



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# TIME TO EXPLORE



PARENT  
HANDBOOK

# TABLE OF CONTENTS

<b>Message from Childcare Director</b>	<b>3</b>
<b>About the YMCA of Metropolitan Fort Worth</b>	<b>4</b>
<b>Afterschool Program Overview</b>	<b>5</b>
<b>Afterschool Staff Qualifications &amp; Licensing</b>	<b>6</b>
<b>Sign In/Out Procedures</b>	<b>7</b>
<b>In Case of Accident or Illness</b>	<b>8</b>
<b>Emergency Preparedness &amp; Safety</b>	<b>9</b>
<b>Healthy Environment</b>	<b>10</b>
<b>Playground, Field Trips &amp; Transportation</b>	<b>11</b>
<b>Children at Risk &amp; Additional Procedures</b>	<b>12</b>
<b>Parent Participation &amp; Volunteering</b>	<b>13</b>
<b>Nutritional Meals, Snacks &amp; CCMS</b>	<b>14</b>
<b>Registration &amp; Admission</b>	<b>15</b>
<b>Pre-Kindergarten Programs</b>	<b>17</b>
<b>Code of Conduct</b>	<b>18</b>
<b>Adult Code of Conduct</b>	<b>19</b>
<b>Provider's Guide to Parent's Rights</b>	<b>20</b>
<b>Testimonials</b>	<b>21</b>
<b>Locations</b>	<b>22</b>



**CULTIVATING POTENTIAL  
AT YMCA OF METROPOLITAN FORT  
WORTH AFTERSCHOOL PROGRAMS**

## WELCOME! A MESSAGE FROM THE CHILDCARE DIRECTOR

Dear Parents:

We would like to thank you for making the YMCA of Metropolitan Fort Worth your choice for quality childcare. We look forward to another exciting year and are glad that you and your family will be a part of it! Our goal is to provide quality childcare to the families in our community.

The YMCA Afterschool program is a values driven program that puts a strong emphasis on our core values of Caring, Honesty, Respect and Responsibility. We strive to provide every child with activities that encourage a healthy spirit, mind and body.

The key to our success is always our well-trained and caring staff who love to work with children. Strong communication between the staff and parent/guardian is essential to ensure that your child is successful in our program.

Please take a few moments to read through the Afterschool Parent/Guardian Handbook with your child. It will help familiarize you and your child with our policies and procedures as well as explain details about payments, vacation and more. Once again, thank you for making the YMCA your choice for quality child care.

Sincerely,

YMCA Staff



### DID YOU KNOW?

The YMCA has a long history of providing excellent Afterschool Care. As part of the Y organization, which is the **largest provider of child care services in the U.S.**, we have access to the best practices in the field of early childhood education. All YMCA sites are licensed by the State of Texas, and the health & safety of each child is of highest priority. In 2012 the YMCA **led the nation in adopting 'healthy living standards'**, including offering fruits, vegetables and water at snack time, increasing the amount of exercise and limiting video games and television for youngsters in its Afterschool programs.

# ABOUT US

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

**Our Vision:** Preparing youth to succeed and serve.

**Our Values:** Our values embrace the universal truths inherent in relationships with others – Respect, Responsibility, Caring and Honesty.

**Our Mission:** To put Christian Principles into practice through programs that build healthy spirit, mind and body for all.

The YMCA of Metropolitan Fort Worth is dedicated to developing, organizing and delivering those programs that are not dependent on specific YMCA facilities. They include:

## Youth Development:

- Afterschool Care – we offer on site care in many districts in and around Fort Worth
- Winter Holiday Camp
- Spring Break Camp
- Summer Day Camp

## Healthy Living:

- Y-Fit utilizes CATCH, a research-based physical education and coordinated school health program designed to increase physical activity and promote physical activity beyond classes to become a component of an active lifestyle.

## Social Responsibility:

- Youth & Government – a youth-led, experiential learning opportunity which involves many Texas students each year.

The Y makes accessible the support and opportunities that empower people and communities to learn, grow and thrive. With a focus on youth development, healthy living and social responsibility, the Y nurtures the potential of every youth and teen, improves the nation's health and well-being, and provides opportunities to give back and support neighbors.



# PROGRAM OVERVIEW

## WE HELP CHILDREN LEARN, EXPLORE & CREATE

The YMCA offers afterschool care for children in grades K-5.

YMCA Afterschool programs are offered August - May for approximately 36-weeks of care.

Afterschool calendars vary by school district so please check with your specific branch for dates and times within your school district.

The YMCA Afterschool Program philosophy is to provide an enriching environment where we can "let children be children." We want to enrich the whole child; spirit, mind and body. Childhood experts know that children learn through play and experience. At the YMCA, we provide opportunities for children to learn hands-on through group play and self-directed activities. The YMCA Afterschool Program curriculum operates through a rotating schedule so each day is full of exciting choices.

## DAILY ACTIVITIES

In our afterschool program, your child will receive a perfect balance of fun, learning and physical development. Our certified staff of positive role models provide supervised and structured daily activities including: homework time, group games, arts & crafts, science activities, outdoor activities and Y-FIT featuring CATCH Curriculum. Y-FIT utilizes the CATCH curriculum which leads children toward an active lifestyle through age-appropriate activities that are engaging, but most of all, FUN!

Afternoon snacks are provided to all children enrolled in program. Snacks meet USDA guidelines and are served in a family style environment. The family style environment helps enhance self-help skills along with social skills and motor development. Children with special dietary needs must be noted on the Medical/Health history and are allowed to bring special afternoon snacks. **Please Note:** The below is a typical day, not an 'every day' schedule. Events/Activities vary and are subject to change.



## A TYPICAL AFTERNOON

Attendance / Snacks / Announcements
Homework / Quiet Time in Cafeteria
Outside Time on Playground
CATCH Program: Y-FIT Physical Activity Games in Gym
Enrichment Activities (arts & crafts, science, math, nutrition/wellness, literacy)
Learning Centers

## HOMEWORK POLICY

The YMCA Afterschool program offers a dedicated daily homework time. Our program is not a tutoring program. Focused, quiet homework time is available for a minimum of 30 minutes each day. We understand that certain families may request more than 30 minutes each day to be spent on homework completion. Please visit with your site director if you would like for your child to have more than 30 minutes of homework time and forego the scheduled activities for the day until homework is completed. Please understand that your child is responsible for keeping track of their homework each day and notifying staff when they have homework to complete.

# STAFF QUALIFICATIONS & LICENSING

## STAFF

All YMCA Afterschool Counselors and Assistant Site Directors are required to be at least 18 years of age and graduates of high school. YMCA Site Directors are required to be least 21 years of age, graduates of high school, and must have at least one year of licensed childcare experience.

YMCA staff must also meet the following requirements:

- Interviewed by YMCA professional staff, completed reference checks, criminal background check, FBI finger print and certified in CPR/First Aid
- 8 hour pre-service training covering the following: TDFPS Minimum Standards, Child Abuse Prevention, Supervision, Health and Safety/Handling Emergencies, Developmental Stages, Age Appropriate Activities, Positive Discipline/Guidance, Self-Esteem
- Annually complete a minimum of 15 clock hours of training



## LICENSING & POLICIES

The YMCA of Metropolitan Fort Worth abides by all standards regulating licensed child care centers as prescribed by the Texas Department of Family Protective Services Minimum Standards. The Texas Department of Family Protective Services is located at:

**1501 Circle Drive Suite 310, Fort Worth, Texas 76119,  
(800) 582-8286 or (817) 321-8604**

In order to obtain a full compliance with these standards, parents must complete each enrollment form in its entirety and as necessary update the information throughout the year. It is your responsibility to keep your child's records up to date. Failure to keep records current could result in monetary penalties.

## POLICIES

The YMCA of Metropolitan Fort Worth has written policies in place regarding the following: Health and Safety, Transportation, Facilities and Grounds, and Emergency Procedures. If you would like to view these policies, please contact the Program Director.

## CHILD ABUSE & NEGLECT

The YMCA of Metropolitan Fort Worth takes allegations of abuse and neglect very seriously. YMCA staff is trained each year on Child Abuse, Sexual Abuse, and Neglect Prevention. The YMCA reports all suspected child abuse, sexual abuse and neglect. Reports are made to local law enforcement, Child Protective Services, or The Department of State and Health Services Abuse Exploitation division.

Abuse hotline: 1-800-252-5400 or [www.txabusehotline.org](http://www.txabusehotline.org)

## INFORMATION, QUESTIONS OR CONCERNs

The YMCA of Metropolitan Fort Worth has an open door policy. Any information, questions or concerns should be directed to your YMCA Afterschool Site Coordinator and/or our Childcare Support Specialist, Yvette Franklin. Yvette can be reached at 817-237-7237 or [YFranklin@ymcafw.org](mailto:YFranklin@ymcafw.org).

Notification of operational policy changes will be done in writing and given to parents prior to the change.

# SIGN IN/OUT PROCEDURES

## PROCEDURE FOR SIGN IN AND RELEASE OF CHILDREN

Children are responsible for prompt arrival to the program. For safety reasons children are expected to check in to the YMCA program immediately upon school dismissal or when their bus arrives. In most school districts, teachers will walk younger children to the YMCA program. YMCA staff will greet students that are transported from other campuses and are enrolled in the YMCA onsite program to which they are bused.

YMCA Staff will sign the children into the Afterschool Program each day. Parents and those adults authorized to pick up children, as noted on the registration form, will be required to sign the children out each day. **Authorized persons will be required to show state approved identification and have their driver's license number and car license plate numbers recorded by a YMCA staff member on their first pick up. The information will be retained in the child's records for at least three months.**

If an unauthorized person comes to pick up a child, the parent will be called for verification. The YMCA will not release a child without parent verification, proper identification from the individual picking up the child and a valid signature. The only person authorized to make changes to an enrollment form is the person who signs the enrollment form. In the event a parent, guardian or individual listed on enrollment form cannot be reached, a child may be released to the police department or CPS. Persons picking up children must be 18 years of age or older and have a valid ID. Persons under the age of 18 can pick up if they are specified on the child enrollment form and they have some form of photo ID.

## LATE PICK UP

Parents or guardians who don't pick up their child by the closing time of the Afterschool Program will be charged a late fee. Failure to pay late fees by the next payment date may result in your child being dismissed from the Afterschool Program without refund.

## ABSENCES

The YMCA must be notified by 12:00 P.M. if your child will not attend the program that day. Please call the designated site phone, provided on first day of program as well as online. Please remember to provide the child's full name, as well as yours, when reporting an absence from the program. **Reminder: The YMCA does not credit for missed days, weeks or closing due to weather.**

## PUNCH CARD FAMILIES (only at select locations)

Please notify site within 2-4 hours when child will attend program to ensure proper accountability of child. Parent must likewise notify school/classroom teacher when child will be attending the program.

## NON-YMCA EXTRA-CURRICULAR SPONSORED SCHOOL ACTIVITIES

In the event that your child participates in a school sponsored activity after school, we will require an After School Activity Form to be completed. Examples of activities may include: clubs, tutoring, choir and assisting teachers. Please complete an After School Activity Form; stating the nature and duration of the activity, including dates, times, frequency and location. Forms are available at your Afterschool Program. Our staff cannot release children to teachers or club leaders once they are signed into our program.

## PARENT INTOXICATION

At times, we are required to make decisions concerning a child's safety. If a YMCA staff has reason to believe that a pick up person is under the influence of drugs or alcohol, then we will not release the child until an alternate form of pick-up has been arranged. We will first attempt to reach an emergency contact person. If they can not be reached we will contact an authorized pick-up person. If no one can be reached to pick up the child, a cab will be called for the family, at the parent's expense. If a pick-up person in this situation becomes unruly, uncooperative or violent, the police will be contacted. In extreme cases this behavior may endanger the child's further enrollment in our program.

# IN CASE OF ACCIDENT OR ILLNESS

## IN CASE OF ACCIDENT

If your child is injured during care, the YMCA staff on site will administer first aid and assess if the parent(s) may be notified upon afternoon child pick up or immediately. If immediate medical attention is needed, a YMCA staff will contact parent arrangements to pick up the child. If medical attention is urgent, 911 will be called. In the event emergency contacts cannot be reached, an adult authorized to pick up the child will be called. If no one on the registration form can be reached, due to the severity of the accident, the YMCA will make the child comfortable or call 911.

## IN CASE OF ILLNESS

If a child feels ill or cannot participate in the program, they will be given a quiet place to rest and parents will be notified. The same notification process will be used as "In case of accident". Parents will be asked to pick up their child for the following reasons:

- Head Lice
- Excessive diarrhea
- Excessive vomiting
- Mouth sores with drooling
- Uncontrollable behavior changes
- Unknown severe rash
- Fever over 99.4 under the arm
- Abnormal breathing (in urgent cases 911 will be called)
- Child cannot deal with symptoms or other signs that the child may be severely ill



All children must be fever-free or symptom-free for 24 hours without the use of fever-reducing aids in order to return to the program. Children who contract lice must be nit free before they may return to the center.

Any contagious disease requiring medical attention, in which a doctor has restricted the child from being in care, requires a "release to care" from the doctor. If a child cannot participate in the program due to illness, the child must be kept at home. Children cannot attend the Afterschool Program if they have not attended school that day or if they have been sent home from school ill. Parents/guardians of children who arrive to the Afterschool program with a fever of 100.4 or higher will be called to pick up children immediately.

## PARENT NOTIFICATION

After ensuring the safety of a child, parents will be notified immediately after a child:

- Is injured and the injury requires medical attention by a health-care professional.
- Has a sign or symptom requiring exclusion from the child care center or program.
- Has been involved in any situation that places the child at risk.
- Has been involved in any situation that renders the program unsafe.

Parents will be notified at the time of pick up when a child experiences:

- Minor cuts, scratches, bites from other children, bumps and/or bruises.

Parents will be notified within 48 hours when:

- A child or care-giver has contracted a communicable disease that the law requires you to report including head lice or other infestation group. Written notice will be posted in a visible place where parents can easily view.

# EMERGENCY PREPAREDNESS & SAFETY

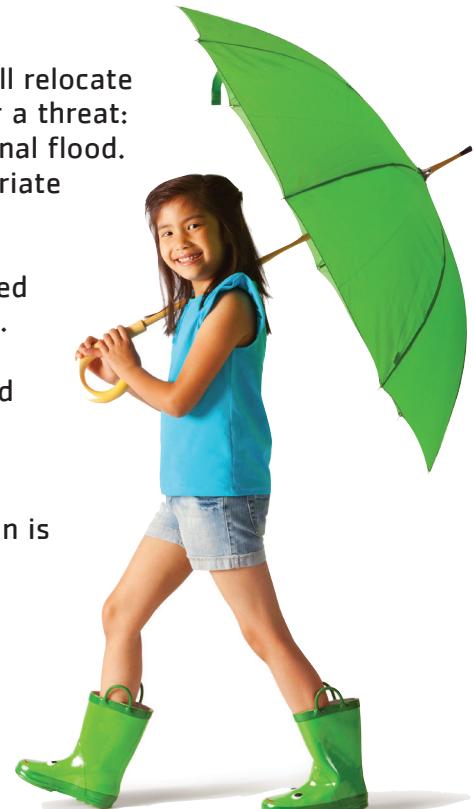
## EMERGENCY PREPAREDNESS

For the following emergencies, the YMCA afterschool program will relocate to an area in the center of the school until the emergency is no longer a threat: earthquake, lightning storm, severe weather including tornadoes, or a situation outside with an unsafe person. Once relocated, all children will be accounted for and the appropriate YMCA staff and licensing officials will be notified.

For the following emergencies, the YMCA afterschool program will relocate to an area outside of the school until the emergency is no longer a threat: gas leak, bomb threat, hostage situation when able, fire, or internal flood. Once relocated, all children will be accounted for and the appropriate YMCA staff and licensing officials will be notified.

The YMCA will work with school officials, should we not be allowed to return to the school, to determine where care will be provided. The YMCA will be responsible to communicate with parents and licensing should we need to relocate our program for an extended period of time.

Each afterschool program has available on-site an Emergency Preparedness plan specific to their school and program. This plan is available for review by YMCA staff, licensing representatives and parents.



## INCLEMENT WEATHER

In case of inclement weather, the YMCA will follow these steps:

1. If the School District associated with your child's Afterschool Program closes for the day, the Afterschool Program will be **closed**. (To find information concerning school closings, listen to WBAP 820AM or watch KXAS Channel 5)
2. If the school district closes early or cancels afterschool activities due to inclement weather, the Afterschool Program will **not** operate after school and parents will need to pick up their child at that designated school closing time or at the release of school. During an inclement weather closure, YMCA staff will not be available on site to provide child care services.
3. To receive immediate notification about school closings, holidays or early release days, be sure to fill out your **e-mail** and accurate telephone numbers on the Childcare Enrollment Form.

## CHILD PRODUCTS CERTIFICATION

All childcare programs check with the United States Consumer Product Safety Commission to ensure there are no unsafe children's products in the center. All items that are recalled are immediately removed from the program.

## GANG FREE ZONE

Our YMCA Afterschool Program is a gang free zone. What is a Gang Free Zone? A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day camp centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

# HEALTHY ENVIRONMENT

## ADMINISTRATION OF MEDICATION

State licensing requirements do not permit child care facilities to administer medication without written permission of the parent or guardian. Any medication brought to the center must be in its original container, clearly labeled with first and last name and include the dosage and directions for administering the medication.

Over the counter medication can be administered per the directions on the container. If a child needs a different dosage or does not meet the age requirements, a signed permission form from the doctor must accompany the medication along with dosage information. YMCA facilities do not administer controlled substances or medication prescriptions written in triplicate. Controlled substances and medications written in triplicate can only be administered by the parent, doctor or registered nurse. Medication may only be administered if it is in the original container with the following information:

- Child's Name, Date of Prescription, Name of Pharmacist, Prescription's Expiration Date, Legible Dosage Instruction, Legible Storage Instruction

## IMMUNIZATION, HEARING AND VISION REQUIREMENTS

The Texas Department of Family and Protective Services requires all childcare facilities to have on file proof of each child's immunization as well as proof of hearing and vision testing. As long as each child has these items on file at the elementary school that he or she attends, the YMCA meets this requirement. The immunizations needed are listed below:

- Hepatitis B
- Measles
- Hepatitis A
- DTp/DTaP/DT
- Mumps
- TB Test
- Hib
- Rubella
- Polio IPV or OPV
- Polio
- Varicella
- Pnenumicicca (conjugate vaccine)

The YMCA of Metropolitan Fort Worth does not require staff vaccination/immunization, however we require all staff to be Tuberculosis screened prior to working with youth in our afterschool/ child care programs.

## ILLNESS AND EXCLUSION CRITERIA

All immunizations must be current. Children must be healthy enough to participate in the program's daily routine. We do not have the facilities to care for sick children and therefore do not allow them to attend the program. For the safety and comfort of your child, please keep them home until they feel better and no longer present the danger of passing on their illness. Please notify the YMCA if your child or any member of your immediate household develops a communicable condition (as defined by the local health department), such as pink eye, chicken pox or lice. Parents are responsible to notify the YMCA within 24 hours or the next business day. In the case of a life-threatening illness, please notify the YMCA immediately. It is important for us to post a notice to other parents as soon as possible. In the case that your child becomes ill during the program, you will be contacted as soon as possible. If the parent or guardian is unable to be reached, the child's emergency contact will be notified. It is the responsibility of the parents to arrange for the child to be picked up from the center as soon as possible.

## TUBERCULIN TEST, VISION AND HEARING SCREENING

TB tests are not required by the State of Texas. For all early childcare programs, children, at the age of four, are required to complete a vision screening and hearing test. These tests are administered annually at each Early Childcare site. If you prefer, these tests can be completed by your healthcare professional using the health history form you received during registration.

# PLAYGROUND, FIELD TRIPS & TRANSPORTATION

## PLAYGROUND ACKNOWLEDGMENT

The YMCA of Metropolitan Fort Worth is not responsible for the maintenance of the playgrounds at each afterschool site and the playgrounds may not meet TDFPS standards. By acknowledging this parent handbook, you are giving your child permission to utilize the playground on site at your child's school.

## OUTDOOR PLAY

Weather permitting, children have outside time daily. Please make sure to dress your child accordingly. This includes close toed shoes and clothing that your child can run, jump and play freely in. Children will not go outside on ozone alert days or days that are excessively hot or cold.



## FIELD TRIPS AND TRANSPORTATION

Parents will be notified 48 hours in advance of all field trips. Field trip notices will be posted next to the sign in/out notebook. Field trips are age appropriate and we encourage parent volunteers. Volunteers must fill out and submit a YMCA volunteer application 72 hours prior to a field trip. Each group will not exceed the state ratio for field trips. Volunteers are to assist staff with groups of children and are not permitted to have a group of children of their own. Staff will have a written list of the children in their group with them. The YMCA uses qualified drivers through Durham Transportation services or approved YMCA Mini Buses. Drivers must have a clean criminal background, CPR, First Aid, drug screen and be 21 years of age or older. YMCA drivers will be oriented to child care operation and standards.

## WATER ACTIVITIES

When children are participating in water activities such as using a splashing or wading pool (two feet of water or less), a ratio of 1 adult to 10 children will be followed for all children 5 years of age and older.

## ANIMALS IN AFTERSCHOOL

YMCA staff will notify parents when animals are or will be present. Animals will be in a contained environment and staff is to ensure the animals do not create unsafe or unsanitary conditions. Staff and children must wash hands after handling or coming into contact with an animal and items used by an animal. If you do not want your child to participate with animals please notify the YMCA staff.

## SUNSCREEN

Should your child be required to use sunscreen while participating in the afterschool program, the following procedures MUST be followed in accordance with YMCA policies.

- Keep the sunscreen in the original container, labeled with your child's name
- YMCA staff will remind children to apply sunscreen multiple times per day.
- YMCA staff will apply sunscreen to children under the age of 9 years old. All children that are older than 9 years old will be permitted to apply their own sunscreen.

## BUG SPRAY

Should your child be required to use bug spray while participating in the afterschool program, the following procedures will be followed in accordance with YMCA policies

- Keep the insect repellent in the original container, labeled with your child's name.

# CHILDREN AT RISK & ADDITIONAL PROCEDURES

## CHILDREN AT RISK

Parents who arrive at the YMCA in an incapacitated condition (i.e. alcohol, drugs) present a risk to their child. The staff in charge will advise the parent of their options regarding the transportation of their child to his/her home.

Some options that may be exercised are:

- Call the other parent
- Call another person on the child's emergency contact list
- Call a taxi
- Call a nearby neighbor / friend

If a reasonable conclusion cannot be reached, the parent will be advised that either Child Protective Services or the Police will be called.



## CHILDREN WITH SPECIAL NEEDS, MEDICATIONS OR THERAPIES

The YMCA strives to include all children in our programs. In some cases it may be necessary to evaluate if our programs are the right choice for your family. Completing a registration form is not a guarantee of admission to our program. In some cases, we will need to determine if our program is appropriate for your child. Our programs are not designed for therapeutic or one-on-one care. We operate under the provisions of the American's with Disabilities Act, which provides protection to individuals with special needs as well as providers of care for these individuals. Please refer to our medication policies in this handbook for further information on Afterschool medication policies and requirements. Please disclose all special needs, allergies and/or medications on your enrollment form. An administrator may contact you for more information and to assess if we can make the appropriate accommodations for participation, or to schedule an interview. If you wish to speak to someone before completing the required forms, please email [ychildcare@ymcafw.org](mailto:ychildcare@ymcafw.org).

## MEDICAL TREATMENT

Due to the fact that there are some medical treatments and procedures that legally the YMCA staff is not trained, nor qualified to perform, children will be enrolled on an individual basis. We will make every attempt to serve all children.

## BATHROOM PROCEDURES

No child is ever alone and no child is ever alone with a staff member. All children will take trips to the bathroom with the entire group or groups of children escorted by staff. Children will only use bathrooms inspected for safety by YMCA staff.

## PROBLEMS AT HOME

Any problems or changes that your child may be facing at home or school can directly affect his or her behavior while in care. Please keep us informed of such changes in your child's life so that we can be sensitive to your child's needs. We would like to work as a team; this will enable us to provide the best environment for your child's growth and development.

# PARENT PARTICIPATION & VOLUNTEERING

## COMMUNICATING WITH THE YMCA STAFF

Exchange of information between parents and staff provides insights for both parties. The format may be formal or informal. It is vital that you inform us of changes happening in your family. Changes at home include: moving, hospitalization of a sibling or parent, altercations in the parent's relationship, etc. These influence the way in which your child relates to others. Staff members can better provide for a child's needs if they are aware of the situation. We will treat this information with the utmost confidence.

## PARENT/GUARDIAN PARTICIPATION

Parents/guardians must have a volunteer application on file and meet all volunteer screening guidelines before they can participate in Afterschool operations. Parents are always welcomed at our Afterschool sites and branches. Involvement may include the following opportunities:

- Attending culminating events in November, February and April
- Donating materials to the site - we can provide you with a list of suggested items
- Sharing your cultural heritage
- Become a member of our Parent Advisory Committee
- Participate in our Annual Campaign, which helps the YMCA raise money to provide much needed financial assistance to families
- Volunteer at your neighborhood YMCA branch

For more information please contact your Site Director or call the 817-237-7237.

## VOLUNTEER PROCESS

Volunteers are always encouraged at the YMCA. Parents wishing to volunteer must fill out a volunteer application and a background check. All paperwork must pass both YMCA and TDFPS standards before volunteer participation in an activity can begin.

## PERSONAL BELONGINGS

Please mark all belongings with your child's name. Do not send money, valuables or toys with your child to the center. The YMCA cannot be responsible for lost or stolen items. Your child is permitted to bring show and tell items on designated days. Your child will be provided a separate storage container for their personal belongings during the YMCA Afterschool Program.

**Please keep at home:** video games, cell phones, MP3 or CD players; scooters/bikes; toy guns or weapons of any kind; money; other personal items or items of high value.

## SCREEN-FREE PROGRAM

Our Afterschool Program is a screen free and cell phone free zone. Cell phones, video games, iPods, etc., become disruptive and detract from the program experience. If a cell phone, iPod, DSi, etc., comes to the program, it will be collected and placed at the front desk until pick up. Please contact the YMCA if there is an emergency in which you need to contact your child. The YMCA is not responsible for lost electronics.

## BABYSITTING & CONTACT WITH YMCA STAFF

Outside of the program, staff are not to fraternize, babysit or have contact with children outside of programs hours. YMCA staff must notify Administration and Human Resources of any and all pre-existing relationships or of children that are related to them with whom they may come in contact with outside of YMCA programming hours. This policy is in place for the safety of your child(ren) and our staff.

# NUTRITIONAL MEALS, SNACKS & CCMS

## HEALTHY SNACKS

Afterschool snacks are provided to all children and are served daily. Monthly snack menus are posted at your YMCA Afterschool site. We are committed to offering healthy options at each of our locations. This includes whole grain, fruits and vegetable selections weekly. We strive to select options that are trans-fat free and include no hydrogenized oils. We serve primarily water and 100% fruit juices. If you choose to provide your child a snack, the YMCA is not responsible for ensuring the snack meets the child's daily nutritional value.

We make every effort to work with these campuses to insure we are offering the healthiest option available to our students. In the event of a full day Holiday Camp, children will be required to bring their own nutritious sack lunch. Refrigeration is not available, so please send your child's lunch in a small bag with cooler packs.

In collaboration with several local non profits, and the USDA Food Program, our YMCA Afterschool Programs provide afterschool meals at no additional cost to parents at North and Waverly Elementary. Where offered, meals are an option, but not a feature of the program. We make every effort to serve nutritional snacks children will enjoy. If you do not want to participate in the food program, please let us know.

YMCA is a Nut-Free environment. If you choose to send your child with an afternoon snack please make sure it does not contain nuts or nut products. As a reminder- please communication any food allergies to the staff directly.

## MEALS AND FOOD SERVICE PRACTICES

Meals and snacks meet USDA guidelines and are served in a family style environment. The family style environment helps enhance self-help skills along with social and motor development.

- PM Snack: 3:00 PM – 4:00 PM

## SPECIAL MEALS – ALLERGIES

If your child has an allergy and cannot eat a food item, you must complete an Allergy Action Plan complete with signatures from both parents and their primary care physician. If there is any medication to be given, that must be kept on-site. Allergy Action Plans are available at the program or on our website.

## TEXAS WORKFORCE & CHILD CARE MANAGEMENT SERVICES-CCMS

To register for the Afterschool Program under the Texas Workforce Childcare Commission also known as CCMS, please follow the following steps:

- Contact your local Workforce office for information regarding their application process
- Complete the YMCA of Metropolitan Fort Worth's Afterschool Registration Paperwork

Once you have submitted your completed Afterschool Registration Paperwork, this does not mean you are registered. Your registration will be processed once we receive notification from your case worker. Once the registration is complete, the Workforce Coordinator will contact you to let you know your child's start date.

Upon being registered for the YMCA Afterschool Program, it is the Parent/Guardian's responsibility to swipe in and out of the program daily. Any family that misses more than three days of swiping in a row is subject to losing their CCMS approval status and being removed from the program.

# REGISTRATION & ADMISSION

## REGISTRATION AND ADMISSION

Pre-registration is strongly recommended. There is an enrollment capacity for each site in the program (determined by state license and a staff to child ratio of 1:15). Enrollment is taken on a first come first served basis. We are unable to accept phone or faxed registrations.

During the registration process, please complete the following:

- Read all Afterschool Program Parent Handbook and sign off on the enrollment form.
- Complete the registration/enrollment forms.
- Turn in all completed registration forms to your home branch

The registration forms must be completed and returned before your child can begin the program. Fees must be paid prior to attendance. There is a 24-hour process for registrations and up to 3 working days process for registrations requesting financial assistance. No child will be refused admittance to the program due to race, religion or gender. The YMCA makes every attempt to register a family regardless of economic hardships. As a parent/guardian it is your responsibility to keep all records on your child up to date. This includes shot records and any information that has been given to the Y.

## NOTIFYING CLASSROOM TEACHER:

Once you have enrolled your child in a YMCA Afterschool Program, please communicate with your child's teacher/substitute and indicate your child's start date with the YMCA.

## SCHOOL DAY OUT/HOLIDAY CAMP:

When schools are closed, the YMCA operates the School Days Out program or Holiday Camps. Dates of care vary based on your child's school district. Please contact your YMCA staff for a calendar of holidays and school days out in your service area. The YMCA uses Gold Star Transportation Services for any field trips during holidays and school closings.

YMCA School Age Services and On-Site locations will be closed on the following days and NO Holiday Camp will be available; days are subject to change. Exceptions are bad weather make-up days as identified by your school calendar:

• Labor Day	• New Year's Eve
• Thanksgiving Holiday (Thursday and Friday)	• New Year's Day
• Christmas Eve	• Martin Luther King Jr. Day
• Christmas Day	• Good Friday
	• Memorial Day

## EARLY DISMISSELS

When all grade levels are dismissed early (for holidays or other events), the YMCA Afterschool Program hours will work with school administrators to accommodate the early dismissal time.

## SCHOOL DISTRICT AND CITY EMPLOYEE DISCOUNTS

In partnership with certain school districts in our service area the YMCA Afterschool program will provide discounts to some school district and city employees. You must provide documentation such as a paycheck stub as proof of current employment to be eligible for that discount. Please contact Business Services to see if your school district/city qualifies.

## STAFF DEVELOPMENT DAYS

The YMCA Afterschool Program will not be offered on staff development days. Staff development days ensure the training requirements for our staff and promote quality in our programs.

# REGISTRATION & ADMISSION - CONTINUED

## LAST DAY OF PROGRAM

The last day of the afterschool program will be on June 2nd. We will operate afterschool care for those still in session. There will not be a School Day Out program offered.

## PAYMENTS AND LATE FEES

All childcare payments will be set up for automatic draft. You will need to complete a draft authorization form and select from one of the preferred draft schedules below:

- Monthly – 1st OR 15th
- Semi Monthly – 1st AND 15th
- Weekly – Friday OR Saturday

Payments are due the Friday before the week of care. On Mondays, if there is a balance owed a **late fee of \$10.00** will be added to your account and must be paid in order to continue care. If your credit card draft is returned, you will be charged a **\$15.00 retuned draft fee** to your account.

## RECORDS UPDATE & MANAGING YOUR ACCOUNT

Please notify the YMCA right away when there is a new work or home phone number, or if you have moved and have a new address. If your child is sick or injured, it is important for us to be able to contact you right away. Please keep these accurate at all times.

You may log into your account from our website to make payments and update credit card or records information. Visit [www.ymcafw.org](http://www.ymcafw.org) and click "Log In" from the top right corner.

## DISCOUNTS AND SCHOLARSHIPS

The YMCA of Metropolitan Fort Worth raises funds each year through our Annual Campaign to provide scholarships to families that qualify. Each year we raise money to ensure that no child, family or adult within the community is turned away due to their inability to pay. To apply for financial assistance for our afterschool program, please stop by the YMCA and fill out the scholarship paperwork. The YMCA Afterschool programs provide care through Child Care Management Services.

## WHERE DO I PICK UP MY CHILD

Each school has a different entry for the program. At most of our schools pick up is located in the Cafeteria. Please contact your Site Director for more information. If a parent is having trouble locating the program please contact the staff by the site phone number to notify them that a parent is trying to pick up.

## RECEIPTS AND TAX INFORMATION

Payment history reports and end of year tax statements may be requested from your branch. Please note the request may take 3-4 business days to process. Receipts will be emailed to address on file. The YMCA Tax ID number is 75-0827471. End of year tax statements are available by the end of January for the previous year.

## PARENT COMMUNICATION

At each afterschool site, there is a site phone where you can leave messages for the Site Coordinator. Please leave messages and be sure to include your name, child's name and a contact number you can be reached.

# PRE-KINDERGARTEN PROGRAMS

## PRE-SCHOOL AGE PARTICIPANTS (AT SELECT LOCATIONS)

Preschool age students are enrolled in a few of our YMCA Afterschool locations and may be paired with our Kindergarten groups. In those instances we strive to maintain a separate program space for our preschoolers.

## PRE-KINDERGARTEN PROGRAMS

In accordance to TDFPS Childcare Licensing BAP Minimum Standard 744.2003 the YMCA of Metropolitan Fort Worth Afterschool sites serving children under 5 years of age will operate in the following manner:

Children under 5 years of age will play on the playground equipment suitable to their age group. They will participate in program activities in a separate corner or space as an independent group. All YMCA participants will not mix with other programs or persons outside of the YMCA at any time. If another group is playing on the same grounds the YMCA will move to an isolated area. If another group is using common restroom facilities we will either ask them to wait until the YMCA group is done with their break, or the YMCA will wait until the bathroom is clear of all non-YMCA participants.

For programs that operate with children under 5 years of age curriculum will be implemented or adapted to meet the interests and abilities of the age group. Ratios will be 1:10 and groups will include children. Children under the age of 5 years old will be grouped in a preschool or mix of preschool and kindergarten age children observing a maximum ratio of 1:10. Staff will be trained in working with children 3-5 years old.

Children under the age of 5 will mix with the larger group during check in time, snack time and in some cases, outdoor time. Children under 5 will not be allowed to engage in group games or organized physical activities with children over the age of 5 years old.

The YMCA will modify the program to accommodate children under 5 years old by purchasing manipulatives, board games and gym equipment suitable for this age group.



# CODE OF CONDUCT

## DISCIPLINE POLICY

Our child development programs strive to meet the needs of all children without ignoring the demands of any one individual, within the boundaries of set guidelines and rules. Please read the following rules and consequences to your child.

- Keep hands, feet, body parts and objects to yourself
- Show respect to others and self
- Speak for yourself, not others
- Do not willfully destroy YMCA property
- Do not go anywhere without a YMCA staff person
- Always clean up after activities
- Have Fun!

If the child's behavior is not acceptable these are the steps that will be followed (Due to the seriousness of the behavior any step can be taken at any time):

- Verbal Warning
- Re-direction to another activity
- Time away without activities
- Parent notification at pick up time
- Meeting with parent/behavior contract created
- Notice of Time Off - next day of care/without refund
- Notice of Time Off - next 3 days of care/without refund
- Conference with Child Care Director and Coordinator
- Removal from program

Persistent behaviors or situations that endanger the child, other children in the program or staff may result in days off or removal from the program.



## YMCA OF METROPOLITAN FORT WORTH CHILD CODE OF CONDUCT

Our Child Development programs strive to meet the needs of all children without ignoring the demands of any one individual within the boundaries of set guidelines and rules. The YMCA School Age Child Development programs have established rules, consequences and a zero tolerance policy on specific behaviors. The YMCA reserves the right to suspend or expel a child from the program at any time based on the severity of the actions of the child.

## ZERO TOLERANCE

**The YMCA reserves the right to suspend or expel a child immediately for violation of the Zero Tolerance guideline without refund.**

1. Inflicting physical harm on another individual
2. Verbal threats that may cause physical harm to another individual
3. Verbal threats that may destroy property
4. Inappropriate touching of one's self or another individual
5. Possession of a weapon
6. Possession of a controlled substance
7. Possession of alcohol
8. Usage of foul language

# ADULT CODE OF CONDUCT

## ADULT CODE OF CONDUCT

The following guidelines have been created to meet the standards, policies and procedures of the YMCA, Minimum Standards for Child Care Centers and the Texas Family Code. All YMCA staff and volunteers are knowledgeable of these standards, policies and procedures.

1. Please communicate with the Site Coordinator daily, if possible.
2. Please come visit our program and have fun with your child; you are always welcome!
3. Please give detailed information to the Program Director if custody situations arise.
4. People whose behavior and/or health status pose an immediate threat or danger to the health and safety of the children must not be present when children are in care.
  - a. Please do not confront any child in a threatening manner, or confront children from other families.
  - b. Using profanity in the presence of a minor is prohibited and against the law.
  - c. In the event of threatening behavior towards a YMCA staff member or child, 911 will be called.
5. Consumption, and/or possession of alcohol in any form is strictly prohibited by the YMCA of Metropolitan Fort Worth. Controlled substances/medications must be accompanied by a written Doctor's prescription when used during the program, during transportation, or on field trips. People must not be under the influence of or impaired by alcohol or controlled substances in the program, during transportation, or on field trips.
  - a. Children will not be released to parents, guardians or other authorized adults if the YMCA staff feels as though the individual is consuming, under the influence of or impaired by alcohol or a controlled substance.
6. People must not smoke or use tobacco products at the child-care center, on the premises, on the playground, in transportation vehicles or during field trips.

### **CONSEQUENCES OF PARENT MISBEHAVIOR:**

Any adult misconduct will result in a Verbal Warning with the maximum penalty being the parent's removal from the building, or the child's removal from our program.

# Provider's Guide to Parent's Rights

Senate Bill 1098 from the 88<sup>th</sup> Legislative Regular Session added Section 42.04271 to the Human Resources Code and states that a parent or guardian of a child at a child care facility has the right to:

- Enter and examine the child-care facility during its hours of operation and without advance notice;
- File a complaint against the child care facility;
- Review the child care facility's publicly accessible records;
- Review the child-care facility's written records concerning the parent's or guardian's child;
- Receive inspection reports and information about how to access the child care facility's online compliance history;
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child;
- Be given the contact information for the child care facility's local Child Care Regulation office;
- Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that:
  - Video recordings of the alleged incident are available;
  - The parent or guardian does not retain any part of the video depicting a child that is not their own; and
  - The parent or guardian of any other child in the video receives prior notice from the facility;
- Obtain a copy of the facility's policies and procedures handbook;
- Review the facility's staff training records and any in-house training curriculum; and
- Exercise these rights without receiving retaliatory action by the facility.

## Required Notifications

- The child care facility must provide written notice to the parent or guardian of any other child captured in a video before allowing a parent to inspect a recording.
- The child care facility must provide a parent or guardian with a written copy of the rights no later than the child's first day at the facility.

## Helpful Tips

Since a parent may perceive an action taken by a child care facility as retaliatory, keep in mind:

- Documentation is essential in supporting your actions; and
- Follow the suspension and expulsion policy outlined in your operational policies and update your policy, if needed.

# FEEDBACK

**“The YMCA is an excellent program that offers kids education physically, mentally and emotionally.”** – Afterschool Survey

**“The staff are wonderful! They help teach the children respect and how to interact with the other children. My son loves to go to the YMCA Afterschool program and hates to leave.”** – Afterschool Survey

**“The YMCA has helped my child to be a leader and work in a team.”**  
– Afterschool Survey

**“I love that they put him on an exercise regimen. My child always enjoys the after school program.”** – Afterschool Survey

**“We couldn’t take care of each other like we do without the Y.”**  
– Afterschool Survey



# AFTERSCHOOL PARENT HANDBOOK

**The Y. So Much More.**