

YCHILD CARE™

We build strong kids, strong families, strong communities.



A.C. Lewis YMCA After School Program

**2009-2010
Parent Handbook**

"Building Character One Kid at A Time"

**A.C. Lewis YMCA
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Baton Rouge, LA 70806
Phone: (225) 924-3606**



A.C. Lewis YMCA After school Care Program

YMCA of the Capital Area's Mission Statement: Our YMCA is an association of people united in common effort to enhance the quality of life, spiritually, mentally, physically, and socially, for all, in the communities we serve through the ecumenical application of Christian principles.

YMCA Character Traits: Respect, Responsibility, Honesty, & Caring. These traits are taught and incorporated into all of our activities and programs through our character development approach.

Scholarships: Scholarships are available for all YMCA programs based on need and availability of funds. Applications for the Fall Semester are available during the beginning of the semester registration process. New applications for the Spring Semester may be submitted beginning on December 15, 2009. Additional scholarship information can be received by contacting our member service desk at 225-924-3606.

All Children are Welcome: No child will be excluded from our programs because of race, religion, sex, or national origin. Our programs are designed for children from kindergarten through 5th grade. Children with disabilities are always welcome in YMCA programs however; some disabilities may limit their participation in some activities.

Purpose: Our purpose is to provide high quality child care through asset development, child's choice activities, character development, homework assistance, and service learning projects that will help in the development of each child's spirit, mind, and body. Our program provides a valuable service to the parents of the community as well as each of the program participants.

Staffing: The YMCA believes in employing a motivated, caring, and diverse staff team who are focused on providing a safe and fun atmosphere for each child. All child care staff receives 30 hours of training in child development, CPR, first aid, blood born pathogens, activity planning, conflict resolution and supervision. Each program site will have a site leader who is in charge of supervising the child care staff and who directly reports to the Program Coordinator. The site leader also handles the daily operations and is available for problems or issues that may surface during program hours. The YMCA operates a 1:10 staff to child ratio in our afterschool programs.

Hours of Operation: Our program is set up to operate from school dismissal until 6pm.



Program Content: We provide a variety of activities and opportunities for each of our participants that will assist in their development. These activities focus on meeting the goals listed below:

- To develop self confidence and self-respect among their peers and to create an appreciation of their own worth as an individual.
- To develop an understanding that a strong mind and body are a gift but, mental well-being and physical fitness are conditions that must be achieved and maintained.
- To recognize the value of all people regardless of their differences.
- To develop a capacity for leadership.

Activities include but are not limited to the following:

Character Development, Outdoor play, Indoor play, Small group time
Homework/education/tutoring, Arts and Crafts, Physical activity,
Service learning projects, Manipulatives.

This year, the YMCA of the Capital Area will implement “Manners of the Heart” in each of our after school programs. This program is designed to promote proper manners and etiquette to each participant. We are also committed to including a 30 minute fitness component to our program in order to address youth obesity.

Homework Time and Tutoring: We will provide program time for our participants to begin their homework. However, full completion of their assignments may not occur because of other important program components that are essential for their health and well being. Our staff will provide assistance to all children during homework time and we will keep an open line of communication with each parent in order for them to be aware of their child’s progress.

The 40 Developmental Assets Approach: Search Institute's 40 Developmental Assets are concrete, common sense, positive experiences and qualities essential to raising successful young people. These assets have the power during critical adolescent years to influence choices young people make and help them become caring, responsible adults. The YMCA of the Capital has selected 4 target assets for our YMCA’s. We believe that focusing on these specific assets will help our participants grow into caring and responsible adults. If you would like to view the entire list please visit www.search-institute.org or request a copy from one of our staff.

YMCA of the Capital Area’s Target Assets:

Asset 9: **Service to Others:** Young people are given useful roles in the community.
Asset 14: **Adult Role Models-**Parent (s) and other adult’s model positive, responsible behavior.



Asset 34: **Cultural Competence:** Young person has knowledge of and comfort with people of different cultural/racial/ethnic backgrounds.

Asset 36: **Peaceful Conflict Resolution:** Young person seeks to resolve conflict nonviolently.

Participant Conduct: The following are the rules each child must follow during program hours:

- I will treat others the way I wish to be treated.
- I will always use appropriate language.
- I will listen to the person speaking.
- I will follow instructions given to me by my counselor.
- I will be honest.
- I will allow counselors to assist in solving disputes.
- I will be helpful to others.
- I will keep my hands, feet, and objects to myself at all times.
- If I can not say anything nice, I will not say anything at all.

We have a zero tolerance policy for violence or theft.

Discipline Policy: The philosophy of Positive Discipline is used in YMCA programs in order to promote proper boundaries. When boundaries are set, children are able to make better decisions. We follow the following guidelines in order to help with this process:

- We do not subject children to any type of physical or corporal punishment.
- We do not issue verbal threats or abuse.
- We do not make derogatory remarks toward children.
- No child or group of children is ever allowed to discipline another child.
- We do not deprive children of their snack.

Child Abuse Issues: For more than 140 years the YMCA's principle concern has been the growth and development of men, women, boys, girls and families. Through programs such as health and fitness, aquatics, sports, camping, family programs, and childcare, the YMCA is responding to the needs of the children and families of today. Some of these changes are positive; however, the alarming increase in child abuse is a particular concern to the YMCA. Throughout our history, the YMCA has been an advocate for



children's rights. The YMCA is a proactive organization and has set policies that protect children and staff. The following rules have been established in order to make our program as safe as possible:

- Staff and volunteers are discouraged from baby-sitting or socializing with program participants under age 18, outside YMCA activities.
- Staff are prohibited from being alone with a single child.
- Parents are encouraged to visit program sites at anytime a program is in session and to attend all special events. Activities will not be closed from parental visitation or inspection.
- Visitors who are unfamiliar to our staff will be asked to leave the program unless proper identification can be provided.

All suspected child abuse/neglect will be reported to Child Protection. The YMCA is committed to the protection of children and all staff is mandated by Louisiana Statute 14:403 to report any perceived or actual abuse or neglect.

- Any suspected or reported abused from a staff or volunteer toward a child will immediately be reported to child protection services. They will also be removed from their position.
- No child will be released to someone other than their authorized parent or guardian unless written consent is provided in advance.
- Parents may request the policy for reporting suspected child abuse.
Child Protection Agency 225-925-4571.

Helpful Hints: The following information is to help us better serve each child.

- No Toys From Home – Please leave all toys, balls, cards, etc at home. We will have plenty of supplies for our participants. If something that belongs to a child is broken or stolen, we are not responsible.
- Label your child's jacket, coat, and backpack.
- Please do not send food or money to the program. A healthy snack will be provided.

Medical Information: If your child is in need of prescription medication during the time that he/she will be attending After School Care, a Medical Information Form must be completed. The Site Leader will have these forms on hand. All medication must be in its



original container when it is turned over to the YMCA Site Leader. No over the counter medication may be dispensed for any reason. Medication may only be given by a YMCA staff person as prescribed. Additionally, no over the counter antibacterial ointments, sting kits, or medications, will be administered to any child attending a YMCA School Age Child Care Program. Sunscreen may be applied upon request of the parent. Medical Information Forms must be updated each time there is a change in your child's prescription

Illnesses:

- No child with a fever 100 degrees or higher will be allowed to attend After School Care.
- Any child absent due to a communicable disease or virus must have written documentation before returning to the program. Some examples of these diseases and viruses include: meningitis, severe diarrhea, 100 degree fever, chicken pox, hepatitis A, AID/HIV, rash, vomiting, irritability or excessive sleepiness.
- Children with the following conditions can return to the program the day following being treated: cold, impetigo (must remain covered), parasites or strep throat.

Head Lice and Ringworm: When children spend a lot of time together, the possibility of an outbreak of head lice and ringworm is possible. Ringworm is an infection caused by a fungus that grows on the outer layer of the skin. Most ringworm infections cause rashes on the skin that may be peeling, cracking, scaling, itching, red, or have blister like bumps on the edges. The following is our policy regarding the prevention, treatment and care of these problems.

- Parents must inform the Youth Director, (225) 924-3606, as soon as they detect head lice or ringworm.
- Knowingly sending your child to Before/After School Care with head lice or ringworm will forfeit your child's eligibility to participate in the program.
- We will notify all parents if a case of head lice or ringworm is reported.
- If we detect head lice or ringworm on your child, you will be notified to immediately pick your child up from the program.
- Removal of head lice: All lice and nits (eggs) must be removed from your child's hair using a lice and egg removal kit with comb before your child may return to the program. We will inspect your child upon returning.
- Treatment of ring worm: Although ringworm can usually be treated with an over the counter anti-fungal cream, it is required that your child see a doctor (and provide proof of the doctor's diagnosis) before returning to the program. All medications and creams must be administered by the parent as prescribed by the doctor for the duration of the infection and the area must be covered at all times. If the infection is in the hair a bandana or hat may be worn during the program. Infections on the skin may be covered by a band aid. Failure to keep the infected area covered will forfeit your child's eligibility to attend the program until the infection is completely healed.
- Periodic spot checks will be held throughout the year.



- No child will be allowed to share another child's brushes, combs, hats, clothing or jackets. Children may not assist another child or have another child play in or do their hair (ex. Braiding.) Children must wear closed toe shoes and socks at all times.
- Children should be reminded to wash their hands often and not to touch other children excessively.

Emergency Procedures: The following is our emergency response plan. All staff is trained to follow this plan in the event an emergency should arrive:

YMCA Emergency Response System

1. Establish who is in charge.
2. Dial 911
3. Send for Help
4. Provide First Aid
5. Call Program Director
6. Make a list of who is involved
7. Identify treatment locations
8. Contact spouse, parent or guardian
9. Transport persons needing additional care to local healthcare facility or hospital.

Fees: Fees will be collected each Thursday for the upcoming week of care. Upon entering our program, fees will be collected for the first week or month of service in order to remain current. You will be charged the full amount for the week regardless of whether your child attends or is absent. This is done so we can accurately staff our program based on registered participants. Weeks that have no more than two school holidays will be charged the full amount for the week. Weeks with more than two school holidays will be pro-rated. The A.C. Lewis YMCA will provide full day care services on select holidays. Fees and dates for these programs will be provided at each site and on our website www.ymcabatonrouge.org.

Paying at the YMCA & After School Care Site:

During registration, parents may choose to pay monthly or weekly. After the initial registration process, payments may only be made at the after school care site. The site director or lead staff member is the designated person to receive payments for your child. Fees must be paid before the first of the month if paying for the month. If paying weekly, fees must be paid by the Thursday prior to the upcoming week of attendance.

Payment Methods:

You may make payment for the program using a check or money order. YMCA staff members are not allowed to accept cash payments. Please contact the child care director to make other arrangements if you need to make payment with a credit card.



Late Fees:

Fees paid on or after the first of each month (if paying monthly) will be assessed a \$10.00 late fee and the child will not be allowed to attend the program until all fees have been paid. There will be a \$10.00 late fee charged if payment is not made on or before the Thursday prior to the week of attendance if paying weekly.

NSF Checks:

Payments may be made by money order, check, or credit card (only at the branch). There is a \$25 fee for returned checks. Upon your second returned check you will no longer be allowed to pay by this manner.

The following must be presented upon registration:

1. Completed registration form
2. Payment of registration fee
3. Payment for the first week or month of service.

Holiday Camps and Summer Day Camp: The A.C. Lewis YMCA offers Holiday Camps on East Baton Rouge Parish School System holidays. The YMCA also offers Summer Day Camp from the day schools lets out until the next school year begins. Information about Holiday Camps and Summer Day Camp please see our website at www.ymcabatonrouge.org.



YMCA of the Capital Area Release of Child Policy

Releasing of Children:

Your child will only be released to the individuals on your child's registration form. Only the child's legal guardian is allowed to add or remove names from your child's pick up list. All persons picking your child must be at least 18 years of age and have proper Identification. All children must be properly signed out.

Custody Issues:

In cases of separated or divorced parents, where visitation rights are denied to one parent, we cannot deny releasing the child to this parent if they are entered on the child's pick up roster. It is up to the custodial parent to make necessary changes to the child's pick up roster when appropriate. It is helpful to the YMCA to have a court decree or separation document in your child's file so we can have a better understanding of their situation.

Intoxication/Drug Usage:

Your child's safety is our priority. At times we are forced to make judgment decisions concerning their safety. If a YMCA staff member has reason to believe that the individual picking the child up is intoxicated or show signs of drug use, the child will not be released. An individual on your child's pick up list will be contacted at that time and the child will be released upon their arrival. If those efforts fail, the local children's protective services will be contacted. If the parent, who is suspected of being intoxicated or impaired due to drug usage, becomes unruly or out of control the local police will be contacted.

Late Pick Up:

In fairness to our staff team it is very important that all children are picked up by 6:00pm. A late fee will be charged for each child that remains in care passed 6:00pm. The cost is \$5.00 for the first 10 minutes and \$1.00 per minute after the initial 10 minutes. Cash or check is accepted for late fees. If payment is unable to be made at the time of pick up, the additional fees will be added to your next payment.

Neglect:

After a period of 1 hour after the program has ended, and no parent or guardian has contacted the Camp Director, and all emergency contacts have been called, the local child

protective agency will be contacted. The YMCA will comply with their recommendation based on their expertise in these situations.

Change of Emergency Contacts:

All YMCA of the Capital Child Care Programs will follow the following process in order to change emergency contacts and authorization for pick up: Parents wishing add



individuals to their approved pick-up roster must complete the Parent Authorization Form (enclosed). This form must be returned in person to the Program Director or Coordinator. No faxes will be accepted from this point forward. Phone calls will only be accepted for changes in emergency situations (see above).

Staff Discretion: It is the policy of the YMCA that staff is empowered to make decisions regarding the release of children. If the above rules are not being followed it is their job to withhold the child's release. This will only be done if the Release of Child Policy is not being followed by the parent or guardian.