

Arthur M. Blank Family Youth YMCA

AFTER SCHOOL

CHILD CARE PARENT HANDBOOK



YMCA

**We build strong kids,
strong families, strong communities.**

Your YMCA reflecting its Judeo-Christian heritage is an association of volunteers, members, and staff open to and serving all, providing programs and services which develop spirit, mind and body. Assistance is available based on need. The YMCA actively seeks to identify and involve those in need. It is the policy of the Metro Atlanta YMCA to promote equal opportunity in all of its activities and to provide services to people without discrimination on the basis of race, creed, religion, national origin, sex, physical or mental disabilities, or any other basis prohibited by law.



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Dear Prospective Childcare Families,

As a Bright From the Start licensed program we are required by law to have all of the information on the following enrollment form complete and available at the site. Incomplete information causes the YMCA to be cited and fined for violations of state law. Continual fines can cause us to lose our license to provide childcare.

The following information must be included:

- Names, addressees, and phone numbers of both parents
- Names, addresses, and phone number of both parents employer
- Names, addresses, and phone numbers of two emergency contacts, other than the parents
- Names, addresses, and phone numbers of individuals authorized to pick-up your child
- Name, address, and phone number of child's doctor/hospital
- Insurance provider name, group number, and policy number

We thank you in advance for your cooperation and understanding.

Sincerely,

Arthur M. Blank Family Youth YMCA

Arthur M. Blank Family Youth YMCA AFTER SCHOOL PROGRAM POLICIES & PROCEDURES

1. The After School Program operates Monday - Friday, from 3:00 p.m., until 6:30 p.m., and follows a year-round school calendar. The holidays for the program are outlined in the school calendar.
2. The After School Program provides care for grades K – 5 at the Arthur M. Blank Family Youth YMCA branch and the Centennial Place Elementary School.
3. The parent acknowledges responsibility upon enrollment to provide the YMCA a valid certificate of immunization (Form 3231) or a notarized statement that says immunizations are against the parents' religion. This notarized statement is called an Affidavit of Religious Exemption. Forms must be submitted within 30 calendar days of enrollment. If a child is no longer enrolled in the program and later re-enrolls, the parent must submit the Form 3231 or notarized statement upon enrollment.
4. The parent acknowledges responsibility to keep his/her child's records current to reflect any significant changes as they occur, e.g. telephone numbers, work location, emergency contact, child's physician, child's health status, immunization records, etc.
5. Children should not bring food into the center. Snacks are served daily. Food and menu exceptions cannot be made for individual children unless for documented medical reasons supported by a doctor's statement. Foods that come from home for sharing must be either whole fruits or commercially packaged foods in factory sealed containers. (5.B.02)
6. All children must be signed in and out daily. **All Parents** or designees are required by the state to sign their child(ren) out of the program daily. All children will be signed in at the beginning of the program by a YMCA staff. State law prohibits the Y for allowing a **child to be released to anyone under the age of 18. All authorized persons must present a valid picture ID when requested by staff.** Parents may designate other adults as authorized persons to pick up their child by providing that information on the registration form. Persons may be added to or deleted from the authorized list but this **must be requested in writing and only by the parent or legal guardian.** A child will not be released to anyone who is not authorized in writing. Only in certain circumstances will authorization be given for information faxed to our facility. **Even then, that authorization is valid only for that day and requires the parent or legal guardian's signature and immediate call back number.** Every adult will be asked to show PICTURE IDENTIFICATION.
7. **Family Day Care Rule: 290-2-3.77(1)(e) – Except for first aid, personnel will not hand out prescription or nonprescription medications to a child without specific written authorization from the child's physician or parent. All medications shall be stored in accordance with the prescription or label instructions and kept in places that are inaccessible to children. Each dose of medication given to a child will be documented showing the child's name, name of medication, date and time given, and the name of the person giving medication.** Childcare staff will administer only dated, labeled, prescribed medications or age-appropriate over-the-counter medication at mid-day. Parents must sign an authorization form before any medication can be administered. Parents will be notified of any adverse reaction to the medication. Before any medication is dispensed to a child, Parent must provide written authorization, which includes: date, name of child, name of medication, prescription number, if any, dosage, date and time of day medication is to be given. Medicine will be in the original container with the child's name marked on it. **Parent acknowledges responsibility to keep child's records current to reflect any significant changes as they occur, e.g. telephone numbers, work location, emergency contacts, child's physician, child's health status, infant feeding plans and immunization records, etc.**
8. The children experience a wide variety of activities. Children should come to the program dressed in clothing that is appropriate for indoors and outdoors. All children are to wear closed shoes with socks. This is best practice for the safety of your child. The staff will support each child in keeping track of book bags, books, clothing, etc. Please help them by labeling ALL of your child's possessions. Staff cannot ensure that the right items go with a particular child if they are not marked.
9. The center makes no arrangements for transportation to or from the center, except for scheduled activities. The center agrees to obtain written authorization from parent or legal guardian before child participates in routine transportation, field trips, special activities away from the facility, and water-related activities occurring in water that is more than two (2) feet deep. Children with sores on their hands are not permitted to participate in water play activities. (5.A.10)

10. Children will not be accepted at the center if they are ill, this includes, but is not limited to temperatures of 101 degrees or higher, any contagious symptoms, rashes, sore throat, vomiting, etc. Should the child become ill during the day, the parent or designated emergency contact person(s) will be notified to pick up the child. Per state guidelines, children should not return to school until 24 hours free of symptoms and the child is behaving normally. The facility agrees to keep me informed of any incidents, including illnesses, injuries, adverse reactions to medication, and exposure to communicable diseases. We will post when a communicable disease has been introduced into the center. Children with a communicable disease cannot attend the center and must be free of the illness before re-entering the program. A doctor's note is required.
11. In case of emergency while at the Centennial Place YMCA branch and we are unable to reach parents, children will receive emergency medical treatment at Hughes Spalding Children's Hospital. In case of emergency outside of the YMCA and the Y is unable to reach parents, children will receive emergency medical attention at the nearest hospital. The center must have current evidence of healthcare coverage in case of emergencies.
12. We will provide the best possible care for our children during inclement weather. In the event of a fire, gas leak or bomb threat, the children will be evacuated immediately from the center. Emergency plans are posted for your review. In case of inclement weather that may require the closing of the center, we will make such announcements on the recorded voice mail system here at the school.
13. Parents are always welcomed and encouraged to visit the center. However, it is required that parents make their presence known by signing in at our reception desk. Children should not be removed from the center without proper notification to the staff.
14. It is the YMCA mission to serve all kids in need of quality childcare. We will make every effort possible to serve all families requesting services. All kids enrolling in our program must be able to function within staff/teacher ratios as set by Atlanta Public Schools, Bright From the Start and the YMCA.
15. YMCA personnel having reasonable cause to believe that a child under the age of 18 has had physical injuries inflicted upon him/her by other than accidental means by a parent or guardian, or has been neglected or exploited by a parent or guardian or has been sexually assaulted or sexually exploited, MUST report or cause reports to be made to the Department of Human Resources Child Protection Agency. Information provided to the aforementioned by the YMCA will not be reported to the parent or legal guardian.
16. Out of respect for different traditions related to holidays, the Arthur M. Blank Family Youth YMCA Childcare Programs do not celebrate specific religious holidays. Our themes or projects during traditional holiday times may reflect the season, such as "The Season of Giving." The curriculum supports parents and other adults in sharing traditions and activities related to their culture throughout the year, including holiday times.
17. A copy of the State Rules and Regulations which apply to the operation of the center is available for your review. A copy of the most recent licensing review is also available for your review.
18. Discipline and guidance at the center is important. We have a policy in place where the staff uses behavior modification techniques to improve behavior. Physical punishment is never permitted. If it is determined that the behavior is not improving, we will request a parent meeting with the teacher and director to discuss other possible solutions. At times it may be necessary to terminate a child's enrollment if it is determined that the center cannot meet the needs of the child.

Discipline

Two terms that describe the foundation of our discipline policy are (1) respect; and (2) developmentally appropriate expectations. Children will be respected and will be taught and expected to behave in a way that demonstrates respect for themselves, peers, adults and the environment. Since social and moral development go through discreet stages of growth and development; behavioral expectations, limitations and consequences will be based upon the child's stage of development. We believe that natural consequences to discreet behaviors should be used to help children not only control their behavior, but that this approach also develops an understanding of why appropriate respectful behavior is important. By being allowed to make choices during program time, children will practice making appropriate choices. These skills

will then generalize to other situations where children will experience the natural rewards of appropriate decisions as well as the natural consequences of an inappropriate choice.

Children are going to grab and hit, etc. This is not to say that we do not work to substitute in appropriate behavior, but it is not necessary to inform parents every day that their 5 year old won't share! Inappropriate behavior should not be reported to a parent without consulting with your supervisor first. If a particular behavior is an issue for a child, staff should discuss how it would be handled.

We believe that children can and should experience the joy of acting appropriately and are naturally motivated to do so. Redirection is the primary form of behavior management. Redirection means relocating a child to another activity while still being supervised. We believe that certain behaviors merit a stricter consequence. Behaviors of this nature are generally those that jeopardize or compromise the safety of a child, a group of children or YMCA staff. This includes, but not limited to, the striking of another student or YMCA Staff member, throwing objects in anger or frustration, leaving the YMCA facility in an attempt to vacate the premises unescorted by an adult. Parent conferences with the Program Director are generally held in most cases. **The first serious offense carries a one-day suspension. The second carries a two-day suspension. And finally, in the event that a third serious offense is committed, a three-day suspension and a conference with the Program Director will be enforced. This conference will be held to set terms of continued attendance for the child.** Suspensions are generally resorted to only when all other means have been exhausted.

Homework Period

For the most part children participating in the After School program will have an opportunity to work on homework daily. The environment shall be a quiet and comfortable setting. Counselors will be available to answer light academic questions. However, in the setting of the After School Program, it is not possible to answer every question of every child in the prescribed time. In addition, the focus of YMCA programs is to provide enrichment outside of the classroom.

Arthur M. Blank Family Youth YMCA PARENT FINANCIAL AGREEMENT

In order to provide services for children regardless of parental income, the Arthur M. Blank Family Youth YMCA provides scholarships in the form of a sliding-fee scale. The scale below is based upon the parent(s)/ legal guardian(s) household income and participants must provide verification in order to qualify for discounted rates. **Parents/Legal Guardians who are eligible for financial assistance must verify their income by submitting the most recent two consecutive pay stubs.** Unemployed parents/legal guardians must provide a letter indicating their employment status. **Until verification has been made and all required documentation is provided, the maximum rate will be assessed.** If you have more than one child enrolled in child care at the YMCA, a 10% discount is applied to each additional child's tuition rate. The YMCA will determine what child receives the discount. For parents receiving a reduced fee, the YMCA reserves the right to request an update of the aforementioned information at anytime during your child's enrollment.

\$30,000 & Under - \$55.00

\$30,001 and above \$65.00

Program Membership

New applicants, children who are participating in any of the branch's childcare programs for the first time, are required to pay the Annual Program Membership Fee upon registration. The YMCA will not register a child unless the program registration fee and the first week have been paid. Returning participants are required to pay the Program Membership fee every first week in January for preschoolers and at the beginning of the school year for after school aged children. The Annual Program Membership Fee is \$25.00 per child.

1. **Payments are due Friday before services are rendered** in order to reserve a space for your child. Because the YMCA is unable to determine if a child will be present for a full week vs. a half week until the end of the week, there are no half week payments. **If payment is not received by the following Wednesday, children will not be permitted to attend the child care program.**
2. As a courtesy, the YMCA will provide payment reminders for those that are unable to adhere to the aforementioned payment due date. **The YMCA reserves the right to terminate a child's enrollment if two delinquent letters are generated within a three month period.**
3. For each week your child is absent, the account will be assessed one-half (1/2) week's tuition
4. Attendance of three (3) days constitutes a full week's tuition payment. Attendance of two days or less will be discounted at 1/2 the tuition and the credit will be applied to your balance.
5. Children must be picked-up no later than 6:30 p.m. It is Arthur M. Blank Family Youth YMCA policy that parents will pay \$1.00 a minute the first 3 times they are late, and \$5.00 a minute thereafter. This charge will be paid before the child can return to the program. If a child remains on the premises longer than thirty minutes after closing, the Police will be notified of the neglect. Habitual infractions will require a meeting with the Program Director.
6. A two week's written notice must be provided before withdrawing a child. If your child has not attended for two consecutive weeks and the program has not been notified in writing, he/she will be terminated from the program.
7. If we receive a returned check, a \$37 return check fee will be assessed to your account and paid before your child can return to the program. If we receive more than one (1) returned check, future payments must be in the form of a debit card, money order or cash. Weekly debit card payments can be arranged through the business office.
8. Parents will not be allowed to register for new programs, transition to another class or sign up for extra curricula activities unless fees are up to date.

Metro Atlanta YMCA

KEEPING KIDS SAFE

The YMCA of Metro Atlanta, as a premier child and family serving agency, recognizes its responsibility to always provide children and youth with the safest possible place. As an employee you are required to abide by the following:

CODE OF CONDUCT

1 In order to protect YMCA staff, volunteers and program participants, at no time during a YMCA program may a staff person be alone with a single child where the staff and a child cannot be observed by others. As staff supervise children, they should space themselves in a way that other staff can see them.

2 Staff shall never leave a child unsupervised.

3 Restroom supervision: Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff. If staff members are assisting younger children, doors to the facility must remain open. No child, regardless of age, should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible, with staff. Staff supervising children with special needs for assistance shall be trained in appropriate assistance techniques and should always try to be where one other staff can see them.

4 Staff should conduct or supervise private activities in pairs--diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.

5 Staff shall not abuse children including: physical abuse, (strike, shake, slap); verbal abuse (humiliate, degrade, threaten); sexual abuse (inappropriate touch or verbal exchange); mental abuse (shaming, withholding care, cruelty); neglect (withholding food, water or basic care). Any type of substantiated abuse will not be tolerated and will be cause for immediate dismissal.

6 Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint will be used only in pre-determined situations (necessary to protect the child or other children from harm), and is only administered in a prescribed manner and must be documented in writing.

7 Staff will conduct a health check of each child each day noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child by a supervisor or program director in a non-threatening way. Any questionable marks or responses should be documented by the supervisor or program director.

8 Staff will respond to children with respect and caring and treat all children equally regardless of sex, race, religion or culture, ability or disability.

9 Staff will respect children's rights not to be touched in ways that make them feel uncomfortable and their right to say no. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.

10 Staff will refrain from intimate displays of affection towards others in the presence of children, parents and other staff.

Metro Atlanta YMCA

KEEPING KIDS SAFE

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11 The YMCA does not discriminate against an individual's lifestyle or habits away from the job provided such that it does not interfere with quality YMCA program work. It does require that in the performance of their job, staff will abide by the standards of conduct set forth by the YMCA.

- 12 Staff must appear clean, neat and appropriately attired.
- 13 Using, possessing or being under the influence of alcohol or illegal drugs during working hours is prohibited.
- 14 Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
- 15 Profanity, inappropriate jokes, sharing intimate details of one's personal life and any kind of harassment in the presence of children or parents is prohibited.
- 16 Staff must be free of physical and psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
- 17 Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity. (Remember our values: honesty, caring, respect, and responsibility.)
- 18 Understanding that the YMCA cannot control staff outside of the work setting, staff understand that being alone with children they have met in YMCA programs (e.g.: baby-sitting or inviting children to their homes) puts both themselves and the YMCA at risk and is thoroughly **discouraged** by the YMCA. Staff also understands that all parent packets discourage parents using YMCA staff for baby sitting.
- 19 Staff is not to transport children in their own vehicles. If an exception occurs for program reasons, staff is required to call the branch and inform them when they are leaving and where they are going and the expected time of arrival. Staff will call when they arrive unless they are driving to the branch.
- 20 Adult staff may not date program participants under 18 years of age.
- 21 Under no circumstances should staff release children to anyone other than the authorized parent, guardian or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA). If a dispute arises over child custody, supervisors are to refer to any legal papers filed (as in divorce or separation agreements).
- 22 Staff are required to read and sign all policies related to identifying, documenting and reporting child abuse and attend training on the subject, as instructed by a supervisor.
- 23 An adverse background report as established by the Georgia Department of Human Resources Child Care Division will result in termination as an employee of the YMCA. This includes but is not limited to arrest or conviction involving crimes against youth or children, sex crimes, drug related convictions, or any felony conviction.
- 24 Staff further understands that if they see any staff person failing to "keep kids safe" they are to report concerns to their supervisor, program director or branch executive.