



CHILD CARE

Please complete all blanks on this form. Incomplete enrollment forms cannot be accepted.

Child's Name: _____ Nickname (if any) _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Sex _____ Age _____ DOB _____

School concurrently attending (if applicable) _____ Grade Entering _____

Mother's Name _____ Cell Phone _____

Address _____ City _____ Zip _____ Home Phone _____

Place of Employment _____ Work Phone _____

Father's Name _____ Cell Phone _____

Address _____ City _____ Zip _____ Home Phone _____

Place of Employment _____ Work Phone _____

Doctor's Name _____ Phone _____

Name of Medical Insurance Company _____ Policy # _____

Emergency names, addresses and phone numbers of two people (other than parents)

1. _____ Phone _____

Address _____

2. _____ Phone _____

Address _____

Other authorized persons for pickup _____

School and Child Care Centers previously attended _____

Are there any special needs, medical conditions, birth marks, and/or allergies that we should be aware of?

What are the symptoms and action to be taken if any? _____

Parent Statement of Understanding

The following information is important for the safety and protection of your child. Please read this information and sign below.

- I understand that my weekly tuition is due by 6 p.m. on the Friday before each week of care. Payments made after this deadline will be assessed a \$5.00 per day late fee.
- I understand that my receipts should be kept as record for filing taxes. The ASYMCA will not provide a year-end tax statement.
- I understand that my child must be picked up 6 p.m. daily. I will be charged \$15 for each 15 minute interval past 6 p.m.
- I understand that I am not to leave my child at the ASYMCA or program site unless a ASYMCA Child Care staff member is there to receive my child.
- I understand that it is my responsibility to sign my child in upon arrival in the morning and sign my child out before leaving in the afternoon. ***There is a sign-in/sign-out sheet available as you enter the program. There must be an exchange of responsibility from one adult to another; not from child to staff. All persons signing children in/out must be at least 18 years of age; the ASYMCA can not release minors to minors. (See other pick-up provisions in handbook.)***
- I understand that my child will not be allowed to leave the program with an unauthorized person. **Any person authorized to pick up my child must be listed on this form. Authorization by telephone/fax will not be accepted.**
- I understand that ASYMCA staff and volunteers are not allowed to baby-sit or transport children at any time outside the ASYMCA facilities and program. **If a violation of this policy is discovered, the ASYMCA will take immediate disciplinary action towards staff and volunteers.**
- I understand that by state law, the ASYMCA is mandated to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.
- I am an adult of over 18 years and wish to have my child/children participate in ASYMCA Child Care Programs. I understand that even when every reasonable precaution is taken, accidents can sometimes happen. Therefore, in exchange for allowing my child to participate in the ASYMCA Child Care program, I understand and expressly acknowledge that I, for myself, or anyone entitled to act on my behalf, waive and release the ASYMCA, sponsor, representatives, and successors from all claims or liabilities of any kind arising out of my participation in activities at or sponsored by the ASYMCA. I further agree to indemnify and save harmless the ASYMCA from any claims or demands arising out of any such injuries or loses. I understand that this release includes any claims based on negligence, action or inaction of the ASYMCA, its staff, directors, members, and guests. I have read, understand and am voluntarily signing this authorization and release.

I have read and understand the statements above regarding ASYMCA policies and procedures.

Parent/Guardian Signature

Date

I have received a copy of the ASYMCA Parent Handbook.

Parent/Guardian Signature

Date

I have provided a copy of my child's physical and immunization records along with this form.

Parent/Guardian Signature

Date

Vehicle Conduct Rules

Children must follow these basic safety rules while being transported. Transportation is a privilege and should be treated that way. A parent will be notified and asked to discuss proper behavior with his/her child when the first infraction occurs. If there is a second infraction, all transportation services will be denied for a minimum of two days.

- No fighting, swearing or abusive behavior
- Children must remain seated properly with seat belts on at all times
- Children can not have any part of his/her body out of the vehicle
- No eating or drinking in the vehicle
- Potentially dangerous actions will not be tolerated

Pool Rules

The following rules are in place to endure your child's safety while enjoying a fun swim experience.

- No rough horseplay, running, pushing, or dunking will be allowed
- No abusive language
- The lifeguard has the right to dismiss anyone who is careless or a danger to others
- No food or drinks are allowed in the pool area
- No unauthorized floatation device
- Follow the instructions of the YMCA staff at all times

Authorizations

1. My child has permission to be transported by a ASYMCA vehicle and to participate in all ASYMCA program activities and related field trips.
2. My child has permission to participate in swimming activities. **Please provide a detailed statement regarding your child's swimming skills.** (Mandatory Licensing regulation 560.B)

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3. The center agrees to notify the parent/guardian whenever the child becomes ill. The parent/guardian agrees to pick up the child within 30 minutes or receiving the call that your child is ill. (A temperature over 100°F, recurrent vomiting/diarrhea or a communicable disease would require exclusion from the ASYMCA)
 4. The parent/guardian authorizes the center to obtain immediate care if any emergency occurs when she/he can not be located immediately. I understand that in an emergency, my child might be transported in a private vehicle.
 5. The parent authorizes the application of sunscreen and/or insect repellent for their child by ASYMCA staff. (Please note any adverse reaction to either of which you may be aware.)
 6. The parent agrees to inform the ASYMCA Child Care Staff/director within 24 hours or the next business day if their child or any other immediate member of their household has developed any reportable communicable disease, as defined by the State Board of health, except for life threatening diseases which must be reported immediately.
 7. I have been informed of my ASYMCA Child Care programs emergency preparedness plan.

By signing below, you are authorizing all of the above.

Parent/Guardian Signature _____ **Date** _____

Model Release (Optional)

I hereby consent to the use of my dependent's photographs in any printed material for promotions for the ASYMCA.

In house only Publications Video

Parent/Guardian Signature _____ **Date** _____

ASYMCA Children's Code of Conduct

The rules outlined in the Children's Code of Conduct are based upon the YMCA Core Values.
I understand that I am expected to demonstrate these values EVERY DAY.

Caring: I will keep my hands and feet to myself. I will play gently so I won't hurt anyone. I will not call other people names, and I will not use profanity.

Honesty: I will play games and sports fairly and I will be honest about my actions.

Respect: I will address my counselors and teachers with respect. I will not interrupt my counselors/teachers when they are speaking to another person. I will be respectful of ASYMCA games, equipment and property. I will acknowledge that they counselors/teachers are in charge and will listen to their instructions.

Responsibility: I will sit safely in my chair. I will not sit or stand on chairs or tables. I will clean up after myself if my parent is waiting for me.

Faith: I will believe in myself and believe in the goodness of others.

I promise to follow this code of conduct

Child's

Signature: _____

Date: _____

-----**For Office Use Only**-----

Form of Identity Verification:

Notes:

Place of Birth	Birth Date
Birth Certificate Number	Date Issued
Date Child Entered Care	Date Child Withdrew From Care

Proof of child's identity and age may include a certified copy of the child's birth certificate, birth registration card, notification of birth (hospital, physician or midwife record), passport, copy of the placement agreement or other proof of child's identity from a child placement agency, record from a public school in Virginia, or certification by a principal or his designee of a public school in the U.S. that a certified copy of the child's birth record was previously presented. Viewing the child's proof of identity is not necessary when the child attends a public school in Virginia and the center assumes responsibility for the child directly from the school (i.e. afterschool program) or the center transfers responsibility of the child directly to the school (i.e. before school program). While programs are not required to keep the proof of the child's identity, documentation of viewing this information must be maintained for each child.

*Parent has been notified that there is an open door policy to which they may come and observe their child's classroom at any time. Parents of preschool children are provided with their child's developmental testing results 3 times during the school year and parent teacher conferences will be scheduled twice during that time frame.

_____ Staff Initial and date



ARMED SERVICES YMCA OF HAMPTON ROADS
Regional Headquarters 1465 Lakeside Road, Virginia Beach, VA 23455
(757) 363-1884 Fax (757) 363-1953 www.asymcahr.org

Armed Services YMCA of Hampton Roads
Program Participant Waiver

I am an adult over 18 years of age and wish to participate in, or have my child/children participate in Armed Services YMCA of Hampton Roads program activities. IN CONSIDERATION of being permitted to utilize the facilities, services, and programs of the ASYMCA, including but not limited to observation or use of the facilities or equipment, or participation in any off-site affiliate with ASYMCA, the undersigned, for himself or herself and any personal representatives, heir, and next of kin, hereby acknowledges, agrees and represents that he or she has immediately upon entering or participating inspected and carefully considered such premises and facilities or the affiliated program. In addition, I give my child/children permission to participate in the Armed Services YMCA of Hampton Roads programs. I understand that even when every reasonable precaution is taken, accidents can sometimes happen. Therefore, in exchange for allowing my child/children to participate in ASYMCA activities, I understand and expressly acknowledge that I, for myself, or anyone entitled to act on my behalf waive and release the ASYMCA, sponsors, representatives, and successors from all claims or liabilities of any kind arising out of my participation in activities at or sponsored by the YMCA. I further agree to indemnify and save harmless the ASYMCA from any claims or demands arising from such injuries or losses. I understand that this release includes any claims based on negligence, action, or inaction of the Armed Services YMCA of Hampton Roads, its staff, directors, members, and guests. I have read, understand and am voluntarily signing this authorization and release.

I understand that the Armed Services YMCA of Hampton Roads is not responsible for personal property lost, damaged, or stolen while using the ASYMCA facilities on the ASYMCA premises, or involved in ASYMCA programs.

I give my permission to the ASYMCA to use limitation and obligation, photographs, film footage, or tape recordings which may include my image or voice for the purposes of promotion or interpreting ASYMCA programs.

Participant/Child Name: (please print)

Signature: _____

Date: _____

NOTE: Parent or Guardian must sign if applicant is under 18 years of age

Weekly Fee Contract

A \$35.00 individual/ \$50.00 family non-refundable registration fee per child/family is required for each program on the day registration takes place. All weekly fees are due by 6:00pm the Friday before the next week of care. On Monday morning at 6:30am, a late fee of \$5.00 per day will be added to your account. If payment has not been received by Tuesday at 6:00pm child care services will be suspended until payment is rendered. After one week of non-payment, your child's name will be removed from our roster and their spot will be filled with the next person on the waiting list. Full weekly payments are due, regardless of school holidays, snow days, or children's illness. You are not only paying for the child care that your children receive, but the space that your children have in the program. Weekly fees are set taking school holidays into consideration and are therefore not prorated.

_____ (initial)

We accept the following methods of payment: cash, money order, check, and credit/debit cards. We only accept VISA and MASTER CARD for credit/debit payments. Should your check be returned for non-sufficient funds, you will be responsible to make a payment for the amount plus a \$25.00 returned check fee. These payments must be made with cash, a money order, or a credit/debit card within one week of notification. If the payment is not made good within that week, child care services will be suspended. After one week of suspension, your child will be removed from our roster, and their spot will be filled with the next person on the waiting list. The first time that a check is returned for to us, you automatically become a cash, money order, or credit card customer for your duration at the Armed Services YMCA.

_____ (initial)

The Armed Services YMCA requires a 2 week notification for any change in your child's schedule. This can be anything from vacation weeks to withdrawal from the program. Failure to provide two weeks notice could result in you being held financially responsible for those two weeks. After 2 months of continuous enrollment the following vacation weeks will be available for you to take; preschool children receive 2 full weeks (Monday-Friday) during the calendar year, School-Age children receive 1 full week of vacation during the months that Virginia Beach Public Schools are in session.

_____ (initial)

Fee Schedule

1. Your Child's Name: _____

Your Child's Program: _____

Your Child's Weekly Fee: _____

2. Your Child's Name: _____

Your Child's Program: _____

Your Weekly Fee: _____

3. Your Child's Name: _____

Your Child's Program: _____

Your Child's Weekly Fee: _____

Total Household Income: _____

By Signing below, you agree to the above fees and acknowledge that you are responsible for payment.

Child Care Director Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Armed Services YMCA of Hampton Roads Parent Handbook

ASYMCA Child Care Vision Statement

The ASYMCA is committed to the YMCA core values of Caring, Honesty, Respect, Responsibility and Faith as the basis for our program effort in supporting families. Our commitment embraces:

The Child

To provide programs that enhance the quality of each child's life through sensitivity to individual needs and through applying developmentally appropriate learning experiences that focus on the social, emotional, physical, and cognitive development of each child.

The Family

To support and strengthen family life by sharing in the care and education of the children and meeting the special needs of each family. The ASYMCA has an open doors policy that allows parents to visit the center at any time.

The Community

To work to increase the awareness and understanding in support of programs that ensures optimal care for all families.

The Child Care Professional

To promote growth and competence in each caregiver and to encourage opportunities for individual development.

The ASYMCA of Hampton Roads Child Care

Staff welcomes you and your child. Our intent is to make this a happy and safe experience for your child. The YMCA is the largest nonprofit child care provider with a history of stability built on basic Judeo-Christian principles and morals. Our services extend throughout the community reaching children of varied ethnic, cultural and socioeconomic backgrounds.

We hope this handbook will help answer any questions you may have in your child's experience this summer. Please feel free to call the Child Care Director with any questions you may have now or in the future.

Our **PURPOSE** in providing quality child care is to support parents in their desire for children to grow to their fullest potential. Providing a safe environment, meeting their need for challenge, stimulation and ideas, and surrounding them with people who know how to listen will help achieve that goal. Each child has talents and skills to develop, energy to put to use, and huge reservoirs of creativity that need to be encouraged.

Our **STAFF** is well trained and experienced with children and families, they are knowledgeable about child development, needs and activities; they are flexible enough to work well with the children as they assert their emerging independence, and are able to alter plans with ease and sensitivity. Our staff accepts children as they are and know that what they are is a result of all that has happened thus far in their life; they are able to give warmth and acceptance and remember childhood feelings of fear, anger, loneliness and adventure. And lastly, our staff is optimistic; they know it is contagious and children will sense it in those who care for them.

The Armed Services YMCA does not consider the use of videos, Nintendo, or handheld games as quality programming. Therefore, it is our policy not to provide or offer those things to children. Exceptions may be made however, in inclement weather or under special circumstances.

ASYMCA Hours of Operation

ASYMCA Child Care is open from 6:30 A.M. until 6:00 P.M., Monday through Friday with the following holiday closings:

<i>New Year's Day</i>	<i>Veteran's Day</i>	<i>*Christmas week will be determined according to the Va. Beach public school closings.</i>
<i>Martin Luther King Day</i>	<i>Thanksgiving Day</i>	
<i>President's Day</i>	<i>Day after Thanksgiving</i>	
<i>Memorial Day</i>	<i>The last day of public school</i>	
<i>Independence Day</i>	<i>The last two days of summer camp</i>	
<i>Labor Day</i>		

The structure of the ASYMCA includes a volunteer **board of directors** that is responsible for the financial stability of the organization and all policy making. The **policies** that the board creates are carried out by a group of paid professional staff.

The **ORGANIZATIONAL CHART** for the paid staff is as follows:

Executive Director
Child Care Director
Assistant Child Care Director
Teacher/Counselor

Admission Policies

The ASYMCA of Hampton Roads child care programs admit children ages 24months – 12 years of age. Children of any race, color, religion, sex, and national and ethnic origin are granted all rights, privileges, programs and activities generally accorded. The ASYMCA will address physically challenged and special needs children on a per request basis with the hope that we can serve all children who come to us. The ASYMCA does not discriminate on the basis of race, color, religion, sex, or national ethnic origin in administration of its personnel and admissions policies. It is our hope to have a cultural diverse population within our staff, participants and programs.

Licensing standards mandate that child care staff see and record the state ID number of your child's original birth certificate or passport. Please bring the original at time of registration.

Financial Assistance

The ASYMCA of Hampton Roads is able to provide financial assistance based on ability to pay. This requires completing an "Open doors" scholarship application accompanied by proof of income (no less than two check stubs and a copy of your most recent year's W-2's). You must pay the stated amount granted on a timely basis or the assistance may be cancelled. All scholarships are **based on availability** of scholarship funds. Scholarships must be applied semi-annually with updated information given each time. "Open doors" applications are available at the front desk. The application must be returned to the Child Care Director and will be reviewed within 5-10 business days.

Application & Immunization

All parents must fill out the child application form provided and return it to us at the time of registration. These information sheets must be accompanied by a copy of the Commonwealth of Virginia's green physical form.

IMMUNIZATIONS-Section 22.1-271.2 of the code of Virginia requires that; "documentation of all immunizations received by obtained prior to each child's admission to a child care center required to be licensed by the Commonwealth."

Communicable Disease Policy

The parent agrees to inform the Armed Services YMCA 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 State Board of Health, except for life threatening diseases which must be reported within 24 hours. In addition the parent agrees to pick up the child within 30 minutes of receiving notification that your child is ill.

Payment Policy

Program fees are due on a timely basis. Program fees are due in advance of service. *Weekly fees are due the Friday prior to the upcoming week.*

Payments may be made weekly, biweekly or monthly as long as they are paid in advance. We will accept cash, check, money order, VISA and Master Card. If a payment is made late, we will charge a \$5 late fee per day with a maximum of \$25 late fee per week. Once we receive **ONE** returned check, payment must be made in cash or money order. In addition, we will charge a \$25 returned check fee. Full payment is due each week whether or not your child attends the program every day. If payment is not received by Wednesday of the current week, we will terminate child care.

Refunds will not be given for any reason nor will we credit payments towards another week of child care.

Late Pick Up Fee

The ASYMCA closes promptly at 6:00 P.M. If your child is not picked up by the 6:00 P.M., a late fee will be charge and collected at that time. If it is 6:01 p.m. (by our clock), you are late and a late fee will be assessed. **THE FEE IS \$15 PER 15 MINUTE INTERVAL.**

NO TUITION CREDIT IS GIVEN FOR SICKNESS OR INCLEMENT WAETHER CLOSINGS.

SIGN-IN/SIGN-OUT

Parents are expected to sign their child/ren in upon **ARRIVAL** in the morning and sign them out before **LEAVING** in the afternoon. There is a **SIGN-IN/SIGN-OUT** pre-printed sheet available as you come into the program. Please get into the habit of taking this **DAILY REQUIRED** step. We cannot be held responsible for your child if we are uncertain of his/her presence. There must be an exchange of responsibility from one adult to another, not from a child to a staff. **All persons signing children in/out must be at least 18 years of age.** We can not release minors to minors!

AUTHORIZATION TO PICK UP

Authorization to pick up a child is addressed in the application attached to this document. No child will be released to a person not authorized by the custodial parent. We must have written authorization for changes in this respect. Children will not be released to siblings. The staff will question those persons with whom they are unfamiliar and check authorization before releasing a child. Identification will be requested of anyone that we do not know.

A staff cannot legally refuse to release a child to a verified natural parent unless there is a court order in the child's file stating that the parent does not have custodial rights. Writing on our form that you do not want a husband or wife to pick up your child does not give us the legal right to refuse pick-up. Only the courts can give us that right.

INCLEMENT WEATHER POLICY

The ASYMCA program could close during **HAZARDOUS WEATHER CONDITIONS**. Listen to your local radio station to confirm closings.

In the event the ASYMCA program closes due to inclement weather or natural disasters, we will follow the same procedures outlined in the Late Pick-up Policy.

SICK/VACATION POLICY

There is no allowance for sick days or vacation during the camp season. Once your preschool age child has been enrolled for 2 complete months and your payments are up to day, you will be allotted 2 weeks of vacation time per calendar year. Once your school age child has been enrolled in the program for 1 complete month, you will be allotted 1 week of vacation time. Vacation time is considered time that your child is not here and you are not held responsible for payment and we will hold your spot. Vacation time may not be taken in days, only in full week increments.

DRESS POLICY

Children should wear comfortable and appropriate clothing for indoor and outdoor activities. We strongly recommend that you send your child in serviceable cloths, but not "party" best. We use washable paints and crayons and use smocks however, clothing can still get stained. We do not reimburse for clothing rips, stains or normal wear and tear.

CLOSED TOED SHOES MUST BE WORN AT ALL TIMES.

Open-toed shoes can be a safety hazard to your child. They are cool in the summer, but not safe on much of the playground equipment. If you send your child in open-toed sandals or in "flip-flops" you will be called and asked to bring different shoes for your child.

PERSONAL ITEMS POLICY

We have plenty of equipment and activities to keep your child busy. Please do not allow any toys, games, or "walkman" type radios to accompany your child. This eliminates fights, theft and/or lost items that we cannot be responsible for AND WILL NOT REIMBURSE FOR.

PERSONAL SPACE is important for every child. Knowing that we will provide every child an area to store his/her belongings, it is expected that the parents will provide proper seasonal clothing and bathing suit with towel for occasional swimming trips.

POOL SAFETY

Because your child is participating in our Swim Lessons and or free swim time, it is of the utmost importance that you know and understand our

POOL SAFETY RULES.

1. Check in with the lifeguard when entering the pool area.
2. Shower before entering the pool
3. No unsafe entry from the side of the pool
4. No running, pushing, or shoving
5. Stay off the ropes
6. No shoes on the deck
7. Proper swim attire is required
8. No glass allowed in the pool area
9. A swim test of one pool length is required to swim in the deep end of the pool
10. When the whistle blows, pay attention to the lifeguard

OUTSIDE PLAY

It is the policy of the ASYMCA program and the Virginia Department of Social Services, that any child that is in a program from two to five hours a day will have at least 30 minutes of OUTSIDE PLAY per day, weather permitting. For those children in our program for more than 5 hours, 60 minutes of outside play are required by Virginia licensing standards. We support this requirement. It is our

belief that children need and want to be outside. Running, jumping, and other such movement can only be accomplished outside. Children need the space and the opportunity for such movement on a daily basis, if there is to be proper muscle development. If children are to gain strength and develop to their fullest, outside play is essential. **If your child is too sick to go outside, then s/he is too sick to be in school.**

INSURANCE

The ASYMCA complies with Virginia Child Care licensing standards related to participant insurance coverage. Limits and exclusions apply.

FOOD POLICY

If your child is attending the ASYMCA, please send him/her with a nutritionally balanced lunch. Breakfast, AM snack and PM snack will be served at their scheduled times. If you bring food in for your child to eat at any other time than our scheduled times, we ask that you sit with your child in the lunch room until they have completed their meal.

The ASYMCA program will not serve junk foods and/or empty calorie foods as part of a required snack. Snacks will always include a minimum of two food groups. There will be a menu posted for the month on the parent board.

If you want to bring food for a special celebration, we ask that it be healthy. Contrary to popular belief, children do NOT need to have sugared snacks and treats. Items such as raisins, nuts, popcorn, pretzels, vegetables and dip, or frozen yogurt are just a few of our suggestions.

SICK CHILD POLICY

The **HEALTH** and **SAFETY** of your child is a matter of major importance to all of us. In order to protect the children in the program who are well, we have very stringent rules about sick children. These rules are in compliance with all Commonwealth of Virginia licensing regulations.

If your child becomes ill in our program, we will call you and you must make arrangements to pick up your child **IMMEDIATELY**. Sick children cannot be with well children. If we send you child home with a fever, they may not return until they have been without a fever for 24-hours. This means if we send your child home on a Tuesday, s/he may not return until Thursday.

Please Keep your child home if they have:

- *Had a fever in the previous 24 hours*
- *A cold that is less than two days old*
- *A heavy nasal discharge*
- *A constant cough*
- *Reoccurring vomiting or diarrhea (2 or more times)*
- *Temperature of 100°*
- *Symptoms of a communicable disease (sniffles, reddened eyes, sore throat, headache, and abdominal pain plus a fever)*

MEDICATION POLICY

If your child requires medication while at the ASYMCA, we must have a signed authorization to give medicine. The medication must be prescribed by a doctor, it must be in the original bottle with the child's name on it, and it cannot be an over-the-counter drug unless it has been prescribed by the doctor (we must have a note to that effect). **Authorization is good for one week only and then must be filled out again.** (The only exception to this is long-term medications for such things as asthma, ADHD, etc.) In the case of long-term medications, you must fill out the authorization form and we must have written instructions from the doctor with start and end dates of the medication. All medications will be kept in a locked box. We cannot be responsible for missed doses. We are not required by law to administer medication and only do so as a service to the parent. Please understand that it may not always be possible to administer medications as requested. Only those ASYMCA Child Care staff who are certified "Medication Administrators" may dispense medications.

OVER THE COUNTER SKIN PRODUCTS

Policies for sun screen, diaper ointment/cream, insect repellent and any types of lotions states that ASYMCA Child Care staff will administer sunscreen, diaper ointment/cream and/or insect repellent provided:

1. We receive written parental authorization noting any adverse reactions.
2. Products are in their original containers labeled with your child's first and last name clearly printed on the outside.

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

CHILD INJURY POLICY

If your child has an injury that may require more than our first aid skills allow, or your child has been bumped on the head of any kind, we will make an immediate attempt to contact you. If we are unable to reach you or the person you have designated in case of such emergencies, we will call the child's physician. If necessary, we will call an ambulance. The program will maintain a parent's signed consent form agreeing to this provision. Please make every effort to keep the ASYMCA up-to-date on phone numbers, emergency numbers and other pertinent information. **This is of the utmost importance because the hospital will not treat your child without you being there.**

FIELD TRIP POLICY

In order to reduce paperwork and waste, the FIELD TRIP AGREEMENT authorizes the ASY-Camp, ASY-School Age, and ASY-Preschool programs to take your child on all field trips, for the duration your child is enrolled, with a 24 hour notice. We do this rather than having a separate permission slip go home for every trip and risking confusion, loss and the possibility that we would not be able to take your child for lack of permission. You have the right to refuse permission for your child to go on a particular field trip. Just let us know in a timely fashion, not that day! Preschoolers must have car seats or booster seats, whichever is applicable for your child; please remember to drop your off the day of the field trip.

TRANSPORTATION POLICY

Whenever the ASYMCA TRANSPORTS children, the parents can be confident that every precaution will be taken to ensure your child's safety. Included in those precautions is the purchase of new 13 passenger school buses that will be used for all transportation of children. These buses are different from school buses in two ways. First, they have seat belts; second, they are air-conditioned for everyone's comfort.

Motor vehicle injuries represent the greatest threat to a child's life. The ensuring of your child's safety is accomplished by being alert to potential dangers, eliminating or avoiding these dangers, and knowing what to do when an emergency occurs. Regardless of the vehicle used, your child will be seat-belted in and expected to stay seated. We will never transport more children in a vehicle than we have restraints for. The children will be expected to keep their hands to themselves, and remain relatively quiet. At no time will a child be permitted to put his/her arms, hands or head out of the vehicle's window. No rough-housing will be tolerated at any time. Loading and unloading the children will be done only when the vehicle is pulled up to a curb, the side of the road, or in a driveway, and we will only release them to an authorized adult. **AT NO TIME WILL AN ADULT DRIVE AND DISCIPLINE AT THE SAME TIME. CHILDREN WILL NEVER BE LEFT ALONE IN A VEHICLE.**

WE MAINTAIN A NO TOLERANCE DISCIPLINE POLICY WHILE TRANSPORTING CHILDREN.

DISCIPLINE POLICY

All efforts will be made to guide children to appropriate behavior. The ASYMCA believes that punishment is unnecessary but DISCIPLINE is needed to help children gain self-control. Respect for your child will be demonstrated at all times, and the same respect will be expected from your child for his/her peers and the ASYMCA staff at all times. When disciplinary action is necessary, age-appropriate methods will be implemented. They will follow the Commonwealth's behavior regulations that follow:

"There shall be no physical punishment or disciplinary action administered to the body such as, but not limited to, spanking, forcing a child to assume an uncomfortable position (e.g., standing on one foot, keeping arms raised above or horizontal to the body); restraining to restrict movement through binding or tying; enclosing in a confined space, box or similar cubicle; or using exercise as a means of punishment. Children will not be shaken at any time. The center will never force or withhold food, nor force or withhold naps, as means of discipline. Toileting accidents will not be disciplined. There will be no abusive language which would include, but not limited to, threats or belittling remarks about any child or the family."

There are **clear and appropriate behavioral** expectations for the children in our care. We try to set limits, help children understand rules and give clear definitions of acceptable and unacceptable behavior. Children are more likely to follow rules that have been introduced from the beginning. Some rules that we like to see are:

1. We find out what the problem is.
2. We attack the problem, not the person.
3. We listen to each other.
4. We care about each other's feelings.
5. We are responsible for what we say and do.

6. We follow the 5 core values: Honesty, Responsibility, Respect, Caring & Faith.

For ASY-School Age & ASY-Camp please discuss the following rules with your child:

1. Do not use vulgarity, profanity or obscenity.
2. Listen to the counselor at all times.
3. Never leave the group without permission from an adult.
4. Respect each other and yourself.
5. Keep your hands to yourself.
6. Use words, not fists, to solve problems.

A system of "TIME OUT", redirection and suggestions from parents on what they have discovered works well at home, may be used. Logical and natural consequences will be allowed where applicable.

On occasion, our staff will identify behaviors that require disciplinary action. If a child should exhibit an inappropriate behavior while under the supervision of an ASYMCA staff person, the following sequence of actions will be taken:

- The behavior will first be addressed by the teacher/counselor with the child, in private.
- If the inappropriate behavior continues, the teacher/counselor will notify the Asst. Child Care Director/Child Care Director and the situation will then be discussed with the parent along with a "Behavior Report".

SUSPENSION POLICY

- If inappropriate behavior continues, the Director will notify the parent that a conference needs to be held within 48 hours. At that conference, the Director may refer the parent/child for outside testing and evaluation, and the child will be suspended from the ASYMCA Child Care Program for 1 day.
- A second serious infraction will result in a suspension of 3-5 days & a request for professional testing & evaluation may be required before the child may return to our programs.
- If the behavior has not improved, the child will be immediately removed from the program and no refund will be given.
(*if the parent refuses to work with us during this process we will be forced to terminate the child from the program.)

The ASYMCA has rarely been forced to use suspension from the program. We believe that if the child perceives the ASYMCA as a concerned, involved, consistent, caring and respectful, and if we exhibit calmness, few words and a firm but kind attitude, the results will usually be positive.

However, the ASYMCA reserves the right to bypass all interim steps mentioned and terminate a child's enrollment if that child's behavior is so extreme as to pose a safety hazard to himself or others.

TERMINATION POLICY

The ASYMCA Child Care Program reserves the right to terminate your child's attendance at our child care center for such things as, but not restricted to; disruptive behavior problems, emotional problems or learning disabilities that we are not equipped to handle, or that are a safety risk to themselves or to the other children in attendance. If it is the parent's decision to terminate their child's attendance, we require a 2 week notice. Failure to provide the ASYMCA with the proper notice will result in parental responsibility of weekly fees up until the 2 week period.

If these or any other problems begin to upset or influence the other children in the program, and we have proceeded through the steps cited in our suspension policy, we will have no other recourse than to terminate your child's attendance in our program. If your child has been terminated from any of our programs, s/he may not attend the same program at a different location.

NO BABYSITTING POLICY

Effective 1 January, 1996, YMCA child care staff members are prohibited from babysitting any participants of a Child Care program. This restriction extends to transporting of family members to and from the ASYMCA, or any other function that is not ASYMCA program related.

CHILD ABUSE PREVENTION POLICY

The growth and development of men, women, boys, girls, and families has been the YMCA's principle concern for over 150 years. Through programs of health and fitness, aquatics, sports, camping, parent-child, family programs, and child care, the YMCA is responding to the needs of the children and families. Many changes have occurred in the lives of children and families today. Some of these changes are positive; however, the alarming increase in child abuse is of particular concern to the YMCA. Throughout its history, the YMCA has been a strong advocate for the

child and children's rights. It is therefore most appropriate that mistreatment or neglect of children and the resulting severe effects would be of primary concern to the YMCA.

The YMCA advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection prevention and the development of self-discipline. At no time will the following disciplinary techniques be tolerated: physical punishment, yelling, striking, biting, kicking, squeezing, shaming, withholding of food or restroom privileges, confining children in small locked rooms, or verbal or emotional abuse.

Affectionate touch and the warm feelings it brings is an important factor in helping a child grow into a loving peaceful adult. However, the ASYMCA staff and volunteers need to be sensitive to each person's need for personal space. The ASYMCA encourages appropriate touch; however, at the same time it prohibits inappropriate touch or other means of sexually exploiting children.

****Note: The ASYMCA, like many other public institutions, is mandated by law, to report suspected child abuse.**

"CHILD ABUSE is a 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, even death."

Procedures:

1. At the first report or suspicion on child abuse, the staff or volunteer or whom it has been reported, will immediately inform their supervisor.
2. The ASYMCA will make a report to Child Protective Services and will request that the situation be investigated.
3. In the event the reported incident or suspicion involves and employed staff person or volunteer, the responsible executive director will suspend the person from all responsibilities, and if appropriate, without pay until the investigation is complete.
4. All staff members and volunteers must be sensitive to the need for confidentiality in the handling of information in this area and are therefore instructed to only discuss matters pertaining to abuse or suspected abuse with their supervisor.
5. Transportation of program participants in a private vehicle may only occur with the written permission of the parent and specific approval from the staff member's supervisor.
6. ASYMCA staff and volunteer may not make contact with children or parents involved in a child abuse incident without permission of the branch executive.
7. Whether the incident or alleged offense takes place on or off ASYMCA premises, it will be considered job related (because of the youth-involved nature of the ASYMCA).
8. All incidents or alleged offenses will be documented the day of occurrence.

CODE OF CONDUCT

- Reference checks will be conducted, documented, and filed on all employees working with children. A criminal History Record check is required and will be done by the State Police. In addition, a Child Abuse/Neglect Registry search is conducted.
- In order to protect ASYMCA staff and program participants the children and staff must be within sight and/or sound of each other at all times. At no time may a staff person be alone with a child; the ratio must be at least 2:1. There must be at least one other person (adult or child) present.
- The ASYMCA will not condone or sanction any relationship between staff and program/member participants outside of the ASYMCA mandated service hours.
- ASYMCA staff may not date program participants or staff under the age of 18 years.
- Restroom supervision: Staff will make sure the restroom is not occupied by anyone other than program participants before allowing children to use the facilities. Staff will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff. If staff members are assisting younger children, doors to the facility must remain open. No child regardless of age should ever enter a bathroom alone while on a field trip.
- Staff should not abuse children including:
 - Physical abuse- strike, spank, shake, slap;
 - Verbal abuse- yells, humiliate, degrade, and threaten;
 - Sexual abuse- inappropriate touch or verbal exchange
 - Mental abuse- shaming, withholding love, cruelty
 - Neglect- withholding food, water, basic care

ANY TYPE OF ABUSE WILL NOT BE TOLERATED AND WILL BE CAUSE FOR IMMEDIATE DISMISSAL

- ASYMCA staff will under no circumstances release children to anyone other than the authorized parent(s), guardian or individual authorized by parents either verbally or in writing. Children will not be released to any person under the age of 18.
- Staff will strive to follow the mission and vision of the ASYMCA through programs promoting character development.
- Staff will respond to children with respect and consideration and will treat all children equally regardless of sex, race, religion, and/or culture.

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. While there are some legislative exemptions to licensure, licensed programs include child day centers, family day homes, child day center systems, and family day systems. The state may also voluntarily register day homes not required to be licensed.

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 most 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. In addition, parents or other individuals may register a complaint about a program which will be investigated if it violates a standard.

Three types of licenses may be issued to programs. Conditional licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for licensure. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with the standards. Operation without a license (when required) constitutes a misdemeanor which, upon conviction, can be punishable by a fine of up to \$100 or imprisonment of up to 12 months or both for each days violation.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the Eastern Regional Office of Social Services at:

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

If you would like additional information about the variety of programs that the Armed Services YMCA of Hampton Roads offers, please contact the Regional Headquarters at:

Armed Services YMCA of Hampton Roads
Regional Headquarters
1465 Lakeside Road
Virginia Beach, VA 23455
(757) 363-1884

Armed Services YMCA of Hampton Roads Mission Statement

The mission of the Armed Services YMCA of Hampton Roads is to improve Quality of Life for junior enlisted military personnel and their families, through values oriented social, recreational, personal development, crisis prevention, deployment separation and child care programs.

If you have any questions, please contact us at:

Armed Services YMCA of Hampton Roads Child Care Center
1465 Lakeside Road
Virginia Beach, VA 23455
(757) 464-9404
asymcahr.org