



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Greene County YMCA After School Program Parent Handbook

2019-2020

PROGRAM PHILOSOPHY

We believe that the after school time is a valuable opportunity for children to engage in a wide range of enriching activities while developing relationships and enhancing their sense of belonging. Our program is designed to address each of these opportunities in a safe, fun, and empowering way.

PARTICIPATION

Open to children in Kindergarten through fifth grade who attend Greene County Elementary schools during the school day.

HOURS

3:00pm – 6:30pm

The YMCA After School Program operates is in operation Monday through Friday, when Greene County Public Schools are open.

REGISTRATION

Parents must complete the program registration form, pay the registration fee, and provide each enrolled child's immunization and physical form prior to participation in the program. Registration fees are non-refundable.

FINANCIAL ASSISTANCE

Children participating in the USDA Free and Reduced Meal Program are eligible for reduced rates, as follow.

Participants in the USDA Free Lunch Program: \$45.00/week per child.

Participants in the USDA Reduced Lunch Program: \$60.00/week per child.

In order to qualify for reduced rates, proof of participation in the USDA program must be provide to the YMCA.

ENROLLMENT

Children are admitted to the YMCA After School Program on a first come, first served basis. Registration is available on our website at www.piedmontymca.org.

TUITION PAYMENTS

The YMCA After School Program accepts payment via bank draft or credit card charge (Visa, MC, or Discover). The YMCA After School Program has a no cash policy.

PAYMENTS

Payment will be drafted or charged each Monday, one week prior to scheduled services.

If a payment is declined the payment plus \$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.

WITHDRAWAL

A two-week written notice is required to terminate enrollment. Parents are required to pay for all weeks regardless of the child's attendance, if no written notice is received.

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.

UNSCHEDULED SCHOOL 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.

SCHEDULED SCHOOL CLOSINGS

The program will not operate during scheduled school closings.

DISCIPLINE AND DISMISSAL

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.

LATE PICK UP

Parents are expected to pick up their children before closing time (6:30 p.m.). There will be a late pick-up charge of \$ 1.00 per minute for every minute after 6:30 p.m. until the child is picked up. The charge will be drafted from your designated account on the Monday following the late pick up.

Children of parents who are chronically late may be terminated from our program.

NON-PICK UP

If a child has not been picked up by 6:31 p.m. the staff will attempt to call the parent(s). If parents cannot be reached, our staff will call the two emergency numbers on file. If at 7:00 p.m., the child is still at the site and parents or emergency contacts cannot be reached, the local police or Department of Social Service will be contacted.

ARRIVAL AND DEPARTURE

During Y After School, parents must come into the site to sign children out. Parents must

indicate the time their child was picked up and sign using initials next to their child's name on the specific day of the week.

Our programs do not permit children to go home unaccompanied. The only people your child will be released are those listed on the enrollment forms. If someone not listed is going to pick up your child, a written notice must be given to the staff in advance. If an emergency arises, parents must contact program staff via phone. Staff will ask for photo identification upon pick up. Any person picking up a child from our programs must be at least 18 years of age. If your child attends extracurricular activities or has any other kind of arrival/departure time change within the period he/she is enrolled in the program, you must provide our program staff with written permission to release your child to the extracurricular activity staff. Our program must have a copy of all appropriate legal paperwork when the custodial parent requests the program not to release the child to the other parent.

PARENT VISITATION

Custodial parents are welcome to visit the YMCA After School Program at any time without an appointment. Upon arrival they must check in with the program Site Supervisor. For liability and supervision reasons, it is not possible for non-enrolled children visiting the program to take part in activities.

PROGRAM STAFF

The YMCA After School Program staff are supervised by the Site Supervisor and Program Director.

REPORTING OBLIGATION

As a licensed child care provider, we are required by law to report to Child Protective Services all suspected child abuse or neglect (VA Code 63.2-1509).

MEDICAL CONDITIONS

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.

If a child in our program has contracted a communicable disease, we are required to notify other parents in the program within 24 hours, but will keep the child's identity confidential. If your child has a known medical condition for which special care and/or emergency treatment is required and/or possible, a written and signed Action Plan from your child's physician is required.

HAND WASHING AND TOILETING

Children are required to wash with soap and running water after toileting and before and after meals.

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).

SUNSCREEN AND INSECT REPELLENT

Sunscreen and insect repellent shall be applied only with written parent authorization which notes any adverse reactions. Sunscreen and insect repellent must be in the original container and labeled with the child's name. Per licensing regulations, sunscreen application must be done by staff for children under the age of nine years. Children age nine years and older may apply their own sunscreen with staff supervision. We ask that parents apply sunscreen prior to drop off. Sunscreen shall be inaccessible to children under five years of age. Insect repellent shall be inaccessible to all children in care. For sunscreen, a record shall be kept that includes the child's name, date of use, frequency of application and any adverse reactions; manufacturer's instructions for age, duration, and dosage shall be followed.

TRANSPORTATION

The children from Nathanael Greene Elementary School and Nathanael Greene Primary School will be transported to Ruckersville Elementary School for the After School Program. The After School Teachers will greet the children and attendance will be taken as children exit the bus.

SAFETY PROCEDURE

The procedure to identify where children are at all times:

1. Frequent counts, every 15 minutes.
2. Monitor bathroom use.
3. Designate groups of children to specific staff.

The procedure to ensure that all children return to the site after a field trip:

1. Children are accounted for before the group leaves, on the bus, and upon arrival.
2. Each staff will be responsible for his/her group.
3. Close communication will be kept between all staff.

The procedure for the search of a missing child:

1. The surrounding area will be searched.
2. The notification of emergency services. (911)
3. The notification of the Child Care Director.
4. Our office contacts the parents.

The playground safety plan for all Y After School and Y Summer Camp locations:

1. Our staff remains on the playground area near each group of children.
2. If an injury occurs, the nearest staff attends to the child.
3. If needed, emergency services will be notified by the staff.
4. The YMCA Child Care Director contacts the parents.
5. Our staff will accompany the child to the hospital.

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.

EMERGENCY SHELTERS

Each location has designated emergency shelters in place.

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.

MEDICATION

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.

PROCEDURE TO FOLLOW IN CASE OF A DISASTER (NATURAL OR MAN-MADE)

In the event of a fire, thunderstorm, severe winter weather, tornado, earthquake, flood, bomb threat, terrorist attack, or any other natural or man-made disaster, staff and the Child Care Director will keep each other informed. The program staff will contact each parent of the child(ren) at our program, and inform them of any location changes or pick-up instructions. The Site Supervisor and staff will evaluate the environment for safety, and determine if the children need to move to a safer location. The staff will gather the attendance record, emergency and health supplies and each child's registration file to be taken with them. The staff will complete the evacuation checklist prior to leaving the site. The site has an emergency evacuation plan and shelter available. If a disaster or emergency occurs, our Site Supervisor will contact parents and/or emergency personnel as needed. If a disaster or emergency occurs before the program begins or after the program ends, please listen to local television and radio stations for information regarding the program.

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.

SAMPLE DAILY SCHEDULE

3:00-3:30 Arrival and snack

3:30-4:30 Outdoor/Indoor physical activity/group games

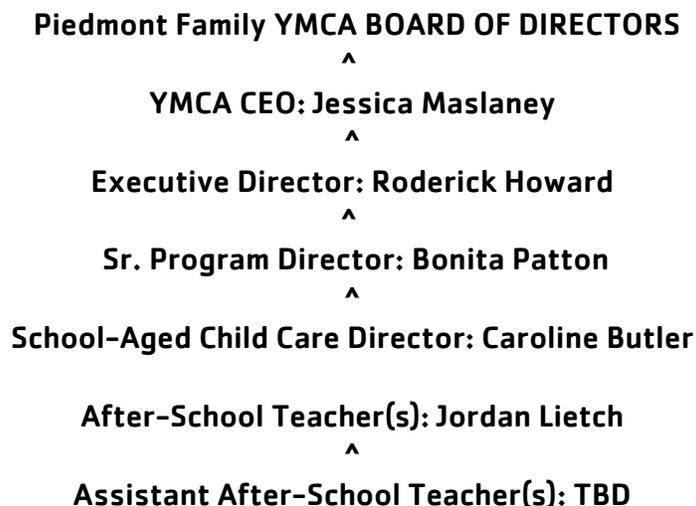
4:30-5:30 Academic Enrichment/Homework

5:30-6:30 Quiet activities/Program Close

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.

ORGANIZATIONAL CHART



If you have any questions or concerns, please contact our office at (434) 974-9622 or the Ruckersville Elementary School office at (434) 939-9006.



I, _____ ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND
THE GREENE COUNTY YMCA AFTER SCHOOL PROGRAM- PARENT HANDBOOK.

Parent/Guardian signature: _____ Date: _____