



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA Loudoun County School Age Child Care Parent Handbook

Revised MARCH 2021

YMCA Loudoun County

26 B Fairfax ST SE
Leesburg VA 20175
703-777-9622

LoudounEmail@ymcadc.org
www.ymcadc.org



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
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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

TABLE OF CONTEXT

To ease the trouble to finding a section in this Parent Handbook use Ctrl F on your keyboard which will open a search bar allowing you to use key words to find what you are looking for.

WELCOME PARENTS

Welcome to the YMCA Loudoun County. We're glad that you've chosen us as your child care provider. We are committed to providing your child with a rewarding and memorable experience. Our site staff are ready to support your child within the program whether it's in our Full Day Program, Teacher Work Day Camps, Winter/ Spring Break Camps or any one of our other programs that we offer through the community. We have hired role models for your children who will help build character, create positive experiences and memories that will last a lifetime. Our staff is trained to display and encourage the values of caring, respect, honesty and responsibility throughout the daily activities and games of the program curriculum. Whether you are new to the YMCA or a seasoned Y member, we are pleased to welcome you to the programs.

Due to COVID-19, we have increased our safety measures. With that in mind, this is what you can expect for your child's experience at YMCA Programs:

- Daily health screening, which will include a temperature check and specific health/exposure questions.
 - We are asking families not to send any child have shown any symptoms to our program and to self-quarantine for a minimum of 14 days before returning to our programs.
- We are lowering our group sizes to 10 members each to support social distancing.
- Members will be sleeping at least 6 feet apart (head to toe) in indoor space. (as it applies to the program setting)
- We are asking members and staff to wear face cloth coverings when they enter a building and social distancing is not obtainable.
- We will not be offering any activities that require members/staff to be in close proximity or contact.
- We have established a thorough hand washing and hand sanitizing process before and during every meal. All family style meals will be served by staff.
- We will be sanitizing all shared equipment between uses with CDC-recommended chemicals.
- Small hand sanitizer stations will be established throughout the facility.
- Members and/or staff with symptoms will be isolated to prevent any potential spread.
- We will be sanitizing the facility hourly.

Please note that do to the ever changing climate created by Covid-19 the YMCA Loudoun County reserves the right to change current policies and procedures to reflected any CDC, State, and/or Federal Guidelines to ensure the safety of its Members and Staff. We appreciate you being a continued Member and your understanding. We will do our best to provide as much notice to any and all changes as soon as they occur.

This parent handbook is designed to prepare and assist you with sending your child to YMCA Loudoun County Programs. It contains helpful and pertinent information that will ideally allow us to provided ae a more meaningful experience for your child as well as a valuable service to you, the parent. Please review this handbook carefully and review the rules and guidelines with your child. If we can provide you with any additional information or be of any service to you throughout enrollment, please do not hesitate to contact Anarosa Chicas, the School Age Child Care (SACC) Program Director at 703-777-9622 or via e-mail at Anarosa.Chicas@ymcadc.org.

MISSION / VISION

The YMCA Loudoun County is part of the YMCA of Metropolitan Washington – the 17th largest association in the United States. Although health and wellness is one of our core areas, please know that we are so much more than just a place to exercise. We are a charitable organization that is Cause driven, and we work diligently each and every day to strengthen our community in our focus areas of youth development, healthy living, and social responsibility.

Thanks to the generous support of many of our members and those living in our community through our annual For a Better Us campaign, we are able to ensure that no one is turned away due to an inability to pay, which help us ensure that our core programs and series are open to all. Below are a few ways that our Y association helped strengthen our community.

- Make a donation to our Y. This enables us to provide financial assistance and scholarship to those who need our help.

- Serve as a volunteer for our Y by logging onto www.ymcadc.org and clicking on “Volunteer at the Y” under the social services tab.

Thank you for your continued support. Please call the YMCA office at **703-777-9622** for more information on how you can invest in our community today!

GOALS OF OUR PROGRAMS

Our cause is for youth development, healthy living and social responsibility. Our camp programs, as part of the YMCA, reflect these values and are designed to help our members grow physically, mentally, and spiritually within a fun camp environment. Well-trained site staff that lead the children in challenging activities act as a catalyst for growth in your child.

All YMCA camps are designed to meet the following goals that are established for these three causes.

Each Member will:

- Grow personally
- Learn values Improve personal and family relationships
- Appreciate diversity
- Become better leaders and supporters
- Develop specific skills and assets
- Have fun

CHARACTER DEVELOPMENT

At the YMCA, character development and values are a part of who we are. At the YMCA Loudoun County that means more than just activities. We believe character development is an important challenge for all of us – staff, volunteers, members, participants and parents – to accept and demonstrate the positive values of caring, respect, honesty and responsibility.

40 DEVELOPMENT ASSETS

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

1. Support
2. Empowerment
3. Boundaries and Expectations
4. Constructive Use of Time
5. Commitment to Learning
6. Positive Values
7. Social Competencies
8. Positive Identity

WHERE TO GET PROGRAM INFORMATION FOR SCHOOL AGE PROGRAMING

Anarosa Chicas, Program Director 703-777-9622

Anarosa.Chicas@ymcadc.org

For Additional Information

www.ymcadc.org

REGISTRATION POLICIES

How to Register per Program

As all YMCA Loudoun County Programs are operated under Virginia State Licensing all members are required to submit a Registration Forms per the program that you register for, Proof of ID for member, Virginia Health Entrance Form, and Medication and/or Allergy Forms (if applicable). This stands for all programs, unless the registration forms allow for registration to multiple programs. (summer camp, Teacher Work Day Camp, Winter Spring Break Camps)

CAMP

In order to register for camp, you may choose any of the methods listed below. Enrollments are subject to availability. Regardless of the method you choose, hard copies of the completed registration forms (including proof of ID, physical and immunization record and camper health history form) must be submitted before your registration is considered complete.

- Via the website at www.ymcadc.org by clicking on Easy to Enroll
- E-mail your registration to Anarosa.Chicas@ymcad.org or LoudounEmail@ymcad.org
- By mail to YMCA Loudoun County, 26 B Fairfax ST SE, Leesburg VA 20175 (Attn: Summer Camp)
- **These Camps may require member to have an additional waiver completed.**

Full Day Program

Registration for this program is done by submitting a complete Registration Packet to our SACC Program Director via Email

- E-mail your registration to Anarosa.Chicas@ymcad.org or LoudounEmail@ymcad.org
- By mail to YMCA Loudoun County, 26 B Fairfax ST SE, Leesburg VA 20175 (Attn: Full Day)

After School Program

Registration for this program is done by submitting a complete Registration Packet to our SACC Program Director via Email

- E-mail your registration to Anarosa.Chicas@ymcad.org or LoudounEmail@ymcad.org
- By mail to YMCA Loudoun County, 26 B Fairfax ST SE, Leesburg VA 20175 (Attn: After School)

Holiday Camps

Teacher Work Day/ Student Holiday Camps and Winter & Spring Break Camps

Registration for this program is done by submitting a complete Registration Packet to our SACC Program Director via Email

- E-mail your registration to Anarosa.Chicas@ymcad.org or LoudounEmail@ymcad.org
- By mail to YMCA Loudoun County, 26 B Fairfax ST SE, Leesburg VA 20175 (Attn: Break Camp)
- **These Camps may require members to have an additional waiver completed.**

Sports Program

Registration for this program is done by submitting a complete Registration Packet to our SACC Program Director via Email

- E-mail your registration to Anarosa.Chicas@ymcad.org or LoudounEmail@ymcad.org
- By mail to YMCA Loudoun County, 26 B Fairfax ST SE, Leesburg VA 20175 (Attn: Sports)

The Benefits of Membership

All members must pay a registration fee to participate. Registrations are paid annually.

Financial Assistance

The YMCA seeks to make its' services available to all persons regardless of their ability to pay. A family must meet the required guidelines in order to receive funding. Applications are available at the Member Services desk and are accepted on a first come, first served basis. Funds will be awarded based on availability. Please call the YMCA Loudoun County for details regarding the financial assistance / scholarship application procedures. The financial aid is made available due to generous Caring for Community contributors.

Giving Back

Every year, members and program participants like you donate to the YMCA's For a Better Us 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's For a Better Us Campaign, you may do so by completing the bottom of your payment options form, online at www.ymcadc.org (be sure to designate Loudoun County as branch), or by sending your donation directly to the YMCA Loudoun County.

Deposits / Payment Options

- All returned checks will incur a \$20 processing fee.
- Any bank draft payments returned with non-sufficient funds will incur \$20 processing fee.
- After 1 returned check or bank draft, we will only accept debit or credit cards.
- NO child will be accepted into program unless the balance has been paid in full by the start date of program.
- Receipts can be sent via e-mail upon request, provided we have an email address on file. Please allow a two-week processing period for annual receipt requests.

Summer Camp Payment Dates Date (Refer to the Payment Page of the Summer Camp Registration form)

There are two payment options:

- 1) You may pay in full at the time of registration or
- 2) You may pay a non-refundable \$25 per child per camp deposit at the time of registration and sign up for EFT. We will draft your account according to the following schedule:

Week 1 & 2: May 26th

Week 3 & 4: June 10th

Week 5 & 6: June 26th

Week 7 & 8: July 10th

Week 9 & 10: July 26th

Week 11: August 10th

Full Day Date (Refer to the Payment Page of the Full Day Registration form)

September 10th – September 26th

October 10th – October 26th

November 10th – November 26th

December 10th – December 26th

January 10th – January 26th

February 10th – February 26th

March 10th – March 26th

April 10th – April 26th

May 10th – May 26th

After School Programs

Payments for this program are only collected on the 10th of the month.

Transfer Policy: Camp Policy

Camper transfers from one session to another or from one program to another will only be made if space is available. Transfer requests must be made in writing. Please note that NO CAMPER will be transfer to another location mid camp session. Your camp session in locked per camp week.

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. Payments will be collected upon acceptance of enrollment to the program.

Age Exceptions

Members must be between the ages of 5 to 12 years old for our School Age Programs. Some of our Summer Camps maybe focused on a 13-16 age range during the summer session. There will be no age exceptions. Programs are designed with curriculum and programming for members of a certain age.

Pro-rating Camps

We believe that a true camp experience is a week-long experience. For this reason, we do no pre-rate camps.

Tax Information

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

Termination Policy

The YMCA reserves the right to terminate your child's enrollment with or without refund if the staff deems in the best interest and/or safety of the child (member), other members, parents or staff. If a child's enrollment termination is deemed necessary by YMCA staff, parents will be informed of reasons for termination of services.

PROGRAM HOURS, PICK-UPS & DROP-OFF INFORMATION

Camp Dates

All of our camps run on a weekly long session. Please refer to the revised camp dates listed below for an indication of the session or week for your choice of camp. YMCA Loudoun County will normally hold 11 weeks of camp during the summer session. (FOR 2021 WE WILL ONLY HOLD 9 WEEKS OF CAMP)

Camp Hours

YMCA Loudoun County offers a day camp program

Monday through Friday: 8:00 am to 5:30 pm

Extended Hours

Extended Hours are available as follows: 8:00am-9:00am / 4:00pm – 5:30pm

Full Day Program

Hours

Monday through Friday: 7:30am to 6:00pm (Subject change based on LCPS)

After School Program

Hours

Monday through Friday: 2:30pm to 6:00pm (Subject change based on LCPS)

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

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

Aftercare with Transportation: Absences must be reported by 12:00 pm the day of the absence.

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/can result in a \$5 penalty charge.

Reporting Absences

To ensure the safest possible environment, please report any absences by EMAILING the YMCA PROGRAM DIRECTOR at ANAROSA.CHICAS@YMCADC.ORG if your child is not going to attend on any given day. 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.

EMAIL SHOULD INCLUDED:

- a. CHILD'S FULL NAME
- b. MEMBERS ENROLLMENT LOCATION
- c. DATES OF ABSENCES
- d. REASON FOR ABSENCSE

Drop Off

Due to COVID-19 requirements the YMCA is providing curbside drop-off and pick-up to limit the amount of people entering the facility. Parents must complete the daily COVID-19 Screening form and give it to staff at drop off. Drop off to camps will be done in a Kiss & Ride Fashion. Parents will be provided a Name Tent Card to place on vehicle visor. A staff member will come to your vehicle and escorted your child from your vehicle into the program setting. When the staff member arrives to your vehicle they will check your child's temperature to ensure it is within the acceptable range. Any child with a temperature of 100.4 or high will not be permitted to attend the camp. The child must be fever free for 48 hours.

Early Pick-Up

If your child will be leaving early, please notify the site director, in writing, on the morning of the designated day. The staff will have your child prepared to depart at your requested time. Remember that you will still need to sign your child out with a staff member.

Pick-Up

Pick up is curbside. Please display your child's Name Tent Card on the vehicle visor and your child will be escorted by staff to your vehicle. A staff member will be monitoring for parent vehicles starting at 4:00 pm. Please call **the number listed per your school drop off location** when you arrive and we will bring your child to you if no staff are visible. You will be asked to sign your child out when you pick them up from camp. PLEASE NOTE: It is our responsibility to see that your child leaves with the appropriate person each day. We will ask for identification daily. Please do not be offended. This is done with your child's safety in mind. Please bring a photo ID with you every day.

Children will be released only to those authorized by the parent on the child's Registration Form. It is the parent's responsibility to notify the camp of any changes in authorization in writing 24 hours prior to the change. If someone other than these people must pick-up your child, a written note must be sent in ahead of time. Those picking up children should be prepared to show identification to the camp staff member upon request. No child will be released to anyone who is not authorized to pick up that child.

***Note: Appropriate legal paperwork is required to be on file with the YMCA when the custodial parent requests the center not to release the child to the other parent.*

Late Pick-Up

All YMCA Loudoun County Programs close promptly at 6:00 PM.

For all children not picked up by the end of the program, regular or extended hours, the following late policy will be in effect:

Late Pick Fee per minute: \$2.00 per child

Parents will be given a written Late Slip to sign. Parents can option not to sign the Late Slip but the charge for the time will still stand. After your third late fee please note that you may be asked to withdraw your child from camp. Payment will be draft/ withdrawn from the account information listed in file.

If you are running late, please notify the camp staff and attempt to make alternate pick-up arrangements.

NOTE: When a child is not picked up in emergency situations including, but not limited to: inclement weather or natural disasters, we will follow the above "late pick-up" policy starting 45 minutes from when the parent has been informed of the need for members to be picked-up and/or at camp closures.

Children at Risk

Parents who arrive at the YMCA in an incapacitated condition (i.e. alcohol, drugs, medically, etc.) 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 and/or the Police will be called.

PROGRAM CONTENT

What to Expect

Going off to a new program can be a very exciting experience for members and parents/guardians. It's very natural for everyone to be anxious about the first day of the program. It is our commitment at the **YMCA Loudoun County** to make the experience a positive one by employing counselors that are committed to excellence and to serving as role models.

Summer Camp

A Typical Day at Camp

Each camp is unique but follows similar schedules. The following is a sample schedule:

- 8:00-9:00am: AM Extended Care (coloring sheets, educational videos)
- 9:00-9:45am: Opening Rally (songs, skits and contests/challenges)
- 9:45am-3:00pm: Camp Activities (attendance, physical distance group games, arts & crafts, water breaks, lunch, fun activities, camp songs, clean up)
- 3:00-3:30pm: Snack
- 3:30-4:00pm: Closing Rally (songs, skits and contests/challenges)
- 4:00-5:30pm: PM Extended Care (individual activities, physical distance group games, reading/storytelling, etc.)

Members participate in a variety of activities each day. Program Activities have been designed to fit the theme of each program and include: Ice Breakers, Arts & Crafts, Sports, and Games & Fitness for Kids, Hands on Science, Songs, Music & Drama, Character Development, Transitional Activities, Special Events and Swimming. The activities can be camp wide activities, personally selected activities, and unit activities. Each camp will offer a different set of activity choices designed to optimize the child's experience. Outdoor programs will offer activities depending on the location of the trip.

Children in the extended hour's program will be given a variety of structured and non-structured activities to choose from each day. Activities may include: Science, Nature, Puzzles & Games, Arts & Crafts, Hiking, Sports, Group Games, and Special Events.

Full Day Schedule (Subject to Child School Schedule)

7:30-8:00am: AM Extended Care (coloring sheets, educational videos)
AM Snack is based on child's schedule

8:00-3:00pm: Classroom Login (attendance, physical distance group games, arts & crafts, water breaks, lunch, fun activities, clean up)

3:00-3:30pm: Snack

3:30-6:00pm: PM Extended Care (individual activities, physically distance group games, reading/storytelling, etc.)

Disclaimer:

-YMCA Loudoun County Staff Members are not LCPS Teachers. While our staff are highly trained and have years of experience working with children; they will not replace your child's actual teacher. This means if your child does not understand the work assigned or is struggling, even with our support; we will let you know and you have to reach out to their teacher for additional support/instructions. We are here to ensure the safety of the children while providing support with their Distance Learning. Staff will be providing curriculum-based activities when the children are not in a class session. (We will pause any YCMA activities to ensure students can login/attend their classes.) As many of you know every teacher/school does things a little differently and to avoid confusion we will NOT teach your child a "different/new/old" way that may confuse them with their assigned work.

Facility Evaluations

The YMCA Loudoun County Program is always looking for feedback from the parents to further improve our programs. We will be distributing evaluations to parents over the course of the programs. We ask that you please fill out and return these evaluations. Parental assessment of the program strengths and weaknesses will aid in the improvement of programs and in the facilitation of new ideas. Parents are invited to give regular assessments of the program to the site director at any time.

Grouping Members Together

Due to COVID-19 families will be grouped together. We'll do our best to place members in groups by age and / or ability. Sibling will be placed together.

Weather

Outdoor play is an important part of our daily schedule. Parents are asked to dress their children appropriately for the weather conditions. A light sweater or jacket may be needed in the mornings. During periods of extreme heat (**Code Red**), the program staff will scale down the physical member activities. Members will not be able to be outside for more than 15-20 minutes at a time. Indoor facilities will be utilized by programming more crafts and low-activity events or activities. The staff will take children inside to increase their water intake on these days. All precautions will be taken to prevent heat related injuries during these times.

Hints for the Heat

The YMCA will monitor the weather conditions and plan our camp day accordingly. On Code Red days, we will limit outdoor play. Additionally, here are some ways you can keep your camper COOL:

1. Provide at least two drinks in his/her lunch.
2. Drinking water is encouraged at camp. (We instruct our counselors to “water” their members whenever they pass the drinking fountain.)
3. Provide them with a hat to wear and dress them in light colors.

Rainy days and code red days are specially programmed days at the camps. Alternative indoor activities have been planned and may include sing-a-longs, indoor sports and games.

Program Closure Due to Severe Inclement Weather

While it is unlikely in the event of severe inclement weather Outdoor Camps can be cancelled the evening prior to the camp and/or in the middle of a program, at the discretion of the YMCA Loudoun County Branch. Parents will be required to pick up their child immediately to ensure that members are able to avoid weather conditions. If camps are closed early parents will be contacted via email using the primary email on file for your family. Emergency Contacts may also pick up members if the parent contact's the Camp Staff prior to pick up.

Program Screen Policy

-During Summer Camp

Camp is a screen free and cell phone free zone. Cell phones, video games, iPods, etc., become disruptive to camp life and detract from the camp experience. If a cell phone, iPod/Pad/Phone, DSi, etc., comes to camp, it will be collected and placed at the front desk until pick up. Please contact the YMCA if there is an emergency in which you need to contact your child. The YMCA is not responsible for lost electronics.

-During a School Year Full Day Program

As we find ourselves in this new environment of distance learning our full day program staff will do what we can to support students as they work within their distance learning classes. We understand that our goal to create a screen free environment does not support our current standard of classrooms. Staff will do our best to allow time for children to enjoy time always from their classroom whenever possible.

MEALS

All members should bring a non-perishable lunch, 2 snacks, beverage and water bottle to all Full Day Programs daily. We are asking that you use labeled lunch bags and water bottles to ensure everyone's safety. Please pack healthy, low sugar and balanced meal, no soda or candy please! Do not send food or drinks in glass containers. Lunches will not be refrigerated and cannot be heated; therefore, we ask that you send lunches that do not contain mayonnaise or other food items that will spoil if not kept cold. Freezing lunches and juice the day before and/or inserting a cold pack in the lunch container will help preserve the food. **Please mark all lunches (and all containers inside lunches) with the member's first and last name and the date.** A marker for labeling lunches will be available at drop off. Please do not provide your child with food that will need heating or to be microwaved. Program staff are not responsible for food preparation or pre-heating meals.

-We will have 2 snack periods daily including a lunch. Please send extra food for these times as well as a water bottle.

The YMCA Loudoun County is a NUT FREE ZONE. We ask that you do not provide lunch or snacks that contain peanuts, peanut butter or other nuts at camp to ensure the safety of all children. Please note that if your child brings a lunch or snack that contains nuts or nut products, YMCA staff will provide a nutritious alternative and the item will be returned to you at the end of the day. Your understanding and support in helping us to provide a NUT FREE ZONE is greatly appreciated. The YMCA Loudoun County continues to work towards an inclusive environment that supports and acknowledges the right of each person to be fully included in all activities that occur in our programs.

AFTER SCHOOL CHILD CARE: SNACKS

During a normal school day an afternoon snack will be provided for members in our After School Programs ONLY.

MEMBER SUPERVISION

We feel confident that we have the best staff around! Our staff is as diverse as our members. Many members of our staff team are enrolled in teaching credential programs, are college students, or are full-time teachers. The YMCA strives to hire a highly qualified, well-trained staff to conduct all YMCA childcare programs. Our junior staff members are at least 16 years old and our senior staff members are at least 18 years old, have all been properly screen and trained. All Site Directors have basic first aid and CPR/AED certifications. All staff meet requirements set forth by the State, County and YMCA, as applicable.

YMCA Staff model the YMCA Character Development values of caring, honesty, respect, and responsibility. Most importantly, our staff are people who love working with kids. They are good people with good hearts who are silly enough to sing "The Y Song" at the top of their lungs!

Volunteers

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 in the program. During this time, all volunteer opportunities will be virtual. Please go to our website www.ymcadc.org to find out how you can get involved.

Parent Participation /Volunteerism

Parent Participation /Volunteerism is subject to YMCA Loudoun County Branch approval. Please reframe from coming into any YMCA operated facility without approval. This is to help mitigate additional risk to our young members.

NO VISITORS / VOLENTEERS ARE PERMITTED INTO ANY ACTIVE FACILITIES DURING THIS TIME.

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.

Organizational Chart – YMCA Loudoun County Programs

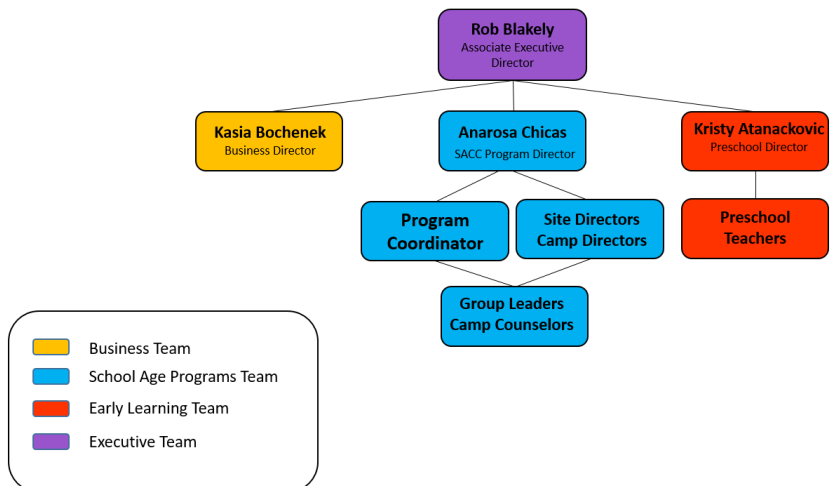
-School Age Child Care Program Director

Anarosa Chicas

O: 703-777-9622

C: 202-643-1009

anarosa.chicas@ymcadc.org



Staff Training

All staff are required to attend training prior to their first day of interacting with our members.

Our comprehensive training and development program includes behavior management, conflict resolution, planning age-appropriate activities, and risk management. In addition to learning all the policies and procedures of the YMCA Loudoun County Program, they learn how important it is to apply sunscreen throughout the day, how to do head counts, how to check children in and out, and how the drop-off and pick-up operates as well as our most recent Covid-19 Training to ensure that we operate with safety always in mind. They explore techniques of how to better interact with children, build other's self-esteem and confidence, and become experts in songs, games, skits, and arts & crafts projects. Staff will also receive special training to ensure they understand all COVID-19 safety precautions.

At the end of our training, they are ready to use their new skills and knowledge with members.

Current Group Ratios

We operate with the maximum ratio of 1:10 (staff per child). Our state license does allow us to have 22:1 for our programs. We will hold the 10:1 ratio to help mitigate risk to members and staff.

Baby-Sitting Policy

Although Y staff work well with children with that said; our policy states that employees of the YMCA are not permitted to have additional contact, baby-sit, social media contact, or private contact with our members. Nor, are they to provide transportation for members enrolled in our programs.

Gratuities

Although our staff members work long, challenging hours, our policy states that employees are not to accept gratuities. If you wish, we would encourage you to make a donation to our Caring for Community to help children who otherwise wouldn't be able to go to camp. Contact us at 703-777-9622 more information or visit www.ymcadc.org.

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

The YMCA of Metropolitan Washington is committed to living out our value of inclusiveness which guarantees nondiscrimination and equal access for all in our programs, services, and activities. In order for the YMCA to provide the best experience for your child, we ask that you consult with the SACC Program Director regarding any special needs required by your child prior to registration. Please reach out to YMCA Loudoun County to set up a time with the SACC Program Director to complete an Inclusion Form, it is best practice to forward a copy of your child's IEP or 504 Plan prior to the meeting. Program Director contact is Anarosa.Chicas@ymcadc.org.

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.

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.

Allergies / Special Diets

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

Bathroom Procedures

No minor members is ever alone. All members will take trips to the bathroom with the entire group (unless the facility floor plan allows otherwise) while escorted by staff. Members will only use bathrooms inspected for safety by camp staff. Restrooms will be cleaned after each use.

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).

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.

Contacting your Child at Program

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. Members are not allowed to have cell phones or any other electronic devices at any of our program sites.

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 parent's 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.

On the first Monday of each session you will receive important information regarding schedules, field trips, special events, etc. Please read all information carefully and save it for future reference.

Child Abuse

State laws of the 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 Virginia statutes or who participates 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.

BILLING / PAYMENTS

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 10th*. 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 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.

Refund Policy

-YMCA Loudoun County has a cancellation form that must be complete before a cancellation can be processed for any of our programs. All withdrawals from a programs and/or refund requests must be done in writing through the YMCA Loudoun County, 26 B Fairfax ST SE, Leesburg VA 20175. The phone number is 703-777-9622, and the e-mail address for withdrawals or transfers is Anarosa.Chicas@ymcadc.org.

Summer Camp Refunds/credits will be issued as follows:

- A full refund (less the deposit) will be issued if a written cancellation is received at least 4 Business Days prior to the start of the camp session.
- Cancellations less than 4 Business Days in advance will be charged a 20% processing charge in addition to the non-refundable deposit.

If you paid by check/cash or your camp payments were made through EFT draft from a checking or savings account, it takes 4-6 weeks from the date requested to receive a refund in the mail.

If you paid by credit card or your camp payments were made through EFT draft from a credit card account, it takes 1-2 weeks from the date requested to receive a refund on your credit card statement.

Full Day and After School Program Refunds/Credits:

-PAYMENTS COLLECTED FOR THE FULL DAY PROGRAM WILL NOT BE REFUNDED. SHOULD YOU CANCEL ENROLLMENT IT WILL REMIND ON OUR ACCOUNT AS A CREDIT.

Program Closures

Camps/One-Time Programs

YMCA After Care following the Loudoun County Public School Schedule and ALL AFTER CARE LOCATIONS ARE CLOSED. Camps maybe offered to our members at an additional cost to the member. Additional Registration follow must be completed to register for these camps.

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 ***

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).

2020-2021 LCPS/YMCA School Year Calendar

*SUBJECT TO CHANGE PER LOUDOUN COUNTY SCHOOL CALENDAR. THIS CALENDAR WAS COPIED FROM LCPS SITE ON 07/28/2020

LOUDOUN COUNTY PUBLIC SCHOOLS CALENDAR	YMCA CALENDAR
September 8 FIRST DAY OF SCHOOL FOR STUDENTS	N/A
October 12 Holiday (Columbus Day)	NO CAMPS OFFERED
October 26 Student Holiday (County-Wide Staff Development)	NO CAMPS (YMCA Staff Training)
October 30 End of First Grading Period	N/A
November 2-3 Student Holidays (Planning/Records/Conference Days)	YMCA Teacher Work Day Camp
November 25-27 Holiday (Thanksgiving)	NO CAMPS OFFERED
December 23-January 1 WINTER BREAK (Classes Resume January 4)	WINTER BREAK CAMP
January 15 End of Second Grading Period	N/A
January 18 Holiday (Martin Luther King Jr. Day)	NO CAMPS OFFERED
January 19 MOVEABLE STUDENT HOLIDAY**(Planning/Records/Conference Day)	YMCA Teacher Work Day Camp
January 20 Holiday (Inauguration Day)	NO CAMPS (YMCA Staff Training)
February 15 Holiday (Presidents' Day)	NO CAMPS OFFERED
March 2 Student Holiday (County-Wide Staff Development)	YMCA Teacher Work Day Camp
March 29-April 2 SPRING BREAK	SPRING BREAK CAMP
April 9 End of Third Grading Period	N/A
April 12 Student Holiday (Planning/Records/Conference Day)	YMCA Teacher Work Day Camp
May 31 Holiday (Memorial Day)	NO CAMPS OFFERED
June 15 Last Day of School for Students/End of Fourth Grading Period	N/A

During this Full Day Program YMCA Loudoun County will follow LCPS Closure Schedule. YMCA does plan to offer Teacher Work Day Camps, Snow Day Camps, and Spring Break Camp & Winter Break Camp **at an additional cost to families**. Registration is completed on a different form. YOUR CHILD IS NOT AUTOMATICALLY ENROLLED INTO THESE CAMPS. CAMPS ARE FIRST COME FIRST SERVICED.

YMCA Loudoun County Inclement Weather Policy

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

MEDICAL / EMERGENCY INFORMATION

Essential Forms

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

- ☆ Program Registration Form
- ☆ Physical and Immunization Record
- ☆ Proof of Identification Form
- ☆ Medication Authorization forms as needed
- ☆ Inclusion forms as needed

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

Address & Telephone Numbers

Please inform the YMCA in writing of all changes to address and phone numbers. If your emergency numbers change, it is important that we are notified immediately to ensure proper notification of parents in case of an emergency. Also, please notify the YMCA if you are going out of town; this allows us to quickly contact others on your emergency contact list if necessary.

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. Each child must receive a temperature check PRIOR to drop off each morning and complete the COVID-19 waiver in Tadpoles app. Any child with a temperature of 100.4 degrees F. will not be allowed drop off and may not return for 72 hours. If the parent answers "yes" to any question on the waiver the child will not be permitted to attend that day. 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 48 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.

If you are keeping your child home due to illness, please contact the camp via email at Anarosa.Chicas@ymcadc.org by 9:30am and let the staff know of your child's absence. If your child has any of the following symptoms please keep them home:

- Fever of 100.4 or higher
- Has experienced a persistent cough

- Has shortness of breath or difficulty breathing
- Has child or anyone in the household had contact with anyone known to have a lab confirmed case of COVID-19
- Has a new loss of taste or smell
- Has had vomiting or diarrhea in the last 48 hrs.

We may require a physician's release for any medical or health condition. *If your child becomes ill while at the center, you will be asked to pick up your child as soon as possible.*

The following are defined as illness or communicable health problems:

- Conjunctivitis (pink eye)
- A chronic runny nose with colored discharge
- A chronic cough
- A fever
- Vomiting or upset stomach
- Signs of general fatigue or discomfort
- An open rash
- Head lice
- Knowledge that the child has had a fever within the past 24 hours

Please notify the YMCA if your child or any member of your immediate household develops a communicable condition (as defined by the local health department), such as pink eye, chicken pox or lice. Parents are responsible to notify the YMCA within 24 hours or the next business day. In the case of a life-threatening illness, please notify the YMCA immediately. It is important for us to post a notice to other parents as soon as possible.

In the case that your child becomes ill during the program, you will be contacted as soon as possible. If the parent or guardian is unable to be reached, the child's emergency contact will be notified. It is the responsibility of the parents to arrange for the child to be picked up from the center as soon as possible.

Illness Policy- Updated to include COVID-19

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/nits, scabies, whooping cough, impetigo, meningitis, hepatitis A, measles, mumps, salmonella and shigellosis. Anyone who has been exposed to a confirmed positive COVID-19 person must notify the center immediately upon finding out. Family must self-quarantine for 15 days before child may return to center. The 15 days start from date of last exposure to positive tested person.

Your child must be clear of all symptoms and checked by a doctor before returning any YMCA Loudoun County Program Centers with a doctor's note by submitted and confirmed received by the SACC Program Director.

Accidents/Emergencies

All precautions will be taken to prevent serious health risks to all members.

In the event that a minor injury occurs, First Aid will be administered at the camp location by the camp staff. The following procedures will be followed:

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

In the event of a medical emergency, immediate action will be taken by the staff as per your orders on the program registration form and policies and waivers. Please be sure to keep these forms updated at all times. If parents or other responsible adults are unable to be reached, the child will be taken to the nearest hospital for any necessary treatment.

In general, in the event that a major injury or health problem arises and professional medical care is required, the following steps will be taken:

- Immediate First Aid will be administered by the camp staff person until professional services arrive.
- You will be contacted. If you cannot be reached, the emergency contact person will be notified.
- 911 will be called.
- A staff person will accompany your child to the hospital and remain until you or your emergency contact person arrives.
- The incident will be described in writing on the YMCA incident report.

Emergency information is very important for us to provide the safest possible environment for your children.

*** Please notify us right away when there is a new work or home phone number, or if you have moved and have a new address. If your child is sick or injured, it is important for us to be able to contact you right away. Please keep these accurate at all times.

The YMCA does not incur the cost of medical treatment and it is imperative that you indicate on your child's health history / registration form what type of health insurance you carry.

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. Families will be contacted via email and phone as soon as possible. Children may be transported to the nearest YMCA location to their location.

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.

Licensing

The YMCA Loudoun County Programs are licensed by the State of Virginia. A copy of the licensing plan is available for your inspection at all times. Please contact the Program Director for more information. All YMCA Loudoun County 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.

MEDICATION POLICY

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.

Allergies

In recent years, there has been an increase in the number of children with severe allergies to peanut products and other things in our camps. We try our best to accommodate these members without inconveniencing other members. If you're aware that your child is severely allergic to something, it is your responsibility to notify the YMCA in advance so we may take proper precautions.

The YMCA Loudoun County is a NUT FREE ZONE. We ask that you do not provide lunch or snacks that contain peanuts, peanut butter or other nuts to camp to ensure the safety of all children. Please note that if your child brings a lunch or snack that contains nuts or nut products, YMCA staff will provide a nutritious alternative and the item will be returned to you at the end of the day.

Your understanding and support in helping us to provide a NUT FREE ZONE is greatly appreciated. The YMCA Arlington continues to work towards an inclusive environment that supports and acknowledges the right of each person to be fully included in all activities that occur in our programs.

Special Diets

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

Sunscreen

Should your child be required to use sunscreen while participating in the program, the following procedures **MUST** be followed in accordance with Virginia State Licensing Requirements.

- Please complete the medication authorization form.
- Keep the sunscreen in the original container, labeled with your child's name and hand to the staff for storage.
- Staff with appropriate medication administration training will apply sunscreen to members under the age of 9 years old. All members that are older than 9 years old will be permitted to apply their own sunscreen. (The spray on sunscreen is suggested)

Bug Spray

Should your child be required to use bug spray while participating in the program, the following procedures **MUST** be followed in accordance with Virginia State Licensing Requirements.

- Please complete the medication authorization form included in your child's registration packet.
- Keep the insect repellent in the original container, labeled with your child's name and hand into the staff for storage.

Bugs & Bees

To reduce the possibility of both bug bites and stings, a few simple precautions can be taken. Bugs and bees are attracted to patterns on clothing that resemble foliage in the outdoors. To reduce this attraction, wear solid, light colored shirts, shorts, or trousers.

Another major attraction occurs from "smell". Sweet smelling soaps and shampoos will attract both bees and bugs so try to use unscented products when showering and bathing and avoid the use of perfumes. Please also try to use a sun block of at least SPF 15 that is unscented.

PREPARING FOR OUR PROGRAMS: Q&A

Camp

What information will I get before camp?

Besides this handbook, a pre-camp email is our courtesy communication tool to inform you of the week's schedule of activities as well as answer any questions you may have. If you sign up for a camp Thursday – Sunday the week before camp, you will not get a pre-camp e-mail. If you do not receive a pre-camp email, please confirm your email address with SACC Program Director.

How can I get a camp schedule?

Camp schedules will be sent the Sunday before camp. The camp schedule provides you with information that on what your child will be doing during his/her time at camp. Please note that these schedules are subject to change. We do our best to provide you with information early so you can plan ahead, but summer camp is full of surprises, and we are often forced to make changes. This schedule also gives you information on what to bring.

What should my camper bring to camp?

All members must bring a healthy, peanut-free lunch, plenty to drink and two snacks to camp daily in a disposable bag. Please **send only non-perishable foods because refrigeration is not possible**. Members should also bring their own water bottle to stay hydrated during the day. Sunscreen to help prevent sunburn. It is recommended that parents or guardians apply sunscreen to members' arms, legs and back prior to arriving at camp. Insect repellent. A hat for sun protection.

APPLIES TO ALL PROGRAMS

Should I pack water for my child?

Yes. Please send a disposable bottle of water. We will allow them to refill the bottle throughout the day. Label the bottle with your child's name. Parents are ultimately responsible for sending their child with plenty of fluids for the day.

What shouldn't my members bring to camp?

Cell phones

Video games

Personal CD players / Stereos / iPods/ iPads/

Laptops / Tablets/ Earbuds/ Headphones

Expensive jewelry / Watches

New or expensive clothes

Money

Toys and card games

Weapons

Alcohol and drugs

Personal sports equipment (unless otherwise specified)

Vehicles

Animals

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 OF METROPOLITAN WASHINGTON & YMCA LOUDOUN COUNTY 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.

**The YMCA is not responsible for any items that are lost or stolen, and under NO CIRCUMSTANCES will reimburse or lost, stolen or broken items.

What should my members wear to camp?

Children should wear clothing suitable for an active day at camp. Appropriate items would include shorts, t-shirts, light jackets (for chilly mornings), and athletic shoes (no sandals). Please label all items sent to camp with the child's first and last name. Our camps use discovery and play as a major part of our camp program, thus we encourage you to dress your child in clothing that you do not mind getting dirty or stained with art materials in the course of your child engaging in a fun activity.

What shouldn't my child wear?

Baggy pants, short shorts, halter, spaghetti strap tops and open toed shoes are not permitted.

Can my child buy lunch?

No. Members at no point will have access to vending machines and even when the program is host in LCPS we cannot access meal services.

Should my members bring money to camp?

No. Unless they are going on a Field Trip and are explicitly told to bring cash (set amount will be told) children should not bring cash into the program.

What if my camper forgets his/her lunch?

Every so often, a lunch doesn't make it from the car to camp. The camp staff will contact you to let you know that they don't have a lunch. We will make sure that your child gets something to eat or a lunch will be purchased and parents will need to reimburse camp at pick-up.

Does YMCA provide ANY FOOD?

No. All meals and snacks need to be brought from home daily. (FULL DAY OR SUMMER PROGRAMS)
The only program we offer snacks in is our After School Programs host during the school year in LCPS.

What if my camper loses something at camp?

We know that sometimes things just get lost. Please label all of your child's belongings. The best way to prevent the loss of property is to leave it at home! There will be a designated Lost and Found at each camp location. Please check for your child's items. Lost and found items are kept at the YMCA for two full weeks and then donated to charity. The YMCA is not responsible for camper possessions that are lost or stolen.

Full Day Program

At YMCA Full Day Facilities YMCA may provide basic supplies for your child. But it is the responsibility of the parent or guardians to provide the child with any and all supplies requested by your child's teacher from their primary school. The child will be permitted to leave the supplies in the center but must take their Chromebook and Charger home nightly and have it charger for the next morning that they attend the program to ensure that they are able to attend their classes in a timing matter.

Below is a list of the items your child would bring to the program.

What to bring Full Day School Child Care:

- Chromebook (charged and ready to use)
- Headphones
- Username and Password for Chromebook
- Your child class schedule
- Any supplies that your child may need to complete their work)
- BACKPACK TO CARRY THEIR THINGS IN.
- Yoga Mat (Waterproof mat for outdoor use)(will be sent home on at end of week for cleaning)
- Extra mask (yes, they do need it/trust us)
- Bug Spray
- Extra Clothes (in gallon size Ziploc bag)

Meals: (No Meals will be provided to Children in the Full Day School Age Program)

- 2 (Nut Free) Snacks
- Lunch (Nut Free / Nothing that has to be heated and can sit in their cubby)

-Reusable Water Bottle

RULES & SAFETY

Safety is paramount to all of our programs. All children **MUST** be picked up from our programs by a parent or authorized person. All parents will be asked to show an I.D. when retrieving their child. This helps ensure their safety.

Program rules will be established and taught to the children at the beginning of each session and regularly reviewed to ensure the safety of all members. Please review the following list of rules with your child:

General Rules

1. Members should exit the car only at drop-off point and only from the passenger side of vehicle.
2. Stay with your group at all times.
3. Cross the parking lot at the crosswalk. Look both ways before crossing.
4. Always walk. Never cross between cars.
5. No climbing on gates, fences, or trees.
6. No horseplay, screaming, or yelling while in the bus.
7. No inappropriate or abusive language is permitted.
8. No hitting, kicking, or other physical abuse is permitted.
9. Listen to and respect the rules and boundaries of any games played in camp.
10. Participate and cooperate during activities.
11. All members will be expected to display ***good teamwork***. How we play is more important than whether we win or lose!

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.

This applies to staff, members AND their parents. We expect persons using the YMCA to behave in a mature and responsible way and to 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. Specifically this includes:

- Angry or vulgar language including swearing, name calling, and shouting;
- Physical contact with another person in an angry or threatening way;
- Any demonstration of sexual activity or sexual contact with another person;
- Harassment or intimidation with words, gestures, body language or other menacing behavior;
- Behavior which intends to or results in the theft or destruction of property;
- Carrying or concealing any weapons or devices that may be used as weapons.

Please be responsible for your own personal comfort and safety. If someone's behavior threatens your personal comfort or safety, please ask that person to refrain. Staff are trained and expected to respond to any reported violation of our code of conduct. Please do not hesitate to notify a staff person if you need assistance. We want to help!

YMCA Management will investigate all reported incidents. Dismissal from a program or termination of YMCA Membership privileges may result from any violation of the code of conduct. **No refunds will be given.**

EXECPTION AT YMCA LOUDOUN COUNTY PROGRMS

Expectations of Members and their Families

Members are entitled to a pleasant and safe environment while participating in the YMCA Programs. We know that everyone is not always going to get along or agree on things, especially when competition is involved. However, we expect that these disagreements will be handled in a non-violent and non-threatening manner. We want everyone at camp to feel that they are in a safe environment where they are valued. **All members should use their number one resource when an unexpected altercation happens, that is to self-report to the counselor in charge right away.**

YMCA reserves the right to withdraw a participant from our program if he or she is unable or unwilling to adjust to our schedule and program.

On the first week of each session, all member expectations and guidelines will be covered and explained by staff.

Please review with your child daily the types of behaviors that we expect (outlined below) and perhaps even spend some time discussing their importance in order for your camper to have a successful time at camp.

- **Friends Helping Friends!** Honesty and respect will be the basis for all relationships and interactions. Reach out and make a new friend each week. We respect each other and the environment. If we listen to others; they will listen to us. Use your magic words, please and thank you often. Be courteous with the words you use. Inappropriate language, verbal threats, fighting and tactics used to humiliate or intimidate another simply **WILL NOT BE TOLERATED.**
- **Social Inclusion:** Teamwork and cooperation will be the basis for including every one. Politeness and courtesy go a long way. People are responsible for their actions. Use positive language at all times. Speak for yourself, not anyone else. Encourage others by avoiding put downs, who needs them? Show respect. Every person is important. Keep your hands and feet to yourself at all times. You are not allowed to touch another camper/staff member in a negative way.
- **Building a community:** Every child is part of the YMCA. You are here to make new friends, play with old friends, learn new games, try something new, build on an old skill and just have fun. Respect all Y staff, Y members, counselors and other members. The proper use and cleanliness of the locker rooms, equipment, supplies, etc. is the responsibility of all. Clean up is important and we need your support. Not only do we respect each other but also we respect our camp environment by putting litter in its place, by not destroying property that belongs to camp or to others and putting equipment up in its proper place. We are all responsible for our words and our actions. Be responsible for personal belongings. More things are lost than found. Leave important things at home. Stay in program areas with your counselor – running away is not acceptable. Cooperate with staff and follow directions. They know best how to keep you and your friends safe.

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 of Metropolitan Washington and YMCA Loudoun County, 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.

What are the YMCA guidelines for discipline?

Members are entitled to a pleasant and safe environment while participating in our programs. **We will make every effort to help your child adjust to our programs.** The YMCA Loudoun County reserves the right to withdraw a participant from our programs if he or she is unable or unwilling to adjust to our schedule and program. Good behavior will be encouraged in a positive manner. The staff will work cooperatively with parents, keeping them informed of behavior problems and methods used to teach and guide members toward socially acceptable behavior. Behavior problems that cannot be resolved cooperatively will result in your child's dismissal from the Program. Certain abusive behaviors will result in immediate dismissal.

If your child needs to be disciplined, acceptable measures may include; stern verbal warnings, time-out from activity, removal from activity and placed with staff away from group, suspension from program, removal from programs. **Forbidden discipline actions include:** Physical punishment, striking a child, roughly handling or shaking a child, restricting movement through binding or tying, forcing a child to assume an uncomfortable position, or exercise as punishment; enclosure in a small confined space; punishment by another child; separation from the group so that the child is away from the hearing and vision of a staff member; withholding or forcing of food or rest; verbal remarks which are demeaning to the child; punishment for toileting accidents; and punishment by applying unpleasant or harmful substances.

If your child has been receiving assistance in behavior management during the school year, it is imperative that this information be shared with the program staff, including the SACC Program Director. This will enable us to work more effectively and productively with your child.

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:
 - 1st incident – Verbal Warning
 - 2nd incident – Written Warning/Parent Meeting/Phone Conference
 - 3rd incident – 3 Day Suspension may result
 - 4th Incident – Possible Removal from Program
- Certain behaviors that endanger self or others can lead to immediate dismissal

Dismissal

The SACC Program Director, site 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.

In addition, any parent or guardian who is disruptive to the program, does not comply with the policies of the YMCA of Metropolitan Washington / YMCA Loudoun County, or whose behavior is intimidating to the children, parents of other children, or the staff will have their child removed from the program.

Zero Tolerance Policy

YMCA Programs has a zero-tolerance policy for serious behavior infractions since our goal is to provide a healthy, safe and fun environment for every camper. The behaviors below are grounds for immediate removal from program 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 at the program. The SACC Program 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 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 members 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

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, Site Director, and the SACC Program Director 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 after running away from staff, 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.
3. When the child is found, the parent will be asked to take the child home immediately.
4. 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 programs locations 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 to two days

*If inappropriate behavior continues the student may be dismissed from the transportation and/or the program.

Field Trips / Parent Chaperones

Field trips are important to the YMCA Loudoun County School Age Programs 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 Loudoun County. Contact your SACC Program Director to let them know if you would like to volunteer.

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 puzzle, etc.

Child Abuse Policy

The YMCA Loudoun County believes that the safety, support and care of our children is the most important goal of the child care program. The law also has provisions safeguarding the well-being of our children. Therefore, we must comply with the law as outlined in the following: Child care and camp personnel having reasonable cause to believe that a child under the age of 18 years of age whose parent or any person responsible for his or her care* (such as a child care provider, foster parent, or anyone responsible for the welfare of a child receiving residential care at an institution): Causes or threatens to cause a non-accidental physical or mental injury; Has a child present during the manufacture or attempted manufacture of a controlled substance or during the unlawful sale of such substance where such activity would constitute a felony violation; neglects or refuses to provide adequate food, clothing, shelter, emotional nurturing, or health care; abandons the child; neglects or refuses to provide adequate supervision in relation to a child's age and level of development; knowingly leaves a child alone in the same dwelling with a person, not related by blood or marriage, who has been convicted of an offense against a minor for which registration is required as a violent sexual offender; or commits or allows to be committed any illegal sexual act upon a child, including incest, rape, indecent exposure, prostitution, or allows a child to be used in any sexually explicit visual material are required by law to immediately report their concerns to the local department of social services or to the Child Abuse and Neglect Hotline.

*NOTE: Virginia law requires that mandated reporters report all cases of suspected child abuse or neglect to child protective services regardless of the abuser / neglector's relationship to the child.

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.

Special Notes to Parents

As a provider of children's programs, the YMCA Loudoun County strives to effectively screen and train all staff and volunteers. YMCA Loudoun County Child Development Programs are licensed by the state and/or jurisdiction in which they take place. Our quality programs enrich the lives of thousands of children each year and the safety of every child is a top priority for us.

To make sure your child remains safe outside of YMCA supervision and to protect our staff and volunteers, the YMCA encourages your cooperation in the following areas:

- It is a violation of YMCA policy for a YMCA employee to baby-sit, host sleepovers, or spend time one-on-one with your child outside of the YMCA programs.
- Please do not leave your child at the YMCA facility, school site, or playing field unless a YMCA staff member or volunteer is there to receive and supervise your child.
- Talk to your child about the importance of telling you if someone does or says something that makes them feel uncomfortable. Emphasize that adults should not ask them to keep secrets from you.
- Explain to your child that s/he has a basic right to privacy and that no one should touch them inappropriately or compel them to touch someone else inappropriately.
- Instruct your child to always remain part of the group. Stress safety in numbers.
- Be concerned if your child suddenly becomes withdrawn or balks at attending certain activities or being around a particular person. Gently seek to find out why.
- Report any actions by YMCA staff or volunteers that you deem to be inappropriate to the Associate/Executive Director of the branch. If these actions involve suspected child abuse, contact the Child Protective Services Department of your jurisdiction immediately, or call your local police department.

If you have questions or concerns, please feel free to address them with Anarosa Chicas, the School Age Child Care Program Director at 703-777-9622 or via email at Anarosa.Chicas@ymcadc.org . Please note that the Parent Handbook is subject to change with a 2 (two) week notice. A copy of the most recent Handbook is sent to enrolled families in our current programs.

YMCA Loudoun County Programs challenge children to grow in imagination, creativity, confidence, self-directed initiative, and leadership. We are dedicated to changing the lives of our members in the positive way possible, and thank you for giving us the opportunity to do so.

Stay Safe and Healthy!