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2020-2021

Parent Handbook

VIRTUAL LEARNING CENTER



BROOKS FAMILY YMCA
VIRTUAL LEARNING CENTER
151 McIntire Park Drive
Charlottesville, VA 22902

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WELCOME!

PHILOSOPHY

The YMCA has been supporting families for many years. With the educational system in an unknown state (crisis), we have the opportunity to work with families to support their child's educational needs, while providing a safe and fun place. Students will have the opportunity to continue their learning during the day, 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.

HOURS OF OPERATION

Our program provides full-time care for Kindergarten through 5th grade students and operates Monday-Friday from 7:30 am to 5:30 pm.

REGISTRATION/ENROLLMENT

Children are admitted to the Virtual Learning Center on a first come, first served basis. Registration is available on our website at www.piedmontymca.org. Parents will first register online and pay the registration fee. Secondly, parents will download the enrollment package and submit (along with the required documentation) either online or by dropping them off at the branch. Lastly, once all documents have been reviewed, a confirmation email will be sent confirming a spot. 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. If you need to make and updates/changes to any of the forms, please notify the front desk to update your records.

NOTE: All withdrawals from the program require a 2-week notice in writing.

PAYMENTS

The YMCA Virtual Learning Center operates solely on tuition fees so please ensure payments are made promptly. 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. **All payments are due each Friday for the following week. A \$25.00 fee will be added for all returned or late payments. Children will not be allowed to return on Monday if payment is not received for the previous week.** Spots will only be held for 2 weeks due to non-payment. 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.

ARRIVAL AND DEPARTURE PROCEDURES

Staff will meet all parents at the traffic circle in front of the Brooks Family YMCA for drop-off and pick-up each day. Parents will not enter the building. Staff will take the child's temperature and ask a few COVID-19 screening questions. Upon completion, staff will escort child to designated classrooms. Parents will be responsible for signing daily attendance log at pick up each afternoon.

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 and provide CODEWORD (created at registration) when picking up your child. 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.

LATE PICK UP

Please call the child care center 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 of 5:30pm. You will have seven days to make the payment. If a child has not been picked up by 5:30 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 6:00 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. 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.

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.

Under no circumstances may a parent bring a sick child to the Virtual Learning Center if the child shows any signs of illness (see symptoms requiring removal of care below) or is unable to participate in the normal routine and regular activities. Sick children will expose all children and staff members they come in contact with.

The following symptoms will require removal of the child from our care:

- A fever above 100.4 degrees
- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within last 4 hours
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing
- Runny nose (other than clear), discharging eyes or ears
- Frequent scratching of body or scalp, lice, rash or any other spots that resemble childhood diseases, including ringworm
- A communicable disease
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care

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 school 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 notify us if your child will be absent from the program.

All children must be able to participate in their normal daily schedule (outdoor play included). Weather permitting, children will go outside every day. We cannot keep one child inside due to illness.

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

If your child needs medication while at the program, you must complete an "Authorization to Administer Medication" form. The medication must be given to YMCA staff, and:

- Be in its original container
- Labeled with child's name (we cannot share medications among siblings)
- Labeled with the date that the prescription expires
- Labeled with the dosage and directions on how to administer the medicine
- Include the name of the physician prescribing the medication

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 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.

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.

MEALS AND SNACKS

The parent is required to provide lunch, two snacks daily and water daily. Please do not put food in glass or bottles. All food must be labelled with first and last name.

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. Staff will not use food to reward children. Rewards will not be given to children for cleaning their plate at meal time.

CLEANLINESS/HYGIENE

The YMCA Virtual Learning Center teachers and staff do our best to maintain strict cleanliness and hygiene standards in compliance with CDC and Department of Social Services guidelines. Children's hands are washed for 20 seconds before and after meals, entering the classroom from the playground and after toileting. We use paper towels for drying hands, so children do not have to use the same towel.

All employees are required to wash their hands frequently and wear masks/face shields at all times. Children will be required to wear a mask during drop off and pick and when in public areas of the building. Children will NOT be permitted into the Brooks Family YMCA without a mask on.

A TYPICAL DAY IN OUR PROGRAM

A typical day will provide a balance between virtual learning, enrichment activities, and active play. A sample daily schedule would be:

- Arrival
- Virtual Learning Labs
- Snack
- Virtual Learning Labs
- Lunch
- Virtual Learning Labs
- Snack
- Enrichment/STEM Activity
- Indoor/Outdoor Activity
- Departure



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.

Children grow and develop as individuals during the early years. Challenging behaviors are a part of growing and learning. Our goal as we work through these periods of time will be for directors and teachers to have regular, ongoing conversations to express concerns and to discuss strategies for challenging behaviors with you to ensure that we are working together as partners to help your child. Parents will be kept informed of their child's progress.

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 center with food or cups.
- Respectful treatment of other people and all property/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

We maintain a positive discipline policy, which focuses on prevention, redirection, love, consistency and firmness. We stress two main patterns of behavior: respect for other people and respect for property. The children are explained the rules of the center frequently, so they are all familiar with the guidelines. Please keep in mind that there WILL be disagreements between children. Children can have a hard time expressing their feelings. Sometimes they hit, throw, yell, etc. We will try to prevent problems, redirect when appropriate, discuss inappropriate behavior, encourage making amends when offense involves another person, and sometimes withdraw privileges based on the principle of "natural consequences".

Under NO CIRCUMSTANCES will there be any spanking, physical abuse, verbal abuse, name calling or isolation used. Neither food nor sleep will ever be withheld from children as a means of punishment. If a discipline problem arises that does not respond to the above mentioned techniques, we will hold a conference with the parents. Together, we will try to find a solution. You may be called to remove your child if his/her behavior prevents us from being able to properly care for the other children. If the problem continues, other arrangements for the care of the child will have to be made for the safety and well-being of all.

SPECIAL ACCOMMODATIONS

In order for us to provide the best care for each child, it is important that we have as much information as possible on all participants. If your child has any special concerns or needs including: allergies, existing illness, injuries, disabilities, long-term, continuous use medication, any limitations or need for special provisions etc., please set up a meeting with the Director, and if we can accommodate the special provision, we will be happy to enroll your child.

INDOOR/OUTDOOR PLAY

Indoor play: We provide a variety of age-appropriate materials for indoor activities. Materials that will be used include: playground balls, board games, school supplies (paper, pencil, crayons, etc.), STEM supplies and other related materials and equipment.

Outdoor play: We will be playing outdoors every day that weather permits. Please make sure that your child is appropriately dressed for outdoor play (see daily attire below). We do not go outside when temperatures are below 32 degrees (including wind chill), or 95 degrees and above (including heat index). We are mandated by state law to take the children outside. Parents who feel that their child is not well enough to participate in outdoor activities must keep them out of school until they are able to participate in all activities.

DAILY ATTIRE & EXTRA ITEMS FROM HOME

Children should be dressed for active play as we like to have fun! Having fun involves outdoor play and lots of messy activities, so make sure that your child is dressed appropriately. Clothing should be comfortable and seasonally appropriate for outdoor play. For the winter months please make sure to include coats,

hats, mittens, boots. During the summer months, please do not dress your child in flip flops or open toed sandals these types of shoes can cause children to fall. Please remember that shoes are a requirement for our center.

Please refrain from bringing personal items from home unless it is something required to use for school work. We are not responsible for any loss or breakage of personal items. All personal items must be clearly marked with the child's name.

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 a day. To ensure we maintain this continuity at our center, we maintain the following practices:

- Assigning full-time teachers to each classroom
- 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

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 classrooms. 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 their appropriate classes, 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.

PROCEDURE FOR 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 Site 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 Director 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 Director 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.

INCLEMENT WEATHER/EMERGENCY CLOSINGS

Please understand that we close only when absolutely necessary. In the case of inclement weather, please check your local news stations, the Piedmont Family YMCA website, or Brooks Family YMCA Facebook page for cancellations or delayed opening changes. If poor weather develops during the day, parents/guardians may be contacted to pick up their children early due to center closing early. We contact all parents by phone about early center closings.

HOLIDAYS

Our program will be closed on the following holidays:

September 7 - Labor Day

November 3 - Election Day

November 11 - Veteran's Day

November 26-27 - Thanksgiving

December 21-31 - Winter Break*

January 1 - New Year's Day

January 18 - Martin Luther King Day

February 15 - President's Day

April 5-9 - Spring Break

May 31 - Memorial Day

*Winter /Spring Break Camps will be available at the Brooks Family YMCA. Separate registration required.



The Brooks Family YMCA Virtual Learning Center is licensed by the Virginia Department of Social Services. The regional office responsible for the program is located at Augusta Professional Park, 57 Beam Lane, Suite 303, Fishersville, VA 22939 and can be reached at 540.332.2330.

AFTER READING THIS HANDBOOK, PLEASE SIGN THIS PAGE AND RETURN IT WITH YOUR ENROLLMENT PAPERWORK.

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 2020–2021 Brooks Family YMCA Virtual Learning Center 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