



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

YMCA of Metropolitan Washington

**2021/2022**

**School Age**

**Childcare Parent**

**Handbook**

YMCA Arlington  
3422 13th St. N  
Arlington, VA 22201  
703.525.5420





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

Dear Parents,

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

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

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

Again, welcome to the YMCA Child Care Program!

Angie L. Reese-Hawkins

President & Chief Executive Officer

## Table of Contents

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

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

Arrival.....	6
Absences.....	6
Babysitting Policy.....	6
Child Abuse.....	6
Children at Risk.....	7
Communicating with YMCA Staff.....	7
Communication.....	7
Contacting my child during program hours.....	7
Drop Off/Pick Up.....	8
Gratuities.....	8
Hours of Operations .....	8
Late Pick Up Fees.....	8
Licensing.....	9
Parent Participation/Volunteerism.....	9
Parking.....	9
Staff Expectations.....	9
Inclement Weather.....	10

Biting Policy.....	11
Bullying Policy.....	11
Discipline Guidelines.....	12
Field Trips/Parent Chaperones.....	12
Homework Policy.....	12
Personal items, electronics, money, toys, etc.....	13
Runaway Policy.....	13
Transportation.....	14
Zero Tolerance.....	14
Serious Behaviors that Result in Immediate Program Suspension.....	14

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

Assessments/Conferences.....	19
Classroom Management.....	19
Outdoor Play.....	19
Bathroom Procedures.....	19
Toilet Training Policy.....	20
Clothing & Other Belongings.....	20
Meals.....	20
Birthday Party Guidelines.....	21
Nap/Rest Time Policy.....	21
Enrichment Activities/Classes.....	21

Billing/Payment.....	22
Cancellation Procedures .....	22
Confidentiality .....	22
Dismissal.....	22
Emergency Evacuation Plan.....	23
Financial Assistance.....	24
Insurance.....	24
Paperwork.....	24
Resolving Concerns.....	24
Tax Information.....	24
Waiting List.....	24

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



## YMCA Mission

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

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

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

## Philosophy

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

YMCA of Metropolitan Washington youth programs stress care and safety, and they nurture the child's desire to explore and learn through developmentally appropriate activities. These activities are consistent with the recognized principles of early childhood education:

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

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

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

## **Educational Philosophy**

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

The YMCA curriculum is developed on the following:

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

The following curricula are standard to the YMCA Programs:

- School Age After Care----→ YMCA School Age Framework Curriculum

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

## **Television and Screen Time**

There will be certain times where children will have access to electronic devices including computers. In addition, some classrooms may include educational videos from time to time to facilitate learning experiences. Special movie days may be planned in the lesson from time to time.

## **Character Development**

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

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



## **40 Developmental Assets**

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

### **YMCA Goals:**

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

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

### **Code of Conduct**

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

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

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

## **Giving Back**

Every year, members and program participants like you donate to the YMCA's Caring for Community Campaign to ensure that every child, adult, and family in your community has access to quality child care, summer camp, and the opportunity for a healthy lifestyle, regardless of their financial ability. In 2019, YMCA Arlington awarded over \$75,000 to families in need, helping finance more than 200 camper weeks, giving children the opportunity to learn new skills and meet lifelong friends. If you wish to make a contribution to the YMCA 2021 Caring for Community Campaign, you may do so by completing the bottom of your payment options form, online at [www.ymcadc.org](http://www.ymcadc.org) (be sure to designate Arlington as branch), or by sending your donation directly to the YMCA Arlington.

## **The Benefits of Membership**

All children must be AT LEAST a Program Member to participate (Select centers may be exempt from membership requirements). Program Memberships are annual. New program members or renewals need to include the annual \$45 membership fee.

**\*Full Privilege Membership is included in the full day and part-time Early Learning Program. Families have full privilege membership to any full facility YMCA that is part of the YMCA of Metropolitan Washington Association.**

By becoming a full privilege member of the Y, you can save hundreds of dollars a year plus have access to all the Y has to offer; wellness, group exercise, pool during the summer, racquetball courts, and privileges at the tennis center.

## **Locations/Contact Information**

YMCA Arlington  
3422 N. 13<sup>th</sup> Street  
Arlington, VA 22201  
703.525.5420

Senior Program Director: Timmirian Williams  
Phone number:703.525.5420  
Email: [Timmirian.Williams@ymcad.org](mailto:Timmirian.Williams@ymcad.org)

YMCA Woodmont Program Center  
2442 N. Fillmore Street  
Arlington, VA 22204  
703.527.4966

YMCA Arlington Tennis/Squash Center  
3400 N. 13<sup>th</sup> Street  
Arlington, VA 22201  
707.522.1700



### **What information will I get before my child starts?**

Besides this handbook, a monthly email is our courtesy communication tool to inform you of the month's schedule of activities as well as answer any questions you may have. Early Learning families will receive a welcome email a week before starting our programs outlining First Day expectations and Frequently Asked Questions. If you do not receive a program email, please confirm your email address with the Member Services desk.

### **What to bring on my child's first day?**

All belongings brought to the YMCA should be properly marked with the child's name. Children should wear comfortable clothing and appropriate shoes for running and playing as specified by the center. (We do not recommend sandals, Crocs or soft sole shoes for physical activities and all outdoor activities.)

### **What if my child has an allergy or special diet?**

If your child has an allergy or requires a special diet please speak with the Director prior to your child's first day. We offer a vegetarian option on all lunches for Early Learning programs should a family's choices reflect that option. The YMCA will do its best to accommodate other requests if a participant is not able to have the food provided due to allergy, religious or special needs based on the resources available.

### **What if my child requires medication during the day?**

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



## **Arrival**

**School Age:** For Before Care, all children should be signed in upon arrival by the parent/guardian.

## **Absences**

We do not prorate our fees for absences for any reason, including illness or vacation. If your child (ren) is out for 2 consecutive days or more without prior notification, we will call you to check in.

**Aftercare:** Please call or email to inform the center of program absences by 2pm.

## **Babysitting Policy**

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

## **Child Abuse**

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

- a. 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.
- b. Any employee making a report of child abuse or neglect pursuant to the appropriate sections of the Maryland, District of Columbia, or Virginia statutes or who participated in a judicial proceeding resulting there from shall be immune from any civil or criminal liability in connection therewith, unless it is proven that such employee acted in bad faith or with malicious intent.
- c. Sexual misconduct and/or child abuse on the part of employees is prohibited by the YMCA. Any employee that admits to or is found guilty of an incident of illegal sexual misconduct shall be immediately terminated from employment and any position of responsibility with the YMCA.

### **Children at Risk**

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

Call another person on the child's emergency contact list

Call the other parent

Call a taxi

Call a nearby neighbor/friend

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

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

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

### **Communication**

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

To contact the Child Care Director → Please call 703.525.5420

Email: [Timmirian.Williams@ymcadc.org](mailto:Timmirian.Williams@ymcadc.org)

### **Contacting your Child during Program hours**

If you have any questions or concerns, please contact the director at any time. Cell phones and electronic devices are to be used for homework purposes only and as such should not be relied on for communication between parents and children.

## **Drop off /Pick Up**

YMCA Youth Development opens its doors at 7:00 am. Please do not attempt to drop off before this time. All children must be signed in by the adult dropping them off. Children are not allowed to enter the program without an adult. Always leave your child with staff, do not leave them alone in an empty classroom. It is important that all children are picked up on time. If a child is not picked up by closing time, parents and emergency contacts will be notified. If neither the parent nor the emergency contacts can be reached, or if the child is not picked up within 45 minutes of closing, Arlington County Police may be called. Please note that a photo I.D. is required for anyone, including a parent, to pick up children from our Programs, if YMCA staff does not recognize that person. This is to ensure that all the children are safe and going home with the appropriate person. The center is not responsible for a child once they have left the premises. Staff is prohibited from transporting children to and from the center in their vehicles.

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

## **Gratuities**

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

## **Hours of Operation**

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

AM Care: 7:00 a.m. – the start of school  
PM Care: 13th St. & Westover Sites: The  
end of school – 6:30 p.m.

\* Please note our childcare programs do not operate on weekends.

## **Late Pick Up Fees**

### School Age:

- 5 minute grace period
  - 13<sup>th</sup> St Site: late fees effective starting at 6:35pm
- Violations after 5 minutes will result in fee of \$1 per minute, per child, rounded up to the nearest \$5

Late fees are due immediately upon pickup and may be paid by cash, check, or be charged to your account. Continued abuse of the late-pick up grace period (defined as 5 violations in a 3 month period) will result in loss of grace period and late fees effective at the close of program for the remainder of the school year.

## **Licensing**

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

## **Parent Participation /Volunteerism**

You are always welcome in the program as a volunteer either on an on-going or occasional basis to share special interests, a helping hand, or expertise. Please feel free to observe, eat snack or lunch, and volunteer in the school age classroom, etc. 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.

We would like to invite all the parents to attend any special events put on by the children throughout the program year. Parent participation is encouraged, such as attending parent workshops/meetings, special events, field trips, etc. The YMCA Parent Advisory Committee is a wonderful opportunity to express your views on how we can improve our program. Parents and YMCA staff come together to share ideas and suggestions regarding family activities, enrichment programs, and other items of interest. Parents are encouraged to participate.

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

## **Parking**

13<sup>th</sup> St Aftercare Site: You may use the circle out front to drop off and pick up. If you are staying more than 10 minutes, please utilize a parking spot in the lot.

## **Staff Expectations**

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

## YMCA Inclement Weather Policy

	<i>Half-Day Early Learning</i>	<i>School Age</i>
MCPS 1 Hour Delay	Center will open 1 hour late	Center will open 1 hour late*
MCPS 2 Hour Delay	Center will open 2 hours late	Center will open 2 hours late*
School Cancellation and Administrative Offices open on time	Center will open 2 hours late	CLOSED** If branch runs an inclement weather camp they will open 2 hours late
School Cancellation and Administrative Offices opening late	Center will open when Administrative offices open -If Admin delay happens we will open when Admin offices open*** -Specific time Admin offices open unless after 11am	CLOSED** If branch runs an inclement weather camp they will follow the same opening as Administrative offices
School Cancellation and School Administration closes early	We will close when the Administrative offices close	CLOSED Any inclement weather camp will close when Administrative offices close
School Cancellation and School Administration offices closed	CLOSED	CLOSED
Early Dismissal	We will close 1 ½ hours after school closes	CLOSED Parents must make arrangements to pick up child/ren at school
Planned Early Dismissal and storm starts	Will remain open until Admin offices close	Will remain open until Admin offices close
Inclement Weather on planned no school days	Will follow Administrative Offices	Will follow Administrative Offices

\*AM care for school delay days are only for participants that are already registered for before care

\*\*On days when school is closed and Administrative offices open on time or late a snow day camp may be available at the main branch on a case by case basis. This will be communicated at 8am. These camps would run from 9:00am-5:00pm. These camps are also not covered in the tuition. They would be an additional fee and will be on a first come, first serve basis.

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



## **Biting Policy**

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

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

## **Bullying Policy**

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

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

## **Discipline Guidelines**

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

- Expectations and consequences will be explained clearly to children and posted in easy to understand terms.
- Children will be given clear guidelines for their behavior so that they develop internal control of their actions. Simple, clear-cut rules will be established. These include rules for safety as well as rules for protecting the rights of others.
- Children will be allowed to express their feelings, both positive and negative.
- YMCA staff will focus their efforts on showing children acceptable ways of expressing their feelings.
- Children's appropriate behavior will be reinforced.
- Verbal abuse or derogatory remarks are not acceptable.
- Children will not be subjected to corporal punishment of any kind.
- Children will not be deprived of meals or parts of meals, sleep time, clean and sanitary conditions, or personal hygiene.
- Staff will model positive behavior and attitude.
- Appropriate disciplinary action will be used as a result of inappropriate behavior:
  - 1<sup>st</sup> incident – Verbal Warning
  - 2<sup>nd</sup> incident – Written Warning/Parent Meeting/Phone Conference
  - 3<sup>rd</sup> incident – 3 Day Suspension may result
  - 4<sup>th</sup> Incident – Possible Removal from Program
- Certain behaviors that endanger self or others can lead to immediate dismissal

## **Field Trips / Parent Chaperones**

Field trips are important to the YMCA Youth Development program because they expose the children to the community, and can be educational. Field trips are used to stimulate interest in a subject as well as to extend information. Far from being a "one day" experience, a field trip can be integrated into the total program for maximum learning. The YMCA does not allow parent volunteers to drive children (other than their own) during field trips. If you do drive during a field trip and have an accident, please understand that your personal insurance will be in force prior to any general liability insurance of the YMCA. Car seats may be required for your child's transportation and are not provided by the center. Car seat regulations vary by jurisdiction, please check with your program director to find out if a car seat is required for your child. If your child has a discipline problem, the Director can request your presence or an individual over 18 years of age to accompany the child on the trip. If no one can accompany your child, they may not attend on the day of the field trip. Parent volunteers must complete a background check through the YMCA. Contact your director to let them know.

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

YMCA School Age is recreation-based program, not an extension of the school day. We will have a scheduled homework assistance plan scheduled each day for at least 30 minutes. There will always be an alternative for children who do not have homework; however they will be asked to sit with others in the group who are completing their homework being respectful of others need for quiet focus, but may choose to read, draw, complete a crossword puzzles, etc.

## Personal Items, Toys, Money, Etc.

The center is equipped with toys and games suited for each age group. Please do not allow your child to bring toys from home, eliminating unnecessary problems. The children may bring toys or items of special interest on sharing days or by special arrangement with the child's teacher. **The YMCA is not responsible for any lost, stolen, damaged or traded items.**

- Please do not allow your child to bring guns, war toys, or other items relating to aggression and destruction.
- Please do not allow your child to bring in any electronic devices. Any electronic devices brought in by a child or family is the responsibility of the child and the child alone. *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.
- Please do not allow your child to bring any trading cards (i.e. Pokémon cards)
- All items unclaimed will be donated to charity at the end of the month. For identifying purposes, remember to label all your child's belongings with their first and last name.

## Runaway Policy

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

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

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

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

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

## **Transportation**

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

Children are expected to follow these rules for bus safety:

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

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

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

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

## **Zero Tolerance Policy**

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

## **Serious behaviors that may result in immediate program suspension**

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

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

## **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:

- 911 will be called if needed.
- 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.
- A staff person will accompany your child to the hospital and remain there until you or your emergency contact person arrives. The YMCA does not pay for the ambulance transportation.
- The incident will be recorded on an Incident/Accident Report Form and any first aid given will be documented.

## **Accommodation Process/Special Needs**

In order for the YMCA to provide the best experience for your child, we ask that you consult with the Director regarding any special needs required by your child prior to registration. We will assess the support needed and discuss with you the benefits of the program or the alternatives available. In addition, there are certain treatments and procedures that our staff cannot legally perform because they are not qualified or trained to do so. Children with special needs will be evaluated on an individual basis. We will make every attempt to serve all children. We will work with families and outside agencies to provide any special services that a child might need to address needs developed in their IEP/IFSP.

## **Allergies / Special Diets**

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

## **Asbestos**

The YMCA was inspected by the Asbestos Hazard Emergency Response Act (AHER). Westover Baptist church was inspected by Kynoch Environmental Management. In accordance with the Commonwealth of Virginia and Federal Requirements, a copy of the reports and management plans are available upon request for your inspection.

The Shelton was built after 1990 and in compliance with the Federal Ban on Asbestos. As such, there is no concern of asbestos containing materials in the facility.

## **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: COVID, strep throat, pinworm, chicken pox, conjunctivitis (pink eye), scarlet fever, lice, scabies, whooping cough, impetigo, meningitis, hepatitis A, measles, mumps, salmonella and shigellosis.

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

## **Health Forms/Immunizations**

By their start date in the program, all children must have a current physical exam on file. Physical examinations must be completed and signed by a child's physician. All immunizations must be current. If the YMCA does not receive the updated medical form by their start date, your child will be removed from the program and you will forfeit your deposit.

All children must have up to date immunizations to enroll and stay enrolled in the YMCA Childcare program. It is the responsibility of the parent to provide the center with up-to-date immunization records. Drop-off will be denied if health forms are out of date.

## **Health Records**

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

- Registration Form to include two emergency contacts (one must be local)
- Health/Immunization Form Parts One, Two and Three
- Policies and Waivers Form
- Proof of Identification Form (Virginia requires birth certificate or passport)
- Parent Handbook Acknowledgement
- Medication Consent Form (if needed)

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

## **Illness Policy**

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

A child picked up from the center because of an illness may not return to the center the following day. When they do return to school, your child must be symptom free for the past 24 hours without any medication. Your child must be able to participate in all school activities without the use of medication. Also, if your child is on a restricted diet, they may not return to school until they have been cleared of all restrictions due to the illness.

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

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

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

- Fever of 101 degrees F. or above (may not return the following day)
- Any contagious disease (such as COVID, chickenpox, ringworm, impetigo, scabies/lice, conjunctivitis). Follow the guidelines for exclusion for all communicable diseases.
- Yellow or green nasal discharge
- Sores with yellow or green drainage
- Eye discharge/Conjunctivitis (may not return until on antibiotics for 24 hours)
- Unexplained rash (consult your physician)
- Difficult or rapid breathing, severe cough, high-pitched croup or whooping sound after cough.
- Recurrent Diarrhea/Vomiting: A child may not return the following day.
- Significant ailment affecting your child's ability to participate in all school activities. (Indoors and Outdoors)
- Any symptoms requiring one-on-one care or causing severe discomfort without the use of medications.
- Antibiotics: A child taking antibiotics may not return to the school until 24 hours after the first dose to allow the medicine to work.

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

### **Insect Repellent / Diaper Cream / Sunscreen Policy**

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

### **Medication**

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

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

Medications authorized are only valid for 10 days, at which time all unused medication will be returned to the parent or disposed of, unless a new form is completed. If a child is taking medication for an extended period, a note with these specifications, signed by a physician, must be submitted. We encourage you if you have a child that is on a long term medication such as an inhaler, EpiPen etc. to have your doctor fill your form out with a start date of September through August. This will allow us to keep the same form on file the entire school calendar year.

We strongly encourage all parents to administer medication to children prior to drop-off and after pick-up. Parents should notify staff when the medication was given.





## **Outdoor Play**

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

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

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

## **Bathroom Procedures**

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

## **School Age**

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. We advise children NOT to wear sandals or soft sole shoes.

## **Meals**

### **School Age**

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

## **Birthday Party Guidelines**

It would be our pleasure to help assist you in your child's birthday celebration at the center. 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 is a "PEANUT FREE ZONE" which means no

peanut 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 children are included.*

### **Enrichment Activities / Classes**

The YMCA Youth Development offers additional activities for your child to attend during the week. Select activities may incur additional fees. For information regarding specific activities/classes offered, please see the Director or Front Desk. Please note that we offer a variety of different extracurricular activities (sports, gymnastics, ballet, enrichment, music) to both Early Learning and School Age children. These activities are offered throughout the school year based on the branch's preset session schedule. Activities will not be pro-rated for any late sign ups or days missed due to reasons outside of our control, i.e. weather, or sick children. Your child will be picked up directly from their classroom and then returned to that room once their activity is completed. There is no need for a parent to be in the building during the child's activity time.

## **VII. OFFICE PROCEDURES**

### **Billing/Payment**

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

### **Cancellation Procedures**

#### Year-Round Programming

If you choose to remove your child during the school year, *written notification is required 2 weeks prior to your draft date.* If you choose to remove your child without notifying the center, you will still be held responsible for your next scheduled monthly billing cycle. There will be no refunds given. Written notice of cancellation must be addressed to the Director of the program.

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

- For drafts scheduled for the 26<sup>th</sup> of the month, cancellations are due NO LATER than the 12<sup>th</sup> of that month to avoid any further drafts.

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

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

#### **Confidentiality**

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

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

#### **Dismissal**

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

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

### **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.

The following are general procedures for the YMCA Arlington 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). In the event of an emergency that requires children, members or staff to be moved to an alternate location, participants and staff will be transported via YMCA buses to the following locations in order as possible:

- YMCA Arlington, 3422 N. 13th Street, Arlington, VA 22201
- YMCA Woodmont Program Center, 2422 N. Fillmore Street, Arlington, VA 22204
- YMCA Fairfax County Reston, 12196 Sunset Hills Road, Reston, VA 20190

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

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

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

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

## **Financial Assistance**

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

## **Insurance**

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

## **Paperwork**

The YMCA Arlington Youth Development follows State licensing requirements along with our Association regulations. The following must be 100% completed in order for your child to attend school. This means that every line needs to have the correct information added for your child to attend the program:

- Emergency Contact Information (this includes 2 emergency contacts with complete addresses and phone numbers. Must be someone other than parents and one must be local.)
- All doctor and insurance information filled out
- Registration Form
- Tuition Payment Form
- Handbook Acknowledgement Form
- Updated Health form

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

## **Resolving Concerns**

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

## **Tax Information**

The YMCA's tax ID number is 53-020-740

## **Waiting Lists**

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

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

## School Age Child Care COVID-19 Participation Agreement and Waiver

Coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread primarily through person-to-person contact. Federal, state and local authorities recommend social distancing and have, in many locations, restricted the size of groups of people.

**Enhanced Policies & Procedures:** The YMCA of Metropolitan Washington (the “YMCA”) has put in place preventative measures to reduce the spread of COVID-19 (collectively, “Enhanced Policies and Procedures”) governing facility and interaction protocol, including, but not limited to, entry/exit protocol, health screenings, required items, social distancing measures, and cleaning protocol. To the extent feasible, the YMCA will implement the Enhanced Policies and Procedures at YMCA School Age sites and programming. Although the Enhanced Policies and Procedures are intended to reduce the spread of COVID-19, the YMCA cannot guarantee that your child will not become infected with COVID-19, even if the YMCA, the undersigned and your child follow all Enhanced Policies and Procedures. Attending School Age Child Care may increase your child’s risk for contracting COVID-19.

**Acknowledgements, Representations & Consent:** The undersigned parent or guardian does hereby: (i) acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that his/her child(ren) may be exposed to or infected by COVID-19 by virtue of his/her child(ren)’s attendance or participation in School Age Child Care and associated programming and that such exposure or infection may result in personal injury, illness, permanent disability and death; (ii) expressly acknowledge and understand that the risk of becoming exposed to or infected by COVID-19 while participating in School Age Child Care may result from the actions, omissions, or negligence of his/her child(ren), the YMCA, its respective agents, representatives, directors, individual members of the board of directors, partners, members, employees, affiliates and successors and assigns (the “Parties”); and (iii) represents that the undersigned and his/her child(ren) will comply with all relevant rules and procedures implemented by the YMCA as may change from time to time pursuant to updated best practices.

The undersigned hereby expressly attests as of the date the undersigned executes this Agreement and as of the date the undersigned’s child(ren) attend School Age Child Care:

- I have personally inspected my child(ren) and my child(ren) are/is not experiencing (or have reporting experiencing) any symptoms of any illness, including, but not limited to cough, shortness of breath, difficulty breathing, fever, chills, muscle pain/soreness, headache, sore throat, fatigue, congestion, runny nose, nausea, vomiting, diarrhea, or new/sudden loss of taste or smell;
- I do not believe my child(ren) have/has been exposed to someone with a suspected and/or confirmed case of Coronavirus/COVID-19;
- I, the undersigned, am the parent or legal guardian of the child(ren) identified below, and have the authority to execute this agreement on the identified child(ren)’s behalf;
- My child has not been diagnosed with Coronavirus/COVID-19; and
- I am following all current CDC, federal and state recommended guidelines and precautions.

**Waiver & Release:** In consideration for the ability to access, attend and participate in School Age Child Care and associated programming, the undersigned parent or guardian agrees to assume any and all risks and accept sole responsibility for any injury or illness to the undersigned and his/her child(ren),

