

2023-2024
YMCA of North Central
SCHOOL AGE CHILD CARE
PARENT HANDBOOK

(304) 623-3303

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HARRISON COUNTY YMCA MISSION STATEMENT

The Mission of the Harrison County Y:
To Promote Christian principles among its members, constituents, and the community through programs that build healthy spirit, mind, and body for all.

INTRODUCTION

Welcome to the Harrison County YMCA's School Age Child Care (SACC) Program. Our goal is to provide a comprehensive child care experience specially designed to meet the needs of your child or children.

While your child is with us, he/she will be encouraged to participate in a variety of activities promoting fun, creativity, self-esteem and confidence.

YMCA Child Care offers a safe, secure place for your children to spend their time before and/or after school meeting friends, playing games, taking part in sports activities, creating arts and crafts, receiving homework help and much more!

SACC OBJECTIVES

1. Wholesome fun.
2. Health and safety of all children.
3. Social adjustment.
4. Emphasis on cooperation and teamwork.
5. Development of knowledge, skills and interest in various activities.
6. Gain respect for others and the environment/community.
7. Develop appreciation for ideas and concepts which come to a child through participating in the child care setting under the influence of competent leadership.
8. Provide educational assistance in cooperation with the school.
9. Opportunity for creative expression.
10. Good fellowship and development of new friendships.
11. Access to healthy eating by providing a nutritional component through a partnership with the school.

Harrison County YMCA School Age Child Care Sites:

Nutter Fort Primary/Intermediate School
Norwood Elementary School

FEES

ALL paperwork must be complete in order for a spot to be reserved for your child – paperwork must be accompanied by full payment for the first week of care.

Fees for SACC are to be paid on a weekly basis, unless adjustments need to be made. An invoice will be emailed to the email address provided weekly, bi-weekly, or monthly depending on your adjustments. All balances must be paid by the end of the month.

Weekly Fees: After School Care (Non-members) \$65.00 per week per child
(Members) \$50.00 per week per child

Full time weekly fees are due no later than the Friday preceding the following week of care.

Additional Fees: School Closing Care at the YMCA- \$20.00 per day (Maximum of \$100.00 per week)

Breakfast, lunch and snack are provided. Please bring bathing suit, towel, and backpack.

FINANCIAL ASSISTANCE/CHOICES

It is the aim of the Harrison County YMCA that no one is turned away due to an inability to pay dues or fees. The YMCA offers financial assistance in the form of program scholarships for those who qualify. Information and applications are available at the Front Desk, or by calling the Y at (304) 623-3303 or writing to the Harrison County YMCA, P.O. Box 688, Clarksburg, WV 26302.

The Harrison County YMCA's School Age Child Care is a state-licensed child care program. We accept subsidy payments through the CHOICES program.

Note: Those receiving child care subsidy through CHOICES are not eligible for financial assistance through the YMCA.

NON-DISCRIMINATION POLICY

The Harrison County YMCA shall ensure that you and your child/children have access to the SACC Program regardless of race, religion, ethnicity, gender, ability, or sexual orientation.

ADMITTANCE POLICY

Before being permitted to register and attend the SACC Program **ALL** forms must be completed and turned in with full payment of 1st week. The following is a list of our requirements:

- Parents of children with special needs should contact the Child Care Director prior to registering their child.
- No child can be accepted without immunizations.
- Application for day care services, CCRC certificate (if applicable), Harrison County YMCA financial assistance approval form (if applicable)
- Child's name, address, gender and date of birth.
- Parents' name(s), address, telephone numbers (work and home).
- Emergency contacts (names, addresses, telephone numbers: work and home. **CANNOT ACCEPT "SAME AS ABOVE"**).
- Doctor and Dentist (name, address, telephone number).
- Child's health insurance (name, policy holder and policy number).
- Signed permission for emergency medical treatment.
- Signed permission for photographs, audio and video recordings.
- Signed permission for authorized "Pick up Person(s)" (names, addresses and telephone numbers).
- Signed permission for first aid, CPR/AED and emergency transport.
- Court Order documents, where applicable.
- Legal verification when one parent is the sole legal guardian of the child.
- Child's immunization records.
- Child's **current** health assessment (height, weight, allergies, doctor's signature).
- Signed document stating that parent has read parent handbook.
- If there is anything in your child/children's background that our forms have not covered, please make your concerns available to our Child Care Director in a separate letter.

If for any reason you refuse to comply with our requirements, we have the right to decline admittance into our program.

THE Y ONLY CARRIES LIABILITY INSURANCE COVERAGE

LICENSE CAPACITY

The Harrison County YMCA Child Care Program is a licensed child care program. Child Care Licensing Regulations are available for viewing online or contact the Child Care Director.

SACC HOURS

Monday - Friday

School dismissal until 6:00pm each day

School Closings: 7:30 am – 5:30 pm

Child Care services will be closed on the following days:

New Year's Day Thanksgiving

Memorial Day Black Friday

Fourth of July December 22nd

Labor Day

***Any additional days will be notified in advance.**

WEATHER-RELATED AND SCHEDULED CLOSURES/AMENDED DAY CARE

As a service to working parents, we offer care during the following adjusted day schedules:

Early Dismissals: School dismissal until 6:00pm

School Cancellations/Scheduled Days Out: 7:30am – 5:30pm

We will close if weather conditions are poor.

WE DO NOT OFER CARE FOR SCHOOL DELAYS. YMCA SACC will follow the school's weather related scheduling – please refer to local news and/or other notification sources to remain aware of scheduling amendments.

CREDIT

The cost of operating each week of care does not change when children are out due to illness or vacation days. Therefore, the following policy has been established:

There are no credits given for vacations, visits from relatives or any other days when parents decide not to have their children participate in our child care program. There is no provision made to make up missing day/days of a camp.

WITHDRAWAL

Please advise the Y business office as soon as possible should you, for any reason, decide to withdraw your child from the SACC program. The Y is unable to guarantee space should you decide at a later date to re-enroll your child in the SACC program.

GENERAL INFORMATION

ARRIVAL AND PICK-UP PROCEDURES

Parents **are required to sign-in and sign-out each time** a child is dropped off or picked up from child care. **Children are not permitted to sign in/out their siblings.** It is important that your child is picked up by or before 6:00pm each day – late pickups may constitute an additional fee.

Your child will only be released to those people whose names appear on his/her application form. Identification may be requested from the individual picking up the child to verify their identify.

Please notify us in writing and verbally, at least one day in advance if someone who is not on the form will be picking up your child.

YMCA Child Care Services will not release a child to any person (parent, guardian, relative, etc.) that is suspect of being under the influence of alcohol or drugs. Under these circumstances, the staff may contact the proper authorities as the situation warrants.

HEALTH POLICY

All participants must submit a completed health history and shot record form to the Y. Blank forms are included in the SACC registration packet.

Please use proper discretion when deciding whether or not to send your child to care he/she is not feeling well.

Any time the staff becomes aware of a condition that may be contagious or unhealthy to any of the other participants it will be brought to the parent's attention and a medical diagnosis will be required before the child is allowed to re-enter the program.

Any child who develops fever, vomiting or a contagious condition while participating in the program must be picked up as soon as possible after the parents are notified by the staff.

The Harrison County YMCA reserves the right to deny a child entrance to care due to a medical condition which may be contagious or unhealthy to other participants.

An occasional head lice/nit check may be conducted. If found, the child will be sent home until treated and clear.

MEDICATION ADMINISTRATION

Parents must submit a Medication Form and receive approval prior to any medication being administered. Forms are included in the SACC registration packet and at the Y Front Desk. **Medication must be in original container prescribed by doctor. We cannot administer medication without the signed medication permit.**

The Harrison County YMCA reserves the right to deny requests that are deemed unreasonable.

EMERGENCY PROCEDURES

In case of a non-life threatening emergency, the following will occur: The staff will render necessary First-Aid and the parent(s) will be notified and advised of the situation. The severity of the problem will dictate whether or not the parent(s) will be notified immediately or when the child is picked up. If the parent(s) cannot be reached and the staff is in doubt of the seriousness of the complication, the child may be transported to the nearest hospital by ambulance. In case of a life-threatening emergency, the child will be taken to the nearest hospital. The staff will render whatever First Aid is possible until the ambulance arrives. Parent(s) will be notified by staff as to the nature of emergency and where the child was taken. Staff will accompany the child if parent is inaccessible.

Parents are responsible to keep the Y updated on Current Emergency Phone Numbers

DISCIPLINARY ACTIONS

In the event we are experiencing disciplinary or behavioral difficulties with your child, the following discipline policy will be put into effect. The SACC staff will begin with Step 1 and then proceed through the process depending upon the success or failure at each step.

1. SACC staff removes child out of activity. A discussion with the child will take place regarding the necessary adjustments needed to improve the behavior.
2. The child will be put in "time out" for a specified period of time before returning to the activity.
3. If a child is removed from the remainder of an activity, a discussion with the Site Supervisor/Child Care Director follows. An incident report is written and the report will be shown to parent.

4. The child is taken directly to the Site Supervisor or Child Care Director, an incident report is written and parent is contacted by the Child Care Director.
5. Evaluation is made by the Child Care Director and SACC staff regarding whether or not the environment at the Y Child Care program is appropriate to address the specific behavioral concerns the child has exhibited. A discussion with the parent will follow about the child being suspended for a specified time period or leaving the YMCA Child Care program indefinitely.

It is important to realize the SACC staff will make efforts to manage all discipline problems effectively. However, if an individual's behavior is dangerous to or negatively affects the other participants' experience in the program, the decision will be made to remove the child from the SACC setting.

There may also be an extraordinary incident that causes immediate expulsion from the program without going through the steps. However, this kind of situation is unlikely.

We prohibit corporal punishment on the premises and during off-site activities while your child is participating in our program.

ACTIVITY SCHEDULES

Activity schedules will be constructed by SACC staff each week. The schedule will provide a daily outline of activities and events. Changes in the schedule are possible; should they arise, Y SACC staff will notify parents of those changes if necessary.

SACC ATTIRE

All participants should wear tennis shoes and socks. **FLIP FLOPS and/or SANDALS ARE DISCOURAGED DUE TO OUTDOOR PLAY!**

Lightweight, breathable attire is highly recommended to allow for comfortable participation in physical activities.

ELECTRONICS AND PHONES

NO ELECTRONIC DEVICES OR PHONES ARE PERMITTED AT SACC. If your child is going to need their phone or electronic device after care, please leave it with the site supervisor. Do not leave it in their bookbag.

LABELING PERSONAL ITEMS

It is important that all of your child's items be clearly labeled with the child's name. Staff will inform the group when an item is missing. We encourage you to support us in helping your child become responsible for their belongings. The Y is not responsible for lost or stolen merchandise. A lost and found container for items will be located at the child care site, but acts of prevention are much more practical.

We discourage participants from bringing toys and play items from home.

SNACKS AND LUNCHES

A healthy snack during PM care is provided through a collaborative effort with the school on care days following normal schedules. Extended/amended schedule days include lunch.

SUN EXPOSURE

Child Care will involve activities held outside very often whenever weather permits. Parent permission forms must be submitted for staff to apply sunscreen to any SACC participants. Parents are encouraged to provide a **spray type bottle of sunscreen (labeled with first and last name – duct tape with their name works best on the bottle as ink tends to rub off)**.

Note: We cannot honor requests to keep an ill child indoors as outdoor play and activities are part of the daily routine, as long as weather permits. Additional staffing is unavailable to allow for a child to be restricted to the indoors.

ORDER OF COMMUNICATION FOR PARENTS

- A. If concerned, parent(s) will communicate their concern to the Site Supervisor.
- B. If the Site Supervisor is unable to resolve the concern, the parent(s) should then take the concern to the Child Care Director.
- C. If the concern is not resolved in steps A or B, the parent should follow the steps involved with the Y's Grievance Procedures.

GRIEVANCE PROCEDURES

- A. In the event a parent or a person from the community files a written complaint/grievance, it shall be filed with the Child Care Director. The Director will send a written reply to the aggrieved party within ten calendar days of the receipt of the written complaint/grievance.
- B. Should an additional appeal be necessary, a letter should be submitted to the YMCA CEO detailing the nature of the problem. A response will be provided within ten calendar days.
- C. Should an additional grievance be in order, it can be made to the Y's Board of Directors. This must be done in writing and will be sent to the CEO and/or the Board President. The CEO will schedule a meeting within fifteen calendar days after the notice of grievance is received.

Also, if you ever have a complaint related to the program following compliance, you have a right to report to the "Secretary of the Department of Health and Human Resources".

CONFIDENTIALITY POLICY

All information pertaining to or regarding the children and families of the YMCA School Age Child Care Program will be kept confidential. The Harrison County YMCA employees, volunteers and parent/guardians will not discuss any child, family or employee with any other parent, staff or non-professional. Spreading of rumors or gossip goes against this confidentiality policy and will not be tolerated.

SACC PARTICIPANT RECORDS

The Harrison County YMCA will keep all SACC participants' records secure against loss, tampering and unauthorized use for at least three years. After this time, the records are discarded by way of shredding or burning.

UNIVERSAL PRECAUTIONS

All Harrison County YMCA staff and volunteers practice universal precautions. These sanitation practices prevent the spread of transferable diseases. Please do not be offended if you see staff/volunteers wearing latex gloves, as this protects you and your child, as well as themselves.

STAFF TRAINING AND REQUIREMENTS

All Harrison County YMCA Child Care employees are required to be certified or have on file the following:

1. CPR/AED and First Aid
2. Child Abuse and Neglect Clearances (Protective Services)
3. Blood Borne Pathogen Training
4. FBI Fingerprint Clearances
5. Criminal Background Clearances
6. Sex Offender Registry Clearances
7. Food Handlers Training
8. Medical and Mental Capacity Release
9. Medication Administration Training

While waiting on clearances for new staff, they will always be paired with formerly cleared staff.

SACC REMINDERS

Please have all items clearly labeled with child's first and last name

Tennis shoes and socks (no flip flops or sandals)

Weather-appropriate outerwear is recommended

Spray sunscreen recommended

Medication when necessary (original containers accompanied by signed medication permit) – please provide in a bag clearly labeled with child's first and last name. We only give medication to those who have a life threatening illness.

Thank you for your cooperation!

The Harrison County YMCA has the right to alter this handbook.

Harrison County YMCA

**1 Lowndes Hill Park Road
PO Box 688
Clarksburg, WV 26301
(304) 623-3303**

Our organization complies with state requirements involving mandated reporting of suspected child abuse and neglect to child protective services as required by West Virginia State Law.

**Child Abuse Hotline
1-800-352-6513**

**49-6A-2 Persons mandated to report suspected abuse and neglect.
When any medical, dental or mental health professional, Christian Science practitioner, religious healer, school teacher or other school personnel, social service worker, child care or foster care worker, emergency medical services personnel, peace officer or law-enforcement official, member of the clergy, circuit court judge, family law master or magistrate has reasonable cause to suspect that a child is neglected or abused or observes the child being subjected to conditions that are likely to result in abuse or neglect, such person shall immediately report, or cause a report to be made to the division of public safety and any law-enforcement agency having jurisdiction to investigate the complaint: provided, however, that any person required to report under this article who is a member of the staff of a public or private institution, school facility or agency shall immediately notify the person in charge of such institution, school, facility or agency or a designated**

agent thereof, who shall report or cause a report to be made. However, nothing in this article is intended to prevent individuals from reporting on their own behalf. In addition to those persons and officials specifically required to report situations including suspected abuse or neglect of children, any other person may make a report if such person has reasonable cause to suspect that a child has been abused or neglected in a home or institution or observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect.