



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

* Bedford Elementary School * Bedford Primary School * Forest Elementary School *
* Goodview Elementary School * Montvale Elementary School * New London Academy *
* Stewartsville Elementary School * Thomas Jefferson Elementary School *



BEDFORD AREA FAMILY YMCA PARENT HANDBOOK

Bedford Area Family YMCA
1111 Turnpike Road
P.O. Box 1026
Bedford, Virginia 24523

BUILDING A STRONG FOUNDATION

Children are like sponges – they watch and absorb knowledge, skills and values from everything and everyone around them. At the Y, we believe the values and skills learned early on are vital building blocks for quality of life and future success. Because of the Y, kids in our community are taking more interest in learning and making smarter life choices. At the Y, kids learn their ABC's, learn to share, learn about sportsmanship and, most importantly, learn how to be themselves. That makes for confident kids today and contributing and engaged adults tomorrow.

FOR YOUTH DEVELOPMENT

Nurturing the potential of every child and teen.

We believe that all kids deserve opportunity to discover who they are and what they can achieve.

Children ages 5-12 are welcome in any of our programs.

Programs include homework time, games, crafts, outdoor play, and a nutritious snack each afternoon.

Registration is at the school during our program hours.

The BAFY Kids' Club has several programs throughout Bedford County.

Sites include:

- **Bedford Elementary**
- **Goodview Elementary**
- **New London Academy**
- **Stewartsville Elementary**
- **Thomas Jefferson Elementary**



Connection to the Y Mission

The Bedford Y Child Care Program is centered in the Y mission and program objectives. The Y Mission is to put Christian principles into practice through activities that build healthy spirit, mind, and body for all. Y programs, such as school-age care, are the tools Y's use to help participants experience the Y mission.

Spirit

- **refers to self-esteem and willingness to help others, and the activities that develop these qualities. It also includes a sense of fun and a climate of positive energy. Y activities include collaboration with others, conflict resolution skills, and opportunities for success regardless of ability.**

Mind

- **refers to learning and to activities that promote learning. Y activities include and encourage problem solving, using school gathered knowledge, and having high expectations each time an activity is undertaken.**

Body

- **refers to health, wellness, and the activities that promote these qualities. Y activities include and encourage physical fitness and active games.**



Bedford Area Family YMCA Parent Handbook

The Bedford Area Family YMCA is committed to providing a safe, fun, and creative child care experience for school-aged children that will foster every child's growth in the areas of self-worth, responsibility, self-expression, independence, and leadership. The YMCA core values of *Caring, Honesty, Respect, and Responsibility* are extremely important in directing this growth. In today's world, there is much need for acceptance of others. Children need to know who they are and where they come from in order to be able to better understand others. Whether the children's differences are physical, emotional, or educational, they all will be treated with the same amount of respect. The Bedford Area Family YMCA Child Care Program is a place where all children are respected. The Bedford Area Family YMCA Child care Program for School-aged Children believes that hidden in the soul of a child, one can find some of the true treasures of life – generosity, sympathy, and kindness.

REGISTRATION AND FEES

Children ages five to twelve may register for any BAFY Kids' Club program. Registration is on a first come first served basis. Parents must complete a registration form to its entirety before the child's first day of attendance. Two emergency contacts are required – the addresses must be the physical addresses and NOT P.O. Boxes. Along with the registration form, three forms minimum must accompany it:

- 1) their child's school entrance physical signed by the physician
- 2) their child's school entrance immunizations records signed by the physician's signature
- 3) a copy of the child's birth certificate. If you need to update the registration form for any reason, please see the Site Director or counselor.
- 4) Other forms might include court documents, custody papers, or a physician signed health form

Registration forms can be found on our website: WWW.BEDFORDYMCA.ORG, at the school site, or at the Member Service Desk of the Bedford Area Family YMCA.

For all program fees please refer to registration forms. During the school year there are 3 payment plans, weekly, monthly, and punch cards. During summer camp there are 2, weekly and punch cards. The weekly payment is due by 6:00 p.m. on the Monday each week of care for weekly participants, the 15th of the current month for monthly participants, and after the 10th day used for a punch card, or as requested in the payment option plan. Punch cards cover 10 days of after school care, with a double punch for full day care Fun Days at the Bedford Area

Family YMCA. Punch cards are NON-REFUNDABLE, NON-TRANSFERABLE, and VALID FOR EITHER A SCHOOL YEAR OR A SUMMER. The Bedford Area Family YMCA charges by the week, month or punch cards, there are NO day rates. If a child attends one day of child care the charge is still by the week. We do not charge on weeks of Winter or Spring Break but Fun Days are available at the Bedford Area Family YMCA main location. Please see the school year calendar with the scheduled days off. Please inform the staff at the site via the cell phone or calling the school office if your child/children will be absent due to illness. Please refer to payment calendar.

Tax information is available for all children in our programs. It is the responsibility of the parent to request receipts and/or tax statement. The Bedford Area Family YMCA does not automatically send this information out.

SCHOLARSHIPS FOR ADMISSION

The Bedford Area Family YMCA does not turn anyone away for the inability to pay for any child care program. With the help of The United Way of Central Virginia, the YMCA is able to provide Financial Assistance to working parents and/or parents attending school. This requires completing a scholarship application, accompanied by proof of income. This includes two most recent paycheck stubs and a copy of your most recent W-2 IRS form. Upon completion of the scholarship application, you will receive a call from the Child Care Director to set up an appointment. At this appointment, the Child Care Director will discuss your situation, and determine in what eligibility you fall.

Once granted a scholarship, you will be required to pay the program registration fee in full, and must pay the stated amount granted or the assistance will be canceled. Any scholarship amount that is not paid within a two-week period will suspend the scholarship. If your scholarship is suspended twice, you will have to re-apply for assistance after a six-month probationary period. All scholarships are based on the availability of scholarship funds. Scholarships are good for the stated program only. You must re-apply for a scholarship for each program. ie: summer camp and school year after school care are two separate programs.

PAYMENT POLICY

Program Fees are due by 6:00 p.m. Monday each week of care for weekly participants, the 15th of the current month for monthly participants, and after the 10th day used for a punch card or as requested in the payment option plan. NO CASH will be accepted. You may leave payment at the site with the counselors in the form of personal check or money order. Check or money orders should be made payable to the Bedford Area Family YMCA or simply Bedford YMCA. In the memo section of your check or money order please print your child's name and the week you are paying for. This will ensure your child's child care is credited appropriately. If you need a receipt, please make sure to ask for one at the time of payment. If you need to pay cash or

use a credit/debit card, this transaction may be made at the Bedford Area Family YMCA. If you write a check that is returned to the Bedford Area Family YMCA for any reason, a \$20 return check fee will be assessed. After a second check, written by the same family, is returned, money order will be the only accepted form of payment. Non-payment is sufficient justification for discontinuation of child care. If your account becomes delinquent, you agree to assume all service charges and expenses including any attorney's fees and costs, to effect collection of the account. Children are not permitted to attend unless the account is in good standing. Parents may elect to keep a payment type on file with their child's account to allow the convenience of paying over the phone with the Bedford Area Family YMCA as well as set up auto draft payments for the account. Auto payments are automatically taken on the Monday for the current week for weekly pay accounts and on the 16th of a month for monthly pay accounts, unless otherwise discussed. If a payment is declined there will be a \$20 fee added to the account. Payment on the account is due according to the payment option plan regardless of vacations or holiday breaks or snow days (please see the calendar in the registration packet for chargeable weeks). Children may not be permitted to stay without payment in full. If a parent continues to be delinquent on payments, payment may be requested two weeks in advance or child care may be terminated. Fees are not reduced for illness, early pick up, suspension due to behavior problems, school closings, or absences do to participation in other activities. Parents are responsible for all fees whether a child attends the program or not once they are registered, unless two week notice is given to remove the child, or the child care director has approved the situation. *Exception* If a child is absent due to an EXTENDED illness or family emergency, the YMCA may adjust payment for service on these days. Parents must notify the child care director within two days of the child becoming ill or the emergency situation for consideration of a reduced fee, or full payment will be due. Parents who choose a punch card plan are required to register for the program and purchase a punch card as needed.

Department of Social Services recipients are responsible for all charges that DSS does not pay. This would include differences in tuition and registration fees, absent days, unauthorized days, co-payments, and non-compliance to the VA-ECC rules and regulations. The Bedford Area Family YMCA can take DSS payment by card, it is the responsibility of the parent to run the card for each child within 7 days of the date of attendance. All co-payments are due by the 25th of the month. Failure to pay on the child's account may result in the notification of DSS and the suspension or termination of child care.

Refunds for cancelation of a program will be given, via a full credit on the child's account unless otherwise discussed with the child care director. Should the participant cancel prior to the start of the program, an online credit or refund may be issued based on incurred expenses, REGISTRATION FEES AND DEPOSITS ARE NOT REFUNDABLE. Should the participant cancel after the start of the program, two weeks' notice must be given. Non-attendance and/or nonpayment will not count as notice and two weeks of payments will be required.

DAYS AND HOURS OF OPERATION

The Bedford Area Family YMCA is responsible for child care programs throughout the Bedford County. The After School Program begins at the dismissal of school or the arrival of the Bedford County bus transportation to the site until 6:00 p.m. Every child must be picked up by 6:00 p.m. If you are late in picking up your child you will be charged \$10.00 per ten minutes you are late. For example, if you pick up your child at 6:15 p.m., you will owe \$20. This late charge is to be paid in cash to the counselor that waited with your child. The child care program will operate on some days off that have been scheduled by the Bedford County School Systems as well as some snow days, weather permitting. Please see the current year's BAFY ASP school calendar to view scheduled Fun Days. ALL Fun Days and inclement weather days are at the Bedford Area Family YMCA only.

As long as the Bedford Area Family YMCA in Bedford is open, Fun Days will be available for child care on those days that the schools are closed. Please call the Member Services Desk to find out hours of operation at 540.586.3483 as well as viewing our facebook pages. If inclement weather or any other emergency begins after the children arrive at the program, the Site Director with the help from her/his staff will contact the parents to pick up their children immediately. Staff will stay with children until parent/guardian has picked up. We send out a reminder notice as the winter months get closer.

ARRIVAL AND DEPARTURE

Children are to report to the After School Program which meets in the gym/cafeteria when dismissed from school, or report to the proper bus. Children, who arrive late, need to check in with a counselor. The counselor will help them put their belongings away and then mingle into the group. If your child will be absent from the program for any reason, please notify the staff before or on the day of the absence. Parents may send a note to the child's teacher and ask them to put it in the Y mailbox in the school office. By doing this, both the teacher and the Y staff are aware of the child's absence. The staff is required to confirm all absences. Our YMCA staff will verify absences with school administration. Please ensure that your child is picked up no later than 6:00 p.m. If you know you will be late, please notify the site staff by using the cell phone. Parents whose children are not picked up by 6:00 p.m. will be assessed a late fee. The Bedford County Sheriff's Department will be notified for any child not picked up by 6:30 p.m.

WITHDRAWAL FROM PROGRAM

The Bedford Area Family YMCA never likes to lose any child from our child care program; however, if you choose to withdraw your child from the program, a two week written notice is required. You will be charged for those weeks whether your child attends the program or not. Withdrawal by non-payment or not attending is not sufficient and a two week charge will be placed on the account starting the following week after the child stopped attending.

SIGN IN / SIGN OUT POLICY

Parents are expected to sign their child/children in/out every day. NO exceptions - this is for the safety of your child. There is a Sign in/Sign out book available for just this purpose. Please put the time of arrival and departure along with your initials. The YMCA policy states there must be an exchange of responsibility from one adult to another. Not from a child to a staff. All persons signing children in/out must be at least 18 years of age. We cannot and will not release minors to minors. A child will not be released to siblings. If there is a parent not authorized to pick up a child, custody papers must be on file. YMCA staff will not allow a child/children to leave with any person who appears to be under the influence of drugs or alcohol. For the child's safety, our staff may have no recourse but to contact the police.

If your child attends extracurricular activities or has any other kind of arrival/departure time change within the period he/she is enrolled in the Y child care program, a parent must provide written notice to the Site Director. Authorization to pick up a child is addressed in the registration form you completed when you enrolled your child/children. No child will be released to a person who is not authorized by the custodial parent.

We must have written authorization for changes in this respect. The staff will question those persons with whom they are unfamiliar and check authorization before releasing a child. Identification with a photo will be requested and required of anyone the staff does not know.

Parent visitation is welcomed. You are welcome to visit the Y programs at any time without an appointment. Our staff welcomes comments from you. During the operating hours staff may be too involved with other children to engage in an extended conversation. Feel free to talk to them informally or make an appointment to speak further. Some parents enjoy lingering at the program and watching or participating in the activities for a while. You are encouraged to do so when it is convenient for you. For liability and supervision reasons, it is not possible for non-enrolled children visiting the program to take part in activities.

PERSONAL BELONGINGS

It is best to pack belongings in a backpack with all items clearly marked with your child's name. Children are assigned a space for them to place their items. The Y staff will follow guidelines set by the principal of that school with regard to bringing toys to school. The Bedford Area Family YMCA will not be held responsible for any items that are lost, stolen, or broken.

FOOD POLICY

The Bedford Area Family YMCA will provide an afternoon snack. During Summer Camp parents are to pack snacks. Snack will always include a minimum of two food groups, which meets the USDA requirements. Children are not made to eat the snack. A snack menu is posted monthly. Many of the children in our child care program have food allergies. If your child has any food allergies please inform the staff. The staff will post these allergies for your child's safety.

MEDICATION POLICY

The Bedford Area Family YMCA will not administer any medications be it prescription, nonprescription, over-the-counter, or topical except those required for emergencies or by law. If it is deemed an emergency or required by law, parents must complete medication forms, you can find these at the Bedford Area Family YMCA. Parents and prescriber MUST complete portions of the consent form. The medication must be in the original container, and be labeled with the child's name. All medication is locked away, out of reach of children, unless specific instructions from a physician is given. The staff will dispose of medication that is not picked up by the parent within 14 days after the authorization expires. To avoid giving children outdated medication, the staff will document expiration dates and contact parents when a prescription is unusable. Only staff with proper training will be able to give medication.

TRANSPORTATION POLICY

The YMCA is responsible for transportation to and from your child's site during field trips. Safety procedures are implemented to ensure the well-being of your child during these activities. Children will be transported in school busses, or other vehicles, and remain seated with their arms, legs, and head in the vehicle. There is always at least 1 staff in the vehicle with the children as well as a list of children's names, emergency numbers, and a first aid kit. Each location will have a posted sign showing the location, route, and phone number for each field trip destination. All children at the site will attend the field trip. If for some reason you don't want your child to attend or have a time conflict you will need to make other arrangements for childcare. For supervisory reasons parents are not permitted to drop off or pick up their child from a field trip location. In the unlikely event

of an accident while transporting children to or from a field trip the YMCA will contact each parent. If a vehicle breaks down while transporting children to or from a field trip the YMCA will provide alternate transportation in a timely matter. If you have any questions about our transportation policy contact the Member Service Desk at the Bedford area Family YMCA.

Safety Procedures for Field Trips

The procedure to identify where children are at all times:

- 1. Frequent counts, every 15 minutes.**
- 2. Monitor bathroom use one child at a time.**
- 3. Designate groups of children to specific staff.**

The procedure to ensure that all children return to the site after a field trip:

- 1. Children are accounted for before the group leaves on the bus and upon arrival.**
- 2. Each staff will be responsible for his or her group.**
- 3. Close communication will be kept between all staff.**

The procedure for the search of a missing child:

- 1. The surrounding area will be searched.**
- 2. The notification of Emergency Services (911).**
- 3. The notification of the child care director.**
- 4. Our office will contact the parents.**

The safety procedure for field trips to a pool:

- 1. The staff and children are informed of the safety rules of the pool.**
- 2. The swimming skills are determined before the children enter the water.**
- 3. The children are counted by the staff and life guard while in the pool.**
- 4. Children also use the buddy system while in the water.**

The playground safety plan for all Y after school and Y summer camp locations:

- 1. Our staff remain on the playground area at/near each group of children.**
- 2. If an injury occurs the nearest staff attends to the child.**
- 3. If needed emergency services will be notified by the staff.**
- 4. The YMCA Child Care director contacts the parents.**
- 5. Our staff will accompany the child to the hospital.**

The procedure for a child arriving late to our program (not on a field trip day):

- 1. Welcome late-arriving child.**
- 2. Make them feel welcome.**
- 3. Quickly involve child and current activities.**

Procedure to follow in case of a disaster natural or man-made:

In the event of a fire, thunderstorm, severe winter weather, tornado, earthquake, flood, bomb threat, terrorist attack, or any other natural or man-made disaster; staff and the

child care director will keep each other informed. The program staff will contact each parent of the children at our program and inform them of any location changes or pickup instructions. If the staff is unable to contact parents, the YMCA main office will contact each parent. The child care director and staff will evaluate the environment for safety and determine if the children need to move to a safer location. The staff will gather the attendance records, emergency and health supplies, and each child's registration file to be taken with them. The staff will complete the evacuation checklist prior to leaving the site. Each site has an emergency evacuation plan and shelter available. If a disaster or emergency occurs our child care director will have at least two cell phones available to contact parents and /or emergency personnel as needed. If a disaster or emergency occurs before the program begins or after the program ends please listen to local television and / or radio stations for information regarding the YMCA programs.

INJURED CHILD POLICY

The staff will make an immediate attempt to contact the parents if your child either has an injury that may require more than our first aid skills allow or if your child has had an injury of any kind to his/her head. If the staff is unable to reach the parents they will call the emergency contacts that are listed on the registration form or they may call the child's physician. If necessary, the Y staff will call the ambulance. The program will maintain a parent's signed consent form agreeing to this provision. Please make every effort to keep the Y staff and forms up-to-date on phone numbers, emergency phone numbers and other pertinent information.

Parents have agreed to be responsible for any medical expenses incurred. If your child is taken to the hospital, it is extremely important for the staff to have accurate contact records so that your child can get immediate care. The hospital will not treat any child without a parent/guardian being there.

Insurance

Please contact the Bedford Area Family YMCA main building for information regarding or pertaining to our accident insurance coverage.

SUNSCREEN AND INSECT REPELLANT POLICY

Sunscreen and Insect Repellant will only be applied to your child if you have filled out the

release form to do so. You must let the Site Director know if there are any adverse reactions to any sunscreen or insect repellent. If you've not completed the appropriate form, the staff will NOT apply sunscreen or insect repellent. Parents are to supply sunscreen and insect repellent in the original container and clearly labeled with your child's name. Please be sure sunscreen and insect repellent has NOT expired – this is a violation of Virginia DSS standards.

HEALTH AND SAFETY POLICY

Immunizations and physicals are required prior to attending any Bedford Area Family YMCA Child Care Program. A current form by the Virginia Department of Health must be used. It must be dated and signed by a physician or health department official. Copies may be obtained from the school office or your child's physician.

The health and safety of your child is of the utmost importance to us. In order to protect the children in the child care program who are well, we have very stringent rules about sick children. These rules are in compliance with all Commonwealth of Virginia Licensing regulations.

If a child has any of the following conditions, the parent will be notified immediately to pick up the child:

- Contagious Disease
- Fever over 100 degrees
- Vomiting or Diarrhea
- Accident requiring medical attention.

In case of an accident or illness, parents of the child will be called immediately as set forth below:

- **FEVER:** if a child has a fever over 100 degrees Fahrenheit the parent will be given a courtesy call. If the child's fever reaches 101 degrees Fahrenheit or higher the parents are required to pick the child up. If a child is sent home with a fever, they must remain out of child care for 48 hours.
- **CONTAGIOUS DISEASE:** if a child exhibits signs of a contagious disease, the parents will be notified and required to pick up the child immediately. The child may not return to the child care program center for 24 hours from the time of pickup or disease is no longer contagious.
- **VOMITING/DIARRHEA:** if a child vomits or has diarrhea, the parents will be notified and required to pick up the child from the center. The child may not return to the child care program center for 24 hours from the time of pick up.

If a parent refuses to pick up their child because of a condition listed above, child care services will be suspended and the Department of Social Services' Division of Child Protective Services will be contacted.

Parents will be notified if their child has been exposed to a communicable disease. An "Exposure Notice" provided by staff will go home with your child the day of exposure. If your child has been sent home because of head lice, they may not return to the child care program until they are nit free. The Bedford Area Family YMCA has provided you with a list of Communicable Diseases to refer to. Every family will need to read the attached "Infection Control Policy". We ask that you sign and Return the Parent Agreement part of the "Infection Control Policy".

When staff attempts to contact the parents and they cannot be reached, the staff will contact the emergency contact person on the registration form. If the emergency contact person cannot be reached, the parents will receive a written request to provide the center with adequate contacts. If contacts cannot be provided, child care will be suspended.

Infection Control Policy

It is inevitable that children will get sick, not matter where they are. As children begin to have contact with the world outside that of their own families, they are exposed to viruses and bacteria that are foreign to their bodies. This is the way they build immunities. We cannot, nor would we want to, shield a child completely from the outside world. If we did, the natural immunities a child gains through contact with others would not develop and a simple cold could become a serious illness. However, we do want to protect a child from an unusually high exposure to germs all at once.

In a child care setting, children come into contact with groups of other children outside their families. It is in this situation that the illness of one child can spread rapidly through the group to other children and staff members if stringent measures to prevent this spread are not taken.

For this reason, the staff at the center will take constant precautions to prevent the spread of disease. Many common childhood diseases are contagious. They are caused by germs which may be spread in several ways. Intestinal tract infections are spread through stools. Respiratory tract infections are spread through coughs, sneezes, and runny noses. Other diseases are spread through direct contact. Careful hand washing by staff and children can eliminate approximately 75 percent of the risk of spreading these illnesses.

Other precautions include separating sick children from those who are well, taking extra precautions with diapering and toilet training children, and working to maintain sanitary conditions throughout the center.

You, the parents, can help us in our effort to keep your children healthy. We ask your cooperation in the following ways:

- 1. If your child has been exposed to any of the diseases listed on the accompanying chart, we ask that you notify us of the exposure.**
- 2. If your child shows any of the following symptoms you will be called and asked to come immediately. Please help us protect the other children by responding promptly. If your child has any of the following symptoms at home, we ask that you keep him/her out of the school until the symptoms are going or until your physician says it is all right to return.**

The symptoms include:

- Fever of or greater than 100 F**
- Severe coughing - child gets red or blue in the face**
- High-pitched croupy or whooping sounds after coughing**
- Difficult or rapid breathing - especially in infants**
- Yellowish skin or eyes**
- Pinkish - tears, redness or eyelid lining, followed by swelling and discharge of pus**
- Unusual spots or rashes**
- Sore throat or trouble swallowing**
- Infected skin patches**
- Crusty, bright yellow, dry, or gummy areas of skin - possibly accompanied by fever**
- Unusually dark, tea colored urine - especially with a fever**
- Grey or white stool**
- Headache and stiff neck**
- Vomiting**

- **Severe itching of body or scalp or scratching of scalp**

If any of the above symptoms are present or if a child appears cranky or less active than usual, cries more than usual, or just seems generally unwell at home, you are asked to look for any of the above symptoms or inform the child's teacher so that the child can be watched carefully for the development of symptoms.

It is imperative that we all work together to keep all of the children who attend the center as healthy and happy as possible. We thank you for your cooperation.

CHILD ABUSE AND PREVENTION POLICY

Child Abuse is defined as "mistreatment or neglect of a child by parent(s) or others resulting in injury or harm." Child abuse may be physical, verbal, emotional, or sexual. Its effects are severe; the results can damage a child both emotionally and physically. Child abuse can cause a child to demonstrate anti-social behavior and at the extreme incidences cause death.

For 150 years the Y has had as their principle concerns the growth and development of men, women, boys, girls, and families. Through programs of health and fitness, aquatics, sports, camping, parent-child, family programs, and child care, the Y is responding to the needs of the children and families in the new millennium. Many changes have occurred in the lives of children and families today. Some of these changes are positive; however, the alarming increase in child abuse is of particular concern to the Y. Throughout its history the Y has been a strong advocate for the child and child's rights. Therefore, the primary concern of the Y is the severe affects resulting from the mistreatment or neglect of children.

The Bedford Area Family YMCA advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention, and the development of self-discipline. At no time will the following disciplinary techniques be tolerated: physical punishment, yelling, striking, biting, kicking, squeezing, shaming, withholding food or restroom privileges, confining children in small locked rooms or verbal/emotional abuse.

Affectionate touch and the warm feelings it brings is an important factor in helping a child grow into a loving and peaceful adult; however, the YMCA staff need to be sensitive to each persons need for personal space (i.e.. not everyone wants to be hugged). The Y encourages appropriate touch at the same time prohibits inappropriate touch or other means of sexually exploiting children.

Based upon its concern for the children, parents, and the Y staff, the following standards related to reporting procedures, staffing, standards, code of conduct and resources for

parents and children, have been developed. The Bedford Area Family YMCA, like many other public institutions, is mandated by law, to report any suspected child abuse. The procedures for such reporting are as follows:

1. **At the first report or suspicion of child abuse, the staff will immediately inform the Child Care Director.**
2. **The Bedford Area Family YMCA will make a report to the appropriate law enforcement body and request that the situation be investigated.**
3. **In the event the reported incident or suspicion involves a staff person, the Executive Director will suspend the staff person from all responsibilities and if appropriate, without pay until the investigation is complete.**
4. **All staff members must be sensitive to the need for confidentiality in the handling of information in this area and are therefore instructed to only discuss matters pertaining to abuse or suspected abuse with their supervisor.**
5. **Bedford Area Family YMCA staff may not make contact with the children or parents involved in the child abuse incident without permission from the Executive Director.**
6. **Whether the incident or the alleged incident takes place on or off the Y premises, it will be considered job related. It will be considered job related because of the youth involved nature of the Bedford Area Family YMCA.**

All incidents or alleged incidents will be documented the day of the occurrence.

CODE OF CONDUCT FOR STAFF OF THE BEDFORD AREA FAMILY YMCA

Reference checks are conducted, documented, and filed on all employees working with children. A Criminal History Record check is required and conducted by the Virginia State Police and Child Protective Services. In order to protect the Y staff and program participants; the staff and children must be within sight and sound of each other at all times. At no time may a staff person be alone with a child – the ratio must be at least 2:1. There must be another person present.

The Y will not condone any relationship between staff and program participants outside of the Y mandated service hours. The Y staff may not date program participants or staff under the age of 18. The Y staff may not date program parents.

Restroom Supervision: The Bedford Area Family YMCA will make sure the restroom is not occupied by anyone other than program participants before allowing children to use the

facilities. Staff will stand in the doorway while the children are using the restroom. This policy allows privacy for the children while protecting the staff.

If staff is assisting younger children, doors to the facility must remain open. While on field trips, no child, regardless of age, should enter a bathroom facility alone.

Staff shall not abuse children including: physical abuse, verbal abuse, sexual abuse, mental abuse, or neglect. The Bedford Area Family YMCA staff will under no circumstances release a child to anyone other than the authorized parent/guardian or individuals that have been authorized by the parents/ guardian either verbally or in writing. Children will not be released to any person under the age of 18. Staff will be alert to signs of child abuse or neglect. The staff will immediately report any signs to the Child Care Director.

The Bedford Area Family YMCA staff will strive to follow the mission and vision of the Y through programs promoting Character Development. The staff will respond to all children with respect and consideration. They will also treat all children equally

BITING

Biting is a developmentally appropriate action for children ages 1 year through 18 months; however, because of the infectious nature of a bite, the Bedford Area Family YMCA Child Care can NOT tolerate biting. All necessary corrective action will be taken in order to reduce the incidents of biting among children. If a child is biting excessively, the parents will be called to pick up him/her and a meeting will be scheduled to determine what measures can be done to decrease the biting. If the child continues to bite, dismissal from the program will occur.

YMCA Children's Code of Conduct

The rules outlined in the Children's Code of Conduct are based upon the Y Core Values.
I understand that I am expected to demonstrate these values EVERY DAY.

Caring

I will:

- Keep my hands and feet to myself

Honesty

I will:

Respect

I will:

- Address my counselors and parents with respect
- Not interrupt my counselors when they are speaking to another person
- Be quiet when my counselor asks
- Be respectful of Y/School games, equipment and property
- Understand that the counselors are in charge and will listen to their instructions

Responsibility

I will:

- Sit safely in my chair
- Not sit or stand on chairs or tables
- Clean up after myself if my parent is waiting
- Not play with or throw rocks or dirt
- Throw away all of my trash and the trash around me

Faith

I will:

- Believe in myself
- Believe in the goodness of others
- Always do my best in all that I do

PARENT DISCIPLINE

The Bedford Area Family YMCA understands the parent's desire that their child is entitled to a pleasant and harmonious environment at any Y Child Care Program. Respect for every child, parent, and staff will be demonstrated at all times.

Parents are expected to handle themselves in a reasonable manner at all times while participating in the Y Child Care Programs. If it is found that a parent is exhibiting inappropriate behavior, disciplinary action will be taken. CHILDREN CAN BE DISMISSED FROM A Y CHILD CARE PROGRAM DUE TO THE BEHAVIOR OF THEIR PARENT.

Y Child Care Programs adhere to all policies and procedures established by the local school systems, the YMCA of U.S.A., OSHA, American Red Cross, and by the Commonwealth of Virginia State Licensing Standards.

BEHAVIOR MANAGEMENT

Rules and regulations are a means of communication between the Bedford Area Family YMCA and the children/parents of the Child care Program. These rules are implemented for the safety, health, and happiness of all children and the staff:

- 1. Children may expect to have fun. If they are not enjoying the program or having difficulty they and/or their parents should talk: it over with the Y staff.**
- 2. Children will be treated with respect and are expected to be respectful to each other, the property of others, and the Y staff.**
- 3. Children enrolled in the program will be expected to behave in a manner appropriate to their developmental level.**
- 4. Children may not aggravate others by pushing, picking fights, name-calling, teasing, or physically fighting. This behavior is not appropriate at the Y Child Care Program.**
- 5. Bullying will not be tolerated PERIOD!**
- 6. Children must remain quiet when signaled to do so, unless they are hurt or have an emergency.**
- 7. Children shall use proper language.**
- 8. Children should learn and follow the playground safety rules that pertain to their child care program site.**
- 9. Children riding in buses shall be seated while the bus is in motion, talk in a quiet voice, and obey the directions of the bus driver and the Y staff.**
- 10. Children are expected to stay with their designated group and leaders during the child care program.**
- 11. The Y staff will determine which day the children may bring personal items such as stuffed animals, toys, iPods, iPads, etc.**

12. **Parents/guardians please understand that the Y staff will NOT be held responsible for these items whatsoever.**
13. **No cell phones are allowed in any child care program.**

Children shall respect these rules and regulations. The Y staff will use the following techniques when dealing with the behavior problems:

1. **Be fair and consistent.**
2. **Explain wrong behavior to the child, being sure they understand, and explain how they could avoid it.**
3. **Give reasons for limits.**
4. **Model and redirect to acceptable behavior.**
5. **Arrange schedule and activities to promote positive behavior.**
6. **Give positively worded directions.**

Parents please read and explain the rules and regulations to your children.

Lost and Found

We encourage you to label your child's clothing and belongings. Please be observant of clothing and belongings, etc. that may accidentally come home with another name in them. Please promptly return any items that are brought home that do not belong to your child. Please help us maintain our supplies by returning any that are taken home for the safety of your child's belongings please do not allow your child to bring toys or games from home. If you are missing items please ask your counselor. Each site will maintain a lost and found and the Bedford Area Family YMCA maintains an addition lost and found that items may be turned in to. Any item not claimed prior to the end of each month will be discarded to Goodwill

DISCIPLINARY POLICY

The Bedford Area Family YMCA believes that ALL children are entitled to a pleasant and harmonious environment at our Child care Programs. We further believe that discipline may be needed to redirect children or to gain self-control. Respect for your child will be demonstrated at all times and the same respect is expected from your child to his/her peers

and the Y staff at all times. Reasonable efforts will be made to guide children to appropriate behavior. The Bedford Area Family YMCA Child care Program adheres to all policies and procedures established by the local school systems and by the Commonwealth of Virginia State Licensing Standards.

Discipline, such as, but not limited to, time outs will be used for brief periods of time according to the child's developmental stage. The child will be separated from the group but kept in a safe, lighted, ventilated place within hearing and sight of the staff. Staff will be sure the child understands why he or she was disciplined. No physical punishment will be administered. Snack will not be kept from a child as form of punishment.

Children may be restrained if they are in danger of hurting themselves or others. A system of timeouts may be used as a disciplinary measure. Parents may be requested to provide payment for repair or replacement of materials or equipment damaged by their child.

Disruptive behavior will be dealt with in the following manner:

1. The misbehaving child will be given a 5 minute "thinking time" in order for him/her to cool off and think about his/her actions.
2. If this child misbehaves for a second time, he or she will be given a 10 minute "thinking time" and an incident report will be written. Parents will be required to read and sign this report afterward it will be placed in their child's file.
3. If a child receives three (3) written behavior related incident reports, a meeting will be scheduled with the Site Director to determine if the child will be suspended for a period of time up to three (3) days. Parents will be responsible for the payment of tuition during the period of suspension.

If the child is reinstated into the Y Child care Program and receives a fourth behavior related incident report, the Site Director will suspend the child immediately. The Site Director may recommend to the Child Care Director further action including discharge without the right of reinstatement.

Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to behavior that:

- requires constant attention from the staff
- inflicts physical or emotional harm on other children
- abuses the staff
- ignores or disobeys the rules and regulations that guide behavior.

If any child cannot positively adjust to the child care program setting and behave properly, then that child will be discharged.

BAFY Kids Club Daily Schedule

| | |
|-----------------------|--|
| 2:35 – 3:30 PM | Children meet in Gym / Attendance / Free Play/Organized Physical Activities |
| 3:30 – 3:45 PM | Bathroom/Water Breaks/Wash Hands for Snack |

| | |
|-----------------------|--|
| 3:45 – 4:15 PM | Nutritious Snack |
| 4:15 – 5:00 PM | Homework Time/D.E.A.R./BAFY Academic Activities |
| 5:00 – 5:45 PM | Free Play/Organized Physical Activities |
| 5:45 – 6:00 PM | Clean Up Time / Quiet Play |

21st CCLC Grant Daily Schedule

| | |
|-----------------------|---|
| 2:45 – 3:30 PM | Drop off by BCPS Transportation Office / Use bathroom / Wash hands / Snack |
| 3:30 – 5:40 PM | Rotations – including: homework/tutoring, physical activities, and outdoor education |
| 5:45 – 6:00 PM | Transportation home / Pick up |

BAFY Summer Camp Daily Schedule

Field trip day schedules will differ

| | |
|----------------------------|--|
| 6:30 – 9:00 AM | Drop off / Check in / Organized various activities |
| 9:00 – 9:30 AM | Bathroom / Hand washing / Snack |
| 9:30 – 11:30 AM | Rotations – including: group games, arts and crafts, team building exercises, themed activities, etc. |
| 11:30 AM – 12:30 PM | Bathroom / Hand washing / Lunch |
| 12:30 – 3:00 PM | Rotations – including: D.E.A.R. time, games, swimming, themed activities, etc. |
| 3:00 – 3:30 PM | Bathroom / Hand washing / Snack |
| 3:30 – 4:00 PM | Rotations – including: group games and activities |
| 4:00 – 6:00 PM | Clean up / Quiet play / Themed activities / Pick up |

21st CCLC Grant Summer Daily Schedule

Field trip day schedules will differ

| | |
|----------------------------|---|
| 6:30 – 9:00 AM | Drop off / Check in / Organized various activities |
| 9:00 – 9:30 AM | Bathroom / Hand washing / Snack |
| 9:30 – 11:30 AM | Rotations – including: outdoor education, group games, arts and crafts, team building exercises, themed activities, etc. |
| 11:30 AM – 12:30 PM | Bathroom / Hand washing / Lunch |
| 12:30 – 3:00 PM | Rotations – including: outdoor education, D.E.A.R. time, games, swimming, themed activities, etc. |
| 3:00 – 3:30 PM | Bathroom / Hand washing / Snack |
| 3:30 – 4:00 PM | Rotations – including: outdoor education, group games, and activities |
| 4:00 – 6:00 PM | Clean up / Quiet play / Themed activities / Pick up |

All schedules are subject to change

Site Information

BAFY Kids Club After School Program at the Y
Bedford Area Family YMCA
1111 Turnpike Road
P.O. Box 1026

Bedford, VA 24523
(P) 540 586 3483
(F) 540 587 5310
Site Phone: 540 875 7453

21st CCLC Grant Program
Bedford Area Family YMCA
1111 Turnpike Road
P.O. Box 1026
Bedford, VA 24523
(P) 540 586-3483
(F) 540 587 5310

BAFY Kids Club After School Program at Goodview Elementary
Goodview Elementary School
School Principal: Mr. Edwin L. Zimmerman
1374 Rivermont Academy Road
Goodview, VA 24095
School Phone: 540 892 5674
School Fax: 540 892 5677
Site Phone: 540 875 7408

BAFY Kids Club After School Program at New London Academy
New London Academy
School Principal: Ms. Krista Parlier
1133 Academy Lane
Forest, VA 24551
School Phone: 434 525 2177
School Fax: 434 525 0935
Site Phone: 540 875 7407

BAFY Kids Club After School Program at Stewartsville Elementary
Stewartsville Elementary School
School Principal: Dr. Susan Mele
1138 Wildcat Road
Goodview, VA 24095
School Phone: 540 890 2174
School Fax: 540 890 0955
Site Phone: 540 875 7410

BAFY Kids Club After School Program at Thomas Jefferson Elementary
Thomas Jefferson Elementary School
School Principal: Mr. J. Andrew Greenough
1255 Patriot Place
Forest, VA 24551
School Phone: 434 534 6159
School Fax: 434534 6240
Site Phone: 540 874 4624

Bedford Area Family YMCA Chain of Command

Chairman of the Board of Directors

Mike Moldenhauer

CEO/Executive Director

Mary Jo Boone

Director of Operations

Kristen Graham

**Director of
Childcare
Grant Coordinator**

Nancy Mineo

**Programs & Staffing
School-aged
Childcare
After School Program
Summer Camp
CCLC 21ST Century
Grant**

**Director of Sports
Outdoor
Adventure**

Dwayne Abbott

**Volunteers
Basketball Coaches
Soccer Coaches
Adventure Staff**

**Director of
Aquatics**

Elizabeth Creasy

**Lifeguards
Swim Instructor
Aerobics Instructors**

**Director of
Fitness and
Maintenance**

Josh Raney

**Fitness Center Staff
Group Exercise Staff**

**Membership &
Member Services
Supervisor**

Jessica Reynolds

**Member Services
Supervisor
Member Services
Staff**

**Nursery
Supervisor**

Ann Stutler

Nursery Staff

Director of

sekeeping

Tomkins