

BLAST INTO BACK TO SCHOOL WITH THE Y!

After School Care

- On-site certified childcare program at your child's school
- Free Swim Fridays!
- Affordable programs and financial assistance available to qualifying families
- Inclement weather and school days off camp included
- Character building in a safe environment so that you can work without worry



Southside VA Family YMCA
Child Care | Youth Development
580 Commerce Road
Farmville, VA 23901

Southside VA Family YMCA | www.southsidevafamilyymca.org | 434.392.3456



Dear Parents,

We are happy that you have chosen the YMCA After School Program for your childcare needs. Our program is in cooperation with Prince Edward County Public Schools. Transportation is provided by the school system to and from the nearest program if not housed at your child's school.

Our site staff personnel are experienced and enthusiastic about the program. We look forward to successfully meeting your child's needs with quality care. Parent's comments and ideas are gratefully accepted.

Opportunity for structured homework time and physical activities will be available for your child each day. All of our site locations are licensed by the Department of Social Services. Stimulating and fun activities are centered around monthly themes and will include Character Development, arts and crafts, STEM, and guest speakers.

I trust that your child will have a good year with the YMCA After School Program.

Youth and Family Services,
LeAnne Harris

Get in the KNOW!

- Download the YMCA Mobile App for updates/changes and weather alerts.
- Like us on Facebook for photos and announcements

For a better us

did you know?

1 out of every 3 childcare participants receive financial assistance?

Help strengthen the life of a child!



find us on facebook | follow us on instagram | download our mobile app |
www.southsidevafamilyymca.org





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FUN ASSET BUILDING ACTIVITIES

- Outdoor activities
- Special events/speakers
- Multicultural activities
- Hands-on environmental experiences
- Water Safety
- Positive adult role models

ABOUT SOUTHSIDE VA FAMILY YMCA

OUR COMMITMENT - We are to dedicated to nurturing the potential of kids, promoting healthy living and fostering a sense of social responsibility within our community. The Y ensures that every individual has access to the essentials needed to learn, grow and thrive.

OUR PROMISE - Though the world may be unpredictable, one thing remains certain - the Y is, and always will be, dedicated to building healthy, confident, secure and connected children, families and communities.

OUR MISSION - To put Christian Principles into practice through programs that build healthy spirit, mind and body for all.

OUR LEGACY - For over 160 years, we have created a sense of community with a safe and supportive environment while being open and an advocate for all.

REGISTRATION & ADMISSION

EVERY PARTICIPANT who is attending our program is required to have a completed registration form and a copy of their immunization and physical form. We would also need to see each child's birth certificate.

During the registration process, please complete the following:

- Read all Child Care Policies and Procedures in the Handbook
- Complete entire registration form (forms with empty lines will not be accepted.)
- Provide correct and complete addresses and phone numbers of all persons authorized to pick up your child
- Provide current and updated immunization chart and physical
- Licensing standards mandate that child care staff see and record the state ID number of your child's original birth certificate or passport. Please bring it at the time you register.

Please note that children must be in between the ages 5-12 to participate in this program.

ADMISSION POLICIES

The YMCA of Central Virginia child care program admits children 5-12 years of age. Children of any race, color, religion, sex, national and ethnic origin are granted all rights, privileges, programs, and activities generally accorded or made available at the school. The YMCA does not discriminate on the basis of race, color, religion, sex, or national or ethnic origin in the administration of its personnel and admissions policies. It is our hope to have a culturally diverse population within our staff, participants, and programs.

All parents must fill out the registration form provided and return it no later than one week prior to the week they need to begin. No child will be accepted unless they have the proper, completed paperwork in their file. We are unable to accept phoned or faxed registration forms. All forms must be accompanied by a copy of the Commonwealth of Virginia's physical and immunization form.

APPLICATION & IMMUNIZATION FORMS

Pre-Registration is strongly recommended. Participants will need to be registered no later than one week prior to the week they need to attend. All parents must fill out the registration form provided and return no later than one week prior to the week they need to attend. No child will be accepted unless they have the proper, completed paper work in their file. We are unable to except phoned or faxed registration forms. These information sheets must be accompanied by a copy of the Commonwealth of Virginia's physical form, immunization form & birth certificate.

REGISTRATION LOCATIONS

SOUTHSIDE VIRGINIA FAMILY YMCA
580 Commerce Road
Farmville VA 23901
434.392.3456

YMCA CHILD CARE VISION STATEMENT

The Southside VA Family YMCA is committed to the YMCA Core Values of Caring, Honesty, Respect, Responsibility, and Faith as the basis for our program efforts in supporting families.

OUR COMMITMENT EMBRACES

FOR YOUTH DEVELOPMENT

We believe 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 cultivating the values, skills and relationships that lead to positive behaviors, better health and educational achievement.

FOR HEALTHY LIVING

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 well-being for their spirit, mind and body.

FOR SOCIAL RESPONSIBILITY

The Y fosters the care and respect all people need and deserve. Through the Y, 500,000 volunteers and thousands of donors, leaders and partners across the country are empowering millions of people in the U.S. and around the world to be healthy, confident, connected and secure.

PAYMENT INFORMATION

- Registration fee: \$50 per child
- Weekly Fee: Please see your child's site Program Director for fees
- Rates are based on all weeks of school from the beginning to the end of the school year. Credits will not be given for non-attendance or for days when the school district chooses to close, such as inclement weather.
- Fees are to be paid prior to attendance (payments are due on the Monday of the week attending or your account will be assessed a \$35 late payment fee).
- Payments made by draft will be deducted from your account on Monday, the week of service. Payments are due on the Friday before each week of care if paying by check or money order, if not received a \$35 late fee will be applied. Payments made by check should be made payable to the YMCA.
- Any payments that your bank or credit card issuer for reason not honor your draft, a return payment fee of \$30 will be assessed on your account in addition to the program payment due. This is also in addition to any service fee your bank may charge.
 - Your account will be automatically reprocessed for payment of a draft not honored
 - If more than two payments are returned, you must pay past program fees in care and set on a pay-as-you-come schedule. Cash payments will only be accepted at the Welcome Center of your YMCA.

Please include the following items on each check: your child's name and the week of service being paid. A fee of \$50 will be assessed to all return checks, in the event of a returned check, all future payments must be made by money order. Payments will not be pro-rated due to absences, holidays, or inclement weather.

We accept Visa, MasterCard, American Express and Discover.

Fees will not be reimbursed once the program has begun. To receive a full refund, minus the registration fee, you must notify the YMCA in writing of cancellation two weeks prior to the last day of participation.

SCHOLARSHIP INFORMATION

The YMCA makes every attempt to register a family regardless of economic hardships through our open doors scholarship program. YMCA scholarships may be available upon request. Scholarships are provided to all qualifying families. All scholarships are based on availability of scholarship funds.

Scholarship applications must include:

- pay stubs for everyone living in the household
- a copy of your past years tax return
- custody papers (if requested)
- completed scholarship request form
- all scholarships are based on availability of scholarship funds. Please keep in mind that it takes 10 to 14 days to process a scholarship application.

YOUR CHILD'S FILE

Children's files must be filled out legibly and completely. We also must have a copy of your child's physical and immunization records and need to view your child's birth certificate. We need new copies of these each year. Any pertinent information regarding your child will be added to their file throughout the year (ex. Child counseling forms, additional information from parents, additional pick up information).

*No one else except the YMCA staff, our licensing representatives, and yourself will be able to see your child's file.

*We cannot release internal YMCA record keeping documents to families without court order.

**Y MEMBERS SAVE ON CHILDCARE AND SUMMER CAMP – JOIN TODAY!
STRENGTHEN YOUR FAMILY IN MORE WAYS THAN ONE WITH FAMILY PROGRAMS AT THE Y!**



- Parent Nights Out
- Healthy Kids Day
- Leader's Club
- Volunteer Opportunities
- Youth Sports
- and more!

Contact LeAnne Harris for more information - leaneharris@ymcacva.org

LOCATIONS AND HOURS

| Locations | After School Hours | Schools Included |
|--------------------------|--------------------|--|
| Southside VA Family YMCA | 3:00pm – 6:00 pm | Prince Edward County Elementary Prince Edward County Middle |

There will be no childcare offered on the following days:
Labor Day, 4th of July, Christmas Day, New Years Day, Thanksgiving Day + Day After
*subject to change

Open Door Policy

Parents of currently enrolled children are welcome to visit the center anytime during regular hours of operation.

FUN DAYS/SNOW DAYS AND HOLIDAY CAMPS

The YMCA offers Y Camp Days whenever school is out for children ages 5 - 12. Y Camp Days offer a structured environment for your child to develop positive identities, values and social skills while having a great time.

This full-day program is offered at the Southside VA Family YMCA when school is not in session

Please pack a lunch, 2 snacks, and water bottle. These days are offered during most school system breaks based on school calendar. For those attending during out of school times at Jamerson, please bring a swimsuit and towel.

Sample After School Schedule
3:00 – 3:30 Arrival Time/Restroom
3:30 – 4:00 Snack
4:00 – 4:15 Cleanup/Restroom
4:15 – 4:45 Homework
4:45 – 5:30 Crafts/Theme activity
5:30 – 6:00 Outside/Dismissal

*Fun Day Hours: 7am – 6pm
*Snow Day Hours: 8am – 6pm
Weather Permitting



ARRIVAL/DEPARTURE

During arrival and departure to the site, the parent or authorized persons are asked to park their car so as not to create a traffic hazard for children and other persons. If you are unfamiliar with your site's traffic pattern, please check with site coordinator. This will ensure the safety of the children in our care.

Children will be allowed to leave with persons other than the parent or guardian only if permission has been given to the coordinator on the registration form or in writing.

If your child attends extracurricular activities or has any other kind of arrival or departure time change within the period he or she is in our care, you must provide the coordinator with written permission.



SIGN IN/SIGN OUT POLICY

- 1) Parents are expected to sign their child(ren) in upon ARRIVAL in the morning and sign them out before LEAVING in the evening. There is a Sign in/Sign out book available for you to sign. We cannot be responsible for your child if we do not know he/she is there.
- 2) All persons signing children in/out must be at least 18 years of age. We cannot release minors to minors. There must be an exchange of responsibility from one adult to another. Not from a child to a staff. Child will not be released to siblings under the age of 18.
- 3) No child will be released to a person who does not have the necessary pick up ID or who is not authorized by the custodial parent. We must have written authorization for changes in this respect. The staff will question those persons with whom they are unfamiliar and check authorization before releasing a child. ID will be requested of anyone that we do not know.
- 4) A staff cannot legally refuse to release a child to a verified natural parent unless there is a court order in the child's file stating the visitation rights. Writing on our form that you do not want a husband or wife to pick up your child does not give us the legal right to refuse pick-up. Only the courts can give us that right.

ABSENCES

If your child will not be attending the program because of scheduled appointments, vacations, or other planned absences please notify the coordinator in advance, this does not waiver the weekly payment. If your child is ill, when you call the school to report the illness or pick up your child from school, please contact the coordinator on their cell phone. Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time in searching for the child may occur. If a child does not arrive at the program as intended, the coordinator will contact the parents or the child's emergency person(s).

AUTHORIZATION TO PICK

Authorization to pick up a child is given on the registration form attached. No child will be released to a person not authorized by the custodial parent. We must have written authorization for changes in this respect. Children will not be released to siblings. Staff will question those persons with whom they are unfamiliar and check authorization before releasing a child. Identification will be requested of anyone that we do not know. In accordance with section 63.2.-1813 of the code of Virginia, a custodial parent or guardian shall be allowed admittance to any "child day program." A child day program is defined as "one in which a person or organization has agreed to resume responsibility of the supervision,

protection and well-being of a child under the age of thirteen for less than a twenty-four hour period, regardless of whether it is licensed."

LATE PICK-UP POLICY

We understand that a late pick up may occur on a rare occasion. However, please understand that we open at 6:30 a.m. sharp and close at 6:00 p.m. sharp. If your child is not picked up by the end of the program, a late fee will be charged and collected at that time. If it is 6:01 p.m. (by our clock), you are late and a late fee will be assessed.

Fees are as follows:

- *The fee of \$10 for the first 1-10 minutes per child and \$1/minute per child for each additional minute.
- *If your child has not been picked up by 6:00 p.m. and we cannot reach you by phone, your emergency contact number will be called and asked to come and pick up your child(ren). After 30 min, if neither you nor your emergency contact can be reached your child will be taken to the Southside VA Family YMCA and Child Protective Services will be contacted.
- If you know you are going to be late, please call us. We do understand that things come up and traffic can be challenging even in the best of times. We tend to worry about your safety just as much as your child does. Please be considerate.

EXCESSIVE LATE PICK-UP POLICY

The Southside VA Family YMCA has found that it is necessary to have an excessive late pick-up policy, which could result in you being asked to remove your child from our program. This policy is as follows: if you are late more than three times in any program cycle, you may be asked to remove your child. Many of our staff go to school or have other positions within the YMCA which requires them to be on time for those duties. We are confident you understand.

PARENT RELEASE

It is the parent's responsibility to submit a written notice when child will not attend program due to participation in other activities not affiliated with the YMCA, such as physician appointments, summer school, tutoring, or any athletic programs, etc.

THE CHILD CARE PROFESSIONAL

To promote growth and competence in each caregiver and to encourage opportunities for individual development. The structure of the YMCA includes a volunteer board of directors that is responsible for the financial stability of the organization and all policy making. The policies that the board creates are carried out by a group of paid professional staff.

The ORGANIZATIONAL CHART for the paid staff is as follows:

- CEO of the YMCA of Central Virginia
- Director of Operations
- Executive Branch Director
- Program Director
- Lead Counselors
- Counselors
- Aides

The staff of the YMCA Child Care Program is the most important part of every child’s experience. They are the key ingredient for an enriching, enjoyable experience for your child (ren). They are enthusiastic, caring, and positive role models, living by example. They are well trained, and experienced with children and families; they are knowledgeable about child development, needs and activities; they are flexible enough to work well with the children as they assert their emerging independence, and are able to alter plans with ease and sensitivity. Our staff accepts children as they are and knows that what they are is the result of all that has happened thus far in their life; they are able to give warmth and acceptance and remember childhood feelings of fear, anger, loneliness and adventure. And lastly, our staff is optimistic; they know it is contagious and children will sense it in those who care for them.

All staff must meet the following requirements, trainings or certifications:

- Interviewed by a YMCA Professional Staff
- Completed Criminal Background check
- Fingerprinting
- Emergency Preparedness Pre Employment Drug Test
- Certified in CPR/First Aid

Pre-service training covering the following:

- Licensing Standards
- Child Abuse Prevention
- Developmental Stages
- Positive Discipline/Guidance/Self-Esteem OSHA
- Three completed reference checks
- Completed Central Registry check First Point Check
- Negative TB Test
- Completion of Training - 16 hours
- Aquatic safety
- Daily Health Observation Age Appropriate Activities
Play Ground Safety



| | Person of Contact | Contact Information |
|---------------------------|-------------------|--|
| Executive Branch Director | Josh Gravette | 434.392.3456 joshgravette@ymcacva.org |
| Program Director | LeAnne Harris | 434.392.3456 leanneharris@ymcacva.org |

FIELD TRIPS AND POOL SAFETY

FIELD TRIPS

In order to reduce paperwork, the field trip agreement authorizes the YMCA Child Care program to take your child on all field trips. We do this, rather than having a separate permission slip go home for every trip and risking confusion, loss, and the possibility of not being able to take your child due to lack of permission. (on the registration form) Children will be transported by a Prince Edward County Public School bus with a certified driver. Camp t-shirts are included in your camp registration and must be worn on all theme-related field trips. Parents needing to drop off children later or pickup earlier on field trip days must either drive to the field trip site or make other arrangements for that day.

As we strive to plan great field trips for your child, we do understand if you choose to not have your child participate.

However, If you do not want your child to attend a scheduled field trip, they may go with a group that is staying at camp, if all groups are out on field trips it will be the parents responsibility to make other arrangements.

TRANSPORTATION POLICY

Teaching your child safety is one of the responsibilities we feel that we share with our parents. Field trips are an excellent way for us to teach trip safety. Motor vehicle injuries represent the greatest threat to a child's life. Whenever the YMCA transports children, the parents can be confident that every precaution will be taken to insure your child's safety.

- The ensuring of your child's safety is accomplished by being alert to potential dangers, eliminating or avoiding these dangers, and knowing what to do when an emergency occurs. The children will be expected to keep their hands to themselves, and remain relatively quiet. At no time will a child be permitted to put his/her arms, hands or head out of the vehicle's windows. No rough-housing will be tolerated at any time.
- Loading and unloading the children will be done only when the vehicle is pulled up to a curb, the side of the road, or in a driveway, and we will only release them to an authorized adult.
- At no time will an adult DRIVE AND DISCIPLINE AT THE SAME TIME.
- CHILDREN WILL NEVER BE LEFT ALONE IN A VEHICLE.
- On the YMCA buses children sit in age and gender appropriate groups.



POOL SAFETY

Because your child is participating in our swimming program, it is of the utmost importance that you know and understand our POOL SAFETY RULES. These rules will be gone over with your child at the beginning of the swimming program.

- No abusive language.
- No unauthorized flotation devices allowed.
- Follow the instructions of the YMCA staff at all times. The life guard has the right to dismiss anyone who is careless or a danger to others.

Please review these rules with your child on a daily basis.

- Each child will be given a swim test to determine their swim ability.
- Lifeguards will make the determination as to who will be able to swim without a life jacket.
- This test will be given each time your child swims.
- No running, pushing or shoving.
- Stay off the ropes.
- No shoes on the deck.
- Proper swim attire is required
- No food or drinks allowed in the pool area.
- When the whistle blows, pay attention to the lifeguard.



CHILD CARE POLICIES

EMERGENCY OR INCLEMENT WEATHER

- On days when school is closed, the program is closed at the school location your child normally attends. However, child care may be available 8:00am-6:00pm at the YMCA. The snow day rate is \$30/day. Please tune in to the Southside VA Family YMCA Facebook for delay and closing information.
- If the program closes during INCLEMENT WEATHER CONDITIONS or other reasons before 12:00pm, the YMCA may hold inclement weather Fun Day at the YMCA. If school closes after 12:00pm the program will operate at the After School Program site. For early dismissals that are not regularly scheduled, site coordinators and assistants will contact parents if conditions worsen and we need to close our programs, to ensure a safe ride home for all children and staff.
- INCLEMENT WEATHER DELAY- On the mornings there is an announced delay to start your child's school day, child care may be offered at the school according to the following schedule. When there is a school delay due to inclement weather we will operate on a delayed

Child care may be available at the Southside VA Family YMCA, weather permitting. Please check to make sure your contact information is updated on your child's account.



schedule. If the school is operating on a two hour delay, we will operate on a one hour delay. If the school is operating on a one hour delay, we will open at regular time. In the event that the program will need to close due to inclement weather, we will attempt to contact each parent. If the parent cannot be reached we will contact the emergency contact, if neither you nor the emergency contact can be reached Child Protective Services will be contacted.

HEAT RELATED ISSUES

- During heat advisory days we will keep the children hydrated and do our best to keep children in shaded areas. Where inside areas are available to us we will utilize those spaces during the hottest part of the day.
- A High Heat Schedule will take effect if the heat index is over 100 degrees. The only activities that will be held outdoors are those in a fully shaded environment and where water is accessible.
- On days with an all-day heat warning, we will go on a Critical Heat Schedule. All activities will take place indoors on schedule. Water is a must. Campers will be encouraged to drink plenty of water throughout the day. The YMCA Day Camp has water fountains throughout the facility.
- Please send a full water bottle with your camper every day. Please label with name and date. On heat advisory days please pay attention when dropping off your child for the daily activities may change.

EMERGENCY PREPAREDNESS INFORMATION

The center shall have an emergency preparedness plan that addresses staff responsibility and facility readiness with respect to emergency evacuation and shelter in place. The plan, which shall be developed in consultation with local or state authorities, addresses the most likely to occur emergency scenario or scenarios, including but not limited to natural disaster, chemical spills, intruder, and terrorism specific to the locality. Please see your Camp Director for your site's evacuation plan.

If the emergency is more widespread and encompasses a larger area such as a neighborhood or several homes, due to a non-confined environmental threat, e.g. toxic fumes from a spill, floodwaters, brush fires, etc. and the children cannot remain in the area, the children will be brought to the Jamerson YMCA, by the local police where they will remain accompanied by caregiver(s) while family/guardian/



CHILD CARE POLICIES

emergency contacts are notified and arrangements for either transportation home or a continuation of care is made.

In the event of a major environmental hazard that necessitates a larger area evacuation such as several neighborhoods, a city/town or geographical area, due to a large non-confined hazard, e.g. a nuclear incident, earthquake, hurricane, etc., children will be transported to: Downtown or Jamerson YMCA where they will remain accompanied by caregiver(s) while family/guardian/emergency contacts are notified and arrangements are made for their pick up.

If water or electricity remains off at our site location for more than 20 minutes we will contact each parent or emergency contact to pick up children as soon as possible.

In the event of an emergency including but not limited to natural disaster, chemical spills, intruder, we will make every effort to contact parents or emergency contact.

We also ask that parents tune into our website at <https://www.southsidevafamilyymca.org/>

Please sign up for Y Alerts on our website.

If your child has not been picked up within an hour of notification and we cannot reach you or the emergency contact number by phone your child will be kept at the YMCA and Child Protective Services will be called.

*** Please be sure to update emergency contact information so that we are sure to reach you in an emergency.

EXPECTATIONS

If your child has a scheduled appointment and needs to be picked up early, please notify your site coordinator in writing prior to appointment.

The program expects that the children will:

- 1) Be responsible for their actions.
- 2) Respect the school rules that guide them during the day and while in the program.
- 3) Remain with the group and child care staff at all times.
- 4) Take care of materials and equipment properly and return them to their place when done, before taking out new ones, or before departure.
- 5) Arrives at the program promptly, according to the enrollment information.

Children may expect:

- 1) To have a safe, supportive and consistent environment.
- 2) To use all the program equipment, materials and facilities on an equal basis.
- 3) To receive respectful treatment.
- 4) To have discipline that is fair and non-punitive.
- 5) To receive nurturing care from staff members who are actively involved with them.

WHAT NOT TO BRING

- Cell Phones
- Electronics or video games Toys
- Peanut Butter
- Personal items from home Valuables
- Participants found with weapons, drugs, alcohol or engaging possible.in activity that is deemed extremely unsafe or negligent will be expelled immediately from our program. No refund will be issued in these circumstances.
- It is highly suggested that all items brought to the program labeled, included clothing. The YMCA is not responsible for lost or broken items.
- We have plenty of equipment and activities to keep your child busy. The YMCA does not consider the use of videos, or hand held games as quality programming. Therefore, it is our policy not to provide or offer those things to children. Exceptions may be made, however, in inclement weather or under special circumstances. Please do not allow any toys, video games, iPods or cell phones to accompany your child. This eliminates fights, theft and/or lost items that we cannot be responsible for AND WILL NOT REIMBURSE FOR. It is expected that the parents will provide proper seasonal clothing, and bathing suit with towel for occasional swimming trips.

CHILD CARE POLICIES

DISCIPLINE POLICY

The YMCA believes that punishment is unnecessary but discipline is needed to help children gain self-control. We further believe that children are entitled to a pleasant and harmonious environment

at any YMCA Child Care program. Respect for your child will be demonstrated at all times and the same respect will be expected from your child to his/ her peers and the YMCA Staff at all

times. Reasonable efforts will be made to guide the child (ren) to appropriate behavior. When disciplinary action is necessary, age appropriate methods will be implemented. YMCA Child Care Programs adhere to all policies and procedures established by the local school systems and by the Commonwealth of Virginia State Licensing Standards. Although we will make every effort in providing positive discipline for your child, we cannot serve children who display chronically disruptive behavior.

Chronically disruptive behavior is defined as:

- **Fighting and aggressive behaviors**
- **Running from staff and/or hiding from adults.**
- **Any action that requires our staff to physically move or restrain a child.**
- **Acting in a way that requires a counselor to spend an inordinate amount of time with them or any other disruptive behaviors that a Director may deem inappropriate.**

If a child cannot adjust to the program setting and behave appropriately, then the child may be discharged from the program. There shall be no physical punishment or disciplinary action administered to the body such as, but not limited to, spanking, forcing a child to assume an uncomfortable position, restraining to restrict movement through binding or tying; enclosing in a confined space, box or similar cubicle; or using exercise as a means of punishment. Children will not be shaken at any time. The center will never force or withhold food, nor force or withhold naps, as a means of discipline. Toileting accidents will not be disciplined. There will be no abusive language which would include, but not be limited to, threats or belittling remarks about any child or the family. There are clear and appropriate behavioral expectations for the children in our care. We try to set limits, help children understand rules, and give clear definitions of acceptable and unacceptable behavior. Children are more likely to follow rules that have been introduced from the beginning.

RECOGNITION FOR POSITIVE BEHAVIOR

- Smiles and praise from the staff
- Positive talks with the parents

PHILOSOPHY

Discipline is seen as an opportunity to guide campers in their relationships and actions by working with the camper and not against. The best interests of the camper are put first. The goal of discipline is to have the camper control his/her actions and to give the camper reasonable conscious decisions concerning his/her actions and to give the camper reasonable ownership of the consequence. Campers that show a strong sincere desire to improve will be worked with as long as they are not considered dangerous to themselves or others. Corporal punishment is not acceptable under the YMCA philosophy and policy.

STEP 1: We find out what the problem is. We attack the problem, not the person. When a camper acts out for the first time, the negative behavior is discussed between the counselor(s) and camper until an agreement is reached. If a second time out is given to the child in a single day, an incident report may be written. Parents will be required to read and sign. This form will be kept in the child's file.

STEP 2: We listen to each other. We care about each other's feelings. If negative behavior continues, then the director will become more directly involved. Once again the behavior will be discussed until an agreement is reached with some possible consequences of breaking the agreement. If a second time out is given to the child in a single day, an incident report will be written. Parents will be required to read and sign. This form will be kept in the child's file.

STEP 3: We are responsible for what we say and do. If negative behavior continues; camper will meet with the director. Parents/guardians may be called to help resolve the situation. If camper is unwilling to work within set boundaries, he or she will be sent home. If the child receives 3 written behavior related incident reports, a meeting will be scheduled with the Program Director to determine if the child will be suspended for 1 day. Parents will be responsible for payment of tuition during the time of suspension. **STEP 4:** If the child is reinstated in the program and receives a 4th behavior related incident report, the Program Director may suspend the child immediately and recommend further action including discharge without the right of reinstatement.

Note: A system of "TIME-OUTS," redirection and suggestions from parents on what they have discovered work well at home, will be used. Logical and natural consequences will be allowed where applicable. On occasion, our staff will identify behaviors that require disciplinary action.

If a child should exhibit inappropriate behavior while under the supervision of a YMCA staff person, the following sequence of actions will be taken: The behavior will first be addressed by the counselor with the child. If the inappropriate behavior continues, the counselor will notify the site director and the situation will then be discussed with the parent. The behavior form will be used to document these continuing behavior problems. If a child's behavior jeopardizes the safety of them or others, the suspension policy could be ignored and the child may be removed from the program immediately.



CHILD CARE POLICIES

SUSPENSION POLICY

If inappropriate behavior continues, the site director will notify the parent that a conference needs to be held within 48 hours. At that conference, the director may suspend the child from the Y-child care program for 1 day. A second infraction will result in a suspension of 3-5 days.

If the behavior has not improved, the child will be immediately removed from the program and no refund will be given. * If the parent refuses to work with us during this process we will be forced to terminate the child from the program. The YMCA has rarely been forced to use suspension from the program. We believe that if the child perceives the YMCA as concerned, involved, consistent, caring, and respectful, and if we exhibit calmness, few words and a firm but kind attitude, the results will usually be positive.

We would like to meet the needs of every child in our program but if the YMCA staff feels that it is not a good fit, the child can be terminated immediately.

BULLYING POLICY

The YMCA has a zero tolerance policy for any sort of bullying (this may include but is not limited to name calling, singling out, hitting, shoving, and aggressive behavior). Zero Tolerance means that your child may have to be picked up immediately if any sort of bullying occurs. This zero tolerance policy includes parental behavior towards staff. The child may not be allowed to attend if there is poor behavior from anyone (including parents/guardians).

PARENT CONDUCT

The YMCA understands the parent's desire that their child is entitled to a pleasant and harmonious environment at any YMCA Child Care Program. Respect for every child, parent and staff will be demonstrated at all times. Parents are expected to display themselves in a reasonable manner at all times while participating in YMCA Child Care Programs. If it is found that parents are exhibiting inappropriate behavior, disciplinary action will be taken. CHILDREN CAN AND WILL BE DISMISSED FROM ANY YMCA PROGRAM BECAUSE OF THE BEHAVIOR OF THEIR PARENT.

PERSONAL ITEMS POLICY

- We have plenty of equipment and activities to keep your child busy. The YMCA does not consider the use of videos, Nintendo, or hand held games as quality programming. Therefore, it is our policy not to provide or offer those things to children. Exceptions may be made, however, in inclement weather or under special circumstances.

- Please do not allow any toys, video games, iPods or cell phones to accompany your child. This eliminates fights, theft and/or lost items that we cannot be responsible for AND WILL NOT REIMBURSE FOR. PERSONAL SPACE is important for every child.
- To make it easier for your child to keep up with his/her personal belongings, we are requesting that each child has a backpack to keep all of their belonging in as well as a laundry basket to keep everything in one place. The basket will be clearly labeled with your child's name on it.
- Please be sure to label all of your child's belongings (swimsuits, towels, lunch coolers, water bottles, etc.) It is expected that the parents will provide proper seasonal clothing, and bathing suit with towel for occasional swimming trips.

HEPA

The Southside VA Family YMCA has signed on to be part of the larger commitment that YMCA of the USA (Y-USA) made to the former First Lady to become the healthiest childcare provider in the country! Our goal is to make the healthy choice the easy choice for children while they are in our care. We will be working diligently to implement Healthy Eating and Physical Activity (HEPA) Standards within our after-school programs.

NO BABY-SITTING POLICY

All staff are not to fraternize, babysit or have contact with children outside of the program hours. This restriction extends to transporting of family members to and from the YMCA, or any other function that is not YMCA program related.

BITING POLICY

Although it is developmentally appropriate for a toddler (16-30 mos.) to bite because of limited language and social skills, we find it an inappropriate behavior in the child care environment. When there is evidence of this reoccurring behavior, the YMCA will take the following actions:

- Parents will be notified that the problem exists within the classroom. A conference will be set up and actions will be discussed to curtail the problem.
- If the biting continues, the parent will be asked to pick the child up from the center for the remainder of the day.
- If the biting still persists, the parents will be asked to shorten the child's day by half for up to 30-days. (The behavior will be reviewed weekly during this time.)
- If there is no improvement in this situation upon returning to the center, the parents may be asked to remove the child from our program for an extended period of time. THIS IS A LAST RESORT. (This is at the discretion of the center director.) Children over the age of three are not excluded from this policy. If there is a "biting incident" where an older child is involved, the parent will be called and a conference will be set up. If there is no improvement witnessed, then the association suspension policy will be enforced.

*This institution is an equal opportunity provider and employer.

CHILD CARE POLICIES

REFUNDS/CANCELLATIONS

Tuition will not be reimbursed once the session has started. To receive a full refund (minus the registration fee), you **MUST** notify the YMCA in writing of cancellation two weeks prior to the start of a session in which your child is unable to participate.

CHILD ABUSE PREVENTION POLICY

The growth and development of men, women, boys, girls and families has been the YMCA's principle concern for over 150 years. Through programs of health and fitness, aquatics, sports, camping, parent-child, family programs and child care, the YMCA is responding to the needs of the children and families.

Many changes have occurred in the lives of children and families today. Some of these changes are positive; however, the alarming increase in child abuse is of particular concern to the YMCA. Throughout its history, the YMCA has been a strong advocate for the child and children's rights. It is therefore most appropriate that mistreatment or neglect of children and the resulting severe effects would be of primary concern to the YMCA. The YMCA advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection prevention and the development of self-discipline.

At no time will the following disciplinary techniques be tolerated: physical punishment, yelling, striking, biting, kicking, squeezing, shaming, withholding food or rest room privileges, confining children in small locked rooms, or verbal or emotional abuse.

Affectionate touch and the warm feelings it brings is an important factor in helping a child grow into a loving a peaceful adult. However, YMCA staff and volunteers need to be sensitive to each persons need for personal space (i.e., not everyone wants to be hugged). The YMCA encourages appropriate touch; however, at the same time it prohibits inappropriate touch or other means of sexually exploiting children. Based upon its concern for children, parents and YMCA staff, the following standards related to reporting procedures, staffing, standards, code of conduct and resources for parents and children, have been developed.

****Note:** The YMCA, like many other public institutions, is mandated by law, to report suspected child abuse. "CHILD ABUSE is mistreatment or neglect of a child by parent(s) or others resulting in injury or harm. Child abuse may be physical, verbal, emotional or sexual. Its effects may result in severe emotional and physical handicaps, anti-social behavior, even death."

Procedures

1. At the first report or suspicion of child abuse, the staff or volunteer or whom it has been reported, will immediately inform their supervisor.
2. The YMCA will make a report to Child Protective Services and will request that the situation be investigated.
3. In the event the reported incident or suspicion involves an employed staff person or volunteer, the responsible executive director will suspend the person from all responsibilities, and if appropriate, without pay until the investigation is complete.
4. All staff members and volunteers must be sensitive to the need for confidentiality in the handling of information in this

area and are therefore instructed to only discuss matters pertaining to abuse or suspected abuse with their supervisor.

5. YMCA staff and volunteers may not make contact with children or parents involved in a child abuse incident without permission of the branch executive.

6. Whether the incident or alleged offense takes place on or off YMCA premises, it will be considered job related (because of the youth-involved nature of the YMCA).

7. All incidents or alleged offenses will be documented the day of occurrence.

YOUR CHILD'S FILE

Children's files must be filled out legibly and completely. We also must have a copy of your child's physical and immunization records and need to view your child's birth certificate. We need new copies of these each year. Any pertinent information regarding your child will be added to their file throughout the summer (ex. Child counseling forms, additional information from parents, additional pick up information).

- No one else except the YMCA staff, our licensing representatives, and yourself will be able to see your child's file.
- We cannot release internal YMCA record keeping documents to any party without a court order.

CHILDREN WITH SPECIAL NEEDS

The YMCA welcomes all children regardless of ability and adheres to all ADA (Americans with Disabilities Act) provisions. However camp is often in areas where terrain and environment can vary. We ask that parents list any special needs on our enrollment forms and contact our camp directors for a meeting to assess if our camps will be a place where their child can be successful. The following questions will be asked, but will not be limited to, in assessing a child's ability to be successful:

- Can the child participate in 1:18 ratios? (state ratio)
- Can the child withstand heat and the outdoors and environmental change?
- Can the child perform toileting functions independently?
- Does the child frequently hide or run from adults?
- Does the child exhibit aggressive tendencies to solve conflict?
- Does the child require 1 on 1 attention?

GENERAL RULES

Hands, feet, and objects are kept to yourself. ALWAYS ask permission to go anywhere. Respect staff and follow the rules set by them. Be kind and considerate to our friends.



CHILD CARE POLICIES

DRESS CODE

In order for your child to fully participate, (s)he should wear comfortable and appropriate clothing for indoor and outdoor activities. We do not reimburse for clothing rips, stains or wear and tear.

CLOSED-TOED SHOES MUST BE WORN AT ALL TIMES

Open-toed shoes or "crocs" can be a safety hazard to your child. They are cool in the summer, but not safe on much of the playground equipment and hiking trails. If you send your camper in open-toed sandals, flip flops or crocs, you will be called and asked to bring different shoes for your child.

Campers CANNOT wear:

- Tops that are revealing and/or allow undergarments to be seen (i.e. spaghetti string or tube tops)
- Shorts that are shorter than fingertip length
- Clothes that cannot get stained or dirty
- Shirts and hats with graphics deemed inappropriate by staff
- Tight and/or restricting clothing (i.e. skinny jeans)
- Inappropriate two piece bathing suits
- Flip flops or sandals

OPEN DOOR POLICY

Parents of currently enrolled children are welcome to visit the center anytime during regular hours of operation. We hope this handbook will help answer any questions you may have in your child's experience please feel free to call the Program Director at your local YMCA (434)392-3456 with any questions you may have now or in the future.

IRS STATEMENT

Statements for your childcare expenses will be given only upon request from the parent. For your tax records, please use the Southside VA YMCA tax-ID number 62-1487256 .

THINGS WE VALUE AT THE YMCA

- Safety First
- Low ratios of staff to children
- Monitored sign-in and sign-out only by authorized adult Intensive staff training
- We follow all safety standards from the Y-USA

PROGRAM GOALS

Our goal for you and your child is to provide quality leadership, education, guidance, and care in a safe environment. Your child is our first concern as learning, motor, and social skills in an atmosphere that emphasize our four core values, Caring, Respect, Responsibility, and Honesty.

LOST AND FOUND

Lost and found items will be locked in site cabinet until claimed. Please check with staff for your child's missing belongings. Following the last week of the program, we will donate items left at site to local charities.



FOOD POLICY

- The Y After School Program serves an USDA approved afternoon snack. The Y-Child Care program will not serve junk foods and/or empty calorie foods as part of a required snack or any nut products. Snacks will always include a minimum of two food groups. There will be a menu posted for the month on the parent board. Many of the children in our care have food allergies, if your child has food allergies; please inform ALL of the staff at your child's program, so that these allergies can be posted for your child's safety.
- The Southside Family YMCA provides a healthy supper at select sites thanks to a partnership with local school systems and a grant from the USDA. Please see your site director for complete details.
- During our Fun Days/Snow Days and Holiday Camps it is the responsibility of the parent to provide their child with 2 healthy snacks, water bottle and a lunch. Children are not allowed to consume SOFT DRINKS or high sugar snacks, or nut products while attending any Y Child Care programs. We consider these items to include any type of soft drink (diet or regular), candy, cakes, cookies, punch, sugar- added juices, gum and especially chocolate. Staff who discover these foods at snack time will be asked to return them home in your child's bag. Your cooperation will help make snack times pleasant as well as nutritious. We utilize the YMCA Food & Fun Curriculum to help teach children about making good nutritional choices as well as provide hands-on opportunities in the classroom to prepare and eat healthy foods. If you would like more information or suggestions about providing nutritious meals for your family, please let us know and we would be delighted to provide you with support as well as resources. The Y has adopted the Healthy Eating and Physical Activity Standards recommended by YMCA of the USA in order to support our mission.

CHILD CARE POLICIES

QUALITY

To offer you the best quality child care, we follow YMCA of the USA's Day Camp Guidelines, found in the YMCA Day Camp Manual, while incorporating daily, the components of spirituality, sports, the arts, swimming and character development education with a significant amount of outdoor programming. We comply with all of our YMCA's policies and rules, and all local, state and federal laws and licensing requirements related to this program.

SECURITY

We have a reputation for consistency, dedication and safety giving parents the confidence to entrust with us their child's camp experience. To ensure that we are looking after the well-being and safety of every child in our care, we continuously review our health and safety policies. The child-to-staff ratio is a low 1:12 which enables the staff to build strong and genuine relationships and provide each child with positive and healthy guidance, while maintaining the stability that contributes so effectively to the comfort, security and development of the children in our programs. All staff related to camp programs have written job descriptions, goals and objectives for their areas of responsibility.

LICENSING INFORMATION FOR PARENTS

The Commonwealth of Virginia helps assure parents that child care 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. Standards for licensed child day centers address certain health precautions, adequate play space, a ratio of children to 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. If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the:

Piedmont Regional Office Commonwealth of Virginia Building
210 Church Street Suite 405
Roanoke, Virginia 24011
Telephone (540) 204-9622
Fax 540-857-6011

CODE OF CONDUCT

- Reference checks will be conducted, documented and filed on all employees working with children. A Criminal History Record check is required and will be done by the State

Police.

In order to protect YMCA staff and program participants, the children and staff must be within sight and sound of each other at all times. At no time may a staff person be alone with a child; the ratio must be at least 2:1. There must

- be at least one other person present. The YMCA will not condone or sanction any relationship between staff and program participants outside of the YMCA mandated service hours.
- YMCA staff may not date program participants or staff under the age of 18. YMCA staff may not date program parents.
- Restroom supervision: Staff will make sure the restroom is not occupied by anyone other than program participants before allowing children to use the facilities. Staff will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection of the staff. If staff is assisting younger children, doors to the facility must remain open. No child regardless of age should ever enter a bathroom alone on a field trip.
- Staff shall not abuse children including: physical abuse, verbal abuse, sexual abuse, mental abuse, neglect. YMCA staff will, under no circumstances, release children to anyone other than authorize parent, guardian, or individual authorized by parents either verbally or in writing. Children will not be released to any person under 18 years of age. Staff will be alert to signs of child abuse or neglect and an occurrence report will be made immediately on any signs of physical injury.
- Staff will not accept any social media (facebook, etc) with your child.
- Staff will strive to follow the mission and vision of the YMCA through programs promoting Character Development. Staff responds to children with respect and consideration and treats all children equally.

PREVENTION OF INJURY AND ACCIDENTS

Staff members should be informed of procedures for reporting any unsafe situations they may have discovered in the building or on the playground. The following list shows a few examples of hazards of which staff should be aware. For a complete listing of hazards, please refer to the Licensing Standards.

Unsafe Situations Include:

Inside the Building:

- uncovered electrical outlets
- loose floor boards or bricks, nails sticking out
- loose or broken locks or handles on doors that go outside, to the basement, or that are used to lock away poisons

Outside the Building:

- holes in the ground
- broken playground equipment
- lack of resilient surfacing under playground
- equipment light bulbs that have burned out
- crack in concrete sidewalks or steps

CHILD CARE POLICIES

- exposed roots that might cause tripping
- head and neck entrapment spaces on playground
- equipment splintered wood
- poisonous plants
- hot spots on metal playground equipment, broken latch on gates
- loose hand rails
- holes in the fence

Toys or Equipment:

- toys that are inappropriate to age group (small enough to be swallowed by children under four years of age)
- toys with loose parts that might have sharp edges, or small pieces
- too many toys scattered around on the floor

Additional Safety Guidelines

1. Perishable food should be refrigerated immediately. This includes dairy products, meats and fish, infant formula (opened and mixed), baby food, and anything containing eggs such as mayonnaise.
2. Accidental spills or accidents in the bathroom should be cleaned up immediately either by a custodial staff member or by the staff member supervising that area.
 - 3. Portable heaters of any kind, wood stoves, kerosene, oil, or gas stoves cannot be used in the center except in an emergency. If this situation occurs, staff members should be informed about procedures for using the heaters and shall follow the manufacturer's instructions for use. A barrier must be erected to keep the children away from the heater and to protect them from injury. Staff members should not bring heaters from home.
 - 4. When the children are present, doors to the street and playground gates should be kept closed and locked from outside entry.
 - 5. Matches should be kept out of children's reach at all times.
 - 6. Cleaning supplies, insecticides, and any other potentially dangerous substances must be kept in a locked cabinet out of reach of the children.
 - 7. Flies, insects, and rodents should be controlled by a pest control company. Poisons should not be placed on the ground even if they are hidden.
 - 8. Temperature in classrooms for young children shall be maintained no lower than 68°F. and cooling units must be used when the temperature in the inside occupied area exceeds 80°F.
 - 9. Swimming or wading pools must be supervised by at least two staff members, and staff-to-child ratios must be maintained at all times. Wading pools should be emptied and sanitized daily or more frequently when the water is dirty. Pools deeper than two feet require supervision by a life guard certified in water safety instruction or senior life saving must be supervising the children at all times (along with the required number of staff members). Written permission must be obtained from parents before a child can be allowed to swim or wade.

INSURANCE

The YMCA complies with Virginia Child Care licensing standards related to participant insurance coverage. Limits and exclusions apply.

DEPARTMENT OF SOCIAL SERVICES

The YMCA Child Care program works with the Department of Social Services and other community organizations that assist with child care. If you receive benefits from these organizations, **YOU CANNOT APPLY FOR A YMCA SCHOLARSHIP.** A parent fee agreement must be submitted at the time of registration from the Department of Social Services. If you are required to pay a co-payment, this fee will be due each month on the 25th. A letter needs to be submitted from the Department of Social Services regarding any additional fees that incur which are due the Thursday before the upcoming week of services. Any fees not paid by the 26th will be assessed a \$35 late payment fee. If we do not receive payment by the 1st of the following month, your case worker will be notified, and Department of Social Services will be terminated. The new system from Social Services requires parents to record attendance through a Point of Service (POS) device located at your child's site. The POS method requires parents to use a swipe card and a POS device which is like credit/ debit cards and readers used in stores. All parents are responsible to swipe the machine daily in and out. If any swipes are missed the parents are to "back swipe" their card. Any swipes missed it is the parents responsibility to pay.

DEPARTMENT OF SOCIAL SERVICES LOCAL MAXIMUM REIMBURSABLE RATES

Parents are responsible for any additional fees not covered by DSS including co-payment. Please see Coordinator about the additional fees.

Payments for the YMCA are due every week of the school year, including breaks. The YMCA will provide "All Day Program" care from 7:00 a.m. - 6:00 p.m. at no additional fee.

Parents are responsible for all payments whether or not their child attends. Fees are not reduced for days of illness, early pick-up, absences or vacations. If a child is absent due to an extended illness, with a physician's note, the parents will be credited for days missed.



CHILD CARE POLICIES

MEDICAL POLICIES AND PROCEDURES

MEDICATION POLICY

All medications and topical ointments that your child requires while in care at the YMCA must be given directly to YMCA staff and must be accompanied by a signed medical authorization form with signatures from parent and doctor. Do Not leave medication in your child's backpack or lunch bags. Medication prescribed by a doctor must be in its original container with the child's name on it. The name of the medication and dosage must match what is on the form to be given to the child. All medication will be kept in a locked box. It is the parent's responsibility to pick up any medication not used after the authorization period. Any medications not picked up will be destroyed. YMCA Child Care Staff are trained by a MAT Trainer to administer medication.

OVER-THE-COUNTER SKIN PRODUCTS

YMCA Child Care staff will administer sunscreen and/or insect repellent provided when:

- We receive written parental authorization noting any adverse reactions.
- Products are in original containers labeled with child's name.
- Do not put these items in your child's backpack

PARENTAL NOTIFICATION

Any time there is a serious accident or injury at the center, the parents will be notified immediately. If the injury is minor, parents will be notified at the end of each day. Examples of minor accidents or injuries would include small scratches, cut or scrape, minor bruise or discoloration of the skin. Be aware of children who have allergies such as bee stings. This should be noted on the health history and known to teachers and aides. Immediate action is needed in these cases.

CHILD INJURY POLICY

If your child has an injury that may require more than our first aid skills allow, or your child has an injury to the head of any kind, we will make an immediate attempt to contact you and/or the person you have designated in case of such emergencies. If necessary, we will call an ambulance. The program will maintain a parent's signed consent form agreeing to this provision. Please make every effort to keep the YMCA up-to-date on phone numbers, emergency numbers and other pertinent information. This is of the utmost importance because the hospital will not treat your child without you being there.



SICK CHILD POLICY

The HEALTH and SAFETY of your child is a matter of major importance to all of us. In order to protect the children in the program who are well, we have very stringent rules about sick children. These rules are in compliance with all Commonwealth of Virginia licensing regulations. If your child becomes ill in our program, we will call you and you must make arrangements to pick up your child IMMEDIATELY.

If a child has any of the following conditions, the parent will be notified immediately to pick up the child: contagious disease, fever over 100, vomiting or diarrhea, accident requiring medical attention. In case of accident or illness, parents of the child will be called immediately and may require a doctor's note to return. Fever: If a child has a fever over 100 the parent will be notified, if the child's fever reaches 101 or higher the parents are required to pick the child up. If a child is sent home with a fever, they must remain out of child care for 24 hours. During cold and flu seasons the child must remain out of child care for 48 hours. Contagious Disease: If a child exhibits signs of a contagious disease, the parent will be called and required to pick up the child immediately.

Vomiting or Diarrhea: If a child vomits or has diarrhea, the parents are required to pick up the child from site. If a child has been required to be picked up because of one of the above mentioned conditions, THEY CANNOT RETURN TO THE CENTER FOR 24 HOURS FROM THE TIME OF PICK UP. When staff attempts to contact the parent, if they cannot be reached, they will contact an emergency contact person. If the emergency contact person cannot be reached, the parent will receive a written request to provide the center with adequate contacts. If contacts cannot be provided, child care will be suspended. If a parent refuses to pick up their child because of an above condition, child care services will be suspended and the Department of Social Services will be contacted.

Sick children cannot be with well children. In cases of illness, children must be clear of: a cold that is less than two days old, a heavy nasal discharge, a constant cough, reoccurring vomiting or diarrhea, temperature of 100° and/or symptoms of communicable disease (sniffles, reddened eyes, sore throat, headache and abdominal pain plus a fever) for 24 hours without aid of fever reducing medications.



CHILD CARE POLICIES

- To protect children and staff in our program, parents are responsible for notifying us within 24 hours if their child or anyone in their household has been diagnosed with a communicable disease.
- Children who are identified as having lice will not be allowed to return until they are 100% nit free and our staff will be required to do a head check at drop off the first day the child returns.

WITHDRAW FROM A PROGRAM

We hate to lose any child from YMCA Child Care Program, however, if you choose to withdraw your child from the program: a week written notice is required. You will be charged for the last week of your child's attendance

LOST OR MISSING CHILDREN

If a child is found to be missing or lost:

- 1) Staff will search the premises as well as nearby surroundings for the child.
 - 2) The program will contact the parents or legal guardian of the child and the appropriate authority and inform them of the missing child.
 - 3) The program will contact the Central Office of the Missing Child.
 - 4) The program will contact the Program Director.
 - 5) Local authorities will take over the search.
- Program Director will remain in touch with the parent and provide support as needed.



OPEN DOOR SCHOLARSHIP

The YMCA has donor-sponsored financial assistance called the Open Door Fund. Parents can apply with a fee of \$10 to apply. The only thing needed is the completed application along with tax forms.

The fund can go up to a max of 40% off your child's child care fees. If approved, the Youth Development Department will waive the one time \$50 registration fee!

If you already have another discount in place, there is no double dipping.

Contact your Membership Experience Director or Program Director for more information on Open Door!

YOUR TRASH IS OUR TREASURE

Anytime during the year that you have any of the following, please donate it to YMCA for our craft supplies - THANKS!

Old wax candle
Spoons
Leather scraps
Tissue Paper
Foil Dried
flowers
Sandpaper
Wrapping paper
Glue
Puzzle pieces
Golf balls
Baby food jars

Wax paper
Beads
Paint brushes
Balloons
Rice
Marbles
Pipe cleaners
Felt
Glitter

Cigar boxes
Ribbon
Styrofoam balls
Masking tape
Buttons
Spools
Paper towel tubes
Pom pom balls
Paper
Pencils
Crayons



For a better us

SOUTHSIDE FAMILY YMCA



SOUTHSIDE FAMILY YMCA
580 COMMERCE ROAD
FARMVILLE, VA 23901
434.392.3456

GET READY!

If your child loves being active, they'll love our fall and winter Youth Programs line up!

- **Leader's Club**
- **Swim Lessons**
- **Swim Team**
- **More coming soon...**





Parent Statement of Understanding

**The following information is essential for the protection of your child.
Please read this information and sign below**

- I understand that my child will not be released to any person(s) not listed on the enrollment form.
- I understand that my child will not be released to any person(s) who seems to be under the influence of drugs or alcohol.
- I understand that I not to leave my child at the YMCA or program site unless a YMCA Staff member or volunteer is there to receive and supervise my child.
- I understand that it is my responsibility to sign my child in the morning of all day care and sign my child out before leaving in the afternoon. **Sign-In/Sign-Out sheets are available in the program area. Ask Staff for form.**
- I understand that my child will not be allowed to leave the program with an unauthorized person. **Any person authorized to pick up my child must be listed on this form. Authorization by telephone will not be accepted.**
- I understand that the YMCA is mandated to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.
- I understand that the the YMCA staff and volunteers are not allowed to babysit or transport children to any time outside the YMCA facilities and program. **If a violations of this policy is discovered, the YMCA will take immediate disciplinary action toward staff and volunteers.**
- I understand the Suspension Policy of the YMCA.

Signatures

Parent(s) or Guardian(s)

Date

Program Director

Date