

# **CROZET YMCA AFTER-SCHOOL PROGRAM**

## **Parent Handbook 2019-2020**

Program conducted on site at:

**Crozet YMCA**

**1075 Claudius Crozet Park**

**Crozet, VA 22932**

**Phone: (434) 205-4380**

Program Administered by:

**Piedmont Family YMCA**

**233 4<sup>TH</sup> St. NW Suite Y**

**Charlottesville, VA 22903**

**Phone: (434) 205-4380**



"This institution is an equal opportunity provider and employer"

<b>CONTENTS</b>	
<b>Introduction .....</b>	<b>3-4</b>
<b>Administration .....</b>	<b>5</b>
<b>Daily Routine .....</b>	<b>5-6</b>
<b>Policies and Procedures .....</b>	<b>7-9</b>
<b>Field Trips .....</b>	<b>9</b>
<b>Chain of Commands .....</b>	<b>10</b>
<b>Licensing Information .....</b>	<b>10</b>

[www.piedmontymca.org](http://www.piedmontymca.org)

## **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 well-being 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.

For more information, visit [www.ymca.net](http://www.ymca.net)

## **Goals**

**The goal of all YMCA programs and service is to:**

**Grow personally:** Build self-esteem and self-reliance

**Develop values for daily living:** Develop moral and ethical behavior based on our four core values of Caring, Honesty, Respect, and Responsibility.

**Improve personal and family relations:** Learn to care, communicate and cooperate with others close to them.

**Appreciate diversity:** Respect people of different ages, abilities, incomes, races, religions, cultures, and beliefs.

**Become leaders and supporters:** Learn to give and take, which is necessary to work toward the common good.

**Develop specific skills:** Acquire new knowledge and ways to grow in spirit, mind and body.

**Have fun:** Enjoy life.

## **Philosophy**

The YMCA YILC program is directed toward activity-centered classrooms where children receive guidance from teachers to motivate learning in areas where the children have shown an interest. This may be done by asking open-ended questions, or through free play. A variety of learning experiences are provided. Children enjoy discovering what they can do, what they like to do, what they do best and what is worth doing. The more children have seen and heard, the more they want to see and hear. We will provide many opportunities for children to learn by using their senses. Learning is an ongoing process and is reciprocal; adults and children learn from each other. A good teacher does not intrude on the child's learning but stands ready to provide guidance and direction as needed. The teacher does not always provide the child with an answer, instead provides opportunities for the child to see answers. The program will provide each child with experiences that encourage the child's self-esteem and positive self-image, social interaction, self-expression and communication skills, creative expression, muscle development and intellectual growth.

### **Location:**

The Crozet YMCA After School Program is located at 1075 Claudius Crozet Park Crozet, VA 22932.

The telephone number of is (434) 205-4380

The YMCA Administration office is at 151 McIntire Park Dr, Charlottesville VA 22902

### **Hours:**

2:30 P.M.-6:00 P.M.

The Crozet YMCA After-School program is in operation Monday through Friday, when Albemarle County Schools are open.

**Grades:** Kindergarten-5<sup>th</sup> grade.

**Fees:** \$50 Annual Registration Fee

\$85/week for YMCA Members; \$100/week for Program Participants

### **Holidays/Days Off:**

September 30<sup>th</sup>

November 1<sup>st</sup>

November 4<sup>th</sup> -5<sup>th</sup>

November 27<sup>th</sup>- 29<sup>th</sup>

December 23<sup>rd</sup> - January 3<sup>rd</sup>

January 20<sup>th</sup>-21<sup>st</sup>

January 23<sup>rd</sup>

March 2<sup>nd</sup>-3<sup>rd</sup>

April 3<sup>rd</sup> – April 10<sup>th</sup>

May 25<sup>th</sup>

Additional days off will be announced



## **ADMISSION**

### **Admission and Registration:**

Parents must come by the YMCA or After School to fill out all appropriate forms completely, and meet with a member of the After-School Administrative staff. Copies of children's forms will be filled at the After-School site.

### **Virginia State licensing requires:**

1. An application with all current information to be kept on file (during enrollment)
2. A copy of the student's school entrance physical and immunization certificate (within the last year).
3. A birth certificate

### **Attendance & Absentee Policy:**

Your child is expected to attend every day, unless he/she is sick or at a school-related activity. Ten un-excusable absences are allowed. Any more than that will lead to your child being removed from the After-School program.

Notes: Your child must attend school in order to attend the Crozet YMCA program on any given day. In other words, if you are absent from school, you may not attend After School.

## **DAILY ROUTINE**

### **After School Schedule**

#### **Drop Off and Pick Up Procedure:**

The YMCA staff will meet the Albemarle County school bus 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.



At the close of the program day **(5:30)** parents are to pick up their child(ren) from the After School Program.

**Staff will NOT be allowed to sign a child out, except their own children**

**Late Pick Up:**

There will be a charge of ***\$5.00 for every 5 minutes*** a child remains in care waiting to be picked up. Your child will not be allowed to return to the program until the late fee is paid. If your child is not picked up one hour after the end of the program **(7:00)** Albemarle Social Services and the Police Department will be notified. If late pick up continues, the Department of Social Services will be notified.

Any person authorized to pick up your child must be listed on the application and **over the age of 16 years old** or other arrangements must be made with the After School Program Director. **ID WILL BE REQUIRED.**

The Y staff is required to contact the police and will not allow your child to leave with a person who appears to be under the influence of drugs or alcohol.

Please call the After School Program office if you cannot pick up your child on time. You will still be responsible for the late fee. If the Y staff has not heard from you, we will attempt to contact you and/or the emergency contacts.

Once you have signed out your child, they cannot return back to the center until the following day.

In cases involving custody disputes, staff cannot deny a parent access to their child without a court order stating so. Even with a court order, staffs who are confronted by a non-custodial parent will contact the custodial parent immediately and notify the police should an attempted contact occur. Staff will not place themselves in jeopardy by mediating disputes or attempting to enforce a court order.

Custodial parents have the right to be admitted to the center at any time that their child is in care.

**Outdoor Play:**

Children attending the program are expected to be able to participate in all activities.

Outside play is an integral part of a healthy day at the program. If the child is well enough to come to the program, they are well enough to play outside.

**Materials & Equipment:**

The Y supplies equipment needed for daily use. The material and equipment utilized will provide children with a rewarding learning experience. Lesson planning will stem from STEM, which includes responsive classroom, arts, character development, health, homework support, literacy, science, and social skills.

### **Personal Belongings:**

The Y staff will encourage children to keep track of their personal belongings. We cannot be responsible for lost or taken items.

### **HEPA and the YMCA**

#### HEALTHY EATING AND PHYSICAL ACTIVITY

The Piedmont Family YMCA implements a series of healthy eating and physical activity standards in our child care program as part of the Y's national commitment to combat childhood obesity and ensure that all those who participate in YMCA programs live a healthier, balanced life.

#### **The New Standards**

**Programs for Parents and Child Care Providers** - Implement an educational program for parents and childcare providers with physical activity and nutritional information relevant to the health of their children.

**Physical Activity** - Ensure that children engage in at least 30 - 60 minutes of physical activity per day, including a mix of moderate and vigorous physical activities that promote bone and muscle strengthening. Play will take place outdoors whenever possible.

**Screen Time** - No access to television or movies. Limit digital device time to less than one hour per day. Digital device use is limited to programs that actively engage children in activity. Eliminate screen time (television or digital device) for children under two years old.

**Food** - We will commit to serving fruits and vegetables at every meal with water being the primary beverage during snack and meal times. We commit to serve foods free of sugar as one of the first ingredients and all grain foods are whole grains.

- **We do suggest you send a refillable water bottle with your child each day**

## **Policies and Procedures**

### **Child Abuse Policy:**

According to Virginia Commonwealth Law, YMCA staffs are required to report all suspected child abuse to the Department of Social Services.

### **Snack Policy:**

- The Crozet YMCA After School program will provide a healthy snack each day.
- All snacks will meet the nutritional needs of the children as established by the U.S. Department of Agriculture/VA Department of Health

- Menus will be posted for parental inspection.
- No child will be denied food at snack time for disciplinary reasons, children will be encouraged, but not forced to try new foods.
- Parents may bring food/beverages for celebrations with the approval of the After School Director. Please encourage your child to leave candy at home, or it will be confiscated and sent home. Candy can only be distributed by the YMCA at the After School Director's discretion.

**Sick Policy:**

The program strives to prevent the spread of diseases and make sure that sick children receive appropriate care.

The program staff will notify the parent if the child becomes ill and the parent will arrange to have the child picked-up as soon as possible.

Sick children are not allowed to attend the program. If a child does not go to school because of an illness, they cannot come to the after school program. Unless otherwise instructed by the child's doctor, a child shall be excluded: (1) if he or she has a temperature of **101 F** or over, (2) if he or she has recurrent vomiting or diarrhea, (3) *if he or she has green or yellow colored mucus during flu season*, or (4) as recommended in the Virginia Department of Health current communicable disease chart.

Parents must inform the Crozet YMCA After-School within 24 hours (or next business day) if their child or any peer in the immediate household as developed a reportable communicable disease, as defined by the State Board of Health, except for life-threatening diseases which must be reported immediately.



Any time children are together in groups, the possibility of the spread of disease is increased. We must take special care to reduce this risk to the greatest extent possible. The staff will take constant precautions to prevent the spread of disease. Many childhood diseases are contagious.

Please refer to the Virginia Department of Health Communicable Disease chart to find out the exact amount of time your child should be out of child care.

Our sick policy is designed to protect all of the children enrolled in the program and to promote the highest possible level of health.

Adherence to the sick policy will benefit everyone.

**Injury Policy:**

- Injuries will be treated with First-Aid care by staff
- Staff will fill out an injury log, accident prevention, and incident report.
- Parents will be notified for all injury occurrences.

### **Medication:**

The Crozet YMCA After School program only administers emergency medications. Emergency medications will only be accepted by staff if

- Medication may be given up to ten (10) days on the same authorization. If medication is needed long term, the YMCA Administrative Office will provide a form for the doctor and parent to complete and sign.
- All medication **must** be in the original container with the original and/or label attached. The child's name, date, name of the medicine, dosage and the time the medication is to be given are to be clearly marked on the container. Expired medication will be returned to the parent. Staff will continue to check medication for expiration. Staff will not give children medication if it's expired.
- Parents must supply the package insert (or pharmacy printout) for a complete list of possible side effects and special instructions. Additional special instructions include any concerns related to possible interactions with other medication the child is receiving or concerns regarding the use of the medication as it relates to the child's age, allergies or any pre-existing conditions. Also describe situations when medication should not be administered. Medication will be stored in a locked box and will be returned to the parent when the child is no longer taking it.
- Staff giving the medication will sign and indicate the time it is given in the log. No medication will be kept at the after school program without a current authorization form. If parents do not pick up medication within 14 days after authorization expires it will be disposed of by the After School Director.

### **Evacuations:**

Fire drill, evacuation and shelter-in-place plans are posted in each classroom.

#### **Emergency Evacuation Plan**

The Crozet YMCA has evacuation instructions and routes posted in each classroom. Children will walk escorted by their teachers to the nearest exit. Using daily attendance records, teachers check attendance to make sure all children are evacuated safely. Roll is called following evacuation to check for location of all children. Director leaves the building last, after having checked all rooms in the center for any stragglers. Each classroom will bring the emergency contact information and first aid kit. Evacuation/Fire drills take place at least monthly and shelter-in-place drill take place twice a year in the child care center. The director/assistant director is responsible for assuring that evacuation/fire drills are held at different times of the program day and are practiced with all groups of children. The director documents date, time, and effectiveness of each drill and maintains documentation of the above-mentioned drills. In the event there's an emergency situation for the after school program, parents will be contacted via phone. If it's an emergency situation that requires the after school

program to leave site, parents will be notified by local radio stations, Social Media Outlets, and the website as to our location. Parents will be required to pick up their child(ren) within one hour after being notified. If a child is not picked up within the hour, the After School staff will contact the Child Protective Services, the police department, and Social Services. After School will contact all emergency contacts if they do not hear from the parents/guardians.

### **Natural Disaster Emergency Plan:**

In the event of a natural disaster emergency situation or any other emergency situation, parents will be notified by local radio stations (WINA 1070 and Lite Rock Z95.1), Social Media outlets and the Piedmont Family YMCA website ([www.piedmontymca.org](http://www.piedmontymca.org)).

### **Sunscreen/Insect Repellent Policy:**

In consideration of your child's safety and appropriate management of current childcare standards, the Piedmont Family YMCA has adopted the following sunscreen/insect repellent application procedures, as recommended by the Virginia Department of Social Services. All sunscreen and insect repellent will be furnished by the parent, labeled with the child's name and grade and stored in the after school office. Sunscreen and/or insect repellent cannot be kept in the child's backpack/belongings. The Sunscreen/Insect Repellent Policy Form must be signed before we allow your child to apply sunscreen or insect repellent. The YMCA Staff can not apply the sunscreen except in the presence of multiple staff. The YMCA Staff will apply the application of sunscreen and insect repellent and offer guidance when needed.

### **Discipline Policy:**

The Y emphasizes positive reinforcement. Expected behavior will vary with age and the development of individual children.

### **Discipline will consist of the following:**

- Giving the child a choice only when a true choice exists.
- Reinforcing directions with actions when necessary.
- Recognizing potential problems and adjusting actions to prevent them.
- Providing suggestions and directions for maximum effectiveness.
- Time in/time out, that's brief and appropriate.

### **Discipline will not consist of the following:**

- Physical punishment which includes but not limited to striking, roughly handling or shaking a child, binding or tying, forcing a child in an uncomfortable position or using exercise as a punishment.
- Verbal remarks that dishearten the child.
- Withholding or forcing of food.
- Punishment for toileting accidents.

### **Termination Policy:**

A child may be suspended from the After School program for disruptive behavior or behavior that causes harm to self, other children, staff or property. Suspending a child from the program will be used only as a last resort. Staff will do everything possible first to rectify the situation such as documenting the behavior problems and actions taken; meeting with parents and finally terminating the child after all else has failed. However, in the event of willful misconduct or violent behavior, the Y reserves the right to remove and terminate the child immediately.

As stated in the tuition agreement, a two week written notice must be given before a child is removed from the center. If a child is removed before notice is given, the parent or guardian is still responsible for payment during the two-week period.

Generally, the center would give a two week notice if it cannot keep the child enrolled. If circumstances arise which, in the center's best judgment, warrant dismissal from the program (disciplinary problems that cannot be corrected, failure to pay tuition, etc...) and the child's attendance is terminated before the two-week notification period has ended, the parent will not be charged for this period. The center will give the parent a reason for removal from the program.

### **Transportation:**

The After School children will be transported by Albemarle County Transportation School buses from Brownsville and Crozet Elementary School to Crozet YMCA After School Program. The After School Teachers will greet the children at the end of the driveway. Attendance will be taken as the children exit the bus.

### **FIELD TRIPS**

The Y may from time to time offer field trips. We will post at the program site the time we will be departing and returning and the phone number where we can be reach.

- A staff person will cross the street first, while a staff person follows behind the children across the street. A staff person will board the bus first and will exit last.
- Children will board and exit the bus in as orderly manner, one person at a time.
- After the bus is boarded, the staff person will take the roll. The bus will move when all children are present and accounted.
- When the bus is moving, each camper will remain seated; arms, head, and legs will remain in the bus.
- The YMCA Administrative Office will advise parents if the bus is going to be delayed.



### **Chain of Command**

The staff welcomes any involvement or suggestions you wish to share. Please call with any questions or concerns. Help us make this a positive, memorable and fun school year for your child.

Board of Director-  
Executive Director  
Senior Program Director  
After-School Teachers  
Assistant After-School Teachers  
Volunteers

The Board of Directors for the Piedmont Family YMCA, Inc. is responsible for policy making decisions on behalf of the YMCA.

The Senior Program Director is responsible for the operation and management decisions of the After School Program.

School-Aged Child Care Director assists the Senior Program Director with the operational responsibilities of the After School Program.

### **Licensing Information**

The Crozet YMCA After-School program is licensed by the Virginia Department of Social Services.

Licensing Information Line:

For information on training or filing complaints, call (800) 543-7545.

To talk directly with our regional licensing office:

#### **Valley Office**

Augusta Professional Park  
57 Beam Lane, Suite 102  
Fishersville, VA 22939  
Phone: (540) 332-2330

Counties Served: Albemarle, Augusta, Clark, Culpeper, Fluvanna, Frederick, Green, Highland, Louisa, Madison, Orange, Page, Rockingham, Shenandoah, Warren  
Cities Served: Charlottesville, Harrisonburg, Staunton, Waynesboro, and Winchester