



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

# **A GREAT PLACE TO GROW**

**YMCA SACC Before and After School Care  
At Lewis and Clark Elementary  
Parent Handbook  
CAROLINE FAMILY YMCA**

**Caroline Family YMCA**  
17422 Library Blvd.  
Ruther Glen, VA 22546  
(804) 448-9622

**Lewis and Clark Elementary**  
18101 Clark and York Blvd.  
Ruther Glen, VA 22546  
(540) 841-6870

Updated 1/9/18

## RAPPAHANNOCK AREA YMCA MISSION STATEMENT

The Y's 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 their 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 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 opportunities to volunteer, advocate, and support programs that strengthen community.

## 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.

## YMCA CHILD CARE 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:

1. Develop an appreciation for himself/herself, family, school, community, country, and the world.
2. 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.
3. Develop and improve personal skills such as neatness, originality, patience, and dependability.
4. Develop and improve social skills: Acceptance of others, cooperation, responsibility, and avoiding put-downs and respect for differing opinions.
5. Develop health and safety practices
6. 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 wellbeing 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.

### GENERAL INFORMATION

1. Hours of Operation: 6:00am-8:20am, 3:30pm-6:30pm
2. Serving children ages 5 – 12 years old (enrolled in Kindergarten through 5<sup>th</sup> grade).
3. Enrollment is taken throughout the year in accordance with space availability.
4. 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.
5. The SACC program does not refund for snow days until the end of the school year and will refund only if days are not made up by the school system. If the school makes up the missed days through make-up days or adding additional days on to the school year, no refund will be given.
6. The SACC program will be open on Teacher Workdays (6:00 am – 6:30 pm). YMCA SACC will be providing care on site at Lewis and Clark Elementary. There is an additional fee of \$20.00, plus a field trip fee (if applicable). Parents must register their child for the Teacher Workday childcare and the sign up will be available at your SACC site three weeks prior to the Teacher

Workday. Registration ends one week prior to the Teacher Workday, additional fees will be applied for late registrations.

7. The SACC program will provide care on Early Dismissal (half days), at an additional charge for children who are registered in the program BEFORE AND AFTER, BEFORE or AFTER ONLY. If your child attends, an additional fee of \$10.00 will be added if you need care in the afternoons on early dismissal days. Care will be provided on early dismissal days from the time children are dismissed until 6:30 pm.
8. 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 prescribed 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 and Out Procedures
  - Whenever you drop off or pick up your child, you must enter the building to sign your in or out.
  - When signing your child in or out, please check the parent board for information, flyer, 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.

- 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 pm if their child will be absent in the afternoon. A \$5 fee will be charged if a parent fails to notify the YMCA of absence.
- Departure: End of School – 6:30 pm: 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 6:30 pm. If not 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 your child up late are as follows. Fees are charged per child.

6:31 – 6:45 pm	\$20.00
6:46 – 7:00 pm	\$35.00
7:01 – 7:15 pm	\$50.00
7:16 – 7:30 pm	\$65.00

- Health and Safety
  - Injury: If your child is injured and needs medical attention, we will attempt to do one or more of the following:
    1. Administer First Aid according to the proper procedures. All staff is certified in CPR/First Aid.
    2. Complete a written Accident Report concerning the injury.
    3. 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 to contact the parent.
    4. 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
    1. Limitations due to illness on attendance or required pick-up will be as follows:
      - Child's temperature of 101 or over
      - Contagious or communicable disease
      - Vomiting and/or diarrhea

2. 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.
  3. Communicable Diseases – Parents must contact the center within 24 hours of their child or any member of their 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 parent(s)/guardian cannot be reached, emergency contacts will be contacted. If no one can be reached within 2 hours, Social Services will be contacted.
    - In the event of an emergency that calls for the site to be evacuated during program hours, the children will be transported to the closed YMCA stated alternate site (please refer to your child's specific site Emergency Action Plan) 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
    - Weekly payments are due every Friday either by electronic draft or dropped in the payment box at the YMCA. The monthly payments (for 4 weeks of care) are due on the 1<sup>st</sup> of each month.
    - Late payments incur a \$10 fee/child.
    - Non-sufficient Funds incurs a \$20 fee.
    - Payments are made two weeks in advance.
    - All payment questions can be directed to the Youth Payment Clerks.
    - There are no "free" days and full tuition will be charged for partial weeks.
  - Snack
    - We will provide a healthy 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 peanut-safe, meaning please do not send your child with any snack containing any peanut 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.

- 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!
- Medications
  - Lewis and Clark YMCA SACC will only accept lifesaving medications prescribed by a physician, which includes EpiPens and Asthma Inhalers. If your child has any other emergency medications that are necessary to have onsite while your child is in attendance please contact the childcare manager for approval. In order for your child's medication to be onsite at the SACC program, we must have a medical form onsite which can be obtained from your SACC site. All medical forms have to be turned in and complete before any medication can be taken by a YMCA SACC site.
- 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 the child is present and are encouraged to do so. There will be opportunities for parent involvement during the school year.
  - Staff/Parent Meetings: Staff will provide an opportunity for the parents to meet with them semi-annually to discuss their child's development, behavior, adjustments, and needs.
  - Over the counter skin products (sunscreen/insect repellent): Parents will complete a sunscreen/insect repellent consent form for their child if either/both of these over the counter skin products needs to be applied to their child.
  - Children may not receive personal phone calls except in emergency situations.

## INCLEMENT WEATHER POLICY

School Closed due to weather – The YMCA SACC program will be closed when Caroline County Schools are closed due to inclement weather. \*\*If Caroline County Schools are closed for more than two consecutive days due to inclement weather, Caroline SACC sites (Lewis & Clark, Madison, and Bowling Green) will provide care at the Caroline Family YMCA facility if the weather permits. An additional charge will be added to your account for care on that day. Please call 804-448-9622 for information regarding weather related closings and if the YMCA will be providing care during inclement weather closings.\*\*

1 and 2 Hour Delay due to weather – Caroline SACC programs (Lewis & Clark, Madison, and Bowling Green) will have a delayed opening in accordance with the school delay, i.e. 2 hour delay results in 8:00am opening, 1 hour delay results in a 7:00am opening.

School Closes Early due to Weather – The Caroline YMCA SACC program will be open for up to two hours after the schools have closed. 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 program depends upon his or her behavior. We certainly want each child to enjoy the activities planned and benefit from their experience with the YMCA. 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:

- A. Repeatedly engaging in fighting as a way to solve an issue.
- B. Stealing or defacing the school/site or other children's property.
- C. Refusing to follow basic safety rules.
- D. Repeated disrespect or staff or rude or discourteous behavior toward other children.
- E. Repeatedly displaying an inability to follow established guidelines.
- F. Bullying on any level will not be tolerated. The 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 the 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 six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for the 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.

Central Regional Office 1604 Santa Rosa Road Richmond, VA 23220-5008 (804) 662-9743	Fairfax Licensing Office 3959 Pender Drive, Ste. 320 Fairfax, VA 22030 (703) 934-1505	Verona Licensing Office PO Box 350 Verona, VA 24482-0350 (703) 248-9345
No. Va. Regional Office 170. Shirley St., Suite 200 Warrenton, VA 22186 (540) 347-6345	Piedmont Regional Office Building Church St. SW, Ste 100 Roanoke, VA 24011-1779 (703) 857-7971	Eastern Regional Office 291 Independence Blvd, Ste. 300 Va. 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](http://www.family-ymca.org).

**CONTACT INFORMATION FOR LEWIS AND CLARK SACC PROGRAM**

If at any time you have questions or concerns regarding the SACC program, please contact the Youth Director at (804) 448-9622 ext. 4042. If you have questions regarding childcare payments, please call (804)448-9622 ext. 4033.

**CHAIN OF COMMAND**

Program Leaders – Site Supervisor – Youth Director – Executive Director

## Parent Acknowledgement of Handbook (Please sign and return)

This is to certify that I have received, read, and understood the Lewis and Clark YMCA SACC program parent information packet, Emergency Action Plan, and Outdoor Play Policy dated for the 2018-19 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 a part of my child's registration packet and placed in their file.

Child(ren)'s Name \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_