



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 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, avoiding put-downs and respect for differing opinions.
- Develop health and safety practices.
- Have FUN!

Staff

- Program Directors, managers and counselors will maintain a direct staff to child ratio of at least 1 to 18.
- Each staff's primary concern is 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

August - May

Mornings: 6:00am until school begins

- Stafford & Spotsylvania County SACC
- Caroline County SACC
- Fredericksburg City SACC

Mornings: 6:30am until School begins

- King George YMCA Fun Club

Afternoon: All sites

- End of school until 6:30 pm

GENERAL INFORMATION

- Serving children ages 5 – 12 years old (enrolled in Kindergarten through 5th grade).
- Enrollment is taken throughout the year in accordance with space availability.
- Stafford, Spotsylvania and Fredericksburg City SACC do not transport children during the school year. These programs are located at the Elementary Schools. Parents will pick-up and drop-off for the program at their child's school.
- The SACC program will be open on Teacher Workdays. There is an additional fee of \$30 for Teacher Workdays. Parents 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 for those registered for after care beginning at 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 ahead of time.
- All holidays that the school observes, the same will be with our programs. Care will not be provided on holidays). **FULL TUITION WILL BE CHARGED FOR THESE WEEKS**



SACC SAMPLE DAILY SCHEDULE

Morning Schedule

- 6:00-7:15 Open Centers
- 7:15-7:45 Character Development Activity
- 7:45-8:15 Physical Activity
- 8:15-8:25 Breakfast/Dismissal

Afternoon Schedule

- 3:25-3:30 Arrival
- 3:30-4:00 Homework/Quiet Activities
- 4:00-4:30 Snack
- 4:30-5:00 SAFE Lesson Plan Activity
- 5:00-5:30 Physical Activity
- 5:30-6:30 Open Centers

GENERAL POLICIES

File information

1. A completed electronic child file, including all uploads, 2 emergency contacts (other than parent/guardian) and insurance information, must be on file. It is the parent's **responsibility** to keep proper registration information and current phone number in the child's YMCA permanent records. **Services will be withheld if this information is not provided. (Except for Religious exemptions)**
2. The Rappahannock Area YMCA requires all children enrolling in a licensed child care center to have a copy of the child's Birth Certificate, shot record & physical examination under the direction of a physician, **PRIOR TO EACH CHILD'S ADMISSION.**
3. The current form required by the Virginia Department of Health is the "School Entrance Physical Examination and Immunization Certificate" (form MCH 213).
4. 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)
5. If a biological 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

1. Children must be signed in and out of the program daily.
2. When signing your child in or out, please check the parent board for information, flyers, or notices concerning your child and the program.
3. 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 pickup a child, the parents will be notified.
4. 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

5. In an emergency situation, changes in authorization may be taken by phone.
6. The parent should inform the site's child care manager 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.**
7. Any adult entering the program area is expected to demonstrate behavior that aligns with the Y's core values.
8. Children must be picked up by 6:30pm.
9. 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 FEES PER CHILD	
6:31pm – 6:45pm	\$20.00
6:46pm – 7:00pm	\$35.00
7:01pm – 7:15pm	\$50.00
7:16pm – 7:30pm	\$65.00
7:31pm – Onwards	Social Services will be contacted

PAYMENTS

- The registration fee for each child is due at the time of registration. Registration fees are non-refundable/non-transferable.
- Upon approval of Playerspace documents, child will be registered for the program. Registration fees will automatically be drafted from the account provided at that time.
- Weekly payments are on Fridays 10 days in advance of the week of care. Monthly payment cover 4 weeks of care and are due on the 1st of the month.
- Payments not made by 1pm on Friday will result in a \$10 late payment fee and the child cannot return Monday without payment in full
- A limited number of holidays and inclement weather days have been accounted for in establishing the school year fees and weekly/monthly tuition will remain the same.
- There is a \$20 fee for all returned payments.
- If two checks or drafts are returned, cash or money order will be required for all future payments.

HEALTH & 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 are certified in CPR & First Aid).
- Complete a written accident report concerning the injury.
- Staff will inform the parent/guardian of all injuries/accidents.
- 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 or emergency contact arrives.
- An attempt will be made to contact all custodial parents.

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 suspected 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 a parent or 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, when the call is made to evacuate the site during program hours, the children will be transported to the nearest YMCA location or YMCA site as stated in our Emergency action plan.
- A copy of the site EAP and Outdoor play policy is posted at each site.

SNACK

- The YMCA will provide a Healthy snack for the children in the afternoon.
- The YMCA does not provide breakfast or am snack. Children may bring their own Healthy Breakfast/Morning Snack from home.
- Please inform your child not to share any snacks that are brought from home due to food allergies that the other children may have.
- We are a NUT SAFE facility, please do not send your child with any food that may contain nut products.

PERSONAL BELONGINGS

- Children are only to bring the items they will need for school.
- The YMCA will NOT be responsible for any lost or stolen items.
- The children may bring special items from home on special planned days only. This is at the discretion of the Child Care Managers.
- Please make sure any items permitted for special planned days are labeled clearly with your child's information.

MEDICATIONS

- **Please refer to your child's specific program, as not all programs and branches are able to administer medication.**
- YMCA medication trained staff are only trained to administer the following emergency medications: epinephrine (epi-pens), inhalers & liquid Benadryl.
- If your child needs medication administered to them while in our program please make sure we have the following on file-
 - A written medication consent form, completed by your child's physician
 - Your child's allergy and/or asthma action plan
 - Your child's medication in the original container with your child's full name and complete instructions.
- All medication must be stored in a locked container.

MISCELLANEOUS INFORMATION

- **Withdrawing from the program** – A two week notice is required to withdraw your child/children from the program. Program cancellation forms are available on request.
- Custodial parents have the right to visit the program anytime their child is present and we encourage you to do so.
- We will have opportunities for parent involvement throughout the school year.
- Parents will need to complete a sunscreen, insect repellent authorization form for their child, if either or both of these over the counter skin products need to be applied to their child during program hours.
- **Preschool Parents** – Staff will provide an opportunity for the parents to meet with semiannually to discuss their child’s development, behavior, adjustments and needs.

CELL PHONES/PHONE CALLS

- Children are NOT permitted to bring cell phones to our programs.
- Children may NOT receive personal phone calls, except in an emergency situation.
- Children using their personal cell will have the phone confiscated and parent will have to retrieve it from the staff upon pick up.

FINANCIAL ASSISTANCE – OPEN DOORS

The Rappahannock AREA YMCA Financial Assistance program is designed to ensure that our services are accessible to all members of the community. No one will be excluded for their inability to pay. It is the policy of the YMCA to provide services for any youth, adult or senior who desires to participate in our programs. While participants are expected to pay their share of operating costs, those who need assistance may be awarded up to 50% of financial assistance based on their ability to pay, the YMCA’s ability to fund the subsidy or the program capacity. In extreme circumstances a participant may be awarded more than 50% in financial assistance, this is at the discretion of the program director.

For Financial assistance information you may contact your YMCA Branch. These funds are provided through the generosity of YMCA community members, YMCA members and YMCA staff.

DISCIPLINARY AND BEHAVIOR MANAGEMENT POLICY

A child’s participation in our childcare programs depends upon his or her behavior. We certainly want each child to enjoy the planned activities and benefit from their experiences with the Rappahannock Area YMCA.

The basic rules of safety and conduct are reviewed in this handbook. Please make sure that your child is aware of our policies and procedures as stated in the handbook. Parents will be informed by phone, in writing or through parent conferences if their child continues to have poor behavior. General discipline techniques and involve positive reinforcement for good behavior and detailed explanation of behavior that is unacceptable. An activity will be denied for repeated poor behavior and the child will be redirected to an alternative activity. Physical discipline will not be used nor will food be denied or used as a punishment towards the child.

Failure to comply with the following rules may lead to disciplinary action and possible suspension or termination from the program.

1. Repeat engagement in fighting as a way to resolve an issue.
2. Stealing or defacing the school/site or property belonging to other children.
3. Repeated disrespect, being rude or discourteous towards staff members or other children.
4. Repeatedly displaying the inability to follow the established guidelines.
5. Bullying or making threats on any level will not be tolerated. The Rappahannock Area YMCA reserves the right to immediately suspend or terminate services due to a violation of this policy.

When possible, parents will be given a written notification of termination with a one week notice so they may seek alternate care for their child. Immediate termination may occur if the Rappahannock Area YMCA staff feel that they cannot maintain the safety and welfare of the children or the other children.



INCLEMENT WEATHER

CLOSED DUE TO WEATHER

The following guidelines are in place for the Rappahannock Area YMCA School age Childcare Programs.

STAFFORD COUNTY SACC & FREDERICKSBURG CITY SACC

The first day that Stafford County Schools are closed due to inclement weather, the YMCA SACC program will also be closed. If Schools are closed for a second day, please call the site phone for information on any care that may be offered at the Massad branch, space may be limited.

SPOTSYLVANIA COUNTY SACC PROGRAM

The first day that Spotsylvania County Schools are closed due to inclement weather the YMCA SACC program will also be closed. If Schools are closed for a second day, please call the site phone for information on any care that may be offered at the Ron Rosner branch, space may be limited.

CAROLINE BRANCH

The first day that Caroline County Schools are closed due to inclement weather, the YMCA SACC program will also be closed. If Schools are closed for a second day, please call the site phone for information on any care that may be offered at the Caroline branch, space may be limited.

KING GEORGE BRANCH

The first day that King George County Schools are closed due to inclement weather, the YMCA Fun Club program will also be closed. After the first day of the schools being closed the branch will determine if they are able to open to offer care. Please check our website for updated information.

MASSAD BRANCH

The first day that Stafford County Schools are closed due to inclement weather, the YMCA Fun Club program will also be closed. After the first day of the schools being closed the branch will determine if they are able to open to offer care. Please check our website for updated information.

SCHOOL DELAYS (1 AND 2 HOURS)

- **Stafford County YMCA SACC** – Will have a delayed opening. 2 Hour delay SACC will open at 8am.
- **Spotsylvania County YMCA SACC** – Will have a delayed opening. 2 Hour delay SACC will open at 8am.
- **Fredericksburg City YMCA SACC** – Will have a delayed opening. 2 Hour delay SACC will open at 8am.
- **Caroline County YMCA SACC** – Will have a delayed opening. 2 Hour delay SACC will open at 8am.
- **King George Branch (Fun Club)** – Check with Facility Website, Facebook page etc.

SCHOOLS CLOSING EARLY DUE TO INCLEMENT WEATHER

All afterschool programs (**except Spotsylvania SACC**) will stay open for 2 hours after schools close due to inclement weather. Please make arrangements for your child to be picked up with the 2 hours of school closing.

Spotsylvania County SACC Program will NOT offer care if schools close early. Please make arrangements for your child to be picked from school.

YMCA HEPA STANDARDS POLICY

The Rappahannock Area YMCA is committed to the health of all the children that attend our youth programs particularly in our Childcare programs.

The Youth Department of the Rappahannock Area YMCA has adopted the HEPA Standards for "Eating in-out-Of-School Time" programs as provided by the National YMCA of the USA.

- Food & beverages will only be served that help promote lifelong health & help prevent chronic diseases. (The YMCA SACC program does not serve breakfast or am snack. A healthy snack will be provided in the afternoon).
- All staff receive training on the role of healthy eating & physical activity & the social supports of healthy behaviors. This training is given at least once per year.
- The function of in the program is to promote healthy Eating & Good nutrition.
- Food will not be used as a reward or as a punishment.
- Food will not be used for craft projects as it would take away funds for healthy snacks.
- Fundraisers will focus on non-food items.
- Staff will model and promote healthy Eating & Physical activity.
- Staff will sit with the children at snack time children & staff will consume the same snack.
- Staff will discuss with the children the benefits of eating healthy.
- Staff are not permitted to bring outside food or beverages to the program to eat while in the presence of the children.
- The program budgets appropriately for food costs based on the program standards outlined.
- Staff at all levels will model healthy eating while on the job.
- Students do not have access to vending machines that sell foods and beverages that do not support our healthy eating standards.
- Healthy foods will be served at parent events.
- Holidays and Birthdays will be celebrated with healthy Foods.
- NO sweet baked foods will be offered during our Childcare (Youth) programs.

Thank you for your commitment to reducing and preventing childhood obesity among the youth in our Out-Of-School Time programs at the Rappahannock Area YMCA.



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

The parties, Rappahannock Area YMCA, Stafford County Public Schools, Spotsylvania County Public Schools, Fredericksburg City Schools, are independent contractors in relation to each other 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 communication that states – This agency the Rappahannock AreaYMCA is a private entity and is not affiliated with either Stafford or Spotsylvania County Public Schools or Fredericksburg City Schools. The School systems only provide space to the Rappahannock Area YMCA.

CONTACT INFORMATION

- **SACC Executive Director- Alicia Kindred- (Stafford, Spotsylvania & Fredericksburg City)-540-735-9622 x2033**
- **SACC Operations Director- Virginia Murphy (Stafford, Spotsylvania & Fredericksburg City)- 540-735-9622 x2001**
- **Caroline County YMCA Youth Director- Keeyana Johnson- 804-448-9622 x4042**
- **Massad Family YMCA Youth Director- Karla Edwards- 540-371-9622 x1061**
- **Ron Rosner YMCA Youth Manager- Lauren Ordonez- 540-735-9622 x2014**
- **King George YMCA Youth Director- Ericka Robinson- 540-775-9622 x3087**



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

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 Education 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 E. 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 the Virginia Department of Education nearest to you.

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
410 Rosedale Court, Suite 270
Warrenton, VA
(540) 430-2526 20186

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 posted at each SACC site.

PARENT ACKNOWLEDGEMENT OF HANDBOOK

(PLEASE SIGN AND RETURN)

This is to certify that I have received, read, and understood the SACC parent handbook.

I agree to and will abide by all policies and procedures set forth in the parent handbook.

Child's Name _____

YMCA SACC/FUN CLUB Site My Child Attends _____

Parent Signature _____ Date Received _____

