



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# BUILDING FUTURE LEADERS

**FUTURE LEADERS CHILD CARE PROGRAM**  
**Parent Handbook**  
**HARRISON FAMILY YMCA**

## **The Y's Mission:**

The Mission of the Harrison Family YMCA is to put Christian principles into practice to improve the quality of life in our communities with programs and services that strengthens the spirit, mind and body for all.

## **The Y's 4 Character Values:**

Caring, Honesty, Respect and Responsibility

## **AFTERSCHOOL AND SUMMER CAMP**



## AFTERSCHOOL

Our Afterschool Program is designed to provide children ages 5 - 12 with the perfect after school experience. Afterschool hours are from the end of the school day until 6pm Monday - Friday. Each day the children will have play time to burn off some energy before they have snack and homework time. Our program is unique because of our attention to building a healthy spirit, mind, and body for all. Some specific components include:

- **Daily Homework Support:** Our staff is committed to making sure your child has 30-45 minutes of quiet, focused time to do daily homework. Staff and volunteers are available to answer questions, provide support, and maintain a quiet homework environment.

- **Daily Active Play:** To promote healthy choices the Y provides every child with at least 30 minutes daily of active play that is outside weather permitting.

- **Values-Based programs:** The Y is a unique experience because of our commitment to promote honesty, respect, responsibility, and caring in all we do. This is done through small group discussions, academic enrichment and positive reinforcement of behavior.

- **Transportation:** Transportation is provided from various school locations to the YMCA facility for those participating in the Future Leaders Afterschool program.

## SUMMER CAMP

Our Summer Camp is designed to provide children with a fun-filled summer. Each week has a theme with all activities focused on the theme. Each week also includes swim time, outside play and time in the gym. There will be theme specific field trips with details to be announced the week of the trip. We also provide academic enrichment during the summer in the form of fun activities with an educational component. In addition, quiet time for reading is provided daily.

We provide balanced snacks during Afterschool care and snacks and meals during Summer Camp. If you choose to send food with your child, it must meet the Meal Patterns for children in Childcare programs from the United States Department of Agriculture. A copy may be obtained from the Childcare Office.

## Drop In Care

Drop In booklets are available for 5 days at a time. The days are valid for the month in which they are purchased. Days left over after the end of the month can be signed over by the Childcare office for only one additional month. Please contact the Childcare office with 48 hour notice of when your student will need to drop in for adequate planning.

# WAYS TO ENROLL AND PAY

## Payment and Attendance Policies

Payment of registration fees and tuition must be made at the front desk at the Harrison Family YMCA, 1000 Independence Drive, Rocky Mount, N.C. Completed enrollment forms are required before starting any program. Forms are available at the YMCA front desk or online at [www.harrisonfamilyy.org](http://www.harrisonfamilyy.org).

**NO PAYMENTS WILL BE ACCEPTED BY CHILDCARE STAFF AT THE SCHOOLSITES OR THE CHILDCARE OFFICE.**

## DEPOSITS- AFTERSCHOOL AND SUMMER CAMP

There is an annual, non-refundable registration fee of \$25 per student that must be paid before your child can attend Afterschool.

There is a separate, non-refundable registration fee of \$25 per student that must be paid before your child can attend our YMCA Summer Camps.

## **MONTHLY TUITION- AFTER SCHOOL**

Payment is due at the first of every month, and will be considered late if not received by the 5<sup>th</sup> of the month. You will not receive an invoice for your monthly payment.

Automatic draft is the preferred method of payment and can be set up by our front desk staff. Your payment will be drafted from your account on the 1<sup>st</sup> of every month (other draft date options may be available upon request). Drafting is available through EFT or major credit cards.

Payment in full is due regardless of absenteeism, holidays or related weather closings.

Monthly fees are based upon the school calendar. Childcare on early dismissal days is included in your monthly fee. Your monthly fee does not include childcare during school holidays, teacher workdays, Spring Break and Christmas Break.

## **SCHOOL BREAK CAMP (School Holidays, Christmas Break, Spring Break)**

We do offer Holiday Camp childcare at the YMCA location at 1000 Independence Dr. on school holidays, teacher workdays, Spring Break and Christmas Break for a separate fee. Please see our rate sheet for these fees.

## **LATE PAYMENTS**

Payments for Afterschool Care are considered late after the 5<sup>th</sup> of the month and your account will be charged a \$10 late fee. If payment is not received by the 10<sup>th</sup> of the month, your child will no longer be able to attend the Y program.

Payments for Summer Camp must be made in full prior to the child attending camp.

## **WEEKLY FEES- SUMMER CAMP**

Summer camp payments for the week are due by Thursday, preceding the start of each week. Registrations received after Thursday will be subject to a \$10 late registration fee.

Payment must be received before a child can attend camp.

## **FINANCIAL ASSISTANCE**

The Y has a limited amount of scholarship dollars that are allocated for child care and summer camp fee assistance. Financial assistance is available, while funds remain available, to those who substantiate a need. Applications for Financial Assistance are available at the front desk.

## **RETURNED PAYMENTS**

If your payment (check, credit card or automatic draft) is not honored by your bank, you are still responsible for the payment plus a \$10 NSF service fee. This is in addition to any service fee that may be charged to you by your bank.

## **DROP IN CARE**

We offer daily drop-in packages for Afterschool Care and Summer Camp. These packages cover 5 days of care, and are valid for the month in which they were purchased. Unused days remaining at the end of the month may be carried over for one month only with approval by the Childcare Director.

Please notify us 48 hours in advance of the day you wish to drop in so that we can have adequate staff and supplies for your child.

# HOLIDAYS WE ARE CLOSED

New Year's Day

Memorial Day

4<sup>th</sup> of July

Labor Day

Thanksgiving (Thursday and Friday)

Christmas Eve

Christmas

New Year's Eve

# IT'S WEATHER OR NOT

## **If school is cancelled due to weather:**

The YMCA follows Nash-Rocky Mount Public Schools cancellations and delays:

- If school is closed, YMCA onsite school programs will be closed. The Future Leaders Center at the YMCA site at 1000 Independence Dr. may be open, weather permitting. School Break Camp rates will apply.
- If school is delayed, Before School will operate on the same delayed schedule.
- Please check our web page, Facebook and local media for announcements and updates.
- When the school system announces make-up days, your monthly fees will cover those days.

## **If school closes early due to weather:**

- When public schools are dismissed early due to inclement weather, YMCA onsite school programs will remain open unless otherwise directed by the school.
- Please check our web page, Facebook and local media for announcements and updates. If you have downloaded the Harrison Family YMCA app on your phone, you will receive a notification. Make sure you set to receive general notifications and Childcare Notifications within your preferences in the app.

## **In case of tornado:**

At the Y building children and staff will immediately move to the locker rooms and will remain there until the threat has passed. At the Y school sites the Y staff follows the school system's emergency plan posted in each school. No children will be released until the threat has passed. Proper sign out procedures must be followed.

## **In case of thunder and lightning storms:**

Staff will bring children indoors when thunder or lightning is present. Children and staff will not be outside in inclement weather.

# PARENT/GUARDIAN PARTICIPATION

All parents/guardians are encouraged to actively participate in our program. You can attend an event, talk with Childcare staff about your child including any special needs, have lunch at the Y with your child, attend family picnics and parties and/or schedule a meeting with the Childcare Director. We welcome your participation and feedback. If you'd like to volunteer in Childcare, please contact the Childcare Director to learn about the application process.

# SAFETY FIRST: DROP OFF AND PICK UP

## **Before School:**

We open at 6:30am for before school care at specific schools. Parents are required to sign their child(ren) in each day. Please check with the Childcare staff for more details. Only afterschool care is offered at the Y building.

## **Summer Camp:**

Summer Camp hours are 6:30am – 6pm Monday thru Friday. Summer Camp is at the Y building. Parents are required to sign their child(ren) in and out each day.

## **Pick Up:**

All childcare programs end at 6:00pm. Please call the YMCA site if an unexpected emergency will cause you to be late picking up your child. There is a \$5 fee for pick up between 6:00pm and 6:10pm. An additional \$2 per minute will be charged each minute after 6:10pm. In the event that a child is repeatedly left past the closing hour, the Y reserves the right to terminate the child's enrollment in the program.

Our first priority is to keep the children safe; therefore, the Y staff will only release a child to an adult who is listed on the Authorized Pick Up List provided on the registration form. The adult must sign the sign out sheet and will be asked to show a photo identification before the child will be released.

Any changes to the Authorized Pick Up List must be submitted in writing.

# STAFF

## **CHILDCARE STAFF QUALIFICATIONS:**

Each staff member is 18 or over and all are required to be good role models for our children. We employ outgoing, caring and energetic staff. Afterschool staff receives regular training including: Positive Discipline, Character Development, Developmental Needs of Children, and Risk Management. All Childcare staff are certified in First Aid and CPR.

The Y is a place where children discover new activities, enjoy new and old friends and learn to develop skills and interests in a safe environment. The staff is expected to be honest, caring, respectful, responsible, and safe, and we expect the same from each child.

## **YMCA STAFF CODE OF CONDUCT:**

1. Staff will use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline.
2. Staff will treat each child with dignity and respect.
3. Staff will provide clear delivery and regular review of program expectations, rules and procedures with children.
4. Staff will insure an atmosphere of appropriate behavior.
5. Staff will communicate any behavioral issues involving children to their parents in a timely manner.
6. Staff will deliver program components appropriately, demonstrating the Y's 4 Character Values and the mission of the Y.
7. Staff will provide program information updates and reminders to parents/guardians.
8. Staff will respect the privacy of program participants and adhere to established confidentiality policies.

# WE KEEP THE PEACE

Please review the following with your child(ren):

## Discipline and Behavior Management Guidelines

### We Do

- Praise, reward, encourage, reason with, and set limits for the children
- Model appropriate behavior and modify classrooms to attempt to prevent problems before they occur
- Listen and provide alternatives for inappropriate behavior
- Provide logical consequences for their behavior, treat children as people and respect their needs, desires, and feelings
- Ignore minor misbehaviors and explain things to children on their level
- Use short supervised periods of time-out and stay consistent in our behavior management policy

### We Do Not

- Physically or verbally abuse or punish children in any way
- Shame or punish children when bathroom accidents occur
- Deny food or rest as punishment
- Relate discipline to eating or resting
- Leave children without supervision
- Place children in locked areas
- Allow discipline of children by children
- Belittle children's parents, families, or ethnic groups

If these steps do not help your child improve their behavior, a written discipline notice will be sent home. After the third discipline notice, a parent conference will be requested or suspension from the program.

If your child is removed from the program due to inappropriate behavior, a refund will not be issued.

# ABSENCE

Please let us know when your child will not be in daily attendance. This is especially important for children who ride the Y bus from their school to the Y building and for the safety of your child.

# TAKING GOOD CARE

The Y does not have accident insurance on any program participants. It is the responsibility of the parent/guardian to secure insurance and provide the insurance information to the Y on the registration form.

## Child Illness

The following symptoms will require us to notify parent/guardian for pick up from the program. Parent/guardian will be expected to pick up their child within 30 minutes of notification. The child will be isolated, in their classroom or the Childcare office until pick up.

- Vomiting- may return after 8 hours of no vomiting
- Cough- if child is unable to participate in the program
- Rash- spreading or widespread, blisters, discomfort
- Pink eye- may return after 24 hours of antibiotics
- Ringworm- may return after one treatment and covering
- Lice- may return when nits (eggs) are no longer found
- Fever- over 100- may return when fever free for 24 hours
- Diarrhea- may return after 8 hours of no diarrhea
- Any other symptoms that cause the child not to be able to participate fully in activities

If a child has a minor injury at the Y, a staff member will administer first aid. If the situation requires further medical attention, a staff member will contact the parent / guardian. In the event that the parent/guardian cannot be reached, we will attempt to contact an adult on the Authorized Pick Up List. There is inherent risk of an accident when a group of children are playing. In an extreme emergency, we will call 911 and render all appropriate care while continually attempting to contact the parent / guardian.

## Medication

- An Authorization to Dispense Medication form must be turned in with all medication.
- Medicine must be provided in its original container.
- The medication must be provided directly to the Y staff and will be kept in a lock box.
- Students are not permitted to have medication of any kind, prescription or over-the-counter, in their possession.

Classrooms are maintained by the childcare staff on a daily basis. Floors are swept and mopped or vacuumed as needed. Tables and chairs are sanitized every day and toys are washed and sanitized on a weekly basis. Items such as windows, ceiling vents and walls are cleaned as needed. Bathrooms are cleaned on a daily basis by the janitorial staff and by the childcare staff if needed. Our janitorial staff supports the childcare staff in their efforts to maintain the childcare areas.

# PLEASE LEAVE IT AT HOME

The Y is not responsible for any personal property. Please make sure your child leaves toys, trading cards, video games, iPods, cell phones, and gaming systems at home. If a child is sent to the Y with these items, they must remain in the child's book bag. Children will not be allowed to use any of these items. If they do, the item will be taken from the child and returned to the parent.

# STAY INFORMED

It is important to us that parents/guardians stay informed. The Y will make every effort to communicate with you about activities, special events and especially about your child. We communicate through newsletters, signs posted at the drop off and pick up desk, phone calls, in person, Facebook and on our web page. If there is ever a time you want to know more, please talk with your Childcare staff or the **Childcare Director at 252-972-9622, ext. 239.**

# REPORTING CHILD ABUSE & NEGLECT

The Y's goal is to provide a safe and healthy place for children. The Y is required by the State of North Carolina law to report any suspicions of child abuse and/or neglect. This law does not require the Y to notify the parents/guardians prior to or after a report has been made.



# NUTRITION

Meals and snacks served comply with the Meal Patterns for Children in Child Care Programs from the United States Department of Agriculture (USDA).

# SWIM AT THE Y

The Summer Camp schedule includes weekly swim time. The Y understands that although swimming is something that children love, it can sometimes make parents nervous. Children are supervised by Childcare staff and certified lifeguards at all times. There is a certified life guard on duty for every 25 children in the water. The ratio of Childcare staff to child is 1:13 with a minimum of two staff. Half of the Childcare staff will be in the water and the other half on the pool deck. They will be positioned in pre-assigned areas so that they can see and hear the children and respond quickly. There are US Coast Guard approved life vests available for the children.

To insure everyone is safe while in the water, all children who choose to enter water that is chest deep or deeper or who want to use the water slide are required to take a swim test. Lifeguards administer all tests and will not pass a child unless they are confident of their abilities. If a child does not pass the swim test, Childcare staff and lifeguards will encourage them to continue practicing and test again at a later date. Once a child has passed a swim test, the lifeguards will indicate their swim level and will assign areas of the pool based upon their abilities. For more information regarding test procedures or swim lessons, please contact the Y Aquatics Department.

# FEDERAL TAX INFORMATION

The Y's Federal Tax ID number is 56-0543251. Use this number when filing your Federal Income Tax. Tax statements are available upon request from the Childcare office. Please allow 1 week for processing.

# CHILDCARE ADMINISTRATIVE STAFF

Tracy Dodrill, Childcare Administrator	252-972-9622 ext. 239
Vanessa Gaston, Asst. Childcare Director	252-972-9622 ext. 241
Donna Manning, Asst. Childcare Director	252-972-9622 ext. 240

**PLEASE SIGN THE ATTACHED FORM TO COMPLETE YOUR CHILD(REN)'S REGISTRATION. THANK YOU AND WELCOME TO THE Y!**

**\*ALL YMCA BUILDINGS, FACILITIES, GROUNDS, AND BUSES ARE SMOKE AND TOBACCO PRODUCT FREE ENVIRONMENTS. THIS INCLUDES VAPING AND E-CIGARETTES.**



# PARENT/GUARDIAN'S STATEMENT OF UNDERSTANDING

I agree that I will leave my child(ren) at the Y building or a Y school site program only if a Y staff person is there to supervise my child and I sign them in.

I understand that the Y staff will only release my child(ren) to an adult who is listed on the Authorized Pick Up List provided on the registration form. The adult must sign the sign out sheet and will be asked to show a photo identification before the child will be released, and any changes to the list must be submitted in writing.

I understand that the Y will not release my child to an adult who appears to be under the influence of drugs or alcohol. I further understand that the Y staff will use their discretion in determining whether someone appears to be under the influence, and depending on the circumstances the police may be called.

I understand that the Y is required by the State of North Carolina law to report any suspicions of child abuse and/or neglect. This law does not require the Y to notify the parents/guardians prior to or after a report has been made.

I understand that I am required to meet the USA Meal Patterns for any food sent from home.

I understand that my child and I may be removed from the program for repeated violations of Y rules and policies. I further understand that any child who hurts another child or staff or brings weapons, alcohol, drugs or other illegal items to the Y program will be immediately and permanently removed from the program.

My signature indicates that I have received the **Harrison Family YMCA Parent Handbook and the Summary of the State of North Carolina Child Care Law and Rules**. I agree and accept the policies and procedures herein stated as conditions of my child(ren)'s participation.

Print Child(ren)'s Name(s) \_\_\_\_\_

Print Parent/Guardian's Name \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE RETURN THIS PAGE TO Y STAFF**