* Volunteers are not counted in staff to child ratios.

## **Parking**

Parking is available on site in the school parking lots.

## **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 are 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 and go through a drug screening. YMCA staff members participate in planned training (First Aid, CPR, Child Abuse Prevention, etc.) and educational trainings to further their skills in child development and recreation.

## YMCA Inclement Weather Policy

<b>LCPS</b>	<b>School Age</b>
1 Hour Delay	Program begins at regular time
2 Hour Delay	Program begins at regular time
School Cancellation and Administrative Offices open on time	<b>CLOSED*</b> Inclement weather camp may be offered at YMCA Youth Development Center
School Cancellation and School Administration closes early	<b>CLOSED*</b> Inclement weather camp may be offered at YMCA Youth Development Center
School Cancellation and Administrative Offices opening late	<b>CLOSED</b>
School Cancellation and School Administration offices closed	<b>CLOSED</b>
Early Dismissal	<b>CLOSED</b> Parents must make arrangements to pick up child/ren at school
Planned Early Dismissal and storm starts	<b>CLOSED</b> Parents must make arrangements to pick up child/ren at school
Inclement Weather on planned no school days	<b>CLOSED*</b> Inclement weather camp may be offered at YMCA Youth Development Center

\*\*On days when school is closed but Administrative offices are open, a snow day camp may be available at the YMCA Youth Development Center (Sterling) on a case by case basis. Communication will be received by email prior to 8:00 am. These camps operate from 9:00 am - 5:00 pm and are subject to additional fees. All camps are first come first served.

\*\*\* For our policy we deem Admin offices official opening time is 8:00 am \*\*\*

## IV. EXPECTATIONS IN OUR YOUTH DEVELOPMENT PROGRAMS

### **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:

- Expectations 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. Simple, clear-cut rules will be established. These include rules for safety as well as rules for protecting the rights of others.
- Children will be allowed to express their feelings, both positive and negative.
- YMCA staff will focus their efforts on showing children acceptable ways of expressing their feelings.
- 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 will be used as a result of inappropriate behavior:
  - 1<sup>st</sup> incident – Verbal Warning
  - 2<sup>nd</sup> incident – Written Warning/Parent Meeting/Phone Conference
  - 3<sup>rd</sup> incident – 3 Day Suspension may result
  - 4<sup>th</sup> Incident – Possible Removal from Program
- Certain behaviors that endanger self or others can lead to immediate dismissal

## **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. Parent volunteers must complete a background check through the YMCA. Contact your director to let them know

## **Homework Policy (SCHOOL AGE)**

YMCA School Age is recreation-based program, not an extension of the school day. We will have a scheduled homework assistance plan scheduled each day for no more than 30 minutes. There will always be an alternative for children who do not have homework; however, they will be asked to sit with others in the group who are completing their homework being respectful of others need for quiet focus, but may choose to read, draw, complete a crossword 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. **The YMCA is not responsible for any lost, stolen, damaged or traded items.**

- 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. Any electronic devices brought in by a child or family is the responsibility of the child and the child alone. It is the family's responsibility to retrieve confiscated property at sign-out. Technology use is restricted to homework time and for homework purposes ONLY. This includes cell phones and personal or school issued tablets. YMCA Staff will regularly conduct screen-checks and may confiscate technology that is not being used for homework purposes. IT is the family's responsibility to retrieve confiscated property at sign-out.
- 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.
- 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.

### **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/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. We will work with families and outside agencies to provide any special services that a child might need to address needs developed in their IEP/IFSP.

### **Allergies / Special Diets**

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

## **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. 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 Childcare 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 (if needed)

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 school, your child must be symptom 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 school 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 101 degrees F. or above (may not return the following day)
- Any contagious disease (such as chickenpox, ringworm, impetigo, scabies/lice, 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.
- Recurrent 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.

**In the event that a staff member becomes ill or calls out, the acting director on duty or another qualified staff member will take their place**

### **Insect Repellent / Sunscreen Policy**

Children are not to carry insect repellent, sunscreen & in their backpacks or have them in their cubbies. Instead, the repellent, sunscreen must be stored with the staff at the front desk. Staff will be required to record each time the insect repellent, sunscreen and/or 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, sunscreen and any known adverse reactions. Please send the insect repellent, sunscreen or in a Ziploc bag labeled with your child's name. Please be sure to pick up your child's insect repellent, sunscreen 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 Loudoun 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 Epi-Pen) 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 Epi-Pens) 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.

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

## VI. CLASSROOM PROCEDURES

### Assessments/Conferences

Parents will also have the option of signing up for a parent/teacher conference twice a year at which points parents will receive formal updates on their children. 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.

### 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.

### 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.

### Toilet Training Policy

Children should be completely potty trained and fully able to clean themselves on their own after using the restroom. Any child that needs assistance or guidance please speak with the Director so we can be sure that we are providing the best support possible.

### 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).

### Meals

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.*

### Birthday Party Guidelines

YMCA welcomes members to share their special day with others in the program during program hours. Please consult your child's teacher regarding party scheduling and food restrictions. As a wellness organization, we ask that you join us in our commitment to healthy living and limit sugar-filled foods and portion sizes or offer a healthy alternative. Please note that the YMCA aims to be a "NUT FREE ZONE" which means NO NUT PRODUCTS are allowed. In addition, only store bought products with nutrition labels and

ingredient lists available should be brought in for celebrations. Birthday party invitations may not be distributed at the center unless, ALL the child are included.

## VII. OFFICE PROCEDURES

### **Billing/Payment**

For any child starting in school age programs, a registration fee of \$35 per child is required at time of registration. This fee is non-refundable and non-transferable if child is cancelled BEFORE scheduled start date. We will NOT HOLD your child's spot in our program without payment. Please note the billing for Youth Development programs with the YMCA of Metropolitan Washington are collected the month prior to when care is given, (i.e., September's care tuition is collected in August.)

### **Cancellation Procedures**

#### Year-Round Programming

If you choose to remove your child during the school year, *written notification is required 30 days prior to the last date of enrollment to avoid your scheduled draft date on the 10<sup>th</sup>*. 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. Written notice of cancellation must be addressed to the Business Office or to the Program Director using the Cancellation Form provided the emailing [loudounemail@ymcadc.org](mailto:loudounemail@ymcadc.org) and requesting the form. 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. Children may not be readmitted if the program is full.

#### School Closure Camps/One-Time Programs

Cancellations must be made in writing to the Business Office with at least two weeks' notice of the program. Cancellations made with less than 2 weeks' notice will incur a 20% processing fee upon refund. Cancellations made after the program officially starts cannot be refunded (ie. for a School Closure Camp, cancellations made after 9am the day of the camp will not be refunded).

### **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**

Each program site will have a site-specific emergency plan including an assembly area program, facility evacuation plan, notification (sounding of alarms) system, shelter-in-place plan, locations of fire extinguishers and first aid kits, etc. Staff has been trained and is expected to be well-versed in emergency procedures. Each month will include both a fire drill and shelter-in-place drill, so that participants are aware of what to do in an emergency. The YMCA program sites' emergency plans are available for parents to read. Please see the Program Director for a copy of this plan.

**Emergency Communication:** At all times a Director or designated lead staff person will be on site to deal with emergencies. Site Cell Phones and program Director's cell phones will be readily available at all times and in the event of emergencies.

The following are general procedures for the YMCA Loudoun Child Care in case of emergencies:

**Shelter-in-Place:** In the event of an emergency that requires an on-site shelter-in-place, children, members, and staff will assemble in the designated area on site (please refer to site-specific plans for actual locations).

**Facility Evacuation** (in case of fire, or other emergency): In the event of an emergency requiring facility evacuation, participants and staff will exit the building through the nearest exit, and meet at pre-determined assembly areas. Staff will take roll of children in their groups, site directors will take a total count to assure that all children have left the building safely, assistant site directors are responsible for medication, first aid evacuation kits.

**Chemical / Biological / Terrorist Emergency Plan:** In the event of any of these emergencies, children and staff are required to relocate to the on-site shelter in place location. Once there, no one (including parents and children) will be allowed to enter or exit the building until there is further notification from a YMCA Senior Staff person.

**Severe Inclement Weather:** In the case of severe inclement weather children will meet at their designated area. All children will remain in their groups until the weather passes or the parents pick the camper up. No refunds will be given for inclement weather closures or modifications.

**Parents:** Please create a plan to have your child picked up during emergency situations. Be aware of local weather conditions that you feel may warrant your child being picked up from the after school program. Due to the large number of children attending the program, the YMCA will not call you to pick up your child unless the program is canceled. If a child is not picked up from the program after an emergency, the staff will try to contact the parents. If they cannot be reached, the staff will call the individuals listed on the emergency contact sheet until he / she finds someone who is able to pick up the child. If this fails after ½ an hour after closing, the staff will call social services.



## **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 Department of Human Services 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 Loudoun 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. 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
- Updated Health form/ Proof of ID

**\*\*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.

## **Tax Information**

The YMCA's tax ID number is 53-0207403

## **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.

***\*NOTE: All Policies & Procedures subject to change with no less than 2 weeks' notice\****