



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

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YMCA Mission: To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

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!

Program

Facilities

ALL YMCA FACILITIES ARE SMOKE/TOBACCO FREE FACILITIES.

Organizational Chart

Senior Program Director of Childcare

Program Director of Childcare

Child Care Administrator

Salem Elementary YMCA Childcare 828-999-8614

Hildebran Elementary YMCA Childcare 828-999-8741

Drexel Elementary YMCA Childcare 828-999-8650

Valdese Elementary YMCA Childcare 828-999-8629

WA Young Elementary YMCA Childcare 828-999-8567

New Dimensions Charter YMCA Childcare 828-999-8775

Ray Childers Elementary YMCA Childcare 828-999-8511

Mountain View Elementary YMCA Childcare 828-999-8463

Ages Served and Ratios

Burke County YMCA provides care for children ages 5-12. Children must be enrolled in kindergarten to participate in the program. For School's Out Camp, children must be currently enrolled in or have completed kindergarten, and for Summer Camp, children must have completed kindergarten to attend. 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.

School's Out Camp: 6 am-6pm

After school care: 2:30 p.m.-6:00 p.m.

Summer Camp: M-F 6 am-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. 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 Site Director with updated information.
3. A nonrefundable \$20.00 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 Site Director and Program 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 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 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 \$20.00 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. 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. This means a new registration fee is required and the child may be subject to a waiting list depending on enrollment numbers and staffing. 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.

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 \$20.00 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 Site Director 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 Director's 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 site director will contact the senior program director to 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. Site directors 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 provided to site directors by the licensing and compliance director and should be posted in the common area with program information. Site directors 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 site director. The site director 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. Site directors are responsible for completing the incident report log and filing the incident report. If medical attention is required, the site director MUST contact the

Senior Program Director and Licensing/Compliance 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 staff to treat parents with dignity and respect, we expect the parents to treat the YMCA before & after school staff accordingly. Any parent or guardian who shows disrespect to our staff will be asked to remove their child(ren) from our program.

Nutrition Policy

Burke County YMCA will follow the NC Childcare Rule 10A NCAC 09 .0901 GENERAL NUTRITION REQUIREMENTS:

(a) Meals and snacks served to children in a child care center shall comply with the Meal Patterns for Children in Child Care Programs from the United States Department of Agriculture (USDA) which are based on the recommended nutrient intake judged by the National Research Council to be adequate for maintaining good nutrition. The types of food, number and size of servings shall be appropriate for the ages and developmental levels of the children in care. The Meal Patterns for Children in Child Care Programs are incorporated by reference and include subsequent amendments. A copy of the Meal Patterns for Children in Child Care Programs is available free of charge from the Division at the address in Rule .0102(1) of this Chapter. (b) Menus for nutritious meals and snacks shall be planned at least one week in advance. At least one dated copy of the current week's menu shall be posted where it can be seen easily by parents and food preparation staff when food is prepared or provided by the center, except in centers with a licensed capacity of 3 to 12 children located in a residence. A variety of food shall be included in meals and snacks. Any substitution shall be of comparable food value and shall be recorded on the menu (c) When children bring their own food for meals or snacks to the center, if the food does not meet the nutritional requirements specified in Paragraph (a) of this Rule, the center must provide additional food necessary to meet those requirements unless the child's parent or guardian opts out of the supplemental food provided by the center as set forth in G.S.110-91(2)h.1. A statement acknowledging the parental decision to opt out of the supplemental food provided by the center signed by the child's parent or guardian shall be kept on file at the center. Opting out means that the center will not provide any food or drink so long as the child's parent or guardian provides all meals, snacks, and drinks scheduled to be served at the center's designated times. If the child's parent or guardian has opted out but does not provide all food and drink for the child, the center shall provide supplemental food and drink as if the child's parent or guardian had not opted out of the supplemental food program. (d) Drinking water must be freely available to children of all ages. Drinking fountains or individual drinking utensils shall be provided. When a private water supply is used, it must be tested by and meet the requirements of the Commission for Public Health. (e) The child care provider will provide only the following beverages: (1) breast milk; (2) formula; (3) water; (4) unflavored whole milk, for children ages 12-24 months; (5) unflavored skim or lowfat milk for children two years old and older; or (6) 100 percent fruit juice, limited to 6 ounces per day. (f) Children's special diets or food allergies shall be posted in the food preparation area and in the child's eating area. (g) The food required by special diets for medical, religious or cultural reasons, may be provided by the center or may be brought to the center by the parents. If the diet is prescribed by a health care professional, a statement signed by the health care professional shall be on file at the center and written instructions shall be provided by the child's parent, health care professional, or a licensed dietitian/nutritionist. If the diet is not prescribed by a health care professional, written instructions shall be provided by the child's parent and shall be on file at the center. (h) Food that does not meet the nutritional requirements specified in Paragraph (a) of this Rule, such as cookies, chips, donuts, etc., shall be available only for special occasions such as holidays, birthdays, and other celebrations. (i) Staff shall role model appropriate eating behaviors by consuming only food or beverages that meet the nutritional requirements specified in Paragraph (a) of this Rule in the presence of children in care.

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:

- Volunteering
- Sharing a talent
- Becoming a resource for supplies
- Maintaining positive relationships and open communication with Y staff members
- Read the weekly/monthly newsletters
- Participating in the annual campaign
- Attending community and family events
- Parent/Teacher conferences
- Parent Advisory Committee (Meets quarterly)

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 site director on duty will contact the parents.

2. The site director, 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 director needs to 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 Child Care center. The site director will notify the senior program director and child care director. The phone number for DSS is 828-764-9600.

Training and Selection of Staff

YMCA of Burke County is staffed with a Site Director, Assistant Director, 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. The Site Director must be at least 21 years old, possess Early Childhood Credentials and a minimum of 2 years experience in licensed child care. The Group Leader must be at least 18 years old and be working toward completion of early childhood credentials. 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. Our staff are required to be trained in CPR and First Aid, 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.

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 site director will communicate that to the parents/guardians.

Arrival and Departure

Arrival Procedures

Before School Care: Each parent/guardian is responsible for walking his/her children into the center and ensuring they are signed in as required by law. A parent/guardian who repeatedly does not walk his/her child into the program can be suspended from the program. Site staff are responsible for signing children out daily when leaving the before school program for school.

After School Care: Staff members are responsible for checking in the students upon their arrival in the program. This includes signing in at the time of arrival and recording attendance for all students no later than 5pm daily. Each parent is responsible for coming into the program and walking his/her children out of the center and ensuring they are signed out as required by law. A parent/guardian who repeatedly does not come in and wait for his/her child can be suspended from the program.

Departure Procedures

Each parent/guardian is required to come into the program to pick up their child. If a parent/guardian or adult comes into the program to pick up a child who is not known by the staff he/she will be asked for a photo ID. Staff will check ID's at any time to ensure safety of children, which is our highest priority. If an adult who is not authorized to pick up a child comes into the program, the staff member will notify the site director immediately so that the proper adult can be notified. Children will not be permitted to leave with ANY adult that is not on the pickup list in the child's file.

Making Changes to Children's Registration Documents

Parents are responsible for updating children's immunization records annually. Site Director's 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 site director. 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.

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: _____

Parent/Guardian Signature: _____

Child (ren)'s Full Name: _____

Date: _____