



YMCA School Age Program

**2023-2024 School Year &
Summer 2024
Parent Handbook**

Dear Parents,

Welcome to the YMCA's School Age Program! We are glad that you have selected the Y to support your family. We look forward to sharing our program with you and your child. The Maryland State Department of Education/Office of Child Care licenses our program. We follow all MSDE/OCC regulations concerning certification of staff, staff-child ratio (1:15), wholesome food choices, and care of the children. We have an outstanding staff bringing extensive experience to our program. Our staff is committed to providing a safe, nurturing, and enjoyable experience for your child.

It is our goal to provide your child with the best learning environment as well as maintain a safe and comfortable environment where your child will grow and flourish.

Please take a moment to read this handbook to become familiarized with some of our policies and procedures. We look forward to working with you and your child in a partnership of learning and fun.

Please feel free to contact us with any questions or concerns. We value your input and encourage constant communication. We look forward to a fun and exciting year with your child!

Sincerely,

Tammy DeGrange
Director of School Age Programs

Philosophy

Work Without Worry . . .

For the times parents can't be there themselves, the YMCA supports their efforts to nurture their child's healthy development. Well-trained staff provide safe, affordable, high-quality care so that parents can have peace of mind while they work to help their family succeed.

Age Appropriate Experiences . . .

YMCA childcare provides children the chance to creatively and constructively develop their talents through exploration of a variety of activities. Our program is based on research and what is developmentally appropriate for each child. Your child will be able to participate in after school clubs at the Y to support their learning or help develop skills. Each month there is a new theme. Weekly activities will support social emotional learning through character development. Caring, well-trained staff know how to challenge children, and more importantly, how to listen to them.

Focus on the Family . . .

No matter how many hours children spend in childcare, family is the most important structure in their lives. At the YMCA, good childcare is good family care. Like all YMCA programs, our childcare includes families with different shapes, sizes, social and cultural backgrounds. We provide more than just a place to play; we provide experiences to help the entire family unit cope, grow, communicate, and care for each other. Family is where values are formed, love is learned, self-image is developed, and lifelong relationships are established. YMCA childcare maintains and strengthens what starts at home, giving all kinds of families the support they need to succeed.

Mission . . .

The YMCA of Frederick County's childcare program is dedicated to providing a safe nurturing environment where children will grow and learn through play. We believe in a program and atmosphere that applauds each child's uniqueness while promoting experiences that encourage the development of the whole child. We provide and promote developmentally appropriate opportunities that promote physical development, social and emotional learning, language and literacy development, mathematical thinking, scientific thinking, social studies and the arts. The individual needs and strengths of every child are continually assessed to make adjustments to the curriculum. We support the partnerships between each child, their parents

and teachers. We recognize these relationships as being the foundation for a positive experience.

The staff are provided with many opportunities for personal growth, development, and training to stay informed on new research or changes in the education field. Staff development training includes core of knowledge MSDE training, school age education classes at Frederick Community College, age appropriate training, CPR and first aid training, and training in conjunction with Child Care Choices and the Office of Child Care.

The program is continuously evaluated by the Child Care staff, the YMCA administration, childcare parents and the MSDE Office of Child Care through formal and informal evaluations, surveys, and inspections.

School Age Program Goals

- Provide a safe, quality childcare environment where children feel secure and accepted.
- Create an atmosphere of respect that promotes positive self-esteem.
- Recognize each child as a unique person with individual needs and interests.
- Give children opportunities to make choices among a wide range of developmentally appropriate activities, to develop self-control, independence and sense of purpose.
- Provide designated time for homework, with assistance from staff.
- Provide learning opportunities to support your child's social emotional, physical and educational development.
- Provide opportunities that stimulate social emotional development and respect for the rights and individual differences of others using the "Character Counts" pillars of character development: caring, responsibility, respect, trustworthiness, fairness, and citizenship.
- Work as a team with parents, maintaining open communication and mutual support.
- Involve families in the program activities.
- Exceed the state-licensing requirement to ensure the highest quality of childcare.
- Provide qualified, caring staff with ongoing training for continued growth as caregivers.
- Monitor and evaluate programs on a continual basis.
- Work in cooperation with the schools and other social agencies.
- Incorporate the programs and facilities of the YMCA to enhance the program.

Policies and Procedures

Absences

Parents are asked to notify the center when their child will be absent from the program. We will investigate absences whenever possible; however, contacting us will alleviate the need to contact you at work. Contact information for the center will be located on the parent table. There is no refund or adjustment to the weekly fee if your child is absent. Full payment is due regardless of the number of days used.

Account Statements

Families may access your annual child care account statement by logging into your account at www.frederickymca.org. This can be found in the Membership Billing Information box after January 1 and will be available through December 31st of each year. If you do not print your tax letter during this time, it will not be available in later years. If you would like a statement at another time during the year, you can obtain this through your account as well. Select payment history and enter the date range that you are trying to obtain receipts for. If you have any issues, please contact the Childcare Business Office at 301-663-5131 option 6.

Activities

The children will participate in a variety of activities. On Tuesday, Wednesday and Thursdays after school everyone will be able to select between two club activities each week. This will include a variety of enrichment activities, outdoor games, snack, homework time, as well as free choice activities and large group activities. When weather permits, we will go outdoors for free play and activities. Site Directors will provide a list of special activities and field trips that are planned in the summer.

Admission and Registration/Activity Fee

Children are accepted on the basis of available space in the program.

To register your child for the school year program, you must complete the enrollment forms, submit all of the required forms for licensing and pay an annual non-refundable registration fee of \$50. The annual registration fee pays for activities, some special events, and classroom supplies.

All enrollment changes and/or dis-enrollments MUST BE REQUESTED IN WRITING by the parent/guardian, using the YMCA "Enrollment Change" form. These forms are available on our website and at the YMCA front desk. A \$10

change fee will be applied for all changes. Two weeks' notice is a requirement for dis-enrollment. Withdrawal of your child for any period of time designates a slot available for children on the waiting list.

For the B.A.S.E. Summer Fun Camp, a \$25 deposit per child, per week will be due at the time of registration. If the registration is within 3 weeks of the start date, payment will be required in full. The deposit is the same for all participants, including CCS and YMCA financial aid recipients.

The following forms must be completed and on file at the site before your child can start in the program.

Emergency Card

<https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/occ-1214-emergencyform.pdf>

Health Inventory Form (Part 1 is completed by parent, part 2 by a doctor)

<https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/occ1215-healthinventory.pdf>

Immunization Certificate

https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/maryland-immunization_certification_form_dhmf_896_-_february_2014.pdf

Lead Test

https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/dhmf_462_0_bloodleadtestingcertificate_2016.pdf

Medication Administration (we cannot accept the form used by FCPS)

<https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/occ1216-medicationadministrationauthorization.pdf>

Asthma Action Plan & Medication Form (if applicable)

<https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/occ1216a-seizuremedicationadministrationauthorizationform.pdf>

Allergy and Anaphylaxis Medication Administration Authorization Plan

https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/occ_1216b-medicationincidentreportingform.pdf

Seizure/Convulsion/Epilepsy Disorder & Medication Form

https://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/occ_1216c_seizure_emergency_medication_form_may_2022_final.pdf

The following items will be given to you on the first day of attendance:

- Behavior Management Policy
- Parent Handbook
- Inclement weather policy

Allergies

Our center has a NO nut policy due to the high number of allergies to a variety of nuts and nut products. If your child has allergies, please make note of it on the appropriate forms and make sure to personally inform the teachers and the director. In extreme cases or if you feel it is needed, we may need to set up a meeting with his/her teacher to discuss how we can meet the needs of your child. We will also need an Allergy Action Plan completed by your child's doctor. Your child's picture will be posted in the classroom. Along with the picture will be a list of his/her allergies so that any teacher that works in the room will know about their allergies.

If your child has an allergy to milk, we will need a doctor's note that reflects this. You will also need to provide a substitute. If your child requires a special diet or has many allergies to many of the foods we serve, you will need to provide their breakfast and snack. We can give you a list of the snacks we serve and you may tell us which ones are approved for your child to have. The director can provide our weekly menu to look over and cross out food items that your child may not have.

Arrival

Each day you must sign your child in/out. Upon arrival, please remind your child to wash his/her hands.

Please do not allow your child to enter or exit the center without an adult.

Babysitting

It is against YMCA policy for center staff to babysit for children they have met through the program. Please help staff to support our policies by not requesting their assistance outside of YMCA programming.

Behavior Management

Children are expected to respect the YMCA property, toys, staff members and other children.

Discipline is the process of teaching our children the appropriate way to behave.

Punishment is an unpleasant consequence for a particular behavior.

As stated in the definitions above, discipline and punishment are not the same technique. At the YMCA, our goal is to teach discipline. We believe the best way to do this is through positive reinforcement. To encourage these behaviors we use words, hugs, smiles, and sometimes rewards. When a child misbehaves, our goal is to teach or demonstrate “better choices” and help them problem solve to come to a better solution. Please refer to our Behavior Management Policy below for further details.

YMCA OF FREDERICK COUNTY CHILDCARE BEHAVIOR MANAGEMENT POLICY AND AGREEMENT

- I. Behavior management means teaching. We attempt to teach acceptable behaviors, and to promote positive self-image in children by:
 - a. Preventing problems by offering positive suggestions or redirecting to a different behavior or activity.
 - b. Providing encouragement and giving positive attention frequently.
 - c. Developing rules with the children.
 - d. Discussing the situation and why the rule is needed.
 - e. Setting up a program that is suitable for the ages and needs of the children.
 - f. Offering choices and interesting activities.
 - g. Allowing for a cool down time to recompose with support and supervision, in a designated safe space.
 - h. Age appropriate consequences such as teaching children to apologize for their actions, removing class job responsibilities (door holder, line leader, etc), and coaching children on how to express their feelings appropriately.
- II. Children and their parents must accept that the YMCA Child Care staff have definite expectations for behavior that must be met:
 - a. Children are to be respectful to other children and staff. Respect should be mutual.
 - b. Children are to listen to and follow directions given by the staff.
 - c. Children are to keep their hands and feet to themselves. (No physical contact.)
- III. Should a child refuse to follow these rules:
 - a. The director or teacher will communicate verbally with the parents and ask that the child be picked up for the remainder of the day.
 - b. The director or teacher will document the behaviors on a behavior report and review with parents.
 - c. The director or teacher will work in conjunction with the parents to develop strategies for behavior management. Behavior plans set in place at home and/or school will be implemented as applicable when shared by parents and school staff, as appropriate.
- IV. Should satisfactory progress not be made:
 - a. 1st instance of unacceptable behavior-child is sent home for the remainder of the day.
 - b. 2nd instance of similar or new behaviors-child is sent home for the remainder of the day, child care is suspended for 1 additional day and a

- conference is set up with parents to strategize on the best way to support the family and to create a written behavior plan.
- c. 3rd instance of similar or new behaviors-child is sent home for the remainder of the day, child care is suspended for 2 days and a follow up conference is set up with parents to review the written behavior plan and any follow up findings.
 - d. 4th instance of similar or new behaviors-child is sent home and dismissed until unacceptable behaviors can be addressed by a professional and it is deemed safe for the child to return.
- V. Should a child not be able to adapt to our program, he/she may be removed from the program, with or without notice for the parents to find alternate care.
- VI. Major offenses may result in immediate suspension. If a parent cannot be reached, we will call the emergency contacts. The Executive Director of Child Care or designee will be consulted and an Incident/Accident report will be completed. Someone will need to come immediately if the following behaviors occur:
- a. Physically harming another person.
 - b. Threatening, harassing or otherwise verbally abusing another person.
 - c. Endangering him/herself.
 - d. Intentionally destroying property.
 - e. Possessing or using any illegal substance.
 - f. Possessing or using any weapon.
- VII. These policies are intended as guidelines for behavioral or disciplinary concerns. Nothing in the Behavior Management Policy or the Parent Handbook (other than the Parent's Agreement) creates any expressed or implied contractual rights. The Handbook reflects the policies and procedures generally applicable at the time of publication, and such policies and procedures may be changed by the YMCA. Please discuss this Behavior Management Policy and Agreement with your children.

Belongings

Please have your child keep all personal items of value such as toys, jewelry, electronics, etc at home unless a special activity has been planned. Children tend to not want to share these items, and they may get lost or broken. Please be sure other items that your children bring are labeled with their name (lunch, water bottle, extra clothing, jackets, backpacks, etc.)

Birthdays

If you wish to send in a special snack (NUT FREE- small cupcakes, brownies, cookies, or something healthy) for your child and his/her peers in order to help us celebrate his/her birthday, we are requiring that any baked item be store-bought with a list of ingredients labeled due to allergies. Please check with the classroom to see if there are any allergies that should be considered in addition to our NO nut policy.

Cell Phones & Tablets

The YMCA of Frederick County prohibits the use of all personal cell phones and tablets by program participants (children) during the programs' hours of operation unless it is for homework assignments. This policy is intended to eliminate distraction and disruption during program hours, as well as to protect the privacy of all program participants.

- Parents may contact their children for emergencies during our hours of operation by calling the site director.
- Children who bring personal cell phones are expected to keep such items turned off and concealed in their backpacks. Disciplinary action, consistent with the YMCA Behavior Management Policy, will be taken in cases where children do not meet this expectation.
- The YMCA is not responsible for damaged, lost or stolen items, including personal cell phones.

Child Abuse & Neglect

As licensed childcare providers, state law mandates our staff to report any cases of suspected abuse or neglect to the local Child Protective Services.

Cleanliness

To prevent the spread of illness, all toys and equipment are sanitized as necessary but at least daily.

Communication

Each center will have cell phones on site and messages can be left at any time during the day. Site specific information will be on the parent table with center contact numbers. If you are unable to reach them by cell phone, you can call the program director at 301-228-9220.

We ask that you communicate to us absences, late pick-ups, schedule changes, etc. This quality communication can assist us in providing better care for your child. Communications about major issues should be made in person and/or writing. Please see "Enrollment Changes" for details about changing or discontinuing your child's enrollment.

Site Directors will initiate parent conferences when there are areas of concern that need to be addressed. Parents may also request conferences with the Site Director. Conferences can be scheduled throughout the year for those parents wishing to meet one on one with the site director.

Please check the Parent Table daily for notices or announcements. We encourage open communication between our staff and parents to address your child's progress, program planning and concerns.

Childcare Administration: The Program Directors and the Child Care Business office can be easily reached at the numbers and/or email addresses below.

Director of School Age Programs: Tammy DeGrange 301-228-9220 or tdegrange@frederickymca.org

Child Care Business Dept: 301-663-5131 option 6 or Childcarebusiness@frederickymca.org

Complaints/Problem/Concerns Procedures

When a parent has any questions or concerns regarding any aspect of the program, we encourage them to follow the procedures below:

- First consult with the Site Director regarding the issue.
- If unable to resolve an issue after initial consultation with the Site Director, contact Tammy DeGrange, Director of the School Age Program.

Complaints will be addressed promptly and a response will be given to parents either at the meeting, by phone or by email.

The pamphlet, "A Parent's Guide to Regulated Child Care", published by the MSDE Office of Child Care, informs parents of their rights and responsibilities as a childcare consumer.

http://www.marylandpublicschools.org/MSDE/divisions/child_care/licensing_branch/parent_guide

There is also a copy of this in the front of the sign in/out book on the parent table.

Curriculum

The BASE school age enrichment program uses a variety of resources for a well-rounded and most up to date curriculum that caters to the whole child in the areas of physical and health education, social emotional learning through character development, arts and humanities, STEAM components, leadership/teambuilding skills and more. Children will be able to participate in WOW clubs each week. Weekly lesson plans will be posted on the parent board.

Custody Information

Be aware that any and all custody information (court orders, restraining orders etc.) regarding children must be provided by the parent/guardian to the YMCA for the safety of the child. It is also the responsibility of the parent/guardian to keep this information up to date. If this information is not provided, the YMCA will release children, or information regarding children, to either parent.

Departure

At the end of the day please make sure to sign your child out and gather all their belongings. All authorized pickups for your children will need to be communicated in writing on the Emergency Card. This person will be required to show a photo I.D. and must be 16 years old or older.

Exceptions will only be made in emergencies, however the notification will still need to be made in writing and can be accepted via email.

Any authorized pickup person who appears to be under the influence of drugs or alcohol when he/she arrives at the center, will not be allowed to pick up and the authorities may be contacted.

These precautions are for the safety of your child and must be followed.

Dress

Children should wear appropriate clothing for the weather and activities planned. We take the children outside weather permitting, so children should wear shoes that allow them to play actively but safely.

Emergency Closings

In the case of inclement weather see our Inclement Weather Policy which is updated annually by October 1st with the latest information.

Evaluations

We will distribute parent online surveys during the year so you can let us know how we are performing as a staff and as a center. Feel free at any time to submit compliments or suggestions on the Open Line Online Survey. The program will also be evaluated by the MSDE Office of Childcare on a bi-annual basis. Our staff are evaluated on an ongoing basis and will have formal evaluations twice a year.

Family and Emergency Information

It is the responsibility of the parent to keep their child's emergency card updated with the current address, home phone number, cell phone number and business telephone. Any changes should be updated on the emergency form and sent to the Director. See link for updating Emergency forms <https://s3.amazonaws.com/zenplannerwordpress-stack0/wp-content/uploads/sites/7/2020/07/08192304/emergency-form-fillable-june-2020.pdf> . Your emergency card must also list one local emergency contact person that can arrive within 15 mins. Please obtain permission from anyone you identify as an emergency contact.

Fire drills

We will have a practice fire drill once a month. We will also practice a "Shelter in place" drill. During this drill the children practice staying in the building away from the windows for a severe weather drill.

Food and Snacks

Wholesome snacks are provided every afternoon. Menus are designed using the regulations of the USDA and MSDE Office of Child Care.

If your child has any food allergies that we need to be aware of please include this in your Health Inventory packet and on the back of your child's emergency card. We do not serve snacks that have been manufactured with nuts. Alternative choices can be offered if your child has a documented allergy to any snack being served.

The Maryland State Department of Education does not discriminate on the basis of age, ancestry/natural origin, color, disability, gender identity/expression, marital status, race, religion, sex or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For inquiries related to Department policy, please contact:

Equity Assurance and Compliance Office
Office of the Deputy State Superintendent for Finance and Administration
Maryland State Department of Education
200 W. Baltimore Street – 6th Floor
Baltimore, MD 21201-2595
410-767-0426 – voice
410-767-0431 – fax
410-333-6442 – TTY/TDD

Flexible Spending Accounts

If you need your flexible spending account information completed, please email your forms to the Child Care Business Office at Childcarebusiness@frederickymca.org or bring the forms to the child care business office and we will complete it in person. Depending on the office staff schedules, please allow 24-48 hours for us to return it to you.

Holidays

The center will be closed for the below list of holidays.

Since our tuition is calculated on a school year basis, no reduction in tuition will be given during holiday weeks during the school year.

September 4, 2023 - Labor Day

November 23 & 24, 2023 - Thanksgiving Break

December 25, 2023 - Christmas Day

January 1, 2024 - New Year's Day

May 27, 2024 - Memorial Day

July 4, 2024 - Independence Day

Hours of Operation

The FCPS BASE site locations are open Monday through Friday from 6:30 a.m. to when school starts and when school dismisses until 6:30 p.m.

Illness

You will need to keep your child home if they aren't feeling well or if they have any of the symptoms listed below. When children come to the Y they need to be able to participate in daily activities. If they are not feeling well enough to participate in daily activities they should remain home until they are ready to join in all activities. Please let the teachers know that your child will not be attending. You may call and leave a message in the childcare office if necessary. Tuition fees are still due even when your child is absent

due to an illness. If there is a special circumstance of an extended absence please discuss this with the Director and provide a doctor's note.

If your child isn't feeling well he/she may be contagious and we wouldn't want the other children exposed. Please do not bring your child or their siblings to the center if they are showing signs of illness including but not limited to:

- Temperature of 100 degrees or higher
- Consistent cough or sore throat
- Loss of taste or smell
- Difficulty breathing
- New onset of severe headache
- Diarrhea or vomiting
- Nits or lice
- Eye Discharge
- Unexplained rash

Your child will need to be symptom-free for 24 hours without the aid of medication to return.

If your child becomes sick during the day, we will contact you at home/work. If you cannot be reached within the hour, we will call your emergency contacts listed on your emergency card. You will have up to 2 hours to pick your child up.

If your child contracts or is possibly exposed to any contagious disease including COVID, please notify the Director immediately. Notification will allow the director to initiate additional cleaning protocols to ensure the room has been sanitized appropriately and will allow us the time to contact MDH for further guidance.

If your child has or develops any allergies, it is your responsibility to notify the Director as well as the teachers.

Children that develop signs of lice (nits) will not be allowed to attend the program until they have been treated and no nits remain. You will be required to present proof of treatment

Injuries/accidents

The welfare and safety of your child is of primary importance to us, and we make every effort to see that accidents do not occur. However, children are active and occasionally accidents do happen.

If your child gets hurt or there is an incident that occurs while your child is in our care, we will fill out an injury report (for internal documentation only). Copies of these reports cannot be given to parents. If the need arises a summary of the incident can be given by the Vice President of Youth Development.

If the injury is located on the face or head, you will receive a call right away, otherwise you will be informed at pick up time.

If a child requires emergency care, the following steps will be taken:

- We will contact 911 and attempt to contact the parents. If a parent cannot be reached, the center will contact those persons listed on the emergency card.
- The child will be transported to the hospital via the ambulance if necessary. A staff member will ride with the child and stay with them until a parent arrives.
- All accidents causing injury to the child while at the center will be documented on a written report within 24 hours.

Insurance

Participants are expected to maintain their own health and dental insurance; the YMCA does not provide accident coverage for its members or participants.

Late Pick up Fees

Parents must have an emergency contact within 15 minutes of the childcare site to satisfy licensing regulations. If you are running late, please call the classroom to let the staff know you are on your way. If you find you will not be able to arrive by 6:30p.m., please inform the center and find someone to come in your place (be certain that whoever picks up your child is listed on the emergency form). Many of our staff have other commitments after 6:30 pm., so timely notification is important. Children also become anxious when their parents are late.

A late pickup fee of \$1.00 per minute will be assessed for pickup past 6:30 pm. At closing, child care staff will call the emergency contacts as noted on the emergency card. If the emergency contacts cannot be reached in a reasonable amount of time, Child Protective Services will be called.

Lunch

Each child is required to bring his/her own lunch from home on any full days or late openings when lunch is not served at school.

Please be sure that your child's lunch is clearly labeled with his/her full name and date. We are a NUT free center due to allergies. Please do not pack any item containing nuts.

We stress that the items in your child's lunch should consist of nutritious, healthy foods such as sandwiches, fruits, vegetables, yogurt and other dairy and bread products. Please do not send gum, candy or sugary snacks as this may have a negative effect on your child's ability to focus throughout the day.

Medications

Please try to give your child his/her medication at home before coming to school each day. If your child needs to take medication (prescription or non-prescription) while at the center you must complete and sign a medication order form which can be obtained online on our website at <https://s3.amazonaws.com/zenplannerwordpress-stack0/wp-content/uploads/sites/7/2020/07/08192235/medication-authorization-form.pdf> or you can ask our staff for a form. A doctor must also sign the form for all medications. No medication will be dispersed without this form. The form must match the information on the bottle of medication. In addition, the first dose must be given at home and the child must remain at home for the first 24 hours. The medicine must be in the original container with the pharmacy label giving specific instructions and dosage amounts.

If your child needs an Epi-pen, it will need to come to us in the original container with the prescription label on it.

For sunscreen to be used as a preventative measure the doctor does not need to sign off on the Medication Authorization Form only the parent.

Parent & Staff Behavior

The YMCA is committed to creating a safe, nurturing and caring environment. We speak to all children respectfully. We also believe in speaking to the parents in a calm and respectful way and expect the same in return. We believe, because you have chosen the YMCA, you are also committed to these same principles.

Parent Participation

Parent involvement and participation in the program is encouraged. Any parent interested in participating should inform the Center Staff.

Parent conferences with the Site Director are available at any time throughout the year. Please talk to your site director if you would like to schedule one.

Permission Slips

Parents will be notified of special events in advance. Permission slips will be required for special field trips, if any are planned.

Personal Items

Each child will be responsible for the care and maintenance of their personal belongings. Please label all items. Items not collected will be donated. The YMCA will not be responsible for personal items that are brought to the program.

Ratios

Staff to children ratios for this age group are as follows:

Ages 5-12 1:15

Registration

Registration happens annually first for those currently enrolled and later for new participants. If your child will need care during the next school year you will need to fill out a registration packet and pay the non-refundable registration fee when registration opens.

Returned Payment Fees

All childcare accounts are set up on either weekly or bi-weekly scheduled payments. Any scheduled payment that returns will automatically be assigned a returned payment fee by the processing company. Should you need to change that account used for the scheduled payments, please contact the Childcare Business Office at 301-663-5131 option 6. You cannot change this through your Y account. Accounts which fall 7 days past due may result in termination of child care. Failure to stay current on any payment agreements will result in disenrollment. After three broken payment agreements payment plans will no longer be permitted. Following all disenrollments, a \$50

registration fee will be required upon return to the program. (Fee will not be waived for CCS.)

Sample schedule

Before Care

- Arrival to Care
- Center Activities
- Whole Group Physical Activity
- Clean up/Prep for school

After Care

- Attendance & Snack
- Wow Clubs
- Rotating Enrichment
 - Homework time
 - Child choice activity
 - Clean-up

Scholarships

Child Care Scholarships are available to those who qualify from the Maryland State Department of Education. For more information and to apply please visit <https://earlychildhood.marylandpublicschools.org/child-care-providers/child-care-scholarship-program>. Please allow up to 30 days for a response back upon submitting your application. If vouchers are awarded from the state, please turn these in with your registration packet. Please remember to sign all 3 copies of your vouchers and sign the Co-Payment Agreement.

Parents may apply for a temporary YMCA scholarship upon submitting their application to the state. Once a determination has been made by the state please update the Y by either providing copies of your vouchers or a denial letter. The financial assistance application for the Y can be found on our website at www.frederickymca.org. At the bottom of the page under Learn More, parents can submit their application along with a copy of their most recent tax return. Scholarships are determined based on household size and income level. Applicants must not have any balances past due and must stay in good financial standing to maintain their scholarships.

Screen Time

We believe that a child's time at the YMCA should be spent creatively playing and learning indoors or outdoors. Screen time activities will be limited while your child is in our care. According to the current licensing regulations, screen time is described as either "interactive technology" (educational and age-appropriate) or "passive technology" (non-interactive television, videos and media). Staff may use interactive technology throughout the year in teaching the children about things they are learning about. Passive technology will only be used on special occasions for educational purposes only. Personal electronic devices will not be allowed to be used while in our program.

Special Needs

If your child has special needs, we will make every effort to meet his/her needs. Prior to the registration forms being completed, time will be scheduled for the Center Director and program staff and your family to meet. We have a questionnaire that we ask families to fill out so our staff can better meet the needs of your child. We do our best to include all children in the Y programs. All children are unique and have the potential to learn. We will support your child's IEP and BIP if we are able and you are comfortable sharing that information with us. If you wish for some parts of the IEP to remain private, we will work to support the information that you share with us to ensure that our staff are working with your child to assist in his/her overall development. Support can be provided to your child through observation and recommendations from the manager of our Kids Unlimited program. Our programs support an inclusive environment where all children build a better understanding about diversity and inclusion. Staff will be a role model by teaching compassion and explaining differences among everyone. Adaptations can be made to activities to accommodate the needs of all children in the program.

Staffing

Classrooms are staffed per the current child care regulations that are in place. All personnel meet the requirements of the Maryland State Department of Education/Office of Child Care. All staff members are fingerprinted and have received FBI and State of Maryland background checks as part of their hiring process. All of our staff attend an annual Code of Conduct training and a blood borne pathogens class.

Sunscreen & Insect Repellent

Each child who will be using sunscreen and/or insect repellent must bring his/her own bottle, labeled with the child's name and enclosed in a labeled ziplock bag. No child will be permitted to use another child's sunscreen or insect repellent. Children may apply sunscreen and insect repellent to themselves but not to each other. Please see the signature form at the back of this handbook authorizing staff to apply sunscreen and insect repellent to your

child. Children who do not bring their own sunscreen must wear a t-shirt (provided by the Y) and remain in the shade if they begin to burn.

Tax Information

Parents/guardians can access year-end tax receipts by going to your account at www.frederickymca.org. Our tax ID number is **52-0607953**.

Transportation

Parents/guardians are responsible for transporting children to and from their BASE site. The Y utilizes buses from Frederick County Public Schools or the YMCA of Frederick County in the summer for field trips. Signed permission must be on file for the children to participate in field trips. Please see the signature form at the back of this handbook. Please see the parent table each week for information on field trips.

Vacations

Please notify the staff when your child will be on vacation. It will help them better plan for their day. During the school year, tuition payments are still due during vacation. In the summer you can opt to not register for a week that your family will be on vacation.

Volunteers

During the school year, there may be some volunteers to come in to assist with program needs as needed. In order to assist in our child care area, they must complete a background check for volunteering as well as a medical clearance. Many volunteers are seeking additional community service hours above and beyond their high school or college requirements.

Withdrawal

Parents may withdraw a child from the program at any time. A 2-week written notice is required during the school year. A 3-week written notice is required for summer camp weeks. All refund requests submitted prior to the 3-week deadline will be charged a \$25 processing fee, per camp, per week. Parents not giving proper notice will still be responsible for tuition.

YMCA 2023-2024 Parent Handbook

Acknowledgement and Permission Form

1. I have been notified that the Frederick County YMCA School Age Parent Handbook 2023-2024, which contains the policies and procedures for the program, is available online. I am aware that I will be provided a copy on my first day if requested. I understand that it is my responsibility to contact the Director with any questions or concerns I may have regarding the information contained in the handbook. I will abide by the policies and procedures set within.
2. I understand that A Parent's Guide to Regulated Child Care is located in the front of the sign in/out binder on the parent table. It can also be accessed here:
https://earlychildhood.marylandpublicschools.org/system/files/filedepot/2/guide_to_regulated_child_care.pdf
3. I realize that most correspondence from the child care center including newsletters etc. will be emailed to me. Please contact the Child care Business Office if you need to update your email address.
4. I will read the Inclement Weather & Emergency Procedure that is available on-line, and understand it is updated annually so I will need to review it each year. It can be accessed at www.frederickymca.org by selecting the Children and Teens tab and then selecting the School Age tab.
5. I agree to allow my child to go on walking field trips.
6. In the summer, when allowed by MSDE, I understand that my child will be participating in field trips and will be transported by school buses. I give permission for my child to participate in these field trips.
7. In the summer, I understand that my child may attend swimming field trips and that he/she will be required to demonstrate their swimming ability to the lifeguards and site staff. The lifeguards will determine whether each child may/may not swim in deep water based on the swimming test.
8. In the summer, I give permission for the Y staff to apply sunscreen or insect repellent (that I provide) to my child in hard-to-reach places that are exposed. I understand that my child may apply sunscreen or insect repellent to him/herself, but may not apply to another child. Each child must have his/her own sunscreen labeled with their name on the bottle and bag.

Printed Name of Parent/Guardian _____

Signature of Parent/Guardian _____

Date _____

Child(ren)'s Name(s) _____