



PARENT HANDBOOK SCHOOL AGE CHILD CARE



OUR MISSION

The YMCA provides services and activities that develop and enrich lives and help achieve fullest potential in spirit, mind and body.

OUR COMMITMENT

We believe that YMCA programs should be available to everyone who wants to participate. Through the generosity of YMCA friends, we offer scholarships for those in need.

OUR PURPOSE

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

WELCOME PARENTS!

Welcome to the Franklin County Family YMCA! We're thrilled you have chosen the Y for your child's care. We are for Youth Development, Healthy Living and Social Responsibility and we work hard to ensure this impact is felt across the county, in each of our YMCAs, and throughout our community. We develop youth through numerous program offerings in our association that are built to **serve children from birth through teens. Whether it's character development** in SAFE Before and After School Care, fostering relationships and a sense of belonging through Summer Camp, facilitating a sense of achievement through hard work in Youth Sports, or teaching the lifesaving skill of swimming and confidence in the water through Swim Lessons, we take our responsibility to the youth in our community seriously. We will serve your children with compassion, patience, skill and respect. We strive to be partners **with you in your child's development. We encourage feedback from you and** always want to hear any ideas, thoughts or concerns that you may have regarding Y programs. The YMCA is a place for families and we want to do everything possible to strengthen and support your family.

All our programs are designed to meet the following goals:

- Learn to appreciate oneself, gain confidence and build self esteem
- Develop character through the values of Respect, Responsibility, Honesty, Caring and Citizenship
- Develop skills in leadership and group work
- Foster relationships and strengthen friendships
- Have fun!

Our Program Philosophy

The Y is committed to providing a foundation for growth and development for all children. As with all Y programs, our focus is on the YMCA mission — to put Christian principles into practice through programs that build healthy spirit, mind and body for all.



SAFE BEFORE & AFTER SCHOOL CARE

Hours

Before School Hours: 6:00 AM to 8:30 AM

Serving: Boones Mill & Burnt Chimney

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

Serving: Rocky Mount, Lee M. Waid & BFMS will be bused to the Main Y, Boones Mill, Windy Gap, Burnt Chimney, Dudley, Glade Hill, Callaway, Sontag & Ferrum Elementary

General Schedule (may vary due to weather)

3:00 PM—3:15 PM	Restroom Break
3:30 PM—4:15 PM	Outdoor (weather permitting)/Gym Time
4:15 PM—4:30 PM	Wash hands, snack, wash hands
4:30 PM—5:15 PM	Homework/outdoor/gym play
5:15 PM—6:00 PM	Crafts, free play, sports & team building

If you have an emergency and 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 (540) 540-420-2106

Rocky Mount & Lee Waid (AFTER SCHOOL) (540)393-0525

Burnt Chimney (540)352-9123

Glade Hill (540)352-0052

Dudley (540)420-8895

Ferrum (540)352-2305

Windy Gap (540)352-0380

Callaway (540)393-1398

Sontag (540)393-1582

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 will be auto drafted by Wednesday, prior to the week of care. An auto draft form must be completed at the time of enrollment. Services may be suspended immediately if no payments are made for two weeks.

*A \$20.00 NSF fee will be charged for any returned payments along with charges for current week owed.

Changes

For any needed changes in enrollment, including change between 5, 4 or 3 day, **Or a temporary withdraw, a "Change Form" must be completed. These are** located at each site and must be return to the site 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 Childcare Coordinator or Director.

Special Circumstances—Inclement Weather and Scheduled Early Dismissal

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.

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 the Child Care 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.

SUMMER CAMP

HOURS: 6:00 AM – 6:00 PM, Monday – Friday, locations to be determined and noted on registration

General Camp Schedule (may vary from day to day depending on planned activities)

6:00 AM—8:15 AM	(Pre-Camp) Drop Off
8:15 AM—9:00 AM	Wash hands/Snacks/Wash Hands/Activities
9:00 AM—2:30 PM	Camp activities including: Opening council, sports & team building, archery, music/drama, arts & crafts, nature exploration/science, character counts, swim lessons/free swim
11:30 AM—12:30 PM	Wash hands, lunch, wash hands/bathroom break/wash hands
1:00 PM—2:30 PM	Rest time/quiet activities for rising k-1st grade/

We encourage all parents to visit us online at www.franklincountyymca.org for a comprehensive list of all our program offerings and to find additional information! Parents may also call the Y at (540)489-9622.

PROGRAM POLICIES

REQUIRED DOCUMENTATION

The following documents must be provided before your child may attend a Y child care program:

- 1) **State Birth Certificate or Hospital Proof of Birth**
- 2) **Copy of Child's Physical Examination and Immunization Certification form dated within the last 12 months and signed by a physician.**
- 3) **Registration Packet**

STAFF

The YMCA is dedicated to providing your child with a meaningful experience. They are carefully selected and complete extensive training that adheres to all licensing standards. Staff is selected based on educational background, experience, and commitment to working with children. Staff will maintain a direct staff-to-child ratio no greater than 1 to 18 (school age) and 1 to 10 (pre-k 4 & 5 year olds) per licensing standards. Staff maintain 16 hours of ongoing child care training annually (including child safety and development of the function of the center) 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.

DISCIPLINE & BEHAVIOR MANAGEMENT POLICY

Children participating in any YMCA 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. Displaying the below behavior or failure to comply with the **Franklin County Public School's policies, may lead to disciplinary action, suspension, and/or termination from the program.**

Unacceptable behaviors include, but are not limited to the following:

- 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

current driver's license must be shown if you do not have your card.

When dropping off your child, you must enter the designated door at each school/Y site. All children must be signed in each morning (if applicable) and signed out at the time of pick-up. 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/FEEES

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 (program location) 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.

MEDICATION & ILLNESS POLICY

Medication Administration Policy

- The Y Child Care Programs will administer medication according to the VDSS guidelines.
- All Y licensed child care programs will be staffed with at least one employee per site that is MAT, CPR, & First Aid certified
- The Y will use the Medication Administration Form and medication log sheet for each child to properly document the medications being administered. Parents will be notified if any problems occur while administering medication
- For any diagnosed allergy or dietary restrictions, parents must provide an action plan written, signed and dated by a physician.
- One **MAT** form **MUST** be completed for **EACH** medication. *Multiple medications cannot be listed on one form*
- **The child's health care provider MUST** complete section B of the Medication Authorization Form for any medication to be administered over 10 days, or if the medication is an emergency prescription (Epi-pin, inhaler, etc.)

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.**

ELECTRONICS

Please keep all electronic devices at home. The Y will not be responsible for any lost, stolen, broken items. Any such items may be confiscated by staff if found and returned to parent upon pick-up.

PAYMENTS

Payments (determined by published rates) will be auto drafted by Wednesday, prior to the week of care. An auto draft form must be completed at the time of enrollment. Services may be suspended immediately if no payments are made for two weeks.

*A \$20.00 NSF fee will be charged for any returned payments along with charges for current week owed as well as a \$10.00 late fee (after the Wednesday deadline).

HOLIDAYS/CLOSED DAYS

The Y will not offer child care services on the following days: Memorial Day, July 4th, Labor Day, Thanksgiving and Black Friday, Christmas Eve, Christmas Day, New Years Eve (open 6:00 -3:00), New Year's Day, and Easter Monday. See Fun Club flyer for specific day.

DROP-OFF/PICK-UP

SAFE and Camp pick-up authorization cards are given to parents when registration is received. The pickup 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. A

vehicles.

- Seatbelts (as applicable) must be worn by all children.
- **Children's hands should remain in their own space at all times.**
- Personal belongings should remain at the site unless otherwise indicated by staff.
- Children should use quiet voices at all times while in YMCA vehicles.
- No horseplay will be tolerated on YMCA vehicles.

*Failure to follow these rules may result in termination of field trip privileges.

All children being transported for a Y program must have parental/custodial written consent. Permission forms that include the location, date and signature line are required prior to any field trip.

*The bus will be checked thoroughly each time all children exit the bus to ensure that the bus is cleared and that no child is left behind.

PARENT INVOLVEMENT

We believe involving parents in center activities is important for both you and your child. When parents are involved in activities within their center, it **strengthens the continuity between a child's experience at home and at the Y.** We welcome parents who are interested in volunteering to meet with the Childcare Coordinator to see how they can assist with a program.

Custodial Parent's Rights to Be Admitted to the Center

According to Virginia State Standards for Licensed Child Care Centers a custodial parent shall be admitted to any child day program. Such right of admission shall apply only while the child is in the child day program (63.2-1813) of the code of Virginia.

FINANCIAL ASSISTANCE

As a 501c3 non-profit charity, we provide financial assistance to members who would otherwise not be able to participate in programs. Eligibility is **determined by the member's income and is administered on a sliding scale.**

If you would like to explore this process, please visit the Membership Desk and ask for an application. All applications and supporting documentation is reviewed by our Financial Assistance team, and one of them will contact you to let you know the qualifying level of assistance you can receive.

If you do not require financial assistance to participate in programs, but are interested in learning more about how YOU can give to support access to quality childcare or the 2nd grade swimming programs we offer across the community please visit us on-line or give us a call. We would welcome the opportunity to tell you more about the important and impactful work we do in this community every single day that we can only do through the support of members like you!

- Parents of children with emergency medications must provide the site staff with the proper training and information on how to properly care for **their child's medical condition**
- A medical plan designed by the parent/physician may be requested/required for certain medical conditions such as severe allergies or asthma; this is so that staff can be better informed and prepared to deal with your **child's medical conditions**
- Special accommodations for medication administration can be made for children with medical conditions. Please contact the Child Care Coordinator for more details regarding special accommodations.
- Staff who work with children that have food allergies shall receive training in preventing exposure to food(s) to which the child is allergic, preventing cross-contamination, recognizing and responding to any allergic reactions.
- 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.
- **Medications will be checked on a monthly basis to ensure that they're not expired.** All expired medications will be handed back to the parents

Illness

The YMCA Child Care Programs are not designed for sick children. Children too sick to attend school are too sick to come to a YMCA program. If staff

Sick Child Procedures

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 hours or the next business day after their 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.

Topical Policy

Sunscreen should be applied daily to your child before being dropped off at child care. If your child requires re-application of sunscreen or insect repellent, a MAT authorization form must be completed by parent. Licensing regulations requires staff to apply any topical agent (as authorized by parents and MAT form) to all children under the age of eight.

SAFETY PROCEDURES

Suspected Child Abuse Policy

All Y staff will be instructed and trained in Child Abuse Prevention. Staff are required to complete the required training in order to learn and be aware of indicators that should alert them to the possibility of abuse or neglect. All child care staff are considered Mandated Reporters and are therefore legally required by law, as outlined in standard 63.2-1509 of the code of VA, to report any suspected child abuse or neglect situations to the proper authorities.

Pick-up for Emergency Situations

If parents cannot be reached in an emergency situation, or if a child has not been picked-up by closing time of any program, staff will call the authorized **emergency contacts listed in the child's file. Plans will be made so that all children will be cared for until picked-up.**

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.

Procedures for accounting for all children:

Roll must be taken upon the arrival of each child and maintained throughout each day. Staff will know at all times how many children they have in their care by conducting several roll calls and head counts. This should also be done before and after transitions. Children not present on any given day, must be accounted for. Schools, parents & emergency contacts will be contacted daily until each child is safely accounted for.

Procedures for supervising a child who arrives after class or field trips have begun:

If a child should arrive late to the program and a staff member is not in the location of the sign-in/out sheet, parents should escort their child to an area where there is a staff member present. In most cases there should be a visible **notice indicating where the child's group is located. Staff will make sure the child has a snack or proper meal (depending on time of arrival).** Staff will get the child involved in the appropriate activity immediately upon arrival.

Procedures for identifying where children are at all times including leaving and returning from field trips:

Staff are required to keep children within sight and sound supervision at all times. When traveling to and from field trips, staff will complete the Field Trip Documentation Forms as well as the roll sheet and document that each child loads and unloads the bus both at departure and arrival at each stop. Roll

Procedure for Continuity in an Emergency

In the event of an emergency, staff are assigned specific rolls so that continuity and safety are maintained. The lead staff person will be in charge of alerting the authorities while the assistant staff will handle the management and care of the group of children. **Consistent Care:** Consistent staff are assigned to designated classrooms and groups of children. Ratio standards will be met and teachers will stay with their children through the duration of the program. This will ensure that essential functions are met.

SNACK/MEAL POLICY

1. The YMCA provides a healthy USDA snack for all participating children to include:
 - SAFE:** Afternoon Snack
 - Fun Club:** Morning and Afternoon Snack
 - Camp:** Breakfast, Lunch, Afternoon Snack
2. Food menus are available for each program and are posted at each site.
3. All food will meet the nutritional needs of children as established by the U.S. Department of Agriculture. Food portions are appropriate for the age of the child, and additional servings are permitted, if necessary.
4. Parents may provide food for their child in some cases:
 - Since the Franklin County YMCA does not supply food for special diets for religious or medical reasons, parents are required to provide such food for their child. Note: parents are responsible for complying with the USDA nutritional guidelines. Food must be delivered labeled in air-tight containers or the original container, **labeled with child's name and date. The center will not keep leftovers.**
 - Parents may bring food/beverage for celebrations and/or field trips as requested by staff.
5. **Please do not allow your child to bring candy, gum, or other "junk food."**
6. Children will not be permitted to use the vending machines during programs hours.
7. Children will be encouraged, but not forced, to try new foods.
8. No child will be denied food at a meal time for disciplinary reasons.

TRANSPORTATION POLICY

The YMCA will transport children in buses designated for YMCA use ONLY! Children shall not be transported in staff vehicles. Staff are responsible for proper supervision while children are being transported. The bus driver is responsible for transporting the children safely NOT supervising their behavior. When children are being transported they are to abide by the rules stated below:

- Children must be seated at all times while being transported by YMCA

sheets will be kept on file at the center. Staff will also leave a note in a conspicuous place detailing the whereabouts of the group and expected time of return at anytime they are out of normal area.

Procedure for lost/missing child:

In the event that there is a lost or missing child staff will immediately call 911 for assistance along with the child's parent and staff administrators (Childcare Coordinator, Childcare Director and Executive Director). Staff shall secure all other children in a safe area to prevent others from danger.

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. 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 assessed 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 through social media, email, or phone 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 Y Staff will lead the group to the designated shelter-in-place location, as outlined at each program site; 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. **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 (through social media, email or phone) as the group reaches the final destination

3. 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. 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.
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 Director and parents of the plan of action (through social media, email or phone) 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 roll call, then proceed into the building with their class.

Evacuation-Parent-Child Reunification

Children will only be released to parents or emergency contacts that have been pre-authorized on the registration form. Once clearance has been given, parents will be notified immediately of the situation (by social media, email or phone) or pick up (whichever comes first) and instructed where to pick up children. As parents arrive, if any child is missing/injured/deceased, the Site Director/Administrator will escort the parents to a private area and notify them of the situation.

Procedure for Continuity in an Emergency

In the event of an emergency, staff are assigned specific rolls so that continuity and safety are maintained. The lead staff person will be in charge of alerting the authorities while the assistant staff will handle the management and care of the group of children.

Consistent Care: Consistent staff are assigned to designated classrooms and groups of children. Ratio standards will be met and teachers will stay with their children through the duration of the program. This will ensure that essential functions are met.

PROGRAM-SPECIFIC POLICIES

FUN CLUB

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 and Summer Camp programs. Prices and registration are all separate and require enrollment prior to starting.

FEE for scheduled Fun Club days: \$28 per day, paid at least 2 days in advance **at either your child's school or at the Rocky Mount YMCA. Parents may "drop-in" for a fee of \$5.00 if paying after the 2 day deadline of the day of,** and only if there is adequate space available. Check the Fun Club flyer for a list of scheduled dates.

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.

Fee for unscheduled Fun Club: \$12 per day for participants who have already paid for the day through SAFE. If not a SAFE participant, the cost is \$28.00 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.

FUN CLUB GENERAL SCHEDULE:

6:00 AM—8:15 AM	Drop Off
8:15 AM—9:00 AM	Wash hands/Snacks/Wash Hands/Activities
9:00 AM—11:30 PM	Activities including: sports & team building, arts & crafts, nature exploration/science, character counts
11:30 AM—1:00 PM	Wash hands, lunch, wash hands/bathroom break/wash hands
1:00 PM—2:30 PM	Activities and Free Swim
2:30 PM—3:30 PM	Wash hands/snack/wash hands/activities
3:30 PM—6:00 PM	Afternoon activities/pick-up

2:30 PM—3:30 PM	activities for other groups Wash hands/snack/wash hands/activities in camp classroom
3:30 PM—6:00 PM	PM closing council/afternoon activities/pick-up

Swim Days:

Tuesday, Wednesday, Thursday
from 12:30 PM—2:30 PM. Please bring a labeled towel, swim suit and bag.

Field Trips

All children attending scheduled field trip days must go with the group. Children must arrive to camp no later than 8:30am on Friday field trip days. **If you arrive after the bus departs, it will be the parent's responsibility to either meet the campers and staff at the field trip destination, or find alternative care for the day.** No camp staff will remain at the Y to watch your child. Reimbursements will not be given for missed field trips.

Arrival/Departure Plans

DROP-OFF

All children must be signed in on the attendance roster by a parent, guardian, or authorized adult. Parent or Guardians should inform the YMCA if their child will be absent on any given day.

1. Pre-camp (from 6:00 AM to 8:15 AM) Parents/Guardians will sign their child in at sign-in table and escort them to designated camp area.
2. If you are arriving between 8:30 AM and 9:00 AM, campers will be having breakfast. Please sign in and escort your camper to their designated breakfast location.
3. Camp activities begin at 9:00 AM. We strongly encourage all campers to arrive by 9:00 AM so that they can be involved in planned activities. After **9:00 AM, you will be given a "late arrival slip" to give to your child's counselor.** Please be prepared to escort your camper to his/her scheduled activity. Please note, this may be outside of the building (HS gym, back field, playground, etc.) so please allow for extra time. Children must be dropped-off on Friday by 9:00 AM to attend field trips. All children go on the field trips if they attend on Friday.

PICK-UP

All children must be signed out on attendance roster by parent, guardian, or authorized adult.

1. Pick-up Authorization Cards are given to parents when a child is registered. Children must be picked up by 6:00 PM. When picking up children, authorized adults must present their Pick-up Authorization Card **and must present a valid driver's license.**
2. If any parent or authorized individual arrives to pick up a child and is observed to be under the influence of drugs or alcohol, the child be kept on the YMCA property pending notification of police.

3. Parents should inform the YMCA as soon as possible if their child will need to be picked up early so that arrangements can be made to have the child ready. If notice is not given, please allow time for camp staff to **contact your child's group & for them to return.**

Bus Stop/Transportation Times & Locations

It is imperative that parents be on time at the bus stops during the 10 minute scheduled time frame. The bus will leave promptly at the scheduled times list below. Parents who are late will have to drop off and/or pick-up their child from the camps site. *We must have consistent schedules to avoid confusion for staff and children.

Camp Site (parents drive to and from each site—BFMS & Ferrum Y)

AM TIMES: 6:00 AM—9:00 AM

PM TIMES: 4:00 PM—6:00 PM

Burnt Chimney Elementary

AM TIMES: 7:50 AM—8:00 AM

PM TIMES: 5:50 PM—6:00 PM

*We must have consistent schedules to avoid confusion for staff and children.

Needed Supplies

Please label all supplies with child's first and last name.

- **If you are packing a lunch, bags must be labeled with child's first/last name**
- Water bottles are encouraged
- Swim suit, towel, and bag on swim days (Tuesday, Wednesday, Thursday)
- Closed toe shoes required—sneakers each and every day please
- Backpack or bag—we ask that every camper come with a backpack to keep organized
Rising-k children: one or more extra set of clothes in case of accident

Organizational Chart

Y Board of Directors

CEO

Childcare Director

Childcare Coordinator

Site Leader

Site Assistant

LINES OF AUTHORITY FOR STAFF

In the absence of the Site Lead, or "Center Director" for SAFE, the person in charge will be as followed:

1. Childcare Director
2. Childcare Coordinator
3. **Center Assistant who has qualifications and certifications as "Lead" substitute**

If you have any questions or concerns, please don't hesitate to contact our office at 540-489-9622(YMCA)