



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA STUART SCHOOL-AGE CHILDCARE POLICIES

Work without Worry

For the times you can't be there yourself, the YMCA supports your efforts to nurture your child's healthy development. Well-trained staff provide safe, affordable, high-quality care so you can have peace of mind.

Thank you for choosing the YMCA Afterschool Program. Our afterschool program caters to children attending kindergarten through 8th grade. The program provides supervised activities that improve physical, social and intellectual skills, while focusing on our four core values of Caring, Honesty, Respect and Responsibility. The child-to-counselor ratio is 15-to-1. **The program operates from 2:30 p.m. until 6:15 p.m., Monday through Friday.** Staff can be reached at: 772-286-4444, ext. 234.

The YMCA Afterschool Program is designed to help children meet the following goals:

1. Learn to appreciate oneself, gain confidence and self-esteem.
2. Develop positive relationships.
3. Learn new skills.
4. Learn to appreciate diversity.
5. Develop values of honesty, respect, responsibility and caring.

ENROLLMENT PROCEDURES: All participants must fill out an Afterschool registration form. The supply fee (\$30) and the first week's tuition must be paid in full at the time of registration.

If a child is absent, you will still be responsible for the full payment of your committed time. Once your spot is reserved at registration, you are responsible for all subsequent payments.

TRANSPORTATION IS PROVIDED FROM MOST MARTIN COUNTY SCHOOLS. THERE IS NO ADDITIONAL FEE FOR TRANSPORTATION.

YMCA Family Member Rates

K-5 Full-time (4+ days/week) \$55/week
K-5 Part-time (1-3 days/week) \$33/week
6-8 Full-time (4+ days/week) \$30/week
6-8 Part-time (1-3 days/week) \$18/week

Non- Member Rates

K-5 Full-time (4+ days/week) \$65/week
K-5 Part-time (1-3 days/week) \$40/week
6-8 Full-time (4+ days/week) \$40/week
6-8 Part-time (1-3 days/week) \$24/week

Tuition and Fees: Tuition is due on the Wednesday before the week of care.

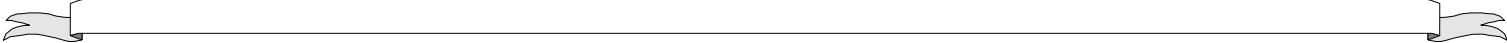
All accounts should be paid one week in advance of care. A \$10.00 late fee may be charged for any payment received after the week of care. Delinquent accounts are subject to disenrollment. A supply fee of \$30.00 is due upon enrollment.

Refund Policy: You may cancel your enrollment at any time. Parents must inform the aftercare site in writing of withdrawal so that the child can be removed from the rosters, otherwise parents will be charged for their child's absence. **ALL FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.**

General Policies for the safety and protection of your child:

1. Children ages 5 to 13 years old are accepted for enrollment.
2. YMCA Afterschool gladly accepts all children for enrollment regardless of sex, race, religion or economic background.
3. I am not to leave my child at the YMCA unless a YMCA child care staff member is there to receive and supervise my child.
4. As a parent/legal guardian, I must sign OUT my child every day with the time and my full legal signature.
5. I must report within 24 hours any change in address or contact information, in writing.
6. Only individuals listed on my child's EMERGENCY INFORMATION CARD will be allowed to pick up my child.
7. Any person picking up my child must be 18 years of age or older, and will be required to show a valid driver's license for identification.
8. Should a person arrive who appears to be under the influence of drugs or alcohol, for the child's safety, staff may have no recourse but to contact the police.
9. YMCA is mandated by Florida law to report suspected cases of child abuse or neglect to the appropriate authorities.
10. YMCA Afterschool operating hours are from 2:30 p.m. to 6:15 p.m, Monday through Friday. **A late fee of \$20 will be charged for any child picked up past 6:15 p.m. An additional late fee of \$2 per minute will be charged each minute past 6:20 p.m.** This late fee is to be paid to the YMCA on a separate check and is due before the child can return to the YMCA.

Security Sign-In and Sign-Out: All parents are required to sign out EVERY day. Signing out how we record who picks up a child, and their time of departure. Sign-in and sign-out books are in the Wicina Center parent lobby. It is your responsibility to sign your child out daily. **Those students who receive state assistance with tuition payments will be required to pay the full tuition rate if they do not sign out daily. State-assisted students are required to have their sign-out sheets sent to the Early Learning Coalition for inspection every month.**



For safety purposes, please do not allow your child to run out of the building at pick-up time. We encourage our students to use “walking feet inside.” When picking up your child, please be sure the door is closed behind you and only your child is with you.

Schedule of Operations: YMCA Afterschool is open on school days until 6:15 p.m. All children MUST BE PICKED UP BY 6:15 p.m! Late pick-ups may be subject to a \$20, plus \$2 per-minute, late fee.

If your child is going to be absent from our program, please be sure to call the YMCA prior to pick-up time. A parent or guardian will be called if a child is not on our bus. **If your child was absent, or picked up early and we did not receive a phone call, you will be charged a \$5 fee.**

Early Release Days: There is no extra charge for Martin County early release days. Just like regular school days, your child will be brought to the YMCA directly after school dismissal.

Days Off From School: This program operates from 7:00 a.m. to 6:00 p.m. on most days off from Martin County schools. We offer an action-packed day of supervised activities. This rate is not included in your Afterschool tuition. To keep ratios down, parents must pre-register one day in advance. Rates are available at the Front Desk.

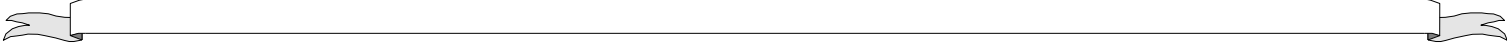
Storm Days: Stuart Afterschool will follow the same weather-related closures as the **Martin County School System**. We will only prorate tuition if we are closed for more than two business days in a single week. For information regarding closures, call the **YMCA Emergency Hot Line: 877-248-5863, code 2527.**

Vacation or Absence: Absences due to illness or holidays are not prorated or refunded. Two weeks of vacation may be taken **during the school year** at no charge. Parents must notify the School-Age Childcare Coordinator in writing prior to using vacation time. The school year runs from August to June.

We will be closed for the following holidays:

- Good Friday
- Thanksgiving
- Christmas Day
- New Year’s Day

There will be no reduction in tuition for holiday weeks or other closures, except when we are closed three or more days. There are no exceptions to this policy. If one of the listed holidays falls on a Saturday or Sunday, we will observe that holiday on the Friday before or on the following Monday. You will always be notified ahead of time for upcoming school closings. The afterschool program reserves the right to close for additional holidays during the year, and we will notify parents in advance.



Emergency Plan: Should the Stuart Branch need to be evacuated during an emergency, parents will be notified by email and/or telephone and informed where to reunite with their children. Emergency contact is Robert at (772) 204-3969.

Evacuation Procedure: Evacuation routes are posted in each program area. Staff are responsible for leading the children out of the building and assuring that the number of children in attendance equals the number of children evacuated from the building. Staff will take their sign-in sheets with them. Additional staff will check the bathrooms and other areas for any stragglers. Fire drills are conducted on a regular basis.

Dress Code and Belongings: Please dress your child in play clothes that are comfortable and easy to manage. The clothes they wore to school is fine, but please note that our program includes messy activities such as painting. Sneakers or soft-soled shoes are required. All shoes must be closed-toe. Please be sure to monitor the weather and dress your child accordingly. If it is cold, please provide your child with a jacket or sweater for outside play.

The YMCA is not responsible for lost clothes or jewelry, and we do not allow hoop-style earrings or necklaces to be worn. Personal belongings must fit in your child's backpack and be taken home at the end of each day.

Valuable items should not be brought to the facility. iPods, iPads, tablets, cell phones, etc. are not recommended, but are allowed. The YMCA and its Directors, Coordinators and Counselors reserve the right to revoke the use of such items at their discretion. YMCA OF THE TREASURE COAST IS NOT RESPONSIBLE FOR LOST, STOLEN, OR BROKEN ITEMS. Items left unclaimed at the end of the month will be donated to a local charity.

Outdoor activities: All children are required to go outdoors every day. This includes hot and cold weather. If you do not want your child outside please keep him/her at home that day. Children will participate in moderate to vigorous activities twice a day for 30 minutes. Examples of this include: swimming, gymnastics, jump rope, etc. We value active play and do not use television in our classrooms for any age group.

Behavior: Children count on adults to set reasonable limits and to remind them of the different rules in different environments. The YMCA Afterschool Program believes in using appropriate behavioral practices such as positive guidance, redirection, natural consequences, "time out," etc. Staff will intervene when undesirable behaviors occur. Using age-appropriate practices, staff will teach the rule, model the appropriate behavior, and encourage the child to make more desirable choices. **Should a child's behavior pose a threat to the child or others, the parent may be called to pick up their child for the remainder of the day.**

Rules for Participants

1. Participants take **RESPONSIBILITY** for their actions.
2. Participants **RESPECT** themselves, each other, the equipment and the environment
3. **HONESTY** is the basis for all relationships and interactions.
4. Participants are **CARING** in their relationships with others.

Children should talk to a counselor or any staff member if they are uncomfortable with any experiences or need any assistance.

Discipline Procedures: *Staff make every effort to ensure all participants have a positive experience. When a child does not follow the behavior guidelines, we will take the following steps.*

1. **REDIRECTION:** Staff will redirect the child to more appropriate behavior.
2. **STOP & THINK:** If inappropriate behavior continues, the child will be reminded of behavior guidelines and rules, and will be asked to decide on action steps to correct his/her behavior. The parent/guardian may be notified.
3. **REFERRAL:** If a child's behavior still does not meet expectations and is affecting others, he/she will face consequences that may include, but are not limited to: loss of privilege(s), a phone call home, parent conference, or others. The parent/guardian will be required to sign an acknowledgement of the action.
4. **SUSPENSION/EXPULSION:** If inappropriate behavior continues, as a last action, the participant may be suspended from the program for a matter of time that could include the remainder of the year. The parent/guardian will be required to sign an acknowledgement of the action.

Examples of unacceptable behavior:

- Refusing to follow behavior guidelines or rules.
- Using profanity, vulgarity or obscenity.
- Stealing or damaging property (personal or YMCA property).
- Refusal to participate in activities or cooperate with staff.
- Leaving a program without permission.
- Endangering the health and safety of children and/or staff.
- Use of illicit drugs, alcohol or tobacco or sexual conduct of any kind.
- Teasing, making fun or bullying of other children or staff.
- Physical aggression/fighting.

Physical violence or bullying toward another child or staff member will result in immediate suspension for a period of 1 to 3 days. A second offense will result in expulsion for the remainder of the school year. Please review these rules and expectations thoroughly with your child. Fees are non-refundable if a child is sent home for disciplinary reasons.

Parent Communication and Participation: YMCA has an open-door policy – parents are their children’s first teachers and we encourage them to visit at any time. Daily schedules are posted in the Wicina Center and we frequently communicate through information boards, flyers, emails and text messages. Please keep an eye out for such communications!

We encourage all parents become active partners in their children’s afterschool experience through our **Parent Advisory Council**, which meets at 5 p.m. on the first Wednesday of each month and is open to all YMCA childcare parents/family members.

DCF regulations allow parents to volunteer up to ten (10) hours per month. All volunteers must complete a Volunteer Application, receive clearance from the Childcare Director, and sign in and out of the program in the Volunteer Log Book at each visit.

Visitors All visitors must be approved by the Childcare Director AND must check in at the front desk before entering the afterschool program space. Only people listed on your emergency contact form will be permitted to enter the Wicina Center.

Snacks: The YMCA Afterschool Program provides a healthy snack each afternoon. A copy of the monthly snack menu is posted on the parent board. Parents are welcome to send their child with a home-packed snack.

Water is available at all times with drinking fountains on site. We encourage children to hydrate regularly and never refuse a child water.

Diversity: The YMCA welcomes all children. Racial, ethnic and cultural diversity enrich us all. Children with challenging life circumstances are welcomed enthusiastically. When their challenges can be nurtured more appropriately with a different staff ratio, parents are consulted to discuss alternatives. These alternatives may include a referral for an evaluation to assess the child’s individual needs and/or a different childcare setting.

Confidentiality – Records and information about children currently, or formerly, in our care and the services we provide(d) them is confidential and shall be disclosed only upon written authorization by the enrolling parent or legal guardian, except as otherwise specified by law.

YMCA Staff Code of Conduct: The YMCA has a well-established code of conduct governing employee behavior, which include the following

- YMCA employees are expected to conduct themselves in a manner that will not reflect adversely on the YMCA.
- If a single child is left to the supervision of one employee, that employee is required to be positioned so that she/he is visible to others.
- Staff shall never leave a child unsupervised.
- Staff will portray a positive role model for youth.
- Staff may not release children to anyone other than the authorized parent or guardian. Staff who do not recognize the custodial parent or legal guardian must ask for identification and check it against file information.
- Staff may not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting.

Please contact Robert Griggs at 772- 286-4444 ext. 261 or Elisha Stoecklin at ext. 243 for a complete copy of the YMCA of the Treasure Coast Employee Code of Conduct, if you have any questions, or if you see any violations.

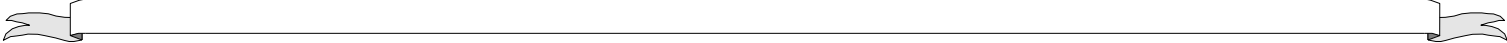
Health & Safety Policies – As childcare providers, we play a very important role in protecting and promoting the health and well-being of the children in our care. We achieve major health gains by taking several simple steps.

1. Hand washing is the simplest and best thing we can do prevent the spread of disease.
2. Regular and frequent safety checks prevent injury.
3. Annual in-service training in CPR, first aid, and updates on common childhood illnesses keep the staff informed and current.
4. Ongoing observation of children may reveal health problems.
5. Physical and immunization records must be filled out and signed by the child's physician within 30 days of enrollment. These are kept on file and updates are requested as needed.
6. Staff who greet children upon arrival will visually screen each child, specifically noting:
 - a. Overall physical appearance. Is the child pale, atypically tired or overactive, appropriately clothed?
 - b. Do the child's eyes look matted with discharge? Are the child's eyes unusually irritated or red?
 - c. Does the child's exposed skin appear to have a rash, or red spots?

Your child's health and safety is very important to us. Every precaution is taken to assure the well-being of all children in our care. **If your child shows signs of illness, please keep him or her home.** If your child becomes ill during the day, you may be asked to take your child home early. **If you are asked to pick up your child early, you must comply within one (1) hour of the time of notification,** and your child must remain out symptom-free for 24 hours. He/she may return sooner with a doctor's note stating the illness is not contagious. You will be contacted if:

1. Your child's illness prevents him/ her from fully participating in daily scheduled activities.
2. Your child's illness requires more care than childcare staff can provide; or
3. Keeping the child in care poses an increased risk to the child or other children, or adults with whom the child will come in contact.

Back-up Childcare and Reporting an Absence: There are times when children are not well enough to attend school. Please have a back-up childcare plan in place when this occurs and one-on-one care is needed. If your child will not be attending afterschool because of an illness, or for any other reason, kindly call (772) 286-4444 ext. 234.



FEVER: Greater than or equal to 101 degrees Fahrenheit. Children must be fever-free, without the use of a fever-reducing medication, for 24 hours before returning.

COUGH including RSV: Germs spread through coughing, therefore, it is recommended children stay home for the first two days of coughing. If the child develops a fever, he/she will be sent home and required to see a physician.

COLDS, FLU, AND OTHER RESPIRATORY INFECTIONS: Children need to be isolated and symptoms at least discussed with their family physician. They may need antibiotics. The child may return after other symptoms have subsided for 24 hours or as recommended by their physician. Green nasal discharge could be considered infectious. If your child has had a runny nose for more than a week or has had a fever or acting ill please consult your physician. Only prescription medications will be given when the parent/guardian fills out our medication form.

CONJUNCTIVITIES (pink eye): A highly contagious eye infection. Children may return with a doctor's note after the eye discharge has stopped and they've received least 24 hours of treatment.

DIARRHEA / VOMITING: Children will be sent home after two bouts of diarrhea or one instance of vomiting. Children may return after they have been free of diarrhea or vomiting for 24 hours.

CHICKEN POX: The child may return after all lesions are dry and crusted over, typically seven days after the rash first appears. We recommend children receive the Varicella vaccine.

HEAD LICE: The child may return after the anti-parasite treatment is completed and all nits are removed. A head check must be done by a staff member before the child may stay.

STREP THROAT: The child may return with a doctor's note after 24 hours of antibiotic medication, when his/her temperature has returned to normal.

COMMUNICABLE DISEASES: These must be reported to the Child Care Director. Please notify the school immediately if your child is at home due to a communicable disease so that other parents can be notified.

PRESCRIPTION MEDICATION – can be administered only when the parent has completed a prescription form and medication is in its original container. **The container must have a prescription label with an expiration date and the correct child's name on it as well as the amount of medicine to be administered.** Parents must provide a medicine spoon or dropper.