



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA's AFTERSCHOOL CARE PROGRAM PARENT HANDBOOK



The Geneva Family YMCA

399 William Street
Geneva, NY 14456
315-789-1616

www.genevafamilyymca.org

WELCOME TO THE GENEVA FAMILY YMCA AFTERSCHOOL PROGRAM!



AFTERSCHOOL EDUCATION

The emphasis of our programs are academic support, educational enrichment, recreation, and safety. Our programs are licensed/registered through the New York State Office of Child and Family Services (OCFS). While the programs are open every day that school is in session until closing (times vary between sites), programs may not be open before school, on school staff development days, holidays, or vacations. Please see your Site Director for program options.

OUR MISSION

The Geneva Family YMCA is a charitable association of members that seeks to place Christian principles into practice through its programs for the community to build a healthy spirit, mind, and body for all.

WHO WE ARE

Our Cause

The Y is the nation's leading nonprofit committed to strengthening communities through youth development, healthy living and social responsibility.

Our Approach

We believe that all children and youth should be given the opportunity to reach their full potential in spirit, mind, and body. We engage young people in opportunities and experiences that stimulate their physical, intellectual, emotional, and social development. We believe that each child develops at his or her own pace. Our programs focus on the needs of each child. We help youth discover their unique talents and respect and appreciate

the differences in others. We help youth and their families discover ways to incorporate healthy habits at home. We integrate our values of caring, honesty, respect, and responsibility in everything we do.

Our Impact

Over the 150 year history of the Y, thousands of youth have cultivated the values, social skills, and relationships that lead to positive behaviors, better health, and educational achievement. Today our Y values continue to help confident youth become healthier, caring and responsible adults tomorrow. Every day our impact is felt when an individual makes a healthy choice, when a mentor inspires a child, and when a community comes together for the common good.

Our Commitment

At the Y, we work side-by-side with our neighbors to make sure that everyone, regardless of age, income, or background, has the opportunity to learn, grow, and thrive. That's why we offer financial assistance to families who need help paying for membership or programs.

Our Annual Campaign raises money for financial assistance to ensure that no one is turned away due to an inability to pay. To apply for financial assistance or to make a donation, visit the Y today www.genevafamilyymca.org. We handle all applications confidentially.

Our Principles

- We operate quality Afterschool programs aligned with Common Core Standards.
- We support and assist parents, strengthen parent-child relationships, and work hand-in-hand with parents as partners.
- We are child-focused with an emphasis on fun.
- We infuse opportunities and experiences that help kids learn, grow, and thrive.
- We model our core values of caring, honesty, respect, and responsibility.
- We partner with individuals and community groups, such as schools, faith-based organizations, social services and other non profits, which share our commitment to meeting the critical needs of children, adults, and families.
- The Geneva YMCA follows the YMCA of USA Healthy Eating and Physical Activity (HEPA) standards.

OUR STAFF

YMCA hiring practices meet and exceed New York State licensing requirements. We interview staff individually and document a minimum of three references. All experience working with children is referenced. We fingerprint and conduct background checks on all staff prior to employment.

All staff members meet state licensing education requirements for their positions. In addition to their formal education, YMCA youth development staff have training in child abuse prevention, Science, Technology, Engineering, and Mathematics (STEM), and behavior management. All of our staff are certified in CPR and First Aid.

LICENSING

Our YMCA Before and Afterschool Program is licensed by the OCFS, Community Care Licensing Division, and operates according to its procedures and policies.

If you have any questions regarding licensing, contact the local Department of Social Services office at:

**259 Monroe Avenue, 3rd Floor
Rochester, NY 14607
585-238-8201**

For the New York State Child Care regulations, please visit <http://ocfs.ny.gov/main/childcare/>.

OUR CURRICULUM

At the Y, we nurture the development of all youth by providing a safe place to learn foundational skills, develop healthy, trusting relationships, and build confidence. We emphasize learning and fun and offer interesting, age-appropriate learning activities that helps kids discover their talents and aspire for healthy, happy lives.

We work with parents, schools, and communities to create a balance of physical, intellectual, emotional, and social opportunities to develop your child inside and out.



CURRICULUM COMPONENTS

- 21 Century Skills (Critical Thinking, Collaboration, Communication, Creativity) Science, Technology, Engineering, and Math (STEM)
- Arts Education
- Parent Engagement
- College and Career Exploration
- Global Learning

- Homework Help/Tutoring
- Leadership Development
- Math/Literacy Enrichment
- Nutrition Education
- Physical Activity
- Service Learning

YMCA MEMBERSHIP

Children must be current YMCA members to participate in our Before and/or After School Care program. Financial Assistance is available for those with demonstrated need, please inquire at the Front Desk about Financial Assistance guidelines and requirements.

ENROLLMENT

All children must be registered and all required paperwork completed and filed before your child may attend program. Registration packets are available at the YMCA Front Desk or online at www.genevafamilyymca.org. Applications for enrollment are accepted throughout the school year based on license capacity availability. Financial Assistance is available for those with demonstrated need, please inquire at the Front Desk.

The parent/guardian signing the admission and billing agreement is considered the 'contracting parent'. **Only the contract parent may request copies of the admission form or records related to billing or payments.** Only the contract parent can provide written notification to change emergency contact or other non-pick up content. Only the contract parent can provide written authorization for cancellation or change to care being provided. All adults listed as guardians on the registration form have access to add authorized pick-ups. Only the contract parent can remove authorized pickups. It is assumed by the Geneva YMCA that all listed guardians

consent to changes made. A court order must be provided to the Geneva YMCA at the time of registration, or as a court-ordered change occurs, to deny pick-up access to any guardian listed on the form. It is assumed by the Geneva YMCA that the contracting parent is providing legal and accurate information to ensure safe release of all children in our care.

Change of Address, Phone Number, Email

If you experience a change of address, phone number, or email, be sure to let the Child Care Director know in writing at least 24 hours in advance. In the event of an emergency, it is critical that we are able to reach you. We assume that your contact information is accurate at all times and assume no responsibility from hardships arising from missed communication due to inaccurate contact information.

Special Needs and Inclusion

Our Before and Afterschool program operates with a maximum staff-to-child ration of 1:10. Many of our daily activities revolve around group interaction. If your child has special needs, please let us know during enrollment. We want to provide the best environment for everyone and will make reasonable accommodation to fully include every child in activities. We are not however, equip to provide one on one care.

Calendar & Hours of Operation

Before and Afterschool Care at the Geneva YMCA follows the Geneva City School District Calendar. Before School Care is provided from: TBA (depending on daily operating hours at West Street School and North Street School). After School Care is provided from school dismissal until 6 pm on all school days.

Early Dismissals

On scheduled half days, our program will run from the time of dismissal until 6 pm.

Children must bring a non-perishable lunch and their swimsuits and towels on scheduled early dismissal days.

School Delays & Closings

If inclement weather or other circumstances cause Geneva City Schools to be cancelled,

the YMCA will automatically host a KIDS CLUB with childcare beginning at 7:30 am and ending at 6:00 pm. This is provided at an additional cost. Please contact the YMCA at 3165-789-1616 before dropping your child off, as space is limited. Minimum enrollment is required for KIDS CLUB to run.

If Geneva City Schools call for a delayed opening and then cancel school, the YMCA will NOT run program.

***If weather conditions become hazardous during Afterschool program hours, we reserve the right to close early. In this situation you must make arrangements to pick your child up at the modified time.**

Scheduled Vacation Days (KIDS CLUB)

The YMCA offers a Vacation KIDS CLUB program during certain school breaks. The program operates from 7:30 am to 6:00 pm and is open to all children, with priority given to those registered in our Afterschool program. Space is limited. Advance registration is required and there is an additional fee for this program. **PAYMENT IS DUE AT TIME OF REGISTRTION.** Once registered for any day, failure to attend will result in the appropriate charges for the day. Families must be current on all YMCA fees to be eligible to participate in KIDS CLUB day. Minimum of 10 children per day required to run this program. We reserve the right to cancel KIDS CLUB due to low enrollment.

KIDS CLUB program is not guaranteed for all school breaks.

The YMCA will not issue credits or refunds for KIDS CLUB unless cancelled by the YMCA. Staffing, supplies and activities will be arranged for children registered. Once registered, failure to attend will result in the appropriate charges for the day.

Absences from Program

Please inform the YMCA Childcare Director or the YMCA Front Desk in writing any time your child has an extra-curricular activity during their scheduled program hours.

Please be sure to advise the YMCA Childcare Director if you child will be joining the program later than usual due to participation in any school-based activities. **If your child is absent, please notify the YMCA Childcare Director via email or telephone.**



Afternoon Pick-Up Procedures

An authorized pick up person over 18 must sign the child out.

Parents must inform the Childcare Director in writing or via phone if an additional authorized pick up person will be signing out the child. If the pick-up person is not listed on the child's emergency form and we have not been notified by the parent, the YMCA will not release the child. We do require that authorized pick-up persons show identification until the program staff become familiar with them. Authorized persons should always be prepared to present I.D. in the case of staffing changes. This step is taken for the safety of your child.

Late Pick-up

All children must be picked up by closing time (6:00 pm). **Our staff members are required to remain with children until they are picked up by a designated adult.** There is an additional fee of \$1.00 per minute per child for pickups occurring after program hours.

If your child remains at the center 45 minutes past closing: If you have not contacted the YMCA Afterschool program staff or Childcare Director to notify us of an unavoidable delay, and after all attempts are made to contact you and authorized adults, we will contact the police department and Child Protective Services to take further action.



Transportation

YMCA staff are not permitted to transport children enrolled in YMCA programs in their own cars. All children in grades K -5 who are enrolled in the Geneva City School District will be bussed from their specific schools to the YMCA Kindergarten and 1st graders coming from West Street School to the YMCA will either walk or ride the bus accompanied by YMCA Child Care program staff members.

You must contact the Geneva City School District Transportation Department to arrange for your child to be transported by bus to the YMCA for the Before and/or After School Care programs. It may take up to a week for transportation to make the necessary arrangements, so parents are encouraged to contact transportation as early as possible once they have registered their child for the YMCA Before and/or After School programs.

Geneva City School District Transportation Contact Information:

Office hours: 6 am – 6 pm weekdays
335 Gambee Road
Main Office: 315-781-4185
Fax: 315-781-7026

PARENTAL PARTICIPATION & EXPECTATION Communication

We believe that communication and cooperation between parents and YMCA staff is invaluable to provide and maintain the highest quality childcare program for your family. Please make every effort to read any materials that are sent home or posted at the YMCA, especially information regarding early dismissals and schedule changes. Most of our information will be sent out via email. Please make sure to add the YMCA to your safe sender list. Parents are also welcome to communicate with staff at any time. The Childcare Director is available via email or phone at 315-789-1616. If the need arises, you may also contact the Executive Director to assist you.

Confidentiality

Information that families give to the YMCA staff will be shared with other staff, only on a need to know basis. No information about a YMCA family may be released to another agency without the written consent of the family, unless required by law.

Information Changes

Parents are responsible for informing the YMCA of any changes in address, phone numbers, billing information and persons authorized to pick up children. It is very important that this information be kept up to date.

PARENTAL PARTICIPATION & EXPECTATION

Emergency Contacts

Your emergency contacts are very important and should be aware of their responsibility. Emergency contacts may include neighbors, family friends, or relatives located within close proximity of the school. All emergency contacts should be able to pick up your child within a reasonable period if we cannot reach you. Phone numbers need to be updated regularly. In an emergency, if you or your designated emergency contacts listed cannot be reached, you give permission for the YMCA to take any action deemed necessary for the best interests of your child. You also give permission for any medical personnel selected by the YMCA to provide needed care including any resuscitation efforts and transportation to an emergency room for care.

Parent Feedback

From time to time, the YMCA will send out electronic surveys to parents to provide you with a voluntary opportunity to provide anonymous feedback on the program and our level of service to you and your child. We encourage your participation in these surveys as it is a significant tool for the YMCA to strive for program excellence.

Participation & Appropriate Behavior

Parents are always welcome to observe and participate in the program. The YMCA welcomes your comments and staff are always available to discuss any aspect of the program. Parents are reminded that all interactions with children (theirs or others) must be positive in nature. Any parent engaging in any negative interaction with any child will face immediate removal from the program and termination of their child's future participation.

The YMCA is a drug, alcohol, smoke and weapons free organization. Possession of illegal drugs, alcohol or a weapon of any kind may result in immediate termination of services and notification of legal authorities. If a parent/pick up person arrives to pick up a child and it is evident that the person is under the influence we will suggest that they call someone else to pick up. If they are not willing to call someone else, or leave with the child, the police will be notified.

PROGRAM INFORMATION

Homework Policy

Homework Time is a component of the YMCA program. Programs will provide a quiet homework area (keeping in mind we are limited by our assigned space) and a staff person daily to supervise and monitor homework time. Please be advised that homework time is typically offered at a specific time daily for an allotted amount of time.

Staff will offer assistance as needed, but cannot provide constant one on one help. Staff will not check backpacks or homework folders if children say they do not have homework.

Parents are asked to please let their children know if they are expected to complete their homework at the Y. Parents should review all work at home with their child.

Quiet activities are offered to children who have finished early or who do not participate in homework time.



Snack

One light snack is provided by the YMCA every afternoon. The YMCA follows the Healthy Eating Physical Activities (HEPA) standards. The menu represents a minimum of two food groups offered daily. Water is accessible at all times. If your child has a food allergy, please let us know.

Swimming

Participants will swim once per week during the Afterschool Care program. Please note your child's swim day and ensure that they have their bathing suit and towel with them in their backpack on that day. If your child is not going to swim on any given week, please notify the Childcare Director that they will not be participating via email or phone call.

Cell Phones

Children must keep their cell phones in their backpacks. Additionally, cell phones are not to be used to take pictures and/or video of other children. If this policy is not followed, we will confiscate the phone and return it to the parent when they come to pick up the child.



Electronics

All YMCA programs are licensed by the NYS OCFS. OCFS regulations state that, "television and other electronic visual media is prohibited as a program activity when not part of a planned developmentally appropriate activity." Children are not permitted to use electronic devices such as iPads, cell phones, tablets, video games etc. Electronic devices will not be used as a behavioral tool. E-readers may be used at the discretion of the Childcare Director.

Personal Property

We do not encourage children to bring toys, cell phones, iPads etc. to program. These items can be easily misplaced, lost or stolen. Any personal items (backpacks, clothing, water bottles, etc.) brought to the YMCA should be clearly labeled with your child's name. The YMCA assumes no responsibility for misplaced, lost, or stolen items.

Restroom Policies

Bathrooms are the highest risk location for children. Consequently, bathrooms and bathroom practices require close monitoring to prevent abuse and/or false allegations. Restrooms must be checked by YMCA employees to make sure they are secure before allowing children to use the facilities. Employees may not be alone with a child in a bathroom with the door closed. They must stand in the doorway/hallway while children are using the restroom. This policy allows privacy and provides supervision. School aged children needing to use the restrooms must notify staff and wait for staff to accompany them to the restroom.

Visitor Policy

All visitors must check in with the Childcare Director and sign in and out of the visitor log, while clearly stating the purpose of their visit. The YMCA defines a visitor as:

- A child that is not a program participant
- A person who is not at the program to pick up a child
- A person who is not a parent of guardian of a child
- A person who is not a YMCA employee/volunteer

Visitors must be escorted by YMCA staff at all times and will never be left alone with children

BEHAVIOR MANAGEMENT

Anti-Bullying

In keeping with our goal to promote acceptance and tolerance for all people and in order to keep all the children in our program safe, the YMCA cannot allow any child in our program to hurt or be hurt by others. This can include physical, emotional, or verbal actions.

Our policy specifically prohibits name calling, hazing, sexualized language and singling out one child for different treatment. The YMCA provides adequate staffing supervision and monitoring of all child activities. The YMCA has established procedures for reporting and tracking such behaviors. Any incidents of the above behaviors will be brought to the attention of the Childcare Director and/or Executive Director. Each incident will be handled on a case-by-case basis. All discipline actions will be in accordance with the YMCA Behavior Management Policy in an age appropriate fashion. Parents who have any concerns that their child is being bullied are encouraged to speak with the Childcare Director and Executive Director.

The local police department and the NYS OCFS will be notified if any child is found to be in possession of a weapon or anything identified as or used as a weapon. Further action will be under the advisement of the above agencies and the YMCA administration.

Behavior Management

It is the YMCA's goal to educate the student and instill in them the ability to develop self-discipline, self-control and assume responsibility for their own actions. Misbehavior is seen as a chance to educate a participant about appropriate behavior. It is understood that all children require firm and consistent limits and that no child will be

permitted to endanger himself, others, or to damage property. In accordance with NYS OCFS regulations, "Physical intervention is permitted. Physical intervention is the act of using bodily contact as a short-term immediate response to prevent children from incurring substantial or serious injury to themselves or injuring others...Picking a child up, holding the child's hands or gently touching their body to direct their movement...allows the child to regain self-control as quickly and safely as possible."

Positive behavior management is a process of teaching children how to behave appropriately. Positive behavior management respects the right of the individual child, the group and the adult. We use positive behavior management by:

- Planning ahead
- Intervening
- Re-directing
- Removal from activity
- Showing encouragement

We strive to work with each child as an individual. Staff will work closely with parents to develop a behavior plan that works for everyone.

Termination Policy

Occasionally there may be times and reasons we must expel/suspend a child from our program; these determinations are made on a case by case basis. Before this determination is made, we will make every effort to work with the family of the child(ren) in order to prevent this policy from being enforced. Expulsion is a last resort.

Some examples of unacceptable behavior include but are not limited to:

- Physical aggression on the part of a child or parent
- Use of foul language by child or parents
- Disrespectful/Intolerant words or actions
- Disrespect to staff, children (child or parent)
- Consistently ignoring program rules
- Leaving program area without permission
- Failure to complete required forms
- Habitual tardiness when picking up child
- Bringing a gun, knife etc. to the program
- Failure to pay or habitual lateness in tuition
- Parent or child exhibits verbal abuse to staff in front of enrolled children.

Fighting or intentional physical aggression for any reason results in immediate removal from program. In order to return to the program, the parent and child must meet with the Childcare Director. The YMCA program will not tolerate any parent reprimanding, punishing or verbally threatening any child on our premises. If there is a problem, you will be asked to leave immediately. The safety of all the children in our care is our first priority.

A child will not be expelled if the parent/guardian:

- Filed a complaint with NYS OCFS regarding the program.
- Reported abuse or neglect occurring at the YMCA.
- Questioned the Childcare Director regarding policies or procedures.

Suspension/Expulsion from School

If your child is expelled or suspended from school he or she will not be able to attend the YMCA Afterschool Care program for the duration of the suspension

HEALTH AND SAFETY

Abuse Prevention Policy

The YMCA is committed to being an abuse free organization and to ensuring that any relationships between people associated with the YMCA of all ages are healthy and appropriate. Here's how the YMCA prevents abuse in our programs:

- Specific employment pre-screening/fingerprinting and background checks
- Annual training of all employees
- Specific policies/practices governing the action of employees and volunteers

Our policy states that YMCA employees, consultants, volunteers and interns shall not abuse children physically, verbally, sexually, mentally or by neglect. Anyone who violates this policy will be subject to disciplinary action and/or termination of employment.

Abuse Reporting

The YMCA takes all allegations of abuse, mistreatment and inappropriate behavior seriously. All employees, consultants, volunteers and interns of the YMCA are considered as mandated reporters and therefore must legally report all suspected or reported cases of child abuse or victimization of a vulnerable adult. Any person who knowingly fails to report suspected abuse or neglect is in violation of YMCA policies and will be subject to discipline and/or termination.

Child Abuse Reporting Procedures

1. At the first report or allegation that child abuse has occurred, the employed staff who it has been reported to will notify the Childcare Director. The YMCA staff will call NYOCFS

Child Abuse Reporting Procedures (cont.)

and will cooperate to the extent of the law with any legal authority involved.

2. The Childcare Director will review the incident with the Executive Director. The Childcare Director and staff will complete a YMCA incident report. Oral reports to the SCR from a mandated reporter must be followed within 48 hours by a written report to the local department of social services CPS unit on form LDSS-2221A.

3. In the event the reported incident involves a program volunteer, employed staff or YMCA member, the executive director will immediately, without exception, suspend the volunteer or staff member from the YMCA until an investigation is completed. Accused should be suspended immediately and removed from the program.

4. The parents or legal guardians of the child or children involved in the alleged incident will be promptly notified in accordance with the directions given from CPS/NYSOCFS.

Confidentiality is extremely important to the YMCA and at no time may a YMCA staff or volunteer provide information regarding the incident to anyone other than the Executive Director, their designate and the legal authorities. If more than one child is involved (child on child abuse) the name of the other child must be kept confidential.

If you suspect your child has been abused or maltreated contact the NYS Child Abuse Hotline at 800-342-3740

**Mandated Reporter Hotline:
800-635-1522**

Allergies

When filling out the registration forms, please be sure to specify if your child has any allergies to food, materials or insect stings (i.e. peanuts, latex etc.). You must submit an Individual Health Care Plan for a Child with special health care needs and written medical consent form with the program registration. If your child requires an Epi-Pen due to severe allergies, please provide at least one to keep in the YMCA first aid kit. Medications must be provided to the YMCA in its original packaging and within the parameters of the expiration date. Participants will not be allowed to attend program unless the appropriate forms are submitted.



Emergency Procedures

In case of an accident the emergency procedures will be as follows:

1. A trained staff member will administer immediate basic first aid.
2. A staff member will contact the parent if immediate medical care is necessary.
3. In case the parent or designated emergency contacts cannot be reached, the staff have the authority to call the designated physician and/or 911 for transportation to a hospital. A staff person will accompany the child to the hospital and stay until a parent or guardian arrives.
4. Information regarding the accident will be recorded on the YMCA incident report form, and filed with the appropriate governing agencies as necessary. Parents will also be asked to sign any necessary forms.

Illness Policy (Please see COVID-19 Addendum to this handbook for additional policies and procedures)

For the welfare of your child and the other children in the group, we ask that you keep your child home if they appear ill or have been ill during the night.

If your child is sent home from school for any reason, they may not attend the Afterschool Care program that afternoon.

The YMCA asks to be informed of the nature of any illness, especially when it is communicable to others. If at any time the staff feels that your child is too sick to remain in the program, you will be called. You or someone you designate, must pick up the child within one hour of receiving the phone call. This policy is for the safety of all the children and staff.

Your child will be sent home, if any of the following conditions are apparent:

- A temperature of 100 degrees or more within 24 hours
- Vomiting or diarrhea
- Rash (if cause is unknown)
- Suspected communicable disease
- Severe cold with fever, coughing, unclear mucus
- Bronchitis or other throat infections, such as STREP
- Nits or lice in hair

Parents, please notify us within 24 hours if your child has a communicable disease, such as chicken pox, strep throat or lice, so that we can inform other parents and staff. Your child is welcome back to the program with a note from the doctor or reasonable evidence of recovery.

Medication Administration

The YMCA honors the Americans with Disabilities Act and will work with parents to accommodate their child's medical needs. All YMCA programs are authorized to administer emergency medications, such as Epi-pens and inhalers. Parents must provide written consent and an allergy action plan prior to the child beginning program. In accordance with NYS OCFS regulations parents must provide a current physical/immunization if required will be indicated on program registration form).

Shelter in Place Drills

The YMCA Afterschool Care program is required to perform a Shelter in Place Drill 2 times per year. This drill is a response to an emergency that creates a situation in which it is safer to remain in the building rather than evacuate. Ex. Severe weather conditions, extreme temperatures, rabid animal, chemical/biological spill etc. Staff will inform parents prior to conducting this drill.

Evacuation Plan

In case of an emergency, each program has a designated relocation site. Our authorized designated relocation sites are as follows:

1. West Street School- 30 West Street
Geneva, NY 14456
2. Geneva Assembly of God Church – 787
Pre-Emption Rd. Geneva, NY 14456

Parents will be notified of relocation via email, social media updates and/or phone calls.

