



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CONNECT BELONG ACHIEVE

Before and After School
Enrichment (BASE)
Handbook & Resource Guide



WELCOME!

Dear Parent/Guardian,

Welcome to the YMCA of Southwest Florida's Before and After School Enrichment (BASE) program! As the trailblazer of organized school age programs, the Y also remains the nation's largest provider of Before and After School programs. This year is no exception as we launch an exciting array of Before and After School Enrichment experiences and areas of interest including:

- ProjectBased-Learning curriculum with a focus on STEAM (Science, Technology, Engineering, Art and Math) in addition to homework assistance
- Exposure to cultural arts and service- learning projects
- Evidence based physical fitness and health curriculum
- FREE snack served daily
- Promoting positive social and emotional experiences

Please take a few moments to review this BASE Handbook & Resource Guide, that outlines our policies and procedures to ensure your child(ren) have a safe and rewarding experience. Many of the commonly asked questions about BASE are answered here. This manual and additional information are also available at ymcaswfl.org. Most other BASE related communications will be via email and sent to the email address you provided at registration. You can "Like" the Y on Facebook to see regular updates pictures and communications about the YMCA of Southwest Florida.

As we look at quality, the Y annually reviews policies, procedures, administration and operations in order to effect necessary and continual improvements so that you and your children have the best experience possible with safety and fun programming at the forefront. Sometimes fun can look a little messy especially around pick up time but rest assured; our trained staff are transitioning the children from one exciting activity to another and/or cleaning/organizing our shared spaces.

The Y is also committed to each child's personal growth in spirit, mind and body. One way in which we achieve this goal is through our character development program. The character values of caring, honesty, respect and responsibility are woven into our daily BASE activities.

Additionally, the purpose of the Y BASE program is to help participants grow socially, emotionally, mentally and physically. We offer an exciting BASE curriculum that encourages fun learning even during snack time with our Chat and Chew.

The Y BASE program can give your children an experience that can last a lifetime. Their experience is based on seven objectives that characterize all Y programs:

- To learn 4 core values: Caring, Honest, Respect, and Responsibility
- To grow personally
- To improve personal and family relationships
- To appreciate diversity
- To become better leaders and supporters
- To develop specific skills and encourage learning
- AND to have LOTS of FUN!

As your partner in developing youth, please share with us any information that will help make your experience the best possible. Let's have a great year!

Brian Nason
Chief Impact Officer



GENERAL INFORMATION

DAYS & HOURS OF OPERATION

YMCA BASE programs are available Monday through Friday, except on holidays listed below. It may be necessary to close centers on other days at the program director's discretion. Proper notice will be given.

The YMCA of Southwest Florida reserves the right to close for extreme weather, facility emergencies or other unexpected situations. If your school districts are closed for weather emergencies, the BASE programs may also be closed. You will be notified of any closures.

PICK-UP

All BASE programs close at 6:00pm (hours may vary by site location). To avoid late pick-up fees, all children must be picked up by 6:00pm. For more information, see Parent Responsibilities: Late Pick-Up on page 6-7.

SCHOOL DAY OUT CAMPS

On days when school is closed (e.g. teacher workdays, Winter Break, President's Day, Spring Break, etc.), care is available during normal childcare hours through School Day Out Camp at each YMCA branch location. School Days Out Camp fees are included in weekly tuition for all Teacher Workdays. Extended Break Camp fees (Thanksgiving, Spring, and Winter Breaks) are not included in regular weekly tuition and may be available for an additional fee as spaces allow. Registration for Extended Break Camps is submitted separately from BASE program.

HOLIDAY CLOSING

BASE programs are closed as follows: Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day & New Year's Day, Good Friday, Memorial Day, Fourth of July.

*Additional days may be added at the discretion of your YMCA and school district.

COMMUNICATION

For immediate assistance and in case of emergency, the best mode of communication is to call your YMCA directly. If we must get in contact with you due to an emergency, we will begin to call the numbers listed on your registration in priority order. If we are unable to reach a parent or guardian, we will begin to call the emergency contacts.

EMAIL

Please make sure to keep your email address on file current. We will be sending information, updates and exciting news when needed to ensure consistent communication.

FACEBOOK

For the latest information about the YMCA, follow us on Facebook.

CHILD CARE ACTIVITIES

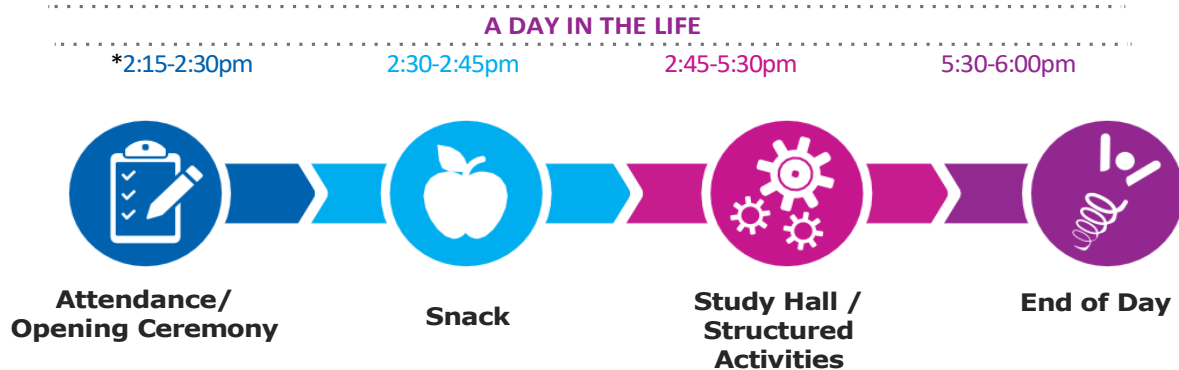
DAILY SCHEDULE

Specific daily schedules are provided at each care location. For after-school programs, the schedule will be comprised of an open ceremony/attendance, snack, STEAM projects, Arts and Crafts, Homework Assistance, Physical Fitness, Centers, Service Learning and FUN. Time, length and activities subject to change.

Children are arranged in age groups by grade.

Parent information board include postings of scheduled activities and other information regarding YMCA programs.





* Times may vary by site

TYPES OF ACTIVITIES • STEM Projects • Arts Education • Team Building • Service Learning
Seasonal Activities • Leadership Development Games • 21st Century Skills Development

HOMEWORK ASSISTANCE

Your child is given the opportunity to complete their homework while in After School. During this homework time (estimated 30-45 minutes), our staff are available to assist your child with their homework needs. Tablets and Laptops are permitted for homework assignments during this time only. Though we cannot guarantee completion of homework, if there are any special circumstances, we ask that you let your Site Supervisor know. We want to make this a positive and successful experience for you and your child.

FOOD AND SNACKS

An afternoon snack will be provided to after-school program participants. Snack menus are posted at all facilities for families to review.

OUTSIDE PLAY

It is our belief that children need and want to be outside. Children need the space and the opportunity for outside movement daily in order to foster proper muscle development. Outside play is essential for children to gain strength and develop to their fullest potential.





PERSONAL ITEMS

We have plenty of equipment and activities to keep your child busy. Please do not allow any toys, video games, electronic tablets or cell phones to accompany your child. This eliminates fights, theft and/or lost items that we cannot be responsible for and will not reimburse. Personal space is important for every child. Our programs will have a designated place for your child to store their backpacks, lunch boxes and other items that they bring to the program with them.

WHAT TO LEAVE AT HOME

The Y is not responsible for any valuables. Please make sure your child leaves toys, trading cards, video games, iPads, cell phones, candy and gaming systems at home. If a child is sent to the Y with these items, they **MUST** remain in the child's book bag during program hours. Some children enrolled in our programs are not permitted to be photographed; therefore, cameras **MAY NOT BE USED AT ANY TIME.** After care participants will not be allowed to use any of these items, and if they do, they will be confiscated and returned to the parent at sign-out.

At the Y, we make sure our programs are packed with activities and these personal items can often be a distraction.

LOST & FOUND

We will make every effort to return lost and found items while your child is in the program. Please mark all items with your child's first and last name with a permanent marker or laundry label for easy identification. If you discover something is missing, please check lost and found immediately. Unclaimed items will be disposed of on a weekly basis. The YMCA is not responsible for lost, stolen, or damaged clothing or equipment.

CLOTHING

Please dress your child appropriately. You should take into consideration the weather forecast and the program activities. Children must wear play clothes and tennis shoes as your child will be participating in outdoor activities. For safety reasons, open-toed shoes and sandals are not permitted in the program. Children should also bring a swimsuit and towel on swim days. Please clearly label swim items with the child's name.

CHILD'S RESPONSIBILITIES

CHARACTER VALUES

The YMCA believes strongly in character development and in teaching our students the importance of our four core character values. We spend time reinforcing these values at after school by pointing out students who display these values throughout the day. Each of the character values have a color associated with it. Please talk with your child at home about these character values.

RESPONSIBILITY | CARING | RESPECT | HONESTY



BEHAVIOR EXPECTATIONS

The Y expects all participants and parents to demonstrate the four Y character values of Caring, Honesty, Respect and Responsibility. Students who fail to exhibit these character traits will be counseled by Y staff. YMCA employees use positive discipline approaches to modify behavior including redirection and one-on-one counseling.

YMCA staff is trained to use a positive approach to discipline. However, if a child is extremely disruptive, YMCA policy is to notify parent/authorized person via a behavior form located at sign out. Your signature on the form is required, acknowledging receipt; the forms are kept on site at the YMCA.

- 1st offense- warning
- 2nd offense – warning
- 3rd offense – may result in suspension from participation in the program. Two (2) suspensions may result in termination from the YMCA program.

ZERO TOLERANCE POLICY COVERS THE FOLLOWING BEHAVIORS:

- Any intentional physical abuse towards other child(ren)
- Bullying (verbal or physical) of any kind
- Any threats made towards child(ren)
- Stealing or damaging other children's property or YMCA property. Parents are also financially responsible for the repair or replacement of stolen or damaged property.
- Bringing any weapon to the YMCA
- Any physical or verbal abuse/threats to staff (may result in an immediate termination from the program).

It is our hope that we can work together to prevent your child from being suspended or terminated from the program. The director may request a conference with you if there are significant behavior problems with your child.

Please note: these steps are guidelines and Y program directors have the right to adjust consequences on an individual basis as the situation warrants. We want all our children to enjoy their experiences at the Y. We also want all our children to be physically, emotionally, and mentally safe when in our programs. Children who interfere with the mental, emotional, and physical safety of

others might not find this program a good fit and may be asked to leave. If your child is removed from the program due to behavior, a refund will not be issued.

ALL PARTICIPANTS AND FAMILIES ARE EXPECTED TO BEHAVE IN A RESPECTFUL MANNER TOWARD STAFF & OTHERS AT ALL TIMES.

CHILD BEHAVIOR CODE OF CONDUCT

- Participants must behave toward others and their environment in a way that demonstrates the Y's four character values: Caring, Honesty, Respect, and Responsibility.
- Participants are responsible for following all behavioral standards and policies and procedures outlined in the Parent Handbook.
- Behavioral standards are expected to be followed at all Y locations and any Y hosted event including field trips.
- The use of cell phones and other electronic devices is not permitted. Communication between participants and families will be available through the program office if necessary.
- Students are expected to follow all directions issued by Y staff and volunteers.

GRIEVANCE POLICY

At the Y, we strive to positively impact the life and wellbeing of every child in our care. For any questions, comments, or concerns, please contact the Program Director.

PARENT NOTIFICATION FORM

- Used as a communication tool between YMCA staff and parents.
- Used to notify parents of behavior concerns or other incidents.
- Your signature on the form is required, acknowledging receipt; the forms are kept on site at YMCA.
- Other forms include: Ouch Notes, Sunshine Notes, and Rainy Day Notes

ACCIDENT/INJURY REPORT FORM

- Used to document injuries sustained by your child.
- Your signature is required; completed forms are kept on site at the YMCA.

AMERICANS WITH DISABILITIES ACT:

- YMCA is in compliance with ADA
- YMCA does not discriminate against children unless their presence poses a "direct threat" to the health and safety of others.
- The program will make "reasonable modifications" to policies and practices to accommodate children with special needs.
- If possible, the YMCA will provide auxiliary aids and services for effective communication.
- Facility is fully accessible to persons with disabilities.
- The program will not assume a disability is too severe for a child to participate.
- YMCA Supervisory Staff will make individual assessments whether the program can meet the needs of a child without fundamentally altering the program.

INCLUSION POLICY:

- YMCA does not discriminate in our admission policies based upon race, sex, religion, place of national origin or physical/mental abilities.
- Children with special needs will be considered for admission on a case-by-case basis.
- Children whose limitations create a safety issue or unreasonable risk of harm to themselves, others or property may not be accommodated.
- Please notify the Director if your child is under stress or may require a higher level of supervision

PARENT'S RESPONSIBILITIES

COMMUNICATION

It is our priority to make sure parents are informed of what is going on in our programs. The Y will make every effort to communicate with you about activities, special events and especially about your child! We communicate through newsletters, social media, signs posted at pick-up or drop-off time, phone calls, in person and email. It is required that parents provide email addresses so you can receive important updates. If there is ever a time you want to know more, please contact your Y and speak with the program director.

Parents must follow all established policies and procedures as outlined in this Parent Handbook, including pick-up, payments, late pick-up, cancellation policies, etc.

Parents are responsible for reading all emails, newsletters, flyers, and notifications sent home regarding the BASE program, as well as regularly reviewing the Y website at www.ymcaswfl.org and materials available at your child's location to keep well informed about the program.

Additional methods of communication may include the Y App (available in the Apple App Store or Google Play), and social media including Facebook and Instagram.

FINANCIAL RESPONSIBILITIES & FEES

Program fees are due in advance of service. In order to ensure that we have all the resources required to serve your child each week, tuition payments are due on the Friday prior to each upcoming week. Please keep this in mind with holiday breaks such as Thanksgiving break, Christmas Break and Spring Break.

While there are some exceptions, most payments are automatically drafted from your credit card or debit card, using the information you provided when registering. Be sure you have always updated credit card information on file.

Your program registration is planned by the week. We prepare snacks, activities and staff for your child each day. Few operating costs are eliminated when a child is absent because we prepare for each child every day. Because of the aforementioned, we do not refund or pro-rate fees for absences.

Before & After-School Fees are based upon the 180-day school calendar and are divided equally into weekly payments. We understand that there are some weeks during the school year with fewer than five days of service. We do not issue credits or refunds for scheduled school holidays, sickness or closings due to inclement weather.

MEMBER RATES

The Member rates are reserved for active YMCA of Southwest Florida Members. To qualify for the member rate, you must be a member at the time of registration. Program rates will not change if a membership is acquired after registration is completed.

LATE PAYMENTS

Tuition payments are due on the Friday prior to each upcoming week. If late payments accrue, you may be subject to a \$30 charge that will be placed on your account. The late fee along with your balance due must be paid prior to your child attending. Services will be discontinued for failure to pay on time, or if your child is absent for more than two weeks without payments.

*Your child may not return to the program until the balance is paid.

TO PAY BALANCE:

Below are the steps on how to add and select the billing method for your weekly/bi-monthly/monthly draft; or to make a payment.

1. On the YMCA of Southwest Florida website at www.ymcaswfl.org, click on Programs, then on online program registration and LOGIN.
2. On the next screen enter your email address and password. If you don't know your password, click on "Forgot your password" and one will be emailed or texted to you.
3. Once logged in click on My Account
4. On the Account Option screen click on Pay on Account found under Payment Details
5. The next screen will show your Outstanding Balances. With the amount due showing in the box under Payment Amount
6. Click continue and follow prompts to make your payment.

FINANCIAL ASSISTANCE

YMCA of Southwest Florida's Annual Support Campaign ensures that everyone has the opportunity to learn, grow and thrive. At the Y, no child, family or adult is turned away because of an inability to pay as long as funds and space are available. If you would like to apply for a scholarship, please fill out an application and return to your local branch. Applications are available online and at your local Y.

ARRIVAL & DEPARTURE

Parents are expected to sign their children in upon arrival for before care and sign them out before leaving in the afternoon. There is a Sign-In/Sign-Out sheet available as you enter the program and a full signature and time is required. Adults picking up children must sign and date the program sign-out sheet each day upon pick up and will be asked by a Y staff member to show a picture id. Y staff will rotate the responsibility of sign out and may not recognize you by sight. Please notify all adults picking up your child of this policy.

PICK-UP

YMCA of Southwest Florida recognizes the need to provide a safe and secure site for all children in our programs. As a result, the Y will only release a child to an adult who is listed on the "Authorized Pick-up List" provided on the registration form. The Y staff will adhere to the rules below to protect children in their care.

SIGN-OUT:

Adults picking up children must sign and date the program sign-out sheet each day upon pick up and will be asked by a Y staff member to show a picture id. Y staff will rotate the responsibility of sign out and may not recognize you by sight. Please notify all adults picking up your child of this policy.

CHANGES TO THE PICK-UP LIST:

Any changes to the pick-up list must be submitted in writing to the Y by the primary responsible party. Any court orders declaring changes in custody should also be provided to the Y for our records. The primary responsible party is the only person who can amend the authorized pick-up list.

CUSTODY ISSUES:

In cases of separated and divorced parents, where visitation rights are denied to one parent, we cannot deny releasing the child to such parent unless a court decree or separation document is in our file expressly forbidding a parent from picking up the child from our program, or from picking up at times not allowed by the court decree.

STEPS FOR CLARIFYING CUSTODY ISSUES: If an adult who is not on the authorized pick-up list comes to pick up a child, the child will not be released to the adult. Y staff will contact the primary responsible party who must clarify the situation as outlined above. If the primary responsible party cannot comply by providing a signed notice, then the YMCA staff must: 1) Contact and involve a Y Director immediately; and/or 2) Contact local law enforcement or social services if necessary.

LATE PICK-UP/FAILURE TO PICK UP:

Staff are scheduled until 6:00pm (can vary by site location). However, staff will not leave a child unattended. If you know you will be late, call the site by 5:45pm to notify the staff. A late fee of \$1 per minute per child will be applied for late pick-up. Chronic late pick-up may be grounds for extra fees and/or dismissal from the program. In the event that you fail to pick up your child, the following will happen:

- All phone numbers we have on file for your child will be called.
- If no contact can be made at those numbers, we will continually assure the child that everything is ok. Your child will never be left alone with only one YMCA staff person in attendance.
- We will notify the Program Director and call the Branch Executive to determine the appropriate next steps, which may include calling police and/or social services.

IMPAIRMENT:

Your child's safety is our priority. At times we are called to make judgments concerning a child's safety. If a YMCA staff member suspects that a parent, guardian, or other adult authorized to pick up the child is impaired when he or she arrives to pick-up the child, the YMCA will keep the child at the YMCA facility until alternative transportation can be arranged. The YMCA will first try to contact another family member or spouse; then one of the emergency contacts listed on the child's registration form. The YMCA reserves the right to involve appropriate authorities if necessary to protect the child and the YMCA.

EXCESSIVE LATE PICK-UP

The YMCA of Southwest Florida has found that it is necessary to have an excessive late pick-up policy, which could result in

the removal of your child from our program. This policy is as follows: if you are late more than three times in any program cycle, you may be asked to remove your child.

ATTENDANCE / ABSENCES

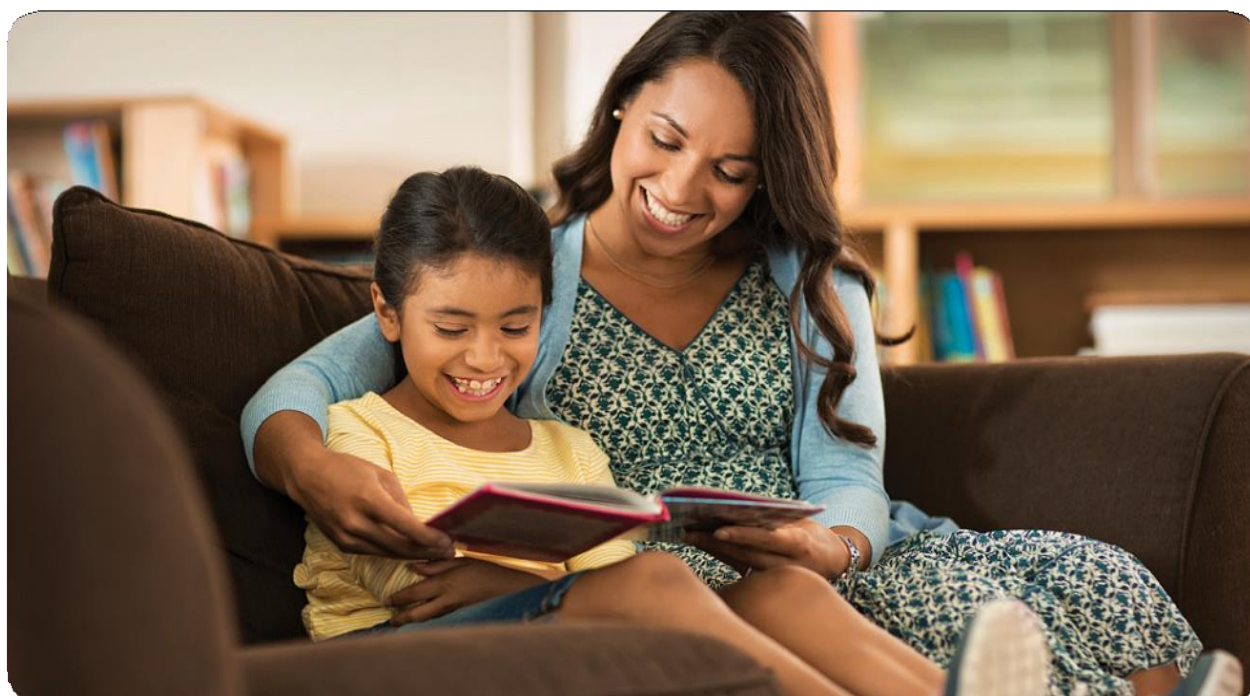
For the safety of all children, please understand that when your child does not show up to our program, we must verify his/her whereabouts. This puts great strain on the rest of the program participants since the program cannot start until a final headcount is accurate. Notification prior to the program start of planned absences, early pick up, or planned tardiness will ensure the smoothest transition for all participants.

PARENT INVOLVEMENT & FEEDBACK

The YMCA of Southwest Florida highly encourages parent involvement. We are honored that you choose us to help raise your child and we want to make sure we are on the right track. If you wish to visit your child while in the program, you are always welcome. We just ask for advance notice. The Y will also provide family involvement activities to promote family together time. If you wish for feedback on your child's development, you are welcome to ask at any time.

PARENT SURVEYS

At the YMCA we are committed to continuous program improvement and love to hear your feedback to make this possible! In order to best serve you and your child, we ask that you please complete the parent surveys provided by your program site to share this valuable information.



PARENT CODE OF CONDUCT

At every opportunity we hope to promote the mission and core values of the YMCA. Parents/guardians not displaying these core values to their children, our staff or other stakeholders could be asked to exit the program, which may also include the child being exited. Depending on the severity of the incident the child/family may be terminated from Y programs and facility at the discretion of the Y staff.

INFORMATION UPDATES

We ask that any updates to phone numbers, emergency contacts or authorized pick-up be given in a timely manner. We will ask you to review your child's information on file quarterly. Childcare Associates have access to all children's records.

CANCELLATION POLICY / LEAVING THE PROGRAM

The last day to submit a cancellation is at least 14 days (2 weeks) in advance of the billing date for the week of the effective

date of cancellation. Cancellations must be submitted in writing and emailed directly to your program's director. In addition, you must verbally inform your Site Supervisor or assistant. Failure to cancel in writing within the appropriate timeframe will result in no credit/refunds being issued. Your registration fee is non-refundable and non-transferable.

If canceled AT LEAST 14 days PRIOR to the start of the week of the effective date of cancellation:

- Registration fee: will be FORFEITED
- Balance: if applicable, may be refunded

If canceled WITHIN 14 days of the start of the week of the effective date of cancellation:

- Registration fee: will be FORFEITED
- Balance: will be FORFEITED

The Y does not give refunds once the draft hits your credit card or for failure to give an advanced 2 week written notice. Once we receive your notice the automatic draft will be set up to turn off 2 weeks from the date of written notice. Any balances dues remaining must be paid in full prior to returning to any Y program.

CREDITS & REFUNDS

Y Canceled: A full credit/refund will be issued in situations where the Y cancels programming for an extended period.

Weather-related Closing: No credit/refund will be issued should weather cause program closings.

Absent and/or Sick Child: There is no reduction of fees if a child is absent from the program, including illness.

Damaged Property: Replacement costs for damaged or broken Y property or school property, either accidentally or deliberately, is the responsibility of the parent/guardian; this includes any property associated with program operations, locations and vehicles.

Behavioral Issues and Suspensions: If a child is suspended from the program, a refund will not be issued. Child may be dismissed from the program without notice if their behavior is consistently disruptive or if their behavior threatens the health and safety of themselves or the safety of other children or associates. Behavior guidelines apply to a children's parents, guardians or caregiver and a child may be dismissed from program due to their actions. Please review our Behavior Policy for further details.

Program Concerns: Any concerns with program operations, activities or events should be brought to the attention of the Director/Coordinator/Site Supervisor/Assistant immediately to correct the situation.

HEALTH & SAFETY

It is our sincere desire to provide quality care for your child while they are participants at BASE. It is absolutely imperative that we work together to make this happen. If a child becomes ill during the program and is unable to participate in activities, we will contact the parent/guardian. Any child running a temperature over 100 degrees or has vomited will be required to go home.

If a child is hurt, a certified staff member will administer first aid. If the situation requires further medical attention, a staff member will attempt to contact the parent/guardian. In the event that the parent/guardian cannot be reached all contacts on the authorized pick-up list will be contacted. Please be advised that staff will not exclude your child from activities unless one or more of the following exists:

1. The illness prevents the child from participating comfortably in program activities
2. The illness results in greater care needed than the staff can provide without compromising the health and safety of the other children.
3. The child has any of the following conditions:
 - Fever
 - Signs of Possible Severe Illness: Examples include lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing or other unusual signs – until medical evaluation allows inclusion.
 - Uncontrolled diarrhea: Examples include one or more watery stools in a 24 hr. period.
 - Vomiting
 - Signs of communicable illness (rash, lice, etc.)
 - Conjunctivitis (pink eye)



- Communicable disease (strep throat, chicken pox, ring worm etc.). Please notify Program Director immediately so that other parents may be notified of the exposure.
- If your child has any of the symptoms listed above, or is removed from program because of an above listed condition please refrain from returning to program until condition discontinues (a minimum of 24 hours). This is in the best interest of all the children in the program. Please assist us in our efforts to maintain a healthy environment for our children.

HEAD LICE

Head lice are common due to the climate we live in and the nature of children:

- We do provide routine “head checks”
- If found with nits or actual lice, you will be contacted to immediately pick up your child. Your child will be isolated from other children until you arrive.
- These children may return to the program ONLY after YMCA staff has checked your child’s head.
- YMCA has a “no nit” policy
- Preventive measures include; reminding children not to share brushes/hats/hair accessories and long hair should be worn in a ponytail.

FIRST AID AND EMERGENCY POLICY

When an accident occurs:

- YMCA staff will administer basic first aid.
- Minor injuries will be treated soap, water, ice, bandages etc.
- All injuries are documented on an “accident report” and are presented to parent at sign out. Accident reports require your signature and are kept on-site at the YMCA.
- In case of serious injury; YMCA staff will make a decision to call EMS and then the parent
- If injury is not life threatening but we feel it requires medical attention and parents cannot be reached, we will contact EMS to transport the child to the nearest emergency room.

MEDICATIONS

- Only specific locations are authorized to administer medication. Check with your program director prior to the first day of program.
- Do not put any medication in your child’s lunch box or backpack.
- Your child may bring sun screen in appropriate original containers. Please label with your child’s name.
- Inhalers/Epi-pens may be provided and must be properly identified and will be kept locked in the office and/or first aid kit during field trips. Staff is trained to assist children using these items, if necessary. You must provide the Authorization for Medication form which must be approved by your doctor. You can get the proper form from the Program Director.

FOOD SAFETY / ALLERGIES

The health and safety of our children is of the utmost importance. It is imperative that the child-care staff is aware of any food allergies before enrollment. At some programs, food is provided, and a menu is posted. If food is not provided, your child’s food brought to the center will be checked daily and labeled with his/her name and date. There is absolutely no food sharing allowed. All outside food provided for groups (i.e. birthday cupcakes), must be store bought, including a full ingredient label and be cleared with the Supervisor in advance.

ALLERGIES

It is the parent’s responsibility to inform the Y of any allergies your child might have. Please list any allergies in the child’s Registration Packet completed during online registration. Should any changes need to be made, contact your Program’s Director and inform your Site Supervisor to update your registration packet online. When necessary, you will need to provide additional information on signs, symptoms and treatment of allergies.

DIVERSE ABILITIES, SPECIAL EMOTIONAL / PHYSICAL NEEDS

Children with special emotional or physical needs should be called to the attention of the Program Director by fully describing any unique requirements of the child at least two weeks prior to arrival. Please call program if you have questions regarding children with special needs. WE WILL MAKE EVERY REASONABLE ACCOMMODATION POSSIBLE TO SERVE CHILDREN WITH DIVERSE ABILITIES. Please contact the Program Director regarding special circumstances.

WHAT’S GOING ON AT HOME

Children’s actions in the program often reflect situations they are experiencing at home (i.e pet’s death, divorce, sibling conflict, etc.) If any disruptive or traumatic experience should occur, please inform the director or staff so they can prepare to best meet the

child's needs and ensure a fun, successful time in the program!
The YMCA is a federally mandated reporter of any suspected cases of child abuse or neglect.

NON-SMOKING ENVIRONMENT

The YMCA is a non-smoking environment.

- No person will be permitted to use tobacco products inside or outside any YMCA facility or facilities being used by the YMCA.
- Students and other persons under 18 may not possess or display tobacco products at any time on YMCA properties, in vehicles or while participating in sponsored events.
- Tobacco product is defined as: cigarettes, cigars, pipes, chewing tobacco, etc.

SPEED LIMITS

To ensure the safety of all children in YMCA programs, please respect posted stop signs, speed limit signs etc. The unposted speed limit on YMCA property is 10 mph. Please be cautious while driving through any program parking lot – children are everywhere.

TRANSPORTATION POLICY

Y BUS CODE OF CONDUCT

- The Child Behavior Code of Conduct applies while riding on the bus.
- Eating and drinking are not permitted on the bus.
- Riders must remain seated and wear seat belts at all times.
- Riders' hands, arms, etc. may not extend outside the bus at any time.
- Riders must not tamper with the bus emergency door.
- Riders must obey the driver.
- The driver is in charge of the bus and has the right to administer disciplinary actions including assigned seats to maintain order and promote safety.
- Riders may not throw objects on the bus, shout or display any other behavior that may distract the driver and compromise the safety of those on the bus.

All YMCA vehicles used for transporting children have:

- Operable fire extinguishers
- First aid kits and manuals
- Emergency equipment
- Are cleaned and inspected on a regular basis

Should the need arise due to an emergency, a change in weather or a change in established plans, Y program will contact parent/guardians via email (if they are signed up for them) and will also receive an email to the email address you registered with to let you know what changes have been made or what the emergency is. If there is a critical emergency parents/guardian will be contacted via a phone call.

Each location that offers transportation to and/or from program will communicate specifics of the transportation plan with parents/guardians separately.

Any behavior problem or safety issue while being transported on the bus may result in loss of your child's transportation privileges and/or suspension from the program. In this event, it will be your responsibility to make other transportation arrangements for your child.

YMCA drivers meet all applicable vehicle licensing laws and all vehicles are properly maintained, DOT inspected on a regular basis, registered, & licensed.

SITE SAFETY PLANS & PROCEDURES

Each site has their own emergency action plan. Should you have any questions, please contact your site supervisor or program director.

INCLEMENT WEATHER

The Y's BASE program may close during hazardous weather conditions. Inclement weather conditions may delay our opening and/or transportation of your children. Please note that our primary mode of communication with you will be via email. Please ensure that you have an accurate email on file. No exceptions for not receiving the information will be made.

In order to serve children and families to the best of our ability, the YMCA of Southwest Florida has developed inclement weather policies for school-based programs and family center programs.



Weather-Related Situation	YMCA-Based Programs	School-Based Programs
School Closing	Depending on the severity of the weather, Kid's Day Out Camp may be available (for a limited number of children) at your YMCA family center, if the family center opens before 10am.	School-Based programs will follow the school closing schedule; however, depending on the severity of the weather, Kids Day Out Camp may be available (for a limited number of children) at your YMCA family center, if the family center opens before 10am.
Delayed Opening	There is no before-school. After school program will open at normal time.	There is no before-school. After school program will open at normal time.
Early Dismissal	Program will operate from the time of school dismissal and close at 6pm.	School-based programs will follow the school closing schedule; and if school closes early due to inclement weather, there will be no after school program.

The YMCA will make every effort to provide care in the event of inclement weather; however, the safety of the children and staff are our primary responsibility. The YMCA could close and/or adjust the inclement policy due to hazardous weather conditions. We will follow the same procedures to contact you regarding closings and/or adjustments to the policy as outlined above. Late Pick-up Policy will still apply during weather emergencies.

HEAT INDEX PLAN

If heat index reaches 100 degrees, children will be kept out of the sun and all high intensity activities will be canceled. Only low- intensity activities will remain outside and in the shade. If heat index reaches 105 degrees, all children are brought inside, and all outdoor activities canceled.

QUALIFIED ASSOCIATES

OUR ASSOCIATES

The Y has hundreds of trained associates and volunteers working with children and youth in the many programs we provide. The protection and safety of children is our first concern.

OUR SCREENING

We have a multi-layered approach to reviewing, interviewing, and screening all candidates for all positions. Prior to a hiring offer, all candidates undergo a background check through an independent search company, a review on the National Sex Offender's registry, fingerprinting, and reference checks.

OUR TRAINING

We are strongly committed to providing quality BASE programs. The Y offers staff the opportunity to grow both personally and professionally through ongoing development and training. All staff participate in at least a full week of training (or more!). Trainings include the Prevention and Identification of Child Abuse/Neglect, First Aid, CPR, Y Character Development, Early Coalition & E-Learning courses and Curriculum Implantation. Staff members attend classes at our Y, onsite at BASE locations and online. Supervisors and directors complete additional training to promote a child safe environment.



INTERACTON WITH YMCA STAFF OUTSIDE OF YMCA PROGRAMMING

YMCA staff is not permitted to engage with program participants outside of official YMCA channels, including but not limited to the following important guidelines:

- YMCA Staff and volunteers are not allowed to transport children at any time outside of YMCA programs.
- YMCA Staff are not allowed to babysit any child involved in any YMCA programming.

CHILD ABUSE PREVENTION

Y associates receive training on the Prevention and Identification of Child Abuse. As stated with Licensing Regulations, it is mandatory for childcare providers to report any suspected cases of child abuse and/or neglect to Child Protective Services. All Y associates are mandated to report any suspected child abuse. For more information see next section.

YMCA STAFF CODE OF CONDUCT:

- Staff will not socialize or associate with program participants outside of YMCA hours (i.e. babysitting, private lessons, exchange of phone numbers/email/social media, etc.)
- Staff will not transport program participants in personal vehicles
- Staff will use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Staff will have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only as a last resort, in necessary situations (to protect the child or other children from harm), only administered in a prescribed manner by trained persons, and must be documented in writing.
- Staff will treat each child with dignity and respect.
- Staff will administer clear delivery and regular review of program expectations, rules and procedures to participants.
- Staff will establish an atmosphere of appropriate behavior.
- Staff will communicate any behavioral and/or social issues involving children to their parents and the Program Director in a timely manner.
- Staff will deliver program components appropriately, demonstrating the YMCA's 4 Character Values and the mission of YMCA of Southwest Florida.
- Staff will deliver program information updates and reminders regularly via newsletter, email, social media, flyers, etc.
- Staff will respect the privacy of program participants and adhere to established confidentiality policies.

ABUSE PREVENTION POLICY

The growth and development of men, women, boys, girls and families has been the Y's principal concern for over 150 years. Through programs of health and wellness, aquatics, sports, camping, parent child, family programs and childcare, the Y is responding to the needs of 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 Y. Throughout its history, the Y has been a strong advocate for 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 Y.

The Y 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 food or restroom privileges, confining children in small locked rooms, or verbal or emotional abuse.

YMCA staff and volunteers need to be sensitive to each person's need for personal space (i.e., not everyone wants to be hugged). The Y encourages appropriate touch; however, at the same time it prohibits inappropriate touch or other means of sexually exploiting children. Based upon its concern for children, parents and YMCA staff, the following standards related to reporting procedures, staffing, standards, code of conduct and resources for parents and children, have been developed.

****Note:** The YMCA of Southwest Florida, like many other public institutions, is mandated by law to report suspected child abuse to Child Protective Services within 24 hours of reported incident.

CHILD ABUSE is mistreatment or neglect of a child 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 FOR REPORTING SUSPECTED CHILD ABUSE

1. At the first report or suspicion of child abuse, the staff or volunteer to whom it has been reported will immediately inform his or her supervisor.
2. Whether the incident or alleged offense takes place on or off YMCA premises, it will be considered job-related (because of the youth-involved nature of the Y).
3. The YMCA of Southwest Florida will make a report within 24 hours to Child Protective Services and will request that the situation be investigated. In the event the reported incident or suspicion involves an employed staff person or volunteer, the responsible Executive Director will suspend the person from all responsibilities 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 supervisors.
5. YMCA staff may not contact child(ren) or parents involved in a child abuse incident.
6. All incidents or alleged offenses will be documented on the day of occurrence.

YMCA OF SOUTHWEST FLORIDA

HERE FOR YOU

www.ymcaswfl.org

ASSOCIATION OFFICE

701 Center Road
Venice, FL 34285
P 941-492-9622

BONITA SPRINGS EARLY LEARNING CENTER

27200 Kent Road
Bonita Springs, FL 34135
P 239-221-7560

BONITA SPRINGS YMCA

27200 Kent Road
Bonita Springs, FL 34135
P 239-221-7560

BRADENTON YMCA

3805 59th St West
Bradenton, FL 34209
P 941-798-9622

COOPER STREET RECREATION CENTER

650 Mary Street
Punta Gorda, FL 33950
P 941-505-0999

CHARLOTTE HARBOR EARLY LEARNING CENTER

22416 Glass Ln
Charlotte Harbor, FL 33980
P 941-629-2220

ENGLEWOOD YMCA

701 Medical Blvd
Englewood, FL 34223
P 941-475-1234

FORT MYERS YMCA

1360 Royal Palm Square Blvd.
Fort Myers, FL 33919
P 239-275-9622

FRANZ ROSS YMCA

19333 Quesada Ave
Port Charlotte, FL 33948
P 941-629-9622

LAKEWOOD RANCH YMCA

5100 Lakewood Ranch Blvd
Bradenton, FL 34211
P 941-798-9622

PALMER RANCH YMCA

8301 Potter Park Dr.
Sarasota, FL 34238
P 941-922-9622

PGT EARLY LEARNING CENTER

101 Triple Diamond Blvd.
Venice, FL 34275
P 941-480-0170

PUNTA GORDA YMCA

2905 Tamiami Trail
Punta Gorda, FL 33950
P 941-505-0999

SARASOTA CITY YMCA

1075 S. Euclid Ave.
Sarasota, FL 34237
P 941-955-8194

SKY ACADEMY ENGLEWOOD

881 River Road
Englewood, FL 34223
P 941-475-1234

SKY ACADEMY VENICE

705 Center Road
Venice, FL 34285
P 941-244-2626

VENICE EARLY LEARNING CENTER

701 Center Road
Venice, FL 34285
P 941-375-9122

VENICE YMCA

701 Center Road
Venice, FL 34285
P 941-492-9622