

# Staunton-Augusta Family YMCA Afterschool Adventure Club Parents Handbook

## YMCA MISSION

To put Christian principles into practice through programs that build a healthy spirit, mind, and body for all.

## WELCOME

We, the staff of the Staunton-Augusta Family YMCA, welcome you to the AFTERSCHOOL ADVENTURE CLUB. We will try our best to make this a happy and safe experience for you and your child. We will strive to provide a safe and fun program each day for your child.

## PURPOSE

Our program will give your child an opportunity to socialize with children their age, strengthen their athletic ability through swimming, tennis, and other activities at the YMCA.

The AFTERSCHOOL ADVENTURE CLUB Staff will be on duty to help your child with any homework they may have.

The YMCA hopes to make this Adventure Club a positive and helpful experience for you and your child. Please call the "Y" with any concerns or questions.

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FOR SOCIAL RESPONSIBILITY



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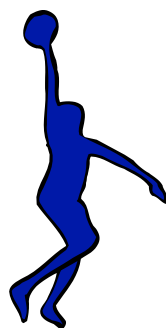
## PHONE NUMBER

In case of an EMERGENCY , if you need information, or have other concerns, you can reach the AFTERSCHOOL ADVENTURE CLUB by calling the Staunton-Augusta YMCA 885-8089 Our staff is there to serve you  
Andrea Ryder, Program Director



## DAILY ACTIVITIES

The AFTERSCHOOL ADVENTURE CLUB will meet immediately after school. Typical schedule for the afternoon will be:



3:00-3:30	Children arrive at the YMCA, followed by snack time
3:30-4:30	Scheduled activity (gym, studio A, outside, pool)
4:30-5:30	Homework
5:30-6:00	Free time

## SNOW DAY, HOLIDAYS, FULL DAYS



### **SNOW DAYS**

The AFTERSCHOOL CLUB will be closed when the City Schools are closed due to bad weather. If snow or bad weather starts while we are in the After school Program, and for safety reasons the YMCA decides to close, parents will be called to pick-up their children.

### **HOLIDAYS**

The Staunton-Augusta YMCA AFTERSCHOOL ADVENTURE CLUB will be closed on:

Labor Day  
Thanksgiving Day  
Christmas Eve  
Christmas Day

Day After Thanksgiving  
New Year's Eve  
New Year's Day



### **FULL DAYS**

The Staunton-Augusta YMCA AFTERSCHOOL ADVENTURE CLUB will operate Full Day care on certain days when the Staunton City Schools are closed. You must sign up for these days in advance and will be charged if you sign up and do not attend. If you child is not registered for the full day, they cannot attend and will be asked to leave.

## **OUR STAFF**

AFTERSCHOOL ADVENTURE CLUB will be under the supervision of the Staunton-Augusta YMCA. The YMCA's Afterschool Coordinator supervises the program.

AFTERSCHOOL ADVENTURE CLUB personnel are selected through an intense interviewing process. Staff training emphasizes important issues such as safety, individuality of participants, daily health observations, child abuse awareness training, activity planning and YMCA Character Development. The Coordinator and aides are CPR and Standard First Aid certified.

Because this program will be licensed by the Commonwealth of Virginia, the staff must meet stringent state requirements.

*\*The ratio is 1:10-12.*

## **LOST AND FOUND**

At the end of each day, the activity rooms will be inspected for "lost and found" items.

These items will be kept in a box near the sign-in/out area and participants are encouraged to look through the items occasionally to claim possessions.

*\*In order to help participants and staff keep up with his/her belongings, please label all articles of clothing, lunch boxes, backpacks, etc.*



## **ALL ABOUT SWIMMING**

The AFTERSCHOOL ADVENTURE CLUB will swim in the YMCA Pool, on assigned days.

Participants need to bring their swimsuits on scheduled days or they can leave swimming gear in the after-school room. "Water" shoes (aqua-socks) may be helpful until feet are used to pool surface.

Participants will be tested by a certified lifeguard to determine swimming ability.

Please make sure child brings his/her swimming suit and towel in a well-marked gym bag. Swimsuits must be taken home each day. We do however, wash suits after each swim day for the participants who decide to leave their gear in the afterschool room.

## **POOL SAFETY RULES**

Please go over these rules with your child and be sure he/she understands each one.

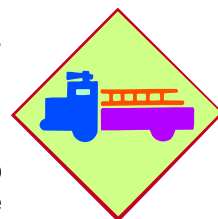
1. When entering pool, rinse before swimming then put belongings in the designated area.
2. It is the responsibility of the parent to explain to their child that personal belongings including eye glasses, hearing devices and all valuables need to be given to YMCA staff for safekeeping.
3. Take the swim test and swim in designated areas.
4. The following rules are to be followed to ensure your safety:
  - \*please walk around the pool
  - \*use ladders for entering and exiting the pool
  - \*be sure area is clear before jumping - **NO DIVING**
  - \*keep your hands to yourself - dunking and pushing is not allowed
5. If a lifeguard has to reprimand you, you will be asked to sit out for at least 5 minutes. If behavior continues you can lose pool privileges.
6. Please swim only with those participants from the YMCA AFTERSCHOOL ADVENTURE CLUB and in designated lane(s).



## **SAFETY ISSUES**

Safety is Priority One among our staff. Staff are trained in CPR and First Aid. Issues regarding natural disasters (floods, tornadoes, etc.) and fire escape routes are covered extensively in training.

In the event of a fire at our Facility, your child will be evacuated to an alternative site. To prepare for fire emergencies, children will practice fire drills each month. Fire escape routes are also posted. In the event of fire, children follow the drill procedure. From the "Club Room" we will go out the front door, across the parking lot to the tree and grass area on North Coalter Street. Once everyone is outside, a head count and roll call is made. Children will then be evacuated to the site of the YMCA Administrative Office in the shopping center next door; roll call will be completed once again. Parents will be called at this time.



***It is a YMCA policy to evacuate the pool during electrical storms.  
If the children are playing outside, they will be brought inside to the Club Room for the duration of the storm.***

### **FEES PER MONTH**

\$255.00 YMCA Members

\$306.00 Nonmembers

\$10.00 One time Registration Fee

1. Pre-registration is a **MUST!** \$10.00 registration fee is due at registration; payment is done automatically each week via credit card. **DUE TO HIGH DEMAND AND LIMITED SPACE, parents may cancel up to two weeks of reserved space.** Parents will be responsible for payment of any additional cancelled weeks.
2. If you withdrawal your child(ren) from the program -you MUST notify the YMCA OFFICE IN WRITING. These notes can be emailed to [andrea@saymca.org](mailto:andrea@saymca.org) or faxed to 885-7240. If you fail to notify the office you will be responsible for payment; remember, we are holding that space for your child.
3. Siblings qualify for discounts (including step-siblings in different households) if attending the same session. A payment plan must be worked out if parents in different households are paying for discounted fees.
4. **Refunds given only with documented medical statement.** Credit/adjustments cannot be made after first day of each session.

**\*Special needs children will be accepted on an individual basis.**

**\*Scholarship assistance may be available for qualified applicants.**

### **ACCOUNTING FOR CHILDREN**

The children are checked in by the Coordinator each day on an attendance sheet. They are then signed out on the same sheet each day when the parent arrives to get them. The parent will initial the appropriate box.

### **LOST or MISSING CHILDREN**

The children are, at all times, within sight or sound of the Coordinator. If, by any chance, a child should be missing, the Executive Director, Associate Director and Front Desk would be notified immediately. After a thorough search of the YMCA Facility, 911 would be called.

## **DISCIPLINE**

The goal of discipline is to help the child learn self-control and build good habits.

### **Acceptable discipline methods:**

- > Redirect children to acceptable or appropriate activity
- > Timeout: one minute for age of child (i.e. 6 years old-6 minutes)
- > Privileges may be withheld as a last resort (example: swimming)



### **Unacceptable discipline methods that will NOT be taken:**

- > There shall be no physical punishment or disciplinary action administered to the body such as, but not limited to, spanking, forcing a child to assume an uncomfortable position (e.g. standing on one foot, keeping arms raised above or horizontal to the body), restraining to restrict movement through binding or tying, enclosing in a confined space, box or similar cubicle, or using exercise as punishment.
- > Children shall not be shaken
- > The AFTERSCHOOL ADVENTURE CLUB shall neither force nor withhold meals or snacks, neither force nor withhold naps, nor punish toileting accidents in disciplining the child.
- > Staff shall not be verbally abusive which would include but not be limited to threats or belittling remarks about any child or the family.

### **For serious/repeated problems:**

**1st offense:** Parent will be notified by the afterschool program staff.

**2nd offense:** Parent will be asked to meet with the Afterschool Program Coordinator and Program Director

**3rd offense:** Child may be suspended and/or terminated immediately (no refund is given in this case).

**\*Bullying and/or physical violence will result in suspension and/or termination pending review of the incident.**

**\*We encourage parents to keep open communication with the staff.**

**\*We care about your child and are here to work with you and your child.**

## **ILLNESS/INJURY**

If your child becomes ill during the program, you will be notified and must come as soon as possible to pick up your child. Please do not drop off a child with a fever (even one that is low-grade). We are required by our license to send the child home.

The YMCA shall notify the parent immediately in the event of a missing child, a serious accident or injury and shall notify the parents of a minor accident or injury at the end of the day. Written documentation of the type of injury, date, and method of notifying parents shall be kept on file at the YMCA Office for two years after the injury or accident.

*\*NOTE: Examples of serious accident or injury might include unconsciousness, broken bones, a deep cut requiring stitches, concussion, foreign object lodged in eye, nose, ear or other body orifice.*

*\*NOTE: Examples of minor accident or injury might include a small scratch, cut or scrape minor*

## **REQUIRED DOCUMENTATION OF INJURIES AND/OR ACCIDENTS/INCIDENTS**

Our staff keeps your child's safety as our number one priority. This policy has been established so any emergency situation will be handled consistently and properly. Our staff is responsible for documenting incidents and accidents. Any special circumstances will become the Afterschool Coordinator's responsibility for notifying you or the emergency contact that you have specified. Please read the information below so that you understand our procedures of documentation.

### **Minor Incidents**

During afterschool hours, accidents will happen. By having a prevention plan, some accident areas (i.e. playgrounds, wet floors, etc.) can be avoided. There will still be some incidents that arise and require prompt attention. Our staff will follow this procedure for written documentation of events.

Parents will be notified (both verbally and in written form of an Accident/Incident Report at time of pick-up of any minor wound or occurrence that happened during the day. (Examples of minor accidents include: scrapes, bruises, sprains, bug bites, scratches, small particles in the eye, bee stings, or anything requiring a band-aid or ice-pack). These reports are located by the sign-in/sign-out sheet; please initial that you have seen our documentation. You may ask any questions of our staff people if you do not understand what was written or have concerns about the surrounding circumstances.

### **Major Incidents**

Some accidents or incidents more serious in nature require more immediate action. In the event of items listed below, an Accident/Incident Report Form will be completed as soon as possible after the emergency has been handled.

Missing child	Seizures, Unconsciousness
Deep cuts or eye punctures	Fist fights or arguments involving weapons
Head wounds, concussion	Bites that break the skin and draw blood
Severe allergic reactions	Suspicion of child abuse or neglect
Broken bones	

### **Steps our Staff will Follow:**

1. Respond to the injured child with First Aid and notify the Afterschool Coordinator and Associate Executive Director.
2. Get other children away from the area and involved in another activity.
3. Call EMS (911) if the situation demands.
4. Document all witnesses and what happened at the time of the incident.
5. Complete and turn in the Accident/Incident Report Form immediately.  
Copies of this form will then be forwarded to the Executive Director and the child's file.





## **CHILD ABUSE**

### **REPORTING PROCEDURES**

The YMCA advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention and the development of self-discipline.

At no time will the following disciplinary techniques be tolerated: physical punishment, striking, biting, kicking, squeezing, shaming, withholding food or restroom privileges, confining children in small locked rooms or verbal or emotional abuse. Affectionate touch and the warm feelings it brings is an important factor in helping a child grow into a loving and peaceful adult. However, YMCA staff and volunteers need to be sensitive to each person's need for personal space (i.e. not everyone wants to be hugged). The YMCA encourages appropriate touch; however, at the same time it prohibits inappropriate touch or other means of sexually exploiting children.

*In the event that there is an accusation of child abuse, the YMCA will take prompt and immediate action as follows:*

1. At the first report or probable cause to believe that child abuse has occurred, the employed staff person it has been reported to will notify the Associate Executive Director. However, if the Associate Executive Director is not immediately available, this review by the supervisor cannot in any way deter the reporting of child abuse by the mandated reporters. Most states mandate each teacher or child care provider to report information they have learned in their professional role regarding suspected child abuse. In most states, mandated reporters are granted immunity from prosecution.
2. The YMCA will make a report in accordance with relevant state or local child abuse reporting requirements and will cooperate to the extent of the law with any legal authority involved.
3. In the event the reported incident (s) involve a program volunteer or employed staff, the Executive Director will, without exception, suspend the volunteer or staff person from the YMCA.
4. The parents or legal guardian of the child(ren) involved in the alleged incident will be promptly notified in accordance with the directions of the relevant state or local agency.
5. Whether the incident or alleged offense takes place on or off YMCA premises, it will be considered job-related (because of the youth-involved nature of the YMCA).
6. Reinstatement of the program volunteer or employed staff person will occur only after all allegations have been cleared to the satisfaction of the persons named in #1 above.
7. All YMCA staff and volunteers must be sensitive to the need for confidentiality in the handling of this information, and therefore, should only discuss the incident with the persons named in #1 above.
8. All full-time and part-time employees and program volunteers must read and sign this policy.

### **STRATEGIES TO HELP PREVENT CHILD ABUSE**

1. The YMCA has in place a comprehensive pre-employment screening procedure to screen out staff not suited for working with children.
2. The YMCA will take any allegation or suspicion of child abuse seriously.
3. As licensed child care, staff are mandated to report suspected abuse.
4. Policies, procedures and training are given relating to discipline, supervision, staff/participant interaction, staff and volunteer Code of Conduct, etc.
5. Staff understand what practices may be considered abusive and the difference between what may be considered appropriate and inappropriate touch.
6. Staff communicate frequently with parents regarding day-to-day activities and encourage parents to report or question any behavior or event their child may share that appears out of the ordinary.
7. Parents know that they can visit, unannounced, at any time during the afternoon.
8. Staff protect themselves and the YMCA by agreeing not to be alone with YMCA youth or program participants outside of the YMCA programs and facilities (i.e., babysitting, taking children on trips).

### PICK-UP

Again, we ask that you find the supervising staff and sign your child out **EACH DAY**. This is for your child's safety and we ask your cooperation with this.

### **\*\*PICK-UP AUTHORIZATION\*\***

Only persons authorized in writing by you, the parent/guardian, may pick your child up. The staff will question those who are unfamiliar and check authorization. Anyone without proper authorization will be stopped from taking your child. If someone else is picking your child up, you can save that person the trouble and embarrassment of being stopped by notifying the Afterschool Coordinator in WRITING.

The YMCA must have appropriate custodial paperwork on file when a parent requests the CLUB not to release the child to the other parent.

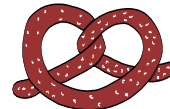


### **CHILD MUST BE PICKED UP BY 6:00 p.m. EACH DAY!!**

Failure to pick child up by 6:00 p.m. will result in late charges of **\$5.00 per every 15 minutes** after 6:00 pm. This will be charged per child and must be paid at the time of pick-up. If this occurs two times and the fee is not paid the child will not be permitted to return to the CLUB until late fee is paid.

### **SNACK TIME**

There will be a snack time every afternoon with snacks provided by the YMCA. A menu will be posted weekly; if your child does not like what is planned, you may send a substitute snack. You may also send along an extra beverage. We strongly discourage sending soft drinks and too many sweets for snacks. Additional sugar can often lead to behavior problems (Exception: Children requiring supplemental sugary snacks for medical reasons.) **NO GLASS BOTTLES.**

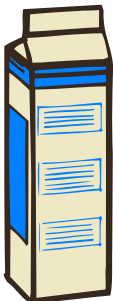


Examples of snacks provided by the YMCA include:

Granola Bars  
Popcorn  
Milk

Peanut Butter Crackers  
Fruit  
Juice

Vegetables



## GENERAL AFTERSCHOOL ADVENTURE CLUB AGREEMENT

In order to provide a quality afterschool program for your child, the following information needs to be read and fully understood.

1. I give permission for my child to participate in all activities including swimming conducted during the YMCA AFTERSCHOOL ADVENTURE CLUB .
3. I authorize the YMCA AFTERSCHOOL ADVENTURE CLUB to obtain medical care if needed, and the emergency contacts cannot be reached immediately.
4. The YMCA AFTERSCHOOL ADVENTURE CLUB agrees to notify the parent/guardian whenever the child becomes ill or injured...AND I agree to pick the child up as soon as possible if the child is ill or injured.
5. Any special instructions for my child must be ***IN WRITING***.
6. I understand a form must be filled out in order for my child to receive medication during the program. **Medication must be given to the Afterschool Coordinator in the original container.**
7. I understand the YMCA only carries liability insurance.
8. I understand that the child must be signed out daily by authorized person. **My child will only be allowed to leave with persons specified on the registration form.**
9. I understand that photos will be made during the program and may be used for publicity.
10. I have read and discussed with my child the policies set forth in the Parents' Manual and the Pool Safety Regulations.

### SPECIAL NEEDS AGREEMENT

The Staunton-Augusta YMCA is happy to meet the needs of special needs youngsters in our community at our AFTERSCHOOL ADVENTURE CLUB. Each youngster's needs are evaluated on a personal basis. I understand that it is my responsibility to provide an aide to accompany my child to the YMCA each day should the YMCA deem it necessary.

### FINANCIAL AGREEMENT

1. I understand that all payments are automatically paid each due date via a credit card.
2. I understand that there are NO REFUNDS. Credits/adjustments can not be made after the first day of each session. Refunds will be issued only with documented medical statement.
3. I understand the registration fee is non-transferable and non-refundable.
4. I understand if I must give two weeks written notice to cancel enrollment in the Afterschool Adventure Club.
5. Full-day activities for out-of-school days will cost \$30.00/day/child for members and \$35/day/child for non-members, you must pre-register for these days and will be responsible for payment if your child is registered but does not attend.
6. If your account is sent to collections, you will be responsible for all additional fees.

**\*\*Please note all policies and procedures are subject to change\*\***



# Medication Authorization Form

For Prescription and Non-prescription Medications

VDSS Division of Licensing Programs Model Form



## INSTRUCTIONS:

- **Section A** must be completed by the parent/guardian for **ALL** medication authorizations. **Section A and Section B** must be completed for any **long-term medication authorizations** (those lasting longer than 10 working days).

### Section A: To be completed by parent/guardian

Medication authorization for: \_\_\_\_\_  
(Child's name)

\_\_\_\_\_ has my permission to administer the following medication:  
(Name of Child Care Provider)

Medication name: \_\_\_\_\_

Dosage and times to be administered: - \_\_\_\_\_

Special instructions (if any): \_\_\_\_\_

This authorization is effective from: \_\_\_\_\_ until: \_\_\_\_\_

### Section B: to be completed by child's physician

I, \_\_\_\_\_ certify that it is medically necessary for the medication(s) listed  
(Name of Physician)

below to be administered to: \_\_\_\_\_ for a duration that exceeds 10 work days.  
(Child's name)

Medication(s): \_\_\_\_\_

Dosage and Times to be administered: \_\_\_\_\_

Special instructions (if any): \_\_\_\_\_

This authorization is effective from: \_\_\_\_\_ until: \_\_\_\_\_  
(Start date) (End date)

Physician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## VDSS Division of Licensing Programs Model Form



**Child's Name:** \_\_\_\_\_

[illegible]



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## **YMCA** *Afterschool Adventure Club*

We hope this guide book has been helpful and informative. Please contact our Afterschool Coordinator if you have any questions or concerns during the week.

The YMCA staff looks forward to serving you and your child

Staunton-Augusta YMCA  
708 N. Coalter Street  
Staunton, VA 24401

Phone: 885-8089  
Website: [www.saymca.org](http://www.saymca.org)