



# **YMCA of Catawba Valley**

## **Burke County School Age Programming**

### **Parent Handbook**



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

**Welcome to the Y!**

**Welcome to the YMCA of Catawba Valley. We provide child care in multiple locations throughout the Catawba Valley to better serve you in our community.**

**Our Mission ...**

**“To put Christian principles into practice through programs that build healthy spirit, mind and body for all”. Guided by our mission and cause to strengthen the foundations of our community, we’re committed to helping kids develop values and confidence: engaging individuals in activities that improve their health: and uniting our community members in support of one another.**

**For Youth Development ...**

**We believe that all kids deserve opportunities to discover who they are and what they can achieve. Our Y focuses on preparing more kids for success in school and life by providing education and support, along with the physical and emotional guidance kids need to learn, grow and thrive.**

**For Healthy Living ...**

**The Y brings families together, encourages good health and fosters connections through fitness, sports, childcare and fun. Also our Y plays a key role in helping health seekers decrease their risk of lifestyle – related diseases and improve overall health.**

**For Social Responsibility ...**

**The Y has been listening and responding to our community needs for over 40 years. We provide social services that support and empower people to overcome obstacles, provide volunteer opportunities, raise and award funds for financial assistance for those individuals and families that need a Y experience but cannot afford one. The Y collaborates with other organizations that share our values to build a healthier community. I am passionate about the good work of the Y and proud of what we do each and every day. I invite you to join us as we strengthen the foundations of our community.**

**Nat Auten, President/CEO**

**YMCA of Catawba Valley**

**YMCA of Catawba Valley • Association Office**

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**[www.ymcacv.org](http://www.ymcacv.org)**

## **Foreword**

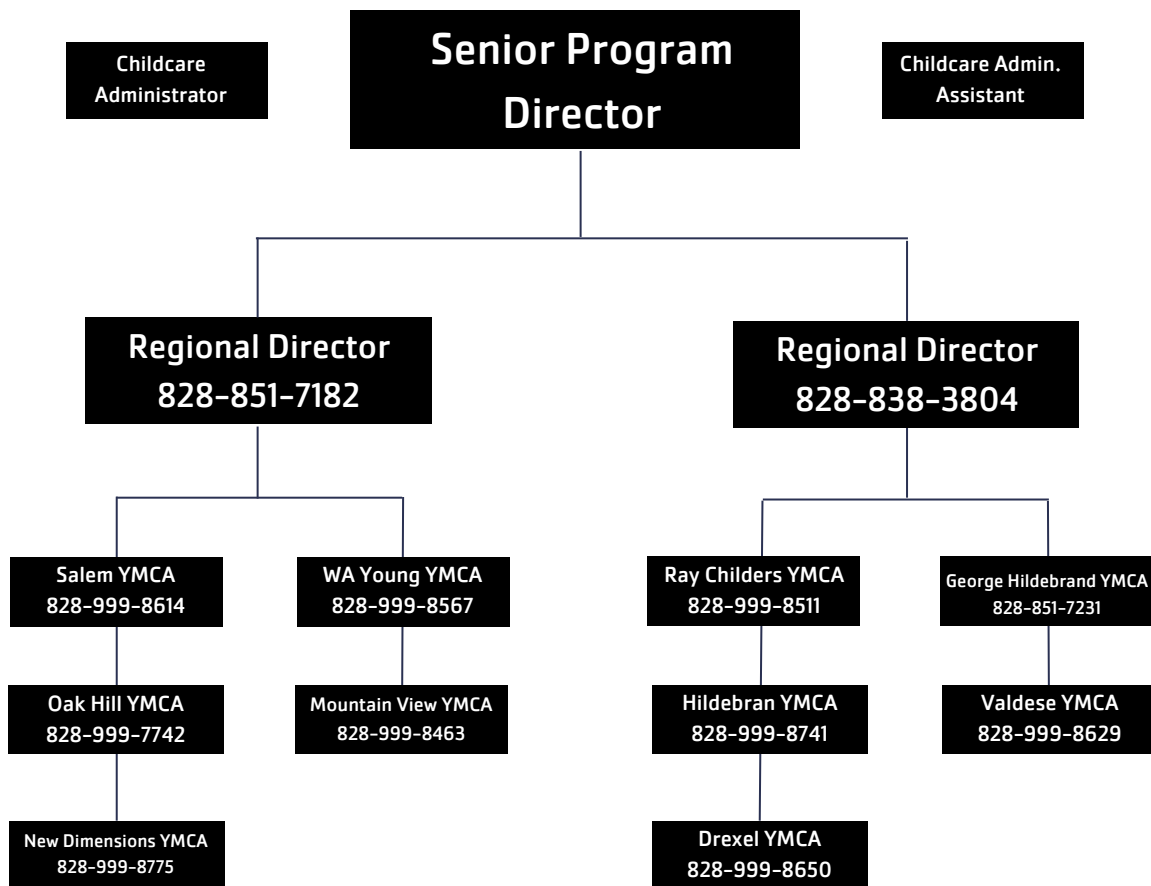
The purpose of this handbook is to acquaint Parents/Guardians with the system-wide goals of the program and policies under which each site should operate. All parents/guardians should make themselves familiar with the information contained in this handbook.

Dear Parents/Guardians,

At the Y, "afterschool" isn't just a safe place to hang out when school lets out. Y-Afterschool is a comprehensive and FUN program. We take pride in what we do and we are always looking for ways to evolve to meet the needs of all children and families. We are so thrilled that you have chosen the Y for your child. We recognize the incredible responsibility you have placed upon us and we will work tirelessly to meet your expectations. This handbook has been designed to answer your questions, promote communication between our staff and your family, and help you understand our policies and procedures.

By selecting the Y Afterschool Program, you are giving your child the opportunity to benefit from a program founded upon YMCA tradition that provides fun, learning activities that promote new skills and help children feel successful.

We look forward to partnering with you!



## Contacting Coordinators and Site Staff

Please contact Program Coordinators using the phone numbers listed under the respective sites. All site phones have a voicemail box and can accept voicemail messages. Please leave a message with your name, your child's name, the reason for your call, and the best number to reach you and someone will return your call within 24 hours. In the event that there is an emergency and you cannot reach the site using their phone number, please call the Regional Director that oversees that site and they will be happy to assist you.

We ask that if you have a question, complaint, or concern related to your child, their care, or an issue relating to the program that you contact the Program Coordinator to discuss the matter first. If you have taken your questions, complaints, or concerns to the Coordinator and are not satisfied with the outcome, please contact the Regional Director responsible for that site. They will be happy to assist you.

## **Tobacco Free Facilities**

All YMCA facilities are smoke/tobacco free facilities. No smoking or tobacco products of any kind are permitted on YMCA premises. This includes vapes.

## **Ages Served and Ratios**

Burke County YMCA provides care for children ages kindergarten–12. Children must be 5 years old and be enrolled in kindergarten to attend before, after, or school's out camp. Children must have completed kindergarten to be eligible for Summer Camp.

The YMCA follows DCDEE child care ratio requirements. Staff and child ratios vary depending on the age of the youngest child in the group and whether the site is meeting minimum requirements, voluntary enhanced requirements, or the highest voluntary enhanced requirements from the Division of Child Development. Staff and child ratios are posted in each area of approved space used by the Child Care program.

## **Child Care Schedule**

The program operates year round. The current school and YMCA Program calendars indicate days of operation and holiday closings for each site. Services provided on teacher workdays and holidays depend on the number of children registered.

## **Hours of operation**

Burke County YMCA Child Care Programs operate as follows:

Before school care: 6:00–7:30 a.m.

After school care: from the bell to 6:00 p.m.

School's Out Camp: 7am–6pm

Summer Camp: M–F 7am–6 pm

## **Enrollment**

Enrollment at each site is determined by the size of the available facilities and the appropriate number of staff for supervision. The licensing consultant and senior program director make the decision regarding facility space and capacity. If the program is at capacity for staff requirements, children will be placed on a waiting list and registered as soon as a space becomes available.

### **PROCEDURES FOR ENROLLING STUDENTS:**

1. Every parent must complete an enrollment application online by visiting [www.ymcacv.org](http://www.ymcacv.org). All information on the application must be accurate. Requested information includes:
  - a. Physical Address
  - b. Home and Mobile phone numbers
  - c. Emergency contacts including names and contact information, and
  - d. Any individuals authorized to pick up students.
2. The application must be signed verifying all the information provided is correct. If any of the information provided on the application should change, parents must immediately provide the Program Coordinator with updated information.
3. A nonrefundable registration fee is required for each child that wishes to enroll.
4. All forms and signature pages must be on file for a child to begin enrollment.
5. The Program Coordinator and Regional Childcare Director may schedule a meeting with the parent to discuss the student's needs and how those needs can be met in the program.
6. Requests for accommodations in the YMCA Child Care Program should be directed to the Senior Program Director.
7. Parents are responsible for submitting immunizations, medical action plans, and any other required medical documentation within the required time frame.

## **Account Maintenance**

Parents/guardians may access their online account at any time by visiting [ymcacv.org](http://ymcacv.org) using the cell phone number or email address and password used to create their account. The YMCA does not keep record of usernames and passwords. Parents/guardians are responsible for maintaining their online accounts. Any issues with online accounts should be directed to the Child Care Administrator.

## **Registration**

All children attending the program must pay a non-refundable registration fee. Emergency care information must be complete before a child can remain in a program.

## **Fees, Subsidy Vouchers, and Payment Plans**

Child care fees are due on the Friday prior to the week of care and must be paid through the child and parent YMCA online account. These accounts can be accessed at [ymcacv.org](http://ymcacv.org). All fees must be scheduled to be paid when registering for the program. (Although all payments are scheduled, they are not charged at the time of enrollment and all payments can be altered by contacting the child care administrator) Fees can be paid through ACH draft or debit/credit card. No cash payments will be accepted on site.

Accounts that are not paid and up-to-date will be terminated after two weeks with no contact and no payment. The responsible adult will be required to contact the Child Care Administrator in order to pay the balance and re-register the child. The child will not be able to attend the program until the account is brought current.

If a child receives DSS Subsidy, the payment method is still required to be kept on file; however, it WILL NOT be charged unless the voucher becomes invalid. DSS will contact families in a timely manner to let them know they are in a renewal period. Families are responsible for maintaining their subsidy vouchers and ensuring that their renewal is completed. The YMCA does offer additional financial assistance. This application process can be found at [ymcacv.org](http://ymcacv.org).

There are no refunds or pro-rating for tuitions, absences, partial weeks or emergency closings. If your child is removed from the program, a new registration fee must be paid before being re-enrolled. Three (3) removals for nonpayment will result in permanent removal from YMCA program for the remainder of the school term. Reenrollment may be limited and your child may result in being placed on a waiting list.

## **Program Participation/Student Needs**

The YMCA of Burke County Childcare operates within the provisions of all applicable laws, including those that provide protection to individuals with disabilities as well as to providers who care for such individuals. Our Y programs welcome all children to the extent we are reasonably able to do so. A child who requires measures that constitute a fundamental alteration to the program or other undue hardship, or a child who poses a direct threat to the health and safety of others, will not be able to participate in the program. The YMCA of Burke County Childcare program DOES NOT PROVIDE ONE-ON-ONE CARE. All children who are enrolled in the program must be able to function independently in a large group setting termed as 1:15 or 1:25 staff to child ratio. In order to best meet the needs of your child, we ask that you contact the YMCA of Burke County Childcare office to inform us of ANY and ALL special accommodations that your child may require (i.e. dietary, medical, physical, mental, etc.).

## **Program Structure**

Each YMCA Child Care site will have a schedule and activity plan posted. The schedule and activity plan will vary to fit the needs of each site and the children served. Each YMCA program offers a system of educational enrichment opportunities in a center based program that meet the needs of every child:

Physical Education & Recreation (30 minute outside large & small motor activities)

Homework (30 minute quiet academic reflection)

Enrichment Activities Interest Centers

## **Homework/Electronic Devices**

During academic reflection, all children will be allotted 30 minutes of time to work on homework. Children are not required to complete homework during this time; however, staff encourage children to complete any work they may have. All children are offered alternate activities during this time. It is the responsibility of your child(ren) to know their homework assignments and to bring all necessary books, papers, etc. to the program each day. The YMCA is not responsible for the school supplies needed for your child (ren's) homework. Children are not allowed to return to their classroom once they have been checked into the YMCA program. All YMCA of Burke County Child Care Programs prohibit the use of electronic devices during the program hours unless utilized for homework assistance. Any electronic devices used inappropriately will be collected by the Program Coordinator and returned to the parent/guardian at pick up time that day. Continued or inappropriate abuse of this policy may result in suspensions and or expulsion from the YMCA program. The YMCA of Burke County Child Care Programs are not responsible for any electronic devices or accessories.

## **Late Pick-Up**

Parents/Guardians who pick their children up after 6:00 pm will be charged \$5.00 for every 10 minutes they are late. These fees are automatically withdrawn with weekly tuition unless otherwise specified.

**NOTE:** If a child is not picked up by 7:00 P.M., and attempts to reach parents/guardians or emergency contacts have been unsuccessful, DSS (Department of Social Services) and the Burke County Sheriff's Department will be contacted.

## **Withdrawal From Program**

Parents/Guardians who wish to withdraw their child from the program must contact the Child Care Administrator and inform them that they are no longer attending the program. Otherwise, the child remains on the roster and continues to be billed weekly. Two week notice is required prior to withdrawing a child from the program.



## **Inclement Weather**

All Burke County YMCA Child Care Programs will follow the lead of Burke County Public Schools on the first day of inclement weather. Subsequent days will be determined by the Senior Program Director. Parents/Guardians can call the Site Cell Phone to receive instructions via our voicemail system. Tuition rates will not be prorated due to inclement weather.

If bad weather occurs while the program is in operation the Senior Program Director will make a decision as to whether the site will close early or remain open. If a decision is made to close the program, parents will be notified and will have 30 minutes to pick up their child.

## **Emergency Action Plan**

In the event of an emergency all staff will follow the emergency action plan. Emergency action plans are as follows:

### **FIRE:**

Staff must have the children in their area proceed to their designated area outside the school. The staff will exit their area with the sign in/out, head count, attendance sheets and emergency notebook. Program Coordinators are required to check hidden areas in their rooms and bathrooms, close interior doors, and turn off lights before exiting the building. Once the staff are out of the building they will call roll and conduct a head count before reporting all children are evacuated. **FIRE DRILLS ARE TO BE PRACTICED MONTHLY AND DOCUMENTED!** Fire drill logs are to be posted in the common area with program information. Program Coordinators are responsible for keeping this log up to date for licensing purposes.

### **Shelter in Place/Lock Down:**

Child care centers must conduct a shelter-in-place or lockdown drill, as defined in 10A NCAC 09.0102, at least every three months, Child Care Rule.0302(d)(8). They must keep a record that includes the date of each drill, time of day, the length of time to reach the designated location and the signature of the person conducting the drill, Child Care Rule .0604(u). Site directors are responsible for keeping this log up to date for licensing purposes.

### **TORNADO:**

The staff shall have the children in their area go to the designated safe area in their room and assume the tornado precautionary position.

### **INJURED CHILD:**

If a child is injured the staff member responsible for that child must alert the Program Coordinator. The Program Coordinator will immediately assist the staff member, or take over his/her group. This will also be documented on an Incident Report. All incidents that require any level of first aid must be documented, even if the only aid given was washing with soap/water. Incidents should be reported to the parent/guardian on the same day and reports **MUST** be signed by the parent. If the parent declines a copy of the report, they must initial the box at the bottom of the report indicating their choice. Program Coordinators are responsible for completing the incident report log and filing the incident report. If medical attention is required, the Program Coordinator **MUST** contact their Regional Director, who will contact the Senior Program Director immediately. A report must be filed with the state licensing consultant within 7 days of the incident.

## Field Trip Guidelines

All children must have a signed permission slip and signed transportation policy in order to travel. Children are expected to adhere to all discipline policies when traveling. Failure to do so, may lead to the child being excluded from future field trips.

## Transporting Children

Burke County Public Schools covers all buses and transportation on regular school days. Parents should notify the YMCA of Burke County Childcare and the school's principal upon enrollment of a child who requires transportation to their school or from their school to the childcare site. These arrangements will be made for the parent; however, the parent is required to notify the YMCA and the school's principal upon enrollment for the transportation to be arranged. Otherwise, the parent will be responsible for the transportation of the child to and from the program.

## Outdoor/Gross Motor Play Guidelines

Article 7, Chapter 110 of the North Carolina General Statutes requires that outdoor play is a part of each child's daily activities, except in cases where there is severe weather conditions. Please note: if a child is not well enough to go outside, the child should not be in attendance at the Y program.

## Discipline

The YMCA of Burke County Child Care has adopted the state discipline and behavior management policy. Methods will include verbal warnings, redirection, time out, the removal of a child from the group, limiting privileges, and/or consulting with parents. Corporal punishment is NOT an alternative. Staff will give attention to positive rather than negative behaviors and redirect children from unacceptable to acceptable activities.

## Discipline and Behavior Management Policy

We:

1. DO praise, reward, and encourage the children.
2. DO reason with and set limits for the children.
3. DO model appropriate behavior for the children.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the children.
6. DO provide alternatives for inappropriate behavior to the children.
7. DO provide the children with natural and logical consequences of their behaviors.
8. DO treat the children as people and respect their needs, desires, and feelings.
9. DO ignore minor misbehaviors.
10. DO explain things to children on their level.
11. DO use short supervised periods of time-out sparingly.
12. DO stay consistent in our behavior management program.
13. DO use effective guidance and behavior management techniques that focus on a child's development. We:
  1. DO NOT handle children roughly in any way, including shaking, pushing, shoving, pinching, slapping, biting, kicking, or spanking.
  2. DO NOT place children in a locked room, closet, or box or leave children alone in a room separated from staff.
  3. DO NOT delegate discipline to another child.
  4. DO NOT withhold food as punishment or give food as a means of reward.
  5. DO NOT discipline for toileting accidents.
  6. DO NOT discipline for not sleeping during rest period.
  7. DO NOT discipline children by assigning chores that require contact with or use of hazardous materials, such as cleaning bathrooms, floors, or emptying diaper pails.
  8. DO NOT withhold or require physical activity, such as running laps and doing push-ups, as punishment.
  9. DO NOT yell at, shame, humiliate, frighten, threaten, or bully children.
  10. DO NOT restrain children as a form of discipline unless the child's safety or the safety of others is at risk

## **Suspension/Expulsion**

The YMCA of Burke County Childcare staff wants to work in cooperation with families to ensure all children have a positive experience and are able to participate fully in the program. We believe that strong communication and family partnerships will promote positive behaviors in the program. However, when serious and/or chronic behavior problems occur suspension or expulsion may be necessary.

Participation in the YMCA of Burke County Childcare program is a privilege, not a right, and any student who demonstrates disruptive, dangerous (to themselves or others), or disrespectful behaviors, despite staff members' best efforts to work with him or her, may be suspended from the program after two written warnings to parents. To ensure that these rules and regulations are followed, the participants and their parents will be required to sign a Behavior Contract that will be kept on file at the YMCA child care site.

## **Behavior/Conduct/Discipline (Children and Parents)**

The YMCA of Burke County Childcare staff are expected to treat children with courtesy, dignity and respect. Children are expected to obey the rules and regulations of the program. Children and parents will adhere to the following program standards at all times:

- NO swearing or inappropriate behavior
- NO fighting
- NO misuse or damaging of YMCA or BCPS equipment or facilities (this includes bathrooms)
- NO "trashing" of facilities. All trash is expected to be disposed of properly and facilities are to be respected.
- NO stealing.
- NO touching personal property of another person unless permission is given.
- NO leaving the group without permission from the group leader.
- NO drugs, alcohol, tobacco, weapons or firearms permitted. Prescription medication requires proper documentation.
- NO disrespect to participants, staff, or volunteers.
- NO toys from home allowed.
- NO electronic devices or accessories unless directly related to and in the time allotted for academic reflection.

**The following steps will be taken to allow children the opportunity to self-reflect/correct behaviors:**

- Step 1: YMCA staff will identify the negative behavior of the child and give directions for how they should be behaving.
- Step 2: YMCA staff will identify the negative behavior again and redirect the child to another activity or change their surroundings.
- Step 3 YMCA staff will give a final verbal warning to the child and let them know the consequence for breaking the rule again.
- Step 4: YMCA staff will alert the Site Director and will allow the child a time to reflect. When the time is up; the staff member will go over the negative behavior with the child and give them ideas as to how to improve their behavior.

**Outcomes**

- First Offense: Verbal warning to child, discipline form is signed and put in child's file, parent receives a copy.
- Second Offense: Written warning to child, discipline form is signed and put in child's file, parent receives a copy.
- Third Offense: Suspension/Expulsion
- Fourth Offense: Expulsion

**\*\*Any act that is considered dangerous to the participant or staff is grounds for immediate suspension or expulsion. The steps for the "Offenses" may be altered depending upon the severity of the rule violations.**

**Just as we expect the YMCA Before & After School Enrichment Staff to treat parents with dignity and respect, we expect the parents to treat the YMCA Before & After School Enrichment staff accordingly. Any parent or guardian who shows disrespect to our staff will be asked to remove their child(ren) from our program.**

## **Snack**

A nutritious snack that meets two food components is offered to the children each day. ALL children present in the program at the time that snack is served will be provided with a snack. A sufficient amount of snacks are provided; however, seconds are available upon request. Monthly snack schedules are posted at each site.

## **School's Out Camp Meals**

Children are provided with a morning snack, lunch, and afternoon snack when participating in school's out camps.

## **Parent Information Center/ Involvement**

Each program has an information center located near the parent sign in/out area. This information board is where calendars, menus, events, updates, activity plans, and monthly newsletters are posted.

All site staff work closely with families to understand each child's individual needs and how we can provide the best experience for them. The Burke County YMCA Child Care Program welcomes parents/guardians to actively participate in our programs or to visit anytime. Families can participate in our program by:

1. Volunteering
2. Sharing a talent
3. Becoming a resource for supplies
4. Maintaining positive relationships and open communication with Y staff members
5. Read the weekly/monthly newsletters
6. Participating in the annual campaign
7. Attending community and family events

## **Medical Action Plans, Medication Administration Permission Forms, Medication Logs**

All children who require emergency medication, who have checked on the application that a medical action plan is necessary, or who require a medical action plan, will be required to have that information on file at the center BEFORE they are allowed to attend. All medication MUST have a medication administration permission form and medication log completed and on file. YMCA Child Care Programs will not administer medication without the required signed documents. YMCA Child Care Programs will not administer over-the-counter medications without a physician's instructions and signature.

## **Administration of Medication**

No medication, including Tylenol, Ibuprofen, or aspirin, will be given to children without the parent's AND physician's written consent. Should it be necessary for a staff member to dispense medication to a child in his/her care, the following procedure must be followed:

1. The physician and parent must complete a Medication Administration Consent form. This includes over the counter medication.
2. Prescription medication must be brought to the school in the original container with the child's name, correct labeling, dosage, etc.
3. Over the counter medications must be brought in the original container, and the child's name must be written legibly by the parent on the container.
4. The parent must provide clear and concise written directions for administration of the medicine.
5. The medication will be administered only by trained staff.
6. The staff member will document medication dispensed including the time and dosage of medication that was given. The staff member will sign their name.
7. All medication must be kept in a locked container away from children at all times.

## **Medical Emergencies**

In the event of an emergency:

1. The Program Coordinator on duty will contact the parents.
2. The Program Coordinator, or person in charge, will ask if the parent would like the EMS to be contacted.
3. If contact can not be made with the parents or emergency contacts, the Program Coordinator will make the decision to contact the EMS at that time.
4. By calling 9-1-1 first responders will be dispatched to the school for immediate assistance.

## Reporting Suspicions of Child Abuse

### NC General Statute 7B-301

Any staff member who suspects a child has been abused or neglected must notify the proper authorities. This requirement applies regardless of where the abuse may have occurred, be it at the child's home or the childcare site. The Program Coordinator will notify their Regional Childcare Director and Senior Program Director of any reported suspicion in the event he/she is made aware of potential abuse/neglect immediately. Failure to report will result in immediate termination and can result in criminal charges.

From <https://www.ncdhhs.gov/divisions/social-services/child-welfare-services/child-protective-services/aboutchild-abuse-and-child-neglect>: "While most of us want nothing but the best for our children, child abuse and neglect are too common. While the words "abuse" and "neglect" are often used interchangeably, each type of maltreatment is distinct. Abuse is the physical, sexual or emotional maltreatment of a child. Abuse and neglect also includes human trafficking. Any minor child who is a victim of human trafficking should also be reported. Neglect, on the other hand, is the failure to give children the necessary care they need. If you suspect that a child is being abused or neglected, or if you think a child may have died from being mistreated, you must report what you know to the county Department of Social Services. This is the law. Do not be afraid to report. As long as you are acting in good faith, you cannot be held liable by law.

\*The phone number for Burke County DSS is 828-764-9600

110105.4. Duty to report child maltreatment. (a) Any person who has cause to suspect that a child in a child care facility has been maltreated, as defined by G.S. 110105.3, or has died as the result of maltreatment occurring in a child care facility, shall report the case of that child to the Department. The report may be made orally, by telephone, or in writing. The report shall include information as is known to the person making the report, including (i) the name and address of the child care facility where the child was allegedly maltreated, (ii) the name and address of the child's parent, guardian, or caretaker, (iii) the age of the child, (iv) the present whereabouts of the child if not at the home address, (v) the nature and extent of any injury or condition resulting from maltreatment, and (vi) any other information the person making the report believes might assist in the investigation of the report. If the report is made orally or by telephone, the person making the report shall give the person's name, address, and telephone number. Refusal of the person making the report to give a name shall not preclude the Department's assessment of the alleged maltreatment. (b) Upon receipt of any report of maltreatment involving sexual abuse of the child in a child care facility, the Department shall notify the State Bureau of Investigation within 24 hours or on the next workday. If sexual abuse in a child care facility is not alleged in the initial report, but during the course of the assessment there is reason to suspect that sexual abuse has occurred, the Department shall immediately notify the State Bureau of Investigation. Upon notification that sexual abuse may have occurred in a child care facility, the State Bureau of Investigation may form a task force to investigate the report. (2015123, s. 8.) Page 1 G.S. 110 105.4

§ 14-318.6. Failure to report crimes against juveniles; penalty.

(c) Requirement. – Any person 18 years of age or older who knows or should have reasonably known that a juvenile has been or is the victim of a violent offense, sexual offense, or misdemeanor child abuse under G.S. 14-318.2 shall immediately report the case of that juvenile to the appropriate local law enforcement agency in the county where the juvenile resides or is found. The report may be made orally or by telephone. The report shall include information as is known to the person making it, including the name, address, and age of the juvenile; the name and address of the juvenile's parent, guardian, custodian, or caretaker; the name, address, and age of the person who committed the offense against the juvenile; the location where the offense was committed; the names and ages of other juveniles present or in danger; the present whereabouts of the juvenile, if not at the home address; the nature and extent of any injury or condition resulting from the offense or abuse; and any other information which the person making the report believes might be helpful in establishing the need for law enforcement involvement. The person making the report shall give his or her name, address, and telephone number. In the event that a staff member suspects abuse or neglect, the staff member should refrain from interviewing the child/ren involved to maintain the integrity of any investigation that may occur as a result of the staff member's reporting.

## **Training and Selection of Staff**

YMCA child care programs are staffed with a Program Coordinator, Coordinator Assistant (in some instances), and various Group Leaders. Each staff member is chosen for their experience, education and love for children. All potential employees must be able to obtain a comprehensive background check required by the State of North Carolina Division of Child Development and Early Education. For staff that have a background check through the DCDEE that is greater than 1 year old, an additional YMCA background check will be required. All employees are required to complete Presidium Child Abuse Training through the YMCA annually.

- Program Coordinators must be at least 18 years old, must possess Early Childhood Credentials (EDU 119) or the ability to obtain them within 6 mos. of hire, a minimum of 2 years' experience in licensed child care, and BSAC.
- Coordinator Assistants must be at least 18 years of age, have BSAC certification, and have or be actively working toward completion of EDU 119.
- Group Leaders must be at least 18 years old, have BSAC certification, and be working toward completion of EDU 119.

All YMCA Before & After School employees working directly with before and after school students must be enthusiastic, and eager to make a difference in the growing needs of children under their care. All staff are required to be trained in CPR and First Aid, Recognizing and Responding to Child Abuse and Maltreatment, Health and Safety practices and Principles, and maintain ongoing training in childcare continuing education annually. By providing quality child care for every child, YMCA Before & After School staff promote positive practices, give hope, inspire dreams, and build lasting relationships in the minds of children, families and their communities.

In addition to the state background check, all staff must complete a staff health assessment, TB test, YMCA background check, and drug test prior to date of hire. All staff are required to submit a minimum of 3 references, two professional and one personal, that will be checked before an offer of employment is made. All offers of employment are contingent upon completion of all requirements listed above.



## **Arrival and Departure**

During regular school days children may be dropped off for before school care beginning at 6am. Programs will not allow children to be signed into before school care after 7:25 am. Parents will be required to take children through the school drop-off line after 7:25. Children must be picked up from afterschool care no later than 6pm.

All children must be walked into the program and signed in by a responsible adult and that person must ensure that staff know when they are leaving their child. When departing, the responsible adult must come into the program and sign the child out and ensure that the staff know the child is leaving.

Any adult picking up a child from the YMCA Child Care program **MUST** be listed on the pickup list for that child. YMCA staff are not permitted to release children to anyone not listed on the pickup list. Any person picking up children must present their ID in order to pick up.

**NO CHILD SHOULD EVER BE LEFT UNATTENDED AT DROP OFF OR PICKUP.**

Parents/Guardians are required to make any changes to authorized pick-ups in person and must sign and date changes on the application. Only the adult that registered the child in the program and/or legal guardian is allowed to make changes to the child's application. Any changes made to drop off/pick up procedures and/or locations at each site will be communicated by the Program Coordinator to families/guardians immediately.

## **Express Drop off and Pick Up**

Certain programs participate in express drop-off and pick up. These sites will have a designated staff member that is stationed outside during the drop-off and pick-up times designated for that site/day. Express drop-off and pick-up will not be available if staff/child ratios cannot be safely maintained. This is determined by the Senior Program Director and otherwise will remain in effect.

## **What to Bring**

Parents/guardians should provide their child with a water bottle, labeled with their child's name each day. If additional materials are needed, the Program Coordinator will communicate that to the parents/guardians.

## **Making Changes to Children's Registration Documents**

Parents are responsible for updating children's immunization records annually. Program Coordinators will request this information each year. If any change is required to the child's file, only the parent/guardian who completes and signs the registration documents is authorized to make changes/deletions/additions, etc., to the information. This includes authorized pickups. All changes to authorized pickups must be made by the parent/guardian in person with the Program Coordinator. Parents/guardians may access their child's information at any time by accessing the account they created at the time of registration by visiting, [ymcacv.org](http://ymcacv.org).

## **Sick Children**

Children will be observed upon arrival to the program in the mornings and in the afternoons from their classrooms. If a child has any of the following symptoms, he/she will be isolated (this location will vary at each site) from the other children until the parents are contacted and arrive to pick them up. All current guidance concerning COVID-19 will be followed.

1. Suspected signs of communicable disease/ parasites
2. Continued nausea or diarrhea
3. Constant cough or difficulty breathing; complaints of sore throat or chest discomfort
4. Discharge from ears or eyes, inflamed tissue around the eyes or ears
5. Any visible rash or skin sore with suspicion of communicable nature
6. Temperature of more than 100 degrees Fahrenheit
7. Continuing headaches and general malaise

Please do not send your child with any of the following symptoms:

- Nose that runs consistently
- Undiagnosed rash, sore, or other skin condition
- Sore throat
- Excessive coughing
- Diarrhea or vomiting
- Fever
- Head lice
- Any other contagious disease or symptom

Please Note: A child **MUST** be fever-free and have stopped diarrhea and vomiting for a full 24 hours before returning to the program. A physician's note may be required before readmitting a child to the program.

## **Communicable Diseases**

All staff members and parents will be notified in the event of a communicable disease outbreak within the school and after school program. Emergency personnel will be contacted and educational materials about the disease will be available for parents and staff. Safety precautions will be in place to prevent an outbreak. All personnel must routinely use protective equipment when there is a potential for exposure to blood or other potentially infectious materials. Personal protective equipment in the appropriate size will be provided by the site.

## **Parent Handbook Acknowledgement**

**I acknowledge the receipt of the YMCA of Burke County Child Care Parent Operational Policies and Procedures Handbook. Because these operational policies and procedures directly relate to the care of my child, I have made myself familiar with the information contained in this handbook. My signature below indicates that I fully understand and intend to comply with all rules and regulations set forth by the YMCA of Burke County Child Care Program and the regulatory agencies with which it complies.**

**I also acknowledge that I was provided information on the Parent Participation and Communication Policies.**

**Parent/Guardian Name:**

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**Parent/Guardian Signature:**

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**Date:**

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