



Auburn YMCA-WEIU
315-253-5304
27 William Street
Auburn, NY 13021

NEW FRIENDS AND GREAT ROLE MODELS



SACC PARENT HANDBOOK 23/24

WELCOME!

The YMCA Before and After School, School Age Child Care program is a mission driven organization that puts a strong emphasis on our core values of caring, respect, responsibility and honesty. We strive to provide every child with activities that foster character development. We are pleased that you have selected us to provide programming for your child this summer. Our goal is to provide quality enrichment child care activities through a perfect balance of fun, learning and friendship. Please read through our Parent Handbook and familiarize yourself with our policies and procedures. It provides you with information about our services, programming and payment.

Important Contact Information:

Aurda Jakaub
School Age Child Care Director
audraj@auburnymca.net
315-990-0786

Billing Information:

Alicia McIntosh
Program Bookkeeper
alicia@auburnymca.net
315-990-0792

REGISTRATION AND ENROLLMENT

The program does not discriminate on the basis of race, color, sex, religion, age, creed, marital status, domestic partnership status, national origin, ancestry, past or present physical or mental disability, sexual orientation, veteran status or citizenship status, genetic information, or any other classification protected by law.

ELIGIBILITY

*Children will be allowed to attend the program only after all forms have been completed and payments have been submitted. For children entering Kindergarten through 10 years of age.

Cancellation Policy:

Please allow 2-weeks for processing any changes to or cancellation of services. A written notice must be submitted to the Child Care Director or Program Bookkeeper.

GOALS OF YMCA CHILD CARE PROGRAM

YMCAs are experts in adapting themselves to their communities, and so naturally there are many varieties of YMCA child care programs. Even within this wide diversity, you'll find that YMCAs tend to have the following goals in common:

- Help children develop to their fullest potential
- Support and strengthen the family unit
- Deliver child care in a safe and positive environment
- Teach, model, celebrate, practice, praise, and reinforce the four values of character development: caring, honesty, respect, and responsibility; and confront inconsistencies
- Foster health and well-being for children and families



ARRIVAL AND DEPARTURE FOR CHILDREN

Parents or guardians must sign the child into the program and an authorized person must sign the child out of the program.

•A child will **ONLY BE RELEASED** from the program to a parent or any authorized person, over 18 years of age, listed on the registration form. Parent or authorized person may be asked to show proper photo ID to the Y staff. A child will not be released without proper ID.

•If an emergency arises and someone not on the authorized pick up list has to pick up your child, the parent must:

- Contact the YMCA staff immediately to let them know who will pick up their child.
- A letter giving permission, including the date, who's picking up the child (full name as shown on the ID), & your signature, must be given to the Y staff the next day your child attends program.

Provide a copy of all appropriate legal paperwork when the Custodial parent requests the program not to release the child to the non-custodial parent. If there are Court approved schedules that are to be followed by the program, please submit this documentation at the time of registration.

Anyone authorized to pick up your child is responsible to deliver any and all notes/messages. If a parent has not picked up their child by 4:30PM, the YMCA staff will attempt to contact the parent or the designated emergency contact person(s) to come and pick up the child. This person shall provide picture identification and sign the child out. If attempts to contact an authorized person fails, then a staff person shall call the NYS Central Register Child Abuse and Maltreatment Hotline (1-800-342-3720) to see assistance in caring for the child.

HEALTH & SAFETY

1. **RATIOS:** The staff to child ratio shall be maintained according to the Minimum Standards for Licensing for school age children to insure the safety of your child. New York State's approved child care ratio is 1 adult to 10 children.
2. **OUTSIDE PLAY:** Please dress your child appropriately for the weather, or bring extra clothes to leave with him/her. Children are required to spend a small amount of time outside each day, weather permitting, according to State Regulations. Short-sleeve shirts for warm weather play and spring and fall jackets should be included for cooler days. Sneakers and socks are required every day.
3. **INSURANCE/INJURIES:** The YMCA carries no accident insurance on any of its program participants. This is a responsibility of the participants' family or guardian. In the event of any injury to your child, the YMCA staff will take whatever steps necessary to obtain emergency medical care. These steps include, but are not limited to the following:
 - Attempt to call parent/guardian.
 - Attempt to contact those designated on "emergency contact section" of your application.
 - Call an ambulance or paramedic.
 - All minor injuries handled by YMCA staff will be reported to the parents upon arrival or pick-up.
4. **MEDICAL/ILLNESS:** If your child has a known medical condition (asthma, diabetes, seizure disorder, ADD, ADHD, food allergies etc.) please be sure the YMCA staff knows what to do if a problem should occur during program hours. Parents will be asked to complete an 'Individual Health Care Plan', indicating condition, symptoms, and emergency procedures.
5. The Auburn YMCA school aged child care programs shall not permit a child who has any of the illnesses or symptoms of illness specified below to be admitted to the program on a given day unless medical diagnosis from a health care provider, which has been communicated to the program in writing, or verbally with a written follow-up, indicates that the child poses no serious health risk to himself or herself or to other children or staff. Such illnesses or symptoms of illness shall include, but not be limited to, any of the following: Impetigo, Lice, Scabies, Pink Eye, Chicken Pox, Measles, Mumps, Strep Throat, Hepatitis A, Salmonella. If your child is exposed to any communicable disease at the program, you will be notified in writing. In case of accident or illness, parents of the child will be called immediately. In serious cases, the child will be taken to the hospital by emergency vehicle for treatment and the parents will be called immediately.

EMERGENCY MEDICATION ADMINISTRATION POLICY

All YMCA before and after school sites are authorized and permitted to administer emergency medications such as Epi-Pens, Benadryl associated with Epi-Pen usage, asthma inhalers, or nebulizers. Medication must be accompanied by completed paperwork authorizing staff to administer medication, as well as an "Individual Health Care Plan" in which parents instruct staff on proper administration techniques and procedures. If a parent discloses on registration paperwork, the Emergency Blue Card, or verbally to staff that the child has a life threatening illness that might require an Epi-Pen, asthma inhaler, or nebulizer, the parent is required to provide medication with proper consent forms, or a doctor's note indicating that medication is not required. If child requires an Epi-Pen, two Epi-Pens must be supplied, in the event of extreme allergic reaction that may require a second dose. New York State regulations state that parents must have the necessary items prepared for the child to attend child care programs safely. YMCA staff will work with parents to obtain doctor consent forms and medication to the best of their ability.

However, if a parent does not provide the emergency medication and paperwork, or proper doctor's note, within a reasonable time from child start date, the child will be excluded from child care until medication and paperwork are submitted to the child care program.

Required information for Administration of Medication:

Medications must be in the original container with the following information on it and be accompanied by the YMCA's medication form filled out by the parent and physician.

1. Child's name
2. Authorized prescribers name
3. Pharmacy name and phone number
4. Date prescription was filled
5. Expiration date
6. Name of medication

BABYSITTING OR FRATERNIZING

YMCA staff are not allowed to fraternize with, baby-sit or transport your child outside of the YMCA program. Please notify the School Aged Child Care Director if you learn of any outside contact. If a relationship exists outside of the YMCA which predates the staff employment with the YMCA, staff must notify their supervisor.

NUTRITION & FOOD

Snacks and water are included in the program and provided by the YMCA daily. The snacks are not intended to be meals, but if a parent would like to send their child with an additional snack or replacement snack, approval can be given by the Coordinator.

Parents may provide a treat in honor of their child's birthday with the YMCA staff's approval. Please provide enough for all children.

HEALTHY EATING & PHYSICAL ACTIVITY (HEPA)

The Y is committed to adopting new standards for nutrition and physical activity for the children in our programs.. The standards will build a healthier future for our community's children by providing a healthy environment rich in opportunities for healthy eating and physical activity.

Implement educational and informative programming for parents and families with physical activity and nutritional information relevant to the health of the children. Encourage healthy behaviors at home.

1. Ensure that children engage in at least 30 minutes of physical activity per day, including a mixture of moderate and vigorous physical activities that promote bone and muscle strengthening. Play will take place outdoors whenever possible.
2. Eliminate screen time and limit digital devices to programs that actively engage children in activity.
3. Offer snack options each day. Serve all meals family style. Eliminate all fried foods for snack or meals.
4. Designate water as the primary beverage at all times. Juice must be 100% fruit juice and milk must be 1% or non-fat.

Payment Information.

Payment is due at time of registration. If signing up for multiple weeks, all future payments will be **automatically deducted** from your Bank Account or Credit Card on a weekly basis.

****If not signing up for automatic payments, entire registration fee is due up front.****

Automatic Payment Agreement

Automatic payments will remain in effect until the end of the program, or until I take action to stop it.

The designated draft amount on my receipt will be deducted from my bank account or charged to my credit card on the Friday 2 Weeks prior to the start of the program, thru the duration of the program.

I agree to give the YMCA a 15-day advance written notice if I wish to terminate or make any changes to my bank information (i.e. change of banks, accounts, or change in membership category). I understand that I should check my account to verify that the withdrawal has not occurred after date listed on the termination form.

Should any draft not be honored by my bank/credit card for any reason, I realize that I am still responsible for that payment plus a service charge applied by the YMCA. This is in addition to any service fee my bank may have.

Unused days are non-refundable/non-transferable and may not be carried over to the following week or school year.

Suspensions are treated as if the child is in attendance, therefore charges are still applicable.

If all of the child's required enrollment forms are not completed and returned to the Y by the day the child is scheduled to start, the child will not be allowed to attend until completed forms are submitted. Parent/guardian will be responsible for payment of fees from that date in order to reserve the enrollment spot until such time as the completed forms are returned.

Financial assistance is available to those who qualify. Scholarship applications are located at the Front Desk.

The Auburn Y works with **Cayuga County Department of Social Services (DSS)** child care subsidy program. Parent must have authorization approval of subsidy sent to the Auburn Y prior to registration.

Outstanding balances will result in an inability to register for other Y programs.

LATE PICKUP FEES

- First offense:** you will be given a warning.
- Second offense:** you will be charged \$1/minute, per child, that you are late plus a conference will be requested to ensure that suitable pick up care is retained.
- Third offense:** fees will accrue and child care services may be withdrawn.

A Late Pick-Up Form must be completed every time your child is picked up late. Failure to sign this form may result in a suspension/dismissal of your child from the program.

Note-The period of offenses are from the first day of summer program used until the last day of program used.



MISSION IMPACT

Today, children in the United States face some serious issues. They struggle to develop positive values, civic responsibility, and educational skills. In a pervasive climate of unhealthy lifestyles, they are at risk of being overweight and having other related health challenges. Furthermore, families are under increasing stress and often need help balancing work, family, and civic responsibilities.

As the common goals listed above demonstrate, YMCA child development programs are purposeful and asset-based, demonstrating high quality and commitment to holistic child development. These deeply ingrained values allow YMCA child care programs to make a tremendous contribution to the vision for the YMCA movement outlined in YMCA of the USA's strategic plan, Mission Impact.

As Mission Impact describes, the YMCA movement's goal is to engage 25 million children and adults so that:

- every child and youth deepens positive values, their commitment to service, and their motivation to learn;
- every family builds stronger bonds, achieves greater work/life balance, and becomes more engaged with their communities; every individual strengthens his or her spiritual, mental, and physical well-being.

POLICIES & PROCEDURES

ENROLLMENT IN THE AUBURN YMCA CHILD CARE PROGRAM CONSTITUTES AN UNDERSTANDING THAT YOU WILL ABIDE BY THE FOLLOWING POLICIES:

Parents may expect that:

1. Their children are cared for in a safe, supportive environment.
2. They may visit with the YMCA staff about concerns related to their child or the program.
3. They may be told about any misbehavior on the part of their child in order to bring about improvement in the situation.
4. They will be regularly informed by the YMCA staff about the program activities.

The program expects that parents will:

1. Pay fees on time.
2. Keep the child's records up-to-date.
3. Pick up children on time or be charged an extra fee.
4. Follow the health policy, as explained.
5. Pay attention to any communications from the YMCA staff regarding their child's behavior, and cooperate in efforts to bring about improvement in the situation.
6. Keep the line of communication open in regards to any aspect of their child's health and/or happiness.

Children may expect:

1. To have a safe, supportive, and consistent environment.
2. To use all the program equipment, materials, and facilities on an equal basis.
3. To receive respectful treatment.
4. To have discipline that is fair and non-punitive.
5. To receive nurturing care from staff members who are actively involved with them.

The program expects that the children will:

1. Be responsible for their actions.
2. Respect the school rules that guide them during the day and while at the program.
3. Remain with the group and child care staff at all times. No one, staff or student, is permitted to return to any classrooms once signed into the program.
4. Take care of materials and equipment properly and return them to their proper place when finished,



LICENSING INFORMATION

Our programs are required by New York State to be licensed by the Office of Children and Family Services (OCFS). A copy of the current license must be posted in a prominent location at each program site location. To be licensed, each site must comply with the Child Care Regulations for School Aged Child Care (Part 414). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; administrative and record keeping requirements; and others.

The Y child care programs must have on the premises a copy of the Child Care Regulations for School Aged Child Care and make it available to interested parents for review. If you would like to review our copy, just ask any staff member or look online at: http://www.ocfs.state.ny.us/main/childcare/regs/414_SACC_reqs.asp

Our programs must offer parents of enrolled children ample opportunity to assist the site in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the Site Coordinator or School Age Child Care Director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our program sites must inform parents in advance of every field trip, outing, or special event away from the center.

VISITORS & OBSERVATIONS

Family activities and newsletters about activities will help us share in the task of creating the best possible experience for your children. Parents are always welcome to visit and your input is important to us.

The exchange of information about a child from the parent's perspective and staff's perspective can be very helpful to the family and to the YMCA program staff. The staff will be able to better meet the needs of your child if we are aware of things like an illness in the family, a change in living location, special fears, etc. Please keep all information on your child's registration form current. Update information when needed, and if you are going to be out of town, please let the staff know in advance.

Parents and community members who are screened by the YMCA staff are welcome to observe at the program. For liability and supervision reasons, it is not possible for children who visit the program to take part in activities. The program cannot be used by non-custodial parents for means of visitation.

Anyone who enters the site with direct contact with children but is not picking up a child will be required to sign in and out of the program. Conferences may also be arranged by appointment. Open and friendly communication is essential.

PERSONAL PROPERTY

It's better off to leave toys at home. Our philosophy is that we will be having so much fun you won't need it!

Children's personal property such as coats, clothing, school bags, etc. must be cleared from the child care room after each session of the program. The program cannot be responsible for lost or stolen personal property.

Parents are to provide their child with a school bag or backpack for their personal belongings. All items should be clearly labeled to identify ownership.

Prohibited Items

The following items will be confiscated by staff and held for parents to retrieve at the end of day:

- Trading/Playing Cards
- Valuables (YMCA not responsible for lost/stolen items)
- Electronic games or devices (including cell phones)
- Personal toys, games or pets
- Weapons (play or real)
- Tobacco, alcohol, drugs
- Candy, gum, cough drops (due to food allergies, children should not bring candy or snacks to share unless special permission is given by the site staff)



As in any group activity, inappropriate behavior of a few children can have a dramatic impact on the experience of the entire group. Therefore, the behavior policies outlined in registration packet apply directly to each child and will be used in determining the child's eligibility to continue as a participant in the program.

FIELD TRIP SAFETY

Field trips or excursions have long been a part of the Summer Y-Kids program. The YMCA encourages the continuation of such trips with proper planning and safety guidelines in affect. **A field trip is defined as any activity that leaves the Auburn YMCA building.**

All field trips, walking and bussing, must be planned in advance and designed to support YMCA focus areas: youth development, healthy living, and social responsibility. Field trips must have the approval of the Coordinator of the School Age Child Care program.

Guidelines for these trips are as follows:

- Parents will be informed at least 24 hours prior to the trip that it will be occurring. A notice will be posted in the child care wing stating the location and timeframe of the field trip.
- Most cost is absorbed by the program. When additional costs are necessary, parents are notified in advance of the trip.
- Children will be transported by an authorized bus, typically a district school bus or city bus, to and from the field trip location. If it is a walking field trip, parents will be notified that the trip is a walking trip.
- Children who are frequently disruptive, causing a hazard for the safe operation of the vehicle and the place of destination, may be denied from participation in any trips. Parents will have to make alternate arrangements for child care on a field trip date.
- Attendance will be taken before, during, and after each trip.
- Each student who goes on a field trip must have written parental/guardian permission. This form includes name of student, permission to treat the child case of an emergency, and parent signature. In addition, each child will have an "Emergency Blue Card" on file that includes: (1) name of student; (2) date of birth; (4) name, address, and telephone of parent/guardian; (5) emergency contact other than parent/guardian; (7) list of allergies and/or medication, including dosage and schedule. **Please do not send extra money on field trip days.**

CHILD ABUSE/NEGLECT...Strategies To Help Prevent Child Abuse

These preventative strategies are designed to protect the children, staff and volunteers in YMCA programs. The YMCA has in place a comprehensive pre-employment screening procedure to screen out staff not suited for working with children. The YMCA will take any allegation or suspicion of child abuse seriously. Staff understand their legal obligation to report suspected abuse. Policies, procedures, and training are available related to discipline, supervision, staff/participation interaction, staff Code of Conduct, etc. Staff understand what practices may be considered abusive, and the difference between what may be considered appropriate and inappropriate touch. Defensive strategies have been identified for avoiding unfounded allegations. Staff communicate frequently with parents regarding day-to-day activities and encourage parents to report or question any behavior or event their child may share that appears out of the ordinary.

Procedures For Reporting Suspected Child Abuse Cases

In order to ensure the well-being of the children in our care, staff are mandated under state law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse, to the Child Abuse Hotline, and to cooperate in any investigation for such possible neglect or abuse. The YMCA does not have discretion in this matter, but must make such referrals whenever we have reasonable cause to believe that a child might have been harmed by anyone, including a non-family member, and we may be subject to criminal penalties if we fail to report such possible harm. Moreover, in grievous cases, we may also refer the matter directly to the police. The Division of Youth and Family Services and the program's license require caregivers to report any suspected cases of child abuse and neglect. This includes the reporting of parents who appear to be impaired by drugs and alcohol.

The YMCA advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, prevention and the development of self-discipline.

At no time will the following disciplinary techniques be tolerated:

- physical punishment: striking, biting, kicking, squeezing, spanking, shaking, twisting.
- demanding excessive physical exercise or prolonged lack of movement or motion.
- strenuous or bizarre postures.
- methods of discipline that frighten, demean, humiliate, or shame.
- verbal or emotional abuse.
- withholding food or restroom privileges.
- forced feedings or compelling a child to eat or have in the mouth soap, foods, hot spices, or foreign substances.
- confining children in small locked rooms.

In the event that there is an accusation of suspicion of child abuse, the YMCA will take prompt and immediate actions as follows: The mandated reporter (employee) is responsible to notify Child Protective Services.

The New York State Central Register of Child Maltreatment 1-800-342-3720

MEDICAL/ILLNESS:

If your child has a known medical condition (asthma, diabetes, seizure disorder, ADD, HADP, food allergies etc.) please be sure the YMCA staff knows what to do if a problem should occur during program hours. The Auburn Y school aged child care programs shall not permit a child who has any of the illnesses or symptoms of illness specified below to be admitted to the program on a given day unless medical diagnosis from a health care provider, which has been communicated to the program in writing, or verbally with a written follow-up, indicates that the child poses no serious health risk to himself or herself or to other children or staff. Such illnesses or symptoms of illness shall include, but not be limited to, any of the following:

Contact Illnesses

Impetigo
Lice
Scabies
Pink Eye

Respiratory Illnesses

Chicken Pox
Measles
Mumps
Strep throat

Gastrointestinal Illnesses

Hepatitis A
Salmonella

If a child exhibits any of the following symptoms, he/she cannot attend the program. If such symptoms occur during program hours, the child will be removed from the group and must be picked up within the hour. Children cannot return to program until they are symptom free for 24 hours. A child who contracts any of the following diseases may not return to the program without a physician's note stating that the child presents no risk to himself/herself or others: **Severe pain or discomfort Acute diarrhea (2 or more in within 24 hours) Episodes of acute vomiting (within 24 hours) Difficult rapid breathing or severe coughing, Infected, untreated skin patches / rashes Elevated oral temperature of 101.5 degrees Fahrenheit or higher, or auxiliary temperature of 100.5 degrees Fahrenheit or higher**

If your child is exposed to any communicable disease at the program, you will be notified in writing. In case of accident or illness, parents of the child will be called immediately. In serious cases, the child will be taken to the hospital by emergency vehicle for treatment and the parents will be called immediately.

OUTSIDE PLAY

Please dress your child appropriately for the weather, or bring extra clothes to leave with him/her. Children are required to spend a small amount of time outside each day, weather permitting, according to State Regulations. Gym and outside play time are an integral part of the program so please ensure that the child is dressed appropriately for active play.

SWIM SAFETY

Staff and YMCA lifeguards must follow a swim safety plan. Each child will be encouraged to swim as this is an integral part of the Summer program. Bathing suits are required. Cut-offs, jeans, t-shirts and gym shorts are not permitted. Swimmers with hair 6 inches or longer must wear a bathing cap or put hair into a pony-tail. Bobbi pins and barrettes should not be brought into the pool area.





AUBURN YMCA SUMMER CORRECTIVE DISCIPLINE POLICY

Enrollment or participation in youth programs at the YMCA is a privilege. Participants should, at all times, demonstrate the YMCA values of Caring, Honesty, Respect, and Responsibility. We as staff will be modeling these behaviors and values while working with each other and our participants.

Our first step in discipline is prevention. Our staff are trained to be proactive to prevent behaviors prior to the trigger. These are the steps the staff will take when dealing with a behavior issue:

- Staff will be proactive in preventing negative behaviors.
- If a behavior is unpreventable, staff will address the behavior in a calm manner and attempt to redirect the child into a more positive approach to their frustration. **Participants will be given a verbal warning to begin with and staff will discuss the occurrence with parents at pick up.**
- If the behavior is persistent a Discipline Report will be completed.
- **If multiple Discipline Reports have been filled out, a participant can be suspended for 3 days.** Examples of behaviors that may result in a reflection would be: inappropriate language, refusal to participate, defacing or stealing property, rudeness, defiance of authority, bullying, etc.
- **Some behaviors can result in immediate suspension from program for the nature and severity of the offense. Physical violence against staff or other participants will result in an immediate phone call for pick up and an automatic 5 day suspension pending review to return to program by the SACC Director and/or Senior Staff.**
- If behavior continues, either through behavior reflection or re-admittance after a physical altercation, **the child will be terminated from the program and all other YMCA programs for a minimum of 6 months.**

Ending Care

We reserve the right to end your child's enrollment for the following reasons:

- If you pick up your child after the program closes more than three times.
- If you fail to pay your fees by the required due date.
- If there is consistent disciplinary occurrences with your child that put other children or program staff at risk physically and/or emotionally.
- If Parent/Guardian is abusive or threatening the staff or program participants.