

Before & After School Enrichment Program

at



2019-2020 School Year Parent Handbook

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YMCA of Frederick County

Before & After School Enrichment Phone Number List

George Guevara, Executive Director of Child Care	301-663-5131 x 1279
Diana Lewis, Director of the B.A.S.E. Program	301-663-5131 x 1269
Tammy DeGrange, Green Valley Child Care Director	301-607-6258
Green Valley, Kemptown	
Tabitha Alder, Regional Director	301-663-5131 x 1270
Centerville, Deer Crossing, Liberty, Oakdale, Spring Ridge, Sugarloaf @ Urbana, Twin Ridge	
Lauren Hawkins, Regional Director	301-663-5131 x 1234
Ballenger Creek, Butterfly Ridge, Monocacy, Myersville, Orchard Grove, Parkway, Thurmont, Valley,	
Christy Whittington, Regional Director	301-663-5131 x 1272
Carroll Manor, Glade, Lincoln, North Frederick, Tuscarora, Walkersville, Waverley, Whittier, Yellow Springs	
Wendy Cline, Billing Coordinator	301-663-5131 x 1276
Billing, Draft, Enrollment/Disenrollment	
Wendy McLean – Billing & CCS	301-663-5131 x 1263
Jill Slaughter – Financial Assistance	301-663-6131 x 1287

School Site	Cell Phone Number
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Ballenger Creek	301-748-4387
Butterfly Ridge	301-418-2747
Carroll Manor	301-748-4388
Centerville (Land Line)*	301-874-5492
Centerville (Cell)	301-748-0987
Deer Crossing	240-674-6218
Glade	301-748-4383
Green Valley	301-471-0429
Kemptown	301-748-4391
Liberty	240-674-6879
Lincoln	240-674-6845
Monocacy	301-748-4393
Myersville	301-748-9871
North Frederick	240-674-6216
Oakdale	301-748-9870
Orchard Grove	240-674-6214
Parkway	301-748-4397
Spring Ridge	301-748-4386
Thurmont	301-471-8346
Tuscarora	240-674-6849
Twin Ridge	240-674-6212
Urbana @ Sugarloaf	301-748-4399
Valley	301-748-4400
Walkersville	301-748-4401
Waverley	301-748-4403
Whittier (Land Line)*	301-732-6854
Whittier (Cell)	240-674-7719
Yellow Springs	301-748-4405

* Use Centerville and Whittier land lines during hours of operation.

YMCA Before & After School Enrichment Program **Parent Policies and Procedures**

Welcome to the YMCA Before & After School Enrichment Program! 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.

This handbook is designed to answer questions that you may have regarding the operation of the program. We hope that you thoroughly review this Parent Handbook and refer to it often throughout the school year. Please feel free to contact your Site Director or the Director and Regional Director(s) of the B.A.S.E. Program with any questions or concerns. We value your input and encourage constant communication.

To register for the program you will need to come to the Downtown Y. The YMCA staff will process the registration packet for the 2019-2020 school year. Copies of this can be obtained on our website or at the front desk.

Forms Required on the First Day of Attendance:

Several forms will require your attention **prior** to your child's start in the B.A.S.E. program. Among these are:

1. Child Health Inventory Record (including doctor's portion)
If doctor's portion is not complete, you must show proof that an appointment has been scheduled by giving us a copy of the appointment card.
2. Emergency Form
3. YMCA Behavior Management Policy

All of these forms must be completed and brought to the Director at your school site on the first day of attendance. **Please do not bring these forms to the Downtown Y. If your child attends in the afternoon only please make arrangements to get it to your site director in advance of the first day so that we have it on file for licensing.** If these forms are already on file at the site from the 2018-2019 school year, you may only have to update and initial them. Your Site Director will let you know what is needed.

We look forward to a fun and exciting year with your child!

Program Philosophy and 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 youth as a unique person with individual needs and interests and provide a range of activities accordingly.

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 opportunities that stimulate social 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. Seek parent input to ensure that our program complements the family institution.

Involve families in the program activities.

Meet or exceed the state-licensing requirements to ensure the highest quality of childcare.

Provide qualified, caring staff with ongoing training for continued growth as caregivers.

Monitor and appraise program continuously to ensure ongoing improvements.

Work in cooperation with the schools and other social agencies to maximize the programs' effectiveness.

Incorporate the programs and facilities of the YMCA branch to enhance the program.

Policies and Procedures

Absences

Parents are requested to contact the Site Director 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. The list of contact numbers is located in the front of this handbook.

If a child is absent from the program, **there is no refund or adjustment to the fees**. Full payment is due regardless of the number of days used.

Activities

The children will participate in a wide variety of activities during the program. This will include centers, organized games, sports, arts and crafts, and table games, as well as free choice activities and large group activities. When weather permits, we will go outdoors for free play and activities.

Allergies

If your child has allergies, please make note of it on the appropriate forms and make sure to tell the Site Director. In extreme cases or if you feel it is needed, we may need to set up a meeting to discuss how we can meet the needs of your child. If your child has an allergy to milk, we will need a doctor's note that reflects this. If your child requires a special diet or has many allergies to the many foods we serve, you may be asked to provide a snack for your child. We can provide a list of the snacks we serve and you may tell us which ones are all right for your child to have. The staff can give you our monthly menu to look over and cross out food items that your child may not have.

Babysitting

It is against YMCA policy for staff to babysit for children they have met through the program.

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. This policy is in accordance with the regulations of the Frederick County Public Schools and 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 at the number(s) provided on page 3.
- Children who bring personal cell phones are expected to keep such items turned off and concealed in their back packs. 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.

Children's Responsibilities

The Site Directors, using the YMCA Behavior Management Policy as a foundation, design site rules and consequences for behavior. The child's responsibility is defined within this structure. Please direct any questions regarding the site rules to your Site Director.

Communication

Each Site Director has a cell phone so that they can be reached, or messages can be left at any time during the day. (See phone list in the front of this handbook – page 3). If you need to reach any Director during the middle of the day, and you are unable to reach them by cell phone, you can call the Regional Director for your site or call ext. 1269 at the Downtown Y to leave a message. We will try to contact the appropriate person.

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 your 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.

Complaints and Compliments

When parents have any questions or concerns regarding the program, we encourage them to follow the procedures listed:

- Consult with the Site Director first regarding their child or the program issue.
- If unable to resolve an issue after initial consultation with the Site Director, contact the Regional Director(s) or the Director of the Before & After School Enrichment Program.
- The issue will be addressed promptly and a response will be given to parents either at a meeting or by phone.

Compliments can also be given to the staff at any time!!

Custody Information

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.

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. Children may bring a change of clothes and shoes.

Emergencies

If a medical emergency arises, the staff will first attempt to contact the parent/guardian. If he/she cannot be reached, the staff may contact the emergency contact person(s) listed on the emergency card. If the emergency is such that the child needs to be transported to the local hospital, a staff member will go with the child **ONLY IF THE STAFFING AT THE SITE PERMITS**. If staff cannot leave the site, the child will be transported in the care of emergency personnel and a manager will meet them at the hospital. The emergency contacts designated by the parent should be within 15 minutes of the school site whenever possible. **Be sure to keep the information on the emergency card current.**

All site directors have taken the Emergency Preparedness Training and have developed a site evacuation plan in the event there is a serious hazard at the site and the children must be evacuated. For a copy of this plan, please see your site director. These evacuation drills will be practiced twice throughout the year.

Enrollment Changes

All families must request all changes and/or disenrollments **IN WRITING** on the YMCA "Request to Disenroll/Transfer/Re-Enroll" form. **TWO WEEKS NOTICE MUST BE GIVEN FOR DISENROLLMENTS.** Billing changes will take effect two weeks from the date of notification. The forms will be available at your site, at the Downtown Y, and on our website at www.frederickymca.org on our Before & After School page. The form can be brought to the YMCA or faxed to the B.A.S.E. department at 301-663-1651, or emailed to wcline@frederickymca.org. **NO VERBAL REQUESTS TO ANY YMCA EMPLOYEE WILL BE HONORED.**

To transfer between sites or change the type of care received at a site: Simply fill out the "Request to Disenroll/Transfer/Re-Enroll" form. Changes will take effect within two weeks following receipt of the transfer form if space allows.

To disenroll: Billing will stop two weeks after the date of notification made to the YMCA in writing, so plan ahead! If your child stops attending without submitting the "Request to Disenroll/Transfer/Re-Enroll" form, you will continue to be billed. Telling the Site Director verbally or calling the YMCA is not an acceptable way to end care.

Once a child has been withdrawn, he/she will not be guaranteed re-entry at a later time; re-entry will depend upon space availability at that site.

To re-enroll: Check the appropriate box on the "Request to Disenroll/Transfer/Re-Enroll" form and pay the \$50 registration fee.

Food and Snacks

Wholesome snacks are provided every afternoon and in the mid-morning on school closing days when full day care is offered. Menus are designed using the regulations of the USDA and MSDE Office of Child Care.

We do not serve breakfast; however, parents may send breakfast with their child. Please be sure you provide everything your child will need to be able to eat (i.e. bowls, spoons, napkins, milk, etc.).

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

Forms

Copies of necessary health and emergency forms must be completed and returned to your Site Director ON THE FIRST DAY OF ATTENDANCE. If your child attends in the afternoon only please make arrangements to get it to your site director in advance of the first day so that we have it on file for licensing. (We cannot be responsible for forms mailed in or turned in to the Downtown Y or to the school.) The Site Director will also have forms throughout the year for your review and/or signature. These could include registration for full day/ holiday childcare, special programs registration or behavior reports. Look for notices on the sign in/out table. Please notify the Director immediately if there are any changes that need to be made on your child's forms.

Holidays

All YMCA B.A.S.E. sites will be closed the following weekday holidays during the 2019-2020 school year: Labor Day, Thanksgiving, the Friday after Thanksgiving, Christmas Day, New Year's Day and Memorial Day. (See attached "2019-2020 School Year Closings" at the back of this booklet).

Hours

All school sites open at 6:30 am and close at 6:30 pm.

Illness

Children cannot attend the program if they have any illnesses that threaten the health of the other children. The Department of Health Regulations concerning periods of infection will be enforced. If your child registers a fever of 100 degrees or higher, is vomiting, or requests to contact you for any reason, you will be contacted by the staff and required to make arrangements for the pickup of your child. Please do not bring a child that feels ill, has a fever, has recently vomited, has pink eye, nits, lice, etc. as we may have to call you shortly thereafter if any problems occur. Anytime your child feels ill, we will call you or your emergency contacts.

Children that develop signs of lice (nits) will not be allowed to attend the program until they have been treated. You will be required to present proof of treatment.

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 Fees

Staff members have other commitments after 6:30 pm. Children also get upset when their parents are late. If you find that you will not be able to arrive by 6:30 pm, please call the site and find someone to come in your place. Be certain that whoever picks up your child is listed on the emergency form and advise that person to present identification to the staff.

Late pickup fees will be assessed at the rate of **\$1.00 for each minute the child is not picked up after close of business (6:30pm)**. Late fees will be added to your childcare account. If you are on bank/credit card draft, your draft will be adjusted to cover these fees. If you pay weekly, please include the late fees with your next week of tuition. After the 3rd late pick up (either paid or unpaid), your child may no longer be able to attend the program and you will have to meet with the Regional Director at the Downtown Y to have your child reinstated into the program.

Licensing

All YMCA Before & After School Enrichment sites hold current licenses from the Maryland State Department of Education Office of Child Care and abide by the regulations of that department. Any parent may request to view a copy of these regulations from their Site Director.

Lost and Found

Each child will be responsible for the care and maintenance of his/her personal belongings. Please label all items that your child may be bringing. Lost and Found boxes are maintained at each site. After a few weeks, items remaining at the YMCA are given to the school lost and found or charity.

Medications

Medication can only be administered at the site if accompanied by the Medication Administration Authorization form that has been signed by both the physician and parent/guardian. Medication must be in its original container with the information on the label. We cannot administer the first dose of new medication per licensing requirements. You can obtain a medication form from your site director or online at www.frederickymca.org (under the Forms & Documents page). We cannot accept the medication form from FCPS per licensing requirements.

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 Site Director.

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.

Parent Rights and Responsibilities

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. This pamphlet is available on the Maryland State Department of Education's website. There is also a copy of this in the front of the sign in/out book on the parent table.

Payment/Payment Options/Non-Sufficient Funds Procedure

A returned draft fee will be assessed to both checking account and credit card drafts. If your check/ACH draft or credit/debit card auto withdrawal is returned unpaid, it will be collected electronically and you will be assessed a minimum fee of \$25.00 (or the maximum amount allowed by law). Check writer/card holder is also responsible for all other collection costs. Upon the third return draft the account will be changed to semi-monthly.

All questions concerning billing can be referred to the YMCA Child Care Billing. You can email collections@frederickymca.org or call

Wendy Cline – 301-663-5131 ext. 1279 or wcline@frederickymca.org

Wendy McLean – 301-663-5131 ext. 1263 or wmclean@frederickymca.org

Monthly Statements

Monthly statements will be sent via email. If you are not receiving a monthly statement via email, and wish to have one, please call 301-663-5131, x 1276 or 1263.

Tax Information:

At your request, the YMCA will provide you with a year-end statement of childcare services for tax purposes. These will be emailed out in January. If you do not receive one, please call 301-663-5131 ext. 1276 or ext. 1263. The YMCA's federal tax identification number is 52-060-7953.

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. At the end of the school year, items not collected will be donated. The YMCA will not be responsible for personal items that are brought to the program.

Schedule

TYPICAL DAILY SCHEDULE

BEFORE SCHOOL (AM)

6:30 am – 7:30 am – Child Choice Activities

7:30 am – 8:15 am – Physical Activity – Group Game

8:15 am – 8:30 am – Clean up, Attendance, Prepare for school

AFTER SCHOOL (PM)

- 3:00/3:30 pm – 4:00 pm – Attendance, Announcements and Snack
- 4:00 pm – 4:30 pm – Homework Support Time
- 4:30 pm – 5:00 pm – Outdoor Games / Activities
- 5:00 pm – 6:00 pm – Whole Group Activities
- 6:00 pm – 6:30 pm – Child Choice Activities and Clean Up

Scholarships

Child Care Scholarships (formerly POC) are available to those who qualify from the Maryland State Department of Education. For more information and to apply please visit www.msde.maryland.gov. Please allow time 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 your vouchers.

Parents may apply for a YMCA scholarship upon receipt of a denial or waitlist letter from their child care scholarship application. Along with the application, parents need to provide a copy of the denial or waitlist letter, their 2018 Federal tax return, four recent pay stubs for all adults living in the household, court orders or other child support information, and information about government assistance they are receiving. In addition, a meal benefit application needs to be submitted with the application packet. Only parents who work 30 or more hours a week and fall within specific income ranges will qualify. Applicants must not have any balances past due and must stay in good financial standing to maintain their scholarships. Applications are available at the Downtown Y and online at www.frederickymca.org.

SCHOOL CLOSINGS - For Inclement Weather:

- **Schools Open Late:** If schools open 1 or 2 hours late, all Before & After School Enrichment sites will open at 8:00am. This is to allow school staff time to clear sidewalks, and the YMCA staff time to arrive safely. There are no additional fees for late opening days. Children enrolled in Before Only or Before & After (including Part-time) may attend. Children who are enrolled in After Only may not attend.
- **Schools Close Early:** If schools close early due to inclement weather, YMCA staff will be at the regular school sites when the children are dismissed if the code FCPS is under allows us. We stay at the sites until our normal closing time (6:30pm) unless conditions become extremely hazardous, in which case parents are called and asked to pick up children within a two-hour time frame. There are no additional fees for early closing days. Children who are enrolled in After Only or Before & After (including Part-time) may attend. Children who are enrolled in Before Only may not attend.
- **Schools Closed All Day:** If an announcement for snow closing is made in the morning before school starts, the YMCA will operate at **DESIGNATED** snow sites, opening at 8:00 am and closing at 6:30pm, unless extremely hazardous conditions cause us to close earlier, in which case parents are called and asked to pick up children within a two-hour time frame. In the event of inclement weather parents must:
 - Refer to the YMCA Inclement Weather Policy for additional details. This can be found at www.frederickymca.org.
 - Bring your child to one of the designated snow day sites. Sites are listed in the Inclement Weather Policy. Opening is at 8:00 am.

- Sign a form agreeing to pay a special fee of \$40 per child per day for care on these days, per the Inclement Weather Policy.
- Bring a lunch. Snacks will be provided.
- Send appropriate clothing for indoor and possibly outdoor play.
- Ensure that the child's name is on all belongings.
- Be prepared to give emergency contact numbers for yourself and 1-2 other people.

SCHOOL CLOSINGS - For Other Types of Closings:

Parents must pre-register and pre-pay for these days at the Downtown Y or online. Space may be limited and is available on a first-registered, first served basis.

- Half-Day Closings for Conferences and for Teacher Work Sessions: All children registered in the Before & After School Enrichment program are eligible to sign up for those extra middle-of-the-day hours at their regular school sites. There is no extra charge for these days, however, parents must sign using the pre-registration sign-up sheet located at each individual site.
- Full Day Closings for School Staff Development/Holidays: During the school year when schools are closed due to staff days or some holidays, the YMCA operates at **SELECTED** school sites from 6:30 am to 6:30 pm. Pre-registration and pre-payment are required.
- See "2019-2020 School Year Closings" chart at the back of the book.
- See "HOLIDAYS" section of this handbook.

We will supply pre-registration forms for Half Days and Full Days approximately 2 weeks in advance of any special days of care. Payments for the full days must be made at the Downtown Y or online at www.frederickymca.org prior to the registration deadline.

- Emergency Closings: If schools are closed early due to any other type of emergency, YMCA staff will be at the regular sites to meet the children, if the color code that FCPS is under allows; however, all parents and/or emergency contact persons may be called for immediate pickup. There will be no fee reimbursement for these emergency closings as indicated in your parent agreement.

Fees for Full and Half Day Closings:

- **HALF-DAYS - No Additional fee; included in regular tuition payment.**
- **FULL-DAYS - \$40/day - POC recipients pay half. YMCA scholarship recipients pay in full.**
- **There will be no refunds or credits applied to the monthly or semi-monthly tuitions because of school closings.**

Sign In/Sign Out – Release of Children

Parents must come inside to sign children in and out. Parents must formally put their children into our care, and we must release them to an authorized person at the end of the day.

A person who is age 16 or older may be designated on the emergency card to sign children in or out. Please make sure that your emergency card information is complete and up to date so that difficulties do not arise when you need assistance with pickup. **Please inform the person(s) that you designate that the staff will**

require identification from them. The goal is to provide maximum protection for your child.

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 the child, or information about the child, to either parent.

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 Regional Director, Site Director 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. We will support your child's IEP if you share 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.

Staffing

Sites are staffed according to the state licensing ratio of 1:15 for grades K-5. Sites licensed for up to 30 children have a Site Director and one additional staff member, usually an Aide. Sites licensed for up to 45 children have a Site Director and two additional staff members, usually a Child Care Teacher and an Aide. Sites licensed for up to 60 children have four staff members, usually a Director, Child Care Teacher, and two Aides. 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 the staff attends an annual Code of Conduct training and a blood borne pathogens training.

**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.
 - b. Offering positive suggestions.
 - c. Redirecting to a different behavior or activity.
 - d. Providing encouragement.
 - e. Discussing the situation and why the rule is needed.
 - f. Giving positive attention frequently.
 - g. Developing rules with the children.
 - h. Setting up a program that is suitable for the ages and needs of the children.
 - i. Providing appropriate consequences.
 - j. Offering choices and interesting activities.
 - k. Using age appropriate "time out", to allow for a cool down and time to think of better ways to handle problems.
 - l. Removing privileges.
- II. Children and their parents must accept that the YMCA School Age Child Care, Preschool, and Child Development Center 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.
 - b. The director or teacher will document the behaviors on a behavior report and review with parents.
 - c. The director or teacher will develop a plan for behavior management.
 - d. The director or teacher will review the plan with the parents and request suggestions and support.
- IV. Should satisfactory progress not be made:
 - a. The child may be suspended from the program for 1 to 3 days.
 - b. A conference with the parents may be required before the child may return.
 - c. Parents will be advised that if the behavior in question occurs again, they must have someone pick up the child immediately.
- V. Should a child not be able to adapt to our program, he/she may be removed from the program, with up to a two-week period allowed for the parents to find alternate care.
- VI. Major offenses may result in immediate suspension and/or expulsion from the program. If a parent cannot be reached, we will call the emergency contacts. The CEO of the YMCA or designee will be consulted and a YMCA Incident/Accident report will be filed per YMCA procedures. 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. Physical restraint of an out of control child may be required in extremely limited circumstances to protect the child, other children, or staff. If physical restraint is used, the parent/guardian will be notified immediately. In addition, the incident will be documented on an official Incident/Accident form and reported as per YMCA procedures.
- VIII. 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.

I HAVE READ THE YMCA BEHAVIOR MANAGEMENT POLICY AND AGREE TO ALL THE RULES AND REGULATIONS.

Parent Signature

Date

Revised 03/04/2010

2019-2020 School Year – School Closings

B.A.S.E. & YMCA Hours of Operation – (subject to change)

<u>Date</u>	<u>Day</u>	<u>Schools</u>	<u>B.A.S.E.</u>	<u>Downtown Y</u>
September				
2	Labor Day	Closed	Closed	Closed
20	Fair Day	Closed	Open*	Open
October				
8	Teacher Work Session	2 Hr. Early Dismissal	Open ½ day schedule	Open
9	Yom Kippur	Closed	Open*	Open
23	Conferences	Open in PM	Open ½ day schedule	Open
24	Conferences	Open in PM	Open ½ day schedule	Open
25	Conferences	Open in AM	Open ½ day schedule	Open
November				
8	Teacher Work Day	Closed	Open*	Open
27	Thanksgiving Break	Closed	Open*	Open
28	Thanksgiving Day	Closed	Closed	Closed
29	Thanksgiving Break	Closed	Closed	Open
December				
20	Teacher Work Session	2 Hr. Early Dismissal	Open ½ day schedule	Open
23-31	Winter Break	Closed	23 Open 1 site*	23 Open
			24 Open 1 site*	24 Open
			25 Closed	25 Closed
			26 Open 1 site*	26 Open
			27 Open 1 site*	27 Open
			30 Open 1 site*	30 Open
			31 Open 1 site*	31 Open
January				
1	New Year's Day	Closed	Closed	Closed
20	Dr. Martin Luther King, Jr. Day	Closed	Open*	Open
29	Teacher Work Day	Closed	Open*	Open
February				
14	Teacher Work Session	2 Hr. Early Dismissal	Open ½ day schedule	Open
17	Presidents' Day	Closed	Open*	Open
March				
4	Teacher Work Session	2 Hr. Early Dismissal	Open ½ day schedule	Open
April				
8	Teacher Work Session	2 Hr. Early Dismissal	Open ½ day schedule	Open
9	Teacher Work Day	Closed	Open*	Open
10	Good Friday	Closed	Open*	Open
13	Spring Break	Closed	Open*	Open
28	Primary Election Day	Closed	Open*	Open
May				
25	Memorial Day	Closed	Closed	Closed
June				
22	Last Day of School	2 Hr Early Dismissal	Open ½ day schedule	Open

* Open at selected sites only, by special pre-registration.

Child Care Handbook Parent Policies & Procedures

YMCA Before & After School Enrichment Program 2019-2020 School Year Parent Acknowledgement

I have been notified that the Frederick County YMCA Before & After School Enrichment program's Parent Handbook for the 2019-2020 school year, which contains the policies and procedures for the program, is available on-line. I am aware that I can request a hard copy of this document. I understand that it is my responsibility to contact the Site Director, Regional Director(s) or Director of Before & After School Enrichment with any questions or concerns I may have regarding the information contained in this handbook. I will abide by the policies and procedures set within.

Signature of Parent/Guardian

Date

Printed Name of Parent/Guardian _____

Child(ren)'s Name(s) _____

I understand that "A Parent's Guide to Regulated Child Care" informs me as a parent of my rights and responsibilities as a consumer and I know that it is located in the front of the sign in/out book on the parent table.

Initials of Parent/Guardian

Date

I will read the HALF DAY MEMO that is available on-line. I am aware that I can request a hard copy of this document and I understand the procedures for Half Day registrations.

Initials of Parent/Guardian

Date

I will read the Inclement Weather & Emergency Procedures that is available on-line. I am aware that I can request a hard copy of this document and understand the procedures.

Initials of Parent/Guardian

Date