



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# 2015 BEFORE & AFTER SCHOOL PROGRAM PARENT HANDBOOK

**Dear School Age Parent/Guardian,**

On behalf of the Burlington Area YMCA, I would like to take this opportunity to welcome both you and your child to our School Age Child Care Programs! The Y's Child Care Programs provide a safe, nurturing environment for children to learn, grow, and develop social skills. We strive to provide quality child care and caring staff to fully meet your child's needs.

This handbook has been prepared for your convenience to inform you of our policies and procedures. Please refer to this handbook if you have additional questions regarding the School Age Child Care Programs. If you have concerns or suggestions, please feel free to contact me with the below information.

The Burlington Area YMCA is very excited to be able to offer a fun-filled and enriching program for your child. Once again, we welcome you and your child to our programs and we thank you for your support and cooperation.

Thank you,

Brandy Helt  
School Age Child Care Director  
BURLINGTON AREA YMCA  
319.753.6734. ext. 139  
brandy@burlingtony.org

## LOCATIONS:

**Black Hawk Elementary**  
2804 S. 14th Street  
Burlington, IA 52601  
**319-572-4329**  
Director: Liz Linquist

**Corse Elementary**  
700 S. Starr  
Burlington, IA 52601  
**319-768-8378**  
Director: Joyce Hedges

**Sunnyside Elementary**  
2040 Sunnyside Ave.  
Burlington, IA 52601  
**319-768-8379**  
Director: Katie Diewold

**West Burlington Elementary**  
545 Ramsey Street  
West Burlington, IA 52655  
**319-572-4328**  
Director: Megan Fuqua

Before School  
6:30am-8:30am  
After School  
3:00pm-6:00pm

After School  
3:00pm-6:00pm

Before School  
6:30am-8:30am  
After School  
3:00pm-6:00pm

After School  
3:00pm-6:00pm

\*Programs run every day school is in session, from the first day of school to the last day of school.



## MISSION STATEMENT

To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

## PROGRAM GOALS

Through the YMCA School Age Child Care Programs, the YMCA seeks to help children:

- Grow personally
- Clarify personal values
- Develop conflict resolution skills
- Appreciate diversity
- Become better leaders
- HAVE FUN!

## SCHOOL AGE CURRICULUM COMPONENTS

Age-appropriate/developmentally-appropriate activities will be available daily with the children's interests providing the direction for the program. Curriculum components include, but are not limited to the following:

- Literacy
- Arts & Crafts
- Games
- Service Learning
- Social Competence & Conflict Resolution
- Homework & Academic Support
- Science & Discovery
- Character Development
- Health, Wellness, & Fitness

## CLOTHING

Children play outside each day unless there is inclement weather. Parents should make sure their children are dressed properly for weather, including boots, hats, and mittens when required.

Your child will go swimming at the Y once a month, so please supply him/her with a swimsuit and towel on those days.

We ask that children bring a change of clothing in case of an accident.

## LICENSING

Our programs are licensed by the Department of Human Services. Licensing rules and regulations are available for review at each program site. Iowa Licensing rules enforce a ratio of 1 staff to 15 children.

## ENROLLMENT

The Burlington Area YMCA Before and After School Programs are open to children Kindergarten through 5th grade. Children are enrolled on a first-come, first-serve basis. Others are placed on a waiting list and accommodated as space becomes available.

Registration packets are available at the Y front desk. All intake forms must be filled out properly and returned to the Y in advance of the child attending the program. There is a \$30 registration fee per family. No person shall in the case of race, color, religion, national origin, or sex be excluded from participation.

## DISCHARGE

We hope that our center will be able to provide for the needs of your child. However, if difficulties arise that cannot be resolved, we reserve the right to ask that a child not continue in this program. Should difficulties arise, the problem will be identified and conferences will be held with the parents. If difficulties are still apparent then dismissal will be advised. This may be necessary to ensure the safety of all children, the trust of all parents place in our ability to provide a balanced environment, and ability to offer personal attention to each and every child. Our discipline policy will be further discussed later in this handbook.

If you would like to withdraw your child from the program, please contact Brandy Helt, Program Director at 319-753-6734 ext. 139.

## FEES

Payments are monthly and due on/before the 1st of each month. August payment is due before the start of school. The 2015-2016 fees are below:

|             | Full Time | Part Time |
|-------------|-----------|-----------|
| B & A       | \$180     | \$110     |
| After Only  | \$110     | \$70      |
| Before Only | \$90      | \$60      |

\*August & December are prorated

\*There are no 2nd child discounts

\*The Y does accept third-party CCA (DHS) payments. All approvals must be received before the child attends the center.

Payments not made by the first of the month will be assessed a \$5 per week day payment is late. Children also not picked up by 6:00pm will be charged a late fee of \$2.00 per child per minute. These fees will be added to the next month's bill. If payments are more than two weeks late, the child will not be accepted at the center until the account is paid in full. If you have special payment circumstances, contact Program Director Brandy Helt at 753-6734 ext. 139.

## TAX INFORMATION

The tax identification number for the YMCA is 13-4289848. Annual tax letters are automatically mailed to each home after the 1st of January.



## ABSENCES

Regularly scheduled children will be expected on the days for which they are enrolled. During the school year, if your child will not be attending on his/her regularly scheduled day, it is important that you contact the site director. If a child we are expecting does not show up on a scheduled day, we will make every effort to contact all parents/guardians and all emergency contacts.

## PROGRAM SCHEDULE

A tentative monthly calendar will be available for parents. August calendars are handed out on the first day of school. They are also available online at [www.burlingtony.org/before-after](http://www.burlingtony.org/before-after). The calendars are a tentative schedule. Some field trips may be canceled and rescheduled due to the weather or other circumstances. Please make yourself aware of this calendar and of any changes that may occur.

## POLICIES & PROCEDURES

### I. Signing in and out

We are state licensed and therefore require that an authorized adult sign all children in and out daily. This policy ensures the safety of all children in our care. Anyone signing a child out at pick up time must be listed as an authorized pick up person by the parent or guardian and be able to provide a picture ID. If you wish to add or remove someone on the list please let us know. We cannot legally keep either parent from picking up his/her child from the Before and After School Program without having documentation from the courts stating they cannot be with the child/children, please discuss any special circumstances with the site director.

### II. Transportation and field trips

Transportation to and from school will be provided by Burlington Community School District (Included in fees.) If a child misses the after school bus, they need to go to the school office and the secretary will call Black Hawk, Corse, West Burlington or Sunnyside. The Director will call a parent and they must be picked up. Y staff cannot transport participants in personal vehicles. If your child will not be attending the program, you need to call the Y site cell phone and leave a message for the Site Director. We will not be responsible for a child until they are in our care. Staff will take emergency phone numbers and medical release forms with them on all field trips.

### III. Food/Nutrition

The Y will provide a snack during the afternoon, as well as morning breakfast.

Parents may provide a nutritional supplement with their child if they desire. The child may eat it at the designated eating

times. This year, we are trying to implement healthier snacks. This can be expensive, so we appreciate all of the support that our families give to our program, and any donations are welcome! We are applying for the Child and Adult Care Food Program but are not yet approved. If your child has a food allergy, we will try to accommodate as much as possible.

### IV. Illness

If your child is ill or will not be attending the program for any other reason, call the Y site cell phone (phone numbers are listed at the end of the handbook). Upon the arrival to the center, the staff will make a health assessment of your child. In the event of a child experiencing any of the following symptoms they will not be permitted to stay at the center:

- Fever of more than 101 degrees
- Diarrhea
- Vomiting
- Unexplained rash
- Communicable disease

If your child experiences these symptoms at the program, we will call according to the emergency information you provided us. They will need to be picked up within the hour. If this information changes throughout the year, please notify us. If your child does not attend school on a particular day because of illness, they must also stay home from the Before & After School Program. We do not dispense medication. All current health notices will be posted with current recalls.

### V. Injury (Minor & Major)

Minor injuries will be treated with medical supplies on hand. (Bloody nose, scraped knee, etc). We will evaluate the children periodically to see if further medical attention is required. We will document the treatment and evaluate in the incident report. We will consult family members.

If there is a major injury, dental, or medical emergency, immediate concern is to aid the sick or injured child. We will proceed according to the following plan:

- Call emergency 911 and parent, request the needed emergency responders.
- Do not move the victim, especially if their injury is the result of a fall, unless they are in a life threatening or dangerous environment.
- All child care staff are first aid certified.
- Life threatening injuries such as impaired breathing, severe bleeding, heart or circulatory, shock, etc. will be treated immediately. Depending on seriousness of injury, child will be taken to hospital by ambulance or parents.
- Incident report will be filed.



## **VI. Discipline**

YMCA staff members strive to provide a safe and fun environment for all program participants; however, the Y will not allow children who continually display disruptive behavior to hinder the safety or enjoyment of others. We ask for your support in encouraging appropriate behavior of your children. We make use of various positive reinforcements including verbal praise, rewards, and prizes.

When behavior guidance is necessary, staff will rely on reasoning and negotiation or temporary removal from an activity to resolve the situation. Unacceptable behavior will result in the use of time-outs or withholding privileges. Unacceptable behaviors include: engaging in physical aggression, stealing or defacing property, refusing to follow basic safety rules, exhibiting disrespect for staff members or children, or acting in an unsafe or unacceptable manner as determined by staff members. Multiple offenses will result in a conference with parents and then removal of the program.

## **VII. Access**

The YMCA is responsible for ensuring the safety of children at the program and preventing harm by being proactive and diligent in supervising not only the children, but other people present at the program. Parents have unlimited access to their children and may make visits to the program unless prohibited by court order. We provide an open policy, which invites you to visit the center and staff any day.

Any person in the center who is not a school employee, staff member, substitute, or volunteer who has had a record check and approval to be involved with child care shall not have restricted access (a person cannot have contact with a child alone or be directly responsible for child care). To children for whom that person is not the parent or guardian, nor be counted in the staff to child ratio. All registered sex offenders will be denied access to childcare property.

## **VIII. School cancellations/late starts**

When Burlington/West Burlington School District cancels or lets out school early, due to bad weather, then our program does not run at any school sites. It is then the parent's responsibility to pick up their child at their school.

When school is delayed due to bad weather in the morning, the program will begin at 8:00 am until school starts.

## **XIV. Child Abuse**

We are required by law to report any suspected incidence of possible child abuse or neglect.

## **X. Staff**

Our staff meets all mandated guidelines, which include first aid and CRP certification, training in the handling of blood-borne pathogens and child abuse reporter for the safety of your child. Professional Growth and Development Class hours for new and returning staff are required annually to ensure that these centers are up to date on current issues to create a quality program for your child. Each staff member is aware of the implementation of both actual and scheduled fire and tornado drills.

## **XI. Special Needs Accommodations**

It is the intent of the Burlington Area YMCA to include persons in current programs and activities to the greatest extent possible. Recognizing limitations due to an individual's special need is important, and, with this in mind, the YMCA will make every attempt to adapt program activities, staffing, and facilities through reasonable accommodation, unless the child's presence poses a direct threat to the health and safety of others or would require a fundamental alteration of the program. If your child requires an accommodation, please discuss it with the Child Care Director.

It is recommended that a family member or caregiver tour the site with the appropriate YMCA staff along with the child with the special need, before the first day of child care services. This provides the family with an opportunity to observe the program, facility, and staff. This also allows the staff to learn what can be done to enhance the person's involvement in the program.

## **XII. Emergency Procedures**

### **A. Blizzard**

In the event of blizzard conditions force closing the program, parents will be notified to pick up their child/children. If parent cannot pick up child/children, staff will remain until parents can arrive.

### **B. Tornado**

Children will be moved by staff to the nearest restrooms. Staff will take attendance and ensure all children are in the "tuck" position. Staff will take the first aid kit, flashlight, and cell phone. They will remain in the safe area until the warning expires or given the all clear. Monthly tornado drills are given to ensure all children and staff are familiar with the procedures.

### **C. Flood**

The Burlington Community Schools are not listed in a floodplain.



#### **D. Earthquake**

If indoors, staff should direct children to take cover under a desk, table, or bench against an inside wall or heavy framed doorway and hold on. Stay away from windows, walls, or anything that could fall causing injuries, such as light fixtures or furniture.

If outdoors, staff will stay and direct children to move away from buildings, street lights, and utility wires. After the quake has subsided, staff will check for injuries of children and staff, follow normal fire procedures, and stay out of severely damaged buildings. Parents will be called.

#### **E. Bomb Threat**

All bomb threats should be treated as though they are real. In case of a note or email, staff should not delete or throw away. In case of a phone call, staff are encouraged to stay on the line and try to get as many details as possible. The YMCA Executive Director will be notified immediately. Children will be moved to the school parking lot and parents called.

#### **F. Power Failure**

In the event of a power failure, staff will locate the nearest flashlight, gather children to the center of the room, take attendance, and stay with the children while another staff contacts the Executive Director, informing them of the power outage. If cell phones are available, parents will be called.

#### **G. Fire or Gas Odor**

When fire alarm systems sound, staff will STOP what they are doing and start evacuation out of the cafeteria/gymnasium door. Staff will take children to the parking lot. Staff will assist all children in need. Staff will take attendance after the building has been evacuated. If the building cannot be reentered, parents will be called. Monthly fire drills are given with children to ensure they, as well as staff, are familiar with procedures.

#### **H. Chemical Spill and Gas Leak**

The sites will be notified by emergency personnel/via weather alert. Procedures will be followed for sheltering or evacuation. Parents will be notified. Children will be taken to the parking lot, attendance will be taken, and staff will contact parents.

#### **I. Assault**

Staff will ensure the safety of the children first. The Director and 911 will be called. Staff will seal off area where assault took place and move children to a different location. Staff will take attendance and call parents. Staff will document all activities.

#### **J. Intoxicated Parents**

We reserve the right to retain a child/children for their safety if the person picking them up appears to be under the influence of any substance which could impair their ability to safely transport or care for the child/children, therefore endangering their health and wellbeing. Emergency contacts listed in the intake papers will be called.

#### **K. Emergency Plan for Transporting Children**

In the event of an evacuation, all immobile children will be carried or transported by the Director. All parents will be notified by emergency numbers listed on intake papers. All evacuation plans are posted on EXIT doors.

#### **L. Intruders in Center**

In an unauthorized pick-up person or other intruder should arrive at a site, staff will take the steps necessary to ensure the safety of all children. The staff, upon assessing the situation will contact the authorities. If needed, children will be moved to another area of the site and contact parents. We will not allow any child to be removed by any person not authorized on the pick-up permission form.

#### **M. Lost or Abducted Children**

The Director will be immediately notified of a lost or abducted child. Procedures will be put in place to locate the child. If the child is not found, the parent as well as the police will be contacted. The center will then proceed as directed by the police.

### **XIII. Infectious Disease Control**

Standard precaution including:

Handwashing:

- After toileting children, including the child.
- After handling bodily fluids of any kind.
- Before start of work for staff and child entering room.
- Before and after giving first aid (such as cleaning cuts, scratches, or bloody noses).
- After cleaning up spills or objects contaminated with body fluids.
- After taking off disposable gloves.

Latex gloves:

- Worn during contact with blood or body fluids which contain blood (such vomit or feces).
- Worn when a child has a cut, scratch, or rash which causes breaks in the skin.



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

#### **XIV. Biting**

Biting is a common behavior for children birth to three months. Since the Before and After School Program is for school age children, biting will not be tolerated.

If there is a biting incident:

- The children will be separated.
- The child that has bitten will be taken aside and proper consequences will follow.
- An incident report will be filed on the person bitten.
- Staff will identify potential external causes for the biting incident so further incidents are prevented.
- Parents will need to sign and be given copies of their child's incident report form.
- Staff will document biting incidents to find possible causes of incidents and prevent them in the future.
- When informing the parents that their child has been bitten or bitten another child, it is important for the center staff and volunteers to maintain confidentiality of the other child.
- General first aid procedures will be taken for the child that got bitten.

#### **TYPICAL DAILY SCHEDULE**

- 6:30 a.m. - 7:45 a.m. - Supervised Activities  
(Games, recreational activities,  
educational activities, etc.)
- 7:15 a.m. - 7:45 a.m. - Breakfast
- 8:10 a.m. - 8:30 a.m. - Dismiss to school
- 3:30 p.m. - 4:00 p.m. - Restroom break/Afternoon  
snack/Homework help
- 4:00 p.m. - 6:00 p.m. - Scheduled Activities (Games,  
homework time, field trips, arts  
& crafts, recreational activities  
educational activities, etc.)

**WE HOPE YOUR CHILDREN MAKE  
MEMORIES THIS SCHOOL YEAR THAT  
WILL LAST A LIFETIME!**

## **KID'S GYM SCHOOL DAYS OUT**

We encourage you to check out our program called Kid's Gym for children in grades K-5. This program runs on most days when school is not in session from 7:00am-5:30pm at the Y. The kid's participate in a wide range of activities and registration is done through the Y front desk. Contact Brandy at 319-753-6734, ext. 139.

#### **KID'S GYM DATES**

September 4  
October 2  
November 25  
December 21, 22, 23, 28, 29, 30  
January 15, 18  
February 12, 15  
March 21, 22, 23, 24, 25  
April 15  
May 13

#### **KID'S GYM PRICES**

Member: \$16/day  
Non-member: \$24/day

#### **IMPORTANT PHONE NUMBERS**

|                 |                  |
|-----------------|------------------|
| BLACK HAWK      | 572-4329         |
| CORSE           | 768-8378         |
| SUNNYSIDE       | 758-8379         |
| WEST BURLINGTON | 572-4328         |
| DIRECTOR        | 753-6734 ext 139 |