



We build strong kids, strong families, strong communities.

Parent Handbook

STATEMENT OF POLICIES

This handbook is issued by the Waynesboro YMCA Children's Learning Center for the information and use of parents whose children are enrolled in YMCA child care programs. We ask that parents read these policies carefully. You will sign a statement acknowledging that you have read and understand the policies.

The Waynesboro YMCA Children's Learning Center has been in operation and licensed by the Virginia Department of Social Services since September 1987. The Waynesboro Family YMCA is a non-profit organization, governed by a volunteer board of directors. Funding for our program comes from tuition paid by parents, generous scholarship donations, and special fundraising events. A building fund drive gift from the Waynesboro Kiwanas made possible the expansion of the child care program in 1993.

YMCA Mission

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



General Information

Evaluation and Quality Assurance

The Waynesboro YMCA Children's Learning Center is inspected periodically by State Licensing, the Health Department, and Fire Department to ensure all state guidelines are being met. We also provide criminal history checks and TB screenings on all staff in our facility. We have assembled an Emergency Operations Plan which covers such events as : tornados, hurricanes, floods, intruders, fire, gas leaks, bomb threats, winter weather, loss of electricity or water, hazardous spills, nuclear power plant disasters, and wild animals.

Reporting of Suspected Child Abuse

We are required by the State of Virginia to report any and all instances of suspected child abuse. When a staff member has information or evidence of suspected abuse, the Director is informed of his/her concerns and the Department of Social Services will determine the action to be taken from the point of staff contact.

Program Description

The Waynesboro YMCA Children's Learning Center achieves quality childcare through dedication and a commitment to the YMCA, its members and children, as a family first and then as a business. The childcare staff is well educated and trained.

Our purpose is to provide a quality enrichment program for children in our community. In doing so, we aim to provide a safe, secure, and stimulating environment in which the developmental needs of each individual child are considered and met. Our program builds on a child's natural desire to learn new things and become more self reliant. Children are encouraged to get along with others, share, take turns, work in a group setting, play games, and learn new crafts.

Activities

A monthly calendar is given to parents at the beginning of each month to keep them up to date on what is happening in the classroom. The calendar will also serve as a tool to keep you informed of special events.

All program areas at the YMCA are open and used by childcare. We have an outside play area, swimming pool, refrigerator, microwave, washer, and dryer.

Parental Involvement

As a parent, you have the right to know what is happening in your child's day. We hope that you will feel free to call and check on your child's progress, adjustments and other needs. If you would like to come by to visit, you are welcome to do so at anytime. We encourage parents to come in and see what their child does, but we do want to limit confusion as much as possible.

We encourage parental involvement on a volunteer basis in any appropriate center activities. Feel free to come by and have lunch or a snack with your child. Volunteers are welcome during any of our special events, especially field trips.

The staff is encouraged to communicate verbally with parents on a daily basis. Parents will be informed of any behavior that is unusual for the child or not age appropriate for the child. The Director is available daily. You can reach her at 540-943-9622 ext 208 or via e-mail at rapatton@ntelos.net. Communication is important to us and we are here for you and your child.

Work Without Worry

For the times you can't be there yourself, the childcare staff supports your efforts to nurture your child's healthy development. Well-trained staff are here to provide a safe, affordable, high quality care so you can have peace of mind while you work to help your family succeed.

Focus on the Family

No matter how many hours your child spends with our childcare staff, family is the most important structure in their lives. Good childcare is good family care. Like all YMCA program, childcare is open to all with financial aid available to those who qualify. Staff members are partners with parents and other caregivers, working together to help children grow up healthy, happy, and strong.

A Commitment to Children's Safety and Protection

The YMCA is the largest provider of childcare in the nation and was one of the first national organizations to take a stand in the critical area of child abuse prevention. When parents drop their children off at a YMCA, they are entrusting that Y with their greatest treasure. YMCAs take that responsibility very seriously. We encourage parents to visit at any time and solicit their input and full involvement in ensuring the safety of all children in YMCA programs.

Chain of Authority

YMCA Executive Director-Jeff Fife
Child Care Director-Rebecca Patton

Licensing

The Waynesboro YMCA Children's Learning Center is licensed by the Virginia Department of Social Services and conforms to all state laws regulating the operation of day care centers. The YMCA is licensed for 100 children ages 2 years 9 months-12 years 11 months. Our off-site summer program at Berkeley Glenn Elementary School is licensed for 30 children grades K-12 years 11 months of age.

Programming

The programs, schedule and grouping of children at the center will change throughout the year to accommodate the number of children enrolled and to meet the individual needs of the children.

Preschool (3 years & potty trained) and Pre-K (4-5 years)

Our preschool and pre-k programs create an environment that encourages curiosity and offers challenges to stimulate development. The schedule provides activities that include; reading, writing, math, science, library, cooking, computer time, field trips, indoor/outdoor play, quiet and active times and projects that enhance large/small motor development. The curriculum helps to build social and self help skill as well as advance their physical, creative and intellectual development.

School Age (kindergarten-12 years)

Our school age program is designed for children who are in grades K through 12 years of age. The program presents a variety of activities to meet the child's needs. Outdoor time, gym time, swimming, table games, cooking and science projects, community service projects, field trips, quiet time, arts and crafts and a homework time are just some of the things offered.

Clothing and Supplies

Children should wear washable play clothing. All children enrolled in preschool and pre-k will need to keep an extra set of clothing in your child's cubby in case of spill or accidents. Please be sure to dress your child appropriately for weather conditions. If you would like to leave a light jacket or sweatshirt in your child's cubby, feel free. Each teacher will issue a supply list for their classroom.

Staffing

All of our childcare staff is CPR and first aid trained. They are also required to attend 18 hours of educational training throughout the year. A lifeguard is available during each swim time. A criminal history report is verified before the first day of employment.

General Policies

Admission

The YMCA Children's Learning Center accepts all children ages 2 years 9 months-12 years 11 months, regardless of race, sex, creed, religion, national or ethnic origin, sexual orientation, handicap, or medical condition; provided the established program meets the needs of the individual child with reasonable accommodations. All children must be potty trained.

Enrollment

You must pre-enroll your child before the first day of attendance. To pre-enroll:

- Schedule an appointment with the childcare director
- Complete all enrollment forms
- Provide immunization forms signed by the physician
- Provide physical exam signed by physician within last two years

- Provide proof of birth
- Pay non refundable registration fee of \$50
- Visit your child's classroom with your child to meet staff
- Sign the attendance agreement

Sign In/Out Procedure

You are required to sign your child in and out of the program each day and leave a contact phone number for that day. This record is proof that your child is on site and is used in emergency situations. If a child is to be picked up by someone else, other than the legal guardian, written notification is required. If either parent is not allowed to pick up the child, a court order will be required. This will become part of the child's file.

Arrival and Departure

The earliest you may arrive at the center is 7 am. (9 am on snow camp days). We do not accept children after 11 am.

Children may not be left at the front desk, in the halls of the YMCA, or dropped off at the front door. Children *MUST* be walked to their classroom and signed in. All children must be picked up *PROMPTLY* by 6 pm. A child will not be permitted to leave with anyone under the age of 18. A child often gets upset if they feel they have been forgotten. Please try your best to be on time.

The staff will do the following if a child is not picked up by 6 pm:

- Call parents at home/work.
- Call emergency contacts.
- If a child is not picked up by 6:30 and we have not received a phone call, it is our duty to contact Social Services to pick up the child.

When picking up a child at the end of the day, make sure a teacher is aware of his/her departure and that the child is signed out. In your enrollment forms, you have listed persons authorized to pick up your child without notification from the parent. We cannot and will not allow your child to leave with someone who is not on this list without advance notification. The teacher or director will ask for picture identification from any person picking up your child that we do not know. A child will not be allowed to leave with this person if they do not provide identification and are not on the pick up list.

Our late fees are as follows:

- 6-6:15 \$10
- 6:15-6:30 \$20

A fee of \$10 will incur per fifteen minutes even if the parent has notified us that they will be late. As stated before, if we have not received a phone call by 6:30, we are required to contact social services. This fee is per child and is payable in cash to the teacher on duty before the child/children may return to care.

Tuition Payments

There is a \$50 one time registration fee per child. This is non-refundable.

	Member 4-5 days	Non Member 4-5 days	Member 1-3 days	Non Member 1-3 days	
AM Preschool	\$130 per month	\$160 per month	NA	NA	
Preschool	\$96 per week	\$110 per week	NA	NA	
Pre-K	\$91 per week	\$106 per week	\$71 per week	86 per week	
Pre-K Afterschool	\$70 per week	\$85 per week			
Pre-K Holiday Camp	\$15 per day additional	\$18 per day additional			
School Age	\$41 per week	\$47 per week	\$35 per week	\$45 per week	
Holiday Camp	\$10 per day additional	\$12 per day additional			
Summer Camp	\$75 per week	\$90 per week	\$60 per week	\$75 per week	

For children not currently enrolled, there will be a registration fee for summer camp. For children who are currently enrolled, there will be a \$25 supply fee per child for summer camp enrollment.

Please make all checks payable to the YMCA. CASH IS NOT ACCEPTED. Tuition is due the Friday before care. Tuition may be bank drafted from a savings, checking, or credit card account. All summer tuition is REQUIRED to be bank drafted or paid in full before camp begins.

Field trips or special programs may require an additional fee.

We accept individuals through a work program available by the Department of Social Services. We also have scholarships available through generous donations from our community.

Every attempt will be made to work with parents concerning payment, however, we must adhere to payment of tuition in order to provide the best quality childcare for your child.

Tuition is NOT pro-rated for any reason such as illness, holidays, days missed due to weather, or vacations.

A \$10 late fee will be assessed to each account if tuition is not paid by Tuesday. A service fee of \$25 will be charged for a returned check or bank draft. Childcare services can be terminated for accounts more than one week past due. You will have the option of re-enrolling your child provided there is available space and all tuition has been brought current and a \$25 re-enrollment fee is paid.

Holidays

The center will be closed on the following days:

New Year's Eve/Day

Memorial Day

July Fourth

Labor Day

Thanksgiving (Thursday and Friday)

Christmas (Eve, Day, and day after)

We will be closed the Friday preceding or Monday following a holiday that falls on Saturday or Sunday. Tuition will not be prorated for these closings.

Holiday Camp/Snow Camp

Full day care is provided for school age children on days when public schools are closed due to holidays, workdays, or weather. Enrollment is open to children currently enrolled and then to the public if there is space available. These days must be paid for in advance. A sign up will be posted with a deadline to pay. Camp days are not deducted from your after school tuition. You are responsible for the full after school rate in addition to the camp day. Holiday camp hours are 7 am - 6 pm. The fee is \$10 for members and \$12 for non-members per day in addition to regularly scheduled afterschool tuition. Children who are not currently enrolled will pay a higher rate. Your child will need a packed lunch, 2 snacks, swimsuit and towel on camp days. Snow camp will not begin until 9 am.

Inclement Weather Policy

Every attempt will be made to open childcare in case of inclement weather. Please call and ask for the childcare voicemail to ensure that we are open. If Waynesboro City Schools are closed or 2 hours late,

we will not open until 9 am. If Augusta County Schools are closed, but Waynesboro City Schools are open, snow camp will not begin until 9 am. We do not accept children after 11 am. In case of inclement weather that causes schools to dismiss early, we will make every effort to pick children up from school. In the event, that we are unable to do van runs, we will contact you as soon as possible to allow for alternate arrangements. Please let us know if we do not need to pick up your child from school. The safety of our staff and the children are PRIORITY.

Designated Space

Each child will be assigned a cubby or locker. All materials needed for your child will be stored in this place. The YMCA is not responsible for lost or stolen items.

Cots

Preschool and Pre-K children will be assigned a cot for rest time. Parents are asked to bring a blanket and a soft toy if needed. School age children who are here all day will be provided a quiet time. They may bring a blanket.

Clothes

Please make sure your child's clothing is marked with their name. If clothing belonging to another child mistakenly comes home with your child, please return it promptly. This includes swimsuits and towels.

Toys

Toys are not to be brought in unless requested by your child's teacher. This includes trading cards, game boys, i-pods, etc. Toys will be confiscated and placed in childcare office for parent/guardian to pick up.

Discipline

The Waynesboro YMCA Children's Learning Center has a discipline policy to keep a safe environment for all children. We have set guidelines that will be enforced to help your child learn what is socially acceptable and what is not. We will use limits that are fair, consistently applied, appropriate, and understandable for the child's level. We will also provide children with reasons for limits. In general, your child will be expected to:

- follow directions
- speak quietly and politely
- sit at a table and eat with good manners
- get along with his/her peers
- be respectful of staff

The following steps will be taken with a discipline problem:

- modeling and redirecting children to an acceptable behavior
- arranging the classroom environment in a way that promotes desirable behavior
- giving positively worded directions
- one on one discussion with director
- time out will be used
- note or phone call home to the parents
- suspension if needed

If a child is ever harmful to the other children or to the staff, the parents will be called immediately to pick up child and possible withdrawal from the program may be necessary.

Discipline is to be administered in a creative and loving manner. Any harsh or corporal punishment is forbidden. We will try to the best of our abilities to work with parents to solve any problems.

Unacceptable Disciplinary Action

The following actions or threats are forbidden: physical punishment, enclosure in a small confined space, punishment by another child, separation from the group so that a child is out of sight and sound of the staff, withholding or forcing food or rest, verbal remarks which are demeaning to the child, punishment for toileting accidents, and punishment by applying unpleasant or harmful substances.

Wellness Policy

The Waynesboro Health Department has standards that must be met inside the classroom, therefore these steps will be taken when a child is ill:

Upon arrival, each child will be observed for the following symptoms of illness:

- *severe coughing
- *unusual spots or rashes
- *frequent scratching
- *mucous coming from eyes
- *pinkeye
- *unusual behavior
- *yellowish skin or eyes
- *feverish appearance
- *colored mucous coming from nose
- *breathing trouble
- *infected skin patches
- *oozing sores

If a child shows any of these symptoms, he/she will be separated from the other children and their temperature taken. If the child has a fever of 100 degrees or higher, the parent will be called to pick up as soon as possible. If the child has any other symptoms, we will follow the advice of the Health Department.

In addition, children displaying any of the following symptoms, will have their temperature taken and/or the parent will be called.

- *gray or white stool
- *vomiting
- *unusually dark urine
- *sore throat/trouble swallowing
- *diarrhea
- *headache or stiff neck

*loss of appetite

*lack of participation due to illness

Children who have vomited, had diarrhea, or a temperature above 100 degrees should not return to center until they have been well for 24 hours.

Parents will be informed if their child is not feeling well, even if they are not feverish. We may request that you send a doctor's note admitting your child back into the classroom. Please keep in mind, that we must follow the Health Department regulations on communicable diseases.

Medication Policy

We do not administer medication. If your child needs medication for a life threatening condition (asthma, bee stings, diabetes, etc), we will accept the medication in the original container with the child's name, doctor's name, and dosing amounts/times. This medication must be signed in by the parent/guardian. If medication will be administered for more than 10 days, State Licensing requires written authorization from the child's physician. These forms are available upon request from the director.

Sunscreen/Insect Repellent

Licensing requires that sunscreens and insect repellents may be given to a child only with the written consent of the parent/guardian. All sunscreens and insect repellents must be labeled with the child's name and given to the child's teacher.

Meals and Snacks

The YMCA Children's Learning Center does not provide lunch meals or snacks. We do provide the use of a refrigerator and microwave. Water is provided to the children at various times throughout the day. Parents are welcome to donate snacks and treats at any point during

their child's enrollment. These snacks and treats **MUST** be store bought and in the original container.

Healthy eating habits will be encouraged. The children will say a prayer before snacks and meals and good manners will be expected at the table at all times. All allergies to food or drinks must be recorded in your enrollment papers.

Each child will be expected to wash their hands with soap and water before and after eating and at other appropriate times throughout the day.

Rest Time

Each child is expected to rest at the scheduled rest time. Early risers will be provided a quiet activity until all other children are up. This is a very important time for children as well as childcare providers. After a busy morning, the children need that quiet time to refresh. Children who are not asleep after 30 minutes will be provided a quiet activity.

Transportation

Any child under the age of 9 years is required to be in a child safety seat while riding in the YMCA van or buses. We may ask the parent to provide a car seat. We take the responsibility of transporting your child very seriously. Your child's safety is our #1 priority. The following rules will apply:

- Children will remain seated and buckled at all times while the engine is running or the vehicle is moving
- Children are expected to face forward and talk softly to their peers.
- Children are to keep their hands in their laps and to themselves.
- No objects are to be thrown inside or outside of the vehicle.
- No yelling or wild behavior will be permitted.

- Children are to keep all belongings contained in book bag, etc unless told otherwise by staff.

The Waynesboro YMCA Children's Learning Center may refuse to transport any child who we feel cannot follow our safety standards. Children who do not follow our standards will be given a verbal reminder first, and then if the problem continues, we will ask the parent to make alternate arrangements. School age parents and children will be asked to sign a transportation contract.

A maintenance check is made on all YMCA vehicles monthly.

Emergency Procedures

The Waynesboro YMCA Children's Learning Center staff are trained in emergency procedures. Fire drills are held on a monthly basis so children can become familiar with procedures. Should an emergency occur, that will not allow us to remain in the YMCA, our primary emergency location site is as follows:

YMCA	Waynesboro Public Library (600 South Wayne Ave)
	Waynesboro Parks & Recreation (413 Port Republic Rd)
Berkeley Glenn	Waynesboro YMCA (648 South Wayne Ave)

Parents will be contacted by phone in event of an emergency.

Field Trips

The field trip agreement in your enrollment papers and a permission slip must be signed in order for your child to attend a field trip. All payments for field trips are expected before the time of the trip. Field trips are CASH only. Please bring in exact change for all field trips. If your child will not be attending a field trip or arrives late, you are responsible for alternate care. Field trip money may be non refundable depending on the location.

Termination of Enrollment

When a family's childcare needs change, a one week (5 days) notice in writing is necessary to withdraw. A childcare exit form is available from the director. Without this notice, the individual responsible for the account will be liable for one week of tuition. We must have 7 days to fill any vacancies. In the event, you wish to re-enroll, your child will be placed on a waiting list. Any outstanding debts owed to the YMCA must be paid.

Miscellaneous Information

Phone Number	943-9622 ext 208
Fax Number	932-7582
Email Address	rapatton@ntelos.net
Address	648 South Wayne Avenue Waynesboro, VA 22980

If you have any questions concerning the information contained within this handbook, please don't hesitate to ask.

Welcome to childcare at the Waynesboro YMCA Children's Learning Center.