



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

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



BEDFORD AREA FAMILY YMCA PARENT HANDBOOK

Bedford Area Family YMCA
1111 Turnpike Road
P.O. Box 1026
Bedford, Virginia 24523
540.586.3483

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 YMCA for BES, BPS, and MVES
 - Boonsboro Elementary
 - Goodview Elementary
 - New London Academy
- Thomas Jefferson Elementary for TJES and FES



Connection to the Y Mission

The Bedford Y Childcare 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 childcare 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 Childcare Program is a place where all children are respected. The Bedford Area Family YMCA Childcare 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 that differ from the listed parents/guardians with the addresses being the physical addresses and NOT P.O. Boxes. Along with the registration form, three minimum forms 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.
- 4) Other forms might include court documents, custody papers, or a physician signed Plan of Action form
- 5) If you need to update the registration form after registration, for any reason, please see the Site Director or Childcare Director.

Registration forms can be found on our website: WWW.BEDFORDYMCA.ORG , at the school sites, 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 2 payment options, weekly and monthly. During summer camp there is 1 payment option, weekly. All payments are made with auto payments. The weekly payment is run at about 3am on Monday for each week of care for weekly participants, at 3bout 3am on the 1st of the current month for monthly participants, unless otherwise emailed and agreed upon with the childcare finance team. The Bedford Area Family YMCA charges by week or month there are NO day rates (not counting Fun Days). If a child attends one day of childcare the charge is still by the week. We do not charge weeks of Winter or Spring Break, but Fun Days are available at the Bedford Area Family YMCA main location. Please see the registration/website for scheduled days off. Please inform the staff at the site via the site cell phone or calling the school office if your child/children will be absent due to illness.

Tax information in the form of an end of year statement is available for our programs. It is the responsibility of the parent to request receipts and/or tax statement by emailing the childcare finance team or signing the tax request form at the site available in December of the year. The Bedford Area Family YMCA does not automatically send this information out. No accounts in bad standing will be sent an end of year tax statement.

SCHOLARSHIPS FOR ADMISSION

The Bedford Area Family YMCA does not turn anyone away for the inability to pay for any childcare program. With the help of The United Way of Central Virginia and in-house financial assistance, 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. Upon completion of the scholarship application, you will receive a call or email informing you of the assistance awarded. If needed there are extended financial assistance forms for those needing more in-depth scholarship assistance.

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. 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 weekly or monthly depending on your plan. Autopayments run at about 3am on Monday for each week of care for weekly participants and the 1st of the current month for monthly participants. NO CASH will be accepted at any site. 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 childcare 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. There is a \$30 return fee for all returned payments, including locked cards. After a second returned payment is returned your payment type may be required to be a credit/debit card to ensure timely payments. Non-payment is sufficient justification for discontinuation of childcare. 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. Payment on the account is due according to the payment option plan regardless of vacations, holiday breaks, snow days (please see the calendar in the registration packet for chargeable weeks). Children may not be permitted to stay without payment. If a parent continues to be delinquent on payments childcare may be terminated. Fees are not reduced for illness, early pick up, suspension due to behavior problems, school closing, or absences due 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 in writing to remove the child,

or the childcare director has approved the situation. ***Exception*** If a child is absent due to an EXTENDED illness or family emergency of 3 or more days, the YMCA may adjust payment for service on these days. Parents must notify the childcare director in writing within two days of the child becoming ill or the emergency situation for consideration of a reduced fee and **provide documentation of the illness or emergency**.

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 with the VA-ECC/KinderSmart/Brightwheel rules and regulations. It is the responsibility of the parent/guardian to record the child's attendance both by signing the child in and out on the paper forms and by using the approved DSS method of attendance. All co-payments are due on the 1st of the month. Failure to pay on the child's account may result in the notification of DSS and the suspension or termination of childcare. We are required to notify DSS of all absences that are longer than 5 days that do not have excused reasons in writing to the childcare director.

Refunds for cancelation of a program will be given in certain circumstances. Weeks when the program cannot run more than 2 days due to weather or closings will be prorated/refunded/credited to the account depending on the payment plan selected. Should the participant cancel prior to the start of the program, an online credit or refund may be issued if registration has been pre-paid and two-week's notice has been given in writing to the childcare director or finance team, REGISTRATION FEES ARE NOT REFUNDABLE. Should the participant cancel after the start of the program, two weeks' notice must be given in writing to the childcare director or finance team. Non-attendance and/or nonpayment will not count as notice and two weeks of payment will be required. Verbal or written notice to staff sites is not considered valid and will not be considered for refunds and cancellations.

DAYS AND HOURS OF OPERATION

The Bedford Area Family YMCA is responsible for childcare 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 \$1.00 per minute you are late. For example, if you pick up your child at 6:15 p.m., you will be billed \$15. This late charge will be drafted by the following week. The childcare 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.

Fun Days will be available for childcare on most days when the schools are closed. Fun Days and Extra Fun Days are scheduled from 7am to 6pm with drop off no later than 9am. Parents/Guardians will be notified of Fun Day availability via text alert (must be signed up for) or by visiting our Facebook or Instagram pages.

Parents/Guardians can also call the Member Services Desk to find out hours of operation at 540.586.3483. Fun Days and Extra Fun Days have additional costs, please see registration forms for the current year's dates, prices, and details. If inclement weather or any other emergency begins after the children arrive at the program, the Site Director with the help from their staff will contact the parents to pick up their children immediately. Staff will stay with children until parent/guardian has been picked up.

ARRIVAL AND DEPARTURE

Children are to report to the After School Program which meets in a designated area 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 for sites not at the Bedford YMCA. 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 site 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. Please see Camp Programs for full day timing.

WITHDRAWAL FROM PROGRAM

The Bedford Area Family YMCA never likes to lose any child from our childcare program; however, if you choose to withdraw your child from the program, a two-week **written/emailed** 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. All unpaid accounts will be transferred to the Bedford Area Family YMCA legal team for collection. 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.

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 listed on the child's birth certificate not authorized to pick up the 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 childcare 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 people 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.

Please be aware of our electronics rule:

No electronics will be allowed in use during the After School program, Fun Days, Super Fun Days, or summer camps.

- First Offence – the child will be asked to put the device away
- Second Offence – Counselors will confiscate the device, and an adult will have to retrieve it at pick up time.
- Third Offence – A meeting will be set for the child, parent, and our Director to go over the rules of the program.

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 childcare 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 or by visiting our website. 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 are 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. *NOT AVAILABLE AT ALL SITES*

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 buses, or other vehicles, and remain seated with their arms, legs, and head in the vehicle. There is always at least 1 staff member 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 childcare team.

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 childcare 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 lifeguard 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 Childcare director contacts the parents.
5. Our staff will accompany the child to the hospital.

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

1. Welcome late-arriving child.
2. Make them feel welcome.
3. Quickly involve them in current activities.
4. Children arriving after 9am for full day programs consistently without prior notice may be turned away from the program.

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 childcare 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 Childcare Team will contact each parent. The childcare 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 childcare 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/guardians, 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 childcare director 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 repellant. If you've not completed the appropriate form, the staff will NOT apply sunscreen or insect repellant. Parents are to supply sunscreen and insect repellant in the original container and clearly labeled with your child's name. Please be sure sunscreen and insect repellant 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 Childcare 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 childcare 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 childcare 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 childcare 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 childcare 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, childcare 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 childcare 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, childcare 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 childcare 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 childcare, 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 of the suspicion of child abuse, the staff will immediately inform the Childcare Director.
2. The Bedford Area Family YMCA Childcare Director 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 Childcare 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 Childcare 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
- Play gently so I won't hurt anyone
- Not call other people names
- Not use profanity
- Never bully another child or adult

Honesty

I will:

- Play games and sports fairly
- Be honest about my actions

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 Childcare 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 Childcare Programs. If it is found that a parent is exhibiting inappropriate behavior, disciplinary action will be taken. CHILDREN CAN BE DISMISSED FROM A Y CHILDCARE PROGRAM DUE TO THE BEHAVIOR OF THEIR PARENT.

Y Childcare 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 Childcare 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 Childcare 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 childcare 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 childcare program.
11. The Y staff will determine which day the children may bring personal items such as stuffed animals, toys, , etc.
12. Parents/guardians, please understand that the Y staff will **NOT** be held responsible for these items whatsoever.
13. No electronics – including cell phones, are allowed in any childcare 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 or donated to Goodwill.

DISCIPLINARY POLICY

The Bedford Area Family YMCA believes that ALL children are entitled to a pleasant and harmonious environment at our Childcare 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 Childcare 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 Childcare Program and receives a fourth behavior related incident report, the Site Director will suspend the child immediately. The Site Director may recommend to the Childcare 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 childcare 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 or designated area / Attendance /
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 Organized Physical Activities / Teambuilding Activities
 5:45 – 6:00 PM Clean Up Time / Quiet Play

21st CCLC Grant Daily Schedule

2:45 – 3:30 PM Check in at designated area / Use bathroom / Wash hands / Snack
 3:30 – 5:20 PM Rotations – including homework/tutoring, physical activities, and outdoor education
 5:20 – 5:30 PM Pick up

BAFY Summer Camp Daily Schedule

Field trip day schedules will differ

7:00 – 9:00 AM Drop off / Check in / Breakfast / 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 – 5:00 PM Rotations – including: group games and activities
 5:00 – 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, this intended to be a guide, not a concrete schedule. Please see your site director for the current schedule

Bedford Area Family YMCA Chain of Command

Chairman of the Board of Directors – Steven Wandrei

CEO/Executive Director – Mary Jo Boone

Director of Operations – Kristen Graham

Director of Childcare – Karen Blunt

Assistant to the Childcare Director – Lisa Parker/LaToya Carter

Site Director – Varies by site

Please see the contact page of our website for current contact details for all of the above.