



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# LEARN GROW THRIVE

## PARENT HANDBOOK

YMCA Child Care programs are about learning skills, developing character and making friends. But few environments are as special as what we have here; where kids see what they can accomplish, learn and master skills, make new friends, and feel like they belong. Every new experience at the Y is a chance for kids to stay active, address gaps in learning when school is not in session, and most importantly have fun!

With the careful guidance of our trained staff, children will learn core values that will last forever. They'll explore, play and grow. Along the way our Y-kids gain knowledge and love for community in the safety of a diverse and enjoyable atmosphere.

If you should have any questions regarding any of our Child Care Programs, please call the Family YMCA of Emporia-Greenville at (434) 348-9622. We look forward to having your children join us at the Y!



# YMCA CHILD CARE VISION STATEMENT

The YMCA is committed to the YMCA Core Values of Caring, Honesty, Respect, Responsibility and Faith as the basis for our program effort in supporting families. Our commitment embraces:

**THE CHILD:** To provide programs that enhance the quality of each child's life through sensitivity to individual needs and [through] applying developmentally appropriate learning experiences that focus on the social, emotional, physical, and cognitive development of each child.

**THE FAMILY:** To support and strengthen family life by sharing in the care and education of children and meeting the special needs of each family.

**THE COMMUNITY:** To work to increase awareness and understanding in support of programs that ensure optimal care for all families.

**THE CHILD CARE PROFESSIONAL:** To promote growth and competence in each caregiver and to encourage opportunities for individual development.

**THE FAMILY YMCA OF EMPORIA-GREENSVILLE CHILD CARE STAFF** welcomes you and your child. Our intent is to make this a happy and safe experience for your child. The YMCA is the largest nonprofit child care provider with a history of stability built on Christian principles and morals. Our services extend throughout the community reaching families of varied ethnic, cultural, and socioeconomic backgrounds.

We hope this handbook will help answer any questions that you may have during your child's experience this year. Please feel free to call the Child Care Director with questions that you may have now or in the future.

Our **PURPOSE** in providing quality child care is to support parents in their desire for children to grow to their fullest potential. Providing a safe environment, meeting their need for challenge, stimulation, and ideas, and surrounding them with people who know how to listen will help achieve that goal. Each child has talents and skills to develop, energy to put to use, and huge reservoirs of creativity that need to be encouraged.

Our **STAFF** is well trained, and experienced with children and families; they are knowledgeable about child development, needs and activities; they are flexible enough to work well with children as they assert their emerging independence, and are able to alter plans with ease and sensitivity. Our staff accepts children as they are and knows that what they are is the result of all that has happened thus far in their lives; they are able to give warmth and acceptance and remember childhood feelings of fear, anger, loneliness, and adventure. Lastly, our staff is optimistic; they know it is contagious and children will sense it in those who care for them.

# CHILD CARE HOURS OF OPERATION

**YMCA PRE-SCHOOL** is open for **HALF DAY** care from 9 a.m. to 12:30 p.m.; **FULL DAY** care from 9 a.m. to 6 p.m.; and **EXTENDED DAY** care from 6:45 a.m. to 6 p.m. Monday-Friday, with the exception of Independence Day, Labor Day, Thanksgiving, Christmas Eve and Day, and New Year's Eve and Day.

**YMCA SCHOOL AGE** Child Care is open from 6:45 a.m.-8:00 a.m., and 3:30 p.m.-6:00 p.m. Monday-Friday, with the exception of Independence Day, Labor Day, Thanksgiving, Christmas Eve and Day, and New Year's Eve and Day.

**YMCA TEEN** Program is open Monday-Friday, with the exception of Independence Day, Labor Day, Thanksgiving, Christmas Eve and Day, and New Year's Eve and Day, from 2:15 p.m.-6:00 p.m.

**CAMP Y-ABUNGA!** is open 6:45 a.m.-6:00 p.m. with the exception of Independence Day.

The structure of the YMCA includes a volunteer board of directors that is responsible for the financial stability of the organization and all policy making. The policies that the board creates are carried out by a group of paid-professional staff. The **ORGANIZATIONAL CHART** for the paid staff is as follows:

Executive Director  
Program Director  
Child Care Coordinator  
Child Care Assistant (Teacher and/or Counselor)

**EMERGENCY SITUATIONS:** In the event of an emergency situation that may require evacuation and/or relocation to the Shelter in Place ( Southern Virginia Regional Medical Center), parents will be notified via the Remind text messaging system. A text message will be sent out alerting parents of their child's current location and updated pickup procedures. If a child is unable to be picked up as a result of inclement weather or natural disasters, we will follow the same procedures outlined in our Late Pick-Up Policy.

**HEPA:** The Family YMCA of Emporia-Greenville implements a series of healthy eating and physical activity (HEPA) standards in our Child Care Programs, as part of the Y's national commitment to combat childhood obesity and ensure that all those who participate in YMCA programs live a healthier, balanced life. The Y's HEPA standards include the following:

- Programs for Parents: The Y will offer educational programs for parents with physical activity and nutritional information relevant to the health of their children,
- Screen Time: No access to television or movies. Digital device time is limited to one hour or less per day, and is limited to homework.
- Food & Beverage: Each snack provided by the Y will:
  - Include a fruit or vegetable
  - Include water
  - Include only whole grains, when grains are offered
  - Include skim milk, when milk is offered
  - Not include fried foods
  - Not include any food that contains trans-fats
  - Not include any sugar sweetened beverages

# DRESS AND PLAY POLICIES



**DRESS POLICY:** Children should wear comfortable and appropriate clothing for indoor and outdoor activities. We strongly recommend that you send your child in serviceable clothes, but not “party” best. We will use washable paints and crayons, however accidents can happen. We do not reimburse for clothing rips, stains, or normal wear and tear. **Please remember some examples of clothing that we do not recommend children wear to the YMCA:**

- Loose strings (such as hood strings)
- Open-toed sandals, flip flops, and slippery dress shoes
- Long skirts that may cause child to trip or get caught on something

A parent/guardian may leave an extra set of clothing and/or shoes for their child. Because these items must be stored in the child’s cubby, the YMCA will not be responsible for missing or lost items.

**PERSONAL ITEMS POLICY:** We have plenty of equipment and activities to keep your child busy. **We recommend that you do not allow your child to bring any toys, games, or “iPod” type radios to the Y. Electronics are not allowed.** This eliminates fights, theft, and/or lost items that we cannot be responsible for and will not reimburse for.

**OUTSIDE PLAY:** It is the policy of the YMCA and the Virginia Department of Social Services, that any child that is in a program from two to five hours a day will have at least 30 minutes of **OUTSIDE PLAY** per day, weather permitting. For those children in our program for more than 5 hours, 60 minutes of outside play are required by Virginia licensing standards. We support this requirement. It is our belief that children need and want to be outside. Running, jumping, and other such movement can only be accomplished outside. Children need the space and the opportunity for such movement on a daily basis, if there is to be proper muscle development. If children are to gain strength and develop to

**PERSONAL SPACE** is important for every child. Knowing that, we will provide every child a personal space to store his/her belongings.

their fullest, outside play is essential. If your child is too sick to go outside, then he/she is too sick to come to the YMCA.

**INSURANCE:** The YMCA complies with Virginia Child Care licensing standards related to participant insurance coverage. Limits and exclusions apply.

**FOOD POLICY:** If your child is attending all day, please send them with a nutritionally balanced lunch in a sealed container, labeled with your child's name and the date. A refrigerator and microwave are not available.

Snacks will be provided in all Child Care programs. The YMCA Child Care program will not serve junk food and/or empty calorie food as part of a required snack. Snacks will always include a minimum of two food groups, and will always include a fresh fruit or vegetable. A monthly snack menu will be available. If your child requires more snacks than we are providing, please feel free to send him/her additional items.

**BIRTHDAY PARTIES:** The Y loves sharing in the celebration of your child's birthday! We believe that celebrating birthdays at the Y is an exciting way for children to feel special. With that in mind, if a parent chooses to bring a sweet snack, we ask that you also provide a healthy snack that includes a fruit or vegetable. While we agree that everything, even sweets, is okay in moderation, we would like to demonstrate to children that they can opt for healthier treats instead. Oftentimes, it has been our experience that when given a choice, children pick the healthier option.

**SICK CHILD POLICY:** The Health and Safety of your child is a matter of major importance to all of us. In order to protect the children in the program who are well, we have very stringent rules about sick children. These rules are in compliance with all Commonwealth of Virginia licensing regulations.

If your child becomes ill in our program, we will call you and you must make arrangements to pick up your child **IMMEDIATELY**. Sick children cannot be with well children. If we send your child home with a fever, they may not return until they have been without a fever for 24 hours. This means if we send your child home on Tuesday, they may not return until Thursday.

**Please keep your child home if your child has:**

- Had a fever in the previous 24-hour period
- A cold that is less than two days old
- A heavy nasal discharge
- A constant cough
- Reoccurring vomiting or diarrhea (2 or more times)
- Temperature of 100 degrees or above

- Symptoms of communicable disease (sniffles, reddened eyes, sore throat, headache and abdominal pain plus a fever)
- Unexplainable rash

The YMCA reserves the right to request a doctor's note before allowing a sick child to return to the program.

**MEDICATION POLICY:** If your child requires medication while at the YMCA, we must have a signed authorization to give medicine. The medication must be prescribed by a doctor, it must be in the original bottle with the child's name on it, and it cannot be an over the counter drug unless it has been prescribed by the doctor (we must have a note to that effect).

Authorization is good for one week only and then must be filled out again. The only exception to this is long-term medications for such things as asthma, ADHD, etc. All medication will be kept in a locked box. We cannot be responsible for missed doses. We are not required by law to administer medication and only do so as a service to the parent. Please understand that it may not always be possible to administer medication as requested. Only those YMCA Child Care Staff who are certified as "Medication Administrators" may dispense medications.

**OVER THE COUNTER SKIN PRODUCTS:** Policies for sunscreen and insect repellent state that the YMCA Child Care staff will administer sunscreen and insect repellent provided:

1. We receive written parental authorization noting any adverse reactions
2. Products are in their original containers labeled with your child's name.

**TOILETING POLICY**

Children must be able to use the restroom without adult assistance. This includes verbalizing that they need to go before they have to go, getting on/off of toilet, pulling up/down pants & underwear, cleaning, & washing hands. It is understood that an occasional accident may occur. After an accident, the child must be able to change clothes and clean themselves. Parents will be called if a child is unable to do so. YMCA staff will not change a child's clothes or assist in the restroom.

**ADMISSION POLICIES:** The Family YMCA of Emporia-Greenville Child Care Programs admit children 3-15 years of age. Children of any race, color, religion, sex, and national and ethnic origin are granted all rights, privileges, programs, and activities generally accorded or made available in the program. The Y will address physically challenged and special needs children on a per request basis with the hope that we serve all children who come to us. The Y does not discriminate on the basis of race, color, religion, sex, or national or ethnic origin in administration of its personnel and admissions policies. It is our hope to have a culturally diverse population within our staff, participants, and programs. **Licensing standards mandate that child care staff see and record the state ID number of your child's original birth certificate or passport, immunization records and most recent physical. Please bring it at the time you register.**

**FINANCIAL ASSISTANCE:** The Family YMCA of Emporia-Greenville is able to provide financial assistance based on ability to pay. This requires completing a scholarship application accompanied by proof of income (no less than two check stubs and a copy of your most recent year's W-2's). You must pay the stated amount granted on a timely basis or the assistance may be cancelled. All scholarships are based on availability of scholarship funds. Scholarships must be applied for semi-annually with updated information given each time. Applications are available at the Membership Services Desk. Please return this information to the business manager upon completion.

**APPLICATION AND IMMUNIZATION:** All parents must fill out the child application form and return it to us before the first day of the program. These information sheets must be accompanied by a copy of the Commonwealth of Virginia's green physical form.

*IMMUNIZATIONS-Section 22.1-271.2 of the Code of Virginia requires that; "documentation of all immunizations received be obtained prior to each child's admission to a child care center required to be licensed by the Commonwealth."*

**PAYMENT POLICY:** Program fees are due on a timely basis. Program fees are due in advance of service. Weekly fees are due Wednesday prior to the upcoming week. These fees may be paid up front for the entire semester, or drafted weekly, from a checking/savings account, or from a debit/credit card.

**No refunds will be issued if a child is absent because of sickness, holidays, or inclement weather closings.** All returned checks or drafts will incur a \$35 fee. Any drafts/checks returned unpaid must be made current within two weeks of receiving notice, or the child will be unenrolled from the program.

**Any changes to accounts used for payment must be made in writing by 5:00 pm on the Monday before the draft is scheduled in order to become effective.** The YMCA will not refund any fees associated with account changes that are not made in writing by Monday at 5:00 pm.

**SIGN IN / SIGN OUT:** Parents are expected to sign their child in upon **ARRIVAL** in the morning and sign them out before **LEAVING** in the afternoon. There is a pre-printed sign in/sign out sheet available as you come into the child care room. Please get into the habit of taking this **DAILY REQUIRED** step. There must be an exchange of responsibility from one adult to another; not from a child to a staff. **All persons signing children in/out must be at least 18 years of age.** We will not release minors to minors!

*In accordance with 63.2.-1813 of the Code of Virginia, a custodial parent or guardian shall be allowed admittance to any "child day program." A child day program is defined as "one in which a person or organization has agreed to resume responsibility for the supervision, protection, and well-being of a child under the age of thirteen for less than a twenty-four hour period, regardless of whether it is licensed. "*

**AUTHORIZATION TO PICK UP:** No child will be released to a person not authorized by the custodial parent. We must have written authorization for changes in this respect. Children will not be released to siblings. The staff will question those persons with whom they are unfamiliar and check authorization before releasing a child. State-issued identification will be requested of anyone that we do not know. Children will not be released without I.D.

A staff cannot legally refuse to release a child to a verified natural parent unless there is a court order in the child's file stating that the parent does not have custodial rights. Writing on our form that you do not want a husband or wife to pick up your child does not give us the legal right to refuse pick up. Only the courts can give us that right.



**LATE PICK UP POLICY:** We understand that a late pick up may rarely occur. However, please understand that we open at 6:45 a.m. sharp and



close at 6:00 p.m. sharp. If your child is not picked up by 6:00 p.m., a late fee will be charged and added to your next scheduled payment. Staff will notify you of any late fees at the time of pickup. If it is 6:01 p.m. (by our clock), you are late, and a late fee will be assessed. The fee is \$1 per minute, per child, for each minute that you are late. This fee is used to pay the two counselors (that are required by the state) to remain with your child. If you know you are going to be late, call us. After one hour, we will call Child Protective Services. We do understand that things come up, and traffic can be challenging, even in the best of times. We tend to worry about your safety just as much as your child does. Please be considerate. Many of our staff go to school or have other positions within the YMCA which requires them to be on time for those duties. We are confident that you understand.

**EXCESSIVE LATE PICK UP POLICY:** The Family YMCA of Emporia-Greenville has found that is necessary to have an excessive late pick up policy, which could result in you being asked to remove your child from our program. This policy is as follows: If you are late more than three times during a program cycle, you may be asked to remove your child from the program.

**SICK / VACATION POLICY:** Each child enrolled in school year Child Care programs receives one week of vacation per school year. There is no vacation allowance during the summer. In order to not be charged for a vacation week, a written two-week advance notice is required. No refunds will be issued for vacation weeks taken without a two week notice. **There is no allowance for sick days.**

## **CHILD INJURY POLICY**

If your child has an injury that may require more than our First Aid skills allow or your child has been bumped on the head of any kind, we will make an immediate attempt to contact you. If we are unable to reach you or the person you have designated in case of such emergencies, we will call the child's physician. If necessary, we will call an ambulance. The program will maintain a parent's signed consent form agreeing to this provision. Please make every effort to keep the YMCA up to date on phone numbers, emergency numbers, and other pertinent information. This is of utmost importance because the hospital will not treat your child without your consent.

## **FIELD TRIP POLICY**

In order to reduce paperwork and waste, the **FIELD TRIP AGREEMENT** authorizes the YMCA to take your child on all field trips, with a 24 hour notice. We do this rather than having a separate permission slip go home for every trip and risking confusion, loss and the possibility that we would not be able to take your child for lack of permission. You have the right to refuse permission for your child to go on a particular field trip. Child care is not available for those that do not go on trips.

## **TRANSPORTATION POLICY**

Whenever the Family YMCA of Emporia-Greenville transports children, parents can be confident that every precaution

will be taken to ensure your child's safety. Regardless of the vehicle used, your child will be properly restrained in a seat belt and will be expected to stay seated at all times. The YMCA will not transport children in a vehicle that does not have proper safety restraints. The children will be expected to keep their hands to themselves, and remain relatively quiet. At no time will a child be permitted to put his/her arms, hands, or head out of the vehicle's windows. No roughhousing will be tolerated at any time. Loading and unloading the children will be done only if the vehicle is pulled up to a curb, the side of the road, or in a designated parking area, and we will only release them to an authorized adult.

**AT NO TIME WILL AN ADULT DRIVE AND DISCIPLINE AT THE SAME TIME. CHILDREN WILL NEVER BE LEFT ALONE IN A VEHICLE.**

## **DISCIPLINE POLICY**

All efforts will be made to guide children to the appropriate behavior. The YMCA believes that punishment is unnecessary, but **DISCIPLINE** is needed to help children gain self control. Respect for your child will be demonstrated at all times. Likewise, respectful behavior will be expected from your child for his/her peers and the YMCA staff at all times. When disciplinary action is necessary, age appropriate methods will be implemented. They will follow the Commonwealth's behavior regulations that follow:

"There shall be no physical punishment or disciplinary action administered to the body such as, but not limited to, spanking, forcing a child to assume an uncomfortable position (e.g. standing on one foot, keeping arms raised above or horizontal to the body); restraining to restrict movement through binding or tying; enclosing in a confined space, box, or similar cubicle; or using exercise as a means of punishment. Children will not be shaken at any time. The center will never force or withhold food, nor force or withhold naps, as means of discipline. Toileting accidents will not be disciplined. There will be no abusive language which would include, but not be limited to, threats or belittling remarks about any child or the family."

There are clear and appropriate behavioral expectations for the children in our care. We try to set limits, help children understand rules and give clear definitions of acceptable and unacceptable behavior. Children are more likely to follow rules that have been introduced from the beginning. Some conflict resolution ideas that we encourage are:

- We find out what the problem is.
- We attack the problem, not the person.
- We listen to each other.
- We care about each other's feelings.
- We are responsible for what we say and do.

Please discuss the following rules with your child:

- Do not use vulgarity, profanity, or obscenity.
- Listen to the counselor at all times.
- Never leave the group without permission from an adult.
- Respect each other and yourself.
- Keep your hands to yourself.
- Use words, not fists, to solve problems.

A system of **TIME OUTS**, redirection, and suggestions from parents on what they have discovered works well at home, may be used. Logical and natural consequences will be allowed where applicable.

On occasion, our staff will identify behaviors that require disciplinary action. If a child should exhibit an inappropriate behavior while under the

supervision of a YMCA staff person, the following sequence of actions will be taken:

- The behavior will first be addressed by the counselor with the child, in private.
- If the inappropriate behavior continues, the counselor will notify the Child Care Director and the situation will then be discussed with the parent.

### **SUSPENSION POLICY**

- If inappropriate behavior continues, the Child Care Director will notify the parent that a conference needs to be held within 48 hours. At that conference, the director may tell the parent/child that they will be suspended from the program for 1 day.
- A second serious infraction will result in a suspension of 3-5 days and a request for professional testing and evaluation may be required before the child may return to our program.
- If the behavior has not improved, the child will be immediately removed from the program and no refund will be given.

\*If the parent refuses to work with us during this process, we will be forced to terminate the child from the program. The YMCA has rarely been forced to use suspension from the program. We believe that if the child perceives the YMCA as concerned, involved, consistent, caring, and respectful, and if we exhibit calmness, few words and a firm but kind attitude, the results will usually be positive.

However, the YMCA reserves the right to bypass all interim steps mentioned and terminate a child's enrollment immediately if that child's behavior is so extreme as to pose a safety hazard to himself or others.

### **TERMINATION POLICY**

The Family YMCA of Emporia-Greenville reserves the right to terminate your child's attendance in our program for such things as, but not restricted to: disruptive behavior problems, emotional problems or learning disabilities that we are not equipped to handle, or that are a safety risk to themselves or to the other children in attendance. If these, or any other problems, begin to upset or influence the other children in the program, and we have proceeded through the steps cited in our suspension policy, we will have no other recourse than to terminate your child's enrollment in our program.

### **CANCELLATION POLICY**

If you wish to cancel your child's enrollment, you must notify the YMCA in writing at least two weeks prior to the requested cancellation date. No refunds will be issued for weeks the child does not attend if less than two weeks notice is given.

# CHILD ABUSE PREVENTION POLICY



The growth and development of men, women, boys, girls, and families has been the YMCA's principle concern for over 150 years. Through programs of health and fitness, sports, camps, parent-child, family programs, and child care, the YMCA is responding to the needs of the children and families. Many changes have occurred in the lives of children and families today. Some of these changes are positive; however, the alarming increase in child abuse is of particular concern to the YMCA.

Throughout its history, the YMCA has been a strong advocate for the child and children's rights. It is therefore most appropriate that the mistreatment or neglect of children and the resulting severe effects would be of primary concern to the YMCA.

The YMCA advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection prevention, and the development of self-discipline. At no time will the following disciplinary techniques be tolerated: physical punishment, yelling, striking, biting, kicking, squeezing, shaming, withholding food or restroom privileges, confining children in small locked rooms, or verbal or emotional abuse.

Based upon its concern for children, parents, and the YMCA staff, the following standards related to reporting procedures, staffing, standards, code of conduct, and resources for parents and children, have been developed.

**\*\*Note: The YMCA, like many other public institutions, is mandated by law, to report suspected child abuse.**

## NO BABYSITTING POLICY

Effective January 1, 1996, YMCA child care staff members are prohibited from babysitting any participants of a YMCA Child Care program without written permission from parent that releases the YMCA of all liability. This restriction extends to transporting of family members to and from the YMCA, or any other function that is not YMCA program related.

“Child Abuse is mistreatment or neglect of a child by parent(s) or others resulting in injury or harm. Child abuse may be physical, verbal, emotional, or sexual. Its effects may result in severe emotional and physical handicaps, anti-social behavior, even death.”

### Our Procedures:

1. At the first report or suspicion of child abuse, the staff or volunteer to whom it has been reported, will immediately inform their supervisor.
2. The YMCA will make a report to Child Protective Services and will request that the situation be investigated.
3. In the event the reported incident or suspicion involves an employed staff person or volunteer, the responsible director will suspend the person from all responsibilities, and if appropriate, without pay until the investigation is complete.
4. All staff members and volunteers must be sensitive to the need for confidentiality in the handling of information in this area and are therefore instructed to only discuss matters pertaining to abuse or suspected abuse with their supervisor.
5. Transportation of program participants in a private vehicle may only occur with the written permission of the parent and specific approval from the staff member's supervisor.
6. YMCA staff and volunteers may not make contact with children or parents involved in a child abuse incident without permission of the Executive Director.
7. Whether the incident or alleged offense takes place on or off YMCA premises, it will be considered job related (because of the youth-involved nature of the YMCA).
8. All incidents or alleged offenses will be documented the day of the occurrence.



# SAMPLE PRESCHOOL SCHEDULE

The YMCA Preschool uses The Creative Curriculum. This curriculum helps early childhood programs create high-quality learning environments that enable every child to become a creative, confident thinker. It is used by early childhood educators across the country, helping them to offer developmentally appropriate programs that support active learning and promote children's progress in all developmental areas.

Its effectiveness in helping children acquire social competence and the skills they need to succeed as learners is well documented. Not every program using the Creative Curriculum will look the same. It is simply a blueprint upon which to build a developmentally appropriate classroom.

TIME	ACTIVITY
6:45-9:00	Greetings (Health Check) Tags, hands, breakfast Quiet table activities and Toys on large rug (kids' choice)
9:00-9:30	Circle Time – jobs, helpers Song and story, Daily Events Chart
9:30-10:00	Activity #1
10:00-10:30	Restrooms and snack, book time (kids' choice)
10:30-11:00	Songs and discussion of day's activities Story Activity #2
11:00-12:00	Centers and Outdoor Play (2 groups)
12:00-1:00	Prepare for and eat lunch Book Time (kids' choice) Legos for kids leaving after lunch Journals for nappers and prepare for nap
1:00-2:00	Nap
2:00-3:00	Wake-up and fold covers Quiet table activities and toys on large rug (Kids' choice) Snack (15 min.)
3:00-4:00	Outdoor Play
4:00-5:00	Wash Hands Story, songs, activity, review day and reminders
5:00-6:00	Center Play (kids' choice)



# SAMPLE SACC SCHEDULE

At the Y, afterschool is more than just a time of day. It's an opportunity to nurture children's development so they can reach their fullest potential. Offered at nearly 2,000 YMCAs across the country, afterschool programs serve 580,000 youth each year. The Y is committed to helping kids learn, grow and thrive in a healthy environment where they can establish positive relationships and experience a sense of accomplishment and belonging; critical ingredients for successful youth development.

We are guided by the Y's five core values: caring, honesty, respect, responsibility and faith. We focus on the whole child, nurturing the social-emotional, cognitive and physical abilities of every youth.

## BEFORE SCHOOL 6:45 A.M. TO 8:00

TIME	ACTIVITY
6:45-7:15	Arrival/Breakfast
7:15-7:20	YMCA Character Values
7:20-7:45	Center Time
7:45-7:55	Prepare for Bus
7:55-8:00	Bus Arrives

## AFTER SCHOOL 3:30 P.M. TO 6:00

TIME	ACTIVITY
3:30-3:35	Brunswick Academy Arrival
3:35-3:45	Greenville Elementary Arrival
3:50-4:05	Southampton Academy Arrival & Free Play Outside
4:05-4:20	Snack
4:20-5:00	Homework
5:00-5:30	Fitness and/or Active Activity
5:30-6:00	Free time in room or outside

# SAMPLE CAMP Y-ABUNGA! SCHEDULE

Camps at the Y all share one thing: they're about discovery. Kids have the opportunity to find new talents, try new activities, gain independence, and make lasting friendships through the many activities that the Y provides.



TIME	ACTIVITY
6:45-8:00 A.M.	Free Time in Room
8:00-9:15	Counselor Lead Activities
9:15-9:30	Opening Ceremony
9:30-10:00	Team Challenge
10:00-10:30	Snack
10:30-11:15	Active Team Activities Rotation 1 (Outdoor)
11:15-12:00 p.m.	Team Activities Rotation 2
12:00-12:45	Lunch
12:45-1:00	Devotional
1:00-1:30	Large Group Activity
1:30-2:15	Team Activities Rotation 3 (Craft)
2:15-3:00	Team Activities Rotation 4
3:00-3:30	Snack
3:30-3:45	Team Meetings
3:45-4:00	Campfire
4:00-5:00	Large Group Gym Game/Fitness
5:00-5:30	Outside Time
5:30-6:00	Free Play Outside, Gym, or in School Age Room

# SAMPLE TEEN SCHEDULE

The Y Teen program provides opportunities for youth to realize who they are and what they are capable of achieving, while making friends and memories along their journey. Teens find the YMCA a place where they can have fun, spend time with friends, learn new things, be themselves, and learn to make a difference.

TIME	ACTIVITY
2:30-2:35 p.m.	Arrival
2:35-2:55	Free Play Outside
2:55-3:15	Snack
3:15-3:30	Devotional
3:30-4:15	Homework
4:15-5:00	Active Activity/Fitness
5:00-5:30	Gym Time
5:30-6:00	Free Play Outside, Gym, or in Teen Room



## CODE OF CONDUCT

Reference checks will be conducted, documented, and filed on all employees working with children. A Criminal History Record check is required and will be done by the State Police. In addition, a Child Abuse/Neglect Registry search is conducted.

In order to protect YMCA staff and program participants, the children and staff must be within sight and/or sound of each other at all times. At no time may a staff person be alone with a child; the ratio must be at least 2:1. There must be at least one other person (adult or child) present.

The YMCA will not condone or sanction any relationship between staff and program member participants outside of the YMCA mandated service hours. YMCA staff may not date program participants or staff under the age of 18.

**Restroom Supervision:** Staff will make sure the restroom is not occupied by anyone other than program participants before allowing children to use the facilities. Staff will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff. If staff members are assisting younger children, doors to the facility must remain open. No child, regardless of age should ever enter a bathroom while alone on a field trip.

### **Staff shall not abuse children including:**

- Physical abuse: strike, spank, shake, slap;
- Verbal abuse: yells, humiliate, degrade, and threaten;
- Sexual abuse: inappropriate touch or verbal exchange;
- Mental abuse: shaming, withholding love, cruelty;
- Neglect: withholding food, water, basic care, etc.

### **ANY TYPE OF ABUSE WILL NOT BE TOLERATED AND WILL BE CAUSE FOR IMMEDIATE DISMISSAL.**

- YMCA staff will under no circumstances release children to anyone other than the authorized parent(s), guardian, or individual authorized by parents either verbally or in writing. Children will not be released to any person under the age of 18 years.
- Staff will be alert to signs of child abuse or neglect and an occurrence report will be made immediately on any signs of physical injury.
- Staff will strive to follow the mission and vision of the YMCA through programs promoting Character Development.

- Staff will respond to children with respect and consideration and will treat all children equally regardless of sex, race, religion, and/or culture.

## LICENSING INFORMATION

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection, and well-being of a child for any part of a 24-hour day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs.

Standards for licensed child day centers address certain health precautions, adequate play space, a ratio of children to staff members, equipment, program and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program which will be investigated if it violates a standard.

If you would like additional information about the licensing of child day care programs, or would like to register a complaint, please contact the Eastern Regional Licensing Office of Social Services at:

**Virginia Department of Social Services  
Eastern Regional Licensing office  
Pembroke Four, Suite 300  
Virginia Beach, VA 23462  
(757) 491-3962**