



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ELKINS/RANDOLPH COUNTY YMCA 2024-25 CHILDCARE PROGRAM PARENT HANDBOOK

Welcome to the Elkins-Randolph County YMCA after-school program. Our program provides an action-packed afternoon of laughter, friendship, and physical activity. Please read through this handbook in full for up-to-date information on our program.

PLEASE REVIEW THE HANDBOOK IN DETAIL. HERE ARE SOME KEY POINTS TO REMEMBER

The afterschool program starts Wednesday, August 21st.

Children must be registered before attending the program and must submit current (within last year) vaccine and well-child visit records. Registration can be completed at the Y front desk or online at www.elkinsymca.com

Enrollment is monthly. Parents can sign up for part-time enrollment (two or three days per week) or full-time enrollment.

Enrollment includes scheduled early dismissals. Some full days will be offered during holiday breaks. We currently do not offer care on snow days.

The program operates 3:30-6:00 pm.

Bus transportation is available from Third Ward Elementary and Jennings Randolph. Check with your school or the Randolph County Board of Education website for bus information.

A monthly schedule of activities will be posted on our Band app, 'Elkins/ Randolph Co YMCA Afterschool'

Children will arrive between 3:30-4:00 pm and will be served a healthy snack. 4:00-5:00 pm will be spent playing group games and activities. 5:00-6:00 pm will be a time for free play and completing homework.

FALL 2024 PROGRAM DATES

Wednesday, Aug. 21st First day of programming
Monday, Sept. 2nd Closed for Labor Day
Wednesday, Sept. 18th 3-Hour early dismissal
Wednesday, Sept. 25th Full day offered
Friday, Oct. 4th Closed for Festival
Wednesday, Oct. 9th 3-Hour early dismissal
Tuesday, Nov. 5th Full day offered (Election Day)
Monday, Nov. 11th Full day **offered (Veteran's Day)**
Wednesday, Nov. 20th 3-Hour early dismissal

Nov. 25th-26th Full days offered
Nov. 27th-29th Closed for Thanksgiving Holiday
Wednesday, Dec. 4th Full day offered
Monday, Dec. 23rd 3-Hour early dismissal
Dec. 24th-26th, Closed for Christmas Holiday
Friday, Dec. 27th Full day offered
Monday, Dec. 30th Full day offered
Dec. 31st-Jan. 1st **Closed for New Year's Holiday**

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ABOUT THE YMCA

The Elkins-Randolph County YMCA is a non-profit organization founded in Elkins in 1903. It is supported by community members who choose to join and take part in the many programs and activities we offer. A portion of our funding comes from grants and the generosity of individuals and businesses who choose to make contributions to our cause.

YMCA CHILD CARE GOALS

- i) Our childcare program provides a fun, safe, and positive environment for children during the hours after school while their parents are at work.
- ii) Our goal is to help children develop to their fullest potential by:
 - Encouraging positive interpersonal relationships with peers and staff members;
 - Following the YMCA core values of respect, responsibility, honesty, and caring; and
 - Encouraging healthy lifestyle habits by participating in regular physical activity and promoting healthy eating habits.

CONFIDENTIALITY AND INFORMATION DISCLOSURE

The YMCA will ensure the confidentiality of all records for children enrolled in its programming. Files containing confidential information will be secured and are accessible only to program staff to help care for the child. Records will only be open to disclosure to the extent required by state or federal law. Parents may request to review their child's record.

The YMCA will request consent from parents to use photographs or video recordings to potentially promote the program in the local newspaper, on the Y's website, etc. Parents should notify the childcare coordinator if any custody or other issue prevents the publication of their child's image.

PROGRAM ADMISSION/WITHDRAWAL OF CHILDREN

Enrollment

Children in Kindergarten through grade 5 are eligible to register for the Y's childcare programming.

The enrollment process can be completed online at www.elkinsymca.com. Parents can also choose to complete a paper copy of the enrollment form, which is available online or at the member services desk. Completed paper applications should be submitted to the member services desk together with an up to date (dated within the last year) well check/immunization record.

Children may not begin attending the program until they are officially registered and have provided well-check/immunization records. Due to DHHR licensing requirements, there is a limited number of spots available. If spots are not available, parents may request to be added to a waitlist and will be notified when a spot becomes open.

Online Registration Process

To register online, you must have an account in our online system available on www.elkinsymca.com. On the Y's website, go to the page 'programs' then select 'childcare' and 'after-school care'. You can access the online system at the bottom of that page.

If you have never been a member or registered for a Y program before, you will need to set up an account.

Existing Members

To complete your online account set-up, **our system must have your correct birth date and zip code on file**. If this information is not in our database, you will need to call the Y at 304-636-4515 or visit the front desk and provide staff with this information to access your online account.

1. From the program page, click “Find My Account”
2. Enter the last name, birth date (MM/DD/YYYY format), and zip code associated with your YMCA account and click submit.
3. Verify your account with either the email address or billing method information, on file with your YMCA account. **NOTE: If you do not have an email on file with your member record, or if your email address is associated with more than one membership record, your online account will not be able to be verified via email** and you will need to call the front desk at 636-4515 to complete this process. We recommend that you do not create a new account as it will create a duplicate record and will not be synced with your existing YMCA account.
4. If you choose to verify your account using your billing information, you will be prompted to create your online account by entering an email address and choosing a password in the next pop-up screen.
5. If you choose to verify your account using your email address, a password reset link will be sent to your account email address. Follow the link in the email to set your account password and complete the online activation process. Now you can log in and begin searching and registering for programs.

Non-Members

1. Select the “Sign Up” option.
2. Click on the non-member membership type.
3. Complete the information form with YOUR contact information. At the bottom of the screen, you will be able to save your non-member record with the option of adding additional children who you will be registering in programming.
4. Once you have finished adding individuals to your account, click next.
5. You will be prompted to enter an email and select a password on the next screen to complete the creation of your YMCA online account. You can now begin to search and register for programs.

Please note: If you are registering your child for a program, please access your account or set up an account in your name as the primary adult. You can then add your child to your account.

Enrollment Options

Enrollment is accepted monthly up until the enrollment deadline (the week before each month). Parents may enroll their children for one or more months.

Parents may enroll their child in part-time or full-time care. Full days will be offered over the holiday breaks. Scheduled early dismissals are included with enrollment. Due to staff availability, we are not able to offer snow-day coverage currently.

Changes to Enrollment

Enrollment changes can be made monthly. As staffing and supplies are coordinated based on enrollment and spots are limited, fees are non-refundable after the 1st of each month. We are unable to offer credits or refunds for days that your child is scheduled but does not attend the program.

Withdrawal from Program

Parents should provide written notice to withdraw their child from the program either by letter or email to info@elkinsymca.com. Withdrawal from the afterschool program will take effect on the 1st day of the new month.

FEE PAYMENT

Fees are due on the 1st of each month and can be paid the following ways:

- Online at www.elkinsymca.com
- In person at the Y front desk
- By mail to Elkins YMCA, 400 Davis Avenue, Elkins WV 26241

Fees for the 2024-25 school year are as follows:

Enrollment Option	Y Members	Non-members
Full-Time	\$160/month	\$180/month
Part-Time: 3 days/week	\$114/month	\$126/month
Part-Time: 2 days/week	\$76/month	\$84/month
Full days enrollment only	\$23/day	\$25/day

* Full-day rates in addition to a child's monthly registration option are \$23.00/day for members/\$25.00/day for non-members.

Siblings receive a discount on program fees. Enter "YFUN" at check out to receive the discount.

Financial assistance is available for those who qualify based on demonstrated financial need. Please complete a community sponsorship application, which is available at the front desk or online.

Late Payments

A late fee of \$15.00/month will be assessed for payments received after the 15th day of the current month. Unpaid fees by the specified due dates may result in the child's termination from the program. If payments cannot be made by the due date, it is the responsibility of the family to contact the YMCA to set up a mutually acceptable schedule.

Returned Payments

A \$25.00 fee will be charged for each returned payment. Parents will need to send cash, money order, or certified check for the non-sufficient funds within 10 business days, and payment in full is required before a child can continue to participate in YMCA programs.

Financial Support

Financial support for YMCA programs is available based on an individual's demonstrated ability to pay and the YMCA's ability to fund and provide services. An application for community support is available at the YMCA's front desk.

ATTENDANCE

Hours of Operation

The after-school program runs Monday through Friday from 3:30-6:00 p.m. on regular school days.

Parents should notify the YMCA if a child will not attend on one of their registered days due to illness or other reasons, so that staff may maintain an accurate roster each day.

Transportation

Transportation may be provided to the YMCA by Randolph County school bus from Third Ward and Jennings Randolph. Parents should refer to the published Randolph County transportation bus route to confirm bus numbers for their school. Parents may also choose to drop their child off starting at 3:30 pm.

Arrivals

When arriving by a Randolph County bus, children will be met by a staff member at the youth center door.

Pick-up/Sign-Out Procedures

Sign your child in or out on the attendance roster. This procedure helps to ensure the safety of your child and allows staff to monitor which children are present at any given time.

Only persons authorized by you may pick up your child. The staff will question anyone unfamiliar to them. If someone other than persons authorized on the registration form will pick up your child, you must notify the program staff in writing. Please notify staff of any custody issues.

Late Pick Up

Beginning at 6:00 p.m., there will be an additional charge of \$10.00 per family for every fifteen minutes past 6:00 p.m. You will receive an invoice for this fee.

If you are running late, please notify the YMCA by calling 304-636-4515. If we do not hear from you, starting at 6:00 pm, the program staff will begin calling parent contact numbers to check for problems or miscommunications. If contact is not made, alternative contacts listed on the registration form will be called.

You risk dismissal from the program if:

- You fail to pay the late pick-up fee
- You are late in picking up your children three times within 30 days.

PROGRAMMING

Activities

A schedule of activities is published monthly and includes indoor and outdoor games and sports, STEAM activities, and swim times.

Sample Weekly Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Arrival	Snack/free play in youth center				
4:00-5:00 pm	Outdoor Play (Weather Dependent) or Youth Center Activity	STEAM Activity or Local Field Trip	Swimming	Gym Game	Gymnastics Room Game
5:00-6:00 pm	Homework/free play in youth center.				

Outdoor Play

When the weather is fair, the program will visit the YMCA green space (outside space behind the pool) the train depot, or Elkins City Park for outdoor play. Children will bring their school backpacks to allow for early pickup. Check the Band app for announcements. The alternate activity on Mondays will be a game or activity in the youth center.

Swimming

A swim time will be offered once a week. Campers should bring a bathing suit, towel and goggles on swimming days. Staff will provide an alternate activity on the pool deck for children who choose not to swim during designated swim times.

Parents indicate whether their child requires a personal flotation device (PFD) during the registration process. The after-school program coordinator is responsible for maintaining this list. Lifeguards will swim test all new swimmers and will require a child to wear a PFD if the child is unable to swim the width of the pool without assistance.

Lifeguards and staff work together to supervise the children. In the event of an accident during swim times, the YMCA staff will respond along with the lifeguards. Lifeguards at the YMCA hold current lifeguard certifications through the Red Cross.

Homework Help

During the afterschool program, time will be given to children to complete their homework with assistance from our staff during 5:00-6:00 pm. 4:00-5:00 pm are reserved for scheduled activities. Please speak to our program staff to let them know if you would like your child to work on their homework while at the Y.

Snacks and Lunches

A snack is provided daily and follows the YMCA's Healthy Eating and Physical Activity (HEPA) standards. Families should notify staff about any food allergies.

On full days, snacks will be provided, but parents must pack a sack lunch and drink. Due to food allergies, please avoid sending in peanut items (peanut butter, peanut-based granola bars, etc.) The snack menu is included on the activity schedule for the month.

Clothing/Belongings

Please make sure to mark all belongings. The YMCA is not responsible for lost, damaged, or stolen articles. Please do not send any valuable items or toys from home.

USE OF CELL PHONE/GAME DEVICES While we understand that parents may choose to allow their children to take a cell phone to school for safety reasons, children who choose to bring in devices will be required to store them away in their backpack during program hours.

COMMUNICATION/PARENT INVOLVEMENT

Parental support is critical to the success of the program. We welcome your input on programming ideas and other suggestions to improve the program. Open communication helps us understand any changes or situations that may impact your child's time at the Y.

Programming information will be sent home with your child. We also maintain a "Band" app page called, 'Elkins YMCA Afterschool Program' where we will post information to help keep parents informed on what is happening with the program.

Please use the Band app messaging/chat feature to contact program staff during business hours or call the YMCA at 304-636-4515 to speak to a staff member. We ask our childcare staff not to use their personal lines or social

media apps to communicate with parents regarding YMCA related issues or inquiries.

Parents or guardians have the right to enter and inspect the facility in which their child is receiving care, without advance notice. Entry and inspection are limited to the normal operating hours while your child is receiving care. The childcare staff has the right to deny access to a parent or guardian under the following circumstances:

- The parent/guardian is behaving in a way that poses a risk to the children in the facility.
- The adult is a non-custodial parent, and the facility has been requested in writing by the custodial parent to not permit access to the non-custodial parent.

BEHAVIOR MANAGEMENT AND DISCHARGE OF CHILDREN

Bullying

We will not condone the mistreatment of one youth by another youth. Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:

- **Physical bullying** – when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
- **Verbal bullying** – when someone uses their words to hurt another, such as by belittling or calling another child hurtful names.
- **Nonverbal or relational bullying** – when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
- **Hazing** – an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person’s willingness to participate.

Managing Disruptive Behavior

The YMCA always strives to maintain a positive approach to managing behavior. When children choose to behave outside of the program’s guidelines, some consequences are required to protect the safety of children in the program.

In cases of disruptive behavior, the following process will be followed:

i) Reasoning – Every effort will be made to help the child understand the inappropriateness of his or her actions and agree to an alternate form of behavior. When the conflict is child-to-child, every effort will be made to have them reason together face-to-face with staff facilitating.

ii) Removal from the specific activity – When reasoning has been pursued and behavior has not changed, removing the child from the activity involved for an appropriate amount of time is necessary. The denied activity should be related to misbehavior and the removal should not exceed five minutes of time.

Actions that will result in disciplinary action include, but are not limited to:

- Hitting or harming other children or adults
- Bullying
- Damaging YMCA property
- Continuous disruption of the program

Staff will use incident reports to document disciplinary action taken in response to the issues listed above. The reports help to communicate to parents what happened, and the steps taken to help the child improve the behavior.

Report Form	When to Complete Form	Who Completes It	Who Approves It
Incident	When a major disruption occurs <ul style="list-style-type: none"> Any physical altercation, touching, bullying 	Staff who witnessed the event firsthand	Lead Staff or Program Coordinator

When a more serious incident occurs, the lead staff or program coordinator may call the parent and ask them to pick up the child within 30 minutes of the call. The child may be suspended from the program for a period of 1-5 days or may be removed from the program entirely.

Discharge of a Child from the Program

The YMCA tries to meet the needs of each child enrolled in its programming. However, the Y does reserve the right to end enrollment of a child. Every effort will be made to work with the child and family to avoid ending enrollment. When a situation arises, the afterschool program coordinator will initiate a meeting with the child’s parents to discuss the situation and agree to a plan of action. The plan may include daily communication with parents regarding progress, behavior modification plans, and other necessary steps for the child to be successful in the program.

If the parents and program coordinator are unable to come to a mutually acceptable course of action after identifying a concern, the YMCA reserves the right to end enrollment of a child.

Factors that may be considered when deciding if the program is an optimal place for a child:

- Problematic behavior, including continuous failure to cooperate with staff, inability to get along with staff, or other children, or threatening, violent, or intimidating behavior.
- Staff are unable to meet the child’s needs.
- A family fails to meet their obligations set forth by the YMCA including, but not limited to the following reasons:
 - Disrespectful behavior to staff members.
 - Non-payment or persistent late payment of fees.
 - Failure to comply with policies outlined in this manual and the handbook.

If a child has been asked to leave a YMCA program, the following must happen to pursue re-enrollment:

- If the dismissal was fee-related, families must pay all outstanding fees related to any YMCA program.
- If the dismissal was behavior related, the family must agree to meet with the program coordinator and/or executive director to discuss how the situation can be improved going forward. It is up to the program coordinator and/or executive director to decide whether the program can accommodate the needs of the child.

CHILD SAFETY

Appropriate Engagement with Children

The Y is committed to creating an environment for youths that is safe and nurturing. Our child safety policies outline specific expectations of staff and volunteers as we strive to accomplish our mission together.

- Youths will always be treated with respect and fairness, regardless of race, sex, age, or religion.
- Staff and volunteers will adhere to uniform standards of displaying affection as outlined by our organization.
- Staff and volunteers will avoid affection with youths that cannot be observed by others.

- Staff and volunteers will adhere to uniform standards of appropriate and inappropriate verbal interactions as outlined by our organization.
- Staff and volunteers will only give gifts with prior permission.
- Staff and volunteers will comply with our organization’s policies regarding interactions with youths outside of our programs.
- Staff and volunteers will not engage in inappropriate electronic communication with youths.
- Staff and volunteers are prohibited from working one-on-one with youths in a private setting. Staff and volunteers will use common areas when working with individual youths.
- Positive guidance will be used as the discipline technique of all programs.
- Staff will participate in regular training, including covering topics such as appropriate touch and managing behavior.

Childcare Employee Code of Conduct

While the YMCA does not discriminate against an individual’s lifestyle, it does require that in the performance of their job they will abide by the standards of conduct set forth by the organization:

1. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
2. Staff must appear clean, neat, and appropriately attired.
3. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
4. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
5. Sharing intimate details of one’s personal life, profanity, or inappropriate jokes in the presence of children or parents is prohibited.
6. Staff must be free of physical or psychological conditions that might adversely affect children’s physical or mental health.
7. Staff will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.
8. Staff may not be alone with children they meet in organization programs outside of the organization. This includes babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.
9. Staff are not to transport children in their own vehicles.

Safe Supervision

Supervision

1. Staff should never leave a child unsupervised.
2. At no time during a childcare program may a staff person be alone with a single child where they cannot be directly observed by others or by video camera. Staff should space themselves in a way that other staff can see them.
3. Staff and volunteers are prohibited from working one-on-one with youths in a private setting (for example, working on homework). Staff and volunteers must use common areas when working with individual youths.

Line of Sight

1. Children must remain in the **‘line of sight’** of staff at all times. Staff should be physically positioned to maintain ‘line of sight’, and may need to adjust their position during an activity. Staff should pay particular attention to this during gymnastics room time (blue blocks), visits to the park, and time spent in the youth

center loft. Staff should agree to zone coverage at the start of each activity.

Locker Room Supervision

1. Staff will ensure the locker room is not occupied by suspicious or unknown individuals before allowing children to use the facilities.
2. The locker room will be closed to other YMCA members while childcare programs are utilizing the space (place "closed" sign at entrance).
3. Either 'line of sight' or 'line of sound' supervision is maintained while children are using the locker rooms. Staff will stand within earshot of the locker room.
4. Any horse play (for example, towel whipping) will not be tolerated and should be addressed through the discipline process.

Restroom Supervision

1. Children must ask permission to use the restrooms in the youth center. Staff should monitor the child entering and exiting the restroom.
2. For restroom breaks outside of the youth center, use the 'rule of three' with 1 staff and 2 children or 2 staff and 1 child present when using the restroom.
3. No child, regardless of age, enters a bathroom alone on a field trip.

Appropriate Technology Use Policy

The YMCA has a responsibility to keep children in our care safe from the moment they enter the facility until parents pick them up. This policy is about the use of technology in our childcare programs and protecting the privacy of minors in our care. For purposes of this policy, a child will be defined as any person under the age of 18.

Electronic Communication with Parents and Minors:

10. All electronic communication (including social media) from staff to parents representing the YMCA must be professional in nature. The BAND app is the primary method of electronic communication. Parents should be directed to call the YMCA during program hours to speak with a staff member versus providing parents with personal phone numbers.
11. Staff are not permitted to accept personal page requests on social media platforms from childcare participants. Existing social media connections with childcare participants should be discontinued.
12. Staff must not send private, instant, or direct messages to child care participant minors through social media platforms.

Use of Cell Phones:

13. Staff may not use cell phones and other electronic devices for personal use when they are caring for and supervising children.
14. Cell phones should be used only for contact with the YMCA, YMCA staff, or parents regarding the safe operation of the program. A locker will be provided to all staff for the safe storage of personal possessions, and staff are encouraged to store their cell phones in their locker during programming hours.
15. Staff should not post photographs or videotape children for use on personal social media platforms. Photographs from field trips or special events may be shared on the Band app on occasion, when a photography release has been approved by parents.

Requirement to Report

The YMCA recognizes the increase in the number of incidents for reported cases of child abuse and neglect. Staff and volunteer personnel are in an excellent position to identify abused and/or neglected children and refer them for treatment and protection. In responding to this problem, the YMCA recognizes the need to develop a clearly defined policy and establish procedures to implement that policy.

This policy applies to all paid and volunteer staff that have contact with children. For purposes of this policy, the child will be defined as any person under the age of 18. This policy incorporates state law reporting procedure requirements for cases involving suspicion of child abuse or neglect. In addition, it provides recommended practices regarding children participating in YMCA programs; as well as hiring and training procedures for YMCA personnel who supervise children.

The YMCA requires all employees working with children to complete child abuse prevention training as a condition of employment.

Every state maintains a mandatory child abuse reporting law. Those, who by nature of their employment have contact with children, are mandated, reporters. To combat the child abuse and neglect problem and in compliance with West Virginia State Law, any staff or volunteer personnel having reasonable cause to suspect that child participating in a YMCA program has been abused or neglected or having reason to believe that a child has been threatened with injury and that abuse will occur, shall immediately contact the Supervisor/Director in accordance with established procedure. Our organization will fully cooperate with authorities if allegations of abuse are made that require investigation.

Report Abuse or Neglect. When you suspect abuse or neglect you should report your concerns to the Department of Health and Human Resources at 1-800-352-6513 7-days a week, 24 hours a day.

HEALTH

Immunizations

Each family enrolled in the program must submit a child wellness form/immunization record. The Y will maintain well-check records in the child's file. The Y requires that children are adequately, or age appropriately immunized at the minimum requirements for attending school as required by the state as a condition of participating in YMCA programming.

Illness

If any child arrives from school with a fever or develops symptoms of a fever of 100.4 while in the program, the following will occur:

- Child will be isolated away from other children and staff.
- Parent will be called to be picked up immediately.
- Cleaning guidelines will be followed immediately in any area the child was located.

Any child with an infectious illness may not attend until the illness is resolved. Parents are asked to keep children home from the program if:

- The child has a fever, stomach bug or infectious condition like head lice, pink eye, etc. Children must be free from symptoms for 24 hours before returning to the program.

Medication Administration During Program

If a child requires any medication during the program, parents should request a time to meet with the child care coordinator to review instructions on administering medications. Any medication needing to be administered during program hours must:

- Be accompanied by a “permission to medicate” form (provided by the childcare coordinator)
- Be brought directly to a lead staff member in its original container with the child’s name, physician’s name and drug name on the container, and
- Have specific written instructions for amounts, time, etc.

The lead staff or program coordinator will record medication given, dosage, time on the medication form as it is administered.

Allergies

The Y will accommodate allergy concerns to the extent possible with any limitations to the facility.

Requests for food substitutions for snacks and lunches must be accompanied by a written notice from a physician. The notice should include: what the allergy is; what happens when the food is digested; and, what food items are suitable substitutes.

The youth center is a peanut-free zone. Please do not send any peanut food items for snacks or lunches. Please be aware that the rest of the facility does not restrict patrons from consuming peanut food items.

Parents should request a meeting with the childcare coordinator and lead staff to discuss and plan for allergy concerns.

EMERGENCY PROCEDURES

Injuries Occurring During Program Hours

If a child is injured during program hours, the staff will take whatever steps may be necessary to obtain emergency medical care as warranted. These steps may include:

- Providing immediate first aid;
- Attempting to contact a parent or guardian;
- Attempting to contact the child’s physician;
- Attempting to contact others listed on your registration forms; and/or
- In case of serious injury, securing appropriate emergency medical assistance.

Accident Reporting

Once emergency medical care has been administered, staff will file an accident report. A copy of the report will be provided to parents at the end of day by the lead staff on duty.

Staff will notify parents with a phone call regarding any injury resulting in first aid or any accident involving a blow to the head.

Report Form	When to Complete Form	Who Completes It	Who Approves It
Accident	Any time first aid is administered <ul style="list-style-type: none"> • Blood or a bump/bruise requiring ice 	Counselor who administered first aid	Age Group Lead or Coordinator If not available, notify parents of accident and steps taken, refer to group lead or coordinator for questions

Facility Emergencies and Evacuations

If a weather-related state of emergency is called, the YMCA will close, and parents will be called to pick up their children.

This plan outlines the emergency and disaster plan for reporting emergencies and evacuating the facility.

Evacuation Site: 1) Elkins Public Library 2) Elkins Fire Department

- **In the event of a fire alarm**, have children line up, do a headcount and exit from nearest facility exit. Take children to evacuation site. Do not re-enter facility until given all clear by emergency responders or the YMCA executive director.
- **In the event of a serious injury, call 911.** Perform first aid/CPR as needed. Remove other children from the scene. Contact parents.
- **In the event of an intruder, call 911, call out “lock down”** and isolate the intruder, if possible. Evacuate the building through the closest exit and proceed to the safest evacuation site. If evacuation is not possible, move the children to a secure location within the building. Stay in an area with doors closed and/or locked and barricaded. If the intruder is outside the building, move children inside and lock the outside doors.
- **In the event of a missing child**, immediately notify all staff. All children should be taken to the gym to be supervised by two staff members. All other staff should be posted at facility doors to ensure the child does not exit the building. A full facility search should be completed including empty lockers and all locked doors. Notify the police and parents as the next step if child is not found within 10 minutes.
- **In the event of severe weather**, and weather conditions create an imminent danger making travel unsafe, (e.g. severe flooding, active tornadoes, etc.), the facility will remain open, and children will be relocated to a safe area until local authorities determine conditions are safe. The YMCA closes when a state of emergency is called. Parents will be contacted with advance notice if there is a likelihood that the facility may close due to severe weather (e.g. a severe snowstorm). When a state of emergency is called, parents will be contacted and asked to pick up their children from the program within one hour.

Following any emergency requiring evacuation:

1. Seek clearance from the police or fire department to return to building and determine if students should return to activities or be dismissed early.
2. Contact parents.
3. Maintain student roster for dismissal.
4. Document the incident.
5. Determine need for follow-up support to those involved and their families.

Emergency Numbers:

Emergency Responders: 911

Poison Control: 1-800-222-1222

YMCA Front Desk 304-636-4515

Sue Hartley-Gillispie 304-704-7838

Sid Gillispie 304-614-1001

PHYSICAL SAFEGUARDS

It is the policy of the YMCA to meet all applicable regulations regarding fire, health, and sanitation.

- The facility will be cleaned, and trash removed daily.
- The AC, heating and ventilations system will be maintained in good operating condition.

- Sprinklers, fire extinguishers, and smoke detectors will be easily accessible, inspected and tested at least annually.
- Space for medical emergencies and illnesses will be provided.
- All electrical outlets, not in use, will be covered with safety caps.
- All chemicals and cleaning products will be kept out of reach of children.
- First aid kits, fully stocked including surgical gloves, will be easily accessible.

Pest Management Plan (Updated March 2021)

It is the goal of this facility to provide a clean, comfortable environment in which children can play and learn and staff can work. In providing this environment, attention will be given to pesticides and the hazards they may cause people. It is therefore our policy to use Integrated Pest Management procedures to control pests to reduce the need for pesticide applications.

To ensure a pest free area, staff will:

- Dispose of cardboard boxes,
- Store food in proper containers,
- Dispose of all trash as soon as possible,
- Keep surfaces clean using proper cleaning and disinfecting products,
- Report any leaks, holes, etc. to maintenance staff.

Monitoring: Staff will be trained on how to keep the facility pest free and to monitor for pests. Pest traps will be used to monitor potential areas that could attract pests. Upon identification of pest activity, staff will record the issue on the pest sighting log and notify the program administrator.

The program administrator will complete a sanitation and maintenance report every six months.

Application of Pesticides: Ehrlich Pest Control comes to the facility every second Friday of the month and will apply pesticides only “as needed” to correct verified problems.

Notification: At the time a child is enrolled, parents will be given the opportunity to be informed of the right to be notified of the application of pesticides. This notification will be provided at least 24 hours in advance of pesticide application.

GRIEVANCE PROCEDURES FOR FAMILIES

The YMCA strives for open communication and partnership with our families to ensure the best care possible for the children in our program. If a parent has a concern about their child’s care, the following steps should be followed:

- Parents can visit the program at any time during operational hours to talk to the lead staff
- If the discussion may take an extended time or is sensitive in nature or involves other children in the program, please ask to schedule a time outside of program hours.
- If your concern is not resolved, please submit a grievance in writing to the executive director. Detailed information should be provided so that your concern can be properly reviewed. You will be contacted within two business days with notification of the resolution and/or an explanation of the steps that will be taken in response to your concern.

PESTICIDE NOTIFICATION REQUEST FORM - PESTICIDES LEVELS 3 AND 4

It is the goal of this facility to provide a clean, comfortable environment in which children can play and learn and staff can work. In providing this environment, attention will be given to pesticides and the hazards they may cause people. It is therefore our policy to use Integrated Pest Management procedures to control pests to reduce the need for pesticide applications.

Ehrlich Pest Control currently visits the facility once a month to provide routine crack and crevice treatments in common areas of the facility. They do not treat the youth center unless staff identifies a verified issue significant enough to require treatment using a pesticide.

Parents have the right to be informed prior to the application of pesticides. This notification will be provided at least 24 hours in advance of pesticide application.

Do you as a parent or legal guardian wish to be informed at least 24 hours in advance of the application of level 3 (crack and crevice treatment) or level 4 (broadcast spraying or fogging) in the youth center?

- Yes
- No

SUNSCREEN PERMISSION FORM

Please sign and return this form no later than your child's first day of camp.

As the parent/legal guardian of the child listed above, I give my permission for the YMCA staff to apply sunscreen to my child prior to outdoor play.

- I understand that sunscreen will be applied to exposed skin, including, but not limited to the face, ears, nose, shoulders, arms, and legs. Children will be encouraged to apply sunscreen to their skin themselves **with supervision by staff to the extent possible according to the child's age and ability. I have consulted with my child's physician, and do not know of any allergies or allergic reactions** my child may have to sunscreen.

<input type="radio"/> I have provided sunscreen for my child, to be applied as described above by the staff. I have labeled the bottle with my child's first and last name.
OR
<input type="radio"/> Please apply facility-provided sunscreen.

- NO. For medical reasons, do not apply sunscreen to my child for any reason.

Name of Child: _____ **Parent or Guardian's:** _____

Date: _____

CHILDCARE HANDBOOK ACKNOWLEDGEMENT PAGE

Please sign and return this form no later than your child’s first day of camp.

Whether your child participates in a YMCA childcare program for a short or long period of time, it is important that you are familiar with our policies and childcare protections for the welfare of the children in our care and for our staff.

Parents are provided a hard copy of the handbook at enrollment and the handbook is also available online at www.elkinsymca.com. Please take the time to review the handbook in detail. If you have questions or concerns, please contact the childcare coordinator at 304-636-4515 or by email at childcare@elkinsymca.com.

After reading the handbook, please sign below and return this form to the YMCA, no later than the first day that your child attends camp or the after-school program.

We, the parent(s)/guardians of _____ have read and understand the **contents of the YMCA’s childcare handbook. We agree to follow the policies outlined in the handbook.** We understand that the YMCA reserves the right to amend policies and procedures when necessary. Parents will be notified of any material changes made to the handbook. Signature of this acknowledgement page is not an enrollment contract.

Signature of Parent/Guardian 1: _____ Date: _____

Signature of Parent/Guardian 2: _____ Date: _____

Staff Signature Acknowledging Receipt: _____ Date: _____