



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

LEARN PLAY BELONG

**RAPPAHANNOCK AREA YMCA
Before and After School Care
PARENT INFORMATION
HANDBOOK**

OUR MISSION

To put Christian principles into practice through programs that build a healthy spirit, mind, and body for all.

The Y's Cause

At the Y, strengthening community is our cause. Every day, the Y works side by side with its neighbors to ensure that everyone, regardless of age, income or background, has the opportunity to learn, grow and thrive.

The Y is one of the nation's leading nonprofits, committed to strengthening communities in the areas of youth development, healthy living and social responsibility:

- **Youth Development:** Nurturing the potential of every child and teen. The Y believes that all kids deserve the opportunity to discover who they are and what they can achieve. That's why, through the Y, millions of youth today are taking a greater interest in learning; making smarter life choices; and cultivating the values, skills, and relationships that lead to positive behaviors, the pursuit of higher education and goal achievement.
- **Healthy Living:** Improving the nation's health and well-being. In communities across the nation, the Y is a leading voice on health and well-being. With a mission centered on balance, the Y brings families closer together, encourages good health and fosters connections through fitness, sports, fun and shared interests. As a result, millions of youth, adults, and families are receiving the support, guidance and resources needed to achieve greater health and wellbeing for their spirit, mind and body.
- **Social Responsibility:** Giving back and providing support to our neighbors. Across the country, the Y helps people give back and assist their neighbors by offering them opportunities to volunteer, advocate, and support programs that strengthen community.

YMCA Childcare Philosophy

The YMCA is proud of its history of dedication to youth. Our primary purpose is to provide dependable, safe care in an environment that helps each child develop to his/her fullest potential. The YMCA provides services to all families without regard to race, religion or national origin.

OBJECTIVES

The YMCA School Age Childcare (SACC) Program seeks to help each child:

- Develop an appreciation for himself/herself, family, school, community, country, and the world.
- Develop knowledge, interests and skills in his/her school related activities. Provide daily opportunities to obtain tutoring, complete homework or read from a variety of books and magazines.
- Develop and improve personal skills such as neatness, originality, patience, and dependability.
- Develop and improve social skills: Acceptance of others, cooperation, responsibility, and avoiding put-downs and respect for differing opinions.
- Develop health and safety practices.
- Have FUN!

Staff

One Program Director together with counselors will maintain a direct staff to child ratio of at least 1 to 14. Each staff has as his/her primary concern the safety and well-being of each child in the program. Staff has been selected based on their educational background, experience and commitment to working with children. Each staff member will have a criminal history background check, TB test/screening, and be trained in CPR/First Aid.

Hours of Operation

September – June

Morning:

- 6:00 a.m. until school begins: Stafford County Schools, Ron Rosner YMCA, Spotsylvania County Schools, & Massad YMCA
- 6:30 a.m. until school begins: King George YMCA

Afternoon:

End of school until 6:30 pm: All sites

GENERAL INFORMATION

- Serving children ages 5 – 12 years old (enrolled in Kindergarten through 8th grade).
- Enrollment is taken throughout the year in accordance with space availability. The registration fee is non-refundable.
- All holidays that the school observes, the same will be with the program. Care will not be provided on holidays. FULL TUITION WILL BE CHARGED FOR THESE WEEKS.
- The SACC program will be open on Teacher Workdays. There is an additional fee of \$20.00, plus a field trip fee in cash (if applicable).
- You must register for the Teacher Workdays. Registration begins three weeks prior to the Teacher Workday and ends one week prior. There is a late registration fee applied if you register after this period.
- The SACC program will provide care on Early Dismissal (half days), at no extra charge, from dismissal time until 6:30 pm.
- The SACC program will not be open during Spring, Summer and Winter Breaks. There will be an alternative camp run by the YMCA during these breaks at a separate cost, should you choose to use it. SACC participants will be able to register for these camps before it is open to the public.



GENERAL POLICIES

File Information

- A completed registration form, including emergency contacts and insurance information, must be on file. It is the parent's responsibility to keep proper registration information and current phone numbers in the child's YMCA permanent records. Services may be withheld if this information is not provided.
- The Rappahannock Area YMCA requires all children enrolling in a licensed child care center to have a copy of the child's Birth Certificate and physical examination under the direction of a physician, PRIOR TO EACH CHILD'S ADMISSION. The current form required by the Virginia Department of Health is the "School Entrance Physical Examination and Immunization Certificate" (form MCH 213).
- Regulations by the State Board of Health for the immunization of school children require documentation of all age appropriate immunizations prescribe in the regulations PRIOR TO EACH CHILD'S ADMISSION to a licensed care center. Form MCH 213 is also used for this purpose. (You can obtain copies of these forms from the school)
- If a natural parent is unauthorized to pick up a child, we MUST have court documents stating so in the file, as it is unlawful for us to prohibit a parent from picking up a child.

Sign-In/Out Information

- Whenever you drop off or pick up your child, you must enter the building to sign your child in or out.
- When signing your child in or out, please check the parent board for information, flyers, or notices concerning your child and the program.
- A child will be released ONLY to the persons who are listed on the authorized pick-up section of the enrollment form. If unauthorized persons come to pick up a child, the parents will be notified.
- The persons authorized to pick up a child must be 18 years old and must show a photo ID. We have a 100% ID check policy enforced.
- If any parent or authorized individual, arriving to pick up a child, is observed as being under the influence of drugs or alcohol, the parent or individual's child will be kept on the YMCA property pending notification of properly authorized personnel.
- In an emergency situation, changes in authorization may be taken by phone.
- The parent should inform the YMCA by 12:30 p.m. if their child is to be absent in the afternoon. A \$5 fee will be charged if a parent fails to notify the YMCA of absence.
- All children must be signed out by an adult over the age of 18. Children will be picked up no later than 6:30 pm. Parents/guardians or emergency contacts will be contacted by telephone if the child has not been picked up by 6:30pm. If no contact can be made with parents/guardian or emergency contacts by 7:30 pm, Social Services will then be called.

Late Pick Up

Whenever possible, parent(s) should call the center when she/he will be late for pick-up. Alternate pick-up arrangements should be considered. Continued late pick-up may result in suspension or termination of services. Late pick up fees will be added to your account. The fees for picking up your child late are as follows:

LATE PICK UP FEES (PER CHILD)

6:31-6:45	\$20
6:46-7:00	\$35
7:01-7:15	\$50
7:16-7:30	\$65

Health and Safety

Injury: If your child is injured and needs medical attention, we will attempt to do one or more of the following:

- Administer First Aid according to the proper procedures (All staff is certified in CPR/First Aid).
- Complete a written Accident Report concerning the injury.
- Contact parent/guardian/emergency contact if the injury is above the shoulder or appears to require immediate attention by the parent. We will record all attempts made to contact the parent.
- If the injury requires further medical attention, we will call an ambulance to transport the child to the hospital. A staff member will stay with the child until the parent/guardian/emergency contact arrives.

Sickness

- Limitations due to illness on attendance or required pick-up will be as follows: Child's temperature of 101 or over, contagious or communicable illness, vomiting and /or diarrhea.
- Parents will be notified by telephone of their child's illness. The YMCA will provide a soft area for the child to rest until he/she is picked up.
- Parents must contact the center within 24 hours of their child or any member of the household being diagnosed with a communicable disease.
- The YMCA is responsible for reporting any and all forms of abuse and neglect to the Department of Social Services.

Emergencies

- In the event of an emergency, parents will be contacted by the Child Care Manager via telephone and informed of any change in location.
- If parents/guardian cannot be reached, Emergency Contacts will be contacted. If no one can be reached within two hours, Social Services will be contacted.
- In the event of such an emergency as calls for the site to be evacuated during program hours, the children will be transported to the closest YMCA/stated alternate site (please refer to your child's specific site EAP) via YMCA transportation.
- A copy of each site's Emergency Action Plan is available upon request.
- A copy of the YMCA Outdoor Play Policy is available upon request.

Payments

- Payments are due every Friday, either by electronic draft or dropped in the payment box at the YMCA.
- Late payments incur a \$10 fee. Non-Sufficient Funds incurs a \$20 fee.
- Payments are made 10 days in advance, on Friday's.
- All payment questions can be directed to the Youth Payment Clerks.
- There are no -freel days and full tuition will be charged for partial weeks.

Donations

Please remember that the YMCA is a non-profit organization. On occasion, we do ask for art, game, and snack supplies. Please help as much as you can!

Snack

- Children may bring in their own breakfast/morning snack.
- We will provide snack for the children in the afternoon.
- Please inform your child not to share any snacks that are brought in due to other children having food allergies.
- We are also **ALL NUT-safe**, meaning please do not send your child with any snack containing any nut products.



Personal Belongings

- Children should only bring items they need for school.
- The YMCA is not responsible for lost or stolen items.
- The children may bring special items from home on planned special days. Please label these items clearly.

Medications

- Please refer to your child's specific program, as not all programs and branches are able to administer medication.
- If the branch/program is able to administer medication, the YMCA only administers emergency medication. Emergency medications include Epi-pen and Inhalers.
- If your child is prescribed an Epi-pen or inhaler, you will need to have your child's physician complete a written Medication Consent Form and return it, with your child's medication, to the YMCA.

Miscellaneous

- If you decide to withdraw your child from the program, a two-week written notice is required. Program Cancellation forms can be obtained at each branch's front desk.
- Custodial Parents have the right to visit anytime their child is present and are encouraged to do so.
- There will be opportunities for parental involvement throughout the school year.
- Staff will provide an opportunity for the parents to meet with them semiannually to discuss their child's development, behavior, adjustments and needs.
- Parents will complete sunscreen/insect repellent consent form for their child if either/both of these over-the-counter skin products need to be applied to their child.
- Children may not receive personal phone calls except in emergency situations.

Financial Aid Opportunities

The YMCA Financial Aid Program is designed to ensure that YMCA services are accessible to all members of the community and no one is excluded because of an inability to pay. It is the policy of the YMCA to provide services for any youth, adult or senior who desires to participate. While participants are expected to pay their share of operating costs, those who need assistance may be awarded full or partial scholarships based on their ability to pay, the YMCA's ability to fund the subsidy or program capacity.

For scholarship assistance information, contact your local YMCA branch. These funds are provided through the kind generosity of YMCA friends.

INCLEMENT WEATHER

CLOSED DUE TO WEATHER

The YMCA SACC Program will be closed the first day when Stafford County Schools (Stafford Sites & Massad site), Spotsylvania County Schools, and King George County Schools (King George Site) are closed due to inclement weather. After the first day the YMCA will determine if the SACC program is closed (Stafford, Spotsylvania and King George Counties). Stafford sites please call your site phone for a recording about the decision, or call 540-371-9622 (Stafford) or 540-735-9622 (Spotsylvania) for information about closings. Inclement weather may result in care being offered only at the Ron Rosner branch located at 5700 Smith Station Road. Please call the Ron Rosner Y for updates.

1 and 2 Hour Delay Due to Weather The YMCA SACC program will open on time when Stafford County Schools (Stafford Sites & Massad site), King George County Schools (King George Site) are delayed 1 or 2 hours due to inclement weather. Spotsylvania County Schools will have a delayed opening in accordance with the school delay, i.e. 2 hour delay results in 8 am open.

School Closes Early Due to Weather

The YMCA SACC program will be open for up to two hours after the schools have closed. The Spotsylvania SACC Program will not offer care afterschool if school closes early. Please make alternative arrangements for your child if you cannot come and pick up your child soon after they are let out of school. The YMCA SACC sites will close within two hours of school being let out. We want the children and our staff safe during bad weather conditions.



Disciplinary and Behavior Management Policy

A child's participation in the child care programs depends upon his or her behavior. We certainly want each child to enjoy the activities planned and benefit from their experience with the -Yll.

Basic rules of safety and conduct are reviewed in this handbook. Please make certain that your child is aware of these rules. Parents will be informed by phone, in writing and through parent conferences if their child continues to display poor behavior. General discipline techniques involve positive reinforcement for good behavior and careful explanation of behavior that is unacceptable. An activity will be denied for repeated poor behavior and the child will be directed to an alternative activity. Physical discipline will not be used nor will food be denied as punishment.

Failure to comply with the following simple rules may lead to disciplinary action, possible suspension and/or termination from the program:

- Repeatedly engaging in fighting as a way to solve an issue.
- Stealing or defacing the school/site or other children's property.
- Refusing to follow basic safety rules.
- Repeated disrespect of staff or rude or discourteous behavior toward other children.
- Repeatedly displaying an inability to follow established guidelines.
- Bullying on any level will not be tolerated. YMCA reserves the right to immediately suspend and/or terminate services due to violation of this policy.

The parents will be given written notification of termination with a one-week period for obtaining new services. (Immediate termination could occur if the YMCA staff feels it cannot maintain the safety and welfare of the child and/or other children.)

LICENSING INFORMATION FOR PARENTS ABOUT CHILD DAY PROGRAMS

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection, and well-being of a child for any part of a 24-hour day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions to licenser, licensed programs include child day centers, family day homes, child day center systems and family day systems. The state may also voluntarily register family day homes not required to be licensed.

Standards for licensed child day centers address certain health precautions; adequate play space, a ratio of children per staff member, equipment, program and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health, and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program, which will be investigated if it violates a standard.

Three types of licenses may be issued to programs. Conditional licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for licenser. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with the standards. Operating without a license when required constitutes a misdemeanor, which, upon conviction, can be punishable by a fine of up to \$100 or imprisonment of up to 12 months or both for each day's violation.

If you would like additional information about the licensing of our child day programs or would like to register a complaint, please contact the Regional Office of Social Services closest to you.

Social Services Regional Offices

Fairfax Licensing Office
3959 Pender Dr., Suite 320
Fairfax, Va 22030
(703) 934-1505

Verona Licensing Office
Post Office Box 350
Verona, Va. 24482-0350
(703) 248-9345

No. Va. Regional Office
170 W. Shirley Street, Suite 200
Warrenton, Va. 22186
(540) 347-6345

Piedmont Reg. Office Commonwealth of VA Building
Church Street. S.W. Ste 100
Roanoke, VA 24011-1779
(703) 857-7971

Central Reg. Office
1604 Santa Rosa Rd
Richmond, Va. 23220-5008
(804) 662-9743

Eastern Reg. Office
Pembroke Office Park St
S.W. 210 Pembroke 4 Office Building, Suite 300
Virginia Beach, Va 23462-5496
(804) 473-2116

YMCA Youth Department Emergency Action Plan and Outdoor Play Policy Are Available Upon Request and can be found at www.family-ymca.org.

Our HEPA Policy

The Rappahannock Area YMCA Youth Departments are committed to the health of the children that come to the Y for activities.

The Youth Departments of the Rappahannock Area YMCA have adopted these standards for healthy eating in Out-Of-School Time Programs as provided by the National YMCA.

- Foods and beverages will only be served that promote lifelong health and help prevent chronic disease.
- Offers sweet baked goods no more than twice a month, and these contain no trans-fat.
- All staff receives training on the role of healthy eating, physical activity and social supports for healthy behaviors once per year.
- Function of food in the program is to promote healthy eating and good nutrition.
- Food is not used as a reward or punishment.
- Food is not used in craft projects that would take money away from healthy snacks.
- Holidays and birthdays are celebrated with healthy items.
- Fundraisers emphasize healthful foods or rely on nonfood items.
- Staff model and promote healthy eating.
- Staff members sit and eat the daily program snack or meal with students
- Staff discusses the benefits of snack components with the children.
- Staff members do not bring in/consume personal food or beverages in front of the children other than items that would appear on the program's menu
- Healthy food is served at parent events.
- The program budgets appropriately for food costs based on a food and beverage program that addresses the standards outlined.
- Staff at all levels model healthy eating on the job.
- Foods served at staff meetings are healthy.
- Students do not have access to vending machines that sell foods and beverages that do not support the healthy eating standards.

Thank you to your commitment to reducing and preventing childhood obesity among the youth that attend Out-Of-School Time Programs at the Rappahannock Area YMCA.

Elizabeth Taylor
Vice President of Programming
Executive Director – King George

THE MEMORANDUM OF UNDERSTANDING BETWEEN THE STAFFORD COUNTY SCHOOL SYSTEM (ALSO SPOTSYLVANIA, KING GEORGE & CAROLINE) AND THE YMCA STATES THAT:

-The parties, YMCA and SCPS, are independent contractors in relation to one another and neither party is authorized or permitted to act as an agent or employee of the other. As such, the YMCA shall issue a disclaimer on all written communications related to the program that states, -This agency, YMCA, is a private entity and is not affiliated with Stafford County Public Schools. The school division only provides space to the YMCA.¶

SACC Site Information

- Rappahannock Area YMCA – Massad Facility
212 Butler Rd.
540-371-9622
- Rappahannock Area YMCA – Ron Rosner Facility
5700 Smith Station Road
540-735-9622
- Stafford County Schools SACC Program
540-371-9622
- Rappahannock Area YMCA – King George Facility
10545 Kings Highway
540-775-9622
- Rappahannock Area YMCA-Caroline Facility
804-448-9622
- Spotsylvania County Schools SACC Program
540-735-9622



PARENT ACKNOWLEDGEMENT OF HANDBOOK (PLEASE SIGN AND RETURN)

This is to certify that I have received, read, and understood the Fun Club/SACC program parent information packet, Emergency Action Plan and Outdoor Play Policy dated for the 2017-2018 school year.

I agree to and will abide by all policies and procedures set forth in the parent packet and understand that this form will be made part of my child's registration packet and placed in their file.

Child's Name _____

YMCA SACC Site Child Attends _____

Parent Signature _____

Date received _____

