

YMCA Childcare Staff

For questions regarding Franklin County YMCA Child Care Programs, Please call 540-489-9622 (YMCA)

SAFE Coordinator—Jamie Stump

Accounts Receivable—Kesha Ziegler

Childcare Director—Hope Vaccaro

Chief Executive Officer—Kevin McAlexander

At the Franklin County Family YMCA, we put Christian principles into practice through programs that build healthy spirit, mind, and body for all.



FRANKLIN COUNTY FAMILY YMCA

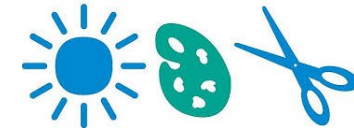
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(540) 489-9622 FAX (540) 489-1780

Franklin County Family YMCA



School Age Child Care
Before/After School
Is...

Safe
Active
Fun
Educational



Parent Handbook

2018-2019



**For Youth Development
For Healthy Living
For Social Responsibility**

WELCOME TO SAFE!

We welcome you and your children to the YMCA Before/After School Program for the 2018-2019 school year! Our licensed program provides children with learning experiences that will help them grow in spirit, mind and body, while keeping them safe.

Before and After School Hours (Mon.-Fri.)

Before School Hours: 6:00 a.m. to 8:30 a.m.

Serving: Rocky Mount at the Rocky Mount Y, Boones Mill, Windy Gap, Burnt Chimney and Dudley at each elementary school location

After School hours: after school release to 6:00 p.m.

Serving: Ferrum at Ferrum Y, both Rocky Mount & Lee Waid at Rocky Mount Elementary, Boones Mill, Windy Gap, Burnt Chimney, Dudley and Glade Hill at each elementary school location

How to Reach Us

If you have an emergency & need to speak with the YMCA SAFE Leader during SAFE program hours, you may reach him/her by calling the site phone listed below. If you are unable to reach anyone by phone or if you are calling when the program is not in session, please call the YMCA at 489-9622.

SAFE SITE PHONES—EMERGENCY ONLY PLEASE

Boones Mill	493-3600	Rocky Mount & Lee Waid	493-3800
Burnt Chimney	493-9628	Glade Hill	420-1608
Dudley	493-3400	Ferrum	365-9622
Windy Gap	493-9625		

For questions about SAFE or any other program, contact Franklin County Family YMCA at 540-489-9622 (YMCA)

**SAFE Coordinator: Jamie Stump
Childcare Director: Hope Vaccaro**

**Find us online at: www.franklincountymca.org
Visit us on Facebook!**

YMCA STAFF

The YMCA is dedicated to providing your child with a meaningful experience. We maintain a ratio of at least one counselor for every 18 participants for ages 5-12 years old and one counselor for every 10 Pre-K age participants. One SAFE Leader together with a SAFE Assistant have the safety and well being of each child as their primary concern. Staff are selected based on their educational background, experience, and commitment to working with children. Staff maintain 16 hours of on-going child care training annually, and undergo state licensed background checks. All YMCA staff work within the mission of the YMCA to build healthy spirit, mind, and body for all.

Safety Precautions

In the event of an emergency situation the YMCA Childcare Staff will declare an emergency and put into place the appropriate action plans. Monthly fire drills will be conducted, as well as two Shelter-in-Place and Lock-Down drills, per year.

Emergency Evacuation

In the event of an emergency evacuation of the building due to fire, power failure, bomb threat, firearm or other threat, the following steps will be taken:

1. An alarm is sounded. **2.** Roll Call is taken and evacuation is directed by personnel; Staff will follow the primary evacuation route posted on the wall/door of their current location, moving quickly & quietly taking all emergency paperwork, children's personal information, medications and first aid supplies. **3.** SAFE Staff will assemble all children at the designated location and count the number of children present, verifying the total with the original count taken earlier. **4.** The appropriate emergency authorities will be contacted. **5.** The safety of the current location will be accessed to determine the need to relocate to another site for safety purposes. **6.** Once at the final destination, if it's determined that it's unsafe to enter the building, staff will notify parents of their location and plans. **7.** If and when it has been declared safe to return to the building, staff will do another head count, then proceed into the building with their class.

Shelter-in-Place Evacuation

In the event that we are unable to leave the building in an emergency such as a tornado, firearm threat, or other threat, the following steps will be taken:

1. An alarm will sound **2.** Roll call will be taken and SAFE Staff will lead the group to the designated shelter-in-place location, as outlined at each SAFE site; Emergency contacts, children's information, medications, and first aid supplies will be taken with the staff. **3.** In the event that emergency personnel are needed, 911 will be called for assistance. **4.** Staff and children will remain at this location until notification has been given that it's safe to return. If the group is unable to return to the building, staff will notify Childcare Coordinator, Childcare Director and parents of the plan of action as the group reaches the final destination. **5.** If and when it has been declared safe to return to the building, staff will do another roll call, then proceed into the building with their class.

Lock Down Procedure

In the event that we have a potential bomb threat or active shooter in the building, the following steps will be taken:

1. Staff will call 911 immediately **2.** Roll call will be taken and staff will lead children to designated safe place. Emergency contacts, children's information, medications, and first aid supplies will be taken with staff. **3.** The group will remain at this location until it is safe to return. **4.** If the group is unable to return to the building, staff will notify the Childcare Coordinator, Childcare Director and parents of the plan of action (as the group reaches the final destination) for reunification **5.** If and when it has been declared safe (by authorities) to return to the building, staff will do another roll call, then proceed into the building with their class.

Special Circumstances (Inclement Weather)

On days when school is delayed in the morning due to weather, the Before School Program will **not** be held. On days when school is dismissed early due to inclement weather threat, the After-School Program will **not** be open.

Scheduled Early Dismissal: When schools close early due to scheduled early dismissal/Staff Development, care will be offered at all sites from the time of school dismissal until closing at 6:00 p.m.

Unscheduled Fun Club

If school closes the night before or the morning of a school day due to inclement weather, the YMCA will operate an "Unscheduled Fun Club" at the Y in Rocky Mount from 6:00 a.m. – 6:00 p.m. Parents should listen to channel 7, WDBJ7, or Super Country 99.9 for status and may call the YMCA as early as 6:00 a.m. or visit our Facebook page for changes and to verify that the program will operate. The YMCA will only close during extreme weather conditions. If the YMCA is closed, no child care will be provided.

The fee for Fun Club will be \$12 per day for participants who have already paid for the day (thru SAFE) If not a SAFE participant, the cost is \$23.00 per day/per child. If school is closed two or more days, your weekly payment may be prorated. For Fun Club, each child needs to bring a nutritious lunch with a drink, swim suit, and towel. To register, a *Fun Club Registration* form must be filled out by legal parent or guardian. There is no Fun Club registration fee for SAFE participants. Unscheduled Fun Club daily fees are due in the morning at drop-off.

Scheduled Fun Club

The YMCA will hold **out-of-school Fun Club** at the Rocky Mount Y on all scheduled teacher work days and most school breaks. Fun Club is a separate program from the SAFE Program at your school. Prices, and registration are all separate and require enrollment prior to starting. Scheduled **Fun Club days must be paid (\$23 per day) at least 2 days in advance** at either your child's school or at the Rocky Mount YMCA. **A fee of \$5.00 is due for "drop-in" (if paying after the 2 day deadline or the day of.)** Check the Fun Club flyer for a list of scheduled dates.

Holidays

The following are days that the YMCA is either closed or will **not** hold a program at the YMCA due to a holiday: Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve (close by 3PM) New Year's Day, Good Friday, and Memorial Day.

Financial Assistance

The Y has a financial assistance program for families who qualify for lowered weekly rates. For more information, call 540-489-9622

Participation and Payment Procedures

Children are admitted to the YMCA SAFE Program on a first-come, first-served basis. Sufficient enrollment is required for all sites. Parents must give written authorization to child's school (before the start of SAFE) to authorize transportation into SAFE Program.

PAYMENTS

Payments must be received by the Wednesday, prior to the week of care. Paying for multiple weeks is optional. A *SAFE Payment Slip* must accompany payment by E-Wallet, or check (made out to: YMCA.) If you'd like to make a cash, credit, or debit card payment, it will have to be made at the YMCA in Rocky Mount. **Cash payments will not be accepted by staff at the school site under any circumstances. A late fee of \$10 is charged if payment is received after the Wednesday deadline. Services may be suspended immediately if no payments are made for two weeks.**

- ◆ If any check is returned to the YMCA not paid by the bank, you will be charged a service fee of \$25.00.

CHANGES

For any needed changes in care including change between 5, 4 or 3 day, temporary withdraw, complete a ***Change Form*** located at each site and return it **two weeks prior to the change.** Failure to comply with this policy will result in a \$10 processing fee. Extenuating circumstances will be reviewed by the Child-care Coordinator or Director.

RATES (per child)

<u>Kindergarten—5th</u>	<u>5 day</u>	<u>4 day</u>	<u>3 day</u>
Before School	\$33	N/A	N/A
After School	\$47	\$44	\$36
Before & After	\$74	\$69	\$59
<u>Pre-K</u>	<u>5 day</u>	<u>4 day</u>	<u>3 day</u>
Before School	\$40	N/A	N/A
After School	\$60	\$53	\$44
Before & After	\$93	\$88	\$72

Drop-off/Pick-up Procedures

SAFE pick-up authorization cards are given to parents when registration is received. The pick-up authorization card **MUST** be presented to YMCA staff **EACH** time your child is picked up. This is required for the safety of your child and we ask for your cooperation in adhering to this policy.

Before School programming starts each day at 6:00 a.m. When dropping off your child, you must enter the designated door at each school/Y that is opened by YMCA staff. All children must be signed in each morning. When picking up, parents must present their pick-up authorization card to YMCA staff and parents must sign their child out. Only persons who have been previously authorized by the parent/guardian will be allowed to pick up your child. If someone unfamiliar to the staff is going to pick-up your child, a written or verbal notice must be given to YMCA staff in advance. Staff will ask for photo identification upon pick up, if they are unfamiliar with a new person. Any person picking up a child must be 18 years or older. Please be sure to park your car legally in the parking lot, even though you are only in the building for a short time.

Late Pick-up/Fees

All children must be picked-up each day by 6:00 p.m. A late fee of \$1.00 per minute is charged after 6:00 p.m. until the time the parent enters the building to receive the child. This strict policy will be enforced for all late pick-ups, regardless of the reason for being late. Late fees will be posted to the account.

YMCA Staff protocol is to call legal guardians at 6:01 p.m., if a child has not been picked-up. If parents cannot be reached, the Site-Director will call the two emergency numbers on file. If at 6:45 p.m., a child has not been picked up, Child Protective Services will be called. If a child has not been picked up by 7:00 p.m., Y Staff is required to call the police.

Child Absence Policy

When your child is enrolled, you are reserving the time, space, staff and provisions for your child whether or not he or she attends. If your child is going to be absent from the morning program you do not need to notify the YMCA. If your child will be absent from the afternoon program but not absent from school, please notify the YMCA. **The YMCA cannot credit payment for days missed, unless a doctor's note has excused a full week of absence due to illness.**

In cases of illness or special circumstances, please discuss your options with Jamie Stump, SAFE Coordinator. It is the policy of the YMCA that refunds are not given. If at any time you wish to withdraw your child from the program, you must give two weeks written notice in advance.

Healthy Snack

The YMCA provides a USDA healthy afternoon snack for all children. If a child is allergic to a specific food or beverage or cannot eat the planned snack for physical reasons (e.g. loose tooth and a apple), the YMCA will provide an alternative. Parents may need to provide snack for strict dietary needs.

Personal Belongings

Please label your child's belongings. Please do not allow children to bring toys or electronics from home, since they may get broken or become lost. **The Y will not be responsible for lost or stolen items.**

Discipline and Behavior Management Policy

Children participating in the SAFE Program will be expected to follow all policies and YMCA rules. YMCA staff will use a point system and document any discipline problems. Parents will be notified of inappropriate behavior. When disciplinary action is necessary, age-appropriate methods will be implemented. YMCA Staff adhere to and follow all policies established by the Franklin County Public School system and by the Commonwealth of Virginia State Licensing Standards. Failure to comply with the following simple rules, as well as the Franklin County Public School's policies, may lead to disciplinary action, suspension, and/or termination from the program.

- 1) Repeatedly engaging in fighting as a way to solve an issue.
- 2) Stealing or defacing the school/Y/site or other children's property.
- 3) Refusing to follow basic safety rules and inability to follow established guidelines.
- 4) Repeated disrespect for staff or rude and discourteous behavior toward other children.

Suspension or termination from the program may be immediate. No refund is given for a child who is removed due to continuous behavior problems.

General discipline techniques involve positive reinforcement for good behavior and careful explanation of behavior that is unacceptable. An activity may be denied for repeated poor behavior and the child will be directed to an alternative activity. The YMCA will not isolate children out of sight or sound of a staff person, and will not deprive the child of food, water or rest as part of correction. Any form of physical punishment is prohibited by YMCA staff. At no time are parents allowed to discipline children other than their own. Parents, please keep in mind while disciplining your own children, that you follow the YMCA discipline policy while on premises. If a situation arises concerning another child, please speak to a staff member and not the child or child's parent.

Sick Children/Medication Authorization

If your child is required to take any medication while participating in a YMCA program, you need to make note of this on their registration form. Also, you will need to request a **Medication Authorization** form and turn it in with your registration. If your child needs to take ongoing medication (longer than ten days) or if your child requires a nebulizer or Epipen (even for short term) you need to complete a *Medication Authorization Form* completed and signed by your child's doctor. Parents will be notified if any problems occur while administering medication. If there are special needs for your child, discuss them with the SAFE Coordinator.

The YMCA SAFE Program is not designed for sick children. Children too sick to attend school are too sick to come to a YMCA program. If staff determines that a child is sick upon arrival, having an elevated temperature of 101.1 degrees or above, the parent may not leave the child. If a child becomes sick during the program, the parents will be notified immediately. If parents cannot be reached, the emergency numbers will be called. Immediate arrangement must be made for picking up a sick child—not to extend one hour. The child will be isolated from the other children until an authorized adult arrives.

Parents are to inform the Y within 24 hrs or the next business day after her child or any member of immediate household has developed any communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.