LEARN GROW THRIVE

YMCA OF THE CAPITAL AREA AFTERSCHOOL CARE PROGRAM

YMCA of the Capital Area's Mission Statement: To put Christian principles into practice through programs that build a healthy spirit, mind, and body for all.

YMCA Areas of Focus:

Youth Development Healthy

Living Social Responsibility

YMCA Character Values: Respect, Responsibility, Honesty, & Caring. These values are taught and incorporated into all our activities and programs through our character development approach.

Financial Assistance: Financial assistance is available through private donations from the Y's annual campaign to those who qualify for a reduced rate. To apply for this program please visit www.ymcabr.org/financial-assistance and complete the application process. We require a completed application and verification of income as stated on the application. Once your application is processed you will receive an email with the results of your application, or with a request for any information still needed to process your application. A YMCA membership is required to receive financial assistance for the YMCA School Age Childcare Program.

All Children are Welcome: No child will be excluded from our programs because of race, religion, sex, or national origin. Our programs are designed for school-age children from age 4 (Pre-K) through age 13 (8th grade). Children with disabilities are always welcome in YMCA programs; however, some disabilities may limit their participation in some activities. While the YMCA strives to provide adequate care for every child, it is not able to provide specialized one-to-one attention for any participant. Based on the current funding levels, The YMCA of the Capital Area 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 YMCA of the Capital Area cannot provide additional staff to meet that need. While providing one-to-one care would allow the child to participate in the program, parents can provide one-to-one care at their expense. Children who need one-to-one attention due to special needs, circumstances or behavioral issues may not be able to remain in the program. Staff will make efforts to provide reasonable accommodation provided it does not affect general operations, oversight, ratios, program/activity implementation and does not require expertise that exceeds the normal YMCA staff training. All children participating in the program must be potty trained.

Staffing: The YMCA believes in employing a motivated, caring, and diverse staff team focused on providing a safe and fun atmosphere for each child. Our hiring process includes background checks, drug screening, and reference checks. All childcare staff receive training in child development, child sexual abuse prevention, playground safety, behavior management, CPR, first aid, blood borne pathogens, activity planning, conflict resolution and supervision.

Hours of Operation:

- **East Baton Rouge School Sites: EBR** Elementary Before School programs are set to operate from 7:00am – 8:00am, and our **EBR** Elementary After School care programs are set to operate from dismissal until 6:00pm and our **EBR Middle** After School care programs are set to operate from dismissal until 5:30pm.

Contact Information: Childcare Program Director, Monica Brown, mbrown@ymcabr.org or (225) 295.6672

- **East Baton Rouge Parish Charter Schools** (Kenilworth Science & Technology Academy) Before School care program operates from 6:30am – 7:45am, and the Afterschool care program operates from dismissal until 6:00pm.

Contact Information: Childcare Program Director, Monica Brown, mbrown@ymcabr.org or (225) 295.6672

- **East Baton Rouge Parish Charter Schools** (Baton Rouge Ochsner Discovery Health Sciences Academy) Before School care program operates from 7:00am – 7:45am, and the Afterschool care program operates from dismissal until 5:30pm.

Contact Information: Childcare Program Director, Cordia Miller, cmiller@ymcabr.org or (225) 295.6736

When EBR Schools close for early dismissal, there is no After School care program on these days.

- **West Baton Rouge:** Afterschool program operates from bus-drop off to 6:00pm. Children must be picked up by 6:00pm.

Contact Information: Youth Program Director, Courtney Washinton, cwashington@ymcabr.org or (225) 295.6718

- **Zachary:** Before School care program operates from 6:00am to bus pick up and our After School care program operates from bus-drop off to 6:00pm. Children must be picked up by 6:00pm.

Contact Information: Executive Director, Kevin Broussard, kbroussard@ymcabr.org or (225) 295.6688.

Program Content: We provide a variety of activities and opportunities for each of our participants that will assist in their development. These activities focus on meeting the goals listed below:

- To develop self-confidence and self-respect among their peers and to create an appreciation of their own worth as an individual.
- To develop an understanding that a strong mind and body are a gift, but mental well-being and physical fitness are conditions that must be achieved and maintained.
- To recognize the value of all people regardless of their differences.
- To develop a capacity for leadership.

Activities include but are not limited to the following:

- Character Development, Outdoor play, Indoor play, small group time
- Homework/education, Arts and Crafts, Physical activity
- Service-learning projects, Manipulatives

Homework Time: We will provide program time for our participants to begin their homework. However, **full completion of their assignments may not occur** because of your child's ability to focus or other important program components that are essential for their health and well-being. Our staff will assist all children during homework time, and we will keep an open line of communication with each parent for them to be aware of their children's progress.

Participant Conduct: The following are the rules each child must follow during program hours:. Each Child:

will treat others the way I wish to be treated.

will always use appropriate language.

will listen to the person speaking.

will follow instructions given to me by my counselor.

will be honest.

will allow counselors to assist in solving disputes.

will be helpful to others.

will keep my hands, feet, and objects to myself at all times.

Discipline Policy: The philosophy of Positive Discipline is used in YMCA programs to promote proper boundaries. When boundaries are set, children can make better decisions. We follow these guidelines to help with this process:

- We do not subject children to any type of physical or corporal punishment.
- We do not issue verbal threats or abuse.
- We do not make derogatory remarks toward children.
- No child or group of children is ever allowed to discipline another child.
- We do not deprive children of their snack/lunch.

Discipline Issues will be treated as such:

- 1st offense: written warning
- 2nd offense: suspension
- 3rd offense: removal from program

We consider the following as major behavior problems:

- **Fighting Resulting in Injury** – Hitting, punching, hitting with an object, kicking, scratching.
- **Wandering Off** – Leaving the assigned area without permission.
- **Disrespect/Defiance** – Refusal to follow directions and/or socially rude interactions.
- **Disruption** – Yelling, noise with materials, or horseplay.
- **Harassment/Teasing** – Threats, intimidation, gestures, verbal attacks.
- **Abusive Language** – Swearing or use of inappropriate words.
- **Vandalism/Property Damage** – Substantial destruction of property.
- **Weapons** – Knives, guns (real or look alike), or objects capable of causing bodily harm.
- **Theft** – Removing someone's property.

Examples of infractions/occurrences that may warrant suspension/expulsion:

- Multiple behavioral referrals
- Endangering oneself or others
- Willful disobedience
- Violence
- Fighting
- Theft

Children exhibiting any of the above behaviors liable for expulsion will be expelled from all YMCA programs for a **full year**. **This includes the following at all YMCA programs at all YMCA locations: Holiday Camps, Summer Camps, Sports programs, Swim programs, etc.**

The YMCA can remove minutes and/or the entire swim time as a form of discipline. Field trips may also be taken away from children as disciplinary action. Parents will be contacted by Staff if the entirety of discipline issues.

Children suspended/removed from the program will not receive a refund for the week or days missed for that week. All future weeks will be removed, if expelled. Each child will be treated equally regarding discipline. Offenses may not be the same type as warrant removal from the program. "3 strikes, you're out".

Helpful Hints: The following information is to help us better serve each child.

- No item/toys from home – Please leave all cell phones, iPods, electronics, toys, balls, cards, etc. at home. We will have plenty of supplies for our participants. We are not responsible for items that are lost, stolen, or damaged.
- Label all items for your child (jackets, coats, shirts, bags, swimming clothes, backpack, shorts, water bottle, etc.).
- Please do not send money with your child. Children are not allowed to purchase items from any vending/candy machine while in the program. Outside food/drinks are not allowed. Children are provided a healthy, balanced snack daily.

Child Abuse Issues: The YMCA is a proactive organization and has set policies that protect children and staff. The YMCA is committed to the protection of children, and all staff are mandated by Louisiana Statue 14:403 to report any perceived or actual abuse or neglect. The following rules have been established to make our program as safe as possible:

- Staff and volunteers are prohibited from baby-sitting or socializing with program participants under age 18, outside YMCA activities.
- Staff are not allowed to touch a child's body anywhere a bathing suit covers and are prohibited from being alone with a single child where they cannot be seen by others.
- Visitors unfamiliar to our staff will be asked to leave the program unless proper identification can be provided. Parents are encouraged to visit program sites at any time a program is in session and to attend all special events. Our Directors and Coordinators are happy to assist you during parent site visits. Please check-in with the supervisor before visiting YMCA programs.
- Any suspected or reported abuse toward a child will immediately be reported to child protection services. If an incident involves a YMCA staff person or volunteer, they will be removed from their position immediately until an investigation is completed by YMCA and child protection services.
- No child will be released to someone other than their authorized parent or guardian unless written consent is provided in advance.
- Parents may request the policy for reporting suspected child abuse. Child Protection Agency 225-925-4571.

Medical Information:

If your child needs prescription medication during the time that he/she will be attending Before or After School Care, a Medical Information form must be completed and approved by the YMCA Childcare Program Director/ Coordinator

before any medication is given by staff. The site leader will have these forms on hand. All medication must be in its original container when it is turned over to the YMCA site leader. No, over-the-counter medication may be dispensed by staff without following the same above procedure, for any reason. Medication may only be given by a YMCA staff person as prescribed. Additionally, no over the counter antibacterial ointments, sting kits, or medications, will be administered to any child attending a YMCA School Age Childcare Program. **Spray** sunscreen may be applied to a child upon request of the parent. Medical Information forms must be updated each time there is a change in your child's prescription.

Illnesses: It is our sincere desire to provide quality care for your child while they are participants in our before & after-school program. Any child that has symptoms of being sick will be isolated and sent home. If a child is hurt, a certified staff member will administer first aid. If the situation requires further medical attention, a staff member will **Contact 911** and/or attempt to contact the parent/guardian. If the parent/guardian cannot be reached, the child's emergency contact and authorized pick-up will be contacted.

Please be advised that due to general health and safety precautions staff may remove your child from activities or programming if one or more of the following exists:

- Illness or signs of illness prevents the participants from participating comfortably in after-school activities.
- If the child has been in quarantine in the past 14 days.
- If there is a member at home in quarantine in the past 14 days.
- The participant has any of the following conditions.
- Temperature of (100.4)
- Signs of possible severe illness. Examples include lethargy, fever, uncontrolled coughing, irritability, persistent crying, difficulty breathing or shortness of breath, runny nose, sore throat, wheezing or other unusual signs. Until medical evaluation allows inclusion.
- Uncontrolled diarrhea. Examples include one or more watery stools in a 24-hour period.
- Vomiting
- Signs of communicable illness (rash, lice, etc.)
- Any child absent due to a communicable disease or virus must have written documentation before returning to the program. Some examples of these diseases and viruses include meningitis, severe diarrhea, 100-degree fever, chicken pox, hepatitis A, AID/HIV, rash, vomiting, head lice, ring worm, irritability, or excessive sleepiness.

- Children with the following conditions can return to the program the day following being treated: cold, impetigo (must remain covered), parasites or strep throat.

If your child is removed from the program because of the above-listed conditions or circumstances, they may not return until the condition discontinues for a minimum of 24 hours, or you have consulted with the Director and received clearance from a doctor. This is in the best interest of the staff and children in the program. Please assist us in our efforts to maintain a healthy environment for our staff and children.

Head Lice and Ringworm: When children spend a lot of time together, the possibility of an outbreak of head lice and ringworm is possible. Ringworm is an infection caused by a fungus that grows on the outer layer of the skin. Most ringworm infections cause rashes on the skin that may be peeling, cracking, scaling, itching, red, or have blisters like bumps on the edges. The following is our policy regarding the prevention, treatment, and care of these problems.

Please note:

- Knowingly sending your child to Before School Care or After School Care with head lice or ringworm will forfeit your child's eligibility to participate in the program.
- We will notify all parents if a case of head lice or ringworm is reported.
- If we detect head lice or ringworm on your child, you will be notified to immediately pick your child up from the program.
- Removal of head lice: All lice and nits(eggs) must be removed from your child's hair using a lice and egg removal kit with comb before your child may return to the program, we will inspect your child upon returning.
- Treatment of ringworm: Although ringworm can usually be treated with an over-the-counter anti-fungal cream, it is required that your child sees a doctor (and provide proof of the doctor's diagnosis) before returning to the program. All medications and creams must be administered by the parent as prescribed by the doctor for the duration of the infection and the area must always be covered. If the infection is in the hair a bandana or hat may be worn during the program. Infections on the skin may be covered by a band aid. Failure to keep the infected area covered will forfeit your child's eligibility to attend the program until the infection is completely healed.
- Periodic spot checks will be held throughout the year.
- No child will be allowed to share another child's brushes, combs, hats, clothing, or jackets. Children may not assist another child or have another child play in or do their hair (ex. Braiding).

- Children will be reminded to wash their hands often and not to touch other children excessively and wear closed toe shoes and socks.

Emergency Procedures: The following is our emergency response plan. All staff are trained to follow this plan in the event an emergency should arise:

YMCA Emergency Response System

1. Establish who is in charge.
2. Dial 911 / Send for Help
3. Provide First Aid
4. Call Program Director or Coordinator
5. Contact parent or guardian / Identify treatment locations
6. Make list of those involved
7. Transport people needing additional care to local he

Program Fees:

Upon entering our program, a one-time $25 registration fee is due. ***Parents agree to pay for each week of before and after school programming throughout the school year regardless of whether the student attends or not.*** All payments are due the Friday before the week of care and are non-refundable.

You will be charged the full amount for the week regardless of whether your child attends one day or all five days. This is done so we can accurately staff our program based on registered participants. Fees and dates for this program will be provided at each site and on our website www.ymcabr.org. All payments are due the Friday prior to the child's week of attendance. All children whose payments have not been received will be removed from the program until payment is received.

All fees are based on the number of days of after school care and half days as determined by each district's calendar year. Three or more days equate to a full week of service. If the school age childcare week is two days or less, the service week will be pro-rated. **Weekly aftercare fees do not include Holiday Camp days (school closure days).** The YMCA will provide "Holiday Camp" full day services on select holidays.

Refund Policy: Refund requests must be made before the week of attendance. If a child does not attend a week of aftercare, a refund **will not** be issued. Documented medical reasons are the only exceptions to the above stated policy. A $10 administrative fee will be accessed on all qualifying refunds.

Paying at the YMCA & Online: Parents may choose to pay weekly via automatic draft or through their YMCA online account at www.ymcabr.org. Payments will not be accepted over the phone. Please do not send payment with your child.

Payment Methods: You may make payments for the program using an automatic draft or through your YMCA account using a credit card or debit card. Please visit a YMCA location to make payments using cash.

Release of Child/Children: Your child will only be released to the individual on your child's authorized pick-up list. Only the child's legal guardian can add or remove names from their pick-up list. Individuals picking up your child must be at least 18 years of age and have proper identification. All children must be properly signed out. We require photo identification to be provided prior to our release of custody to any individual.

Staff Discretion: It is the policy of the YMCA that staff are empowered to make decisions regarding the release of children. If the above rules are not being followed it is their job to withhold the child's release. This will only be done if the Release of Child Policy is not being followed by the parent or guardian.

Custody Issues: In cases of separated or divorced parents, where visitation rights are denied to one parent, we cannot deny releasing the child to this parent if they are entered on the child's pick-up roster. It is up to the custodial parent to make necessary changes to the child's pick-up roster when appropriate. A court decree or separation document is required for your child's file so we can have a better understanding of their situation. If a child's parent is not listed and no court ordered documentation has been provided, the child may be released to the parent regardless of authorization list.

Intoxication/Drug Usage: Your child's safety is our priority. At times we are forced to make judgment decisions concerning their safety. If a YMCA staff member has reason to believe that the individual picking up the child(ren) is intoxicated or shows signs of drug use, the child will not be released. An individual on your child's pick-up list will be contacted then and released upon arrival.

Late Pick Up: In fairness to our staff team, it is important that all children are picked up by the program closing time. Each extended day site has it's on designated closing time. A late fee will be added to your account if your child is not picked up by that time. The cost per child is $1.00 per minute starting five minutes after the designated closing time. Repeated late pick-ups may result in dismissal from the program.

Additional fees will be added to your account. Cash or card is accepted for late fees at YMCA branch sites only. If payment is unable to be made at the time of pick up, the additional fees will be added to your next payment.

Neglect: After a period of 1 hour after the program has ended, and no parent or guardian has contacted the facility, and all emergency contacts have been called,

the local child protective agency will be contacted. The YMCA will comply with their recommendation based on their expertise in these situations.

Change of Emergency Contacts: All YMCA of the Capital Area Childcare Programs will follow the following process to change emergency contacts and authorization for pick up: Parents wishing to add individuals to their approved pick-up roster must log into their YMCA account and update their information.

Holiday Camps and Summer Day Camp: The YMCA of the Capital Area offers Holiday Camps in East Baton Rouge Parish, West Baton Rouge Parish, and at the Zachary YMCA branch during school system holidays. The YMCA also offers Summer Day Camp from the day school lets out until the next school year begins. Information about Holiday Camps and Summer Day Camp please see our website at www.ymcabr.org.