



YMCA School Age Program

**2025-2026 School Year
& Summer 2026
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. We believe in teaching children the importance of developing physical fitness habits at a young age. Each day, children will be provided with a minimum of 30 minutes of physical activity through active outdoor/indoor play. During the summer, children will have a minimum of 60 minutes each day.

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,

Kimberley Ramage
Director of BASE Programs
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1. WELCOME & PROGRAM OVERVIEW

1.1 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.

1.2 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.

1.3 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.

2. ENROLLMENT & REGISTRATION

2.1 Admission and Registration Process

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.

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

- Behavior Management Policy
- Parent Handbook
- Inclement weather policy

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 register online and pay the non-refundable registration fee when registration opens.

BASE Summer Camp Registration

For the BASE Summer Fun Camp, a \$30 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 Summer Camp Cancellation Policy and YMCA financial aid recipients.

All Day Out Registration

The YMCA offers full-day care for school-age children on select FCPS closure days, as well as inclement weather days, known as *All Day Outs*. These programs are not included in BASE tuition and require separate registration - online or in person.

Daily Rate: \$45 per child

- Open To: All school-age children, regardless of BASE enrollment
- Locations: Natelli Family Y, Y Arts Center, and Y Sports Warehouse
- Hours: 7:00 AM – 6:00 PM

How to Register: Families must register in advance through our online registration portal for each desired All Day Out date. Space is limited and filled on a first-come, first-served basis.

2025–2026 All Day Out Dates (Any dates not listed, we are closed): 9/23, 10/2, 10/17, 10/28, 11/26, 11/28, 12/22, 12/23, 12/26, 12/29, 12/30, 1/2, 1/19, 1/20, 2/16, 3/20, 4/6, 4/7, 4/8, 4/9, 4/10, 4/30, 5/27

2.2 Required Forms

The following forms must be completed and on file at the site before your child can start in the program. In addition, these forms must be completed on an annual basis.

- Emergency Card: [Emergency Form occ 1214](#)
- Health Inventory Form (*Part 1 is completed by parent, Part 2 by a doctor*): [Health Inventory](#)
- Immunization Certificate: [Maryland Department Of Health And Mental Hygiene Immunization Certificate](#)
- Lead Test: [Maryland Department Of Health Blood Lead Testing Certificate](#)
- Medication Administration (*We cannot accept the form used by FCPS*): [Maryland State Department Of Education Office Of Child Care - Medication Administration Authorization Form](#)

The following medical forms are only required if your child has a diagnosed condition that necessitates medication or a specific care plan while in our program. If your child does not have any of the listed conditions, these forms are not needed.

- Asthma Action Plan & Medication Form: [Asthma Action Plan And Medication Administration Authorization Form](#)
- Allergy And Anaphylaxis Medication Administration Authorization Plan: [Maryland State Department Of Education Office Of Child Care - Allergy And Anaphylaxis Medication Administration Authorization Plan](#)
- Seizure/Convulsion/Epilepsy Disorder & Medication Form: [Maryland State Department Of Education Office Of Child Care -Seizure/Convulsion/Epilepsy Disorder Medication Administration Authorization Form](#)

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 [Emergency Form occ 1214](#). 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.

2.3 Enrollment Changes & Withdrawals

All enrollment changes and/or dis-enrollments **MUST BE SUBMITTED THROUGH THE PORTAL OR CONTACT CHILDCARE BUSINESS VIA EMAIL**. 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.

Parents may withdraw a child from the BASE program at any time. A 2-week written notice is required during the school year. For the summer, the following policy applies: "When cancelled by the participant, a request properly submitted 21 calendar days prior to the Monday of the week within which the program session starts will receive a full refund, minus deposit. When cancelled by the participant, a request properly submitted 8-20 calendar days prior to the Monday of the week within which the program session starts will receive a 50% refund or 100% YMCA Account Credit, based on

the participant's preference minus the deposit. A request submitted 7 or less days prior to the Monday of the week in which the program session starts will not be eligible for a refund. Registration fees for all camps are non refundable."

Parents not giving proper notice will still be responsible for tuition.

2.4 Scholarships & Financial Assistance

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://family.childcareportals.org>. Please allow up to 30 days for a response. You will be notified once the application has been reviewed and if you qualify for a scholarship, you will have 15 days to issue the scholarship to a center through your portal. If you need the license number for the center, please contact the child care business office at childcarebusiness@frederickymca.org or visit our website

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. 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.

1. Please go to www.frederickymca.org
2. Scroll to the bottom of the page and click on "Contact Us".
3. This will lead you to the contact page. You will see a blue button that says "Click here to fill out a form with your request".
4. Please fill out all of the information and our Admin team will get back to you.

FOR ANY BILLING OR ENROLLMENT ISSUES CONTACT childcarebusiness@frederickymca.org.

3. PROGRAM STRUCTURE

3.1 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.

Location	Morning Hours	Afternoon Hours
Ballenger Creek Elementary	6:30 - 8:45 AM	3:45 - 6:30 PM
Blue Heron Elementary	6:30 - 8:45 AM	3:45 - 6:30 PM
Butterfly Ridge Elementary	6:30 - 8:30 AM	3:30 - 6:30 PM
Carroll Manor Elementary	6:30 - 8:45 AM	3:45 - 6:30 PM
Centerville Elementary	6:30 - 8:30 AM	3:30 - 6:30 PM
Deer Crossing Elementary	6:30 - 8:30 AM	3:30 - 6:30 PM
Green Valley Elementary	6:30 - 8:30 AM	3:15 - 6:30 PM
Kempton Elementary	6:30 - 8:30 AM	3:30 - 6:30 PM
Lincoln Elementary	6:30 - 8:30 AM	3:30 - 6:30 PM
Monocacy Elementary	6:30 - 8:45 AM	3:45 - 6:30 PM
North Frederick Elementary	6:30 - 8:00 AM	3:00 - 6:30 PM
Oakdale Elementary	6:30 - 8:45 AM	3:45 - 6:30 PM
Orchard Grove Elementary	6:30 - 8:30 AM	3:30 - 6:30 PM
Parkway Elementary	6:30 - 8:30 AM	3:30 - 6:30 PM
Spring Ridge Elementary	6:30 - 8:45 AM	3:45 - 6:30 PM
Sugarloaf Elementary	6:30 - 8:30 AM	3:30 - 6:30 PM
Tuscarora Elementary	6:30 - 8:30 AM	3:30 - 6:30 PM
Twin Ridge Elementary	6:30 - 8:30 AM	3:30 - 6:30 PM
Urbana Elementary	6:30 - 8:45 AM	3:45 - 6:30 PM
Valley Elementary	6:30 - 8:30 AM	3:30 - 6:30 PM
Walkersville Elementary	6:30 - 8:30 AM	3:30 - 6:30 PM
Waverley Elementary	6:30 - 8:45 AM	3:45 - 6:30 PM
Whittier Elementary	6:30 - 8:30 AM	3:30 - 6:30 PM
Yellow Springs Elementary	6:30 - 8:45 AM	3:45 - 6:30 PM

3.2 Sample Daily Schedule

Time	Activity	Purpose & Notes
3:30–3:40 PM	Huddle Up & Mindfulness Moment	Combined group check-in, announcements, and a calming breath/stretch activity.
3:40–4:00 PM	Snack & Open Choice	Healthy snacks + relaxed activities (board games, books, coloring).
4:00–4:35 PM	Active Play (Outdoor/Gym)	Sports, relay races, obstacle courses, tag, or free play.
4:35–5:15 PM	Weekly Alternating Block	Week 1 & 3 – Curriculum Kits Week 2 & 4 – Clubs
5:15–6:10 PM	Station Rotations	Arts & Crafts • Board Games • STEAM • Sensory Corner • Homework
6:10–6:30 PM	Wind-Down & Site Choice	Journals, puzzles, cleanup help, and quiet time.

3.3 Curriculum Overview

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 mini clubs every other week. Weekly lesson plans will be posted on the parent board.

The children will participate in a variety of activities. This will include 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.

3.4 Permission Slips

Parents will be notified of special events in advance. Permission slips will be required for special field trips, if any, that are outside of the permission you give through the signing of the parent handbook.

4. HEALTH & SAFETY POLICIES

4.1 Illness & Injury

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 staff know that your child will not be attending. You may call and leave a message with the site director, 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 is not feeling well, they may pose a risk of spreading illness to others. To help minimize exposure and maintain a healthy environment for all children and staff, please keep your child home when symptoms of illness are present. 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 100.4 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. If you are contacted to pick up your child, please do so promptly. If you are unavailable, an authorized emergency contact must be notified and arrive as soon as possible.

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.

In accordance with health and licensing regulations, if your child is absent due to illness for three or more consecutive days, a doctor's note is required upon their return, clearing them to participate in group care.

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

teachers.

Injury

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.

4.2 Medication Policy

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 [Maryland State Department of Education Office of Child Care - Medication Administration Authorization Form](#) 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 has asthma, the following form will need to be completed by your child's doctor.

- [Asthma Action Plan and Medication Administration Authorization Form](#)

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

- [Maryland State Department of Education Office of Child Care - Allergy and Anaphylaxis Medication Administration Authorization Plan](#)

4.3 Allergies & Food Safety

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 and Anaphylaxis Medication Administration Authorization Plan completed by your child's doctor.

- [Maryland State Department of Education Office of Child Care - Allergy and Anaphylaxis Medication Administration Authorization Plan](#)

Please include a photo of your child with the form. Along with the picture will be a list of his/her allergies so that any staff who work with your child 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 may feel more comfortable providing their 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 snack menu to look over and cross out food items that your child may not have.

4.4 Emergency Closures & Drills

In the case of inclement weather, see our [Inclement Weather Policy](#), which is updated annually by October 1st with the latest information.

Snow Days: When the school is closed due to inclement weather, the Y will open at the *All Day Out* locations - Nateli and the Y Arts Center.

We will have a practice fire drill once a month. We will also practice 2 other emergency /disaster drills per school year. One of those drills will be a "Shelter in place" drill. During this drill the children practice staying in the building away from the windows for a severe weather drill.

4.5 Cleanliness & Sanitation

To prevent the spread of illness and maintain a healthy environment, all toys and equipment are sanitized and disinfected as needed throughout the day. In addition, all program areas and sites are cleaned daily. Sanitization procedures follow the timelines and protocols outlined by the Maryland Office of Child Care (OCC) to ensure compliance with state health and safety standards.

4.6 Sunscreen & Insect Repellent

Each child who will be using sunscreen and/or insect repellent must have a **Topical Ointment Authorization Form** signed and on file prior to use. Families must provide their own sunscreen and/or insect repellent, labeled clearly with the child's full name and date of birth and enclosed in a labeled ziplock bag.

Children are not permitted to share sunscreen or insect repellent under any circumstances. They may apply these products to themselves but may not apply them to other children.

4.7 Special Needs Accommodations

If your child has special needs or any special health concerns, 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 family interview form 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 504 plan 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 Child Care Director or the Social Emotional Well Being Director. 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.

4.8 Law Enforcement & ICE Protocol

The YMCA of Frederick County has a clear protocol in place for responding to any law enforcement or Immigration & Customs Enforcement (ICE) encounters on site. In such cases, our highest priority is the safety and well-being of the children in our care.

Staff are trained to respond calmly, involve only designated leadership personnel, and contact families if any child is affected or if the situation requires notification. We do not allow entrance into private areas or release information without proper judicial documentation. A full version of our Emergency Response Protocol is available upon request.

5. DAILY PROCEDURES

5.1 Arrival & Departure

Arrival

For the safety of all children, **each child must be signed in and out daily by an authorized individual age 16 or older**. Children are not permitted to enter or exit the program area without being accompanied by an approved adult. This policy helps ensure proper supervision and accountability during arrival.

When a name-to-face attendance check is conducted at the start of the afternoon session, and a child's whereabouts cannot be confirmed, YMCA staff will first contact school administrative personnel to verify the child's status. If the child remains unaccounted for, we will then immediately contact the parent or guardian to ensure the child's safety and determine next steps.

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.

5.2 Absences

Parents are asked to notify the center when their child will be absent from the program. We will follow up on 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.

If your child will participate in an extracurricular activity during BASE hours, written notice must be provided in advance. Children may return to the BASE program after the activity only if they are accompanied by a parent/guardian or escorted by a designated school staff member. Prior approval from YMCA staff is required in all cases to ensure appropriate supervision and transitions.

5.3 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 site to let the staff know you are on your way. If you find you will not be able to arrive by 6:30 p.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.

5.4 Lunches, Snacks & Celebrations

Lunch- All Day Outs / Inclement Weather

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.

Snack

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. Any food from home is monitored and supplemented when necessary to provide a nutritious, balanced meal.

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

Phone Number: (410) 767-0426

Celebrations

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.

5.5 Dress Code

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.

5.6 Personal 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.).

5.7 Cell Phones & Electronics

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.

6. BEHAVIOR & EXPECTATIONS

6.1 Behavior Management Philosophy

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.

6.2 Discipline Policy

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 agreements with the children.
 - d. Discussing the situation and why the agreement 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 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.

7. COMMUNICATION & FAMILY ENGAGEMENT

7.1 Parent 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 contact:

- Director of BASE Programs
 - Kimberley Ramage kramage@frederickymca.org | 301-788-0474
- Community Coordinators
 - Jill Jones jjones@frederickymca.org
 - Christy Whittington cwhittington@frederickymca.org
- Child Care Business Dept: Childcarebusiness@frederickymca.org

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.

7.2 Conferences

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.

7.3 Parent Participation

Parent involvement and participation in the program is encouraged. Any parent interested in participating should inform the Center Staff and contact Stacy Moler. All volunteers will go through Volunteer Matters.

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 seminars and informational are also available.

7.4 Complaints & Concerns

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 your site's

Community Coordinator, then the Director of the Child Care 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.

7.5 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. You must provide a list of any authorized people that are able to pick up your child(ren). 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.

7.6 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 at any time throughout the year to jjones@frederickymca.org, mbarton@frederickymca.org and cwhittington@frederickymca.org. 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.

7.7 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.

8. STAFF & SUPERVISION

8.1 Staff Training & Ratios

Sites 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.

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

- Ages 5-12 1:15

8.2 Babysitting Policy

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.

8.3 Child Abuse & Neglect Reporting

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

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

- Director of BASE Programs
 - Kimberley Ramage kramage@frederickymca.org | 301-788-0474
- Community Coordinators
 - Jill Jones jjones@frederickymca.org
 - Christy Whittington cwhittington@frederickymca.org
- Child Care Business Dept: Childcarebusiness@frederickymca.org

9. FINANCIAL INFORMATION

9.1 Payment Policies

9.2 Returned Payment Fees

All childcare accounts are set up on 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 childcarebusiness@frederickymca.org. You may also make changes in your YMCA 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.)

9.3 Tax Statements & FSA

Account & Tax 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 Records 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 childcarebusiness@frederickymca.org. Our tax ID number is 52-0607953.

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.

FOR ANY BILLING OR ENROLLMENT ISSUES CONTACT childcarebusiness@frederickymca.org.

10. ADDITIONAL POLICIES

10.1 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 facilitate learning through use of "interactive" technology throughout the year when teaching the children about content areas 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.

10.2 Transportation

Parents/guardians are responsible for transporting children to and from the BASE site. The Y utilizes our buses in the summer for field trips. Signed Permission Slip waiver 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.

10.3 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. All volunteers have to go through the Volunteer Matters process.

10.4 Insurance

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

10.5 Holidays & Vacation Policy

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 1, 2025 - Labor Day
- November 27th - Thanksgiving Day
- December 24 & 25, 2025 - Christmas Eve and Christmas Day
- January 1, 2026 - New Year's Day

- May 25, 2026 - Memorial Day
- July 4, 2026 - Independence Day

Vacation

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.

Thank you for taking the time to review our policies and procedures. We appreciate your support and look forward to working with you and your family.

YMCA 2025-2026 Parent Handbook Acknowledgement and Permission Form

1. I have been notified that the Frederick County YMCA School Age Parent Handbook 2025-2026, 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 the refund policies for the program and will adhere to the deadlines required to cancel or transfer my child's enrollment.
3. 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
4. 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.
5. 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 Aged BASE tab.
6. I agree to allow my child to go on walking field trips.
7. 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.
8. 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.
9. 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 _____ Date _____

Signature of Parent/Guardian _____

Child(ren)'s Name(s) _____