



YMCA PrimeTime Parent Handbook 2016/2017

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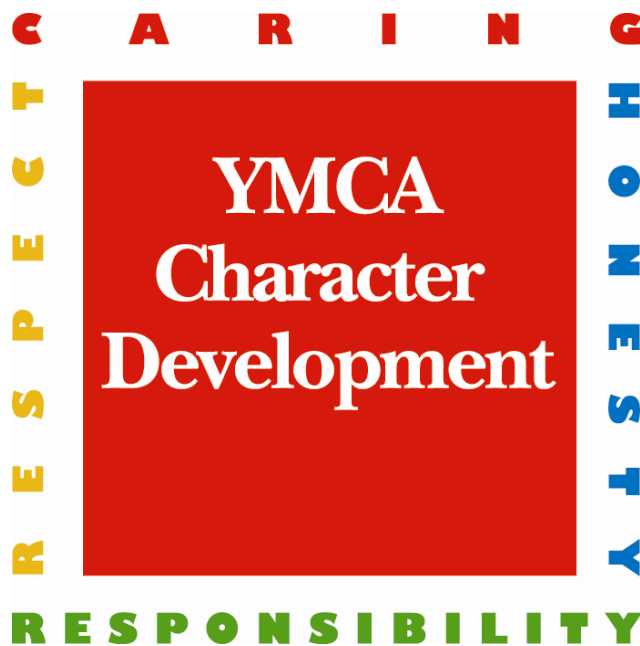


TABLE OF CONTENTS

PrimeTime Purpose and Licensure	3
YMCA Core Values	3
YMCA Vision and Mission	3-4
Non-Discrimination Statement	4
Eligibility	4
Registration Process	4
Hours	4-5
Fees	5
Payment Policy	5
Financial Assistance	5
Location	5-6
Transportation	6
Check-In Procedure	6
Authorization for Release of a Child	6-7
Late Pick Up and Charges	7
Program Withdrawal or Leave of Absence	7-8
Supervision Qualifications	8
YMCA Staff	8
Staff Services	8
Contact Information	9
Community Collaborations	9
Statement of Commitment and Goals	9
Medication	9-10
Accident/Injury	10
Illness	10-11
Emergency Procedure Plan	11-12
Confidentiality Policy	12-13
No Release of Information to Third Parties	13
Review of Children’s Files	13
No Computer Tracking of Identifiable Information	13
Required Postings	13
Parent Commitment and Communication	14
Behavior Guidelines for Participants	14
Positive Discipline Measures	14-15
Involuntary Disenrollment	16
Child Abuse Policy	16
Keeping Kids Safe	16-19
Grievance Procedures	19
Photo Release	19
Parent Acknowledgement Form	20-21

PrimeTime Purpose and Licensure

The PrimeTime program is designed to help participants grow in spirit, mind & body, as well as furthering the values of child development. The Valdosta-Lowndes County Family YMCA PrimeTime program is a licensed Child Care program through *Bright from the Start, Georgia Department of Early Care and Learning*. We have also attained Quality Rated status at all eight of the PrimeTime locations that have gone through the application process. Quality Rated is Georgia's system to assess, improve, and communicate the level of quality in early education and school-age care programs. Any child care program participating in Georgia's Quality Rated has agreed to meet standards that exceed the state's licensing requirements and is committed to improving the quality of care it provides to children. Based on the results of a rigorous application process, programs are assessed and qualifying programs earn the Quality Rated accreditation. Accreditation is awarded based on a combination of points gathered from independent observations and a portfolio that demonstrates that the program meets standards above and beyond what licensing requires. The Quality Rated system was designed so that any parent selecting a program participating in Quality Rated can feel confident that they are enrolling their child in a program that is committed to continuous quality improvement and higher quality standards. Guidelines are set forth by this licensing agency and each of our sites is visited by a *Bright from the Start* child care consultant who ensures the quality of our program.



YMCA Core Values and Corresponding Colors

Honesty, **Caring**, **Respect** and **Responsibility** are woven into every aspect of PrimeTime programming.



YMCA Vision

For Youth Development. For Healthy Living. For Social Responsibility.

YMCA Mission

To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

YMCA Primetime Mission Statement

The YMCA Primetime Program is dedicated to providing quality school aged child care in a safe, healthy and fun atmosphere.

Philosophy of YMCA School Aged Child Care

The philosophy of the YMCA's Primetime program is to nurture each child through care, understanding and affection. We offer school aged child care programs that promote learning through play, recreation, and structured classes.

Non-Discrimination Statement

The Valdosta-Lowndes County Family YMCA recognizes the worth of all persons, regardless of race, religion, sex, age, physical disability, special needs or economic circumstances.

Children with Special Needs

The Valdosta-Lowndes County Family YMCA and the staff members do not discriminate against any children, adults, or families. All children and families are welcome into our program.

Eligibility

The PrimeTime program is for school age children (ages 4-12) who are enrolled at a participating elementary school. The program is in session during the school calendar: Monday through Friday, August through May. Parents are responsible for maintaining accurate record information as well as escorting their child to and from the site daily.

Registration Process

Parents and guardians can register their child at the YMCA on Gornto Road. A completed registration card must be on file 24 hours before your child begins PrimeTime, listing: emergency contacts, authorized persons that can pick-up each child, physician's information, income eligibility form, signed parent agreement, transportation agreement and accompanied with **current immunization records**. Families may apply for financial assistance by completing a scholarship application with proof of income and residency.

Hours of Operation

PrimeTime operates on-site every full day that school is in session. On school breaks and holidays the YMCA will be offering a full day Holiday

Camp at the YMCA on Gornto Road for an additional fee. See the attached schedule and fees. ***When school is out, the Y is in! YMCA memberships are available through scholarships, too.***

Hours: Immediately following regular dismissal until 6:30 PM.
(Not including early dismissal days and school holidays)

Fees: *Registration fee is \$10 per child.*

- After School Care: \$38 for first child and \$28 for each additional child per week.
 - Bank draft registration: 1st and 2nd week is due at registration.
- OR**
- Credit Card draft registration: 1st week is due at registration.
 - The full weekly fee is due if your child attends at least one day of the week.
 - Drop-In Care: \$10 per day for a maximum of three days per school year. After three days the child must pay the registration fee, register for PrimeTime and pay the above listed regular weekly fee.

Payment Policy

- Weekly fees are payable through ***Automatic Bank Draft or Credit Card Draft Only***. Weekly bank draft are withdrawn ***every*** Monday that PrimeTime operates for the entire school year. If your child is absent for an entire week you may fill out a refund request form to request a refund for that week or request those funds be transferred to a Holiday Camp.
- A yearly registration fee of \$10 per child helps us buy supplies and other items needed at PrimeTime.
- **Scholarship payments remain constant each week.**

Financial Assistance

The YMCA programs also work closely with the United Way to offer more diversified experiences to the community. Assistance is available to qualifying families through our scholarship program. Scholarship applications may be picked up at the YMCA Member Services Desk, via e-mail, mail or on our website, www.valdostaymca.org.

Parents/Guardians are to submit completed forms along with proof of residency and proof of income to the PrimeTime Director. Applicants will be notified by phone and in writing of the scholarship awarded.



Location

PrimeTime (After School) program
YMCA
Clyattville Elementary

2424 Gornto Road, Valdosta
5386 Madison Highway, Valdosta

Dewar Elementary	3539 Mt. Zion Church Road, Valdosta
Hahira Elementary	350 Claudia Drive, Hahira
Lake Park Elementary	604 W. Marion Avenue, Lake Park
Moulton-Branch Elementary	5725 Perimeter Road, Valdosta
Pine Grove Elementary	4175 River Road, Valdosta
Westside Elementary	2470 James Road, Valdosta
SL Mason Elementary	821 W. Gordon St., Valdosta
Sallas Mahone Elementary	3686 Lake Laurie Dr., Valdosta
WG Nunn Elementary	1610 Lakeland Ave, Valdosta

Transportation

Transportation is provided for the After School PrimeTime program located at the YMCA. We will pick up children from a private school if there is a minimum of 5 children enrolled in the Gornto Road PrimeTime site.

Check-In Procedure

Role will be taken as children board the bus or arrive at the PrimeTime location. Any child registered in the program but not present will be verified with the school office/personnel as to the check-out/absence status. In order to make this more efficient for the PrimeTime staff and the school staff, please call the Program Director at 244-4646 or 251-9145 to inform them of a child's absence from PrimeTime.

Authorization for Release of a Child

Only persons listed on your enrollment agreement are authorized to pickup and sign out your child. ID's of all individuals picking up children will be checked every day and is strictly enforced.

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the PrimeTime Program shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent appears to be physically and/or emotionally impaired to the extent that, in the judgment of the Site Leader and/or staff member, the child would be placed in harm if released to such an individual, the PrimeTime Program shall ensure that:

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child's other parent or an alternative person authorized by the parent(s); and
3. If the center is unable to make alternative arrangements, a staff member shall call DFCS to seek assistance in caring for the child.

In the event of an emergency, when a child must be picked up by someone not authorized in the enrollment agreement, we require the following:

1. Parents must call the PrimeTime Director or Site Leader to notify them of the emergency need to add an additional authorized person.
2. Parents must fax or e-mail a photocopy of their driver's license and written permission for someone to pick up their child along with the name and address of the new authorized person to the YMCA. The YMCA's fax number is 229-244-4816 and the e-mail address to use is rgraytan@valdostaymca.com.
3. The person picking up the child must present an identification card with his/her photo and must sign out the child.

Under no circumstances will your child be allowed to leave PrimeTime with an unauthorized person. Any change in family status which impacts authorized parties for pickup will require official documentation from the parent or guardian. Permission must be submitted in advance, specifying days and departure times. The YMCA is not responsible for the child's safety and supervision once they have left the program.

Late Pick Up and Charges

ALL CHILDREN MUST BE PICKED UP BY 6:30PM. Late pick-up will be assessed an additional fee of \$5.00 for the first 15 minutes and an additional \$20 thereafter. The fee for late pick-up is to be paid by check at the time of pick-up.

If your child has not been picked up by 7:15pm and the YMCA has not been notified of your delay, the YMCA will call the police to take your child home and DFCS will be called for assistance.

Continual late pick-up may result in dismissal from the program.

Program Withdrawals

A 14-day written notice is required if your child is being withdrawn from the program.

Daily Absence

If your child is going to be absent it is extremely important that you call the PrimeTime Program to notify the staff of the absence.

Repeated failure to alert PrimeTime of absences may result in termination from the PrimeTime Program.

Weekly Absence

If you know that your child will be absent from the PrimeTime Program for a specific week please notify the Program Director at 244-4646 or 251-9145.

Supervision Qualifications

PrimeTime counselors must be 18 years or older, possess a high school diploma or GED and are required to pass a criminal background check, as well as test negative in a drug screening. As part of our Drugs Don't Work program, ongoing random drug screenings are performed. Applicants with past experiences in child care and/or an instructional background in psychology, family studies, health services and education are preferred. Also, each counselor needs to display good communication skills with parents, children and in a group setting. References are contacted to verify an applicant's honesty, character, and ability to work with children. Once hired, a minimum of 10 hours of annual trainings are required.

YMCA Staff

The YMCA strives to make each child's day a magical experience – explore, discover, create new friendships, and try new programs along with the traditional favorites. Each of our staff is carefully chosen to be positive role models and caring individuals. Every staff member working in our program will attend training seminars which include topics such as: Leadership Skills, Positive Discipline, Creating Excitement, Learning New Games, Safety, Child Abuse Prevention, Risk Management, Fitness, as well as many others. All employees have passed a criminal background check, reference checks and pre-employment drug testing. At least 50% of the staff at each site are CPR and First Aid certified.

Staff Services:

- **Academic Support**- test taking skills and time management
- **Homework Time**- homework assistance and resources
- **Literacy**- reading clubs, individual and group readings
- **Health, Wellness, Fitness**- Physical Fitness, Games, Intramural Sports
- **Arts & Humanities**- Arts and Crafts, Character Development
- **Social Competencies**- Conflict Resolutions, Asset Development
- **Nutritious Snacks**- Meets USDA CACFP Regulations

If any child has food restrictions due to allergies or religious reasons, special requests may be made in writing.

- **Family Involvement-** Parent-Child Activities, Advisory Board
- **Service Learning-** Theme-based curriculum, Special Projects
- **Mentoring-** Provide the opportunity for students to work with an adult on academic and social skills, conflict resolution, and violence prevention activities.

Contact Information: YMCA 229-244-4646

The Program Director may be reached at 229-251-9145, or 229-244-4646 ext. 241. Please leave a message if the Director is unavailable so your call may be returned as soon as possible.

Community Collaborations

Affords the opportunity to enrich the program through resources available from community partnerships.

Statement of Commitment and Goals

Our YMCA staff members that work with school-age children are committed to provide a safe, nurturing environment for all children. To the best of our ability we will:

1. Ensure the safety and health of all participants and provide a responsive and caring environment for them while improving personal and family relationships.
2. Ensure that programs for young children reflect a dedicated effort toward positive and valuable experiences and to facilitate personal growth.
3. Help children learn to live and work cooperatively, promoting self-esteem and respecting their individual differences and becoming better leaders and supporters.
4. Respect and support families in their task of nurturing and guiding children.
5. Maintain high standards of professional conduct.
6. Recognize that personal values, opinions and biases can affect professional judgment, and strive to serve as positive role models for children.
7. Serve as advocates for children and their families within the community.
8. Report any and all suspicions of child abuse to Child Protective Services.
9. Incorporate challenging activities for both small and large groups to develop specific skills and also have fun!

Medication

The YMCA can only administer prescription medication for life-threatening instances, for example- epi-pens and inhalers, provided by

the parents/guardians. Medications must be brought to the Program Director at the YMCA to be approved by the Director and to have the authorization for medication form filled out. If the medication is to go home with the child at the end of the day or week, parents/guardians are responsible for picking it up from the site leader.

Prescription medication to be administered to your child by the staff must:

- Be brought directly to the Director by the parent or guardian.
- Be in the original container labeled with the child's name, date, directions and the physician's name.
- Be accompanied by the Medication Authorization Form, filled out by the parent/ guardian, listing: child's full name, name of medication, prescription number, time medication is to be given, amount of medication to be given, dates to be given, and noticeable adverse reactions. If there are noticeable adverse reactions, the parent/ guardian will be called. **Absence of this form will prevent your child from receiving medication.** Forms are in effect for a maximum of two weeks, if medication is to be given for a longer period of time a new form must be submitted.

Accident/Injury

If an accident should occur at PrimeTime, the Site Leader will advise the parent at the time of pick up. The counselor caring for the child will complete a written report of any accident considered serious, detailing the medical procedure that was followed. We require that parents read and sign this document. If emergency treatment is warranted, the Director will immediately notify the parent or guardian and the child will be transported by ambulance to South Georgia Medical Center, if necessary.

Illness

The PrimeTime illness policy is the same as the schools' policy. A sick child is to be kept at home for his or her own sake and that of others. **A CHILD SHALL NOT BE ACCEPTED OR ALLOWED TO REMAIN AT THE SITE IF THE CHILD HAS THE EQUIVALENT OF A ONE HUNDRED AND ONE (101) DEGREE OR HIGHER ORAL TEMPERATURE OR ANOTHER CONTAGIOUS SYMPTOM, SUCH AS, BUT NOT LIMITED TO, A RASH, DIARRHEA, OR A SORE THROAT. THE PARENT/GUARDIAN WILL BE CALLED TO PICK UP THE CHILD.** If a child becomes sick during the Program, they will be separated from the group until they are picked up. The YMCA should be informed about the nature of any illness. If your child has a communicable disease, please notify the Site Leader before he/she first arrives. If your child has a suspected case of a notifiable

communicable disease, the staff is required to notify the local county Health Department, and, if confirmed, a letter to all parents of participating children stating possible exposure to a communicable disease will be sent out.

Emergency Procedure Plan

FIRE – Remain Calm and Alert! Bring the registration cards and the roll/sign out sheets and get the children outside safely to their designated area. Call the fire department and the Child Care Director with all the details. The Child Care Director will call the Executive Director and the parent/guardian of each child in care. Our local Consultant, Bright from the Start: Georgia Department of Early Care will be notified within 24 hours.

SEVERE WEATHER- Remain Calm!! Move the children into the hallway away from windows. In case of a tornado, have the children place their heads between their knees with their backs to the wall. Listen to the radio for weather updates. Call the Child Care Director who will then call the Parent/guardian of each child in care if warranted.

LOSS OF ELECTRICAL POWER- Remain Calm! Call the Child Care Director to report the loss of power. If in hot weather, open the doors. In cooler weather, put on warmer clothing. The Child Care Director will decide if the program will end early due to loss of power for an extended period of time. If this decision is made, call the parents/guardians of each child in care.

LOSS OF WATER - Call the Child Care Director. The decision will be made whether to end the program early due to loss of water for an extended period of time. If this decision is made, call the parents/guardians of each child in care. Get bottled water for drinking, hand washing and toileting purpose in the case that water is lost for an extended period of time and the children are unable to be picked up by their parent/guardian.

SERIOUS INJURY TO A CHILD – Call 911 or the ambulance service. Keep the child calm and comfortable until medical service arrives. Keep the other children calm and take them to an area away from the incident. Call the Child Care Director with all the details. They will then call the Executive Director and the child’s parents to report the injury. Complete a Redwood’s Incident report form and a Bright from the Start Report of Incident Requiring Professional Medical Attention form. Do not answer any questions regarding the incident to any person other than a director unless it is necessary information required by the authorities. The Child Care Director will notify our local Consultant, Bright from the Start: Georgia Department of Early Care and Learning- within 24 hours.

LOST CHILD –Keep the other children calm. Call the Child Care Director with all pertinent information, get staff from other departments and conduct a thorough search of the building, playground, surrounding areas and the last place the child was seen. If the child is not found the Child Care Director will notify the Executive Director and the child’s parent/guardian. (When the child is found an incident report should be completed) Do not answer any questions regarding the incident to any person other than a director unless it is necessary information required by the authorities.

DEATH OF A CHILD- Keep the other children calm and take them to an area away from the incident. Call 911 or the police and call the Child Care Director with all the details. The Child Care Director will call the Executive Director and the child’s parents to report the incident. The Child Care Director will report the death to Bright from the Start: Georgia Department of Early Care and Learning- our local Consultant within 24 hours. Do not answer any questions regarding the incident to any person other than a director unless it is necessary information required by the authorities.

BOMB THREAT – Remain Calm! Get the children outside safely to their designated area which is away from the building. Collect all registration cards for the children before leaving the building, afterward check attendance for the children outside. Call the parent/guardian of each child in care. The Child Care Director will notify Bright from the Start: Georgia Department of Early Care and Learning-our local Consultant within 24 hours.

ACTIVE SHOOTER – We will be following the Homeland Security protocol of RUN, HIDE, FIGHT.

Confidentiality Policy

The Valdosta-Lowndes County Family YMCA is committed to maintaining your confidence and trust, and accordingly maintains the following privacy policy to protect personal information you provide online and through data collection.

Basic Confidentiality Policy

It is our policy that personal information, such as your name, postal and e-mail address or telephone number, is private and confidential. Accordingly, the personal information you provide is stored in a secure location, is accessible only by designated staff, and is used only for the purposes for which you provide the information (such as to send YMCA information updates and requests for information and/or donations.)

You can indicate your desire to be removed from an e-mail list by clicking on the appropriate link at the bottom of an e-mail. If you receive an e-mail without such an option, please call 229-244-4646. If

you would like to be removed from the YMCA's list immediately, please e-mail us.

If you prefer not to receive mail by U.S. post, Please send a note to:
Membership: Valdosta-Lowndes County Family YMCA
PO Box 1301
Valdosta, GA 31603

Or call 229-244-4646.

No Release of Information to Third Parties

Personal information will not be released to third parties except if release is required by law or is pertinent to judicial or governmental investigations or proceedings. There are no other circumstances under which we will provide or sell personal information to third parties.

Review of Children's Files

Your child's file is available for review by the Department of Family and Children Services (DFCS) and Bright from the Start Georgia Department of Early Care and Learning.

No Computer Tracking of Identifiable Information

Our computer does not track collect or distribute personal information about its visitors.

In addition, our web sites track information about the visits to our web sites. For example, we compile statistics that show the daily number of visitors to our sites, the daily requests we receive for particular files on our web sites, and what countries those requests come from. These aggregated statistics are used internally to better provide services to the public and may also be provided to others, but again, the statistics contain no personal information and cannot be used to gather such information. The YMCA is not responsible for the privacy practices or policies of vendors or partners. The YMCA never shares personal data of any kind with vendors or partners.

Parent/ Required Postings

Each site will have the following items posted for parent review:

- License
- Copy of Rules
- Review of evaluation report
- Communicable disease chart
- Statement of parental access
- Names of persons in charge
- Current weekly snack menu
- Emergency plans for severe weather and fire
- Visitor policy

Parent Commitment and Communication

We encourage parents to actively commit to our program to insure its success in the following ways:

- Donating used toys, games, or books
- Providing input and suggestions about our program
- Completing and returning parent evaluations
- Presenting special program using hobbies or careers as topics
- Saving household items to be used as arts and crafts supplies

Cooperation with all policies and procedures, good communication and partnerships between staff and parents are crucial to the well being of each child. We appreciate when parents keep the PrimeTime staff informed of any changes or special events in their child's schedule. Also please let us know of any transitions in your child's home life (divorce, birth of a new child, death, etc.). This communication helps the PrimeTime staff remain sensitive to your child's needs.

We encourage you to share your concerns and/or suggestions as well as your positive comments either in writing at the site or by calling the Director so we can strive for further improvements in the quality of our staff and programming and recognize excellence among our staff as well.

Parents are always welcome to visit the program during operating hours.

We ask for parent emails in order to send out information to the parents. We also compile a monthly newsletter with upcoming events, what we have done that month and any special news.

Behavior Guidelines for Participants: Discipline the "Y Way"

Our philosophy is positive discipline. We do not engage in any practices that are physically or psychologically damaging to a child. We have aligned a proactive approach to behavior management by incorporating the National YMCA's four Core Values: Honesty, Caring, Respect and Responsibility, which encourage positive behavior in all of our participants.

Children are taught to consider the effect that their actions may have on others. Our four Core Values, Honesty, Caring, Respect and Responsibility, are guidelines that every program participant must follow to assure that our program runs smoothly, protects the safety of all, promotes cooperation and assists our children in taking responsibility for their actions.

Positive Discipline Measures, Behavior & Safety Guidelines

Our goal is for counselors, children, and parents to work together toward cooperative behavior and a cohesive atmosphere. Staff will always notify parents of emerging difficulties and ask for assistance in behavior management. All participants and parents are required to read and sign behavior management contracts.

Staff will provide clear, reasonable limits for children's behavior. Each child is expected to maintain proper behaviors while in PrimeTime. Positive behaviors will be reinforced; negative behaviors will be identified and redirected. Children will be taught to recognize and identify their feelings as valid and acceptable, but emphasis will be put on appropriate ways of dealing with those feelings.

Your child will be disciplined as follows:

1. **Redirection** - The child will be redirected in the most respectable way, from a disruptive behavior to an acceptable behavior.
2. **Reflection** - If the child does not respond to encouragement from the staff to stop inappropriate behavior, the child will be asked to take a short reflection time to think about more appropriate behavior.
3. **Removal from Activity** - If the behavior continues, or a child continues to be disruptive and not showing responsibility for their behavior, the child will be removed from the group or activity and be given something to do individually. Depending upon the severity of the action, a parent may be called for immediate pick-up. The staff will discuss with the parent what occurred and what further actions may be taken.
4. **Conference** - If a child continues to be disruptive or exhibits inappropriate behavior/attitude over a series of days, then a conference will be set up between the parent, staff, and Program Director.
5. Should a child's behavior/attitude continue to disrupt PrimeTime, and progress is not being made to correct the behavior/attitude, the parent will be asked to pick up the child.
6. The YMCA will not tolerate swearing, hitting, name calling, or any type of abuse or disrespect towards authority or other YMCA participants. This follows one of our core values of showing respect to others and self.

7. If your child is on scholarship and they continuously misbehave, their scholarship will be revoked before we totally remove the child from the program.

STATEMENT REGARDING INVOLUNTARY DISENROLLMENT:

The YMCA reserves the right to remove a participant from the PrimeTime program for the reasons detailed in this handbook. Participants may also be removed for other circumstances during the school year that are deemed to be pertinent and relevant to the safety and well being of all. The Director will make these decisions on an individual basis.

The following are some reasons we may have to terminate or suspend a child from the PrimeTime Program:

Parental Actions for child's suspension/expulsion

- Failure to pay/ habitual lateness in payments
- Failure to complete required forms
- Habitual tardiness when picking up child
- Physical or verbal abuse to participants or staff

Child's Actions for suspension/expulsion

- Uncontrollable tantrums/angry outbursts
- Ongoing physical or verbal abuse to staff or other children

Child Abuse Policy

Child care personnel having reasonable cause to believe that a child under the age of 18 has had physical injury inflicted upon him/her by other than accidental means by a parent or a guardian, or has been neglected or exploited by a parent/guardian, or has been sexually assaulted or sexually exploited, **MUST** be reported or cause reports to be made to the Department of Human Resources, Child Protection Agency.

Keeping Kids Safe

In order to keep your child safe, our staff adheres to the following code of conduct:

To protect YMCA staff, volunteers, and program members, at no time during a YMCA program may a staff person be alone with a single child where he or she cannot be observed by others. As staff supervise children, they should space themselves in such a way that other staff can see them.

In following our core value of **caring**, no staff shall ever leave a child unsupervised.

1. **Rest-room supervision:** Staff will make sure the rest room is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand at the doorway of the rest room. Only 1 child is allowed in the rest room at a time. This is to prevent any child from inappropriately looking or crawling under a stall wall into another stall. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff is assisting younger children, doors to the facility must remain open. No child, regardless of age, should ever enter a bathroom alone on a field trip or at other off-site location. Children will always be accompanied by a staff member to and from the restroom when on or off –site. NOTE: Any staff member caught sending a child to the restroom unaccompanied will be terminated immediately.
2. Staff will conduct or supervise private activities in pairs—diapering, putting on bathing suits, taking showers, and so on. When this is not feasible, staff will be positioned so that they are visible to others.
3. Staff shall show **respect** for all members of the program and will not abuse children in any way, including
 - a. physical abuse—striking, spanking, shaking, slapping, and so on;
 - b. verbal abuse—humiliating, degrading, threatening, and so on;
 - c. sexual abuse—touching or speaking inappropriately;
 - d. mental abuse—shaming, withholding kindness, being cruel, and so on;
 - e. neglect—withholding food, water, or basic care.

Zero tolerance for abuse is our policy. Abuse results in immediate dismissal.

4. Staff will use positive techniques of guidance including: redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Staff will have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in predetermined situations (when necessary to protect the child or other children from harm), administered only in a prescribed manner, and must be documented in writing.
5. Staff will conduct a health check of each child upon his or her arrival each time the program meets, noting any fever, bumps, bruises, burns, and so on. Questions or comments will be **honestly** addressed to the parent or child in a non-

threatening way. Staff will document any questionable marks or responses.

6. Staff will respond to children with **respect** and consideration and treat all children equally, regardless of sex, race, religion, culture, economic level of the family, or disability.
7. Staff will respect children's rights not to be touched or looked at in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.
8. Staff will refrain from intimate displays of affection toward others in the presence of children, parents, and staff.
9. Staff is not to transport children in their own vehicles or allow youth participants old enough to drive to transport younger children in the program.
10. Staff must appear clean, neat, and appropriately attired.
11. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited. The YMCA is an advocate of the Drugs Don't Work program.
12. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
13. Possession or use of any type of weapon or explosive device is prohibited.
14. Using YMCA computers to access inappropriate sites, send e-mails with sexual overtones or otherwise inappropriate messages, or develop online relationships is not allowed.
15. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children, parents, volunteers, or other staff is prohibited.
16. Staff may not be alone with children they meet in YMCA programs outside the YMCA. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to prior administrator approval.
17. Staff must be free of physical and psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
18. Staff will portray a positive role model for youth by maintaining an attitude of loyalty, patience, courtesy, tact, **honesty, caring, respect, responsibility** and maturity.
19. Staff should not give excessive gifts (e.g., TV, video games, jewelry) to youth.
20. Staff may not date program participants who are under the

- age of 18.
21. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).
 22. Staff is to maintain the **honesty** of the program and report to a supervisor any other staff or volunteer who violates any of the policies listed in this Code of Conduct.
 23. Staff is required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.
 24. Staff will act in a **caring, honest, respectful, and responsible** manner consistent with the mission of the YMCA.

Grievance Policy

For the purposes of this policy a grievance is a complaint/conflict over an alleged violation of an approved personnel policy, procedure or practice, or applicable local, state or federal law. Any grievance procedure from a child or youth must begin with the site counselors or the Site Leader, if the grievance is with the Site Leader the youth or child can contact, or have their parent/guardian contact the Child Care Director. The Child Care Director has an open door policy if you ever have a grievance or need to talk; you are welcomed and encouraged to do so. If not successfully resolved, the grievance may be appealed, without fear of retaliation or interference, through a chain of command with the final authority resting with the CEO. There is a review of grievances by an uninvolved party. All grievances must be made in writing within 30 days of the alleged violation. A response, at each step, is required within 5 working days.

Photo Release

The Valdosta-Lowndes County Family YMCA takes photos throughout the PrimeTime program. Some of these photos may be used in marketing material. Please be aware that by registering your child, you grant permission for their image to be used by the Valdosta-Lowndes County Family YMCA.

Parent Acknowledgement Form

- As the parent or legal guardian of the above named child, I understand, agree to and/or acknowledge the following:

1. The YMCA agrees to provide child care for _____, Monday through Friday (or on a weekly basis, at the discretion of the parent(s)/guardian) from 2:30 PM to 6:30 PM during the school months of August through May.
2. I understand that program fees are payable through bank or credit card draft only. Weekly drafts are done every Monday that PrimeTime operates for the entire school year. **Initials:** _____
3. I understand that my child must be picked up no later than 6:30 PM. I also understand that I will be charged \$5 late fee for the first fifteen minutes and an additional \$20 after that. I also understand that if I am habitually late, my child will no longer be allowed to participate in the program.
4. I understand that only medications that deal with life threatening instances will be dispensed. I will provide a written authorization form provided by the YMCA which includes name of child, date, name of medication, prescription number (if any), dosage, dates and time of day medication is to be given. Medicine will be in the original container and child's name will be marked on the bottle. Over the Counter medications cannot be dispensed.
5. I understand that my child will not be allowed to enter or leave the facility without being escorted by me or the person I designate. ID's must be checked when your child is being picked up from program.
6. I acknowledge that it is my responsibility to keep my child's records current to reflect changes as they occur, e.g. telephone numbers, work location, emergency contact, child's physician, child's health status, immunization records, etc.
7. The YMCA agrees to keep me informed of my child's progress and any incidents, including illness, injuries, adverse reactions to medications, etc. which involve my child.
8. I understand that if my child's behavior becomes a danger to other children and cannot be corrected or if my child is habitually unruly or disobedient, he/she will no longer be allowed to attend the program.
9. I have received a copy of this agreement and the parent handbook and agree to abide by the policies set forth in them.
10. I understand that my child will be provided with a snack each day.
11. I understand that my child(ren) may be photographed while at PrimeTime & the photographs may appear in Y Publications.

12. That YMCA staff and volunteers are not allowed to baby-sit or transport children at any time outside of the YMCA program. (The YMCA will take immediate staff and volunteer disciplinary action if a violation occurs.)
13. That should a person arrive to pick up my child who appears to be under the influence of drugs or alcohol, for the child's safety, staff may have no recourse but to contact the police. (Please do not put staff in a position where they have to make this judgment call.)
14. That the YMCA is mandated by state law to report any suspected child abuse or neglect to the appropriate authorities for investigation.
15. That per state regulations, my child's file is available for review by the Department of Family and Children Services and their representatives. In addition Law Enforcement personnel may request the information listed in your file. A copy of official request for information will be kept in the child's record you may request a copy from the YMCA.
16. That the YMCA may terminate my child's enrollment for any of the following reasons:
 - Emergency names and phone numbers are incorrect
 - Parent is late picking up child after Program Center closes
 - Non/late/NSF payment of fees
 - Failure to adhere to the sign-in/sign-out policies
 - Child leaving the Program Center without authorized written permission
 - Behavior that is continually disruptive or dangerous to others and/or self
 - Behavior that is destructive to property and/or refusal to replace said property
 - Any single incident that is deemed by the Program Center Director to be dangerous, harmful or disruptive
 - Harassment, violent behavior or threat of such behaviors against a staff person or other member by parent/guardian or persons associated to the child (family member, family friend etc.)
17. The YMCA and the staff employed by the YMCA will not become involved in any custodial disputes between parent/guardian. If YMCA documents are requested, the court must request them. The staff's responsibility is to provide a safe environment for children.
18. Registration fees are Non-Refundable.

Thank you for taking your time to read the YMCA PrimeTime handbook, for entrusting your child with us and for allowing us this opportunity to make a positive difference in the life of your child.



Building for the Future

This day care facility participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to enrolled participants receiving care.

The sponsoring organization receives monetary reimbursement for serving nutritious meals that meet USDA requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families.

Meals CACFP centers follow meal requirements established by USDA.

Breakfast	Lunch or Supper	Snacks (2 of the 4 food groups:)
Milk Fruit or vegetable Grains or bread	Milk Meat or meat alternate Grains or bread 2 different servings of fruits or vegetables	Milk Meat or meat alternate Grains or bread Fruit or vegetable

Participating Facilities Second Harvest of South Georgia (SHSG) operates under the CACFP and shares the common goal of bringing nutritious meals and snacks to participants in our sponsored facilities which include:

- **Child Care Centers:** Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers.
- **Afterschool Care Programs:** Centers in low-income areas provide free snacks to school-age children and youth.

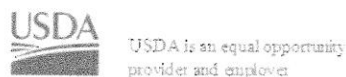
Eligibility SHSG is reimbursed for sponsored sites that offer non-residential day care to the following:

- children age 12 and under;
- migrant children age 15 and younger;
- youths through age 18 in afterschool care programs in needy areas.

Contact Information This center participates on the CACFP under the sponsoring organization listed below. The CACFP is administered in every state and in Georgia by the agency listed below. Contact one of the following for questions about the CACFP.

Sponsoring Organization
 Second Harvest of South Georgia
 Winona H. Green, Director of Kids Café
 1411 Harbin Cir.
 Valdosta, GA 31601
 229-244-2678 x 214
wgreen@feedingsga.org
www.feedingsga.org

Nutrition Services Director
 Bright from the Start:
 Georgia Department of Early Care & Learning
 2 Martin Luther King Jr. Dr SE, 754 East Tower
 Atlanta, Georgia 30334
 404-656-5957
www.dec.state.ga.us





Dear Parent/Guardian:

This letter is intended for parents or guardians of children enrolled in a child care center. Second Harvest of South Georgia's Kids' Café program offers healthy meals to all enrolled children as part of our participation in the U.S. Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP). The CACFP provides reimbursements for healthy meals and snacks served to children enrolled in child care. Please help us comply with the requirements of the CACFP by completing the attached Meal Benefit Income Eligibility Form. In addition, by filling out this form, we will be able to determine if your child(ren) qualifies for free or reduced price meals.

1. Do I need to fill out a Meal Benefit Form for each of my children in day care? You may complete and submit one CACFP Meal Benefit Income Eligibility Form for all children enrolled in child care in your household only if the children in child care are enrolled in the same center. We cannot approve a form that is not complete, so be sure to read the instructions carefully and fill out all required information. Return the completed form to the Kids Café program site where your child(ren) is enrolled.

2. Who can get free meals without providing income information? Children in households getting Supplemental Nutrition Assistance Program (SNAP) (formerly Food Stamps), Temporary Assistance for Needy Families (TANF), or Food Distribution Program on Indian Reservations (FDPIR) benefits can get free meals. Foster children and children enrolled in Head Start are also eligible for free meals. Children in households participating in WIC may be eligible for free meals.

3. Who can get reduced price meals? Your children can get low cost meals if your household income is within the reduced price limits on the Federal Income Chart, shown on this application. Children in households participating in WIC may be eligible for reduced price meals.

4. May I fill out a form if someone in my household is not a U.S. citizen? Yes. You or your children do not have to be U.S. citizens to qualify for meal benefits offered at the child care center.

5. Who should I include as members of my household? You must include everyone in your household (such as grandparents, other relatives, or friends who live with you) who shares income and expenses. You must include yourself and all children who live with you. You also may include foster children who live with you.

6. How do I report income information and changes in employment status? The income you report must be the total gross income listed by source for each household member received last month. If last month's income does not accurately reflect your circumstances, you may provide a projection of your monthly income. If no significant change has occurred, you may use last month's income as a basis to make this projection. If your household's income is equal to or less than the amounts indicated for your household's size on the attached Income Chart, the center will receive a higher level of reimbursement. Once properly approved for free or reduced price benefits, whether through income or by providing a current SNAP, TANF, FDPIR case number, you will remain eligible for those benefits for 12 months. You should notify us, however, if you or



someone in your household becomes unemployed and the loss of income causes your household income to be within the eligibility standards.

7. What if my income is not always the same? List the amount that you normally get. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime, include it, but not if you only get it sometimes.

8. What if I have foster children? Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income. Households may include foster children on the Meal Benefit Form, but are not required to include payments received for the foster child as income.

9. We are in the military. Do we include our housing and supplemental allowances as income? If your housing is part of the Military Housing Privatization Initiative and you receive the Family Subsistence Supplemental Allowance, do not include these allowances as income. Also, in regard to deployed service members, only that portion of a deployed service member's income made available by them or on their behalf to the household will be counted as income to the household. Combat Pay, including Deployment Extension Incentive Pay (DEIP) is also excluded and will not be counted as income to the household. All other allowances must be included in your gross income.

In the operation of child feeding programs, no person will be discriminated against because of race, color, national origin, sex, age or disability.

If you have other questions or need help, call me at (229) 469-6929.

Sincerely,

Winona H. Green
Director of Kids Cafe
Second Harvest of South Georgia, Inc.
1411 Harbin Cir.
Valdosta, GA 31601

SHARING INFORMATION WITH MEDICAID/SCHIP

Dear Parent/Guardian:

If your children qualify for free or reduced price meals, they may also be able to get free or low cost health insurance through Medicaid or the State Children's Health Insurance Program (SCHIP). Children with health insurance are more likely to get regular health care and are less likely to become sick.

Because health insurance is so important to children's well-being, the law allows us to tell Medicaid and SCHIP that your children are eligible for free or reduced price meals, *unless you tell us not to*. Medicaid and SCHIP only use the information to identify children who may be eligible for their programs. Program officials may contact you to offer to enroll your children in this health insurance program. Filling out the CACFP Meal Benefit Income Eligibility Forms does not automatically enroll your children in health insurance.

If you do not want us to share your information with Medicaid or SCHIP, fill out the form below and send it with your Income Eligibility Form to [address] by [date]. (Sending in this form will not change whether your children get free or reduced price meals.)

- No! I DO NOT want information from my CACFP Meal Benefit Income Eligibility Form shared with Medicaid or the State Children's Health Insurance Program.

If you checked no, fill out the form below.

Child's Name: _____

Child's Name: _____

Child's Name: _____

Child's Name: _____

Signature of Parent/Guardian: _____

Today's Date: _____

Print Your Name: _____

Address: _____

For more information, you may call Winona Green at 229-469-6929 October 2008
CACFP Meal Benefit Income Eligibility Form Sharing Information with Medicaid/SCHI

The participant in the day care facility may qualify for free or reduced price meals if your household income falls within the limits on chart.

this

Household Size	Yearly Income
1	\$21,590
2	\$29,101
3	\$36,612
4	\$44,123
5	\$51,634
6	\$59,145
7	\$66,656
8	\$74,167
Each additional person	Add: \$7,511

Privacy Act Statement: The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the social security of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Food Stamp, Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number for your child or other (FDPIR) identifier or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the Program.

Non-discrimination Statement: The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

INSTRUCTIONS

Households that receive Food Stamps, TANF, FDPIR, SSI or Medicaid: Complete the following:

Part I: For family day care home and child care center, list participant's name and a Food Stamp, TANF, or FDPIR case number. For adult day care, list participant's name and a Food Stamp, TANF, FDPIR, SSI or Medicaid case number.

Note: foster children (children placed in the household by the court system) can be included in this section. A separate form is no longer needed for foster children.

Part II: Skip this part.

Part III: Child care centers only. Provide the normal days and hours your child is in attendance in the center and indicate the meals he/she normally receives while in care.

Part IV: Sign the form. A Social Security Number is not necessary.

Part V: Answer this question if you choose to.

All other Households, including WIC households, complete the following:

Part I: For family day care home, child care center or adult day care, list participant's name.

Part II: To report total household income from last month, complete the following:

Column A-Name: List the first and last name of each person living in your household as an economic unit. You must indicate yourself and all children living with you (including foster and non-foster children). In the case of an adult participant, the adult participant, and if residing with the adult participant, the spouse and dependent(s) of the adult participant. Attach another sheet if necessary.

Column B-Gross Income last month and how often it was received: Next to each person's name, list each type of income received last month, and how often it was received.

Box 1: List the gross income each person earned from work. This is not the same as take-home pay. Gross income is the amount earned before taxes and other deductions. The amount should be listed on your pay stub, or your boss can tell you. Next to the amount, write how often the person got it (weekly, every other week, twice a month, or monthly).

Box 2: List the amount each person got last month from welfare, child support, alimony.

Box 3: List Social Security, pensions, and retirement.

Box 4: List all other income sources including Worker's Compensation, unemployment, strike benefits, Supplemental Security Income (SSI), Veteran's benefits IVA benefits), disability benefits, regular contributions from people who do not live in your household. Report net income from self-owned businesses, farming, or rental income. Next to the amount, write how often the person got it. If you are in the Military Housing Privatization Initiative do not include this housing allowance.

Column C-Check if no income: If the person does not have any income, check the box.

Part III: Child care centers only. Provide the normal days and hours your child is in attendance in the center and indicate the meals he/she normally receives while in care.

Part IV: An adult household member must sign the form, and list the last four digits of his/her social security number. Or, mark the box if he/she does not have one.

Part V: Answer this question if you choose to.

Privacy Act Statement: This explains how we use the information you give us.

2016-2017 YMCA PrimeTime and Holiday Camp Schedule and Cost

August 4 County First day of school \$25 1st child, \$22 additional dismissal – 6:30pm
(Thursday - Friday)

August 5 City First day of school \$20 1st child, \$18 additional dismissal – 6:30pm
(Friday)

September 5 YMCA Closed
(Monday) **NO Holiday Camp**

Labor Day

September 6-9 PrimeTime \$38 1st child, \$28 additional dismissal – 6:30pm

COUNTY SCHOOLS

Fall Break

October 3-6 PrimeTime \$38 1st child, \$28 additional dismissal – 6:30pm
(Monday-Thursday)

October 7 Holiday Camp at the YMCA

Daily Rate \$20 1st child, \$18 additional 7:30am – 6:30pm
(Friday)

CITY SCHOOLS

Fall Break

October 10 Holiday Camp at the YMCA

Daily Rate \$20 1st child, \$18 additional 7:30am – 6:30pm
(Monday)

October 11-14 PrimeTime \$38 1st child, \$28 additional dismissal – 6:30pm
(Tuesday-Friday)

November 21, 22 & 23 Holiday Camp at the YMCA **Daily Rate**
\$20 1st child, \$18 additional 7:30am – 6:30pm
(Monday, Tuesday, Wednesday)

Thanksgiving Holidays

November 24 & 25 **NO Holiday Camp**

COUNTY SCHOOLS

December 12-15 PrimeTime \$38 1st child,
\$28 additional dismissal – 6:30pm
(Monday-Thursday)

December 16
(Friday) *Early dismissal* **NO Prime Time at County Schools** Limited
transportation to YMCA PrimeTime may be available

2016-2017 YMCA PrimeTime and Holiday Camp Schedule and Cost

COUNTY SCHOOLS

December 19-23 Holiday Camp at the YMCA
Daily Rate \$20 1st child, \$18 additional 7:30am – 6:30pm

CITY SCHOOLS

December 19 PrimeTime

(Monday)

December 20

(Tuesday) *Early dismissal* **NO Prime Time at City Schools**

Limited transportation to YMCA PrimeTime may be available

December 21 - 23 Holiday Camp at the YMCA

Daily Rate \$20 1st child, \$18 additional 7:30am – 6:30pm

(Wednesday-Friday)

Christmas Holidays

December 26 - 30 Holiday Camp at the YMCA

Daily Rate \$20 1st child, \$18 additional 7:30am – 6:30pm

(Monday-Friday)

COUNTY SCHOOLS

January 2 - 3 Holiday Camp at the YMCA

Daily Rate \$20 1st child, \$18 additional 7:30am – 6:30pm

(Monday & Tuesday)

January 4 – 6 PrimeTime

\$30 1st child, \$25 additional dismissal – 6:30pm

(Wednesday - Friday)

CITY SCHOOLS

January 2 - 4 Holiday Camp at the YMCA

Daily Rate \$20 1st child, \$18 additional 7:30am – 6:30pm

(Monday - Wednesday)

January 5 – 6 PrimeTime

\$30 1st child, \$25 additional dismissal – 6:30pm

(Thursday - Friday)

January 16 Holiday Camp at the YMCA

Daily Rate \$20 1st child, \$18 additional 7:30am – 6:30pm

(Monday)

MLK Holiday

January 17 – 20 PrimeTime

\$38 1st child, \$28 additional dismissal – 6:30pm

2016-2017 YMCA PrimeTime and Holiday Camp Schedule and Cost

February 20 & 21 Holiday Camp at the YMCA
Daily Rate \$20 1st child, \$18 additional 7:30am – 6:30pm
(Monday & Tuesday)

Winter Break

February 22 – 24 PrimeTime
\$30 1st child, \$28 additional dismissal – 6:30pm
(Wednesday - Friday)

April 3 - 7 Holiday Camp at the YMCA
Daily Rate \$20 1st child, \$18 additional 7:30am – 6:30pm
(Monday – Friday)

Spring Break

May 15 – 18 PrimeTime
\$38 1st child, \$28 additional dismissal – 6:30pm
(Monday – Thursday)

May 19
(Friday)

Early dismissal **NO Prime Time at City or County Schools**
Limited transportation to YMCA PrimeTime may be available

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