



YMCA OF SOUTH COLLIER AND GREATER NAPLES YMCA

School Age Program Parent Handbook

Revised August 2021



YMCA of South Collier locations:

Avalon Elementary
Manatee Elementary
Parkside Elementary
Everglades City School
YMCA of South Collier

Charlene Rose
School Age Manager
schoolage@marcoy.org
239-394-9622 ext. 118

Greater Naples YMCA locations:

Golden Gate Elementary
Greater Naples YMCA

Danielle Freeman
Child Care and Family Services Program Director
Greater Naples YMCA
youthdev@greaternaplesymca.org
239-963-3778



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.

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 2:45-6:00pm* Monday-Friday during the school year. We also have program on early release days from 11:45-6:00pm. 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 Public School Academic Calendar. Select days when schools are closed, we will offer full day camp programs at our YMCA locations. YMCA observes the following holidays and will not be operating child care programs at any locations: Labor Day, Thanksgiving Day, Christmas Day, New Years Day, Good Friday, and Memorial Day. Additionally, we will close early on Christmas Eve and New Year's Eve.

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 participants registered on a monthly program. Monthly Program is only offered at YMCA of South Collier Location. For Marco ASPIRE registrants, if payments are not paid by the 1st, a late fee of \$30 will be charged.

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 the After School Program Site Coordinator (Site Coordinator's contact information is listed below for each site).

Attendance Policy including Vacations, and Holidays

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

Please alert the Site Coordinator 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 YMCA sites) 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. You must present a valid photo ID 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 Coordinator 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 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. *your signature for this is on the child's registration form, this is for your reference.

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.

Contact Information for each Site:

Manatee Elementary

239-877-4097

manateeyouth@marcoy.org

Golden Gate Elementary

239-571-9019

youthdev@greaternaplesymca.org

Parkside Elementary

239-877-0495

parksideyouth@marcoy.org

Marco YMCA ASPIRE

239-537-6498

marcoyouth@marcoy.org

Everglades City School

239-776-0930

evergladesyouth@marcoy.org

Avalon Elementary

To Be Announced

Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect.

When evaluating the quality of a child care setting, the following indicators should be considered:

Quality Caregivers

- ✓ Are friendly and eager to care for children.
- ✓ Accept family cultural and ethnic differences.
- ✓ Are warm, understanding, encouraging, and responsive to each child's individual needs.
- ✓ Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children
- ✓ Help children manage their behavior in a positive, constructive, and non-threatening manner
- ✓ Allow children to play alone or in small groups.
- ✓ Are attentive to and interact with the children
- ✓ Provide stimulating, interesting, and educational activities.
- ✓ Demonstrate knowledge of social and emotional needs and developmental tasks for all children
- ✓ Communicate with parents.

Quality Environments

- ✓ Are clean, safe, inviting, comfortable, and child-friendly.
- ✓ Provide easy access to age-appropriate toys.
- ✓ Display children's activities and creations.
- ✓ Provide a safe and secure environment that fosters the growing independence of all children.

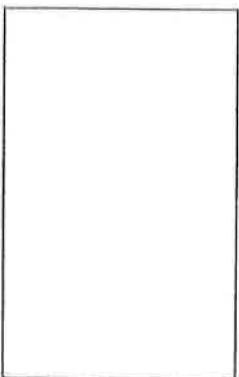
Quality Activities

- ✓ Are children initiated and teacher facilitated.
- ✓ Include social interchanges with all children.
- ✓ Are expressive including play, painting, drawing, story telling, music, dancing, and other varied activities.
- ✓ Include exercise and coordination development.
- ✓ Include free play and organized activities.
- ✓ Include opportunities for all children to read, be creative, explore, and problem-solve



To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.

For additional information, please visit www.myflorida.com/childcare or contact your local licensing office below:



Know
Your
Child
Care
Facility



This brochure was created by the Department of Children and Families, Child Care Program Office pursuant to s. 402.3125(5), F.S.

CF/P1 175-24, 10/2007

Licensing Standards

This child care facility is licensed according to the minimum licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.).

License Number: _____

License Issued on ___/___/___

License Expires on ___/___/___

For more information regarding the compliance history of this child care provider, please visit: www.myflorida.com/childcare.

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.305, F.S., and ch. 65C-22, F.A.C., which include, but are not limited to, the following:

General Requirements

- ✓ Valid license posted for parents to see.
- ✓ All staff appropriately screened.
- ✓ Maintain minimum staff-to-child ratios:

Under 1 yr. old	1:4
1 yr. old	1:6
2 yrs old	1:11
3 yrs old	1:15
4 yrs old	1:20
5 yrs. old & older	1:25
- ✓ Maintain appropriate transportation vehicles (if transportation is provided)

- ✓ Provide parents with written disciplinary practices used by the facility.
- ✓ Provide access to the facility during normal hours of operation.

Physical Environment

- ✓ Maintain sufficient usable indoor floor space for playing, working, and napping.
- ✓ Provide space that is clean and free of litter and other hazards.
- ✓ Maintain sufficient lighting and inside temperatures.
- ✓ Equip with age and developmentally appropriate toys.
- ✓ Provide appropriate bathroom facilities and other furnishings.
- ✓ Provide isolation area for children who become ill.
- ✓ Practice proper hand washing, toileting, and diapering activities.

Training Requirements

- ✓ 40-hour introductory child care training.
- ✓ 10-hour in-service training annually.
- ✓ 0.5 continuing education unit of approved training or 5 clock hours of training in early literacy and language development.
- ✓ Director Credential for all facility directors.

Health Related Requirements

- ✓ Emergency procedures that include:
 - Posting Florida Abuse Hotline number along with other emergency numbers.
 - Staff trained in first aid and Infant/Child CPR on the premises at all times.
 - Fully stocked first aid kit.
 - A working fire extinguisher and documented monthly fire drills with children and staff
- ✓ Medication and hazardous materials are inaccessible and out of children's reach.

Food and Nutrition

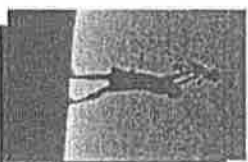
- ✓ Post a meal and snack menu that provides daily nutritional needs of the children (if meals are provided).

Record Keeping

- ✓ Maintain accurate records that include:
 - Children's health exam/immunization record.
 - Medication records.
 - Enrollment information.
 - Personnel records.
 - Daily attendance.
 - Accidents and incidents.
 - Parental permission for field trips and administration of medications.

Parent's Role

The parent's role in quality child care is vital to its success. In partnering with the caregiver to achieve this goal, parents should:

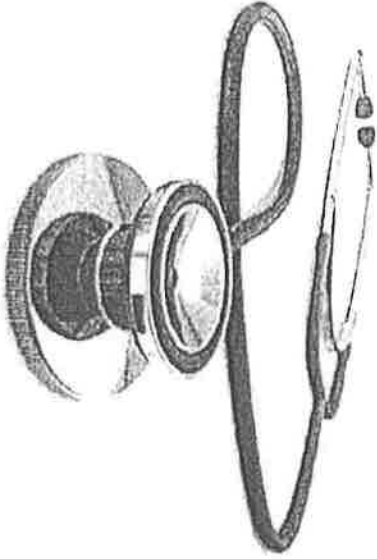


- ✓ Familiarize themselves with the child care standards used to license the child care facility.
- ✓ Inquire about the qualifications and experience of child care staff, as well as staff longevity.
- ✓ Know the facility's policies and procedures.
- ✓ Communicate with the caregiver.
- ✓ Visit and observe the facility.
- ✓ Participate in special activities, meetings, and conferences.
- ✓ Talk to their child about their daily experiences in child care.
- ✓ Arrange alternate care for their child when they are sick.

To report non-compliance with state licensing standards, please contact your local licensing office.

What is the influenza (flu) virus?

Influenza ("the flu") is caused by a virus which infects the nose, throat, and lungs. According to the US Center for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.



How can I tell if my child has a cold, or the flu?

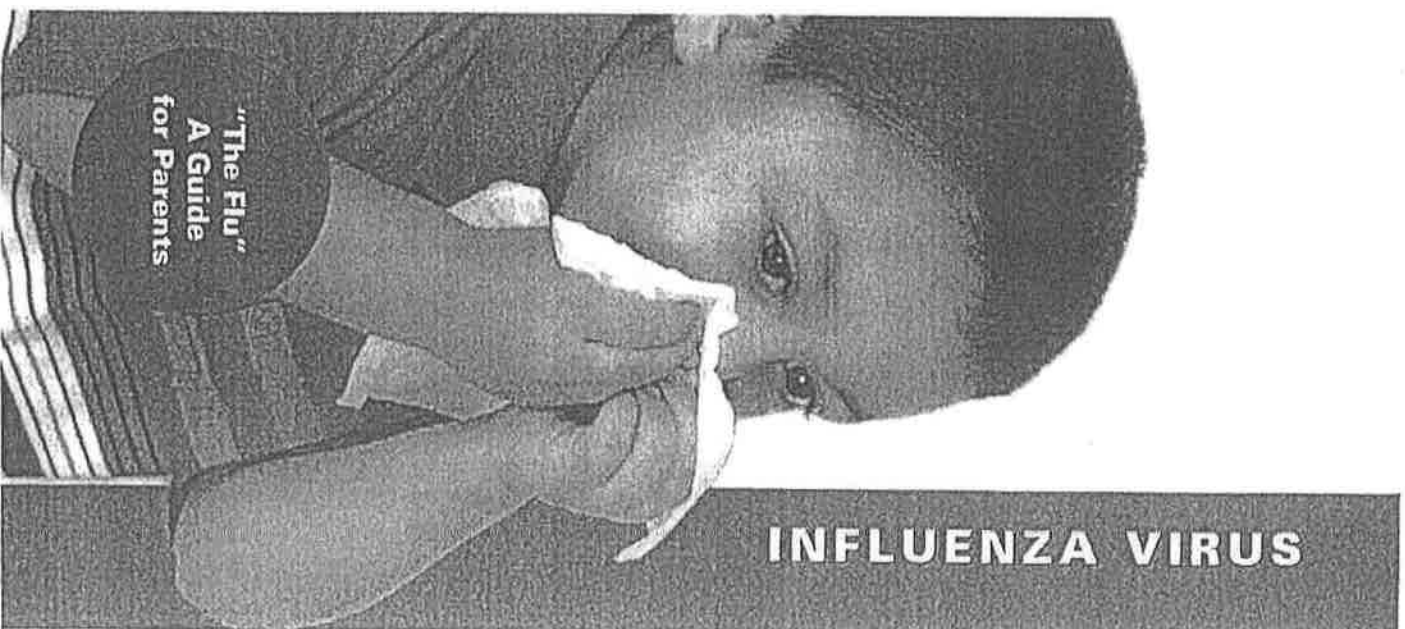
Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.



For additional information, please visit www.myflorida.com/childcare or contact your local licensing office below:

CFPI 175-70, June 2009

This brochure was created by the Department of Children and Families in consultation with the Department of Health.



During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on *Influenza Virus, The Flu, A Guide to Parents*:

Name: _____

Child's Name: _____

Date Received: _____

Signature: _____

Please complete and return this portion of the brochure to your child care provider, in order for them to maintain it in their records.



What should I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

CALL OR TAKE YOUR CHILD TO A DOCTOR RIGHT AWAY IF YOUR CHILD:

- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse



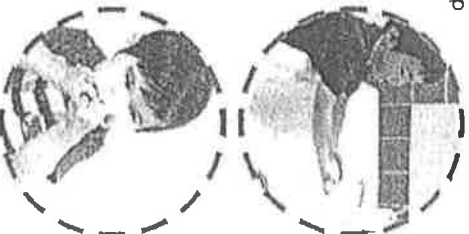
How can I protect my child from the flu?

A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.

What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions. To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.

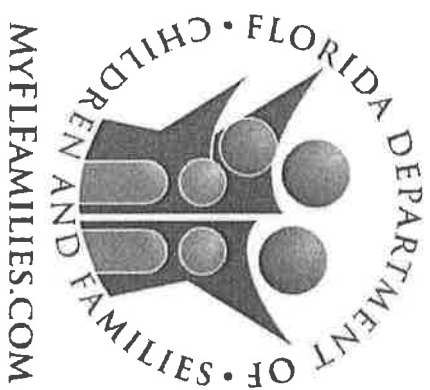


When should my child stay home from child care?

A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group setting until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.

For additional helpful information about the dangers of the flu and how to protect your child, visit: <http://www.cdc.gov/flu/> or <http://www.immunizeflorida.org/>

A change in daily routine, lack of sleep, stress, fatigue, cell phone use, and simple distractions are some things parents experience and can be contributing factors as to why children have been left unknowingly in vehicles...

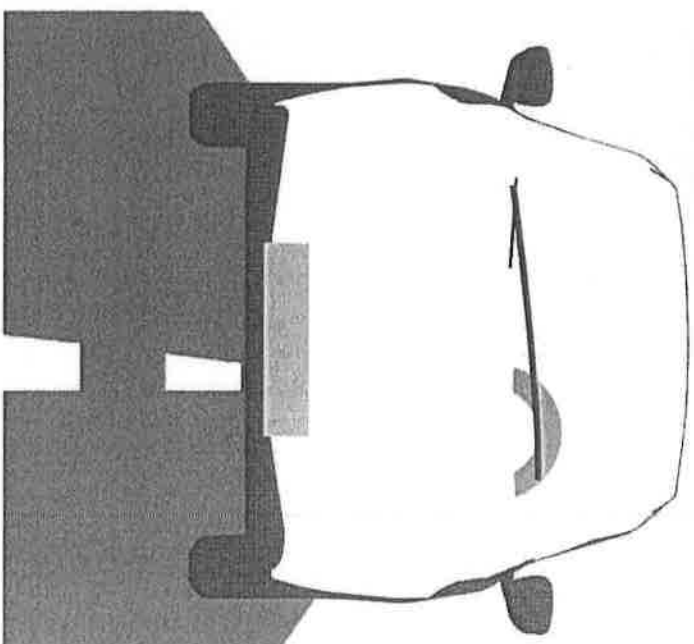


Developed by:

The Office of Child Care Regulation

www.myflfamilies.com/childcare
CF/PI 175-12, May 2018

When life happens... Don't be a
**DISTRACTED
ADULT**





FACTS ABOUT

HEATSTROKE:

It only takes a car 10 minutes to heat up 20 degrees and become deadly.

Even with a window cracked, the temperature inside a vehicle can cause heatstroke.

The body temperature of a child increases 3 to 5 times faster than an adult's body.

⚠️ PREVENTION TIPS:

- Never leave your child alone in a car and call 911 if you see any child locked in a car!
- Make a habit of checking the front and back seat of the car before you walk away
- Be especially mindful during hectic or busy times, schedule or route changes, and periods of emotional stress or chaos.
- Create reminders by putting something in the back seat that you will need at work, school or home such as a briefcase, purse, cell phone or your left shoe.
- Keep a stuffed animal in the baby's car seat and place it on the front seat as a reminder when the baby is in the back seat.
- Set a calendar reminder on your electronic device to make sure you dropped your child off at child care.
- Make it a routine to always notify your child's child care provider in advance if your child is going to be late or absent; ask them to contact you if your child hasn't arrived as scheduled.



During the 2018 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents, during the months of April and September each year, with information regarding the potential for distracted adults to fail to drop off a child at the facility/home and instead leave them in the adult's vehicle upon arrival at the adult's destination.



My signature below verifies receipt of the Distracted Adult brochure

Parent/Guardian:

Child's Name:

Date:

Please complete and return this portion of the brochure to your child care provider, to maintain the receipt in their records.