



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

2020-2021

PARENT HANDBOOK

AFTER SCHOOL CARE
ATHENS-MCMINN FAMILY YMCA

Our Mission: To put christian principles into practice to build a healthy spirit, mind and body for all.

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ADMISSION/ENROLLMENT

- The Athens-McMinn Family YMCA provides safe, quality care at the YMCA.
- Any student attending the specific school location where the Athens-McMinn Family YMCA picks up can enroll. The ages we serve at each location will be based on the ages attending that specific school. Ages vary from 4 years to 14 years.
- The YMCA reserves the right to close/combine sites based on school accessibility and enrollment.
- When you register your child in the After School Care program, you are securing the availability of care for the entire school year; therefore, you are responsible for the weekly fees regardless of attendance.
- To register your child for After School Care, you must register online, sign the permission statement, complete the Draft Agreement and submit your registration fee.
- Once your child is registered, the following items must be completed before your child attend After School Care:
 - ◊ Child Information Form completed and signed.
 - ◊ Vaccination Forms on file.
 - ◊ For children attending Pre-K programs, a Tennessee Certificate of Immunization must be completed.
- A new registration form/online registration and Child Information Form must be completed for each new program (Fall and Summer).
- Immunization forms must be up to date and on file at the YMCA. You will receive a Summer Parent Handbook with specific information about summer care.
- All weekly fees are to be paid—either online at athensmcminnymca.org or by a scheduled weekly/monthly draft—in advance of service. Fees are due by 6 p.m. on the Friday prior to attendance for the following week. A \$5 late fee will be assessed for payments made after 6 p.m. on Friday (see “Fee Policies”).

- To ensure the ASC program is a good fit for your after care needs, we extend a two-week trial period for all new enrollees, during which you may unenroll your child at any time. Registration and weekly fees apply
- We reserve the right to request withdrawal of a child during or after the trial period if one or more of the following conditions exists: (1) the child is not participating in or benefiting from the program; (2) the staff cannot provide adequate or safe care for the child; (3) the staff cannot provide adequate or safe care to other enrolled students due to the needs of this child.
- After the two-week trial period expires, a two-week advance written notice is required before leaving the program at the parent's request. Parents are responsible for fees during these two weeks (see "Withdrawal From the Site/Program").
- Parents should update all information—including additional medical information and/or a change in address, telephone numbers or family situations—at the time of change. Please check every six months to make sure all information is correct.
- The YMCA discourages kids from bringing toys, electronic devices and/or items from home. The YMCA is not responsible for broken, lost or stolen items.
- The Tennessee Department of Children's Services (DCS) requires child care centers—including YMCA After School Care—to have a written policy regarding intoxicated adults or adults who display behavior which may place the child(ren) in immediate risk when picking up. Children shall not be released to anyone a reasonable person may conclude would place a child at imminent risk. A child may be released if it is reasonably believed a refusal to release that child could place staff or other children at imminent risk. Should such an incident arise, emergency personnel must and will be contacted immediately.

NON DISCRIMINATION STATEMENT

- YMCA After School Care ("YMCA") will not discriminate against any individual on the basis of disability with regard to the full and equal enjoyment of the goods and services of the YMCA. YMCA will also not discriminate against any individual because of the known disability of an individual with whom such person is known to have a relationship or association.
- YMCA will make reasonable modifications in its policies, practices, or procedures when such modifications are necessary to afford its childcare services and facilities to children with disabilities, including children with Autism Spectrum Disorder, unless the modifications would fundamentally alter the nature of its services or facilities.
- YMCA will take such reasonable steps as may be necessary to ensure that no individual with a disability is excluded, denied services, segregated or otherwise treated differently than other individuals because of the absence of auxiliary aids and services.

CHILDREN WITH SPECIAL NEEDS

- We are committed to creating an environment where all children thrive, including children with special needs. A child with special needs is one whom it has been determined requires special attention and/or accommodations that other children in a group setting do not require. These determinations may be based on physical, cognitive or behavioral challenges that the child may face. Our program specializes in group child care and is an inclusive school age program that recognizes each child's uniqueness. Our desire is to work with every child and family so that their child succeeds in our program. We will make reasonable accommodations in our program toward that goal, but we must note that there are some circumstances where we cannot effectively meet the needs of a child.

- Parents are required to complete the “Special Needs Form” in order to help us learn about your child’s special needs and their ability to manage everyday tasks or situations that are common in our school age program. The form should be submitted to matt@athensmcminnymca.org with the child’s school listed in the subject line. A Program specialist will contact the parent to review the form. Through this process, YMCA staff will make a determination of whether or not the child needs one-to-one care and what program accommodations can be made. Based on its current funding levels, the Athens-McMinn Family YMCA is not able to provide one-to-one staffing. This does not mean that children who require such care are excluded from the program, but only that the Athens-McMinn Family YMCA cannot provide additional staff to meet that need. Where providing one-on-one-care would allow the child to reasonably participate in the program, parents have the option of providing one-to-one care at their expense.

FEE POLICIES

- A non-refundable registration fee is required at the time of enrollment.
- To determine our fees each school year, we review the school calendars for each of the districts we serve to determine the anticipated total number of days we will provide care. We consider school year start dates, Fall Break, Winter Break, Spring Break and other abbreviated weeks. We then set a fee schedule for the year based on the costs associated with operating our program—staffing, Affordable Care Act, supplies, etc. Fees may be adjusted with changes to the school calendar of which we have advance notice.
- There are three types of services requiring fees in ASC: **Regular Weekly Care** (After School Care), **All-Day Outs** (Teacher In-Service, Teacher Planning, etc), **Spring/Fall Break/Winter Break**.

- **Regular Weekly Care**—Once you enroll your child in ASC, you are reserving a space for that child for the entire school year. Payment for the services you register for will be expected regardless of attendance.
- At the beginning of the school year, a Calendar of Fees specific to ASC will be available online at athensmcminnymca.org. This will list the fees for the school year, which are aligned to the school system calendar. Please keep this document for your reference throughout the school year.
- **Regular Weekly Fees**—Fees are due at 6 p.m. on Friday prior to attending ASC the following week. A \$5 late fee is assessed each week for fees not received by 6 p.m. Friday for the upcoming week.
- Unless noted on the Calendar of Fees, the fees for each full week of care are expected by 6 p.m. each Friday before attending the next week of ASC.
- A full week of care is considered a minimum of three days of normal ASC after care in a calendar week.
- ASC fees must be paid during the weeks where there are snow days, holidays and child absences. These fees will not be pro-rated or credited.
- Parents may receive credit for up to two weeks of missed attendance with either advance notice or a doctor’s note (see “Sickness/Vacation Credit”). A “week” of credit is 5 consecutive days (no partial week credit/pro-rate).
- **Legal Holidays**—There is no reduction in your weekly fee for legal holidays. Fees are computed on a full-week basis.
- **Sibling Discount**—Parents with more than one child enrolled in the program will receive a discount on a second child and all subsequent children who enroll during the same school year program.
- **Fees for winter/spring break and all other “school’s out” days will not be drafted automatically.** You must register separately in advance and pay online at athensmcminnymca.org. You must register in advance for **Spring/Fall/Winter Break Care**. Because

these days are scheduled in the school calendar and we can plan for them, you only pay for the days you register for. These full-week breaks are the only weeks when you are not required to pay regular weekly fees. You will be required to pay for the days for which you register, whether your child attends them or not. If any "breaks" are shorter than the scheduled full week, regular weekly fees are required for that week, and additional fees are required if you register for care on the abbreviated "break" days.

- To attend **All-Day Outs**, you must register in advance for these days and pay the additional fee online. Your regular weekly fees are due whether your child attends these days or not.
- We can not offer care for **Snow Days/Inclement Weather Days** because we are not licensed to offer Drop-In Care. For consecutive inclement weather days, we will do our best to come up with an All-Day Out Camp.
- **Drop-In Care** (up to two days) rates are available at selected sites offering before and after care. Space for drop-in care is limited and not offered at all sites. Sites with two-day care are offered on a first-come, first-served basis. You must choose in advance the two days the child will attend; once selected, a child's schedule cannot change without two weeks' written notice. Students enrolled in drop-in or two-day care may register and attend Extended Day, All-Day Outs and Spring/Fall/Winter breaks. They are may also attend on snow/inclement weather days. Additional fees apply.
- Visit our website at www.athensmcmminnymca.org for a complete list of School's Out Camps.
- **"Responsible" and Billing Parties**—As the enrolling parent, you are responsible for all fees related to your child's participation. Upon request, the YMCA is able to send account

statements to a "billing" party other than parent/guardian; regardless, you remain responsible for payment of all fees.

- **Financial Assistance** is available through private donations and funding from the United Way of McMinn & Meigs Counties to those who qualify for a reduced rate. Contact the YMCA or visit our website at www.athensmcmminnymca.org for an application. We require a completed application and verification of income as stated on the Financial Assistance Form. We cannot process your application without this verification. You are responsible for full fees until any assistance is granted; we are unable to make any fees retroactive. Turn in your completed application and documentation to the Welcome Center or submit paperwork directly by emailing all documentation to tiffany@athensmcmminnymca.org. Please submit copies as we will be unable to return original documents.
- **Leaving the Program**—Participants leaving the program are required to notify the YMCA in writing two weeks prior to leaving and are responsible for payment during these two weeks. To stop your electronic draft of fees, a two-week written notice is required, and you must complete the Change Form (see "Withdrawal From Site/Program").

ACCEPTED PAYMENT METHODS

- All payments must be made online at www.athensmcmminnymca.org by bank draft or by credit card payment. If you have any questions about payments, contact the **Business Office at 423-745-4904**.
- We do not accept cash, checks or money orders at the site for payment.
- You can make a cash or check payment in advance at the YMCA Welcome Center. However, it must be made by Thursday at 5pm to avoid the draft of your account.

- We can accept credit card and check payments online at www.athensmcminnymca.org; however, you can only add/edit credit card information online. You must contact our Business Office at 423-745-4904 to add/edit bank account information.
- You must register online and pay fees for school breaks and All-Day Outs. We do not invoice for these days.

Electronic Bank Draft

- There are two options for paying with an electronic bank draft—online at athensmcminnymca.org or by an automated weekly/monthly draft. **You must provide us your bank account information before attempting to pay online or scheduling a draft.**
- To add/edit your bank account information, turn in a Change Form with a voided check to your site director or call the Business Office at 423-745-4904.
- If you would like to schedule an automated weekly/monthly draft, return the Change Form with your voided check to your site director or call the Business Office at 423-745-4904. The draft amount will be the full weekly fee.
- If you are using the online option, you can make one-time payments in advance of care or schedule regular payments. You can pay for more than one week at a time online; however, all weekly fees must be paid by 6 p.m. each Friday.
- We charge \$25 for returned drafts (see "Returned Payments").

Credit Card Payment

- You can set up an automated weekly/semi-monthly/monthly credit card draft on each Friday prior to the week of care.
- You can set your account up on alternating credit cards. Please contact the Business Office at 423-745-4904 to set this up.

- You can add/edit credit cards by going online or by calling the Business Office at 423-745-4904.
- You can set up a weekly/semi-monthly/monthly credit card draft by submitting a Change Form or calling the Business Office at 423-745-4904. If you are submitting a Change Form, we need to have the credit card you wish to draft on file before scheduling/changing a draft.
- If you are using the online option, you can make one-time payments in advance of care or schedule regular payments. You can pay for more than one week at a time online; however, all weekly fees must be paid by 6 p.m. each Friday. We will charge a \$5 late fee and your child may not be picked up the following week.
- We charge \$25 for returned drafts (see "Returned Payments").

LATE FEES/PAST DUE BALANCES

- A \$5 late fee will be assessed each week for fees not received by Friday before 6 p.m. for the upcoming week.
- After the third time a participant is dropped from the roster (for non-payment) in a school year, the child will have to be re-registered to get back into the program (full registration fees will apply).
- Parents who do not honor payment arrangements three times in a school year will have to re-register to get back into the program (full registration fees will apply).
- Lack of payment of all weekly fees, including late fees, is grounds for immediate withdrawal from ASC.
- Any family with past due fees of one week must pay in full, including late fees, before the child can return on Monday of the second week.
- Children attending ASC on Monday with a balance due for the week are subject to be denied access into the program. Payment must be made before pickup on Monday, or payment arrangements must be made with the Business Office to be paid within the week by pickup on Monday.
- Late pickup fee is \$1 per minute per child and must be paid online within one week of the incident. No exceptions.

- Chronic late pickup is ground for dismissal from the program.

RETURNED PAYMENTS

- Be proactive with your payments, and ensure drafts will go through to avoid additional fees and denial of access to the program. After three bad drafts, your child will be un-enrolled for the remaining of year. To regain access, you must re-register (registration fees apply) and make payment arrangements with the Business Office. If there is a waiting list, your spot will be forfeited, and your child will be placed on the waiting list.
- After two bad bank drafts, all future payments must be set up on a credit card.
- Returned EFT drafts for non-sufficient funds and returned credit card drafts for exceeding a credit card limit will be collected by an agency licensed by the Collection Service Board, including any fees they charge for collection.
- To avoid the collections service and take care of a returned draft, call the Business Office at 423-745-4904. Failure to clear a returned draft will prevent you from registering for any YMCA programs.
- Returned credit card drafts for an invalid card number or an expired expiration date will be collected by the Business Office.
- Payment arrangements can be made with the Business Office prior to a bad draft, should the occasional need arise. Please contact the Business Office at 423-745-4904 for payment options in these rare cases.
- Outstanding balances resulting from uncollected returned drafts must be cleared up before the child can enroll or attend any YMCA program.

CLOSURES

- ASC programs close during the following days/ holidays: Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday, Memorial Day and July 4th.
- ASC closes in preparation of our transition from ASC to Summer Camp program and again from Summer Camp to ASC. This may vary under certain circumstances.

PARENT INVOLVEMENT/ COMMUNICATION

- **Parent Communication**—We will communicate by email. To receive email communication from the YMCA, please include a legible email address on the Child Information Form. Please ensure you update your email, should it change during the year.
- **Parent Information Area**—There is a designated area for dissemination of program information.
- **Parent Advisory Committee**—This volunteer committee is responsible for helping with ASC program development, program evaluation and program promotion. This committee also assists with all special events and fundraising activities.
- **Parent Helper**—Parents volunteer to assist caregivers with site duties, such as serving as a guest speaker and providing a special snack or party for the program. Parents are welcome and encouraged to visit their child's program at any time. We do request advance notice.
- **Parent/Child Input**—Twice a year, children and parents are asked to complete an evaluation of our program. With this feedback, we can incorporate program ideas and services to better meet our site families' needs.

- **Parent Conferences**—The exchange of information about a child from the parent’s perspective and the staff’s perspective can be very helpful to parents, school officials and program staff. Parent conferences can be informal or formal. We cannot emphasize enough that it is important that you share changes at home or at school that affect your child(ren)’s life. Staff can better provide for a child’s needs at these times if we are aware of the changes.
- **Family Fun Events**—Family Fun Events are scheduled a minimum of two times per year to offer families and staff an opportunity to play and learn together.
- **YMCA Membership:** As a YMCA member, your household is eligible for ASC program discounts. If you would like to take advantage of this benefit, please stop by the closest facility and fill out the membership application. You will choose either a Family Membership (two adults and dependents in same household) or Junior Family (one adult and dependents in same household). Your monthly dues will then be set to draft on either the 2nd or 17th of each month and will continue until you submit a cancellation form to your home YMCA center no later than two weeks before your set draft. Please note that you will receive notification once your membership status is no longer active that your ASC rate is set to increase. The Athens-McMinn Family YMCA is committed to keeping its doors open to everyone. With the help of annual gifts, we offer an Open Doors Program to make membership and program fees available to all. If your household is unable to afford the ASC discounted rate, we will work with you to provide financial assistance through our Open Doors Program.

DISCIPLINE

Our goal is to guide children in becoming happy, responsible and cooperative participants through positive teaching techniques. In the event that behavior requires discipline:

- Staff action will not damage the child’s self-image or embarrass the child.
- Staff action will help kids learn self-control, choose alternatives, identify feelings and develop understanding and respect of feelings for others.
- Staff will communicate regularly with families regarding behavior concerns.
- Every effort will be made by staff to enlist the cooperation of the child and parents to solve problems.
- To teach responsibility in the event that a child deliberately damages any property or equipment that the YMCA is using, the child/parent will be responsible for the cost of replacement.
- **Staff are responsible for proper discipline of children. We cannot allow parents to “discipline” or question children who are not their own. This applies regardless of whether activities are on- or off-site.**

Suspension from our program from one to five days can occur if the following inappropriate behavior is used:

- Harming a staff person or another child
- Stealing
- Damaging property
- Using foul language
- Being totally disruptive and uncontrollable in the group
- Inappropriate child to child contact
- Bullying

Behavior Management—The safety of a child is the highest priority for setting behavior management procedures. When a child has a severe discipline problem (on any ONE occasion), the parent may be called by staff and asked to pick up the child within one hour of the call.

Dismissal from our program could occur when:

- Inappropriate behavior(s) cannot be solved after repeated attempts or on any one occasion, should the YMCA determine that a child's or a parent's behavior inhibits the Y from providing a safe environment for other children, and their parents, staff or school officials.
- Behavior of a child becomes detrimental to him/herself and others – including the program participants and staff.
- The YMCA uses "Observation Forms" to communicate with parents when it observes concerns regarding behavior changes or patterns being established. If a child receives three "Observation Reports" within a two- week period, he/she may be dismissed from the ASC program.
- If a child is dismissed from the program, he/she is not eligible for re-enrollment.
- YMCA ASC adheres to the zero-tolerance policy adopted by your local school system.
- Due to confidentiality, if there is an incident involving multiple participants, we will conduct an investigation according to YMCA policy. We will not discuss the specifics of the other students involved. Parents are not allowed to question or talk to the other program participants or staff regarding involvement in an incident.

INVESTIGATING AN ISSUE OR CONCERN

You may occasionally have an issue or concern you wish to bring to our attention. We welcome your thoughts and comments. In the event you have reported an issue at the site, please be assured that we will complete a thorough investigation, which includes speaking to any pertinent staff and sometimes the children. We reserve the right to suspend a child's care indefinitely while an issue is being investigated. Listed below are the procedures we follow when dealing with parental concerns:

- We speak with the parent/guardian to get all the information regarding the concern. We are unable to speak with anyone other than the parent/guardian (this includes grandparents, aunts and uncles, etc.).

- If necessary, we will bring our Human Resources Director/CEO in to work with us.
- Once we have gathered all the pertinent information, we will follow the Athens-McMinn Family YMCA's Policies and Procedures. Depending on the circumstances, disciplinary action may be required. Due to confidentiality, we are unable to discuss any details, even if it involves another ASC participant or a staff member.
- There is no time limit with an investigation. We will take as much time as necessary to thoroughly investigate all issues.
- Retaliation against anyone who reports an issue or concern is not tolerated. Whenever possible, we will do anything possible to protect anonymity.

WITHDRAWAL FROM THE SITE/PROGRAM

AT PARENT'S REQUEST

- Two weeks' advance notice of withdrawal is required in writing to the Program Director. Parents are responsible for fees during the two week period.
- If a withdrawal is not communicated in writing to the YMCA, you will still be responsible for all weekly fees and applicable late fees.
- Your signature on the information form verifies your agreement and understanding of this policy.
- Any account with a past due balance must be paid before the child(ren) can be re-enrolled into the YMCA program.

AT SITE'S REQUEST

- A notification period prior to withdrawal is not required if the withdrawal is requested by the site.
- The Athens-McMinn Family YMCA has the legal option to withdraw a child for any of the following reasons:
 - Non-payment of fees
 - Repeated failure of parents to pick up child on time
 - Failure to provide site with current emergency/medical information
 - Continuous disciplinary problems

- Inappropriate conduct of parent or guardian
- Repeated failure to sign the child in or out each day
- If a child is dismissed from the program, he/she is not eligible for re-enrollment in any ASC/Summer Camp program.
- Only authorized persons may sign a child out of the ASC program. All authorized persons must be at least 18 years of age. Please provide the site director with a list of authorized persons, including their full names and phone numbers. This list will be kept on file at the site.

PROGRAM PROCEDURES

The following procedures have been developed to ensure effective operation at each of our sites, with your child's safety as our main concern.

As a part of our safety features, we are now utilizing a new program called Roll Call. This program will electronically document when your child is signed in and out of the program in addition to some other features. Staff will still be required to ID anyone coming to pick up a child they do not recognize. Instructions for parents to login in and add people to the pickup list can be found on our website at www.athensmcminnymca.org.

- The YMCA reserves the right to suspend, and/or dismiss any child during an investigation process.
- Anyone unfamiliar to the staff will be asked for identification. This includes the parents! For your own protection, there are no exceptions to this policy. Anyone without a photo ID will not be permitted to leave with the child.
- If there are special circumstances involving custody issues, you must provide the site director legal documentation of those arrangements. These documents will be kept in your child's file at the site.
- We cannot accept verbal consent for someone to pick up your child. All authorization must be in writing and signed by the child's legal guardian.

AFTER-CARE PROGRAM

- Children will walk to the designated ASC pick-up area from their classrooms daily. Please list the YMCA for pick-up on your child's approved pick up list with the school.
- Attendance will be taken daily.
- We do provide booster seats for all children under 8 years old or who measures less than 4'9".
- Children will be expected to follow all transportation rules and policies.
- Please sign your child out each day and print your name legibly. This is a state law requirement. Failure to comply will result in dismissal.
- When you sign your child out each day, please check for any updated information or notices at the parent information area.

LATE PICKUP

- If you are running late, please call us in advance so we can plan appropriate staffing and reassure your child.
- Staff are scheduled to work until 6 p.m. We charge \$1 per minute per child for every minute after 6 p.m. that your child is not picked up. Payment of those charges is expected to be paid online within one week of the incident.
- If you haven't made contact with the site by 6:15 p.m., we will start calling your authorized pickup list for someone to come and pick up your child.
- If your child is not picked up by 7pm, local authorities will be called.

ABSENCES

- It is imperative that we are notified if your child(ren) will not be attending the program on a normally scheduled date. Please notify us as soon as possible. When calling, please state your first and last name and your child's first and last name. Please notify the site of any communicable illness your child may have.

VACATION

- Once you register your child in ASC, you are obligated to pay the weekly fee regardless of whether your child attends the week or not.
- **Please remember**—Advance registration is required for service during Fall Break, Spring Break and Winter Break. If you register your child for care during Winter Break or Spring Break, payment is required in advance. No credit will be given for days your child was registered and did not attend. However, if you do not register, payment is not expected. If any of the "breaks" is shorter than the scheduled full week, regular weekly fees are required for this week and additional fees are required if you register for care for the abbreviated "break" days.

TV/VIDEO POLICY

- Occasionally, our program will show a movie during program hours. Movies will be developmentally appropriate for the viewers with a "G" rating. Parent permission to view the movie will be requested in advance. For those who do not wish to watch the movie, other activity choices will be available during this time.

CELL PHONE POLICY

- A participant may possess a cellular telephone at the YMCA program location provided that during program hours and on the school bus (should transportation needs arise) the cell phone remains off, not on vibrate, and is concealed in a backpack.

HEALTHY EATING & PHYSICAL ACTIVITY

The ASC at the Athens-McMinn Family YMCA has signed on to be part of the commitment Y-USA made to become the *healthiest childcare* provider in the country! By implementing Healthy Eating and Physical Activity (HEPA) Standards, we want to ensure children have access to healthy food and physical activity in our programs. We want to make the healthy choice the easy choice for your child while he or she is in our care. As such, our programs are committed to offering:

1. Healthy food options for snacks and/or meals that include fruits, vegetables, whole grains, non-fatty, and lower sugar foods;
2. Water as the beverage of choice as opposed to sugary beverages and
3. At least 30 minutes of physical activity in our daily program.

To foster a health-promoting environment where "the healthy choice is the easy choice", we discourage kids from bringing junk food, sodas and sugar sweetened beverages to the program.

ALL-DAY OUT PROGRAMS

The ASC program provides full-day services during the days that public schools are not in session due to staff in-service, parent conference days and holiday break schedules. Private schools' schedules vary slightly. Check with your Program Director for information on services associated with your schedule.

- See your parent pack and your Program Director for specifics.
- **You must register in advance** for scheduled closures, in-service days and full-week break programs. If you register for this service, you will be required to pay the additional fee for this service. **No credit will be given if you register your child and they do not attend.**
- Children need to arrive at the All-Day Out site no later than 9 a.m. Programming for the day begins at 9 a.m., and it is vital to their enjoyment of the program to be present for the complete day. We also adjust staffing based on attendance, and late arrivals may not be accepted because of staffing and ratio adjustments.
- Students will be provided with a healthy sack lunch and drink each day that do not require refrigeration or heating.
- Students may bring their own healthy sack lunch and drink (no soda) that do not require refrigeration or heating.
- We provide a nutritious snack in the morning and the afternoon each day.
- During the school break days, each family must provide sunscreen for their child. All bottles must be labeled with the child's name. Staff will supervise the application of sunscreen.
- There is an additional fee for service for a standalone All-Day Out. Please check the Calendar of Fees for the amount.
- The YMCA complies fully with transportation rules and regulations as governed by the State of Tennessee.

SNACKS/LUNCHES

- Parents may provide healthy sack lunches and drinks (no soda) that do not require heating or refrigeration, if your child is participating in the All-Day Out program.
- We will provide a nutritious snack and dinner daily during our ASC after-school program.
- A nutritious snack will be provided in the morning and afternoon during All-Day Outs.

SNOW/INCLEMENT WEATHER/EMERGENCY PROCEDURE

We know snow days can be stressful for families, especially when child care is a challenge. Our program is not licensed for All Day "Drop-In" Care. Therefore we are unable to offer inclement weather child care unless consecutive days allow for registration in advance.

The ASC program will follow Athens City Schools inclement weather policy.

Weekly fees are due regardless of school snow closings, even in the rare occasion that school is out for the entire week, because these are not scheduled and factored into our annual fee assessment.

Please do not hesitate to call your regular site or the snow site before heading out on a questionable day. When schools alter their school day schedule due to snow by either closing early or closing for the day, the ASC operating hours will change.

In extreme and/or quickly developing weather situations, an individual location may close early, and parents will receive a two-hour advance notice. All attempts will be made to have announcements aired on local news stations. You can also go to our website at athensmcmminnymca.org and check your email account listed on file.

EMERGENCY MANAGEMENT PLAN

A site-specific emergency management plan has been completed and is kept on file at the site. If you wish to view this document, please see your site director.

INSURANCE

The Athens-McMinn Family YMCA does not provide medical insurance for program participants.

Each family member is responsible for their own medical insurance coverage.

INJURY

If your child is injured at a site, the site director will take whatever steps are necessary to obtain emergency medical care. These include, but are not limited to, the following:

- Attempts to contact parent or guardian.
- Attempts to contact parent or guardian through emergency contact listed on enrollment form.
- If we cannot contact you, we will do one or more of the following:
 - Call an ambulance or paramedic.
 - Should your child need to go to the hospital, they will leave with EMS. YMCA staff are not permitted to transport children.
- In a non-life threatening situation, we will not call an ambulance unless the parent requests it.
- **Please note**—In the event of a serious emergency, 911 will be called first.

ILLNESS

- Parents should notify the site when their child(ren) will be absent due to illness.
- The YMCA cannot provide care for sick children. Please do not bring a child who is ill to the site.
- Students who are not in attendance for the school day cannot attend ASC in the afternoon.

- Each day upon arrival, each child will be observed for symptoms of illness. If a child has any sign of illness or fever of 100 degrees or higher, the child will be sent home with the parent, or the parent will be called to pick up the child.
- If a child has no overt symptoms of illness but displays significant behavior changes and is clearly uncomfortable and unable to participate in activities, a parent will be called to pick up the child.
- The child is not allowed back to the program until 24 hours has passed and the child is no longer symptomatic.
- If your child becomes ill at the site, a parent will be contacted and asked to take him or her home. The child will be isolated within sight and hearing distance of an adult until parent arrives. If parent cannot be reached, the staff will contact the emergency contact person listed on the child's enrollment form. Because we cannot provide care to sick children, a parent or an emergency contact must pick up their child within one hour after being called. Failure to adhere to this policy can lead to suspension or dismissal.
- Parents must complete the permission to administer medicine form and turn in to the site director.
- Medication that needs to be administered should:
 - Be brought directly to staff in its original container as prescribed.
 - Contain written instructions as to quantity, time for it to be administered, name and phone number of doctor, and any other directions for use. Written clearance must also be given to the YMCA to administer the medications. Forms are available at the site.
- When picking a child up, medication will be returned and the parent must sign verifying that the medication was returned.

- To ensure proper staff/child ratio, children may not stay inside during outdoor play time. If your child needs to stay inside for a few days for health reasons, please keep him or her home a little longer.
- We are required by law to follow certain guidelines regarding the administration of first aid and the contact of blood during this procedure.
- Staff are required to wear gloves when administering first aid.
- If you or your child has an injury at the YMCA or in a YMCA program and blood is present and an employee has assisted, the YMCA is required to ask if you or your child will consider being tested for bloodborne pathogens, diseases or viruses. You may decline this request. If you agree to be tested, it will be done so at the YMCA's expense. Staff will be required to ask you this at the time of the accident and record your response.
- Staff must follow OSHA guidelines in the clean-up and disposal of blood contacted areas and materials.
- Staff must complete an accident/incident report.
- The YMCA will offer information on child abuse and assistance to parents and children through workshops and resource materials upon request.
- YMCA staff will not release a child to anyone other than the authorized parents/guardians or other individuals authorized, in writing, by parents. Sign-in and sign-out logs will be maintained on a daily basis and kept on file.
- YMCA staff and volunteers will not verbally or emotionally abuse or punish children.
- YMCA staff and volunteers will not discipline children by use of physical punishment or by failing to provide the necessities of care, such as food and shelter.
- Reference checks on all prospective YMCA employees will be conducted, documented and filed prior to employment.
- Staff training will include information about the signs of child abuse and the approved procedures for responding to the suspicion of abuse.
- It is the YMCA's policy that staff may not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, inviting children to their home, gift-giving and special phone calls to an individual child.
- To report concerns, please contact the Business Office at 423-745-4904.

CHILD ABUSE PREVENTION

The health and well-being of your child(ren) is essential to YMCA ASC. The YMCA has developed a policy on the prevention of child abuse that includes the following provisions:

- Parents are encouraged to visit program sites at any time and do not need to make an appointment to do so.
- An annual meeting on child abuse prevention may be scheduled for parents.
- Parents will be informed about their child's program participation at YMCA ASC.
- Staff and volunteers will be alert to the physical and emotional state of all children. When any sign of injury or suspected abuse is detected, the director will be notified immediately.

