



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Staunton Augusta YMCA

Parent Handbook

Afterschool Adventure Club

Updated July 2026



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We, the Staunton Augusta YMCA, are a charitable organization committed to putting Christian principles into practice through programs that promote the health of spirit, mind, and body for all.

Goals & Objectives

Our cause is youth development, healthy living, and social responsibility. Our summer childcare program, as part of the YMCA, reflects these values and is designed to help our youth grow physically, mentally, and spiritually within a fun camp environment. Well-trained staff act as a catalyst for the development in your child as they are led through activities.

All YMCA youth development programs are designed to meet the below goals that are established for these three causes:

Each youth will:

- Grow personally
- Learn values
- Improve personal and family relationships
- Appreciate diversity
- Become a better leader and supporter
- Develop specific skills and assets
- Have fun

Character Development

At the YMCA, character development and values are a part of who we are. At our YMCA, that means more than just activities. We believe character development is an important challenge for all of us – staff, volunteers, members, participants, and parents – to accept and demonstrate the positive values of caring, respect, honesty, and responsibility.



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Staff Contacts

TBD, Childcare Director

Jessica Brown, Admin

Jessica@saymca.org

Kristi Hatcher, Associate Executive Director

Kristi@saymca.org

Elementary Afterschool Sites

Staunton-Augusta YMCA Site

708 N. Coalter St.

Staunton, VA 24401

Site Leader: Ava Campbell, Ava@saymca.org

Site Phone:

Churchville Elementary

3710 Churchville Ave.

Churchville, VA 24421

Site Leader:

Site Phone:

Clymore Elementary

184 Fort Defiance Rd.

Fort Defiance, VA 24437

Site Leader:

Site Phone:

Wilson Elementary



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127 Woodrow Wilson Ave.

Fishersville, VA 22939

Site Leader:

Site Phone:

General Information

Elementary Afterschool Adventure Club Options:

- **Staunton-Augusta YMCA site**
 - Bessie Weller, McSwain, and A.R. Ware Elementary schools bus children to the YMCA after school.
 - August 12, 2026 – May 26, 2027
- **Augusta County sites**
 - Churchville Elementary, Clymore Elementary, Wilson Elementary
 - August 12, 2026 – May 26, 2027

Afterschool care provided on scheduled school days.

Program hours run until 6pm at each site.

Full-week attendance is required; partial weeks or days are not available.

Full day care provided at the Staunton-Augusta YMCA on many teacher workdays and holiday breaks for an additional fee.

Registration and Fees

Financial Assistance

The Staunton Augusta YMCA offers financial assistance to those who qualify. Applications may be found at saymca.org: Programs > Youth > Childcare.

Fees



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One-time non-refundable registration fee:

- YMCA Members & Non-members- \$30 per child

Staunton-Augusta YMCA Site

- YMCA Members: \$338/month
- Non-members: \$416/month

Augusta County sites

- YMCA members: \$276/month
- Non-members: \$326/month

*Sibling Discount: 10% per additional sibling

Full Day Care

- YMCA members: \$40/day
- Non-members: \$50/day
- All full days held at the Staunton-Augusta YMCA
- Full day offerings during the 2026-27 school year (dates subject to change if SCS adjusts the academic calendar):
 - September 21
 - October 12, 13
 - November 3, 23, 24, 25
 - December 21, 22, 23, 28, 29, 30
 - January 4, 5
 - February 15, 16
 - March 8, 29, 30, 31
 - April 1, 2, 19

Annual Tuition and Payment Structure

Our tuition is calculated based on the full 180-day academic calendar and is divided into 10 equal monthly installments for the convenience of our families.

Because these payments are fixed installments toward an annual total, they are not prorated for student illness, vacation, non-attendance, or closures due to inclement weather. By enrolling, you are reserving your child's spot for the entire school year, and tuition remains consistent regardless of the number of days attended in any given month.

Registration & Payment



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To register, visit www.sayymca.org and select **Sign In** to login or create an account. Once signed in, search for Childcare programs to view available options.

Your child's enrollment in the afterschool program will be confirmed once:

- You have submitted all necessary documents and forms.
- You have added your payment information and agreed to the relevant payment schedule.
- You have received an enrollment confirmation email from the Childcare Director with your child's sessions and an initial invoice outlining your payment schedule.

Payment Schedule & Policies

Automatic Payments: All afterschool program tuition must be paid via autopay. Payments are automatically drafted on the 1st of each month.

Declined Payments: In the event of a declined payment, you will have five business days to resolve the balance. If payment is not received within this timeframe, your child will be unenrolled from the program to allow waitlisted students the opportunity to participate.

Unenrollment & Refund Policy

Withdrawal Notice: If you choose to unenroll, you must provide written notice at least seven (7) days before the start of the upcoming billing cycle or registered week.

Refund Eligibility:

- Tuition is non-refundable once a session begins.
- Exceptions are only considered with the submission of a formal doctor's note or medical statement.
- No credits or financial adjustments will be issued for absences, illness, non-attendance, or program closures due to inclement weather.

Direct all payment related questions and enrollment/unenrollment requests to:



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Kristi Hatcher, Associate Executive Director, kristi@saymca.org

Jessica Brown, Admin, jessica@saymca.org

Afterschool Adventure Club Operating Days and Hours

Staunton-Augusta YMCA site

- Follows the Staunton City Schools calendar
- 3:00-6:00 pm

Augusta County Schools sites

- Follows the Augusta County Schools calendar
- 3:00 – 6:00pm

For all sites:

- Pick up: All children must be picked up by 6:00pm each day.

Check in/Check out Procedures

**Please allow up to 15 minutes to pick up your child.*

- **Check Out**
 - Children will be released ONLY to those authorized by the parent on the child's registration form. Photo IDs and PIN will be required each time a child is picked up.

It is the parent's responsibility to notify the Childcare Director and site leader of any changes in authorization. If someone other than the authorized individuals must pick up your child, communicate with the site leader ahead of time. All authorized pick-up individuals should be prepared to show identification to site staff upon request.

A copy of the Divorce Decree or court approved Settlement/Custody Agreement shall be required when a parent requests not to release the child to the other



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biological parent. Custodial parents have the right to enter any Y facility while their child is in a childcare program.

Late Pick-Up

We close promptly at 6pm. For all children not picked up by 6pm, the following policy is in effect:

- If a child has not been picked up, at 6:01pm staff will start calling both parents/guardians. If parents/guardians cannot be reached, staff will call the two emergency numbers on file. If the child is still at the site at 6:15pm, the local police or Department of Social Service will be contacted.
- There is a late charge of \$10 per five minutes after 6pm. This will be charged per child via Daxko and processed the following day. If this occurs two times and the fee is not paid, the child will not be permitted to return to the program until the late fee is paid.

Illness and Exclusion Criteria

All children and staff will be required to have a daily health observation check at drop off. If your child develops a fever of 99.9 or above and/or complains of sickness accompanied by vomiting, they will be sent home.

Lice and other Contagious Conditions

For the safety of our participants and staff, we ask that children with contagious conditions (chicken pox, strep, pink eye, etc.) NOT attend the program until the condition has been adequately treated. Children who have had lice may return to or attend the program when no live lice have been observed for at least 24 hours. If your child has been diagnosed with a contagious condition, we ask that you immediately contact the Childcare Director and/or site leader. They can return to the program once cleared by their doctor or with a signed medical note.

All immunizations must be current.

Accidents/Emergencies



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Our staff keeps your child's safety as our number one priority. Please read the information below to understand our documentation procedures. All of our staff are trained in CPR and First Aid. Procedures regarding natural disasters, active shooter incidents, and fire escapes are covered extensively in training. The Emergency Preparedness Plan is available upon request.

Detailed emergency and lock-down plans are available for each site at the camp check-in area. To prepare for fire emergencies and lockdowns, campers routinely practice drills each month.

Parent emergency contact information, an active roster, and first-aid kit are taken when evacuated or gathered in a lockdown. In any emergency situation, parents will be notified once all campers are in a safe location.

Minor incidents: Parent/Guardian will be notified at pick up and/or written via an Incident Report depending on the severity of the incident (scrapes, bruises, but bites, anything requiring band-aids or an ice pack). Some accidents that are more serious in nature require more immediate action. In the event of incidents listed below, an Incident Report will be completed as soon as possible after the emergency has been handled.

*Missing child, medication errors, deep cuts or eye punctures, head wounds, concussion, severe allergic reaction, broken bones, seizures, fistfights or arguments involving weapons, bites that draw blood or break the skin, suspicion of child abuse or neglect.

Staff will:

1. Respond to the injured child with First Aid and notify the Site Leader, Camp Director, and Childcare Director.
2. Get other children away from the area and get them involved in another activity.
3. Call 911 if needed.
4. Document the incident and all witnesses.
5. Complete and review the Incident Form with the Camp Director.
6. Contact the child's parent/guardian and provide them with a copy of the Incident Form at the parent/guardian's request.

Virginia State Licensing

We are an unlicensed childcare provider under the exemption provided as an Out-of-School Time Program Affiliated with a National Organization (22.1-289.030.B.11)



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with the Virginia Department of Education. All our program sites are subsidy approved and operate at the highest safety standards.

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection, and well-being of a child for any part of a 24-hour day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Education authority to license these programs.

Standards for licensed child day centers address certain health precautions, adequate play space, a ratio of children to staff, equipment, program, and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health, and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Education. In addition, parents or other individuals may register a complaint about a program which will be investigated if it violates a standard.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the Valley Licensing Office at:

Office of Child Care Health and Safety

Dept. Of Education

P.O. Box 1208, Waynesboro, VA 22980

Abuse Prevention Policy

The growth and development of men, women, boys, girls, and families have been the Y's principal concern for over 150 years.

Through programs of health and wellness, aquatics, sports, camping, parent/child/family programs, and childcare, the Y is responding to the needs of children and families. Many changes have occurred in the lives of children and families today. Some of these changes are positive; however, the alarming increase in child abuse is of particular concern to the Y.

Throughout its history, the Y has been a strong advocate for children's rights. It is therefore most appropriate that mistreatment or neglect of children and the resulting severe effects would be of primary concern to the Y.

The Y 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, yelling, striking, biting, kicking, squeezing, shaming, withholding food or rest room 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 Y encourages appropriate touch; however, at the same time, it prohibits inappropriate touch or other means of sexually exploiting children.

Based upon its concern for children, parents, and YMCA staff, the following standards related to reporting procedures, staffing, standards, code of conduct, and resources for parents and children have been developed.

****Note:** The Staunton Augusta YMCA, like many other public institutions, is mandated by law to report suspected child abuse to Child Protective Services within 24 hours of reported incident.

Procedures for Reporting Suspected Child Abuse

1. At the first report or suspicion of child abuse, the staff or volunteer to whom it has been reported will immediately inform their supervisor.
2. The Staunton Augusta YMCA will make a report within 24 hours to Child Protective Services. In the event the reported incident or suspicion involves an employed staff person or volunteer, the Executive Director will suspend the person from all responsibilities (if appropriate, without pay) until the investigation is complete.
3. All staff and volunteers must be sensitive to the need for confidentiality in the handling of information in this area and are instructed to only discuss matters pertaining to abuse or suspected abuse with the Camp Director, Childcare Director, and/or the Executive Director.
4. YMCA staff and volunteers may not contact children or parents involved in a child abuse incident without permission from the Executive Director.
5. Whether the incident or alleged offense takes place on or off YMCA premises, it will be considered job-related.
6. All incidents or alleged offenses will be documented on the day of occurrence.

Y Staff

Y programs are supervised by the Childcare Director. The ratio of Y Afterschool and



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Y Summer Camp staff falls between 1:10 and 1:18.

Staff Qualifications

We are an unlicensed childcare provider under the exemption provided as an Out-of-School Time Program Affiliated with a National Organization (22.1-289.030.B.11) with the Virginia Department of Education. All our program sites are subsidy approved and operate at the highest safety standards. All staff are required to complete a thorough screening process, as well as 30-plus hours of training, including child safety training, first aid and CPR, and more. If you have further questions about camp staff qualifications, please contact the Childcare Director.

MAT Certified Staff

We always have MAT certified staff on site who are trained and authorized to administer medication to children.

Babysitting Policy

YMCA childcare staff are prohibited from babysitting any participants of a YMCA childcare program. This restriction extends to transporting family members of childcare participants to and from the Y, or any other function that is not YMCA related.

Special Needs

We are committed to living out our value of inclusiveness which guarantees nondiscrimination and equal access for all in our programs, services, and activities. We strive to provide the best childcare program experience for your child and ask that prior to registration, you consult with the Childcare Director regarding any special needs of your child. While we are a non-therapeutic program, we will work to provide reasonable accommodations upon request. A trial period may apply.

Cell Phones/Electronics/Personal Items

Please do not allow any toys, fidgets, video games, electronic tablets, or cell phones to accompany your child. This eliminates arguments, theft, damages to and/or lost items that the YMCA cannot be held responsible for and will not reimburse.

We understand that many children have cell phones to communicate with parents outside of the camp. If campers bring a cell phone, they will be asked to put it in a lock box and may retrieve it when they are picked up.



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Lost and Found

We provide a lost and found table at each program site. All items not collected are donated to Valley Mission once the program has ended.

Sunscreen & Insect Repellent (applies to summer camp programs)

Parents must complete an Authorization form for Non-Prescription Over-the-Counter Skin Products at the time of registration.

Each child is encouraged to apply sunscreen prior to arrival at camp and must bring sunscreen to be reapplied during camp. Insect repellent is optional.

Both sunscreen and insect repellent must be in the original container, labeled with your child's name and within date. This will be kept on site and returned at the end of camp. Camp staff/child will reapply sunscreen multiple times a day.

Note: Children under nine years of age may not administer their own screen. YMCA childcare staff will administer sunscreen to this age group in accordance with standards for licensed child day centers.

Medications

If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.) or any food allergies, the Y requires a written and signed Action Plan from your child's physician that is uploaded electronically to your child's profile. Your child may not be enrolled until we have this plan in place.

Prescribed and/or long-term medications for such things as asthma, ADHD, allergies, etc. must have the Medication Administration Form completed by a medical doctor.

All medications must be in the original container labeled with the child's name, medication name, and dosage, and will be stored in a locked box checked monthly for expirations by staff and returned to the parent/guardian.

Illness Policy

Y programs are not designed for sick children. Your child should not be sent to any program, and will be sent home, if any of the following conditions are apparent:

- A temperature of 100.4 degrees or more within 24 hours
- Vomiting or diarrhea
- Rash (if cause is unknown)
- Suspected communicable disease



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- Severe cold with fever, coughing, unclear mucus
- Bronchitis or other throat infections such as strep

If a child becomes sick at the Y, suffering from the above complaints, a contagious disease or an accident requiring medical attention, the parents/guardians will be notified to pick up the child immediately. If the parents cannot be reached, the emergency numbers will be called. Immediate arrangements must be made for picking up a sick child. A child will be isolated from other children until a parent or guardian arrives.

Parents must notify the Childcare Director if your child has a communicable disease such as chicken pox, pink eye, strep throat, or lice. If a child in our program has contracted a communicable disease, we will contact all parents within 24 hours.

Dress Code

Children should wear comfortable and appropriate clothing for indoor and outdoor activities. It is expected that the parents will provide proper seasonal clothing and a bathing suit with a towel for swimming trips/water play. Closed toe shoes are a strong recommendation in all our Y programs. If a child does not wear closed toe shoes, they might not be able to participate in every activity.

**Note: During the school year, swimming activities provided at YMCA site only.*

Breakfast, Lunch, and Snacks

The YMCA's afterschool sites participate in the Child and Adult Care Food Program (CACFP), a federally funded initiative administered by the U.S. Department of Agriculture (USDA) that supports the provision of healthy meals and snacks to eligible participants in childcare centers, day care homes, adult day care centers, and afterschool programs.

We (the YMCA) will offer a healthy afternoon snack. A menu will be posted weekly at check-in. If your child does not like these snacks, please send them their own.

Please do not send soft drinks or sugary snacks.

A copy of the nutritional guidelines that we follow for state licensing are available upon request.

Dietary Needs/Allergies



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If your child has a food allergy and cannot eat or be near a food item, you must complete an Allergy Action Plan, complete with signatures from legal guardians and the child's primary care physician. If there is any medication to be given in response to an allergic reaction, that must be kept on site, in its original container. Allergy Action Plans are available in the online camper forms section.

We will take every precaution to ensure that your child is cared for and that food allergies are taken seriously, whether that means becoming a nut-free camp site, or designating a nut-free lunch and snack area, etc. Open communication is needed at the time of registration between the parent and Camp Director to ensure we have a thorough understanding of your child's allergies.

Swim Test (Y site only)

Children will be tested by a certified lifeguard at the beginning of each session and grouped accordingly. This procedure is required to ensure pool safety. Successful completion of this test will allow children to swim in the deep end of the pool during swim time. Those children who do not pass the required swim test will be restricted to designated areas of the pool. Children will have the opportunity to re-take the swim test each week.

YMCA Childcare Programs Code of Conduct

This Code of Conduct helps keep our YMCA programs safe, respectful, and fun for everyone. Children and parents/guardians are expected to review this agreement together.

Our Expectations

Respect for Others

Participants are expected to:

- Treat staff and peers with kindness, fairness, and courtesy.
- Use appropriate language and tone when speaking to others.
- Respect personal space and differences.
- Listen when others are speaking.

Safety

Participants are expected to:

- Keep hands, feet, and objects to themselves.
- Always walk inside the building.



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- Sit while eating and follow all snack/mealtime rules.
- Follow all YMCA, school, and program safety rules.
- Always stay with their assigned group.

Participation

Participants are expected to:

- Always use appropriate language and actions.
- Follow all program expectations and rules.
- Demonstrate self-control and cooperation.
- Accept redirection from staff respectfully.

Personal Responsibility

Participants are expected to:

- Make good choices.
- Take responsibility for one's actions.
- Care for personal belongings.
- Be honest.

Step by Step Behavior Plan

The YMCA uses a progressive, step-by-step approach while keeping safety as the top priority.

Step 1: Reminder/Redirection

- Verbal reminder of the expectation or rule
- Coaching on appropriate behavior

Step 2: Warning

- Clear warning given to the child
- Discussion of what behavior needs to change and why

Step 3: Time Away/Loss of Privilege

- Child may be removed from the activity or group for a short period
- Opportunity to reflect and reset behavior

Step 4: Parent/Guardian Notification

- Staff will communicate the behavior concern with a parent/guardian
- Plan discussed to support improvement

Step 5: Suspension or Removal from Program



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- Used for repeated behaviors or serious incidents such as:
 - Physical or verbal bullying
 - Intentionally causing harm
 - Stealing
 - Destruction of property
 - Bringing weapons or using items as weapons
- Length of suspension or removal will be determined by YMCA administration

Immediate Action

Certain behaviors that threaten the safety of others may result in skipping steps and moving directly to parent notification, suspension, or removal from the program.

The YMCA reserves the right to determine appropriate consequences based on the severity, frequency, and nature of the behavior.

Parent/Guardian Code of Conduct

To support a safe and positive YMCA environment, parents and guardians are expected to:

- Review and discuss this Code of Conduct with their child.
- Support YMCA staff in enforcing program rules and expectations.
- Communicate respectfully with staff, children, and other families.
- Address concerns or questions calmly and directly with YMCA staff.
- Follow all YMCA policies, procedures, and facility rules.
- Refrain from using inappropriate language or behavior while on YMCA property or during YMCA-sponsored activities.

Parents/guardians understand that failure to follow this Code of Conduct may result in restricted participation or removal from YMCA programs.