



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ENSURE A BRIGHTER FUTURE

Afterschool Care 2011-2012 Parent Handbook

Lompoc Family YMCA

A branch of the Channel Islands YMCA

805.736.3483

Ciyymca.org



IT'S NOT JUST KIDS STUFF

The Y is a diverse organization of men, women and children joined together by a shared commitment to nurturing the potential of kids, promoting healthy living and fostering a sense of social responsibility.

We bring men, women and children – just like you together – and our shared commitment to our communities ensures the opportunities to learn, grow and thrive that we create for all are ones that endure.

TABLE OF CONTENTS

Channel Islands Mission Statement	page 3
Financial Assistance	
Character Counts!	
40 Developmental Assets	
Healthy Family Home	
Food and Fun	
Licensing Information	
Child Care Staff	page 4
Babysitting	
Ratio	
Children with Special Needs	
Parent Involvement	
Enrollment and Registration	
Fees and Payments	
Cancellations/Changes	
Daily Schedule	page 5
Daily Activities	
Snack and Sack Lunch	
Arrival and Departure	
Late Pick-Up	
Illness	page 6
Injuries	
Medication	
Behavior and Discipline	
Lost and Found	page 7
Photo Release	
Family Nights	
Program Concerns and Questions	
Site Locations	
Thank You	
Registration Packet	pages 9-17

for more up to date information:
ciymca.org

CHANNEL ISLANDS YMCA MISSION STATEMENT

The Channel Islands YMCA is a charitable organization providing programs based upon Christian principles to men, women, and children of all ages, races, religious beliefs, and economic status, to develop and enrich the spirit, mind, and body.

FINANCIAL ASSISTANCE

The Channel Islands YMCA programs and services are available to everyone regardless of ability to pay. OPEN DOORS, the Channel Islands YMCA financial assistance program, uses a sliding fee scale designed to meet financial needs of most families and individuals. People of all ages, backgrounds, abilities and incomes need assistance at different times in their lives; anyone can apply for OPEN DOORS Financial Assistance. If we can serve you or your family in this way please complete the Financial Assistance application available online at ciymca.org or visit any of our local YMCA branches.

Financial assistance is available through the generous support of the William and Lottie Daniel Childcare Scholarship Fund, The Orfaea Fund of the Santa Barbara Foundation, The Wood-Claeysens Foundation and through contributions to our annual Campaign for Youth and Families.

CHARACTER COUNTS!

The Channel Islands YMCA promotes the Character Development Program designed by The Josephson Institute. By implementing "Character Counts", we focus on Caring, Fairness, Respect, Responsibility, Trustworthiness, and Citizenship. The Afterschool Care Staff will use these values in planning their curriculum. For more information visit charactercounts.org.

Trustworthiness: Being honest, dependable & loyal.

Respect: Living the Golden Rule, accepting others, showing courtesy and manners.

Responsibility: Being accountable, doing one's best.

Fairness: Playing by the rules, treating everyone fair & equal.

Caring: Being kind, compassionate & understanding, showing love and charity to others.

Citizenship: Respecting authority, obeying the rules, protecting the environment.

40 DEVELOPMENTAL ASSETS

The YMCA uses the Search Institute's 40 Developmental Asset Model to measure the success of our youth and teen programs. Through extensive research The Search Institute of Minneapolis has identified 40 positive experiences and qualities - "developmental assets" - that all youth and teens need to become healthy, contributing adults - assets like adult role model, high expectations, and safety. Ideally all youth and teens should experience at least 31 of the 40 developmental assets; however, current national studies show that most experience less than 20. **YMCA programs are designed to help fill the gap and give youth and teens the assets they need to succeed. Search-institute.org.**

FOOD AND FUN

"Food and Fun" is a curriculum provided by the Harvard Prevention Research Center for use in YMCA afterschool care programs in order to educate children on nutrition and physical activity. It is a program designed to develop healthy habits out of school time. Through this program we aim to teach your children about effective healthy behaviors. For more information visit hsph.harvard.edu/prc.

LICENSING INFORMATION

Our programs are licensed by the Community Care Licensing Division of the State of California, Department of Social Services. To be licensed, our programs must comply with the Manual of Policies and procedures for Child Care Centers. The regulations cover such areas as: physical environment and safety, staff qualifications, supervision and staff/child ratios program activities and equipment, health, food and nutrition, parent/community participation, administrative and record keeping requirements and others. We encourage parents to discuss with us any questions or concerns.

CHILD CARE STAFF

The Afterschool Program operates under direct supervision of the Childcare Program Director. Each site is staffed by a Site Supervisor, whose responsibility is the operation of that particular program, including but not limited to the supervision of children and staff, program planning and implementation, communication and parent relations. The Site Supervisors are supported by additional staff based on the needs and size of the program.

The staff meet Title 22 regulations set by the Department of Social Services. Most of our staff are college students with sports, recreation, or education backgrounds. All have cleared fingerprint clearance and are certified in CPR, AED, First-Aid, and Child Abuse Prevention. They have had a successful experience working with children and have been trained by YMCA Directors and are looking forward to getting to know your family.

BABYSITTING

YMCA staff shall not socialize with children enrolled in YMCA programs outside of approved YMCA activities, **including babysitting or transporting children**. Immediate disciplinary action will be taken by the YMCA toward YMCA staff if a violation is discovered. **PLEASE DO NOT ASK STAFF TO BABYSIT!**

RATIO

Due to regulation of the Community Care Licensing Division of the State of California we are required to maintain at least a 1:14 ratio at all times. A minimum of two staff members are required to be present in childcare at all times. The Channel Islands YMCA does not provide one-on-one aides for children with special needs. If an aide is necessary the parent may provide one.

CHILDREN WITH SPECIAL NEEDS

Channel Islands YMCA will accept children with special needs into our programs and makes a reasonable effort to accommodate the child without fundamentally altering the child care program. The Channel Islands YMCA provides group child care and is not able to provide personal assistants for children with special needs. If a child needs an aide please contact the program director for directions in placing an assistant in our program to aide your child.

PARENT INVOLVEMENT

The YMCA recognizes that parents are the most important people in a child's life. Because parents are #1 in importance, they are also #1 in the ability to influence and motivate their children. We welcome your advice, participation and support. The YMCA allows for parent visitation at any time. In addition, parents are also encouraged to participate in our many volunteer opportunities. From advisory boards to campaigners, the YMCA recognizes the importance of volunteers. Contact the Program Director for more information on ways in which you can volunteer.

ENROLLMENT AND REGISTRATION

Initial Registration: All registration forms must be complete in full prior to attendance. Registration forms must be returned to the Lompoc Family YMCA, 201 West College Ave. Space is limited and is available on a first come, first serve basis. **New registration forms are required, even if your child has been enrolled for the summer program.**

Updated Information: Providing updated information to the YMCA is the responsibility of the parent and must be made immediately at the time of change.

FEES AND PAYMENTS

Tuition can be withdrawn from Checking Accounts or Credit Cards. Withdrawals are made on the 6th or 20th of each month. Please fill out the attached EFT form and return with registration. If EFT is not for you then all payments are due the 1st of every month **(no exceptions)**.

If payment is not made your child may NOT be admitted to the program. If the account becomes 30 days delinquent, enrollment in the program may be terminated unless arrangements have been made with the Program Director. Payments must be made by the individual who enrolls them in the program. It is policy that monthly payments are paid in full. We do not prorate for absences or by the hour. Full payment is due regardless of the number of days your child attends unless **30 days notice** is given to the site supervisor. Payments are made September through May. December and June are considered one month of payment.

HOLIDAY CAMPS: For an additional fee we offer Winter Camp in December and Spring Camp during Spring Break.

CANCELLATIONS/CHANGES

A 30 day **written** notice is required to discontinue enrollment in the program or change in schedule.

DAILY SCHEDULE

Program operates from school dismissal until 6:00 pm., including scheduled half days.

Childcare programs will **no longer** be offered on school vacation days, with the exception of **Winter and Spring Break**. In addition, **the program will be closed the last day of school**, the day afterschool is out for staff training and to allow for transition to/from summer programs.

Due to unavailability of some schools and lower attendance, sites are often combined during holidays. The Lompoc YMCA offers Camps on the following dates:

Winter Camp I: December 26th-30th

Winter Camp II: January 2nd – 6th

Spring Camp: April 2nd – 6th

DAILY ACTIVITIES

Afterschool Program consist of (not necessarily in this order):

Snack: The YMCA provides a light, healthy snack daily around 3:30 pm.

Homework/Quiet Time: Time is set aside each day (except Friday) to allow children to work on homework. Site staff will supervise homework time and offer occasional assistance as needed. They cannot, however provide constant one-on-one supervision or tutoring.

Group Activities: The children participate daily in a staff directed activity ranging from active group games to group quiet games to crafts and other special activities. At least one activity per week relates to a monthly theme. Fitness and Nutrition are incorporated into group activities several times per week. A calendar is provided to parents monthly outlining each day's group activity.

Free Play/Choice Time: After six hours or more of school, it is very important to have some time choose activities of their own. Activities during free time ranged from playing in the gym or outside, crafts, drawing, puzzles, board games, toys, etc.. Occasionally, children will take local **field trips**. Parents will be informed at least a 1 week in advance of departure and arrival times. Walking field trips may also be taken occasionally.

SNACK AND SACK LUNCHES

The YMCA will provide at least one snack daily. As a licensed childcare program, each snack will have the required nutrition components as well as the serving size per guidelines. **Each Kindergartener must bring their own sack lunch, if not enrolled in the hot lunch program at school.** We ask parents to provide a nutritionally balanced lunch that does NOT require refrigeration or heating.

Food Allergies/Food Preferences: The YMCA will do its best to provide children with a variety of snacks that are both nutritious and that children will enjoy. Should your child have a food allergy, one of the following will occur: the YMCA may provide a substitute snack based on current inventory or you may send your child with a snack that meets their particular needs. In addition, should your family have specific food preferences for your child, we encourage you to send a snack with your child, as the YMCA is not able to meet individual food preferences. If your child brings his/her own snack, it may only be eaten at designated snack time and may not require refrigeration or preparation. Please do not send fast food, soda or candy!

ARRIVAL AND DEPARTURE

Each child **must be signed in and out daily** by a parent or authorized adult (YMCA staff). Staff will sign children in when they arrive from school. It is the parent's responsibility to provide the staff with a listing of those authorized for pick-up. Only authorized persons may sign a child out.

No child will be released to an unknown adult without the individual showing proper identification. **It is important to be prepared to show ID on a daily basis.** Should an adult appear to be under the influence of alcohol or drugs when attempting to pick up a child, staff will take the necessary emergency procedures as outlined by the YMCA for the protection of the child and the family.

It is very important to notify the site when your child will not be attending afterschool. If a child is expected and does not arrive by a designated time, staff will follow procedures for a lost child. Please save the staff the time, energy and concern by notifying the site when a child will not be attending.

LATE PICK-UP

Late pick-up fees will be charged for each child picked up after closing time. Payment must be received upon pick up. Late fees are charged at a rate of \$5 for every five minutes or portion thereof. Chronic late pick-ups will be grounds for dismissal.

ILLNESS

If your child is ill and will not attend the Afterschool Program, please call the Childcare Site by 10:00 am and inform the Site Supervisor of the absence. If your child becomes ill while in our care, a parent will be contacted and asked to pick up their child immediately. The child will be isolated, within sight and hearing of staff, until the parent arrives. If the parent cannot be reached, the staff will phone the emergency contact person(s) listed on the child's enrollment form. The YMCA is not licensed to provide care for sick children. Parents or emergency contacts are required to pick up the ill child within one hour of being contacted.

The Site Supervisor or designated staff have the authority to ask a parent to remove their child from the program, if that child appears ill or their health is judged to be detrimental to the other children and staff.

Children exhibiting the following symptoms may not attend the program:

- Severe pain
- Temperature over 100
- Diarrhea
- Blood in urine
- Swollen joints
- Jaundiced skin, yellow eyes or red eyes with discharge
- Visibly enlarged lymph nodes
- 2 or more episodes of vomiting in a 24 hours
- Infected/untreated skin patches or rash lasting more than one day
- Evidence of head lice or nits

INJURIES

All injuries will be treated as needed, including washing, applying Band-Aids or ice packs. Parents/Guardians will be notified upon pick up, and given an "ouch report" explaining the details and aid given. Please note, in accordance with sanitation and state regulations, YMCA staff cannot administer any cream ointment or anti-bacterial solutions. Parents/Guardians will be contacted immediately in the case of more serious injuries, in which medical attention is needed.

MEDICATION

A Medication Authorization form must be completed and signed by the parent or guardian in order for any medication to be administered. Medication must be brought to staff in its original prescription labeled container. The label must clearly identify the child's name, doctor, date, prescription name and dosage. Children are NOT allowed to dose medication themselves—all medicine (including inhalers) must be given to the site staff.

BEHAVIOR AND DISCIPLINE

It is the goal of our YMCA to provide a healthy, safe and secure environment for all Afterschool Care participants. Children attending afterschool care are expected to exhibit Character Counts values, follow basic behavior guidelines and to interact appropriately in a group setting.

Discipline is viewed by our staff as a teaching opportunity. Our goal is to teach children the kind of self-control that results in appropriate, cooperative behavior.

Redirection is the first logical step to behavior management. Should a problem persist, natural consequences and removal from the activity will be used as a form of discipline. In the event that chronic behavior problems develop, incidents will be documented and communicated to the parent. The following behaviors are unacceptable and may result in the immediate suspension of a child for the remainder of the current day and/or further time period:

- Endangering or threatening to endanger the health and safety of others, self, children, staff or volunteers.
- Stealing or damaging YMCA, host site, or personal property.
- Leaving the program or boundaries as set by staff without permission.
- Continuous disruption of the program
- Refusal to follow the behavior guidelines of the program.
- Using profanity, vulgarity or obscenities
- Acting in a lewd manner

While the before mentioned is the general outline of behavior procedures, the YMCA reserves the right to ask parents to find alternative arrangements for their child without prior notification, as deemed necessary for the safety of staff and/or program participants, not limited to the before mentioned behaviors.

Immediate expulsion may occur if a child is in possession of and/or using tobacco, alcohol, illegal drugs, firearms, knives, explosives or any other weapon.

At no time will swearing, abusive language or physical violence be allowed by children, staff, volunteers or parents. In addition, the YMCA strictly enforces all rules and regulations set by the local school or host sites.

LOST AND FOUND

The Lompoc Family YMCA assumes no responsibility for lost or stolen items. Please label all belongings with permanent marker. If something is misplaced, check the sites lost and found bucket. Please leave all toys and games at home. Unclaimed and found articles will be discarded at the end of each month.

PHOTO RELEASE

The Channel Islands YMCA may take photos, videos or sound recordings of your children in our childcare programs. We often use them for crafts or projects. The YMCA is not required to contact you regarding using photos.

Emergency/Natural Disaster Plan

In the event a natural disaster occurs, our goal is to keep children safe and calm. The staff will determine the safest plan of action. The Site Supervisor will always keep the children's emergency information with them at all times.

Our designated area of safety in the event we need to evacuate the facility is the grass field located on each school's campus. You may want to consider making arrangements for a friend or relative who works or lives close to the YMCA to pick up your child in case of a disaster. Their names must be included on the emergency contact list on your Emergency/Health Information Form. Remember, they must have a Photo ID and they must be at least 18 years old. It is also a good idea to have an out of state contact to call in case of a natural disaster. Often out of state phone lines are still active in the event of a local disaster. Remember, making plans prior to emergencies can expedite the safe release of your child.

Childcare closure due to a natural disaster is at the discretion of the Program Directors, or the Executive Director. If questionable situations arise, please call the Lompoc Family YMCA at 805.736.3483.

NO CREDIT WILL BE GIVEN FOR ABSENCES DUE TO TRIPS, HOLIDAYS, VACATIONS, NATURAL DISASTERS/EMERGENCIES OR DAYS THAT WE ARE SCHEDULED TO BE CLOSED.

PROGRAM CONCERNS OR QUESTIONS

The YMCA encourages constant communication between parents, staff and children to assure everyone's needs are being met. If you should ever have a problem, concern or question, we encourage you to ask your Afterschool Care staff. Should they not be able to meet your needs, please contact the Program Director at the main YMCA facility. It is through your input that we are better able to meet the needs of the community and enhance the quality of our programs.

SITE LOCATIONS

The Lompoc Family YMCA operates Afterschool Child Care programs at the following local schools:

SCHOOL

Buena Vista Elementary
100 Aldebaran, LO 9336
805.742.2935
DSS License # 421710034

Los Berros Elementary
3745 Via Lato, LO 93436
805.742.2342
DSS License # 426206184

Fillmore Elementary
1211 East Pine Ave, LO 93436
805.742.2115
DSS License # 421410566

La Canada Elementary
620 West North Ave, LO 93436
805.742.2246
DSS License # 421710565

Miguelito Elementary
1600 West Olive, LO 93436
805.742.2418
Recreational Facility

THANK YOU!

We are happy that you have selected the Lompoc Family YMCA Afterschool Child Care Program for your child. We offer days filled with happiness, wonderful activities and educational fun. We thank you for sharing your child with us.

