



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



TIME TO 
EXPLORE

**PARENT
HANDBOOK**

**YMCA of Abilene After School Program
Redbud Family Center and
State Street Family Center**

**Childcare Director
Kelly Jowers
325-695-3400**

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**FOR YOUTH DEVELOPMENT®
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ENGAGING YOUTH AND CREATING FUTURE LEADERS

Youth development is the **social-emotional, cognitive,** and **physical** process that all youth *uniquely* experience from birth to career. A successful development process fulfills children and teens' innate need to be loved, spiritually grounded, educated, competent and healthy.

We are excited that you have chosen the YMCA of Abilene to provide care for your child! We know how important it is for you to have safe, convenient, affordable, and quality child care while you are at work or going to school. We offer a planned, comprehensive program designed with the child and family in mind. The YMCA maintains the highest standards for the safety and well being of the children enrolled. The program is conducted and planned by caring Y staff members, who are trained to meet the needs of children and provide positive adult role models. All staff are background screened. Safety is one of our primary objectives but that does not mean your child will not have fun. Programs are conducted in accordance with YMCA operating principles and philosophy.

Thank you for choosing the YMCA! We look forward to sharing a safe year with your child. This handbook serves as part of the admission agreement and is designed to help inform you of admission policies. Please feel free to talk with your center staff regarding any further information you may need regarding the care of your child at 325.695.3400.

YMCA MISSION

As the largest nonprofit organization in the United States, the Y has three major focuses with regard to its efforts: **For Youth Development, For Healthy Living and For Social Responsibility.** Our mission is to put Christian principles into practice through programs that build a healthy spirit, mind and body for all. Our values are Caring, Honesty, Respect, Responsibility and Faith.

The following information as required by Child Care licensing & YMCA operational policies.

Afterschool Camp hours of operation

- Monday-Friday 2:30PM-6:00PM
- Afterschool Camp begins August 20, 2018 Thru May 30, 2019.
- Childcare at the Y will be closed on the following days for both locations.
 - Labor Day September 3, 2018
 - Thanksgiving Day November 22, 2018 & November 23, 2018
 - Christmas Eve & Day December 24 and 25 2018
 - New Years Day January 1, 2019
 - Good Friday April 19,2019
 - Staff Development Day April 22, 2019
 - Memorial Day May 27, 2019
- Ages 5-12 years old
- www.abileneymca.org

ABILENE ISD 08/22/2018-05/24/2019

WYLIE ISD 08/27/2018-05/30/2019

Extended Day Childcare Available with \$13 charge per day on the following dates:

October 8 - Columbus Day

November 19,20, 21 - Thanksgiving Holiday Camp

December 26,27,28 - Winter Break Holiday Camp

January 2, 3, 4, 7 - Winter Break Holiday Camp

January 21—Martin Luther King

February 18—President’s Day

March 11-15 - Spring Break Holiday Camp

April 19—Good Friday

May 27—Memorial Day

Address:

YMCA of Abilene-Redbud

3125 S. 32nd Street

Abilene, Texas 79605

325.695.3400

YMCA Of Abilene—State Street

3250 State Street

Abilene, Texas 79603

325.677.8144

REGISTRATION

All children must be registered before they attend the YMCA's After School, break or summer camp programs. Applications for enrollment are accepted without regard to race, religion, sex or national origin. Pre-registration is strongly recommended. Enrollments are taken on a first come, first serve basis. In order to take proper steps with the registration, please make sure all forms are complete and payment is received the same day of registration. We do not accept enrollments over the phone. The initial sign-up must be done at the branch. All paperwork must be completed and returned to your family center. Parents have the right to visit the center at any time after checking into the child care office.

ENROLLMENT AGREEMENT

Parents are responsible for full payment for all weeks participant is signed up for, even if your child does not attend. **PARENTS MUST GIVE A TWO-WEEK NOTICE TO CANCEL WEEKS WITHOUT PENALTY.** We do not offer daily rates. *If cancelling enrollment, you must complete a cancellation form with the Child Care Director. * **We reserve the right to discontinue service if the account becomes delinquent or if attendance is not recorded appropriately.**

After School Fees:

Registration Fee	\$25
Member	\$39 per week
Non-Member	\$78 per week

Financial Aid Is Available, ask a front desk staff member for more information

Payments will be set up auto draft via Checking Account, Debit or Credit Card

Payments are due and will be drafted in full on **Friday** for the upcoming week.

(A **\$10.00** late will be added on Monday morning if payment has not been made.)

Payments will not be pro-rated due to absences, holidays or inclement weather.

A fee of **\$25.00** will be assessed to all returned checks and credit card payments. In the event of a returned check, all future payments must be made by money order, cash or credit card.

Families that receive scholarship or who are on CCS will not receive additional discounts

Discounts for more than one child: \$4 per child

For Families that have more than four children pricing will remain at 3rd child rate.

During Afterschool Care only- School Day Closing & Full Day Care at the Y will be an additional \$13 per full day.

Child Care Scholarship

Financial Assistance is available for YMCA Child Care. In order to receive the YMCA Financial Assistance you **MUST** apply through Child Care Services at the Texas Workforce Solutions building prior to applying for the YMCA scholarship. The Workforce Solutions will either give you an acceptance letter or a denial letter for their services. If you receive a denial letter you **MUST** bring that to the YMCA when applying for the YMCA Financial Assistance Program. Once you have been awarded the YMCA financial assistance you must keep up with your YMCA Membership and YMCA Child Care payments. If you become two weeks delinquent your scholarship for both the childcare and membership will be removed.

Texas Workforce Solutions Child Care Services

500 Chestnut St., Ste. 1100

Abilene, Texas 79602

(325) 795-4200 or 1-800-457-5633

CCS PARTICIPANTS:

CCS must notify the Family Center of authorization of care for your child before your child can begin attending YMCA childcare programs. Per CCS and YMCA program policies/procedures, your parent co-pay/fees are due each month by the 3rd or we are not allowed to provide service.

CCS participants are not required to pay a Registration Fee.

Child Care Services

500 Chestnut, Suite 1100

325.795.4200 or 1.800.457.5633

Workforcesystem.org

CCS Billing:

CCPO payments are due on the 1st of the month. A late fee of \$10 will be added on the 4th of the month. All CCPO participants that have an outstanding balance will be reported to Workforce Solutions on a monthly basis by the 6th of the month. If your account has delinquent fees, future services will be denied by Workforce Solutions. **We reserve the right to discontinue service if the account becomes delinquent or if the attendance is not recorded properly.**

LATE FEES

In the event that a child is picked up after 6:00, a late pick up fee of \$1.00 per minute will apply. It is due at the time of pick up. Parents/guardians who have not notified the program center that they will be late can expect the following sequence of events to occur. These steps are necessary to ensure the safety of the child as well as YMCA staff members.

6:00 p.m. Program closes, and staff brings all remaining children to the front lobby area.

6:05 p.m. Staff member in charge begins calling parent/guardian number(s) to check for problems or miscommunications. If contact is not made, alternative contacts listed on the enrollment form will be called.

6:30 p.m. Staff member in charge contacts local authorities to determine if any problem related to the parent/guardian has been reported.

7:00 p.m. Parents should contact the Redbud YMCA at (325)695-3400 or State Street YMCA at (325) 677-8144 for location of child. If there is no contact from the parent/guardian and no other safe option, the child may be turned over to the Taylor County Sheriff's Department (or local Police).

Payment Fee

You risk dismissal from the program if:

You fail to pay the late pick-up fee, and/or you are late in picking up your child(ren) three (3) times within a 30-day period.

Children will be unable to attend the childcare program until late fees have been cleared.

COUNSELOR QUALIFICATIONS

Our YMCA hiring practices meet and exceed licensing requirements. All staff complete a rigorous hiring process that includes a reference check. All experience working with children is referenced. All staff have fingerprint checks and child abuse index checks through the Department of Justice, as well as a national FBI fingerprint check.

All staff meet state licensing education requirements for their positions. In addition to their formal education, YMCA child care staff have additional hours in service training while employed with YMCA childcare.

Our YMCA is a place where kids discover new activities, enjoy new and old friends and learn to develop skills and interests in a safe environment. Counselors are expected to be honest, caring, respectful, responsible, and safe; we expect the same from our campers. Counselors are 18 years or older, must have a high school diploma or GED, and display a desire to work with children. Most are college students from the community. Staff are required to be good role models for our campers. We employ outgoing, caring and energetic staff. On a typical day, staff to camper ratio is about 1:26. Staff receive monthly training on concepts such as: Positive

YMCA STAFF CODE OF CONDUCT:

1. Staff will use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism.
2. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline.
3. Staff will treat each child with dignity and respect.
4. Staff will administer clear delivery and regular review of program expectations, rules and procedures to participants.
5. Staff will establish an atmosphere of appropriate behavior.
6. Staff will communicate any behavioral and/or social issues involving students to their parents in a timely manner.
7. Staff will deliver program components appropriately, demonstrating the YMCA's 4 Core Values and the mission of the YMCA of Abilene.
8. Staff will deliver program information updates and reminders regularly via newsletter, email, flyers, etc.

LEAVE IT AT HOME

The YMCA is not responsible for any valuables. Please make sure your child leaves toys, fidget spinners, trading cards, video games, purses, iPods, iPads, other tablets, cell phones, and gaming systems at home. Additionally, if children wear Heelies (shoes with wheels in back of heel), they must remove wheels before entering the program or the YMCA. If a child is sent to the YMCA with these items, they MUST remain in the child's book bag during program hours. Children will not be allowed to use any of these items, and if they do, they will be confiscated and returned to the parent at sign-out. We make sure our programs are packed with activities and these personal items can often be a distraction.

WHAT CHILDREN SHOULD BRING DAILY

- **Athletic shoes (tennis shoes) are required. Sandals/flip flops may cause injuries and do not work for active games, boots or shoes with heels will tear up floors.** Socks should always be worn with shoes in order to maintain healthy feet. Children who are inappropriately dressed may be limited in their activities and parents may be contacted to address the situation.
- Because physical activity is conducted the majority of your child's time at the YMCA, **appropriate clothing (t-shirts, shorts, pants, so that they are not revealing-shorts must be worn under any skirt)** must be worn every day.
- **Bring a bag or backpack** each day in order to help keep your child's belongings secure. Please put your child's name on each item sent with them.
- **The YMCA is not responsible for lost, stolen, or broken items.**
- Most of all, the children need to bring an open mind and a willingness to have fun! **Note: Please mark all belongings with the child's full name and please check for all belongings when picking up your child. The YMCA is not responsible for lost or broken items.** All unclaimed lost and found items will be donated to charities.

SPECIAL NEEDS

We welcome children into our program who have special needs and do our best to work with the child and caregivers to provide a stimulating and positive experience. Children must be able to participate in a 1:26 ratio, be toilet trained and able to manage their own self-care. Additionally, behaviors may not place any person or property in danger, including being aggressive or running away

SNACK

A healthy snack will be provided to all YMCA Participants. Please note on your enrollment form of any food allergies he/she might have.

Transportation: The YMCA will transport children in YMCA buses and have procedures to ensure safety requirements are met on fieldtrips.

Water Activities/Swimming:

Children may participate in fully supervised recreational swimming. Staff members, as well as life-guards, are on duty while the kids are swimming. Staff will supervise children from both the edge of and within the pool. Children need to bring swimsuits, towel, lifejacket, if they can't swim, and a bag to put their wet suits in after swimming. All children must pass a swim test in order to leave the shallow end and swim without a life vest. Because the YMCA is committed to providing a safe environment, if a child's behavior poses a threat to the safety of themselves or others, the child will lose swim privileges. If your child can't swim, please provide a life jacket on swim days.

Questions or Concerns:

If you have questions or concerns about the program, you are encouraged to have open communication with your child's counselor and the director of the child care department. Through open communication, we can ensure that all parties are well informed and working together as partners. You are also welcome to email the childcare Director Kelly Jowers at kjowers@abileneymca.org to discuss any concerns or to schedule a time to meet.

Parent Notifications:

The YMCA has multiple ways of communicating with parents. If there is an incident involving your child, you will receive an incident report and asked to sign acknowledging that the communication has taken place. Phone calls and verbal communication between your child's counselor or Director may take place as well. Other forms of general communication such as policy changes and events may be: Flyers posted on the parent board, memos by the sign out sheet, the YMCA's website www.abileneymca.org, emails and Facebook.

NOTIFICATION OF CHANGES TO OPERATIONAL POLICIES

In the event that it becomes necessary to make changes to the parent handbook, parents will be notified by email which will include the change and effective date of that change.

Communicable Disease Outbreak:

All staff will vigilantly follow policies and procedures regarding hand-washing, food preparation, sanitizing and teaching the children how to wash hands, cover coughs and sneezes. This is to help prevent the spread of germs that cause illness. However, in the event of an illness outbreak, the childcare Director or supervisor will notify the Health Department and child care licensing to inform them of the outbreak. They will then give instructions and guidelines to follow for specific illness or outbreak.

- All staff are required to follow these guidelines.
- A sign will be posted to notify parents about the illness within 48hrs as required by the Texas Department of family and protective services as well as child care licensing.
- Staff will follow the Y's confidentiality policies when communicating about the illness. Any violation of the confidentiality policy is grounds for termination.

Immunization Records:

A copy of your child's immunization records is NOT required if the records are on file at your child's school. If they are not on file at the school, we will need a copy.

CHILD ILLNESS

If a child becomes ill during the program and is unable to participate in activities, we will contact the parent/guardian. Any child running a temperature over 101 degrees or has vomited will be required to go home. If a child is hurt, a certified staff member will administer first aid. If the situation requires further medical attention, a staff member will attempt to contact the parent/guardian. In the event that the parent or guardian cannot be reached, all contacts on the "authorized pick-up list" will be contacted. A doctors note with an action plan is required for all children with food allergies.

Emergency Preparedness Plans

Parents are encouraged to read this information carefully. In the event a parent is present in the building during an emergency and so they know the procedures their child will follow during an emergency. During any emergency the best course of action will be to stay calm and breathe. Counselors will also know how many children they have, keep their notebook and name to face sheet in their hands to keep constant count on their group of children.

Fire or gas leak: Evacuate the building immediately. Each room has a fire escape route located next to the door. Children will line up, remain quiet while exiting the building. One staff member at the front of the line and one at the back of the line when two staff members are in the class.

- Redbud: All groups will meet in the east lot across the parking lot from the YMCA.
- State: All groups will meet in the church parking lot in the east parking lot across the street from the YMCA.

Counselors will have class notebook and name to face sheet with them at all times. The Director or person in charge will take parent information notebooks and the bus keys before exiting the building. This will allow transport to the designated location if needed. All Counselors will do a head count every 5 minutes once outside and upon returning to the building.

Tornado/Bad Weather: Remain calm. Counselors will watch the children, not the weather. They will have their notebook, name to face sheet and a walkie with them. The children will go to the family locker rooms. While there they will sing songs, read books and play games to keep them calm. The Director or person in charge will alert the counselors over the walkie instructions until the weather has passed. The Director or person in charge will continue to monitor local weather for updates.

Lock Down: Includes weapons, hostage incidents, intruders, trespassing and disturbances.

The Director or person in charge will call 911 after announcing over the walkie, "Lock Down".

- Counselors will stuff name to face sheet into their clothing.
- Close and lock all classroom doors. Turn off the lights.
- If you have reason to believe that no one else in the YMCA is aware of the danger and you can safely do so, use the walkie to calmly announce the secret code for "Lock Down".
- Whisper and remind the children "we are to be very quiet."
- Silently do a name to face check
- Keep the children and yourself safe, in place, away from all interior and exterior windows.
- Watch the children, not the situation.
- If the intruder enters your classroom, do not argue with them.
- The Director or person in charge, will ensure that all building entrances and exits are locked and that no unauthorized individuals leave or enter the building.
- Await for further instructions from the Director or person in charge or emergency personnel.

Accidents:

- Always breathe and stay calm.
- Make sure children are supervised. If you are alone, tell them to come sit next to you.
- Comfort the child by speaking in a low, quiet voice.
- Apply first aid as needed.
- Call over the walkie if you need further assistance or for someone to call 911.
- Injury to face or head report it immediately to the office even if minor.
- Complete an incident report, have the parent sign when the child is picked up.
- Turn in the incident report to the childcare office before leaving for the day.
- Keep the incident report confidential while in your presence.
- Offer the parent a copy of the incident report and put the original in the child's file.
- Any injury that requires a child to seek medical attention must be reported to childcare licensing within 48 hours.

Food Allergy Emergency Plan: In order to remain in care, if a food allergy is present, the family must abide by the following child care licensing standard: "You must have a food allergy emergency plan for each child with a known food allergy that has been diagnosed by a healthcare professional. The child's healthcare professional and parent MUST sign and date the plan and the center must keep the plan in the child's file." Parents can obtain the Allergy form in the YMCA childcare office.

Procedures for handling medical emergencies: If a child is seriously injured while in YMCA care, the parent will be notified immediately after the emergency medical services has been contacted in accordance with minimum standards licensing policies.

Hearing and Vision screening requirements: Vision & hearing screening must be done at your child's school or with your child's pediatrician.

LICENSING REGULATIONS

YMCA centers are licensed by the Texas Department of Family and Protective Services. YMCA staff are committed to strictly adhering to the childcare licensing laws set forth by the Department of Family and Protective Services in the Minimum Standard Rules. The Minimum Standards are a product of contributions from many people and groups and thus reflect what the citizens of Texas consider reasonable and minimum. A copy of minimum standards can be found online, at each school location, or the YMCA of Abilene office. YMCA reviews each of the bulletins and notices issued by the United States consumer Product Safety Commission regarding unsafe children's products in use or accessible to children in the child-care center.

Gang Free Zone: Criminal activity is strictly prohibited in any area within 1000 feet of a child-care center which is a gang-free zone, in which criminal offenses related to organized criminal activity are subject to harsher penalty under the Texas Penal Code.

Procedure to review a copy of the child-care center's most recent licensing inspection and report The parent board in the childcare hallway has the center's most recent licensing inspection report.

PICK UP AND DROP OFF OF YOUR CHILD

Parents must sign your child in and out each day, ***using a full signature***, or designate a person 18 years of age or older to do so for you. Members must also scan your child in using the computer system to log attendance. Both are records for your child's attendance. For the safety of your child, only you or the person you designate in writing on the Child Release Authorization form may pick up your child from any YMCA Child Care Program. All persons that are unknown to the YMCA staff will be asked to present picture id. YMCA staff will deny access to those that are not on the Child Release Authorization forms. If you wish another adult to pick your child up from the center, please notify the center staff prior to arrival. A personal password is required on the registration form that will act as a confirmation when adding a new person for pick up.

***To assist us in ensuring the safest atmosphere possible for your child, parents must remain at the pick up-drop off area unless escorted by a childcare staff member into the childcare area.**

PARENT PARTICIPANTION/OPEN DOOR POLICY

Parents authorized to pick-up their children from the YMCA are welcome to visit the program during operating hours and are encouraged to participate in any special events/parties that are scheduled. We ask that you notify the on-site Director of your presence. This ensures the safety of the children in our program.

DIVORCE/SEPARATION

The Child Care Department is required to have a copy of any legal documentation or court orders on file for the safety of our children. If the contracting parent wishes a divorced/separated spouse to pick up their child, the contracting parent must list that person on the Child Release Authorization form. If the contracting parent chooses not to list the divorced/separated parent, pursuant to licensing regulations, we cannot release the child to that parent. If the non-custodial, biological parent arrives to pick up their child, and they are not listed on the Child Authorization Release form, and there is not a court order in the file, the YMCA staff will do the following.:

- Call the contracting parent
- Explain to the non-custodial, biological parent that we cannot release the child to them. Staff will explain the release procedure to the non-custodial parent.
- Staff will call the police to release the child to the police. The police will then confirm the identity of the noncustodial parent. In all probability, the police will then release the child to the non custodial parent.

This scenario places all parties in a very difficult situation. The person that will have the most difficult time is the child. Please discuss the implications with the non-custodial parent so that they will not show up at the center without prior arrangements.

If an unauthorized person comes to pick up a child, the parent will be called for verification. Please see Child Care Director for special pick up arrangements.

CONCERNS FOR SAFETY

The YMCA is concerned about the safety of every child in the program. If the YMCA staff has reason for concern regarding the safety of a child's release to a parent or other adult, the staff may call the police. Cause for this course of action includes:

- Parent/Adult suspected "under the influence"
- Parent/Adult is abusive or threatening to child or staff

Meals and Food Procedures:

Afterschool

1. Afternoon snack will be provided

All Day Care/School Breaks

1. Bring a sack lunch
2. Afternoon snack will be provided

Summer Camp

1. Afternoon snack will be provided
2. Free Lunch program will provide lunch during dates to be determined in spring 2019. Bring sack lunch on days not provided.

ALL PARTICIPATING STUDENTS, FAMILIES, AND YMCA STAFF ARE EXPECTED TO BEHAVE IN A RESPECTFUL MANNER TOWARD OTHERS AT ALL TIMES.

BEHAVIOR MANAGEMENT

Our staff wishes to work with you and your child to have the best experience possible. Occasionally, there will be behavior problems. In most instances, we will try to redirect behavior or remove the child from the conflict. Staff position themselves to be able to keep an eye on the entire group and encourage participation in activities to avoid behavior problems.

In some cases, if the problem persists or is severe, our staff will speak to you or write a behavior letter explaining the incident with room for your comments. If the problem has not been resolved, you will be asked to meet with the childcare staff and your child to come up with a way to resolve the conflict.

In extreme cases, your child may be suspended or terminated from the program (see Zero Tolerance Policy on the proceeding page). These two alternatives are a last resort because we know this would be an inconvenience to you. Please help us to resolve any behavior problems so that we may offer a safe and happy environment for all children.

STUDENT BEHAVIOR CODE OF CONDUCT:

1. Participants must behave toward others and their environment in a way that demonstrates the YMCA's four core values: Caring, Honesty, Respect and Responsibility.
2. Participants are responsible for following all behavioral standards and policies and procedures outlined in the Child Care Handbook.
3. Behavioral standards are expected to be followed at all YMCA locations and any YMCA hosted event including field trips.
4. **The use of cell phones and other electronic devices is not permitted.** Communication between participants and families will be available through the childcare office if necessary.
5. Students are expected to follow all directions issued by YMCA staff.

The YMCA reserves the right to suspend or expel a child immediately for violation of the Zero Tolerance guidelines or for parent refusal to follow YMCA policies and procedures without refund.

YMCA BUS CODE OF CONDUCT:

1. The Student Behavior Code of Conduct applies while riding on the bus.
2. Eating and drinking are not permitted on the bus.
3. Riders must remain seated and wear seat belts at all times.
4. Riders hands, arms, etc. may not extend outside the bus at any time.
5. Riders must not tamper with the bus emergency door.
6. Riders must obey the driver.
7. The driver is in charge of the bus and has the right to administer disciplinary actions including assigned seats to maintain order and promote safety.
8. Riders may not throw objects on the bus, shout or display any other behavior that may distract the driver and compromise the safety of those on the bus.

*See discipline procedures on proceeding page.

Guidance and Discipline

Guidance Procedures:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding;
- (3) Directed toward teaching the child acceptable behavior and self-control; and A positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following:
 - A) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
 - (B) Reminding a child of behavior expectations daily by using clear, positive statements;
 - (C) Redirecting behavior using positive statements;
 - (D) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

YMCA OF ABILENE DISCIPLINE PROCEDURES:

Our programs strive to meet the needs of all children without ignoring the demands of any one individual within the boundaries of set guidelines and rules. The YMCA programs have established rules, consequences and a zero tolerance policy on specific behaviors. The YMCA reserves the right to suspend or expel a child from the program at any time based on the severity of the actions of the child.

YMCA RULES:

- Keep hands, feet, body and objects to yourself.
- Show respect to staff, others and self.
- Speak for yourself, not others.
- Do not willfully destroy YMCA property.
- Do not go anywhere without a YMCA staff person.
- Always clean up after activities.
- Have fun.

YMCA CONSEQUENCES:

*Relative to the seriousness of the behavior any step can be taken at any time

1. Verbal warning.
2. Re-direction to another activity.
3. Time away without activities.
4. Parent notification at pick up time.
5. Meeting with parent/behavior contract created.
6. Notice of suspension (1 day) next day of care/without refund.
7. Notice of suspension (3 days) next 3 days of care/without refund.
8. Conference with Program Director/Parent/Child.
9. Removal from program.

ZERO TOLERANCE:

1. Inflicting physical harm on another individual.
2. Verbal threats referring to cause physical harm to another individual.
3. Verbal threats referring to destroy property.
4. Possession of a weapon.
5. Possession of a controlled substance or alcohol.
6. Use of foul language
7. Inappropriate touching of another individual, or exposure of private areas of the body.
8. Stealing
9. Exposing self or others to inappropriate pictures, images or videos.

Preventing and Responding to abuse and neglect of children:

- All childcare staff are required to have annual child abuse training.
- The staff at the YMCA are mandatory reporters and will report any suspected child abuse as required by state law.

Child Protective Services

Reports of suspected child abuse or neglect will be reported to the local Child Protective Services office.

Abilene Child Protective Services

3610 Vine Street, Abilene, Tx 79602

Local:325.691.8100 Toll Free: 1.800.252.5400

Additional Resources– Child Care Licensing (DFPS) 325.691.8232

Animals: If animals are going to be at the program or during a field trip, parents will be notified in writing in advance. Children will not be allowed to handle any animal that shows signs of illness and proper handwashing procedures will be followed in the event they are allowed to handle any animal. The YMCA childcare office does have a fish tank in the childcare directors office.

Procedures for conduction health checks: All children are greeted daily and counselors will look for signs of illness or injury's at the time of drop off.

Procedures for providing and applying insect repellent and sunscreen: YMCA staff will not be allowed to apply sunscreen or insect repellent to your child. Your child will be able to apply to themselves if you provide it.

Breast feeding mothers: a breast feeding area is provided in our Kidz Zone room.

Vaccine-preventable diseases policy for employees: The YMCA of Abilene does not currently require staff to receive vaccination for preventable diseases .

MEDICATION:

- A completed and signed Authorization to Dispense Medication form must be turned in with the medication.
- The medications must be provided directly to the program Director (do not send medication with your child). It must be stored by Y program staff.
- Students are not permitted to have medication of any kind (prescription or over-the-counter) in their possession.
- Medicine must be provided in its original container with the child's name.
- Y staff will not give any medications by injection; however, staff will offer assistance in Epi-Pen or nebulizer administration if necessary.

PARENT RESPONSIBILITIES

- 1. Parents must follow all established policies and procedures outlined in the YMCA Child Care Handbook including the pick-up/drop-off policy, payment policy, late pick-up policy, reporting absence policy, etc.**
2. Payments must authorize auto draft for payment in advance of that week's attendance. Parents are responsible for keeping personal payment receipts.
3. Parents are responsible for payment of all weeks registered unless a two week advanced notice is given that the child will not be attending.
4. Parents must notify the Y of all absenteeism of their child before 9:00 AM by calling the Family Center. This will keep our staff and bus drivers notified of when to expect and not expect your child.
5. Parents are responsible for reading all notices, newsletters, flyers, etc. sent home regarding the child care program as well as regularly reviewing the Y website, Facebook page, and materials available at your child's Family Center to keep well-informed about the program.
6. Parents should read and review the Student Code of Conduct with their children regularly.
7. Parents are expected to behave in a professional and respectful manner when at the YMCA site. Foul, abusive or threatening language or behavior directed toward staff or children will not be tolerated, and will be grounds for dismissal from the program.

The YMCA reserves the right to suspend or expel a child immediately for violation of the Zero Tolerance guidelines or for parent refusal to follow YMCA policies and procedures without a refund.

Field Trips:

As part of our service to you and your family, the YMCA will be taking several fieldtrips during the summer. In an effort to ensure your child's safety, we will take the following precautions:

1. In order to maintain reasonable group sizes and proper group control, our staff-to-child ratio will be 1 staff person to every 10 children in care.
2. There will be a minimum of two staff members assigned to each group of children to ensure the highest level of supervision.
3. The staff is required to do face counts on a regular basis to make certain that all children are accounted for.
4. All transportation to and from field trips will be provided by qualified and properly screened, licensed bus drivers.
5. All children must leave and return to the center with YMCA staff, your child can only be picked up or dropped off at the family center.
6. Parents will be notified of any changes in the field trip schedule.
7. It is the camp Director's discretion to allow the children to purchase items on the field trip. Campers must be responsible for their money and belongings.
8. Parents may attend field trips, but must have an approved volunteer form and criminal background check on file at the YMCA three weeks in advance.
9. Children must bring their YMCA Day Camp Shirts on field trip days. This helps the community and staff identify them as part of the camp.
10. On field trip days, children will be required to be at camp by 8:30 am.
11. Parents will receive a weekly schedule with the field trip information on it.
12. In the event your child sustains an injury, not requiring an ambulance, you must make arrangements for your child to be picked up and taken for medical attention.
13. Field trips may be cancelled due to inclement weather and may not be rescheduled due to time constraints.

Field Trip Discipline Policy:

YMCA's discipline policy will be followed on all field trips. Any child whom leaves his/her group will not be allowed to go on future trips. Any child that cannot follow field trip guidelines is subject to suspension from all field trips. If a child's behavior poses a threat to the safety of themselves or others, the child will lose field trip privileges. If your child is suspended from a trip because of behavior, you will not receive a refund for the session.

**REGISTRATION FORMS WILL BE PROVIDED
SEPARATELY.**

ONE PARENT HANDBOOK PER FAMILY.