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
Before & After Care
1465 LAKESIDE ROAD, VIRGINIA BEACH, VA 23455
Summer Camp – Bayside Church of Christ
5025 SHELL ROAD, VIRGINIA BEACH, VA 23455
(757) 464-9404 OR (757) 363-1884
www.asymca.org/fivestarkidsacademy

the YMCA
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 , School-Age Care and Summer Camp programs. These programs are exclusively for active-duty military families. 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, before and after school during the academic year and when schools are dismissed early. We also provide care for our students on select school closures and for the summer. 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 center.

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, please contact School-Age Care Manager Javona Allen jallen@asymca.org or the Child & Youth Program Director, Tessa Davis at tdavis@asymca.org or call the center directly at 757-363-1884 for assistance as well. These administrators provide direct supervision and training for program staff and assist parents and students with all needs. The Executive Director is Laura Baxter and can be reached at lbaxter@asymca.org.

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 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 gapbetween 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 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, Art and Mathematics);

- Homework assistance as needed and as class schedule permits;
- Independent time for self-reflection to promote self-awareness, enriched emotional intelligence, better listening skills, improved critical thinking, greater empathy and communication skills; and
- Interactive activities and games that promote healthy competition and good sportsmanship.

CLASSROOM VISITATIONS

Parents are welcome to visit at any time during the program. 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 value the diversity our families bring from all over the world!

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 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 program. 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.

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 center. 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 center, 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 , School-Age Care
Regional location: 1465
Lakeside Rd, VIRGINIA
BEACH, VA 23455
Before and After School Care

SCHOOL-AGE CARE BEFORE AND AFTER SCHOOL PROGRAM

DAILY SCHEDULE

SCHEDULE	ACTIVITY	TIME	BEST PRACTICES
6:30 AM–8:00 AM* *A Schools: arrival by 7:00am *B Schools: arrival by 8:00am	ARRIVAL AND STUDENT-CHOICE ACTIVITIES	**90 MINUTES**	Socialization with peers and staff
7:00 AM–8:15 AM* *A Schools: 7:00AM–7:20AM *B Schools: 7:50AM–8:10AM	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
7:25 AM–8:15 AM* *A Schools: 7:25 AM Dismissal *B Schools: 8:15 AM Dismissal	CLEAN-UP AND BUS DISMISSAL	**20 MINUTES**	Prepare the classroom for after-school activities and board busses to be transported to school
3:00 PM–4:30 PM Arrival times vary by school so classes will rotate through the schedule	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
4:30 PM–5:15 PM	TEACHER DIRECTED LESSONS	**45 MINUTES**	Teacher-lead lessons with STREAM/Enrichment activities to promote engagement and interaction
5:15 PM–5:35 PM	HOMEWORK AND LITERACY ACTIVITIES	**20 MINUTES**	Homework/Silent Reading Learning Activities
5:35 PM–6:00 PM	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 6:45am-5:45pm
Location: Bayside Church
5025 Shell Road
Virgina Beach, VA 23455

6:45–8:00 AM Early Birds Arrival - Student-Choice Activities
7:20-8:00 AM Morning Snack

8:00–9:00 AM Opening Ceremonies – Students should arrive by 9:00 AM
***EXCEPTION: SWIM DAYS—Campers MUST be checked in by 8:00 AM to be able to prepare for their swim field trip. The buses depart for the 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

Group 1 11:30 AM- 12:15 PM Lunch
12:15 PM-12:45 PM Read, Relax, Restore
12:50 PM-1:20 PM Playground

Group 2 12:20 PM- 12:50 PM Lunch
12:55 PM-1:25 PM Read, Relax, Restore
1:30 PM-2:00 PM Playground

2:00-3:30 PM Team Building/STREAM and Afternoon Enrichment Activities

Group 1 3:00 PM- 3:30 PM Snack
3:35 PM-4:05 PM DEAR (Drop Everything and Read) and Daily
Group 2 3:35 PM- 4:05 PM Snack
4:10 PM-4:40 PM DEAR (Drop Everything and Read) and Daily

4:05-5:15 PM BRAIN BREAK and Student-Choice Activities

5:15-5:45 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 Drug, Criminal and Child Protective Services Background Checks;
    - Meet or exceed annual training standards (minimum of 24 hours per year) 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 morning and afternoon snacks are provided, so we ask that no outside food or beverage be brought into the center for these times. During full day care, students should bring a bagged lunch. As we have children with SEVERE ALLERGIES/ALLERGIC REACTIONS, we ask that it is a tree-nut and peanut free meal.
- 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 to the building, monitored/recording security cameras are in all classrooms, on the playground, and along the perimeter of the building.
- 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 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.

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 center and offsite.

- 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 center and a person listed on the Emergency or Authorized Pick-Up List will be contacted to come pick up the child(ren) from the center.

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 should a child become ill. **The parent agrees to pick the sick child up from the center 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 a face mask).

- The child must symptoms free, without the aid of medication, for 24 hours to return to the program. A doctor's note may be requested at the discretion of the director.
- Every attempt will be made to contact the parent/guardian immediately, if a child sustains an injury that may require more than first aid by a staff member (including phone, email or text). If deemed necessary, the parent/guardian grants the ASYMCA permission to have the injured or ill child transported in an Emergency vehicle to receive medical care/treatment at the local hospital. 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 center 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 center is Sentara Independence, located at 800 Independence Boulevard in Virginia Beach 23455.
- A child must be able to participate in all the activities at the program. Because the ASYMCA does not have enough center 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 center, 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 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 center. 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 center. 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 center must be in the original boxand 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 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 (no lotions), 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 School-Age Before & After 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 certain schools (youngest class is Kindergarten – no pre-K students). To participate in Summer Camp, children must be at least 5 years of age and a rising 1st grader through the age of 12. If space is available, some rising kindergarteners may be admitted after interview with family. A two-week minimum is required for summer camp week selections.

Children of any race, color, religion, sex, gender, national and ethnic origin, family structure, sexual orientation, disability, age, etc. are granted all rights, privileges, programs, and activities generally accorded or made available at the school and center. Priority enrollment is given to active-duty military dependents. The goal of the ASYMCA is to attain cultural diversity in staff, participants, and programs.

The ASYMCA strives to meet the needs of all children. As such, those with differentiated needs will be accommodated, providing reasonable accommodation can be met. Parents MUST provide information about their child(ren)'s 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.

Staff will work closely with children and parents to develop and implement a plan to meet 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).

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 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 center, including staff.

Please refer to the **DISCIPLINE AND PROMOTING APPROPRIATE BEHAVIOR**, **BEHAVIOR EXPECTATIONS**, and **TERMINATION POLICY** sections located on pages 30-35 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 center and meet any staff available at that time. Subsidies will be discussed and assistance provided to garner the subsidy, as needed. Parents will 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 this ***FIVE STAR Parent Handbook*** which is posted on the ASYMCA website. A printed copy is also accessible on the Parent Board at the center. Parents will 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 encouraged to use the Suggestion QR Code, 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 complete the enrollment application and provide the documents listed below for each child being enrolled in the school-age care or summer camp program for verification:

- **Child's Original Birth Certificate** or **Passport** (Virginia State Licensing standards mandate that school-age staff see and record the state IDnumber);
- **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

This program is for MILITARY FAMILIES:
Before School Care: $90/weekly
After School Care: $110/weekly
Before & After School Care: $140/weekly
Summer Camp Weekly Fee $250/weekly

For civilian families grandfathered in, the fees are:
Before School Care: $115/weekly
After School Care: $135/weekly
Before & After School Care: $190/weekly

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 tuition fees for those who qualify. Families and the center director receive an email detailing the amount of subsidy that will be provided to each qualifying child. 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 bills families weekly and subsidies reimburse benefits a month after care is provided and it is applied to the appropriate family accounts.

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.

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 to rectify the issue so care for the child(ren) is not interrupted.
- Payments should be set up on "autopay" through ProCare. If using a credit/debit card, there is a 3% convenience fee charged automatically. If paying by ACH withdrawal, there are no additional fees charged.
- 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 program 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 and include transportation and field trips.
- 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 center. 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 month of continuous enrollment in the before/after SAC program, families are granted one full **Vacation Week** (with no tuitionobligation). During this time, the child **will not attend** the program. *This is NOT available for Summer Camp.*

HOURS OF OPERATION AND CLOSURES

The FIVE STAR KIDS 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)

academic calendar and schedule. Summer Camp hours are **6:45 a.m.-5:45 p.m**, Monday through Friday.

The ASYMCA is CLOSED, with no childcare available, on the following days:

- Independence Day, July 3
- Academic Prep Week, August 17-21
- Labor Day, September 4 & 7
- Veterans Day, November 11
- Thanksgiving Break, November 25-27
- Winter Break, December 21-January 1
- Martin Luther King Jr. Day, January 18
- Presidents Day, February 15
- Spring Break March 29- April 2
- Memorial Day, May 31
- Summer Camp Prep Week, June 14-18

- When VBCPS has early release days, the ASYMCA will continue bus transportation from the school on these days to the center 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.
- The ASYMCA School Age Care program **WILL BE AVAILABLE for full-day care** on the following staff days:

  September 28, November 3-4, January 25-26. All students enrolled in the School-Age Care Program are eligible for full-day care on days when schools are closed and the center is open. However, parents **MUST REGISTER** and pay for their child as space is limited and there must be a minimum of 12 students registered to offer care.

  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.

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. ASYMCA buses will pick up all VBPCS students at their respective schools at the end of the school day and transport them to the center.
- **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 center. Parents are encouraged to refer to Facebook.com/ASYMCAHR to check the status of our facility before driving to the center 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 a SAC program consistently for 12 months. The "vacation week" must be used during the academic year. A "Vacation Week" means the child(ren) will NOT be in attendance at the center. 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.
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.
8. Must be respectful to the bus driver and other students.

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.



Please note, each school MUST have at least 2 students enrolled in order for the ASYMCA to provide care.

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 center/buildingto go to the parking lot.
- Do **NOT** park in the bus or 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.
- Do not leave children, regardless of their age, unattended invehicles.
- 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. Please DO NOT allow other adults in the building.

CHECK-IN GUIDELINES

- 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 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 center 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 center **no later** than 9:00 AM and **by 8:00 AM on Swim Days.**

AUTHORIZATION TO PICK UP

Our FIVE STAR KIDS 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 Director for changes to take effect. 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. A **$10 FEE PER 5-MINUTE INTERVAL** will be assessed **for each child** when a parent is late. 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.

DISCIPLINE AND PROMOTING APPROPRIATE BEHAVIOR

The FIVE STAR KIDS 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 skillsthat promote polite behaviors, making good choices and thinking carefully before acting. Children learn that it is NEVER acceptable to physically hit orverbally 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 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. Follow directions and classroom rules as given by staff;
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 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. This may also include sitting with a

manager/director to help work through their emotions.

- 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;
- All recurring discipline problems will be recorded on a **Behavior Intervention Report** and be brought to the attention of the 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. Crocks or flip flops may be worn to the pool on swim days. 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, weathering permitting (see weather Appendix D).

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.

PARTIES/CELEBRATIONS

There are a number of special holiday parties and celebrations for children in the FIVE STAR KIDS 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.

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, 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.

LUNCH AND SNACKS

If students are attending the center for full day care, parents must pack a nutritious, hearty lunch in a bag LABELED with the child's name and date. Morning and afternoon snacks are provided by the ASYMCA and served daily at the center. Students must be signed in by 7:00 a.m. if they attend an A-

School to eat morning snack at the center 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.

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 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. Staff encourage students to refill their water bottles throughout the day with fresh water. Water bottles should contain ONLY water.

Snacks are provided daily every afternoon by the ASYMCA. 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 center. 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.

FIELD TRIP POLICY

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 the Summer Camp program (with a 24-hour advance notice). This means a separate field trip form will NOT be issued for each field trip.

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 children. Field trip information will be clearly posted at the center on field trip days on the front door and on the counter near the ProCare kiosk. Departure times from the center and arrival times when we plan to return to the center are stated to assist parents in planning pick up. Families may purchase tickets to our final summer camp field trip for the Spirit of Norfolk. Outside of that trip, chaperones are not needed.

POOL SAFETY

Summer Camp students have the opportunity to go to a swimming pool each week. 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 Manager 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. Children must first take a swimming test under the supervision of Pool Administrators to demonstrate their swim ability. 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 you areassigned 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

As stated in the **Discipline and Guiding Appropriate Behavior Policy**, the ASYMCA emphasizes positive reinforcement, redirection, prevention and the development of self-discipline.

ASYMCA staff and volunteers are required to complete CWSE5691: Child Abuse and Neglect-Recognizing, Reporting and Responding for Educators (VA DSS) and are mandated reporters. 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 or report directly to CPS;
- All incidents or alleged offenses will be documented the day of the occurrence;
- 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 center 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 have 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 discuss an active case.

*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 center.

The counselor and/or MFLC will work with the center director to inform staff of the incident and future plans to assist them and their students.

The 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.

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.

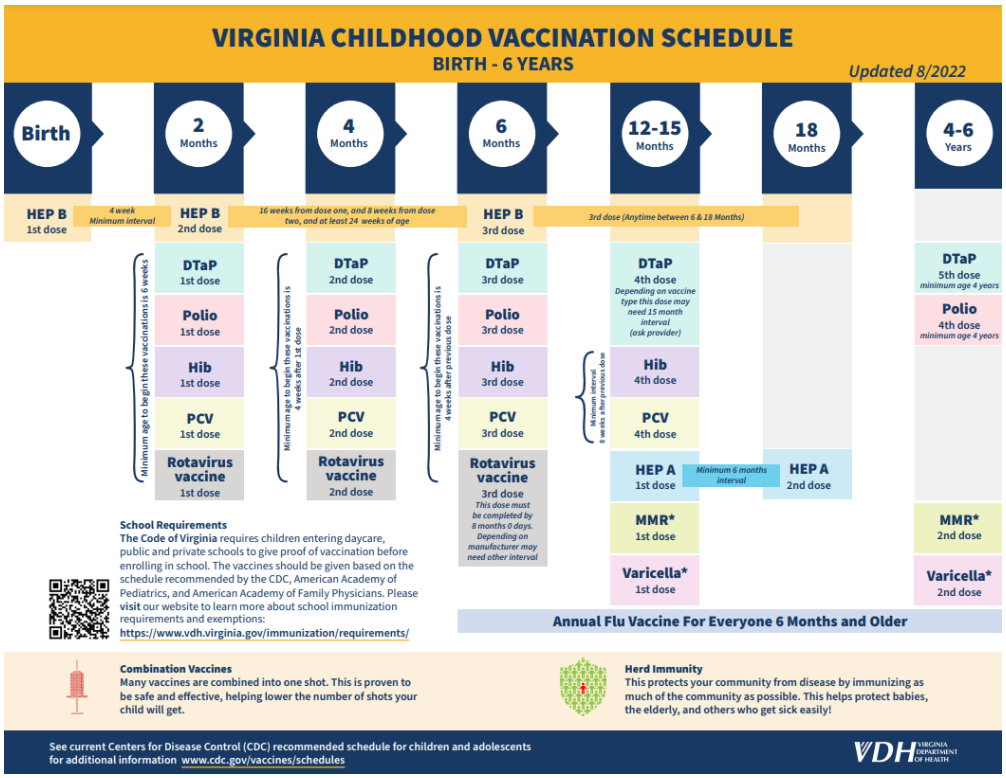
Standards for licensed child day centers address certain health precautions, adequate play space, a ratio of children to staff member, equipment, program and record keeping. Criminal record checks and specific qualifications for staff and volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health and building codes.

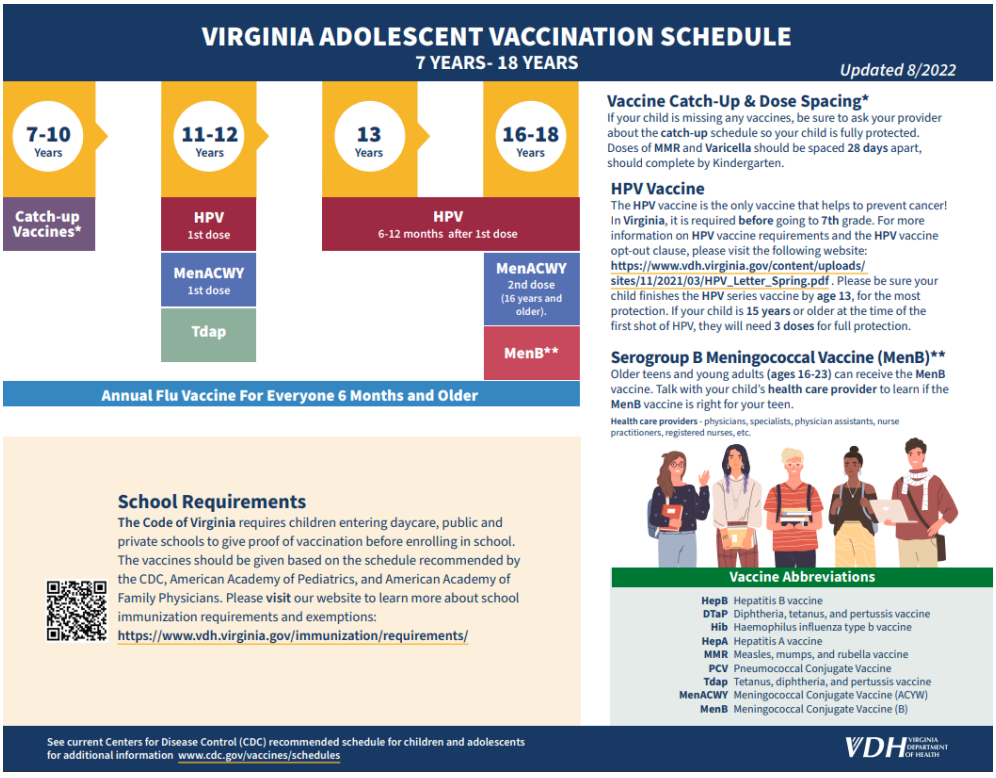
Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services which falls under the Virginia Department of Education. In addition, parents or other individuals may register a complaint about a program that will be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

VIRGINIA DEPARTMENT OF
EDUCATION Office of Child Care
Health and Safety
757.354.7307

APPENDIX A: IMMUNIZATION SCHEDULE





APPENDIX C: WEATHER WATCH

Understand the Weather

Wind-Chill



- 30°is *chilly* and generally uncomfortable
- 15°to 30° is *cold*
- 0° to 15° is *very cold*
- 32° to 0° is *bitter cold* with significant risk of *frostbite*
- -20° to -60° is *extreme cold* and *frostbite* is likely
- -60° is *frigid* and exposed *skin will freeze* in 1 minute

Heat Index



- 80° or below is considered *comfortable*
- 90° beginning to feel *uncomfortable*
- 100° *uncomfortable* and may be *hazardous*
- 110° considered *dangerous*

All temperatures are in degrees Fahrenheit

Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)

Air Temperature \ Wind Speed in mph	Calm	5	10	15	20	25	30	35	40
40	40	36	34	32	30	29	28	28	27
30	30	25	21	19	17	16	15	14	13
20	20	13	9	6	4	3	1	0	-1
10	10	-1	-4	-7	-9	-11	-12	-14	-15
0	0	-11	-16	-19	-22	-24	-26	-27	-29
-10	-10	-22	-28	-32	-35	-37	-39	-41	-43
-20	-20	-34	-41	-45	-48	-51	-53	-55	-57
-30	-30	-46	-53	-58	-61	-64	-67	-69	-71

Comfortable for out door play | Caution | Danger

Heat Index Chart (in Fahrenheit %)

Temperature (F) \ Relative Humidity (Percent)	40	45	50	55	60	65	70	75	80	85	90	95	100
80	80	80	81	81	82	82	83	84	84	85	86	86	87
84	83	84	85	86	88	89	90	92	94	96	98	100	103
90	91	93	95	97	100	103	106	109	113	117	122	127	132
94	97	100	102	106	110	114	119	124	129	135			
100	109	114	118	124	129	136							
104	119	124	131	137									
110	136												

2009

ARMED SERVICES YMCA

Armed Services YMCA of Hampton Roads

(757) 464-9404 or (757) 363-1884, ext. 1884

https://hamptonroads.asymca.org/

FIVE STAR KIDS

School-Age Before and After Care and Summer Camp Programs

Revised 4/15/2026