



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BUILDING STRONG BRIGHT FUTURES

**After-School Program
Parent Handbook
Crozet YMCA**



CROZET YMCA
1075 Claudius Crozet Park
Charlottesville, VA 22932

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WELCOME!

INTRODUCTION

At the Y, strengthening community is our cause. The Y serves three crucial areas of focus to help individuals, families, and communities learn, grow and thrive.

The Y is for Youth Development, because 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.

The Y is for Healthy Living, improving the nation's health and well-being. 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.

The Y is for Social Responsibility, giving back and providing support to our neighbors. The Y has been listening and responding to our communities' most critical needs for 160 years. Whether developing skills or emotional well-being, welcoming and connecting diverse populations or advocating for healthier communities, the Y fosters the care and respect all people need and deserve. Through the Y, thousands of volunteers, donors, leaders, and partners are empowering millions of people, and the communities in which they live to be healthy, confident, connected and secure.

LOCATION

The Crozet YMCA After School Program is located at 1075 Claudius Crozet Park, Crozet, VA, 22932. We can be reached via telephone at (434) 205-4380. The Piedmont Family YMCA Administration office is located at 151 McIntire Park Drive, Charlottesville, VA, 22902 and can be reached via telephone at (434) 974-9622. Our After-School program operates Monday – Friday from 2:30pm to 6:00pm, when Albemarle County Schools are open.

ARRIVAL AND DEPARTURE PROCEDURES

The YMCA staff will meet the Albemarle County school buses each afternoon. Roll will be taken as the children exit the bus. You must notify staff if your child will not be attending the program and when he/she will not be on the bus no later than 2:00 PM that day.

Note: The YMCA staff will notify parents and/or the main office at Brownsville Elementary School and Crozet Elementary School when a child is not on the bus, and if we haven't received notification that the child is not attending the program that day.

Your child will only be released to the persons listed on the emergency or authorized pick-up section of the enrollment form. This person will be requested to show proper identification. Please bring your ID to the program. Only those designated on our enrollment form will be allowed to modify your information. All changes must be made with the program director. In any case concerning a custody clause or dispute, court documents must be provided.

HEALTH AND SAFETY (ILLNESS AND EXCLUSION CRITERIA)

In order to ensure the health and safety of all, employees who work directly with children will follow required procedures to prevent the spread of exposure to disease to include:

- Wearing gloves when handling or cleaning body fluids, such as after wiping noses, mouths, or tending sores
- Specifying that an employee with open wounds and/or any injury that inhibits hand washing, such as casts, bandages, or braces, must not prepare food or have close contact with children in care
- Removing gloves and washing hands immediately after each task to prevent cross-contamination to other children
- Excluding the employee from direct care when the employee has signs of illness

In an effort to maintain a healthy environment, the following guidelines must be followed very strictly. Staff perform daily health checks to ensure children are healthy and to note any illness or injury. Children who become ill may not remain at the program, nor will an ill child be admitted. If a child becomes ill during the day, a parent will be notified to pick up the child immediately. If we are unable to reach the parents, we will then begin calling the persons listed on your enrollment form.

If a child has a temperature of 101 degrees or above, recurring vomiting or diarrhea, or has been diagnosed with a communicable disease, the child may not attend the program. If a child exhibits these conditions once admitted to the program, the parent will be notified to pick up the child immediately. If the parents cannot be reached, the emergency numbers will be called. The sick child will be assigned to a designated rest area while waiting for his or her parent to arrive.

For the benefit of our staff and other children in our care, a sick child will not be permitted to return to care for 24 hours after condition has returned to normal. The child may return 24-48 hours (depending upon illness) after they have received the first dose of an antibiotic. If a child receives an antibiotic for an ear infection, he/she may return to preschool immediately if he/she has been free of other symptoms for at least 24 hours. Allergy related symptoms and non-communicable diseases do not require exclusion if you have a note from your doctor.

Please let us know as soon as possible if your child has a communicable illness or infection. This will allow us to notify the parents of children attending our program. Children with communicable conditions may not return to care without a note from their physician. For the success of our programs please respect the health of the other children in our care by cooperating with us on these state mandated rules.

MEDICATION POLICY

In order for the program to administer medication to a child, the parent must complete the approved medication authorization form. Authorization for short-term medication administration must be renewed every ten (10) working days or will expire. Program staff will dispose of medication that is not picked up by the parent within 14 days after authorization expires. Long-term medication administration is allowed only with written authorization from the child's physician and parent.

The medication must be in the original container, and be labeled with the child's name, name of the medication, dosage amount, and the times to be given. All medication shall be kept in a locked container, out of the reach of children, unless we receive specific written instructions from a physician to do otherwise. To avoid giving children outdated medication, the staff will document expiration dates and contact parents when a prescription is expired and dispose of medication not picked up by parents. Medication will be given by staff trained as MAT staff.

MEDICAL/GENERAL EMERGENCY

Minor bumps and scratches are inevitable, but we make every effort to keep the children safe through supervision and childproofing. Minor injuries will receive appropriate first aid. In the event of an emergency injury or illness that requires immediate medical attention, we will call 911, provide first aid and/or CPR, and then contact parents or guardians. Responding emergency medical personnel will make determinations as to whether the child should be transported to the nearest hospital.

PARENTAL NOTIFICATIONS

Parent notifications may be made in writing via letters, emails, fliers and/ or signage at the Crozet YMCA lobby. Notifications may also be made by phone calls or in person by site staff. Open communication is very important to the success of your child's Y experience. Activity schedules, menus and other pertinent information will be available for your review. Please check daily for new information. Any policy changes will be provided to the parent or guardian in writing.

Occasionally children will be absent due to illness or family vacations. Please let our staff know when your child will not be present at your earliest convenience.

ENROLLMENT

An enrollment packet must be completed and in our possession before we can assume the responsibility of caring for your child. This is to ensure that your child will get the very best care possible and satisfies our record keeping requirements set forth by state licensing guidelines. All forms will be reviewed periodically for accuracy and completion. A new enrollment packet must be completed prior to each school year and submitted with your \$50 registration fee. If you need to make and updates/changes to any of the forms, please notify the front desk to update your records.

PAYMENT

Payment will be drafted or charged each Monday, one week prior to scheduled services. If a payment is declined the payment plus a \$35 fee must be paid prior to the child's attendance the following week. Fees are not reduced for days of illness, early pick up, suspension, or absences due to participation in other activities. Parents are responsible for tuition fees whether a child attends the program or not. Tuition reminders and accounts due are the sole responsibility of the parent and reminders are not sent out unless payments are overdue or a return/late fee has been added to an account.

LATE PICK UP

Please call the Crozet YMCA if an unexpected emergency will cause you to be late picking up your child. There is a \$1 per minute charge for children not picked up by the program's closing time. In the event that a child has not been picked up within one hour of the stated closing time, Y staff members have been instructed to call Children's Protective Services and local police. In the event that a child is repeatedly left past the closing hour, the Y reserves the right to terminate the child's enrollment in the program.

BABYSITTING

We are pleased that you feel comfortable and confident in our employees and that want them to babysit or transport children after hours; however, it is against the YMCA's policy and employees may be terminated.

SNACK

The YMCA After School Program provides a snack that meets USDA requirements each afternoon. Menus are posted at the program site. If your child is allergic to a specific food or beverage and/or cannot eat the planned meals for physical reasons (Ex: loose tooth and an apple) please notify the Site Supervisor so that alternate snack arrangements can be made. If a child requires a special diet for personal reasons, it will be the parent's responsibility to provide a snack that meets the USDA snack requirements (please coordinate with your Site Supervisor).

Staff are educated and take proper precautions regarding any allergies that a child in their classroom may have as long as it is noted on the child's enrollment form. Staff are trained regarding common food allergies and common symptoms of food allergies.

CLEANLINESS/HYGIENE

The Piedmont Family YMCA staff do our best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals, entering the classroom from the playground and after toileting. We use a paper towels for drying hands, so children do not have to use the same towel. All employees are required to wash their hands frequently.

CONDUCT AND GUIDANCE

Self-management skills and positive social interactions among children and adults are encouraged and maximize everyone's enjoyment of the program. Y programs use positive guidance methods including reminders, distraction, logical consequences and redirection. Self-management skills are taught according to the following guidelines:

- Consistent rules are clearly stated. Children are expected to work and play within known limits.
- Behavior expected of children is age appropriate and based on developmental level.
- An atmosphere of trust is established in order for children to know that they will not be hurt nor allowed to hurt others.
- Staff members strive to help children become acquainted with themselves and their feelings. This will help them learn to cope with their feelings and control them responsibly.

For the safety and well-being of everyone, all children are taught and expected to follow these center rules:

- No running permitted in the center.
- Hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children or adults will NOT be allowed.
- No use of obscene, derogatory or disrespectful language.
- Children may not walk around the site with food or cups.
- Respectful treatment of other people and all property/toys/furniture is expected.
- Willful destruction of property will be charged to the parent at the cost to replace the item.

Child safety is the most important concern of the program; therefore, children whose behavior is dangerous or repeatedly disruptive must be immediately picked up from the program by someone designated through the departure and release procedures. Repeatedly disruptive or dangerous behavior will be discussed with the child's parent and will result in loss of privileges or activities, suspension or termination from the program.

DISCIPLINE

Children are entitled to a pleasant and harmonious environment at the YMCA After School Program. We cannot serve children who display chronically disruptive behavior. Chronically disruptive behavior is defined

as verbal or physical activity which may include, but is not limited to such behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, is abusive of the staff, and/or shows a disregard of the rules. If a child cannot adjust to meet the program expectations, the child may be discharged.

To limit behavior issues, our staff will provide a program of interest to the children and allow for a variety of choices among activities. If inappropriate behavior occurs, staff will communicate with children about their actions and consequences; divert their behavior; separate children from each other, and/or separate children from specific activities.

Our staff will not use corporal punishment; will not isolate children out of sight or sound of the group; and will not deprive any child of food, water or bathroom privileges as a part of punishment. Reasonable efforts will be made to assist children in adjusting to our program. At no time during our programs are parents allowed to discipline children other than their own. If a situation arises concerning another child, please speak to a staff person and not the child.

CONSISTENT CARE

Consistent care represents consistent, dependable relationships, which helps children build secure attachments. Children need consistent caregivers in order to build a sense of security and trust. Our goal is for children to have a limited number of caregivers during the course of our program. To ensure we maintain this continuity, we adhere to the following practices:

- Assigning the same teachers to each group
- Job descriptions for lead and assistant teachers to include continuity of care practices
- Providing annual professional development to all teachers that addresses the continuity of care systems and practices

ACTIVE INDOOR/OUTDOOR PLAY

We designate periods of active games and play in our program. Therefore, for safety reasons, wearing closed toes shoes is required. If a child is not wearing closed-toe shoes, he or she will not be permitted to participate in active play. During playground time, staff will monitor playground equipment and that all grounds are free of debris and mulch is at adequate level per licensing regulations. Materials that will be used include: playground balls, board games, school supplies (paper, pencil, crayons, etc), STEM supplies and other school related materials and equipment.

SAMPLE DAILY SCHEDULE

3:00-3:30 Arrival and snack
3:30-4:30 Outdoor/Indoor physical activity/group games
4:30-5:30 Academic Enrichment/Homework
5:30-6:30 Quiet activities/Program Close

SUPERVISION

When children arrive after scheduled classes or activities, including field trips, staff shall sign them into the program, supervise them following proper ratio requirements, and attempt to or integrate them into the class or activity.

Children arriving from another program/agency shall be signed in by program staff. If a child is expected but does not arrive, staff shall contact the program/agency directly to ascertain the whereabouts of the child. Additionally, parents will be contacted. Staff shall employ active supervision to be aware of all children in their assigned grouping of children, regularly counting children and monitoring their actions.

FIRE DRILLS

We are required by state law to do one fire drill per month. We vary the time of the day to help the staff and children prepare to evacuate the building quickly and safely. We will not do fire drills or have outside time when the temperature is below 32 degrees or above 90 degrees. At least one teacher from every class must take their cell phone, first aid kit, student emergency contact binder (this binder will have parent names and contacts so that all parents can be reached in the case of an emergency). The director will remain in the building to do a sweep of the program areas and bathrooms. After the sweep has been completed the director should then turn off the lights and shut each door to indicate that everyone is out of the building and are safe.

The purpose of doing fire drills is to make sure that the children are educated on knowing what to do in case there is a fire in school or in their home, we also want to make sure that the kids will not panic and can walk quickly but safely in a single file line to the designated area to ensure that they are away from a building, home that may be burning or have some type of potential harm. Once we have exited the building children or staff will not re-enter the building until each teacher has read off the names of their children on the classroom roster and all children have been accounted for. Children will be expected to re-enter the building the same way they exited the building quickly, safely and quietly. Once children are back in the program areas, the teacher will call roll again to make sure that all children are accounted for. At all times, our emphasis will be on keeping children safe.

EARLY DISMISSAL

On days when school closes early for a scheduled dismissal, the program will operate as normal. There is no extra fee for scheduled early dismissals.

On days when there is an unscheduled early school closing, the program will NOT operate.

SCHEDULED/UNSCHEDULED CLOSINGS

On days when schools are closed due to inclement weather or other unscheduled reason, the program will NOT operate. The YMCA will follow the Greene County School system schedule.

The program will NOT operate during scheduled school closings.

SCHOOL CLOSURES

Our program will be closed on the following days in accordance with Albemarle County Public Schools:

September 2 nd	November 27 th -29 th	March 2 nd -3 rd
September 30 th	December 23 rd -27 th	April 6 th -10 th
November 1 st	December 30 th -January 3 rd	May 25 th
November 4 th -5 th	January 20 th -21 st	

LICENSING INFORMATION

The YMCA After School Program is licensed through the Commonwealth of Virginia. Standards for licensed child care centers address certain health precautions, adequate play space, ratio of children to staff, equipment, program and record keeping. Criminal record checks and specific qualifications for staff are required. Standards require the facility to meet applicable fire, health and building codes. If you would like additional information about licensing, contact them at (540) 332-2330.

AFTER READING THIS HANDBOOK, PLEASE SIGN THIS PAGE AND RETURN IT WITH YOUR ENROLLMENT PAPERWORK TO THE FRONT DESK STAFF.

PARENT STATEMENT OF UNDERSTANDING

I understand that YMCA staff and volunteers are not allowed to baby-sit or transport children at any time outside of the YMCA program. Immediate disciplinary action will be taken by the YMCA toward staff volunteers if a violation is discovered.

I understand that I am not to leave my child at the YMCA or program site unless a YMCA staff or volunteer is there to receive and supervise my child.

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 either be listed with the YMCA or other arrangements must be made by calling the YMCA office to inform them of a change.

I understand that should a person arrive to pick up my child who appears to be under the influence of drugs or alcohol, for the child's safety, staff may have no recourse but to contact the police. Please do not put staff in a position where they have to make this judgment call.

I understand that YMCA is mandated, by state law, to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.

I have received a copy of the 2019-2020 Crozet YMCA After-School Program Parent Handbook and have read and understand the statements above.

Child's Name

Parent/Guardian 1 (Please Print Name)

x _____
Parent/Guardian 1 Signature

Date

Parent/Guardian 2 (Please Print Name)

x _____
Parent/Guardian 2 Signature

Date