



# FIVE STAR KIDS ACADEMY

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



## PARENT HANDBOOK

School-Age Before and After School Care and Summer Camp

**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 5-12, are supported physically, socio-emotionally and academically. We align ourselves with the Virginia Beach City Public Schools (VBCPS) to provide care for students when schools are dismissed early or closed for staff development. We provide purposeful learning experiences and activities, encouraging students to become confident, enthusiastic, independent learners.

This handbook may be used to answer questions you may have about our school-age care or summer camp programs. It includes policies, procedures and other important information you may need during your child(ren)'s enrollment at the Armed Services YMCA (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 academy.

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 School-Age Care Manager Robyn Eley at [reley@asymca.org](mailto:reley@asymca.org) or Child & Youth Program Lead Kaleena Davis at [kdavis@asymca.org](mailto:kdavis@asymca.org). Parents may also call the academy at 757-363-1884 for assistance as well. Should you wish to speak with the Youth Enrichment Program Director Laura Smart or schedule a meeting, please email [lsmart@asymca.org](mailto:lsmart@asymca.org) or call 757-363-1884, ext. 8772. These administrators provide direct supervision and training for program staff and assist parents and students with all needs.

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. For ease of sharing, a Suggestion Box is located in the foyer.

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 can 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, high-interest curriculum and lesson plans to meet the unique needs of each student;
- 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**

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.

As we place a strong emphasis in respecting everyone's unique qualities, traditions and culture, we invite families to share their family's culture throughout the year as opportunities present themselves. Parents may request to make a presentation to the class, offer a cooking activity or related art project, share their job or talent, etc. We want families to know that we are inclusive, value diversity, and practice equity.

## **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.

The following principles are used in planning for learning experiences in this school-age care academy. Teachers prepare the environment for children to learn through active exploration and interaction with adults, other children, materials, and manipulatives. They provide a variety of activities and materials with an emphasis on student interest and increase the difficulty

and the complexity of activities to challenge children as they develop understanding and skills. The ASYMCA utilizes the *Power Hour: Making Minutes Count* curriculum, published by the Boys & Girls Clubs of America. Power Hour lessons help students to develop collaboration skills, access and analyze information, think critically and problem solve, as well as improve their written and verbal communication. This curriculum also includes an extensive focus on mathematics and reading skills that students need to meet with success. Lessons provide review, practice and reinforcement in essential academic skills and can be completed in 25-30 minutes, respectively. Time is also allotted for one-on-one and small group homework assistance and skill practice as needed. This makes this curriculum an excellent guide for Before and After School-Age Care programming.

ASYMCA students are given opportunities for free choice so they may choose from a variety of activities, materials, and equipment, and adequate time is given to explore through active involvement. Adults facilitate children's engagement with materials and activities and extend the child's learning by asking questions or making suggestions that stimulate children's thinking. Adults provide a balance of fine and gross motor skills as well as rest and active movement for children throughout the program day. These include indoor and outdoor experiences and learning opportunities. Using formative and observational assessments, staff can accommodate lessons to fit the individual needs of students. Informal progress and participation reports are communicated frequently and on an ongoing basis with parents and may be recorded as needed.

Curricula is culturally sensitive and students are encouraged to share their culture, language, traditions, etc. with staff and peers. We focus on diversity, equity, and inclusion in all aspects of instruction, discussion and creativity.

The ASYMCA also collaborates with administrators, educators, school counselors and MFLCs (Military Family Life Counselors) in the public schools when needed to support the unique needs of students (especially military), observe teachers modeling quality implementation of objectives, etc. The partnership the ASYMCA has with staff in public schools is reciprocal. We have provided a 9-week after-school enrichment program in schools called Operation Hero to support students from active-duty military families in schools with a high concentration of service member families. This program



has also been offered to students at the academy. We continue to partner with the Virginia Beach Public Library to encourage a love for reading. Monthly Storytime is provided by the library at the academy, as well as a variety of leveled and age-appropriate, high-interest books. During the summer, campers participate in the city reading challenge to earn free books/prizes for reading.

To ensure the School-Age Care program meets the curriculum goals of providing an appealing and developmentally appropriate learning environment, the ASYMCA utilizes the SACERS (School-Age Care Environmental Rating Scale). This is a research-based tool that helps to evaluate our learning environment in direct correlation to children's daily interactions. Results of the assessment are shared with staff, as this is part of the classroom observation process, and through one-on-one conferences with parents when necessary.

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/"creations". 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), we encourage you to speak with your child's teacher on a regular basis (daily if possible, but no less than weekly) to discuss your child's day, as well as report any unusual occurrences or special successes. Parents may request a conference with their child's teacher as needed.

# FIVE STAR KIDS ACADEMY, School-Age Care

## Before and After School Care Program DAILY SCHEDULE

<div style="text-align: center;">    <b>SCHOOL-AGE CARE BEFORE AND AFTER SCHOOL PROGRAM</b>   <b>DAILY SCHEDULE</b> </div>			
SCHEDULE	ACTIVITY	TIME	BEST PRACTICES
<b>6:30 AM–8:00 AM*</b> <small>*A Schools: arrival by 7:00am *B Schools: arrival by 8:00am</small>	ARRIVAL AND STUDENT-CHOICE ACTIVITIES	90 MINUTES	Socialization with peers and staff
<b>7:00 AM–8:15 AM*</b> <small>*A Schools: 7:00AM–7:20AM *B Schools: 7:50AM–8:10AM</small>	BREAKFAST w/ 3 nutritious food components	20 MINUTES	Focus on nutritious meals, conversation, using manners and positive peer-to-peer and peer-to-facilitator interaction
<b>7:25 AM–8:15 AM*</b> <small>*A Schools: 7:25 AM Dismissal *B Schools: 8:15 AM Dismissal</small>	CLEAN-UP AND BUS DISMISSAL	20 MINUTES	Prepare the classroom for after-school activities and board busses to be transported to school
<b>3:00 PM–4:30 PM</b> <small>Arrival times vary by school so classes will rotate through the schedule</small>	FREE CHOICE ACTIVITIES  AFTERNOON SNACK  RECESS	90 MINUTES	Socialization with peers and staff USDA & CACFP approved snack/ time to decompress and talk with friends Participate in recreation/fitness to develop gross motor skills, encouraging teamwork, cooperation and socialization
<b>4:30 PM–5:15 PM</b>	TEACHER DIRECTED LESSONS	45 MINUTES	Teacher-lead lessons with STREAM/Enrichment activities to promote engagement and interaction
<b>5:15 PM–5:35 PM</b>	HOMEWORK AND LITERACY ACTIVITIES	20 MINUTES	Homework/Silent Reading Learning Activities
<b>5:35 PM–6:00 PM</b>	STUDENT-CHOICE ACTIVITIES CLEAN UP DISMISSAL	25 MINUTES	Students pack their bookbags and clean up their assigned areas in preparation for parent pick-up

Students in grades K-2 will be encouraged to read for 10-15 minutes; Students in grades 3-6 are encouraged to read for 20 minutes\*

## OPERATION SUMMER CAMP DAILY SCHEDULE

**6:30–8:00 AM** Arrival/Student-Choice Activities/Outdoor Play

**8:00–8:30 AM** Morning Breakfast (3 food components) and Opening Ceremonies

**\*EXCEPTION: SWIM WEDNESDAY—Campers MUST be checked in by 7:45 AM to eat breakfast and be able to prepare for their swim field trip. The buses depart for Gator Pool at 8:20 AM. No late check-ins are permitted for the safety of campers.**

**8:30–11:30 AM** Outdoors/Teambuilding/STREAM and Enrichment Activities

**8:30–9:00 AM** YOUTH

**9:00–9:30 AM** ROOM A (Pre-K)

**9:30–10:00 AM** ROOM B

**10:00–10:30 AM** ROOM C

**10:30–11:00 AM** ROOM D

**11:30 AM– 12:00 PM** MUSIC and Movement

**12:00–12:45 PM** LUNCH and Clean-Up

Teacher/Camper Read Aloud and “Chill Time”

**12:45–1:45 PM** REST PERIOD (5 YEAR OLDS)

**12:45–3:30 PM** Outdoors/Teambuilding/STREAM & Enrichment Activities

**12:45–1:15 PM** ROOM C

**1:15–1:45 PM** ROOM D

**1:45–2:15 PM** YOUTH

**2:15–2:45 PM** ROOM B

**2:45–3:15 PM** ROOM A (Pre-K)

**3:30–4:00 PM** SNACK and CHAT

**4:00–4:30 PM\*** DEAR (Drop Everything and Read) and Daily LOG/Literacy Activities *\*Time Adjusted for Age Groups*

**4:30–4:50 PM** YOGA/Zumba/Dance/Movement

**4:50–5:30 PM** BRAIN BREAK and Student-Choice Activities

**5:30–6:00 PM** Closing Ceremonies and Next Day Prep

## 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 state licensing and national accreditation requirements and ASYMCA regulations, as well as pass Criminal and Child Protective Services Background Checks;
  - Meet or exceed annual training standards and requirements as directed by the Virginia Department of Social Services (DSS) under the direction of the Virginia Department of Education (VDOE);
  - Be certified in CPR/First Aid/AED and Daily Health Observation (DHO), in addition, most staff have Medication Administration Training (MAT); and
  - Be evaluated regularly for their effectiveness, responsiveness, and overall quality of program implementation.
- Daily breakfast and afternoon snacks provided meet USDA and CACFP recommended guidelines. Breakfast includes 3 nutritious food components and snack is comprised of 2 nutritious food components.
- NO OUTSIDE FOOD OR BEVERAGE OF ANY KIND CAN BE BROUGHT INTO THE ACADEMY! We have children with SEVERE ALLERGIES/ALLERGIC REACTIONS to a number of foods and food items. PARENTS MUST STRICTLY FOLLOW THIS POLICY FOR THE HEALTH AND SAFETY OF ALL CHILDREN IN OUR CARE! Thank you!
- Procedures are in place to screen visitors. Visitors must ring a bell to gain access to the building by administrative staff and additional protocols ensure the highest security measures are in place for child and staff safety. In addition to diligently monitoring entry the building, monitored/recording security cameras are in all classrooms, on the playground, and along the perimeter of the building. Glass windows in each classroom enable administrators and families to view into each classroom, and reflective mirrors are strategically placed at the foyer entrance and at the base of the stairs off the kitchen.
- Students are provided with an expectation of privacy when using the

restroom. Doors will be closed, but no locks will be used in classroom bathrooms in classrooms A, B and Y (due to the age of the students). Rather a sign that the restroom is being used/available will be on each door. Should a child be longer than 5 minutes in a bathroom, ONLY authorized staff will check on the safety of the child and help if necessary.

- All children are accounted for during the day; arrival and departure times are marked in the center kiosk in ProCare as well as on classroom attendance sheets in their Attendance Binders. Staff are required to make regular head counts and name to face counts.

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. Administrative staff visit the site (when possible) prior to the students' trip. Additional staff and chaperones assist with supervision and regular head counts are made throughout the time students are in the academy and offsite. Children are signed into the academy using ProCare by the parent and signed out of the academy for school or trips by the program administrator. When students return from school or field trips, they are signed back into the academy by the program administrator and parents sign them out at pick up. Auto generated emails are sent by the program to keep parents informed of the child(ren)'s whereabouts at all times.

- The ASYMCA's *Emergency Preparedness and Evacuation Plan* is updated annually (or as needed) and posted on the Parent Board at all times. Parents are made aware of protocols in place for a variety of emergencies that could occur. This is including, but not limited to, emergency medical occurrences, accidents and crisis situations.
- Fire Drills and other Emergency Evacuation Procedures are practiced monthly or as required by state licensure 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 state licensing inspectors (DSS).

- The ASYMCA prohibits firearms, smoking of any kind, drug or substance use on the premises. Any family members that appear to be intoxicated or impaired will NOT be permitted to pick up children from the academy and a person listed on the Emergency or Authorized Pick-Up List will be contacted to come pick up the child(ren) from the academy.

- **COVID-19 PRECAUTIONS**

Virginia Health Department (VHD) updates and the Center for Disease Control (CDC) are monitored regularly. Effective 3-1-2024, the CDC updated **COVID-19 Guidelines for 2024** to include a new policy focusing on actions people can take to reduce spreading a variety of common respiratory viruses, such as influenza, respiratory syncytial virus (RSV) and COVID-19. Actions include staying at home when sick, staying up to date with vaccines, practicing good hygiene and improving indoor air quality.

In addition, CDC officials stated that testing positive for the virus no longer requires a 5-day isolation period before returning to work/school. The CDC called the change a streamlined approach that's easier for people to understand and more in line with circulating respiratory viruses that spread the same way and have similar symptoms. The new guidelines target respiratory viruses more broadly because the flu, RSV and COVID-19 all have similar symptoms such as cough and fever; have similar means of spread; and require the same protection strategies.

The CDC is recommending that people who test positive for the coronavirus should base their isolation period on clinical symptoms. The CDC doesn't recommend testing as a standard for deciding when someone is no longer contagious. Recommendations include not returning to work/school until being fever free for 24 hours without the use of medications to mask symptoms. When returning to normal activities, the CDC recommends people use preventative strategies for the next five days. This includes limiting close contact with others, enhancing hygiene like hand-washing, improving ventilation, masking and testing as needed.

How will the ASYMCA continue to combat the spread of disease?

1. Classrooms will strictly adhere to licensing requirements for staff: student ratios (and maintain social distancing, as much as possible);
2. All frequently touched areas will be disinfected between uses;

3. High-touch materials will be sanitized between uses;
4. Students will wash hands upon arrival at the academy, before and after handling shared supplies, after outside play, before and after eating and after toileting;
5. Families have the option to request their child(ren) wear a parent-provided mask while in attendance at the academy. The ASYMCA staff will continue to monitor mask instructions throughout the year as dictated by DoD policy; and
6. The ASYMCA of Hampton Roads adheres to strict cleaning, disinfecting and sanitizing procedures throughout the academy to keep children and families safe. Professional cleaning staff provide service to the ASYMCA twice weekly and meet with the ASYMCA Business Operations Director and Youth Enrichment Program Director to share ASYMCA policies and procedures to ensure all listed expectations are being followed.

## **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 are in compliance 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 the sick child up from the academy within 45 minutes of this call.**

**What constitutes illness?** A child is considered ill if they have a temperature of/over 100.4°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 an area separate from other children to rest comfortably while awaiting parent pick-up (the child may be required to wear their parent-provided face mask).
- 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. They must not have been given any medications that would mask fever/symptoms.

- Any child who sustains 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 (including 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 to a facility to receive medical care/treatment, and the parent consents, as stated on the enrollment document they completed, to allow the academy administrators/staff to share the child's health information with emergency medical professionals and other necessary service providers. The nearest hospital Emergency Room to the academy is Sentara Independence, located at 800 Independence Boulevard in Virginia Beach 23455.
- A child must be able to participate in all the activities at school. Because the ASYMCA does not have enough academy staff available to sit with a child separately, if a child is too uncomfortable to participate, the parent will be notified to pick the child up. The child cannot return until they may comfortably participate in the schedule of activities planned.
- The parent/guardian agrees to inform the 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 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. The ASYMCA will follow protocols as outlined by VHD to ensure ASYMCA staff and families are fully aware of the situations.
- Any medical, dental or mental health emergencies will be addressed/shared with parents, 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.

## **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 at check-in. 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 **two weeks** (10 business days) only and then must be completed again. The only exception to this is long-term medications for such things as asthma, ADHD, allergies, etc.

In addition to a signed Parental Authorization Form to Administer Medication Form (signed by the parent **and** doctor), students required to have emergency medications available at all times, must have a **Medication Safety Action Plan** provided. Specifically, any students with asthma or allergies requiring emergency medications **MUST** have a current **Allergy/Asthma 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 when it is to be administered to meet the needs of the child.

All medication will be 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" (with current MAT Certification) 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.

Any food allergies or 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 complete the **FARE: Food Allergy and Anaphylaxis Emergency Care Plan** which will note specific foods the child is allergic to, the adverse reaction that will/could occur and what symptoms the child would display. In addition, parents are to document steps that should be taken should symptoms be observed.

*Parents should keep in mind that the ASYMCA does not employ medical staff so no doctors or nurses are on site.*

*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 or a parent 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 canister, and
- Products 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 5-12 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 5-12 years of age. Children of any race, color, religion, sex, national 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 school and 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 other special needs of children, including developmentally delayed and those with special health care needs, on a per request, individual basis. This inclusion will be based on reasonable accommodation 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/manager prior to participation in the program.

By enrolling their 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, they may not be properly equipped to provide the accommodations that some children may need. The ASYMCA may share resources available in our local area with parents to assist them in contacting services of childcare health consultants (including mental/behavior health professionals). 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). The safety and well-being of all children and staff at the academy is a priority.

Further, the director reserves the right to terminate enrollment for any student(s) in 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 on 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 31-35 of this handbook.

## **REGISTRATION and ADMISSION PROCESS**

After submitting the request for enrollment documentation electronically, an interview between the School-Age Care (SAC) program director and/or manager, parents/guardians, and the child(ren) is scheduled. During this meeting, ASYMCA policies and procedures will be discussed, specific needs of their child(ren) will be reviewed, including any SPED documents brought by the parent. Families will also receive a full tour of the academy and meet any staff available at that time. CACFP (Child and Adult Care Food Program) will be explained and parents will complete the CACFP application for their child(ren). Subsidies will also be discussed and assistance provided to garner the subsidy, as needed. Parents will also receive guidance on setting up their account on ProCare (our student management system) and pay their one-time \$50 family registration fee and first week's tuition for participation in the program. An opportunity to address any questions about the SAC program (or other ASYMCA programming) will be provided during this time as well.

Parents/Guardians will be provided with the link to the updated **FIVE STAR KIDS ACADEMY Parent Handbook** posted on the ASYMCA website and the printed copy posted on the Parent Board at the academy will be shared.

Parents will also be encouraged to participate in program evaluations which may include forums, parent-teacher conferences, small group meetings, review committees, and be invited to participate in written surveys to share their feedback and input. Parents are also encouraged to use the Suggestion Box, located in the front entry. 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, 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 required to be licensed by the Commonwealth" (see Attachment A);

- **Parent's/Guardian's ID:** Valid Driver's License, Military ID, or Passport;
- **Most Current LES;** and a
- **One-Time Registration Fee of \$50** and the **first week of tuition** will be collected.

Parents must inform the director whenever a change of information occurs to ensure student files remain current. This includes any change in phone numbers or address, employment, updated shot records, etc. Each child's file will include all information listed on the enrollment 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 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 (to include civilians) through [Child Care VA](#) (Provider ID #906053).

ASYMCA is required by subsidy providers to process tuition for care weekly for all families. A subsidy check is mailed to the ASYMCA the month after care is provided and it is applied to the appropriate family accounts in ProCare once it is received.

***Please note, subsidy establishes a maximum reimbursement rate (MRR) they will pay for tuition by averaging the cost of childcare***

*charges throughout the state. The data families provide on the application assists in qualifying the family for the amount of subsidy they are entitled to receive for each child monthly by the subsidy organization. Any outstanding tuition balances not covered by subsidy are the responsibility of the parent and will be processed through ProCare.*

VIRGINIA BEACH TUITION RATE	
STUDENTS AGES 5-12 MAY ATTEND	
PROGRAMS	RATE
BEFORE SCHOOL CARE	\$90 WEEKLY
AFTER SCHOOL CARE	\$110 WEEKLY
BEFORE & AFTER SCHOOL CARE	\$140 WEEKLY

**2024 SUMMER CAMP  
TUITION RATE**

**Weekly Tuition:  
\$250/per child**

**TUITION RATES ARE SUBJECT TO  
CHANGE IN 2025**

## PAYMENT POLICIES

- Weekly tuition is **automatically processed on the Friday BEFORE** each week of care through ProCare. A receipt will be automatically generated to

the primary member's email when the payment is processed. Parents and ASYMCA staff are also notified should a payment fail. Parents are encouraged to speak with the program director/manager as soon as possible Monday morning to rectify the issue so care for the child(ren) is not interrupted.

- If weekly tuition fees have not been paid by Monday afternoon COB for the week, all school-age care services will be suspended until payment is rendered and a \$20 late fee may 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 ProCare for the SAC and Summer Camp programs.
- 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 (varies by school) until 6:00 p.m.** and follows the Virginia Beach City Public School (VBCPS) 183-day academic calendar and schedule.

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

- Juneteenth, June 19
- Independence Day, July 4
- Labor Day, September 2
- Veterans Day, November 11
- Thanksgiving Break, November 27-29

- Winter/Christmas Break, December 23-27
  - Martin Luther King Jr. Day, January 20
  - Presidents Day, February 17
  - Memorial Day, May 26
- When VBCPS has adjusted dismissal days, the ASYMCA will continue bus transportation from the school on these days to the academy and will provide childcare until 6:00 p.m., unless parents have been informed of any change in a timely manner. Families whose children are enrolled in Before AND After Care and After Care ONLY will not be assessed any additional fees for this service. Care will not be provided for Before Care ONLY students. VBCPS has only ONE *Adjusted Dismissal Day, June 13*, during the 2024-2025 school year.
  - 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 Staff Days when students are not in school. The ASYMCA Childcare program **WILL BE AVAILABLE for full-day care** on most of these days during the 2024-2025 school year. Specifically, the academy is OPEN on the following days: Oct. 7, Nov. 5 (Election Day), January 27 and April 4. *Please be aware that the ASYMCA will NOT offer child care Friday, Nov. 1 or Friday, Jan. 24. These are Staff Training Days for our ASYMCA program staff.*

All students enrolled in the School-Age Care Program are eligible for full-day care on days when schools are closed and the academy is open. However, parents **MUST REGISTER** their child as space is limited due to staff availability.

Children enrolled in **Before AND After** School-Age Care will be given priority for registration and an **additional \$30 fee** will be added to weekly tuition.

Students enrolled in **After School-Age Care ONLY** will be assessed an **additional \$40** and **Before School-Age Care ONLY** participants will pay an **additional \$50** (added to weekly tuition) for full-day care and will be able to attend if space is available. The additional fee covers additional staff hours and exciting activities, such as field trips, if these are able to be scheduled.

Parents will also be able to sign their child(ren) up for full-day care during the second week of VBCPS Winter Break, **December 30-31**



(closing by 4:00 PM New Year's Eve and CLOSED January 1 in observance of New Year's Day) and **January 2-3**. We will offer a Winter Camp for families and tuition is **\$175** for the week.

The ASYMCA will also be open for Spring Camp during VBCPS Spring Break, **April 14-18**. These are full days of care and tuition is **\$175** for the week.

## **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 and email by ASYMCA staff. Should it not be possible to reach the parents/guardians, ASYMCA staff will reach emergency contacts in the order of those individuals listed on the Enrollment Application to advise of an early pick-up of 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 and the school division's 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 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.
- The ASYMCA understands that many of our families may still have to report to work and will consider the weather conditions very carefully before closing our academy. Parents are encouraged to refer to [Facebook.com/ASYMCAHR](https://www.facebook.com/ASYMCAHR) to check the status of our facility before driving to the academy as all updates will be posted on the site.

**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 SAC program 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:

- Tuition 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 apply earned “vacation” time to a week-long illness in which the child(ren) will be 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 document to complete and submit for approval.

## **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 fully-vetted bus drivers are trained to be alert to any potential dangers to avoid/eliminate them. They understand all protocols and procedures to follow should an emergency occur. All children are expected to remain seated with their back against the seat with seatbelts securely fastened at all times. All bus riders will follow the following bus-riding rules:

1. Keep hands, arms, feet and head inside the vehicle;
2. Keep hands to themselves;
3. Talk quietly to those seated near them, allowing the driver to concentrate on the road;
4. Rough-housing of any kind could result in suspension from ASYMCA transportation;
5. NO eating or drinking on the bus. Students are not allowed to open their backpacks/lunchboxes while on the bus at any time.

**IMPORTANT SAFETY PRECAUTION:** The ASYMCA may have children with severe allergies enrolled in the program that could be

negatively impacted.

6. Exit the bus only when it comes to a complete stop and directed to do so by the bus driver; and
7. 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-or more day suspension from riding the bus. Additional infractions could result in terminating transportation privileges for the child for the remainder of the school year which would affect enrollment in the program.

<b>TRANSPORTATION IS PROVIDED TO &amp; FROM THE FOLLOWING VIRGINIA BEACH CITY PUBLIC SCHOOLS:</b> 	<b>ELEMENTARY "A" SCHOOLS</b> <ul style="list-style-type: none"><li>• Bayside</li><li>• Bettie F Williams</li><li>• Luxford</li><li>• Pembroke</li><li>• Shelton Park</li></ul>	<b>SCHOOL HOURS</b> 8:05 a.m.- 2:35 p.m. <b>ADJUSTED DISMISSAL</b> 12:05 p.m.
	<b>ELEMENTARY "B" SCHOOLS</b> <ul style="list-style-type: none"><li>• Diamond Springs*</li><li>• Hermitage</li><li>• Newtown</li><li>• Pembroke Meadows</li><li>• Thoroughgood</li></ul>	<b>SCHOOL HOURS</b> 8:45 a.m.-3:15 p.m. <b>ADJUSTED DISMISSAL</b> 12:45 p.m. 12:25 p.m.*
	<b>MIDDLE SCHOOLS</b> <ul style="list-style-type: none"><li>• Bayside</li><li>• Independence Middle</li><li>• Bayside Sixth Grade Campus *</li><li>• Old Donation School **</li></ul>	<b>SCHOOL HOURS</b> 9:20 a.m.- 4:05 p.m. * 9:00 a.m.- 3:40 p.m. ** 8:40 a.m.- 3:44 p.m. <b>ADJUSTED DISMISSAL</b> 1:35 p.m. * 1:10 p.m. ** 12:50 p.m.

## 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 academy/building to go to the parking lot.

- Do **NOT** park in the Handicap Parking space reserved for disabled persons in front of the ASYMCA building at any time if you do not have a handicap sticker/tag or license plate indicating the need to park in this space. This parking area must be available for persons requiring closer accessibility to the building entrance. Please always be considerate.
- 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 ProCare kiosk at the front desk. An email with the ProCare App is sent to every parent at registration. Please download the app to use this electronic attendance system. This app will alert the guardians that the child has been checked-in/out as well as when they leave/reenter the center each day. Other communication is also sent to families using this app.
- Children will not be released to contentious or intoxicated/impaired parents/guardians/family members. An alternate, authorized pick-up person will be called to pick the child 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);
- 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 100.4°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, not taking medications to cover symptoms.

- 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 ProCare 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."

If the above statement is false, the child(ren) will not be allowed to participate in the program for 24 hours. 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 or any other illness-related absences.

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 7:00 a.m. each day for first run buses (A-Schools) and by 8:00 am for second run buses (B-Schools). Any students arriving beyond these times MUST be transported to their respective school by the parent. Running from the car to the bus is prohibited. This is extremely dangerous as our parking lot can be very busy in the mornings.**
- All campers enrolled in the Summer Camp program should plan to arrive at the academy **no later** than 8:00 AM and **by 7:45 AM on Swim Day Wednesdays.**

## **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. Since only one family is permitted to enter the building at one time (ideally), 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 Enrollment Application. **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. Written documentation of any changes will be placed in the child(ren)'s folder and notated on ProCare.

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.

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 or 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 working parents) when the last child leaves. Many staff have families to go home to, some 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 **\$10 FEE PER 5-MINUTE INTERVAL** will be assessed **for each child** when a parent is late. This fee is used to pay the **two** facilitators/counselors (two are required by the state at all times) who remain with the child(ren). Parents should expect to process this additional payment within 24 hours of accruing the fee.

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 in the order listed on the Enrollment Application 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. 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 program 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 and to build friendships.

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; and
- Model positive social interactions and guidance to give their child(ren) the best foundation for academic and life success.
- 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 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 recorded on a **Behavior Intervention Report** and be brought to the attention of the School-Age Care Program Director who will schedule a conference with the parent/guardian and child to take place within 48 hours from the report provided. 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 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. The parent should plan to meet with the director and child at pick up to discuss the issue(s) and a plan of action in the future to help the student work with others successfully in the classroom; 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 will be based on 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 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 in the winter months. 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/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. If your child is coming to you at dismissal without their outer garments, please have them return to their classroom to get them. We all recognize that clothes are too expensive to misplace or lose.

## **PARTIES/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 program. 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**, 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.

***Due to a number of severe allergy circumstances, special care should be taken to READ all LABELS to ensure that 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. These should be delivered and clearly labeled by parents/guardians during morning arrival. **LABELS must be left 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, 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 AND SNACKS**

Students must be signed into the program by 7:00 a.m. if they attend an A-School to eat breakfast at the academy when enrolled in the School-Age Care program during the school year. Students attending B-Schools should be signed in daily by 7:50 am to ensure they have enough time to enjoy their breakfast (comprised of 3 nutritious food components) before preparing to leave the academy to begin their school day. **Parents must know whether their child(ren) attends an A- School or a B- School and what time their**

child(ren)'s bus leaves the academy to go to the school each morning. It will be the parent's responsibility to transport their child to school if they do not arrive at the designated times for arrival.

**IMPORTANT FOR PARENTS:** RUNNING FROM THE CAR TO THE BUS THAT IS ABOUT TO PULL OUT IS NOT ALLOWED. THIS IS EXTREMELY DANGEROUS! PARENTS MUST PLAN TO DRIVE THEIR CHILD(REN) TO SCHOOL THAT DAY IF THE CHILD IS ARRIVING THIS LATE. ARRIVAL TIMES ARE STRICTLY ADHERED TO. PARENTS WILL NOT BE PERMITTED TO SIGN THEIR CHILD IN FOR CARE AT THE ACADEMY ON THIS DAY.

We know that lunches are either purchased at school or parents pack school lunches. If students are attending the academy for a full day due to schools being closed for students, parents must pack a nutritious, hearty lunch in a bag LABELED with the child's name and date. Breakfast and afternoon snacks are provided by the ASYMCA and served daily at the academy.

During Summer Camp, campers **must be signed into the program by 8:00 AM every day (7:45 AM on Swim Day Wednesdays)**. Morning breakfast and an afternoon snack will be provided by the ASYMCA. Breakfast is comprised of 3 food components; the same as is served during the school year. Breakfast is served 8:00-8:30 AM and it takes the place of a morning snack. Children must be signed into the academy by 8:00 AM.

During Summer Camp, parents/guardians must pack a nutritious, hearty lunch in a bag labeled with the child's name and date EVERY DAY. The ASYMCA is not able to provide lunches. Students will enjoy lunch between 12:00-12:45 PM daily. Manners and proper table etiquette will be practiced and expected. Open communication and conversations will be encouraged between students and staff and between peers.

Healthy lunches could include fruits, vegetables, yogurt, sandwiches, crackers and cheese, etc. 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 fieldtrip days during Summer Camp, parents should pack student lunches in a gallon-sized plastic Ziploc, and again, LABEL with the child's name and date. Extra drinks and snacks may also be provided on field trip days.

Water coolers are available in all classrooms and on the playground at all times. Students are encouraged to drink water throughout the day. Students MUST bring their own water bottles with them to class. These must be

LABELED with the child's name and date and go home EVERY afternoon to be washed thoroughly. If your child comes to dismissal without their water bottle, please request they return to their classroom to retrieve it. Staff encourage students to refill their water bottles throughout the day with fresh water. Water bottles should contain water ONLY.

Snacks are provided daily every afternoon by the ASYMCA during summer camp as well. All snack selections are USDA recommended and CACFP approved and include 2 nutritious food components. A weekly snack menu is posted for parent information on the Parent Board.

## **SILENT READING AND REST PERIOD**

Students are given an opportunity to read silently from a book they have brought from home or selected from the academy daily. In addition to reading or working on literacy activities, children may choose to rest and relax for at least a 20-minute period. The amount of time spent reading is adjusted according to the child's age.

## **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. Parents, 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 gardening areas. Students will grow/propagate the seeds in the correct mediums, monitor Ph levels, measure moisture, and harvest and eat the "fruits of their labor." Parents should watch their email for a weekly Newsletter that will share weekly activities in classrooms, student recognitions and upcoming events. During Summer Camp, classes will plant and maintain healthy vegetable and

pollinator gardens in raised beds near the playground. All food grown will be washed, prepared, and served to students in the program.

## **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 8- 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 families. Field trip information will be clearly posted at the academy on field trip days on the front door and on the counter near the ProCare kiosk. Departure times from the academy and arrival times when we plan to return to the academy are stated to assist parents in planning pick up. Of course, the ProCare app alerts parents when their child(ren) leave and return to the academy via email. Parents can be assured that a Risk Assessment is completed and shared with staff to ensure every field trip is a wonderful, safe learning experience with lots of fun to be had.

## **POOL SAFETY**

Summer Camp students often have the opportunity to go to the Gator swimming pool each week located on JEB Little Creek. We closely adhere to WATER SAFETY and POOL RULES. Lifeguards are on duty and our staff are acutely trained to supervise students. Parents/guardians must specify their **child(ren)’s ability to swim** on the Summer Camp Enrollment Application.

Please meet with the School-Age Care Director should there be additional information that ASYMCA staff should be aware of concerning your child and swimming or being near water. To keep staff informed and children safe, 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. 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 your expectations), before the field trip:

1. STAY WITH the ASYMCA Staff member and group of children you are assigned to;
2. Enter and exit the pool in a safe, appropriate manner;
3. NEVER swim alone—stick with your assigned buddy at all times;
4. BE SURE you can see your teacher and he/she can see you at all times;
5. NO running, pushing or shoving;
6. Follow all pool rules and LISTEN and FOLLOW the lifeguards' and ASYMCA staff requests; and
7. 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). All staff and volunteers are required to complete CWSE5691: Child Abuse and Neglect-Recognizing, Reporting and Responding for Educators (VA DSS) and are mandated reporters. 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:

- At the first report or suspicion of child abuse (sexual, physical or emotional), the staff member will immediately inform his/her supervisor or program director;
- All incidents or alleged offenses will be documented the day of the occurrence and signed by the parties involved;
- 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;
- 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;
- 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;
- ASYMCA staff may not make contact with children or parents involved in a child abuse incident without permission of the Executive Director; and
- 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.

\*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:

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.

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.

The academy director will inform parents of the incident and future support plans to assist families, staff and students.

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**

The ASYMCA is here to help our families whenever possible. We offer a food pantry, a diaper bank, Operation Holiday Joy which provides food for the holidays and Operation Ride Home for qualifying families who apply for financial assistance to travel home for the holidays. We are also available to guide families to other community resources should a need arise. For additional resources, please speak directly to staff or visit the ASYMCA website for a list of [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.

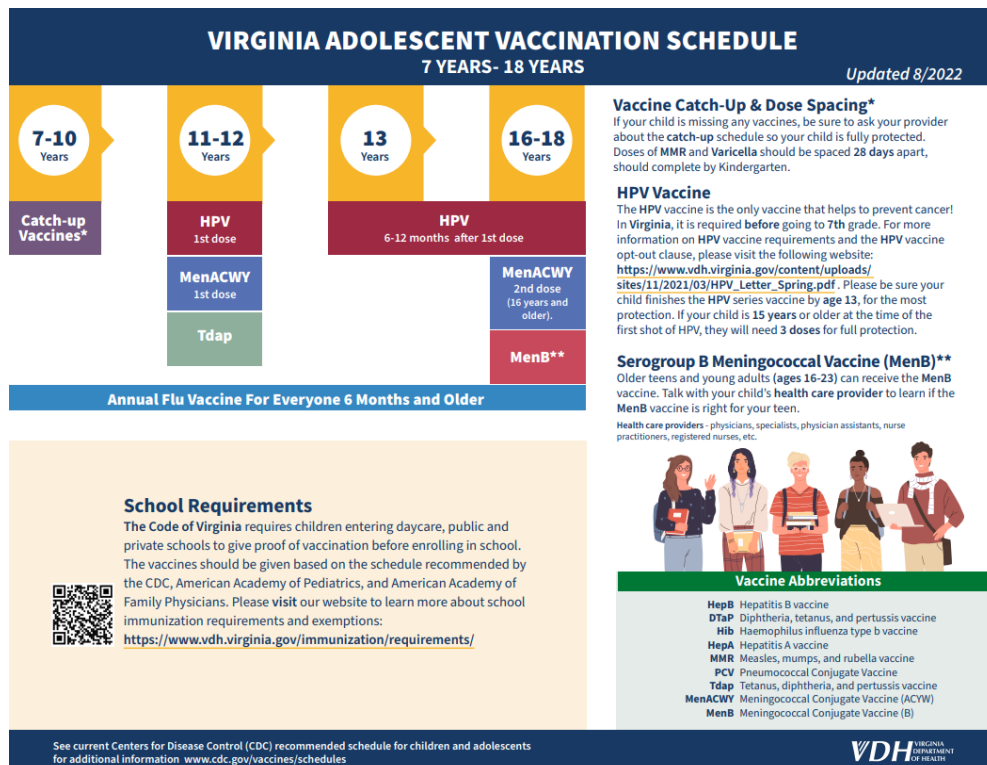
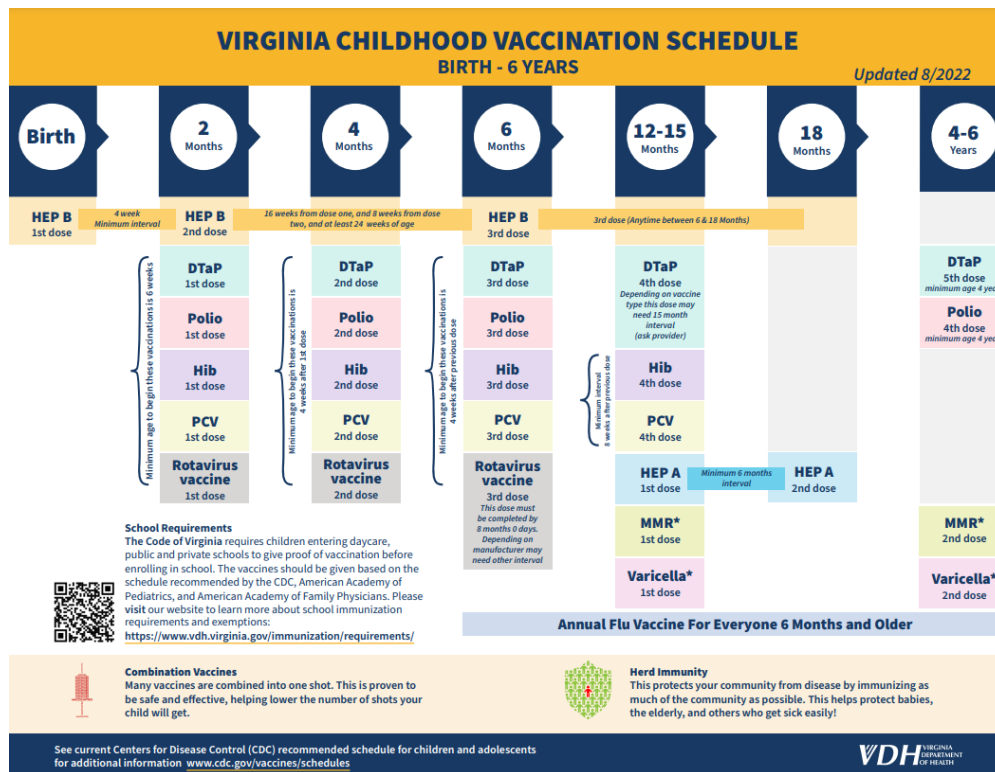
Standards for licensed child day centers address certain health precautions, adequate play space, a ratio of children to staff member, equipment, program and record keeping. Criminal record checks and specific qualifications for staff and volunteers working directly with children are also required. Standards 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 that will be investigated to determine 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:

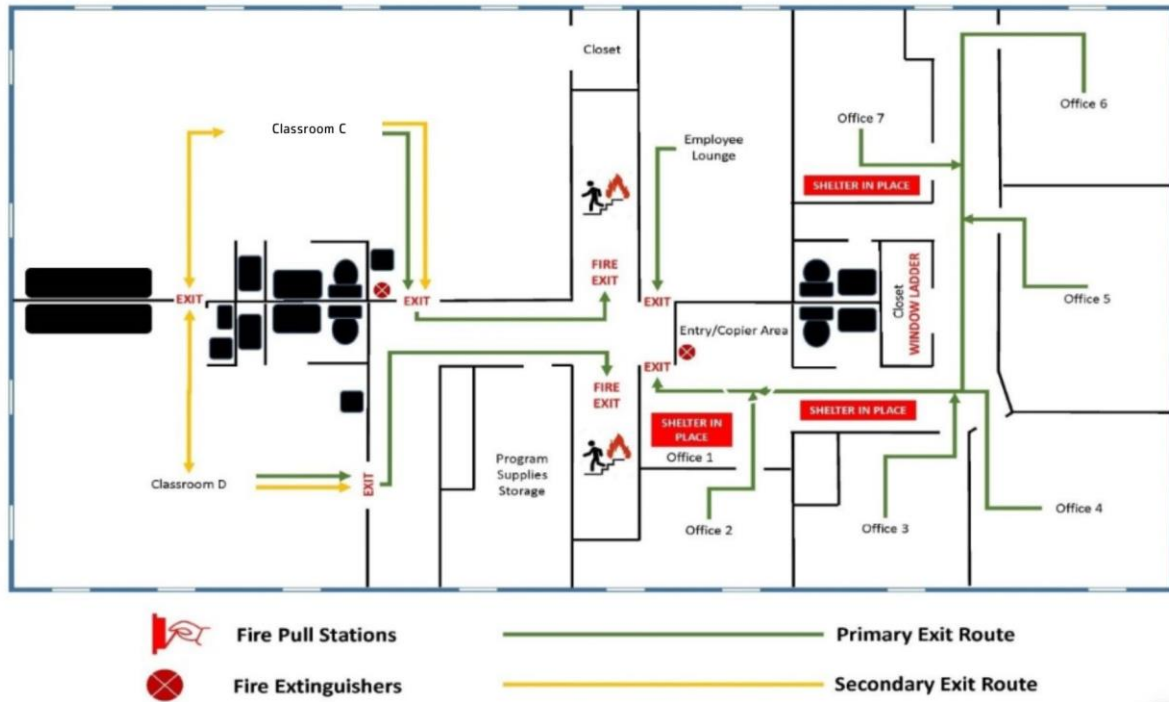
Department of Social Services  
Eastern Regional Office  
Pembroke Four Building, Suite 300  
Virginia Beach, VA 23462-5496  
(757) 491-3990

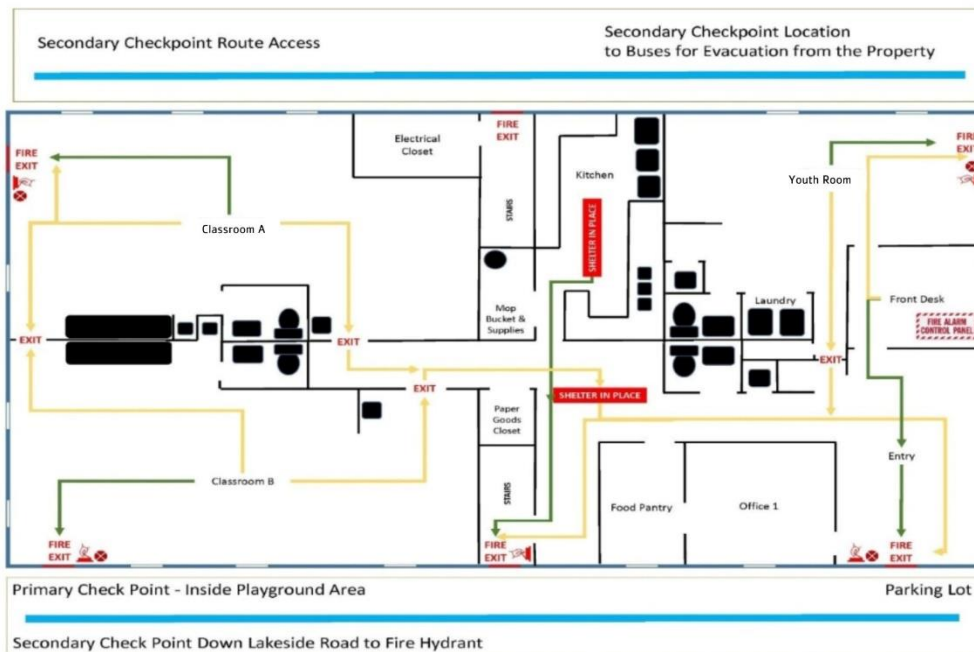
# APPENDIX A: IMMUNIZATION SCHEDULE



## APPENDIX B: EVACUATION ROUTE

Evacuate Upstairs to Playground Primary or Secondary Checkpoint  
Locations or to Buses to Evacuate from the Property





# APPENDIX C: RELOCATION SITE FOR EMERGENCY EVACUATION

## Letter of Agreement with Relocation Site

### EMERGENCY EVACUATION

This form serves as an agreement between the two parties located in Virginia Beach: *Armed Services YMCA of Hampton Roads* and *Shelton Park Elementary School*. Should an emergency evacuation from the **Armed Services YMCA of Hampton Roads, located at 1465 Lakeside Road in Virginia Beach**, be necessary for the safety of all at the academy, the Armed Services YMCA of Hampton Roads (ASYMCA) has permission to shelter students, staff and administrators from the organization at **Shelton Park Elementary School**. The school is located approximately 2 miles from the ASYMCA at **1700 Shelton Road in Virginia Beach**. Everyone will remain at the school

until the emergency is over or until reunification of students with parents is complete.

This agreement will remain in effect until either party provides written notification to the other terminating the agreement.

#### CONTACTS at Shelton Park Elementary School include:

**PRIMARY:** Tara Brewer, Principal, [tbrewer@vbschools.com](mailto:tbrewer@vbschools.com) School Phone: 757-648-3760

Cell Phone: 757-749-3142

**ALTERNATE:** Mischelle Dodge Keller, Asst. Principal, [p.mischelle.keller@vbschools.com](mailto:p.mischelle.keller@vbschools.com)

School Phone: 757-648-3760 Cell Phone: 757-567-5221

This site is accessible at all times the ASYMCA is open (6:30 am-6:00 pm)

The relocation site will provide water and telephone access.

Laura Roberts

Laura Roberts, Youth Enrichment Program Director  
Armed Services YMCA of Hampton Roads

Date 2/25/2023

Tara Brewer

Tara Brewer, Principal  
Shelton Park Elementary School

Date 2/25/2023

Virginia Department of Social Services License #906053

DSS Licensing Inspector [Kimberly Sampson](#)



# APPENDIX D: CACFP MEAL BENEFIT APPLICATION FOR FAMILIES

**CENTER NAME: Armed Services YMCA**

**VIRGINIA CACFP MEAL BENEFIT INCOME ELIGIBILITY FORM (IEF) FOR CHILD CARE CENTERS and FAMILY DAY CARE HOMES**

1 All Household Members				2		3	
NAMES OF ALL HOUSEHOLD MEMBERS (Adults and Children)				FOSTER CHILD		SNAP, TANF or FDIPIR CASE #	
First, Middle Initial, Last			Check if NO income	Ages of children in care	Skip to Part 6 if all are foster children.	Skip to Part 6 if you list a SNAP, TANF or FDPIR case number. SNAP and TANF MUST BE NINE (9) DIGITS	
1.			<input type="checkbox"/>		<input type="checkbox"/>		
2.			<input type="checkbox"/>		<input type="checkbox"/>		
3.			<input type="checkbox"/>		<input type="checkbox"/>		
4.			<input type="checkbox"/>		<input type="checkbox"/>		
5.			<input type="checkbox"/>		<input type="checkbox"/>		
6.			<input type="checkbox"/>		<input type="checkbox"/>		

**4 Homeless, Migrant, or Runaway**

☐ Homeless ☐ Migrant ☐ Runaway If any child you are applying for is homeless, migrant, or a runaway, check the appropriate box and call your School Homeless Liaison or Migrant Coordinator.

**5 Total Household Gross Income (before deductions). You must tell us how much and how often.**

NAMES (LIST ALL HOUSEHOLD MEMBERS WITH INCOME)	GROSS INCOME AND HOW OFTEN IT IS RECEIVED (Example: \$100/month, \$100/twice a month, \$100/every other week, \$100/week)							
	Earnings From Work		Welfare, Child Support, Alimony		Pensions, Retirement, Social Security		Worker's Comp, Unemployment, SSI, etc.	
	Amount	How Often	Amount	How Often	Amount	How Often	Amount	How Often?
i.	\$		\$		\$		\$	
ii.	\$		\$		\$		\$	
iii.	\$		\$		\$		\$	
iv.	\$		\$		\$		\$	
v.	\$		\$		\$		\$	

**6 Signature and Social Security Number (Adult must sign)**

An adult household member must sign the application. If Part 5 is completed or if zero income is listed, the adult signing the form must also list the last four digits of his or her social security number or mark the I do not have a social security number box.

X X X X - X X - \_\_\_\_\_  
Social Security Number

☐ I do not have a social security number.

I certify that all information on this form is true and that all income is reported. I understand that the center or day care home will get Federal funds based on the information I give. I understand that CACFP officials may verify the information. I understand that if I purposely give false information, the participant receiving meals may lose the meal benefits, and I may be prosecuted.

Date \_\_\_\_\_ Printed Name of Adult Household Member \_\_\_\_\_ Signature of Adult Household Member \_\_\_\_\_

**7 Contact Information (Optional)**

Work Telephone Number (Include Area Code) \_\_\_\_\_ Home Telephone Number (Include Area Code) \_\_\_\_\_ Home Address (Number, Street, City, State, Zip Code) \_\_\_\_\_

**8 Optional - Sharing Information with Virginia's Health Insurance Program for Children (FAMIS)**

May we share your information on this application with the FAMIS, the complete health insurance program for every child in Virginia? If yes, do not sign below.

☐ No, I do not want my information from this application shared with the FAMIS. Date \_\_\_\_\_ Sign Here \_\_\_\_\_

**CHILD CARE REPRESENTATIVE USE ONLY - ELIGIBILITY DETERMINATION - COMPLETE SECTIONS A and B BELOW**

**SECTION A** Annual Income Conversion: Weekly X 52 Every 2 Weeks X 26 Twice a Month X 24 Once a Month X 12 Convert income only if different frequencies of pay are reported.

TOTAL INCOME Per \$ \_\_\_\_\_ ☐ Week ☐ Every 2 Weeks ☐ Twice a Month ☐ Month ☐ Year NUMBER IN HOUSEHOLD: \_\_\_\_\_

<input type="checkbox"/> FREE based on:		<input type="checkbox"/> REDUCED based on:		<input type="checkbox"/> DENIED Reason:	
<input type="checkbox"/> foster child	<input type="checkbox"/> migrant	<input type="checkbox"/> SNAP, TANF, FDIPIR	<input type="checkbox"/> household income	<input type="checkbox"/> income too high	<input type="checkbox"/> incomplete application
<input type="checkbox"/> homeless	<input type="checkbox"/> runaway	<input type="checkbox"/> household income		<input type="checkbox"/> non-qualifying SNAP/TANF	

**SECTION B** Signature of Determining Official: \_\_\_\_\_ Date: \_\_\_\_\_

**Nondiscrimination statement:** In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;  
(2) fax: (202) 690-7442; or  
(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

CACFP-Child IEF  
Revised 4/2023; Previous versions obsolete

<b>VIRGINIA</b> <b>CACFP</b> <small>Child and Adult Care Food Program</small>		<b>Virginia Child and Adult Care Food Program (CACFP)</b> <b>(Child) Annual Enrollment Form (AEF)</b>			
<b>CENTER/PROVIDER COMPLETE THIS SECTION</b>					
Armed Services YMCA					
<b>Center/Provider Name</b>					
1465 Lakeside Road		Virginia Beach		VA	23455
<small>Street Address</small>		<small>City</small>		<small>State</small>	<small>Zip Code</small>
This institution participates in the Child and Adult Care Food Program (CACFP) and receives Federal reimbursement to provide nutritious meals for children. Federal CACFP regulations require all parents/guardians to complete and sign a separate Annual Enrollment Form for each child when enrolling their child (ren) with this provider, and every 12 months thereafter. <b>The parent or guardian must complete and ensure accuracy of Sections 1 through 6 below.</b>					
<b>This form is required for:</b>			<b>This form is NOT required for:</b>		
Child Care Centers, Family Day Care Homes			Outside School Hours Care Centers, Emergency Shelters		
1	FULL NAME OF ENROLLED CHILD (Include Birth Date/Age)	2	DAYS OF WEEK IN ATTENDANCE	3	TIMES CHILD NORMALLY ATTENDS CARE DURING THE WEEK
	<div style="display: flex; justify-content: space-between;"> <div> <b>Child's First Name</b>   <b>Child's Last Name</b>   <b>Date of Birth (mm/dd/yyyy)</b>   <b>Age</b> </div> <div> <input type="checkbox"/> Monday  <input type="checkbox"/> Tuesday  <input type="checkbox"/> Wednesday  <input type="checkbox"/> Thursday  <input type="checkbox"/> Friday  <input type="checkbox"/> Saturday  <input type="checkbox"/> Sunday </div> </div>			<div style="display: flex; justify-content: space-between;"> <div> <b>TIME IN</b>   <b>TIME OUT</b>   <b>SPORADIC SCHEDULE (not set schedule of days)</b> </div> <div> <input type="checkbox"/> Breakfast  <input type="checkbox"/> AM Snack  <input type="checkbox"/> Lunch  <input type="checkbox"/> PM Snack  <input type="checkbox"/> Supper  <input type="checkbox"/> EV Snack </div> </div>	<div style="border: 1px solid black; padding: 5px; min-height: 100px;"> <b>NOTES:</b> </div>
<b>5 Parent/Guardian Signature and Date: By signing this form, I certify that I am the parent/legal guardian of the child named in Section 1 of this Annual Enrollment Form and that the information contained on this form is true and correct.</b>					
<div style="display: flex; justify-content: space-between;"> <div>Printed Name:</div> <div>Signature:</div> </div>					
<div style="display: flex; justify-content: space-between;"> <div>Street Address:</div> <div>City, State, Zip Code:</div> </div>					
<div style="display: flex; justify-content: space-between;"> <div>Phone Number HOME / WORK / CELL (circle one):</div> <div>Date:</div> </div>					
<p><b>Non-discrimination statement:</b> In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.</p> <p>Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.</p> <p>To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <a href="http://www.ascr.usda.gov/complaint_filing_cust.html">http://www.ascr.usda.gov/complaint_filing_cust.html</a>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:</p> <p>(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a>.</p> <p style="text-align: right;">This institution is an equal opportunity provider.</p>					
<b>6 Ethnic and Racial Identification: Parent/Guardian to complete. Please select <u>ONE</u> Ethnicity; Please select <u>ONE OR MORE</u> Races</b>					
<b>ETHNIC IDENTIFICATION</b>					
<input type="radio"/> <b>Hispanic, Latino or Spanish Origin:</b> A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.					
<input type="radio"/> <b>Not Hispanic, Latino or Spanish origin</b>					
<input type="radio"/> <b>I decline to answer.</b>					
<b>RACIAL IDENTIFICATION</b>					
<input type="radio"/> <b>American Indian or Alaskan Native:</b> A person having origins in any of the original peoples of North and South America (including Central America), and who maintains culture identification through tribal affiliation or community attachment (includes Aleuts and Eskimos).			<input type="radio"/> <b>Black, African American, or Haitian:</b> A person having origins in any of the black racial groups of Africa.		
<input type="radio"/> <b>Asian:</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.			<input type="radio"/> <b>White:</b> A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.		
<input type="radio"/> <b>Native Hawaiian or Other Pacific Islander:</b> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.			<input type="radio"/> <b>I decline to answer.</b>		
CACFP-020-Child Annual Enrollment Form Revised 4/2023; Previous versions obsolete					

NOTES:

*Information on this form must be kept confidential.*

**Child Care Representative Use Only**

Effective Date of This Enrollment Form:	(mm/dd/yyyy)	The effective date may be retroactive to the first day the child participates in the CACFP as long as it occurs in the same month this form is received.
Effective Withdrawal Date of This Enrollment Form:	(mm/dd/yyyy)	
Printed Name of Center Representative	This form is effective for 12 months from the date of parent signature.	
Signature of Center Representative		

**This institution is an equal opportunity provider.**



**ARMED SERVICES YMCA**

## **Armed Services YMCA of Hampton Roads**

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

<https://hamptonroads.asymca.org/>

## **FIVE STAR KIDS ACADEMY**

School-Age Before and After Care and Summer Camp Programs