



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PARENT GUIDE

BEFORE AND AFTER SCHOOL ENRICHMENT **HANDBOOK**

YMCA of Hagerstown
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Website: www.ymcahagerstown.org



BEFORE AND AFTER SCHOOL ENRICHMENT

YMCA BEFORE AND AFTER SCHOOL ENRICHMENT

Welcome to the YMCA of Hagerstown's Before and After School Enrichment Program! We are happy that you have chosen our facility for your child care needs. Your child will have many new experiences and opportunities as our program will help them grow into a happy, secure and well-adjusted child. Every child will have the opportunity to participate in a combination of structured and non-structured activities. An integrated curriculum including art, science, literacy, health and wellness, homework time, character development social competence, and conflict resolution will promote the child's healthy spirit, mind and body. We have an open door policy: parents can visit or observe our program at any time unannounced!

This handbook has been designed to inform you of our policies and procedures. If after reading this handbook you have any additional questions or concerns, please feel free to contact Cindy Crummit, Director of School Age Childcare and Camps at the YMCA at 301-739-3990 ext. 4204 or cindyc@ymcahagerstown.org.

HOURS OF OPERATION:

Morning Program: 6:30 am - Start of school day
Afternoon Program: End of school day - 6pm
Snow Delays: No Before School Care
Early Dismissals: No After School Care



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MISSION

The YMCA aims to provide the highest quality care and education for children that is centered around our core values of caring, respect, honesty, and responsibility.

PHILOSOPHY

The YMCA of Hagerstown has designed the Before and After School Enrichment (BASE) Program according to the YMCA's philosophy of development of spirit, mind, and body. BASE is a well-balanced program that strives to meet the needs of all children regardless of culture, race, religion, or ability, and by accepting each child's unique abilities, providing tools and opportunities and developing caring relationships needed to succeed. We provide children opportunities to interact with their peers in a developmentally appropriate environment that offers a balance of child-initiated and teacher-directed activities reflecting the children's interests, primary languages, and cultural backgrounds. All children must feel welcomed and respected, thus we encourage everyone to bring their own cultures, languages, and experiences into our program so we may all learn from each other and grow.

LICENSING

The Maryland State Department of Education (Office of Childcare) licenses the BASE Programs. We are required to meet very specific requirements regarding ratios, paperwork, health, safety, and training. Your assistance is critical in helping us meet these requirements. Communication through conferences and completed enrollment packets are key to meeting these requirements.



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CURRICULUM AND DAILY ACTIVITIES

The BASE curriculum consists of arts and humanities, science, character development, homework time, social competence, conflict resolution, health and wellness, and much more. All of these activities are not done on a daily basis due to the limited amount of time that the children are in the program, but most of the activities are done weekly. All activities are age and developmentally appropriate and based on the interests and needs of the children. Daily schedules are posted at the BASE sites. Multiple choices are given throughout all cycles of the program to enrich each child's experience. Individualized and small group assistance is given in any instance where needed such as math, arts & crafts and physical activities. Finally, all sites receive a healthy snack daily.

COMMUNICATING WITH FAMILIES

Parents are notified of activities and special events through the "parents corner" at the sites and in a monthly newsletter. We also communicate daily with the parents on how their child's day went. The YMCA will also use phone and email communication in some instances. The YMCA of Hagerstown has its own website, Instagram and Facebook pages which keep parents aware of special events, closures and delays. Formal conferences between parents, guardians and teachers are also used. Typically, the conference schedule will be twice per year for each child. The director at each site will post schedule sign ups the week before conferences are held for parents to sign up for a time. If either the parent or the director has concerns, they may seek to schedule an additional conference.



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ENROLLMENT AND ADMISSION INFORMATION

All enrollment packets must be turned in at least two days before starting the program. No exceptions! Completed enrollment packets are to be handed to the Front Desk of the YMCA of Hagerstown. If your enrollment packet is incomplete, your child will not be registered.

The Office of Child Care requires that each child always have certain paperwork on file. The following is a list of paperwork that is contained in your child's file:

- **Emergency Contact Form:** Every line must be filled out. You cannot write the same for the addresses, emergency contacts are three contacts other than the parents. If something does not pertain to your child, you must write N/A in that spot.
- **Registration Form:** You must fill in the times your child will be dropped off and picked up, the emergency releases, and sign the form.
- **Health Assessment:** A physical and record of immunizations are required on the form provided.
- **Parent Guide:** Must be signed and returned.
- **Lead Test Form:** Children ages 4 and 5 must have a copy

***Child must be potty trained to participate. We understand that accidents do happen, especially when the children are involved in fun activities; however, if your child is continuously having accidents, they will not be able to attend the program.**



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SPECIAL NEEDS OF A CHILD AND INCLUSION

The YMCA of Hagerstown will make reasonable accommodations for children with special needs and with health care needs in accordance with the Americans with Disabilities Act (ADA)

- Before enrollment, parents are asked to contact the BASE Director to discuss the needs of your child, so that accommodations can be arranged.
- If your child has support services, a meeting will be held with the senior program Director, Parent and Support Services before services will be permitted into the program.
- THE BASE Director will contact the child's guardian to see if they are willing to share the child's IFSP or IEP.
- The YMCA will make every effort to include every child regardless of their ability into our programs and activities

TUITION AND PAYMENT

There is a one-time non-refundable \$100 registration fee per child that must be paid before your child can start. Regardless of how your CHILD CARE is funded, everyone must pay this fee.

Pricing for each school is outlined on the registration form. Payment is due on the 1st day of each month and may be made by cash, check, credit card, or money order. Payment may be made in person at the YMCA at 1100 Eastern Blvd N, Hagerstown Md, online, or by automatic bank draft. BASE staff are not permitted to receive payment. Bills must be paid in full by the 1st of the billing month. Charges will continue without regard to sick days, vacation, or snow days.



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The monthly fees will be the same for each month that the child is enrolled with the exception of June which will be based on an end date of June 10. Unused snow days are adjusted in the final bill. General emails will be sent out to remind parents and guardians that payment is due.

REFUNDS AND CREDITS ARE GIVEN FOR EXTREME CASES ONLY AND MUST BE APPROVED BY THE SENIOR PROGRAM DIRECTOR OF YOUTH DEVELOPMENT

ARRIVAL AND DEPARTURE PROCEDURES

ARRIVAL AND DEPARTURE PROCEDURES

- Children must be escorted into the building each day and signed in by an authorized adult.
- Children must be signed out each afternoon by an authorized adult. Children will only be released to adults listed on the Emergency Contact Form.
- All adults including parents must be prepared to provide photo identification.
- If there are special circumstances involving custody issues, a copy of the court order must be attached to the enrollment forms upon registration.
- Without legal documentation of a custody order on file, we have to release a child to a parent.



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- It is the **parent's responsibility** to share your child's YMCA schedule with their teacher. The YMCA will NOT communicate your child's schedule to the school or their teacher. If your child has an IEP OR IFSP we request a copy of that so our staff can ensure your child's needs are met and has the proper accommodations given to them.

ATHORIZATION TO PICK UP CHILD

Please inform the site who may pick up your child and if any changes occur with this information throughout the year. Staff will call you if you have not notified the site that someone other than a parent will be picking up your child. In case of an emergency, you may call the BASE site to notify us of who will be picking up your child.

WEEKLY ATTENDANCE

Children must be signed in and out of the program daily. It is critical for the safety of your child. You must communicate your child's schedule preferably in writing, but a phone call to the site will work if you are unable to turn in a written schedule.

Children that are not scheduled, but show up, will be escorted to the school's office and parents will be notified to pick them up.

ABSENCES

If your child is going to be absent, please notify your child's BASE site by calling the site's cell phone number.

DO NOT CALL THE SENIOR PROGRAM DIRECTOR OF DEVELOPMENT or the YMCA. The cell phones have voicemail that picks up 24/7 and is checked at the start of each session.

ATTENDANCE



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LATE PICK UP FEES

After 6pm, you will be assessed a late fee of \$1.00 per minute, per child. Payment of the late fee is due upon pick up.

Chronic late pick up is not permitted and will result in dismissal from the program. If you suspect that you are going to be late, please call the site immediately, so that we can reassure your child that you are coming but that you will be late. If by 6:15 you have not contacted staff and your child is still in the care of BASE, staff will call Emergency contacts to arrange for pick up. If after one hour of the BASE site closing your child is not picked up, the local authorities will be called and your child will be placed in their care.

PROGRAM POLICIES

RELEASE OF CHILD TO AN IMPAIRED PERSON POLICY

- The YMCA of Hagerstown follows MSDE's policy concerning the release of children to impaired adults.
- An impaired condition relates to alcohol, mind-altering chemicals, or other medical conditions preventing a person from safely operating a motor vehicle.
- If, in the judgment of the YMCA staff, an adult appears to be impaired, the staff will ask the adult to arrange alternative transportation. If the adult is unwilling to do so, the matter will be referred to the local police before the child is released.



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CHILD ABUSE PROCEDURES

- The YMCA of Hagerstown is required by the Maryland State Department of Education to report all incidents and suspicions of child maltreatment and neglect.
- If a staff member suspects a case of child abuse or neglect, it will be reported immediately to Child Protective Services and their supervisor.

LOST AND FOUND

Please write your child's name on all your child's personal belongings with a permanent marker. Staff will make every attempt possible to return lost items to your child. The YMCA of Hagerstown is not responsible for lost, stolen, or damaged items.

DRESS CODE

- We do go outside to play when the weather permits.
- We conduct physical activities daily.
- Children should wear / bring tennis shoes every day.
- They should also be prepared for cold weather with gloves, hats, winter coats, etc.

HEALTH AND SAFETY

MULTIMEDIA VIEWING AND ELECTRONICS POLICY

- We provide an activity-focused program and believe that children learn best through active participation, hands-on experiences, interactive conversation, and exploration.
- According to the American Academy of Pediatrics, too much television viewing and screen time has been linked to poor performance in school and poor health and wellness habits.
- Screen time is limited to no more than 30 minutes per day unless the curriculum requires multimedia for a lesson or electronics are required for homework.
- Children are limited to using only their own electronic devices

The YMCA strives to make the BASE program a safe environment first and foremost. We believe that when children feel safe they will have the most fun and enriching experiences.

MEDICAL EMERGENCIES

- Staff is certified in First Aid and CPR / AED and will treat cuts and scrapes.
- In the case of an accident or illness, we will contact you.
- In the event of a serious injury, 911 will be called first and then you will be contacted.



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PLAYGROUND/OUTDOOR SAFETY

When the children go outdoors, the staff is required to do head counts every 15 minutes. Staff is to be positioned on the playground so that all children are in sight at all times. Parents are permitted to pick up the children from the playground, but must sign them out prior to taking their children from the center. The BASE staff must escort the child to the parent\guardian from the playground. The staff will then do a new head count to confirm new count of children. Staff will periodically check outdoor areas for hazards and be proactive about preventing falls and accidents. First aid kits and the attendance sheet will be brought outdoors. Finally, staff will always be mindful of weather and only go outdoors when appropriate and when children have proper clothing.

FIRE DRILL/EMERGENCY PROCEDURES

All Before and After school sites are required to do a monthly fire drill and document the time, number of children present and the length of time to clear the building. The BASE sites also have an emergency procedure plan posted at each site, in which, if the school has to be evacuated and the children and staff may not return to the building, the sites have a designated plan and different location which they will report to in case of emergencies. Each school has extra snacks and water on hand to prepare for emergencies. The BASE sites practice the emergency preparedness drills twice a year, one in the fall and once in the spring. Each drill is documented and posted to adhere to the MSDE regulations.



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MEDICATION AND ILLNESS PROCEDURES

ILLNESS

Please notify the BASE staff immediately, if your child contacts a communicable disease (i.e. chicken pox) so that the staff may post a notice informing other parents who can then take preventative measures. A doctor's note is required for a child to return to the center following recovery from any contagious disease specifying the date the child may return to the center. If a child becomes ill while at the BASE Program, a parent will be contacted to pick up the child. If a parent cannot be reached, an emergency contact from the child's enrollment form will be contacted.

A child who is ill must be kept home for a minimum of 24 hours.

Illnesses include:

- Fever of 100 degrees or higher
- Sore throat
- Constant runny nose
- Inflamed / red eyes
- Persistent cough
- Rash
- Diarrhea
- Too ill to go outside
- Vomiting
- Communicable diseases
- Lice / Nits
- Uncomfortable and needs constant attention.



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MEDICATION POLICY

- All prescription or nonprescription medication may be accepted only in its original container.
- Staff shall administer prescriptions medication only if written instructions are provided from the individual who prescribed the medicine.
- The label of the medication container must identify the name of the medication and the name of the child for whom the medication is intended.
- Medication shall be stored in accordance with manufacturer's or health professional's instructions on the original label.
- The YMCA requires that parents' complete medication forms before prescription or nonprescription medication will be accepted into the program or administered.
- Medications left at the school age sites will be discarded on the last day of school



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INCLEMENT WEATHER POLICIES

The decision to delay or close school due to inclement weather or some other reason is made by the Superintendent of Schools. The announcement is made over local radio and TV stations.

Whenever there is inclement weather, we will post updates about the programs on Facebook and our Website. If WCPS is delayed due to weather, there will be NO before care program. If there is an early dismissal by WCPS due to inclement weather there be NO after care program. If inclement weather starts during our program and we need to close for the safety of children and staff, we will contact parents and give a one-hour window to pick up.

School's Out Program

The YMCA School's Out Program will operate during school closings for inclement weather and planned school days off. The School's Out Program will open at 8:30 am and run until 6:00 pm on inclement weather days and 7am – 6pm on regular planned days off of school. You must contact the front desk of the YMCA at 301-739-3990 to register your child for that day's program.

Parents are responsible for having back up childcare in the event that the weather conditions do not permit the BASE sites and the YMCA of Hagerstown to open.



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PHYSICAL FITNESS AND NUTRITION

Nutrition

Balanced nutrition is vital to children's development and well-being. Each day the BASE program serves a snack that is prepared by each school's food service staff. Washington County Public Schools follow federal nutrition guidelines based on the USDA Dietary Guidelines for Americans, which outlines:

- No more than 30% of an individual's calories come from fat and less than 10% of saturated fat
- At least one-third of the recommended dietary allowances of protein, Vitamin A, Vitamin C, iron, calcium, and calories
- Fresh fruits and vegetables are served at least twice a week

Our staff also play a role in nutrition education by providing opportunities for students to learn about nutrition and by acting as role models for healthy eating in front of the children. Snack time is planned as part of the daily curriculum. Staff will monitor any food children bring from home. Finally, staff will never use food as a reward or punishment.

Physical Fitness

The YMCA's mission promotes development of the spirit, mind, and body, therefore physical fitness is an important component of all of our programs, including our BASE program. The CDC recommends 60 minutes or more of moderate to vigorous physical activity per day for children. We aim to help our children reach at least 60 minutes of physical activity by supplementing their Physical Education classes and recess time with both structured activities and free play.



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POSITIVE BEHAVIOR PRACTICES AND DISCIPLINE POLICY

We achieve this through:

- Outdoor free-play on playgrounds, fields, or courts when the weather permits
- Gym time during poor weather
- Organized games and sports
- Guest YMCA fitness instructors teaching 15-30 minute structured lessons including cardio and calisthenics

YMCA YOUTH BEHAVIOR POLICY

The Hagerstown YMCA School Age Child Care Program is committed to building the capacity of children to succeed. It is the intent of the behavior policy to reflect the four character development values: Caring, Honesty, Respect, and Responsibility. Our goal is to promote and maintain a positive atmosphere. A child's misbehavior may prevent the staff from fulfilling this goal. A child exhibiting disruptive behavior will be "guided" using the following strategies:

Each site has a rule chart referenced each day by the teacher. Staff encourage the children to participate in setting rules at the start of the school year and taking ownership of them.

POSITIVE WORKING STRATEGIES

Role Modeling: Exemplifying the good qualities needed for group acceptance. Maintaining authority calmly and consistently.

Reason and Logic: Helping children to think through a problem and find the solution that works best for everyone concerned.



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Positive Reinforcements: Encouraging repetition of good behavior. Praise whenever possible; build confidence. Give each child an opportunity to have success

Focusing on Positive Behavior: Acknowledging good behavior with positive rewards. Try not to award negative behavior with lots of attention. Redirect the challenging child in a positive direction. We provide multiple choices throughout the programs.

Reinforcing Problem-Solving Skills: Settling disagreements without aggressiveness, predicting consequences, thinking about feelings of others. Utilizing different methods of communication with the children. We help each child with making positive choices

Reflection Time: For repeated negative behavior, our "reflection area" is just that. An area for a cool down period of reflection. Calming periods should be limited to one minute per the child's age. The child will be in the range of vision of staff during calming times.

Providing Choices: Offering children choices throughout the day helps with the reduction of conflict and allows staff to be pro-active before an incident arises. Choices must be limited and have equal weight.



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CONTACT INFORMATION

Cindy Crummit
Director of School Age Childcare and Camps
P: 301.739.3990 ex.4204
cindyc@ymcahagerstown.org

Rhoni Mills
Senior Director of Youth Development
P: 301.739.3990 ex.4215
rhonim@ymcahagerstown.org

Alex Williams
Youth Development Administrator
P: 301.739.3990 ex.4212
alexw@ymcahagerstown.org

YMCA of Hagerstown
Main Desk
301.739.3990

Weather Hotline
301.739.3990 ex.4214



PARENT ACKNOWLEDGEMENT

I have been notified of the YMCA of Hagerstown's Before and After School Enrichment Parent Handbook, which contains the policies and procedures of the program. I understand that it is my responsibility to contact the director with any questions or concerns that I may have regarding the information contained in this handbook. I will abide by the policies and procedures set within the handbook. I understand that the separate document, "A Parent's Guide to Regulated Child Care" informs me as a parent of my rights and responsibilities as a consumer.

Signature of Parent/Guardian

Date

Printed Name of Parent/Guardian

Child(ren)'s Name(s)



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