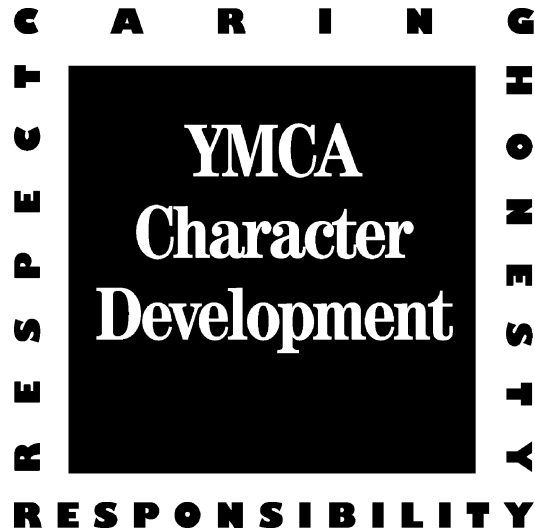


RAPPAHANNOCK AREA YMCA BEFORE & AFTER SCHOOL PROGRAMS PARENT INFORMATION HANDBOOK



Rappahannock Area YMCA – Massad Facility
212 Butler Rd.
540-371-9622

Rappahannock Area YMCA – Ron Rosner Facility
5700 Smith Station Road
540-735-9622

Spotsylvania County Schools SACC Program
540-735-9622

Ebenezer United Methodist Site
540-538-7965

Stafford County Schools SACC Program
540-371-9622

Rappahannock Area YMCA – King George Facility
10545 Kings Highway
540-775-9622

RAPPAHANNOCK AREA YMCA MISSION STATEMENT

Our Vision is to be recognized for fostering personal growth and development and serving community needs by providing quality fitness and recreation programs in the atmosphere of fellowship and caring.

Our Values

...regarding personal growth and development

We help each individual strive for health and fitness in mind, body and spirit. Our programs are designed for fun, and recognize the varying needs and abilities of all participants to help them reach their full potential.

...regarding service to the community

We accept the responsibility to provide opportunities to all community members, including those with special needs. We seek to identify areas of need and respond with quality programs, recreational facilities and services in a safe and positive environment.

...regarding fellowship and caring

We celebrate the dignity and value of each person and provide an atmosphere that welcomes and accepts everyone in diverse community. We strive to strengthen families of all kinds--from the "Family" at the "Y" to the important family in our homes. We encourage the participation of all age groups and abilities in our programs and services.

FINANCIAL AID OPPORTUNITIES

The YMCA Financial Aid Program is designed to ensure that YMCA services are accessible to all members of the community and no one is excluded because of an inability to pay. It is the policy of the YMCA to provide services for any youth, adult or senior who desires to participate.

While participants are expected to pay their share of operating costs, those who need assistance may be awarded full or partial scholarships based on their ability to pay, the YMCA's ability to fund the subsidy or program capacity.

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

YMCA CHILD CARE PHILOSOPHY

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

OBJECTIVES

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

1. Develop an appreciation for himself/herself, family, school, community, country, and the world.

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

STAFF

One Program Director together with counselors will maintain a direct staff to child ratio of at least 1 to 14. Each staff has as his/her primary concern the safety and 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.

GENERAL INFORMATION

1. Hours of operation:
 - August – June (Spotsylvania)
 - September – June (Stafford & King George)
 - Morning-
 - 6:30 a.m. (King George) until the start of school
 - 6:00 a.m. (Stafford and Spotsylvania County Schools & Massad) until the start of school
 - Afternoon-
 - End of school until 6:30 pm
2. Serving children ages 5 – 12 years old (enrolled in Kindergarten through 8th grade).
3. Enrollment is taken throughout the year in accordance with space availability.
4. All holidays that the school observes, the same will be with the program. Care will not be provided on holidays. FULL TUITION WILL BE CHARGED FOR THESE WEEKS.
5. The SACC program will be open on Teacher Workdays (6 am-6:30 pm for Stafford and Spotsylvania, 6:30 am-6:30 pm for King George). There is an additional fee of \$15.00, plus a field trip fee in cash (if applicable). If you are registered for before and after care in the Spotsylvania SACC program, the Teacher Workday fee is included in your weekly program fee.
 - 5a. You must register for the Teacher Workdays. Registration begins three weeks prior to the Teacher Workday and ends one week prior. There is a late registration fee applied if you register after this period.
6. The SACC program will provide care on Early Dismissal (half days), at no extra charge, from dismissal time until 6:30 pm.
7. The SACC program will not be open during Spring, Summer and Winter Breaks. There will be an alternative camp run by the YMCA during these breaks at a separate cost, should you choose to use it. SACC participants will be able to register for these camps before it is open to the public.

GENERAL POLICIES

File Information

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

Sign In and Out Procedures

- Whenever you drop off or pick up your child, you must enter the building to sign your child in or out.
- When signing your child in or out, please check the parent board for information, flyers, or notices concerning your child and the program.
- A child will be released **ONLY** to the persons who are listed on the authorized pick-up section of the enrollment form. If unauthorized persons come to pick up a child, the parents will be notified.
- The persons authorized to pick up a child must be 18 years old and must show a photo ID. We have a 100% ID check policy enforced.
- If any parent or authorized individual, arriving to pick up a child, is observed as being under the influence of drugs or alcohol, the parent or individual's child will be kept on the YMCA property pending notification of properly authorized personnel.
- In an emergency situation, changes in authorization may be taken by phone.
- The parent should inform the YMCA by 12:30 p.m. if their child is to be absent in the afternoon. A \$5 fee will be charged if a parent fails to notify the YMCA of absence.
- Arrival
 - 6:00 – 8:10 am – Massad
 - 6:00 – 8:30 am – Stafford and Spotsylvania County schools
 - 6:30 – 8:10 am – King GeorgeAll children must be signed in by an adult over the age of 18.
- Departure
 - End of School – 6:30 pm: All children must be signed out by an adult over the age of 18. Children will be picked up no later than 6:30 pm. Parents/guardians or emergency contacts will be contacted by telephone if the child has not been picked up by 6:30pm. 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:

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

These fees are per child

Health and Safety

- Injury: If your child is injured and needs medical attention, we will attempt to do one or more of the following:
 1. Administer First Aid according to the proper procedures (All staff is certified in CPR/First Aid).
 2. Complete a written Accident Report concerning the injury.
 3. Contact parent/guardian/emergency contact if the injury is above the shoulder or appears to require immediate attention by the parent. We will record all attempts made to contact the parent.
 4. If the injury requires further medical attention, we will call an ambulance to transport the child to the hospital. A staff member will stay with the child until the parent/guardian/emergency contact arrives.
- Sickness
 1. Limitations due to illness on attendance or required pick-up will be as follows:
 - a) Child's temperature of 101 or over.
 - b) Contagious or communicable illness.
 - c) Vomiting and /or diarrhea.
 2. Parents will be notified by telephone of their child's illness. The YMCA will provide a soft area for the child to rest until he/she is picked up.
 3. **Communicable Diseases – Parents must contact the center within 24 hours of their child or any member of the household being diagnosed with a communicable disease.**
- The YMCA is responsible for reporting any and all forms of abuse and neglect to the Department of Social Services.

Emergencies

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

Payments

- Payments are due every Wednesday, either by electronic draft or dropped in the payment box at the YMCA.
- Late payments incur a \$10 fee. Non-Sufficient Funds incurs a \$25 fee.
- Payments are made two weeks in advance.
- All payment questions can be directed to the Youth Payment Clerks.
- There are no "free" days and full tuition will be charged for partial weeks.

Snack

- We will provide snack for the children in the afternoon. Each school provides breakfast for the children for a fee.
- Please inform your child not to share any snacks that are brought in due to other children having food allergies.
- We are also peanut-safe, meaning please do not send your child with any snack containing any peanut products.

Personal Belongings

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

Donations

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

Medications

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

Miscellaneous

- If you decide to withdraw your child from the program, a two-week written notice is required. Program Cancellation forms can be obtained at the front desk.
- Custodial Parents have the right to visit anytime their child is present and are encouraged to do so. There will be opportunities for parental involvement throughout the school year.
- Staff/Parent meetings – Staff will provide an opportunity for the parents to meet with them semiannually to discuss their child's development, behavior, adjustments and needs.
- Over the counter skin products (sunscreen/insect repellent) – Parents will complete sunscreen/insect repellent form for their child if either or both of these over the counter skin products need to be applied to their child.

- Children may not receive personal phone calls except in emergency situations.

INCLEMENT WEATHER POLICY

School closed due to weather - The YMCA SACC Program will be closed the first day when Stafford County Schools (Stafford Sites & Massad site), Spotsylvania County Schools (Spotsylvania Site), and King George County Schools (King George Site) are closed due to inclement weather. After the first day the YMCA will determine if the SACC program is closed (Stafford and King George Counties). Stafford sites please call your site phone for a recording about the decision, or call 540-371-9622 (Stafford) or 540-735-9622 (Rosner) for information about closings. Spotsylvania County SACC will be closed on all days that school is closed due to weather.

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

School Closes Early due to weather - The YMCA SACC program will be open for up to two hours after the schools have closed. Please make alternative arrangements for your child if you cannot come and pick up your child soon after they are let out of school. The YMCA SACC sites will close within two hours of school being let out. We want the children and our staff safe during bad weather conditions.

Disciplinary and Behavior Management Policy

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

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

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

- A. Repeatedly engaging in fighting as a way to solve an issue.
- B. Stealing or defacing the school/site or other children's property.
- C. Refusing to follow basic safety rules.
- D. Repeated disrespect of staff or rude or discourteous behavior toward other children.
- E. Repeatedly displaying an inability to follow established guidelines.

- F. Bullying on any level will not be tolerated. YMCA reserves the right to immediately suspend and/or terminate services due to violation of this policy.

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

LICENSING INFORMATION FOR PARENTS
ABOUT CHILD DAY PROGRAMS

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

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

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

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

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

Fairfax Licensing Office 3959 Pender Dr., Suite 320 Fairfax, Va 22030 (703) 934-1505	Verona Licensing Office Post Office Box 350 Verona, Va. 24482-0350 (703) 248-9345	No. Va. Regional Office 170 W. Shirley Street, Suite 200 Warrenton, Va. 22186 (540) 347-6345
Piedmont Reg. Office Commonwealth of VA Building Church Street. S.W. Ste 100 Roanoke, VA 24011-1779 (703) 857-7971	Central Reg. Office 1604 Santa Rosa Rd Richmond, Va. 23220-5008 (804) 662-9743	Eastern Reg. Office Pembroke Office Park St S.W. 210 Pembroke 4 Office Building, Suite 300 Virginia Beach, Va 23462-5496 (804) 473-2116

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

Parent Acknowledgement of Handbook (Please sign and return)

This is to certify that I have received, read, and understood the Fun Club/SACC program parent information packet, Emergency Action Plan and Outdoor Play Policy dated for the 2011-2012 school year.

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

Child's Name _____

Parent Signature _____

Date received _____