

FIVE STAR KIDS ACADEMY

SCHOOL-AGE CARE AT THE ARMED SERVICES YMCA OF HAMPTON ROADS



PARENT HANDBOOK

2022-2023

ARMED SERVICES YMCA OF HAMPTON ROADS
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ARMED SERVICES YMCA

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Welcome, Armed Services YMCA (ASYMCA) Families!

We would like to take this opportunity to welcome you to the FIVE STAR KIDS ACADEMY, School-Age Care and Summer Camp programs. It is our desire to create an inviting, learning environment where your child(ren), ages 4-12, are supported physically, socio-emotionally and academically.

This handbook may be used to answer questions you may have about our school-age care program or summer camp. It includes policies, procedures and other important information you may need during your child(ren)'s enrollment at the ASYMCA. We will update policies should any changes occur and notify parents/guardians with these updates by email, and when required, by posting on the Parent Board in the lobby of the Regional Office.

The ASYMCA prides itself on excellent communication and collaboration with parents/guardians. We recognize parents/guardians as their children's first and primary teachers and look forward to getting to know your child(ren) and the entire family.

Should you have concerns or questions at any time, please contact the School-Age Care Director Cleo Wilder to schedule a meeting by calling 757-464-9404 or emailing cwilder@asymca.org. School-Age Care Manager Robyn Eley may also be reached by calling 757-363-1884 or emailing reley@asymca.org. These administrators provide direct supervision and training for all program staff and assist parents and students with all needs.

Parents/guardians may also contact the ASYMCA of Hampton Roads Youth Enrichment Program Director [Laura Roberts](#) or Executive Director [Laura Baxter](#). We appreciate any comments, ideas, or suggestions you may wish to share as we continuously strive to improve our programming to best support our families.

Again, welcome, and thank you for joining our ASYMCA family!

MISSION STATEMENT

The Armed Services YMCA enhances the lives of military members and their families in spirit, mind and body through programs relevant to the unique challenges of military life.

We recognize the needs of military families, especially in an area with the largest concentration of military in the nation and the only NATO Command on U.S. soil. Our region is home to approximately 83,000 personnel and 96,000 dependents. We are devoted to nurturing the well-being of the Hampton Roads military community and its five branches of service.

GUIDING PRINCIPLES

The Armed Services YMCA of Hampton Roads will:

1. Be guided by Christian principles with a holistic approach to develop and promote healthy spirit, mind and body;
2. Be inclusive and treat everyone with compassion and respect;
3. Collaborate with military commands and community organizations;
4. Honor the service members' and their families' commitment to defend our Nation; and
5. Strive for excellence in all we do.

ABOUT US

Since the first "Army YMCA" was established in November 1889 at Fort Monroe, the ASYMCA of Hampton Roads has been serving our troops and their families stationed in Coastal Virginia through programs and services relevant to military life. Working with the DoD and local military leaders helps to identify the most critical needs of active duty service members and families. The ASYMCA is dedicated to supporting and strengthening military families by offering an array of high-quality child/family programs to fill the gap between what is needed and what is available through DoD services. We are proud of the positive impact we are able to make and are committed to ensure that our mission continues.

Why choose the Armed Services YMCA of Hampton Roads?

For us, it's ALL ABOUT THE KIDS!

We recognize the unique character and temperament of every child, and actively engage each one in developmentally-appropriate activities to foster social, emotional, intellectual, and physical growth. We consistently stimulate and challenge children, helping them to manage their emotions, problem-solve to make good choices, and enhance their resilience skills to be the best people they can be.



The FIVE STAR KIDS ACADEMY School-Age Care Program Offers:

- Positive, caring and respectful relationships with highly-qualified facilitators;
- A clean, welcoming, and well-organized environment where children can flourish academically and meet personal developmental milestones;
- Opportunities for structured and free-play where children connect and build lasting friendships;
- Parents' peace of mind, knowing their greatest assets are safe, happy and valued;
- Open communication where parents are partners, ensuring the greatest possible growth and development for their child(ren);
- High-Interest learning activities that promote STREAM education

(Science, Technology, Reading, Engineering, Art and Mathematics);

- Differentiated lesson plans to meet the unique needs of students;
- Independent time for self-reflection to promote self-awareness, enriched emotional intelligence, better listening skills, improved critical thinking, greater empathy and communication skills;
- Interactive activities and games that promote healthy competition and good sportsmanship; and
- Homework assistance and needed academic support.

CLASSROOM VISITATIONS

The ASYMCA has an open-door policy for parents and guardians. Parents are welcome to visit at any time during the program, as CDC Regulations permit. Parents/Guardians are required to sign in with ASYMCA staff and be escorted to their child's classroom. By following this procedure, we are able to track and account for everyone in the facility to maintain safety and regulatory policies, as well as ensure we maintain required adult: children ratios. We encourage parents to participate in classroom activities/events and to volunteer for various program opportunities through a posted schedule.

Before school begins, parents are provided with a parent survey at our "Meet the Teacher" event. This survey gives parents an opportunity to provide information about your family's culture and traditions. The ASYMCA will offer families the opportunity to join their child(ren) in the classroom to share these wonderful cultural activities/practices with our students and families throughout the school year.

Parents may not always have an opportunity to speak to parents each day

DAILY SCHEDULE AND ACTIVITIES


Children enrolled in the School-Age Care and Summer Camp programs follow a schedule that offers healthy social and educational experiences in a safe, nurturing, and stimulating environment. Students engage in age-appropriate lessons to meet their intellectual and developmental needs in a number of areas, including literacy and content areas. Interactive activities, with a STREAM focus, help promote communication skills and encourage creativity and independent, critical thinking. Literature is also a springboard for weekly lessons, exploring diversity, equity, and inclusion. Discussions during the formative years reduce race and gender barriers to learning, establish an inclusive environment early, accommodate learning styles and disabilities and help students look at experiences, acting more fairly and justly.

CURRICULUM

In addition to literacy-based lessons and activities, the ASYMCA incorporates the Boys and Girls Club of America's *Power Hour: Making Minutes Count* curriculum for the School-Age Care program. The flexibility in the curriculum is a plus and encourages self-directed learners by incorporating a variety of strategies for homework assistance. Students gain control over their school experience and increase their independence. The lessons reduce discipline problems, increase attendance, and foster healthier behaviors in students.

Parents/guardians play a vital role in their child's self-esteem and are encouraged to talk with their children about their daily activities and ask to see their work. The more children realize that their education and daily activities matter to you, the more effort they will put forth to do their best and the more likely they are to initiate daily conversation. In addition to communicating with your child(ren) about daily activities and lessons, parents should feel free to speak to their child(ren)'s teacher (at least weekly) at pick up to learn about their child(ren)'s day and to share any unusual occurrence or special success at home or school. Should a more formal conference be needed to discuss more in-depth issues, such as health care needs, the child(ren)'s development or a possible referral for assistance, parents should set an appointment with the director and classroom teacher. Staff look forward to getting to know the whole family.

FIVE STAR KIDS ACADEMY, School-Age Care
Before and After School Care Program
DAILY SCHEDULE

<div style="text-align: center;">  SCHOOL-AGE CARE BEFORE AND AFTER SCHOOL PROGRAM DAILY SCHEDULE </div>			
SCHEDULE	ACTIVITY	TIME	BEST PRACTICES
6:30-7:30 AM	ARRIVAL and STUDENT-CHOICE Activities	60 minutes	Socialization with peers and staff
7:30-8:00 AM	BREAKFAST/ SNACK (Provided by parents)	30 minutes	Focus on nutritious meals, conversation, using manners and positive peer-to-peer and peer-to-facilitator interaction
8:00-8:20 AM	CLEAN-UP and DISMISSAL to Buses	20 minutes	Prepare the classroom for afterschool activities and board buses to be transported to schools
3:00-5:00 PM Arrival times vary by schools so classes rotate through the schedule	Afternoon SNACK	20 minutes	USDA-approved snack and time to decompress/talk with friends; Participate in recreation/fitness to develop gross motor skills, encouraging teamwork, cooperation and socialization; Homework/Silent Reading/Learning Activities
	RECESS	40 minutes	
	HOMEWORK and LITERACY ACTIVITIES	60 minutes	
5:00-6:00 PM	Student-Choice Activities or Teacher-Directed Lessons with a STREAM focus and Prepare for Dismissal 😊	60 minutes	Student-Directed or Teacher-Directed Activities; Students pack their bookbags and clean up their assigned areas in preparation for parent pick-up <div style="text-align: center;">😊</div>

Students in grades K-2 will be encouraged to read for 10-15 minutes;
Students in grades 3-7 are encouraged to read for 20 minutes*

HEALTH AND SAFETY

Your child(ren)'s health and safety is our top PRIORITY!

- Play equipment and surrounding areas are inspected daily to ensure they are clean and free from safety hazards.
- Staff follow appropriate sanitation procedures for food, handwashing, etc.
- All counselors/staff are carefully screened and must:
 - Meet licensing and ASYMCA regulations and pass Criminal and Child Protective Services Background Checks;
 - Meet or exceed annual training standards as directed by the ASYMCA licensing organization and the Virginia Department of Social Services (DSS) under the direction of the Virginia Department of Education (VDOE);
 - Be certified in CPR/First Aid and Daily Health Observation (DHO). Some staff have Medication Administration Training (MAT); and
 - Be evaluated regularly for their effectiveness, responsiveness and overall quality of program implementation.
- Breakfast and daily afternoon snacks/dinners are provided and meet USDA recommended guidelines.
- Procedures are in place to screen visitors and the highest security measures are in place, including security cameras in all classrooms, hallways and on the playground to ensure student and staff safety.
- Students are provided with an expectation of privacy when using the restroom. Doors will be closed, but no locks will be used in classrooms. Rather a sign that the restroom is *being used/available* will be on each door. Should a child be longer than 5 minutes, ONLY authorized staff will check on the safety of the child and offer assistance if necessary.
- Students are required to wash their hands thoroughly upon arrival at the center when entering the classroom, before and after eating meals or snacks, before and after playing, after using the bathroom, after sneezing or coughing, etc. Students are taught to scrub their hands for 20 seconds (sing the Happy Birthday song twice) with warm water and soap and then to rinse completely. The handwashing procedures are posted in every bathroom and sink area in classrooms.
- All children are accounted for regularly during the entire time they are in attendance at the academy. Parents sign their child(ren) into/out of

the academy using the SmartCare kiosk. The time students arrive/depart the classroom are also marked on classroom attendance sheets. Staff are required to make regular head counts and to know how many children are in their care at all times. If a child is missing, staff alert the Director who calmly checks both inside and outside the building. If there are no signs of the child, the police are contacted immediately and parents are also informed of the situation. Staff would then wait for the police to arrive, following their instructions, while continuing to search for the child. When taking the children on outings/field trips, a risk assessment is carried out prior to the outing. Additional staff and chaperones assist with supervision and regular head counts are made throughout the time away from the academy. Children are signed in/out of the center using SmartCare by the program administrator to keep parents informed of when they are leaving for their field trip or school and when they are back in the building, returning from a field trip or school.

- The ASYMCA's *Emergency Preparedness and Evacuation Plan* is updated annually and posted on the Parent Board at all times. Parents are made aware of protocols in case of emergencies; including, but not limited to, emergency medical situations, accidents and crisis situations.
- Fire Drills and other Emergency Evacuation Procedures are practiced monthly (with Intruder Evacuations practiced twice annually or more frequently if indicated) to ensure all staff and children in their care know the proper procedures to follow to exit the building quickly and safely should an emergency arise. Information pertinent to these drills is recorded and posted on the Parent Bulletin Board and monitored by licensing inspectors.
- The ASYMCA prohibits smoking (of any kind) as well as any drug/substance use at any time and the possession of firearms on the property is prohibited.

SICK CHILD AND INJURY POLICIES AND PROCEDURES

The health and safety of children and staff is a matter of utmost importance to the ASYMCA. All sick child policies comply with the Commonwealth of Virginia licensing regulations and the following procedures will be followed:

- The ASYMCA will notify parents/guardians in the order prioritized on the enrollment document should a child become ill. The parent agrees to pick up the sick child within 45 minutes of this call.
- What constitutes illness? A child is considered ill if they have a

temperature of/over 101°F, recurring vomiting/diarrhea, or any communicable illness/disease (persistent cough, heavy nasal discharge, reddened eyes, sore throat, headache or abdominal pain plus fever, etc.) that would require exclusion from other children and staff.

- The sick child will be placed in a supervised, cozy corner in a room separate from other children to rest and may be required to wear a facemask while awaiting parent pick-up.
- The child must be free of symptoms and fever for 24 hours to return to the program and a doctor's note may be requested.
- In addition, should a child sustain an injury that may require more than first aid by staff, or the child sustains a bump to the head of any kind, every attempt will be made to contact the parent/guardian immediately (to include phone, email or text). Should this type of emergency situation occur when a parent/guardian cannot be reached, the parent/guardian grants the ASYMCA permission to call the child's physician, or if deemed necessary, to have the injured or ill child transported in an EMERGENCY vehicle or private vehicle to receive medical care/treatment. A staff member will escort the child and the parent consents to allow the program to share the child's health information with emergency medical professionals and other necessary service providers. The nearest hospital is Sentara Independence, located at 800 Independence Blvd. in Virginia Beach 23455.
- The parent/guardian agrees to inform the School-Age Care staff/director, within 24 hours or the next business day, if their child or any other immediate household member has developed any reportable communicable disease, as defined by the Virginia State Board of Health (except for life-threatening diseases which must be reported immediately). As defined in § 35.1-1 of the Code of Virginia, the ASYMCA Director shall immediately report the presence or suspected presence of the communicable disease to the Virginia Health Department (VHD). Information, including identifying and contact information for individuals with communicable diseases of public health concern or individuals who are involved in outbreaks that occur in the facility, will provide any necessary assistance to facilitate public health investigation and disease control. Any person so reporting shall be immune from liability as provided by § 32.1-38 of the Code of Virginia. We will follow protocols as outlined by VHD to ensure ASYMCA staff and families are fully aware of the situations.

COVID-19 PRECAUTIONS (VHD updated June 22, 2022)

1. Classrooms will maintain student: staff ratios to maintain social distancing, as much as possible;
2. All frequently touched areas will be cleaned and sanitized;
3. High-touch materials will be disinfected between uses;
4. Students will wash hands before and after handling shared supplies and before and after eating and outside play;
5. Families have the option to request their child(ren) wear a parent-provided face mask while in attendance at the academy which includes riding buses. The ASYMCA follows the DoD policy for mask wearing and will update mask instructions as dictated by DoD policy throughout the year to keep everyone apprised of any changes; and
6. Classroom seating will maintain 3-foot social distancing when possible.

The ASYMCA of Hampton Roads adheres to strict cleaning, disinfecting and sanitizing procedures throughout the facility to keep children and families safe.

MEDICATION POLICY

If your child requires medication while attending the FIVE STAR KIDS ACADEMY School-Age Care or Summer Camp program, a signed **Parental Authorization Form to Administer Medication** must be on file. A parent/guardian (not a child) must hand the medication to the staff member to be logged. The medicine must be prescribed by a doctor and in its original pharmacy-labeled container with the child's name, name of the medication/Rx and dosage clearly listed on it. The medicine cannot be an over-the-counter drug (unless it has been prescribed by the doctor and a note must be provided stating this). Information on medications used, including possible side effects, must be provided.

Parental Authorization to Administer Medication forms are good for **10 working days** only and another must be completed again for the medication to stay at the academy to administer to the child. The only exception to this is long-term medications for such things as asthma, ADHD, allergies, etc.

In addition to a signed Medication Authorization Form (signed by parent and doctor, as stated above), students with Asthma, ADD/ADHD, or allergies **MUST** have a current **Asthma/Allergy Action Plan** on file at the academy. The child's doctor must complete this plan which will describe the medical

condition, symptoms to look for, medication, dosage, and possible side effects when it is to be administered to meet the needs of the child. All medication is kept in a locked cabinet (or locked metal box if it must be refrigerated).

Parents should understand that it may not always be possible to administer medications as requested, but staff at the ASYMCA will do their very best to ensure medications are given on time. However, the ASYMCA cannot be responsible for missed doses and are not required by law to administer medication. This is provided as a service to families, and the ASYMCA **will make every effort to administer medications as requested**. Only ASYMCA staff certified as "Medication Administrators" may dispense medications. Expiration dates are checked carefully on all medications and expired medications will not be kept at the academy. Parents will be notified when an updated Rx medication is needed and the expired medication will be returned to the parent to be discarded.

Food allergies and food intolerances must be disclosed on the registration form. A "Special Dietary Statement" should be written, even if no medication is required. Parents are required to note the adverse reaction and what symptoms the child would display if the food was ingested. In addition, parents are to document steps that should be taken should symptoms be observed.

IMPORTANT: All inhalers provided to the academy must be in the original box and have a current pharmacy label on the inhaler (and box) with all required information (see above). The expiration date must be clearly labeled on the inhaler and box.

OVER-THE-COUNTER SKIN PRODUCTS

FIVE STAR KIDS ACADEMY School-Age Care and Summer Camp staff are happy to apply sunscreen or insect repellent provided by the center as long as the following requirements are met:

- Written parental authorization noting any adverse reactions has been provided on the child's Enrollment Application or other documentation provided,
- Are in a spray can (as parents may provide their own skin care products for their child(ren) as long as they are in their original containers and labeled with the child's name.

NOTE: Children under nine years of age may not apply their own sunscreen. ASYMCA staff will apply sunscreen to this age group in accordance with standards for licensed child day centers.

ADMISSION POLICIES

The FIVE STAR KIDS ACADEMY School-Age Care program admits children ages 4-12 years of age enrolled in a full-day school program in Virginia Beach City Public Schools in which the ASYMCA provides transportation to and from the school. To participate in Summer Camp, children must be 4-12 years of age. Children of any race, color, religion, sex, nationality and ethnic origin, family structure, gender identity (including gender expression), sexual orientation, disability, age, etc. are granted all rights, privileges, programs, and activities generally accorded or made available at the academy. Although priority enrollment is given to active-duty military dependents, civilians are welcome to enroll when space permits. The goal of the ASYMCA is to attain cultural diversity in staff, participants and programs.

The ASYMCA will address physically challenged and developmental delays and special needs of children on an individual basis with the hope that all children can be served. Parents **MUST** provide information about their child(ren)'s special needs on the enrollment form during registration. All current IEP or 504 plans must be presented during the registration meeting with the program director prior to participation in the program. By enrolling a child(ren) in the School-Age Care or Summer Camp program at the academy, parents fully acknowledge that their child(ren) are enrolled for a **two-week trial period** to ensure staff are properly equipped to meet each child's individual care needs, making reasonable accommodations. Staff will work closely with children and parents to develop and implement a plan to meet these needs. However, since facilitators are not certified Behavioral Specialists, teachers, counselors, therapists or psychologists, and they may not be properly equipped to provide the accommodations that some children may need/require. The ASYMCA will share resources available in our local area with parents to assist them in contacting services of childcare health consultants (including mental/behavior health professionals) for needed assistance. The ASYMCA reserves the right to terminate care during the two-week trial period should it be determined that the ASYMCA FIVE STAR KIDS ACADEMY is not an appropriate placement for the child(ren).

Further, the ASYMCA has the right to terminate enrollment for any students in our care who exhibit behavioral issues that are negatively impacting the FIVE STAR KIDS ACADEMY School-Age Care or Summer Camp programs. This decision will be based in the best interest and safety of the child concerned, the safety of other children in the program, and the well-being of everyone at the academy, including staff.

Please refer to the **DISCIPLINE AND PROMOTING APPROPRIATE**

BEHAVIOR, BEHAVIOR EXPECTATIONS, and TERMINATION POLICY sections located on pages 25-29 of this handbook.

REGISTRATION PROCESS

After submitting the enrollment documentation electronically, an interview between the school-age care program director, parents/guardians, and the child(ren) is scheduled. During this interview, ASYMCA policies and procedures will be discussed, specific needs of their child(ren), as well as the requirement for all ASYMCA families to register for a **FREE ASYMCA Membership** which is located on the ASYMCA website. Parents should click on "My ASYMCA" on the ribbon, click on *Don't have an account? Sign Up*, Now, to complete to set up their account/membership.

An opportunity to address any questions about the school-age care program (or other ASYMCA programming) and a tour of the facility with an opportunity to meet staff currently at the academy will be offered. Parents/Guardians will be provided with links to this **FIVE STAR KIDS ACADEMY Parent Handbook** posted on the ASYMCA website and the Parent Board at the academy. Parents will also be encouraged to participate in program evaluations which may include forums, parent-teacher conferences (2 requested during the year), small group meetings, and/or written surveys (anonymous/drop box). The goal of the ASYMCA is continuous quality improvement. The results garnered from families will be used (along with staff and other stakeholder input) to identify goals and training opportunities with specific action steps. A minimum of two goals, including action items, will be shared annually with staff, parents and stakeholders.

To complete the registration process (after submitting the completed online registration), parents/guardians must provide the documents listed below for each child being enrolled in the school-age care or summer camp program for verification:

- **Original Birth Certificate or Passport** (Virginia State Licensing standards mandate that school-age staff see and record the state ID number);
- **Commonwealth of Virginia's Physical Form**, signed and dated (*must be current*) by the child's physician;
- **Immunization Record** per Section 22.1-271.2 of the Code of Virginia which requires "documentation of all immunizations received be obtained prior to each child's admission to a childcare center, as per licensing by the Commonwealth" (see Attachment F);

- **Parent's/Guardian's Photo ID:** Valid Driver's License, Military ID, or Passport; and
- **Most Current LES** to determine tuition fees.

*A one-time \$50 registration fee/per family will be collected at this time.

Parents must inform the director whenever a change of information occurs to ensure student files and emergency documents remain current. Each child's file will include all information listed on the registration form, as well as immunizations or immunization exemptions, developmental history, health status (which includes results of health exams and screenings indicating typical or atypical results and any necessary follow-up documents). In addition, any instructions for any special needs or chronic illness, progress reports, conference reports, field trip permission forms and regular/recurring transportation permission forms will also be included.

TUITION, FEES and SUBSIDY

The ASYMCA is proud to partner with several tuition subsidy organizations. Once enrolled, ALL parents are encouraged to visit the ASYMCA website to apply for the appropriate subsidy to augment monthly tuition fees for those who qualify. The sooner the application is completed, the quicker the response time to determine family eligibility. Families and the academy director receive an email detailing the amount of subsidy that will be provided to each qualifying child monthly. All active-duty Army, Air Force and Marine Corps families in Hampton Roads are encouraged to apply online for [Child Care Aware of America](#) tuition assistance (Provider ID #26546). All active-duty NAVY families must apply through [Military Child Care in Your Neighborhood](#) (Provider ID #3000068562). Additional tuition subsidies are available for civilians through [Child Care VA](#) (Provider ID #906053).

Please note, ASYMCA is required by subsidy providers to process tuition for care weekly and a subsidy check is mailed to the academy monthly to reimburse eligible families.

2022 - 2023 VIRGINIA BEACH TUITION RATES			
PROGRAMS	E1 TO E5	E6 TO CIVILIAN	FEES & DISCOUNTS
BEFORE SCHOOL CARE	\$70 WEEKLY	\$80 WEEKLY	One-time \$50 registration fee per family
AFTER SCHOOL CARE	\$90 WEEKLY	\$100 WEEKLY	5% discount for each additional child
BEFORE & AFTER SCHOOL CARE	\$120 WEEKLY	\$130 WEEKLY	\$20 Late Payment Fee is assessed if tuition is not paid by the Friday before care begins.

2022 SUMMER CAMP TUITION RATES	
WEEKLY TUITION	FEES & DISCOUNTS
\$225 WEEKLY* <small>*ASYMCA Scholarships may be available for E1-E5 families that do not qualify for tuition subsidy.</small>	One-time \$50 registration fee per family 5% discount for each additional child \$20 Late Payment Fee is assessed if tuition is not paid by the Friday before care begins the following week.
TUITION RATES SUBJECT TO CHANGE IN 2023	

PAYMENT POLICIES

- Weekly tuition is **processed by 6:00 p.m. on the Friday BEFORE each week of CARE** by ASYMCA staff. A receipt will be automatically generated to the primary member's email from the ASYMCA RecTrac when the payment is processed. Should there be an issue with the payment, parents are encouraged to speak with the program director as soon as possible that Friday to rectify the issue.

Please NOTE: The ASYMCA National Headquarters pulls reports for branches every Monday to reconcile statements so all branches must comply with established tuition policies.

- If tuition issues have not been resolved by Monday afternoon for the week of

care and payment has not been received, all school-age care services will be suspended until payment is rendered and a \$20 late fee will be assessed.

- Tuition is not only covering the costs associated with the school-age care received, but also the reservation of space in the program. Therefore, full weekly payments are due regardless of holidays, snow days, family/personal reasons, or child(ren)'s illness.
- Weekly tuition rates are determined by taking into consideration school holidays and are not prorated. All payments will be made through our ASYMCA membership site and **NOT on SmartCare**.
- The Armed Services YMCA of Hampton Roads requires a two-week, written notification for any change in a child's schedule. This can be anything from vacation time or full withdrawal from the program. Forms are available in the front office at the academy. Please ask the program director or manager for the correct form. Failure to provide two weeks' written notice will result in payment obligations for those two weeks in full.

*NOTE: After 12 weeks of continuous enrollment in the school-age care program, families are granted one full **Vacation Week** (with no tuition obligation). During this time, the child will not attend the program.*

HOURS OF OPERATION AND CLOSURES

The FIVE STAR KIDS ACADEMY is open for School-Age BEFORE SCHOOL Care **Monday thru Friday, 6:30 a.m. to the beginning of the school day** and AFTER SCHOOL Care **from the end of the school day until 6:00 p.m.** and follows the Virginia Beach City Public School (VBCPS) 181-day academic calendar and schedule.

The ASYMCA is CLOSED (with no childcare available) in observance of the following holidays:

- Labor Day, September 5
- Veterans Day, November 11
- Thanksgiving Break, November 24 and 25
- Winter/Christmas Break, December 22-January 1
- Martin Luther King Jr. Day, January 16
- Presidents Day, February 20
- Memorial Day, May 29
- Juneteenth, June 19
- Independence Day, July 4

- When VBCPS has early dismissal days, the ASYMCA will continue bus transportation from the school on these days to the academy for all students in the AFTER CARE program (inclusive of Before AND After Care). Childcare will be provided until 6:00 p.m. Families whose children are enrolled in BEFORE **AND** AFTER Care and AFTER ONLY would normally be picked up from the school to be transported to the academy. These families will NOT be assessed any additional fees for this service.
- In addition to extending program hours to 6:00 p.m., the ASYMCA knows that childcare is a priority for families when VBCPS has other scheduled days when students are not in school. Specifically, ASYMCA Childcare **WILL BE AVAILABLE for full-day care** on the following days: Nov. 4 and 7, Jan. 30 and Apr. 4. Care will also be available Oct. 10 and Nov. 8.

All students enrolled in the program are eligible for full-day care. Parents/Guardians are encouraged to **sign up early** (as space will be limited) to determine availability. Children enrolled in Before **AND** After School-Age Care will not pay any additional fees and will be given first priority. However, children enrolled in ONLY BEFORE or ONLY AFTER CARE will incur an additional \$30 fee for full-day care AND only be able to attend if space is available.

INCLEMENT WEATHER POLICY

The ASYMCA may close early due to an emergency, inclement weather, or any other condition (including a school or school division closure not regularly scheduled) that may affect the safety of children and staff. Parents/guardians will be notified by phone by ASYMCA staff. Should it not be possible to reach the parents/guardians, ASYMCA staff will reach to emergency contacts in the order of those individuals listed on the Registration Form to advise of an early pick up for child(ren).

In addition, when HAZARDOUS WEATHER CONDITIONS are expected at the beginning of a school day, parents/guardians are advised to listen to local news stations or check the home page of their child(ren)'s school division website for **school closings** or **delayed openings**.

- If the public schools are CLOSED, the ASYMCA may also be closed to ensure the safety of all staff and families. Families should check their email, the ASYMCA Website, and the ASYMCA Facebook page for closure updates. All updates will be posted by 6:15 a.m.

- If the public schools DELAY OPENING, the ASYMCA will also delay opening and NO BEFORE SCHOOL Care will be available. However, AFTER SCHOOL CARE WILL be provided. Of course, ASYMCA buses will pick up all VBPCS students at their respective schools at the end of the school day and transport them to the academy.

NOTE: No allowances, credits or refunds shall be made due to emergency or inclement weather closings or school delays. Full tuition is due for these days.

VACATION WEEK POLICY

The ASYMCA school-age childcare program permits one week of “absenteeism” or “vacation” per school year without incurring tuition costs. This week is earned AFTER the child(ren) have attended the school-age care program and paid tuition consistently for 12 weeks. The “vacation week” must be used during the academic school year in which it is earned (and school is in session) or it is forfeited. “Vacation” time cannot accrue from year to year and is NOT retroactive. “Vacation Week” means the child(ren) will NOT be in attendance at the academy. Other requirements include:

- Payments must be current in order to take advantage of the “vacation week” without incurring the weekly fee; and
- Parents must give the school-age care director two weeks **written notice** prior to a planned vacation or to use earned “vacation” time to apply toward a week-long illness in which the child(ren) are absent. All “vacation” time approvals are at the discretion of the School-Age Care Director. Parents should see the program director or manager for the appropriate documents which MUST be completed and submitted in a timely manner.

TRANSPORTATION POLICY

Whenever the ASYMCA transports children to and from school and field trips, parents/guardians can be confident that all safety precautions are taken to ensure the wellbeing of every child.

We know the importance of motor vehicle safety and all bus drivers are trained to be alert to any potential dangers to be able to eliminate and avoid them. They have a clear understanding of what to do should an emergency occur. All children are expected to remain seated with seatbelts securely fastened at all times and follow the bus-riding rules below:

1. Keep hands, arms, feet and head inside the vehicle;

2. Keep your hands to yourself;
3. Talk quietly to those seated near you, allowing the driver to concentrate on the road;
4. Rough-housing of any kind could result in suspension from ASYMCA transportation;
5. Exit the bus only when it comes to a complete stop and directed to do so by staff; and
6. Walk on the sidewalk or parking lot in a straight line, going directly to the building/destination.

Transportation service is a privilege that the ASYMCA is happy to provide our families. Should rules not be followed that could affect the safety and welfare of all bus riders, parents will be notified and asked to discuss the seriousness of the infraction with their child. A second infraction will result in a 2-day suspension from riding the bus. Additional infractions could result in terminating transportation privileges for the child for the remainder of the school year.

<p>TRANSPORTATION IS PROVIDED TO & FROM THE FOLLOWING VIRGINIA BEACH CITY PUBLIC SCHOOLS:</p> 	<p>ELEMENTARY "A" SCHOOLS</p> <ul style="list-style-type: none"> • Bayside • Bettie F Williams • Luxford • Pembroke • Shelton Park 	<p>SCHOOL HOURS 8:10 a.m. – 2:40 p.m. ADJUSTED DISMISSAL 8:10 a.m. – 12:10 p.m.</p>
	<p>ELEMENTARY "B" SCHOOLS</p> <ul style="list-style-type: none"> • Diamond Springs • Hermitage • Newtown • Pembroke Meadows • Thoroughgood 	<p>SCHOOL HOURS 8:55 a.m. – 3:25 p.m. ADJUSTED DISMISSAL 8:55 a.m. – 12:55 p.m.</p>
	<p>MIDDLE SCHOOLS</p> <ul style="list-style-type: none"> • Bayside • Bayside Sixth Grade Campus * • Independence Middle 	<p>SCHOOL HOURS 9:45 a.m. – 4:15 p.m. * 9:20 a.m. – 3:50 p.m. ADJUSTED DISMISSAL 9:45 a.m. – 1:45 p.m. * 9:20 a.m. – 1:20 p.m.</p>

SIGN-IN/SIGN-OUT

- ALL vehicles must be **turned off** when coming to drop off or pick up children.
- Parents/Guardians are asked to keep their children with them at all

times, especially when exiting a vehicle or leaving the school/building going to the parking lot.

- Please do not leave children (regardless of their age) unattended in vehicles.
- Please lock all vehicles as the ASYMCA cannot be responsible for theft or damage to any vehicle parked on our premises, nor for personal property left in vehicles that is lost, damaged, stolen or destroyed.
- Parents are expected to sign their child(ren) in upon ARRIVAL in the morning and sign them out before LEAVING in the afternoon using the SmartCare kiosk. An email with the SmartCare App is sent to every parent at registration. Please download the app to your phone to use this electronic attendance system. This app will alert parents that the child has been checked in/out as well as provide other active communication between staff and parents.
- Children will NOT be released to contentious or intoxicated/impaired parents, guardians, or family members. An alternate, authorized pick up person will be called to pick the child(ren) up.

IMPORTANT: ASYMCA staff must be accountable for every child in the program at all times. There must be an exchange of responsibility from one adult to another (parent/guardian to ASYMCA staff and vice versa) so a child may not report to class or leave class without this required procedure.

CHECK-IN FOLLOWING COVID-19 GUIDELINES

- Only one family will be allowed in the lobby at a time (when possible);
- Mask wearing is optional at the ASYMCA currently (following Virginia Health Dept. and CDC guidelines; updated June 22, 2022). If parents would like their child(ren) to wear masks at the academy and while on the bus, please provide a properly-fitted face covering/mask for each child and be sure staff is aware of your preference;
- Social distancing is encouraged;
- An ASYMCA staff member will conduct a daily health screening for each child enrolled in the school-age care or summer camp program. The screening includes:
 - Taking each child's temperature with a touchless thermometer. Any child with a temperature of 101°F or above will not be permitted to participate that day or return to the program until

they are fever free for at least 24 hours.

- Making a visual inspection of each child, looking for signs of illness which could include: flushed cheeks, cough, runny nose, watery or red eyes, rash, or extreme fatigue. The ASYMCA reserves the right to send a child home with any symptoms.
- Parents will confirm and sign the COVID-19 daily acknowledgement statement on SmartCare that says, "By signing in my child(ren), I confirm that they have not been sick nor been given any medicine in the past 24 hours that could mask symptoms of an illness."

EXCEPTION: Any parent who does administer ANY medication to their child the morning of attendance is required to inform the ASYMCA staff of the medication and the reason for the medication.

If the above statement is false, the child(ren) will not be allowed to participate in the program for 24 hours or until the child(ren) are fever free or show no signs of illness. A doctor's note to return to the program may be required.

No refund will be provided should a child be found ineligible to participate in the program due to findings from the daily health screening process. In addition, if a 5-day quarantine is required due to a positive COVID-19 test, parents/guardians will receive an 80% discount on their weekly tuition to hold their child's spot until they are cleared to return to the program.

Additional reminders:

- If a child is feeling ill, parents should plan to keep the child home and notify the ASYMCA of the child's absence; and
- Due to safety concerns, staff: student ratios, and bus departure schedules, students enrolled in the School-Age Care program should plan to arrive at the academy **no later than 7:30 a.m.** each day (students enrolled in the Summer Camp program should plan to arrive **no later** than 8:30 a.m.).

AUTHORIZATION TO PICK UP

Our FIVE STAR KIDS ACADEMY School-Age Care program site is equipped with a security entry system, monitored by staff, to provide controlled access to the facility to protect the children in our care. Parents are given access to the school during business hours through a doorbell alarm monitored by staff. Since only one family is permitted to enter the building

at one time, please do not allow other families to “piggyback” into the building when you enter. While we all want to be polite and hold doors for others, the security system cannot be enforced if parents allow others to enter at the same time they do, with no knowledge of whether that person should have legitimate access to school/facility property.

Authorization to pick up a child is provided by the custodial parent or legal guardian on the Registration Form. **No child will be released to any person not authorized on this form.** Parents/guardians are reminded to update authorizations **in writing and submit to the school-age care director** for changes to take effect. Phoning in authorization is not permitted.

Children will not be released to siblings unless they are 18 years of age (minors cannot be released to minors) **and** listed as an authorized person to pick up a child. All adults picking up children must have a valid photo ID as staff are required to verify authorization before releasing a child.

NOTE: Unless otherwise specified by the parent in writing, persons listed as **Emergency Contacts** will be considered to be **Authorized Pick-Ups** as well.

In accordance with section 63.2.-1813 of the Code of Virginia, a custodial parent or guardian shall be allowed admittance to any “child day program.” A child day program is defined as “one in which a person or organization has agreed to assume responsibility of the supervision, protection and well-being of a child under the age of thirteen for less than a twenty-four-hour period, regardless of whether it is licensed.”

IMPORTANT NOTICE TO ALL PARENTS/GUARDIANS: A staff member cannot legally refuse to release a child to a verified natural parent unless there is a **court order in the child’s file at the ASYMCA stating that the parent does not have custodial rights.** Writing on a form that a husband, wife or other is not permitted to pick up a child does not give the ASYMCA a legal right to refuse the natural parent to pick up the child. Only the courts can issue this order. The ASYMCA will follow/enforce all court orders, without prejudice to either parent/guardian. In addition, the ASYMCA does ask that parents/guardians keep school, staff, and other children out of any legal entanglements or other custodial issues and to resolve these issues in another forum. Failure to adhere to this request may result in disenrollment. All financial records are considered private and confidential *to the enrolling parent.*

LATE PICK-UP POLICY

The School-Age Care staff understand that a late pick up may occur on a rare occasion. If a parent knows they are going to be late, please call the ASYMCA (757-363-1884). We do understand that things come up and traffic can be challenging even in the best of times in Hampton Roads. We tend to worry about our parent's safety just as much as our children do. Please be considerate.

Parents/guardians should understand that staff put forth a great deal of energy and care to ensure every student's day is fun and safe. Their day begins at 6:30 a.m. when the doors open and ends at 6:00 p.m. (we extended daily program hours to better meet the needs of parents) when the last child leaves. Many staff have families to go home to, travel a great distance to be here each day and some go to school, while others have other positions within the ASYMCA that requires them to be on time for those duties. We are extremely fortunate to have considerate parents that understand this and appreciate the dedicated staff that provide excellent care for every child each day.

A \$3.00 FEE (per child) will be assessed for EVERY minute past 6:00 PM that a parent is late to pick up their child(ren). This fee is used to pay the **TWO** facilitators/counselors (two are required by state licensure) who remain with the child(ren). During the 2022-2023, the ASYMCA adjusted dismissal to remain open for 30 minutes longer than we normally do to better accommodate parent work schedules. We ask that parents make every effort to be ON TIME for pick up.

In the event that ASYMCA staff have not heard from a parent by 6:00 p.m. and cannot reach the parent by phone, staff will contact the emergency contacts listed on the Registration Form, asking them to come pick up the child(ren). If a parent/guardian or an emergency contact cannot be reached, staff will keep the child(ren) for one hour (a \$60 additional fee may be added to the weekly tuition). After that time, the police will be contacted to see if there has been an accident and/or to drive by the parent's home to see if there is a problem/concern. If no problems are indicated, then Child Protective Services will be notified.

EXCESSIVE LATE PICK-UP POLICY

Over the years, the ASYMCA has found that it necessary to have an excessive late pick-up policy. Recurring late pick-ups could result in removing a child(ren) from the school-age care program. If a parent is late more than three times in any program cycle, they may be asked to remove their

child(ren) from the program. We appreciate your cooperation and understanding.

DISCIPLINE AND PROMOTING APPROPRIATE BEHAVIOR

The FIVE STAR KIDS ACADEMY School-Age Care and Summer Camp programs place a strong emphasis on character development and strive to create a safe, comfortable learning environment for all children. Staff encourage and model mutual respect, guide self-regulation and teach skills that promote polite behaviors, making good choices and thinking carefully before acting. Children learn that it is NEVER acceptable to physically hit or verbally assault another child or a staff member. Clear and appropriate behavioral expectations are shared with all children and positive reinforcement is used to consistently recognize appropriate behaviors. Expectations are defined as acceptable and unacceptable and examples of each are given to ensure students clearly understand.

To promote appropriate student behaviors, students are encouraged to:

1. IDENTIFY a problem/conflict and SHARE with an adult, when necessary;
2. Develop STRATEGIES to focus on the problem and RESOLVE the problem through RESPECTFUL means;
3. LISTEN carefully and quietly to each other;
4. EMPATHIZE and care about each other's feelings; and
5. Take RESPONSIBILITY for their words and actions.

BEHAVIOR EXPECTATIONS

The ASYMCA believes that all domains of learning are supported during play and through collaborative interactions with others. Promoting healthy social and emotional development, including self-control, is one of the fundamental responsibilities of our program. Children are continuously learning to manage their feelings, impulses, and behaviors in positive ways. Getting along with others and learning how to be a friend are life-long skills. Trained staff recognize that when children are given the opportunities and support to develop (learn, practice, discuss, etc.) self-regulation and other social-emotional skills, it provides children the foundation needed for academic success, to build friendships and instill self-confidence.

The ASYMCA promotes a collaborative, team-effort in all staff and family interactions. We expect:

OUR STAFF to

- Work to develop a relationship with each child;
- Encourage peer relationships by creating social opportunities and working with children to resolve conflict;
- Strive to serve individual needs while ensuring the safety of all children;
- Help children clearly articulate their thoughts and feelings to process them;
- Teach healthy social skills and habits;
- Model positive, mannerly and appropriate talk and actions;
- Participate in on-going trainings and in-services to employ the most effective methods and means to meet the needs of students; and
- Undergo frequent observations and annual evaluations where they are provided feedback. Working with their supervisor, staff set goals to ensure they are providing the most developmentally appropriate, high-quality learning opportunities possible for children in our school-age care and summer camp programs.

OUR FAMILIES to

- Communicate regularly with staff to ensure consistency between home and school;
- Partner with the ASYMCA staff, recognizing they need time to work with all children, including those needing higher levels of support;
- Recognize that their child(ren) are our priority at the ASYMCA;
- Model positive social interactions and guidance to give their child(ren) the best foundation for academic and life success; and
- Meet with the School-Age Care Director at any time that concerns or conflicts arise to address them in a timely manner. The director and parent will make every effort to ensure that conflicts are resolved in a positive manner.

OUR CHILDREN to

- Learn how to resolve conflict in a healthy manner (using appropriate words and actions);
- Develop confidence and self-efficacy;
- Cultivate resiliency skills to help them manage their behaviors and emotions; and

- Build lasting friendships.

Parents/Guardians are asked to discuss the following expectations with their child(ren):

1. Listen to the school-age staff at ALL TIMES;
2. Use appropriate language and kind, positive words;
3. Stay with the group unless given permission from an adult;
4. Respect each other and ourselves;
5. Keep our hands and feet to ourselves; and
6. Use words (not fists) to calmly solve problems and seek assistance from an adult when needed.

When children make inappropriate choices that conflict with our organization's four core values of caring, honesty, respect and responsibility, or display actions that are unsafe to themselves or others, staff redirect students and continue to work to enhance their self-management skills. Staff model courteous, appropriate behaviors and interactions, establish consistent routines, set limits/boundaries and clearly state and review expectations (similar to those students follow in school) so children learn to problem solve and set high behavior standards for themselves. Inappropriate choices that continue to compromise the safety and well-being of each child and/or staff member may result in suspension or termination of ASYMCA services.

Discipline policies follow the Commonwealth's Behavior Regulations and ASYMCA Child Abuse Code of Conduct which state:

- At NO TIME will physical, verbal or mental abuse or punishment be used. These include, but are not limited to, being shaken, hit, using exercise as a means of punishment, using belittling or humiliating remarks, making threats or any unkind gestures; and
- No child will be denied snack, restroom privileges or be placed in an embarrassing or restrictive situation as a means of discipline.

ASYMCA staff want children to perceive them as concerned, involved, consistent, caring and respectful. By exhibiting a calm demeanor, few words, and a kind attitude, the results will most likely be positive. Staff will help to redirect behavior and provide a "cool down" area when a student is having difficulty moving past a negative behavior or action. The guidelines below are followed:

- One minute per year of age of the child may be required;
- Located in an area where he/she can see and be seen by staff; and

- Child will be provided with positive materials to assist them in relaxing and recognizing appropriate behavior(s) until they feel ready to return to the group.

Parents will be informed about any behavior issues during dismissal and serious concerns will be noted on a **Behavior/Incident Report** which parents and staff sign. This form is kept on file as part of the child's record;

- The ASYMCA recognizes that anyone can have a bad day and each day in the school-age care program is a fresh start with new opportunities;
- All recurring discipline problems will be brought to the attention of the school-age care program director who may schedule a conference with the parent/guardian and child (and classroom staff, when appropriate) to take place within 48 hours from the request. At that conference, a plan for improved behavior will be developed. A one-day suspension from the program may be applied. A second serious offense will result in a 3- to 5-day suspension from the program. Should parents/guardians refuse to work with ASYMCA staff during this process or the behavior not improve when the child returns to the program, the child will immediately be removed from the program and no tuition refund will be given;
- The director may contact a parent/guardian, asking them to pick their child up early due to a serious adverse behavioral issue; and
- The director reserves the right to terminate enrollment immediately due to behavioral issues that are negatively impacting the school-age care program.

TERMINATION POLICY

On rare occasions, it may be necessary to discontinue or terminate a child's enrollment. This decision is in the best interest of the child concerned, other children in the program, and the well-being of everyone at the school, including staff. Termination may be a result of one of the following, but is not limited to:

- Abuse of other children, staff, or property by child or parent/guardian;
- Continued violation of policies by child or parent/guardian;
- Disruptive or dangerous behavior by child or parent/guardian;
- Disruptive or dangerous behavior by an individual identified as an authorized or emergency pick-up person;

- The ASYMCA's inability to meet the child's needs and/or the parent's/guardian's expectations;
- Repeated inappropriate behaviors requiring a Behavior/Incident Report to document behaviors/actions;
- Repeated late pick-up of child(ren) in our care; and/or
- Nonpayment or habitual late payment of tuition.

CLOTHING/DRESS CODE

Parents/guardians are asked to dress their child(ren) suitable for the weather, knowing children will be participating in indoor and outdoor activities. Clothing should be comfortable and appropriate. Please keep in mind, the ASYMCA uses washable paints, crayons, markers, glue, glitter, etc., so clothing could get stained. We do not reimburse for clothing stains, rips, or normal wear and tear.

For safety reasons, all children are required to wear closed-toe, rubber-soled shoes. **NO clogs, high heels, flip-flops, open-toe shoes, Crocs, etc.** are permitted. Appropriate-length shorts and full shirts/t-shirts are required. No spaghetti strap, tank tops or political or inappropriate slogans on clothing permitted in either the School-Age Care or Summer Camp programs. Having a sweater, hoodie or sweatshirt at the center each day is a great idea since A/C is used to maintain a healthy temperature and air quality within the facility.

During the summer when water play or a field trip to the pool is scheduled, children should wear their swim clothes under their shorts and t-shirts.

Water shoes are optional. Please remember to bring:

- a towel,
- change of clothes (including a pair of socks, shoes, and undergarments) appropriate for the classroom, and
- a plastic bag to place wet suits and towels in that will go home with them at dismissal.

During the cool fall and winter seasons, long pants, shirts with long sleeves, socks and a sweatshirt or sweater are suggested. Coats, hats and mittens/gloves are required. We will go outside every day, unless it is storming or the temperatures fall below 40°F.

We all know that accidents can happen. Parents/guardians are encouraged to provide a **complete change of clothes (including undergarments)** that can be placed in a cinch sac in the child's cubby or locker should a need

arise.

These clothes should be changed out for the season and all clothes should be **labeled** with the child's name.

CELEBRATIONS

There are a number of special holiday parties and celebrations for children in the FIVE STAR KIDS ACADEMY School-Age Care and Summer Camp programs. Parents will be notified in advance of parties and parents may be invited to join celebrations.

Individual child birthday parties may be celebrated, provided that the staff or director have been notified first. Parties will become part of the snack time in the afternoon. All snacks must be **store-bought with label attached**, and we encourage **healthy snacks**. Some suggested snacks are raisins, popcorn, pretzels, veggies and dip or frozen yogurt. Individual cookies or mini-cupcakes would be fine as well. Parents/Guardians are encouraged to ask the teacher or director if there are any students with food allergies in the room. Milk and peanut* allergies are extremely prevalent.

Care must be taken to READ all LABELS ensuring peanuts/nuts are NOT an ingredient in the food and that the food was not manufactured in a factory with any peanuts/nuts.

Of course, no lit candles are permitted and we discourage balloons for safety reasons. Parents/Guardians should ensure that there are enough snacks to provide one for each child enrolled in the program. Snacks should be delivered and clearly labeled by parents/guardians with the child's name and classroom during the morning arrival. MANUFACTURER'S LABELS must be on all food items for careful review by staff.

TOYS AND PERSONAL ITEMS FROM HOME PROHIBITED

In order to better serve each child, we ask that children do NOT bring toys from home. Many age-appropriate toys, manipulatives and activities (which include ample materials and supplies), as well as digital and outdoor equipment are provided by the ASYMCA. By not bringing personal items from home (i.e.: toys, video games, iPods, iPads, cell phones--now, also not permitted in the public schools, etc.), arguments, theft, and lost items will be avoided. The ASYMCA is not responsible for the loss, damage or theft of personal items students bring from home.

BREAKFAST, LUNCH, SNACKS/DINNER

Students that attend "A" Schools must be signed into the program by 7:15

AM to eat breakfast at the academy. These students will board buses at 7:30 AM to be transported to school.

Students that attend "B" Schools must be signed into the program by 7:55 AM to eat breakfast at the academy. These students will board buses at 8:20 AM to be transported to school. It is the parent's responsibility to transport their child to school if they miss their assigned bus.

A weekly breakfast menu comprised of a variety of 3 nutritious food components is served daily. These food components consist of whole grains and have reduced sugar to meet USDA Standards. All students present are offered breakfast.

A nutritious breakfast comprised of 3 components, is also served by the ASYMCA daily, 8-8:30 a.m., to every camper during Summer Camp. This takes the place of a morning snack and is offered to every camper present.

On days when schools are closed and the ASYMCA is open or during Summer Camp, students will enjoy lunch 12:00-12:30 p.m. daily. PARENTS MUST PROVIDE their child(ren)'s lunches. Manners and proper table etiquette will be practiced and expected. Open communication and conversations will be encouraged between students and staff and amongst peers.

Healthy lunches could include fruits, vegetables, yogurt, sandwiches, crackers and cheese, etc. and must be wrapped and placed in a lunchbox that is labeled with the child's name and date. Junk foods and/or those foods with empty calories are not encouraged. Candies and sodas are prohibited. To ensure all lunches fit in coolers on field trip days during Summer Camp, parents should pack student lunches in a gallon-sized plastic Ziploc, and again, label the lunch with the child's name and date. Extra drinks and snacks may also be provided for field trip days.

Although water coolers are available in all classrooms and students are encouraged to drink water throughout the day, students are requested to bring their own personal water bottles with them to class. These must be labeled with the child's name and date and parents should expect these to go home EVERY afternoon to be washed thoroughly. Staff encourage students to refill their water bottles throughout the day with fresh water. Water bottles should contain ONLY water!

Snacks are provided daily every afternoon by the ASYMCA. All snack selections are USDA recommended and include 2 food components. A weekly snack menu is posted for parent information on the Parent Board.

At some point in the future, the ASYMCA may provide dinner to all children

in our care in the afternoon. If dinner is served, it will include 5 food components.

HOMEWORK and SILENT READING

Students are given a scheduled time to complete their homework daily. Staff may offer assistance if needed. If homework is not given by the school, students will have an opportunity to read silently from a book they have brought from home or select from the academy daily. Students, ages 4-6, are given 10 minutes of sustained reading time. Students, ages 7-12 are given 20 minutes of sustained reading time. In addition to reading or working on literacy activities, children may choose to rest for a 15-20 minute period. Not only will students complete their academic assignments before going home allowing for more quality family time, but it will help staff to understand where students may need some extra practice or support.

OUTSIDE PLAY

It is the policy of the ASYMCA, and required by VDOE/DSS Licensing Standards, that any child that is participating in the school-age care program or summer camp from 2 to 5 hours/day will have at least 30 minutes of OUTSIDE PLAY each day (weather permitting). For children who spend more than 5 hours/day in our programs, 60 minutes is required. Running, jumping and other gross motor activities promote muscle development, strength and endurance, and play a vital role in a child's wellbeing. Please keep in mind, if your child is too sick to go outside, then he/she is too sick to attend the program.

STREAM ACTIVITIES

STREAM activities and projects focus on science, technology, reading, engineering, art and mathematics. Weekly, themed-activities promote creativity and encourage students to pursue reading, math and science areas of study. Students will also participate in Farm to Table initiatives to educate, excite and inspire students to grow their own food by using the Tower Garden, a hydroponic growing system, or outdoor raised beds or gardening areas. Students will learn about growing/propagating the seeds/seedlings in the correct mediums, monitor Ph levels, measure moisture, and harvest and eat the "fruits of their labor."

The ASYMCA is proud to partner with Lynnhaven River NOW and to be recognized with the Pearl School Award for Excellence in Environmental Education in 2021-2022.

FIELD TRIP POLICY

In order to reduce paperwork and “save trees,” the **Field Trip Agreement** signed during enrollment authorizes the ASYMCA School-Age Care program and Summer Camp to take your child on all school field trips for the academic year or during the 9- or 10-Week Summer Camp program (with a 24-hour advance notice). This means a separate field trip form will NOT be issued for each field trip. We find that by signing this form one time, there is less confusion, chance for loss, or possibility that we would not be able to garner the necessary permissions to ensure all children may attend. Parents/guardians do have the right to refuse permission for their child(ren) to attend particular field trips, but please realize that you must then find child care during that time as all staff attend field trips. All field trips are provided at no additional fee for students. Field trip information will be clearly posted at the academy on field trip days on the front door and on the counter near the SmartCare kiosk. Departure times from the academy and arrival times when we return to the academy are stated to assist parents in planning pick up. Students are also signed out when departing for the field trip and signed into the academy when returning to the academy so alerts are emailed to parents.

Should an EMERGENCY occur during a field trip or other times when the child(ren) are away from the academy, ASYMCA staff will follow all Emergency Procedures and Protocols as outlined in the EMERGENCY PREPAREDNESS AND EVACUATION PLAN, located on the Parent Board at the academy.

POOL SAFETY

Summer Camp students often have the opportunity to go to the swimming pool each week located on JEB Little Creek or the Kroc Center in Norfolk. We closely adhere to WATER SAFETY and POOL RULES. First and foremost, parents/guardians must specify their **child(ren)’s ability to swim** on the Registration Form.

Parents should meet with the School-Age Care Director if there is additional information that ASYMCA staff should be aware of concerning their child’s swimming ability. To keep staff informed, wristbands will be provided to designate the child’s swimming ability and will limit their access to certain areas of the pool. In order for students to be allowed on the large plunge tubes and slides or to cross the gators, they must first take a swimming test under the supervision of Gator Pool Administrators to demonstrate their

ability to stay afloat and swim to the side of the pool without assistance. There are several opportunities to practice and retake the test each week. There are also many other areas of the pool that are safe for non-swimmers and lots of FUN!

Parents/guardians are asked to reiterate the POOL SAFETY RULES that ALL children will follow (as well as their expectations), before the field trip:

1. STAY WITH the ASYMCA Staff member and group of children you are assigned to;
2. Shower before entering the pool;
3. Enter and exit the pool in a safe, appropriate manner;
4. NEVER swim alone—stick with your assigned buddy at all times;
5. BE SURE you can see your teacher and he/she can see you at all times;
6. NO running, pushing or shoving;
7. Follow all pool rules and LISTEN and FOLLOW the lifeguards' and ASYMCA staff requests; and
8. When the lifeguard's whistle blows for ANY reason, get out of the pool immediately.

CHILD ABUSE PREVENTION POLICY

The ASYMCA is committed to the safety and protection of all children and families and has been for over 130 years. Many changes have occurred in the lives of children and families through the years and most of these changes are positive. However, there has been an alarming increase in child abuse throughout the nation. The ASYMCA is a strong advocate for the child and children's rights. Mistreatment or neglect of children and its resulting severe effects, in most cases, are of significant concern to the ASYMCA. As stated in the **Discipline and Guiding Appropriate Behavior Policy**, the ASYMCA emphasizes positive reinforcement, redirection, prevention and the development of self-discipline.

Appropriate touch and expressing warm feelings help children grow into loving, peaceful, caring adults. However, ASYMCA staff and volunteers are sensitive to each person's need for personal space (i.e., not everyone wants to be hugged).

Out of concern for the increasing statistics of child abuse and neglect,* and the fact that the ASYMCA, like many other public institutions, is mandated by law to report suspected child abuse, the reporting protocols, procedures

and standards listed below will be followed:

1. At the first report or suspicion of child abuse (sexual, physical or emotional), the staff member will immediately inform his/her supervisor, program director or administrator on-site;
2. All incidents or alleged offenses will be documented the day of the occurrence and signed by the parties involved;
3. The ASYMCA will make a report to Child Protective Services, as per Reporting Suspected Child Abuse 63.2-1509 Code of VA, and will request that the situation be investigated;
4. In the event the reported incident or suspicion involves an ASYMCA staff member or academy volunteer, the ASYMCA Executive Director will suspend the person from all responsibilities, and if appropriate, without pay until the investigation is complete;
5. All staff members and volunteers will be sensitive to the need for confidentiality in the handling of sensitive information and are instructed to only discuss matters pertaining to abuse or suspected abuse with their supervisor;
6. ASYMCA staff may not make contact with children or parents involved in a child abuse incident without permission of the Executive Director; and
7. Whether the incident or alleged offense takes place on or off ASYMCA premises, it is considered job-related because of the youth-involved nature of the ASYMCA.
8. Further, any medical, dental or mental health emergencies will be addressed/shared with parents (depending on the circumstances), with the expectation that proper treatment is secured immediately. Should there be a medical or dental emergency due to injury at the academy, parents will be notified immediately and first aid/medical attention will be sought.

**Child abuse is defined as "mistreatment or neglect of a child by parent(s) or others resulting in injury or harm. Child abuse may be physical, verbal, emotional or sexual. Its effects may result in severe emotional and physical handicaps, anti-social behavior, or even death."*

DEATH OF A CHILD OR STAFF MEMBER

If the death occurs off-site due to an accident or prolonged illness:

1. The school (specifically Shelton Park Elementary School) or the base

(specifically JEBLC Child and Youth Program Director) will be contacted to secure a school counselor or Military Family Life Counselor (MFLC) to assist with the emotional needs of staff and students at the academy.

2. The counselor and/or MFLC will work with the academy director to inform staff of the incident and future plans to assist them and their students.
3. The academy director will inform parents of the incident and future support plans to assist families, staff and students.
4. The counselor and/or MFLC will meet with small groups of students to inform students of the incident and help them to understand and cope. The counselor and/or MFLC will be available throughout the week to offer grief counseling and coping strategies.

NO BABYSITTING or PRIVATE VEHICLE USE POLICY

Effective January 1, 1996, ASYMCA staff are prohibited from babysitting any participants in the ASYMCA School-Age Care or Summer Camp programs. This restriction extends to transporting participants to/from the ASYMCA in their private vehicles unless a signed Release of Liability Form from the parent/guardian is on file. Although it is discouraged by the ASYMCA, exceptions may be requested. A written explanation and prior approval by the School-Age Care Director is required prior to any agreement between the staff member and parent(s). Further, parents/guardians must clearly understand that the ASYMCA cannot be responsible for staff away from the school, outside of staff work hours, and will NOT be liable for their acts or omissions when not on our property in their ASYMCA employee role. Staff would be entering into an agreement as a private citizen and not as an ASYMCA organization employee.

FAMILY RESOURCES

We are here to help. The ASYMCA directly offers a food pantry (open 8 am-5 pm, Monday-Friday), a diaper bank, Operation Ride Home (for those families who meet qualifications) and are available to guide families to other community resources should a need arise. For additional resources, please visit the ASYMCA website and select RESOURCES.

INSURANCE

The ASYMCA complies with all Commonwealth of Virginia and the Virginia Department of Social Services licensing standards to participate in liability insurance coverage. Limits and exclusions apply.

LICENSING INFORMATION FOR PARENTS

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection, and well-being of a child, for any part of a 24-hour day, are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs.

The ASYMCA follows standards for licensed child day centers that address certain health precautions, adequate play space, a ratio of children to staff member (including ensuring continuous supervision of children at all times; every child **MUST** be within site of the supervision), equipment, program and record keeping. Criminal record checks and specific qualifications for staff and volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services which falls under the Virginia Department of Education. In addition, parents or other individuals may register a complaint about a program which will be investigated if it violates a standard.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact:

Department of Social Services
Eastern Regional Office
Pembroke Four Building, Suite 300
Virginia Beach, VA 23462-5496
(757) 491-3990



ARMED SERVICES YMCA

Armed Services YMCA of Hampton Roads

1465 Lakeside Road, Virginia Beach, VA 23455
(757) 464-9404 or (757) 363-1884, ext. 8773

FIVE STAR KIDS ACADEMY

School-Age Before and After Care
and
Summer Camp Programs

Revised: Sept. 6, 2022