



YMCA OF SOUTH COLLIER- MARCO YMCA

A.S.P.I.R.E Program Parent Handbook

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YMCA ASPIRE Parent Handbook

Program Philosophy

At the Marco Island YMCA, we believe that children are our most valuable treasures and that family is the core of our society. Our goal is to support local families by providing safe, stimulating, and nurturing environments where our children will grow and thrive. We strive to provide our children with the opportunity to develop to their fullest potential in mind, body, and spirit. All of our programs are designed with this goal in mind. We emphasize values through our Character Development Program, which teaches the importance of respect, honesty, responsibility, and caring. At the YMCA, we build strong kids, strong families, and strong communities.

Marco YMCA Mission

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

Licensing

This program is licensed by the Florida Department of Children and Families. All related records including compliance forms and evaluations from other state agencies are available upon request.

Enrollment

YMCA child care programs are open to all providing that we have space available. The YMCA does not discriminate based on race, ethnicity, religion, or sex. Continued enrollment is conditional on parents and children complying with our policies and procedures.

Hours of Operation

The YMCA ASPIRE Program is open from 2:45-6:30pm Monday-Friday during the school year. We also have program on early release days from 11:45-6:30pm. The YMCA staff will have posted our annual operational calendar on a monthly basis for parent reference of when camp days are offered.

Confidentiality

All files and child information is kept confidential. Any information regarding child registration, child or family needs, incidents, and behavior issues will be kept confidential.

Schedule

A schedule is posted on the parent board outlining the children's daily routine. The YMCA ASPIRE Program focuses on social, emotional, and academic growth using a variety of group activities. **School Age Child Care Nutrition and Health Standards.** The Marco YMCA strives to stay in line with the HEPA standards set forth by the National Y of the USA.

What is HEPA? Healthy Eating and Physical Activity Standards Developed for After-school Programs. Recommended standards outlined for out-of-school programs which include before and after school programs, day camps, and overnight camps are:

- Serving fruits and vegetables (fresh, frozen or canned) as options instead of cake, cookies, candy and chips
- Offering water as the preferred drink option during snack times instead of juices, punch boxes or soda
- Dedicating at least 20 percent or at least 30 minutes of morning or afterschool program time to physical activity (60 minutes for a full day program)
- Ensuring that daily physical activity time includes aerobic and age-appropriate muscle and bone strengthening and cardio-respiratory fitness activities

The new standards elevate the importance of training out-of-school program staff on the role of healthy eating, physical activity and social supports for healthy behavior.

Birthday Policy

We are a healthy living facility. Our staff works hard to teach healthy eating habits to the children. We are following the HEPA standards. We can only serve fruits and vegetables for our birthday celebrations. Please note that we cannot be serving cookies, cakes, cupcakes, popsicles, etc.... If you bring these items the teacher/counselor will not be able to accept them. Please feel free to discuss with your child's teacher/counselor healthy options and ideas.

Holidays

The annual holiday schedule will be posted and available, at the beginning of the school year. This schedule will follow the Collier County School Age Child Care Operational Calendar.

Weather Conditions

If we experience extreme weather conditions the ASPIRE program may close for your child's safety. In the event that this happens you will be asked to pick your child up as soon as possible. It is our policy that when Collier County Public Schools close due to weather, the YMCA Child Care Programs will close.

Field Trips

The YMCA will provide at least 48 hours of prior notice for any scheduled field trips. The YMCA provides working safety belts in all of the YMCA marked vans used for ASPIRE transports.

Sick Policy

The YMCA does not have the capacity for sick children. If your child has any of the following symptoms within a 24-hour period please do not bring them to school: severe coughing, difficulty breathing, suspected conjunctivitis, lice, vomiting, thick yellow or green mucus, diarrhea, fever, or suspected ringworm. If your child becomes ill during the day, the YMCA will call for immediate pick-up. It is important that pick-up arrangements are made as soon as possible. If your child is sent home ill, they may not return to school/the ASPIRE program the following day without a doctor's release.

Medications

The YMCA will not dispense medications other than prescriptions except if accompanied by a doctor's note. Prescribed medications will be dispensed with a signed parent medical authorization form. This form is can be obtained from your child's teacher.

Accidents and Incidents

Despite the care taken by our staff, we know that accidents will sometimes occur. Our response is based on the degree of the injury. In the case of minor cuts or scrapes the staff will provide necessary first-aid and notify the parents or guardian at pick-up. If the injury is potentially more serious, (sprain, possible fracture, or a break) we will provide necessary first-aid and then call parents or guardian for further instruction. If the incident is life-threatening, we will call emergency services first, and then we

will call to notify parents or guardian.** There is someone with certification in First-aid and CPR on site at all times.

Discipline Policy

Our discipline policy is based on recognizing and providing positive reinforcement for appropriate behaviors and natural or logical consequences as a response to less desirable ones. We believe that children truly want to learn how to behave in an appropriate manner. Our job is to help them learn this by serving as role models and guides. Our discipline policy is designed to be effective in a variety of situations and is based on the following components: Consistency, Emphasis on the positive, Logical consequences, Response.

**We will never use any type of physical punishment. Nor will we shame, scold, or humiliate children.

**The YMCA reserves the right to dismiss a child from the ASPIRE Program if repeated efforts at modifying misbehavior have failed and/or if parents are not cooperating with our policies.

*** Any child who runs away from his/her group, will be terminated from the program immediately.

Payments and Tuition Requirements

Registrations fees and tuition payments are due in advance of receiving the services. Payments must be paid by automatic draft system. *All registered participants are required to have a card on file for drafting purposes. These payments are due by the 1st of every month for our Marco ASPIRE Program; and every Friday for the following week at our Manatee and Parkside Elementary ASPIRE programs.

For Marco ASPIRE registrants, if payments are not paid by the 1st, a late fee of \$25 will be charged.

***For Manatee and Parkside ASPIRE registrants, if your card on file is declined and payment is not made by Friday for the following week, your child will not be permitted to attend the program.**

Additional charges may be incurred by your financial institute.

If you are receiving financial aid from the YMCA and payments are not made on time you may lose the financial assistance and will be responsible for the full tuition payment.

Continuous payments made late will result in termination of services. If payments are not made timely, a late fee may be billed to your account. Failure to make payments on time will result in termination from the program.

For families on a draft pay rate (Marco ASPIRE), a written two week notice to stop the draft is required. If the appropriate written notice is not received, then you will be charged your regular monthly draft fee for the last month that your child attends/is registered into our program.

Parting from the YMCA

We understand that due to some circumstances it is necessary to leave the YMCA program. However, a 15-day written notice is required in advance. All drafts will be cancelled 15 days after the written notice is received. Any fees incurred during that 15 days will still be charged. Written notices must be emailed to schoolage@marcoy.org

Attendance Policy including Vacations, and Holidays

Please communicate to the Site Director if you will be absent on any given day.

Please alert the Site Director of any vacations, medical appointments etc.. in advance.

Our program is open year-round and only closes for major holidays, one maintenance day during the year, and may be closed due to classroom or facility repairs. Any school closings will be posted in advance as a reminder.

Tuition will not be adjusted for time off.

Students receiving ELC or YMCA Financial Assistance will need to provide documentation from a doctor (excused absence) if more than 3 days absent in one month. Otherwise full tuition will be due for additional days off over 3 days.

Please note, registrations and program fees are non-refundable.

Vacations- For Non-CCPS Sites

Draft payments (for our Marco YMCA site) already include a vacation in the monthly fee.**Please alert the staff of any vacations for staffing purposes at least one week prior to the vacation.

Registrations

All participants are automatically billed for what they are registered for. Registrations are non-transferrable.

Pick-up and Drop-off

Only those who are on the pick-up list are permitted to pick-up your child. Also the State of Florida requires that the pick-up person must be at least 18 years old. Please have a photo identification available every day at pick-up. When dropping your child off at a YMCA Program please walk them in and verify their attendance with a counselor or teacher. **A Charge of \$1.00 per minute will be charged after program closing. Multiple late pick-ups will result in termination of the program.**

If a parent/guardian would like to add or remove a person from the child's pick-up list, they must notify the Site Supervisor in writing prior to the new person picking up.

Program Permissions

On your child's registration form you will be given the option to release consent for the following:

- photos to be taken of you children
- permission to have access to the pool
- to permission have bug spray/ sunscreen applied to child when needed
- permission to be transported by YMCA bus if needed

YMCA Liability Release

I give permission for my child to participate in the YMCA ASPIRE Program. I understand that even when reasonable precaution is taken, accidents can sometimes happen. I hereby acknowledge that I am releasing the Marco Island YMCA as well as its staff members and volunteers from all liability due to injury, loss, or damage, which may occur on the 'YMCA/School property while my child participates in the activities of this program. By signing below I acknowledge that I have read and understand, and voluntarily agree to this authorization and release.

Compliance with State Regulations

Parents must receive a copy of the brochure "Know your Child Care Center" (65c-22.006(4-1)).

Parents must be notified in writing of the disciplinary procedures used by the facility.

It also requires that parents receive a copy of the YMCA ASPIRE Handbook which highlights policies and procedures.

I acknowledge that I have received the above items and that I understand and agree to abide by the policies and procedures as they relate to me and my child. I verify that all the information on the application form is complete and accurate.