



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Infant • Toddler • Preschool • School Age Child Care

PARENT HANDBOOK

**LAUGH
LEARN
GROW**



**ALTAVISTA AREA YMCA
1000 Franklin Avenue
Altavista, VA 24517
434-369-9622 ext. 20 phone
434-369-1011 fax**

WELCOME TO THE Y!

Thank you for choosing the Altavista Area Y for your child care needs! We look forward to providing rewarding and enriching activities yearly to enhance the growth and development of our youth. We believe the values and skills learned are vital building blocks for quality of life. We are dedicated to providing a safe, nurturing environment for children to learn, grow, and develop social skills. As always, we appreciate your feedback and look forward to working with you and your family!

The Altavista Y offers multiple child care programs at various locations in Campbell and Pittsylvania Counties. At the Family Center, we offer Infant, Toddler and Preschool child care for children ages 6 weeks through 5 years of age. The Discovery Place before and after school child care programs are offered for children ages 4 (if enrolled in Pre-K program at the school) through 13 (Must be enrolled in program prior to turning 13) at the Altavista Area YMCA Family Center, Brookneal Library (after school only), Concord, Gretna (after school only), Leesville Road, Tomahawk, Rustburg, and Yellow Branch Elementary schools. Camp Discovery (summer camp) is offered at all locations and is open to all who wish to participate.

As an organization, the Y has made a commitment to quality and safety at each of our child care sites by striving to surpass the licensing standards of the Commonwealth of Virginia Department of Social Services.

If you have any questions after reading through your Parent Handbook, please direct your questions to the Child Care Center Director or Site Director.



CHILD CARE PHILOSOPHY

The Altavista Area YMCA child care programs are based on learning through play. Children are given the opportunity to explore and participate in a variety of experiences. Activities are planned and implemented in an open classroom setting. Children are free to choose from age-appropriate activities that include art, music, language development, pre-math skills, science and nature, and dramatic play. Children develop self-esteem, independence, and problem-solving as they make choices.

Our primary goal is for children to feel safe and secure. Prior to being independent, a child must know that he or she can depend on adults and a predictable environment. Children are treated with kindness and respect. We recognize that children develop at different rates and have different interests and thus provide small group settings and appropriate teacher-child ratios to meet the needs of all children. We believe that providing consistent staff in your child's class and group helps children build secure attachments, security and trust. Each class or group will have consistent staff in the room unless administration deems it necessary to move them.

Our mission is to offer the opportunities for your child to develop intellectually, physically, and socially; to develop respect for the natural environment; to grow in the ability to relate to other individuals peacefully; and to enjoy the appreciation of the rich diversity of people that he or she encounters. This is accomplished in a comfortable yet challenging environment.

We foster an understanding of diversity among people by expecting and modeling actions based on mutual and unconditional respect for self and others. We pursue every available opportunity to celebrate and explore individual and cultural differences.

OUR MISSION

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

OUR VISION

To demonstrate caring, honesty, respect, and responsibility in everything we do.



Organizational Structure and YMCA Personnel

Executive Director – Maria McCracken – (W) 434-369-9622 ext. 35

Childcare Director – Brynn Koenig Simons – (W) 434-369-9622 ext. 24

Assistant Childcare Director- Robbie Yeatts- (W) 434-369-9622 ext. 25

Accounts Manager – Tammie Wageman – (W) 434-369-9622 ext. 36

Concord DP – Andrea Ingram- (W) 434-942-9348

Gretna DP – Julie Owens – (W) 434-942-9351

Leesville Road DP – Aaliyah Camacho (W) 434-942-9344

Rustburg DP – Laura Beth English (W) 434-942-9350

Tomahawk DP – Rebecca Moore (W) 434-942-9345

Yellow Branch DP – Laurie Reese (W) 434-942-9349

Brookneal DP- Casey Goff (W) 434-232-7172

PROGRAM GOALS

Strengthen your family by:

- Helping families share values with others;
- Increasing your family's sense of community with other families; and
- Providing families with peace of mind while children are in our care.

Enhance your child's potential through:

- Developing self-awareness, confidence, and feelings of self-worth;
- Developing interpersonal relationships;
- Values development;
- Developing physical skills;
- Focusing on health and nutrition; and
- Following the YMCA Code of Conduct.

Creating safe, supportive and nurturing programs by:

- Surpassing the Commonwealth of Virginia Department of Social Services licensing standards;
- Committing to support the four core values of the Y- caring, honesty, respect, and responsibility; and
- Building strong developmental asset programs.



EARLY CHILD CARE PROGRAMS

CURRICULUM

We use the Learn Every Day Curriculum. The Learn Every Day Curriculum is a research-based, year-round program that incorporates play into children's daily learning routines to enhance their growth and development. Research shows that high-quality instruction and high-quality free play do not have to compete for time in the classroom. Doing both well makes each one richer. The Learn Every Day Curriculum covers programs for Infants, Toddlers, and Preschoolers to provide nurturing and play encouraging environments for children in our program.

Our core child care belief is that children learn best through play and play is an integral part of a child's development. The overall goal of the program is to provide a developmentally appropriate educational experience for young children. Developmentally appropriate educational practices require meeting the children where they are and enabling them to reach goals that are challenging and achievable. The teaching practices are appropriate to the child's age and development status and responsive to the social and cultural contexts in which they live. Young children learn best through hands on experiences that are enjoyable and motivating. Infant, Toddler and preschool programs should be "play" based with minimal distinction between "play" and "school work."

The programs seek to develop the child holistically - intellectually, socially, emotionally, physically, and creatively. As outlined below, the programs extend the knowledge base of children and exposure to Kindergarten concepts are a must for entering the public and private school settings.

Our curriculum emphasizes social, emotional, and physical development through stories, games, music, group activities, free play, arts & crafts and creative movement. We also include activities to enhance fine and gross motor skills, independent interaction in both small and large groups, and physical activities that include swimming. Your child will develop skills to build character values, self-esteem, and friendships. The YMCA Infant, Toddler, and Preschool programs are licensed by the Commonwealth of Virginia Department of Social Services.

Infant Program

Our emphasis is on nurturing active minds, healthy bodies, and happy hearts by providing a quality licensed infant program. Infants explore and learn through all their senses even before they can crawl and our goal is to provide a variety of opportunities for infants to explore and learn. Teachers talk, sing, and read to babies, enabling infants to become familiar with language and ultimately to recognize words and sounds. Parents and teachers share children's activities and development on a daily basis, building mutual understanding and trust.

Toddler Program

Our emphasis is on creating an atmosphere where children can learn to adjust to society's demands while trying to maintain independence and a sense of self. We value and help nurture the following developmental milestones of toddlers.

- The **physical development** of toddlers changes rapidly. We provide activities to enhance the development of gross motor skills (standing, walking, jumping, throwing, and balancing). Toddlers also have the opportunity to practice using fine motor skills to begin to make towers with cubes and blocks, scribble, use a spoon and drink from a cup, and copy (trace) a circle.
- **Language development** is important at this stage of development. We encourage language development through dramatic play, story time, and play time. Toddlers begin using 2-3 words, following simple commands, naming pictures of items and animals, pointing and naming body parts, saying his or her name, and combining 2-4 words to create complete sentences.
- **Social development** is nurtured through providing toddlers an opportunity to engage in dramatic (pretend) play, listen to stories when shown pictures and retell life experiences when asked by other adults and children.

Preschool Program

As three- and four-year-olds grow and develop, they become increasingly more social beings. We create a caring atmosphere to help nurture the following developmental milestones of preschoolers.

- By three, the **physical development** allows them to move around independently and they are curious about their environment and the people in it.
- **Language development** is important in communicating emotions and feelings. They become more sensitive to their impact on others and emotions and feelings. Preschoolers begin to say what they are thinking and prefer to talk and play with other children.
- **Social development** includes negotiating and in some instances demanding wants and needs.



SCHOOL AGE PROGRAM- Discovery Place Before & After School

The Discovery Place Program is designed to provide a nurturing and enriching atmosphere for school age youth. The goals are to provide a safe, dependable and quality childcare program to enhance the development of each child. Our staff is committed to providing age appropriate activities to engage and enhance social skills. The before and after school program supports academic engagement and achievement, builds confidence and character, and supports healthy development of the spirit, mind, and body. Children ages 4-13 engage in physical activity, make healthy eating choices, and are given the opportunity to explore the world around them by participating in a combination of free-choice and structured activities. Our school age programs are licensed by the Commonwealth of Virginia Department of Social Services.

The Altavista Area YMCA is totally responsible for the administration of all Infant, Toddler, Preschool and Discovery Place programs. We offer before and after school programs in Campbell and Pittsylvania Counties. Our Licensing agency is:

The Department of Social Services
Piedmont Regional Office
210 1st Street SW
Suite 200
Roanoke, Virginia 24011
(540) 309-2494

ENROLLMENT PROCEDURES for All Programs

Parents should complete an enrollment packet that includes the following:

1. Contract (one for each child)
2. Registration Form
3. Field Trip/Emergency Information Form
4. Allergy or Medication Form If Needed

Provide a copy of:

- A. Current Physical Exam (School Health Entrance Form)- must be signed by parent and doctor
- B. Immunization Record- must be signed or stamped by doctor
- C. Rising 6th grade students must provide proof of Tdap booster
- D. An IEP or IFSP, this document is required at enrollment and as it is updated. We encourage staff participation in any IEP or IFSP case conference to better enable us to help your child.

Children are admitted on a first come, first served basis. Families in need of financial assistance for any of the programs are encouraged to contact the Department of Social Services in the county of residence. Registration information can be picked up at the Altavista Area YMCA Family Center or at the county sites. The Altavista Area YMCA Family Center is located at 1000 Franklin Avenue, Altavista, VA 24517. Telephone: 434-369-9622 Fax: 434-369-1011.

This YMCA does not discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin, or financial status.

POLICIES for All Programs

Operating Hours

The YMCA Family Center is open from 6:00 AM-6:00 PM. The Before and After School County Sites are open from 6:30 AM-School Starts (Except for Gretna pm only and Concord Elementary 6:00 AM) and release of school time PM-6:00 PM. The Summer Day Camp Program is open from 6:30 AM - 6:00 PM at all sites (except for the Family Center and Concord that are open from 6:00 AM-6:00 PM).

Sign In & Out Procedures

- Upon arrival and departure, an adult must sign your child in or out on the attendance sheet and greet a staff member.
- Picture identification may be required for unfamiliar faces. Individuals listed on the registration form and over the age of 18 will be allowed to pick up your child. Please list everyone that may possibly pick up your child.
- Additions and deletions to the list must be made in person at the site by the person who registered the child.

Late Pick-up Policy

- Parents who arrive at 6:01 PM will be assessed a late fee of a \$1.00 per minute per child.
- For consistency, the program will use the clock, computer or site director's cell phone for time reference.
- This fee must be included in your next payment and repeated failure to pay this amount may result in removal from the program.

Attendance & Absences

Contact the site if your child will be absent from the program. It is imperative that we are notified if your child will not be in attendance for safety reasons. Please notify the site director by 8:30 AM or by 3:00 PM using the phone numbers in the beginning of the document.

Communication in an Emergency Situation:

Inclement Weather Policy/School Delays and Early Dismissals

- In the event of a non-weather related emergency situation, please use the WSET website and television broadcast for information. Also check the Altavista YMCA Facebook page and sign up for the Rained out notification system.
- In the event of inclement weather, the YMCA programs will be open weather conditions permitting.
- If there is a closing or delay for any of the programs, please use the WSET website and television broadcast for information. Also check the Altavista YMCA Facebook page and the Rained Out App.
- Closings and delays will be written as follows:
 - For the Altavista Site: YMCA Altavista Childcare- closed or delayed
 - For the County Sites: Altavista YMCA county Childcare- closed or delayed

Schedule of Programs

Discovery Place Child Care & Before and After School Child Care operate Monday through Friday. Child Care is open weekdays except on Labor Day, Thanksgiving Day and the day after, Christmas Eve and Christmas Day, New Year's Eve, New Year's Day, Easter Monday, Memorial Day, and July 4th. We make every attempt to remain open on snow days. Call the YMCA Family Center at 434-369-9622 ext. 20 or check WSET for closing and delay information.

Discovery Place is open during the school year and full day child care is provided on snow days (weather permitting) and teacher workdays. We also provide child care during early dismissal and delayed school openings.

- Toddler Full Day Child Care: Operates from 6:00 AM to 6:00 PM
- 3 & 4 Year Old Full Day Child Care: Operates from 6:00 AM to 6:00 PM
- School Age Discovery Place Before and After School Child Care: 6:30 AM (except for Altavista Family Center and Concord Elem.) to School Admission & After School until 6:00 PM.

A detailed schedule of events and activities can be found posted on the bulletin board at each site.

During the summer months when school is out of session, Camp Discovery and Summer Infant, Toddler and Preschool child care are offered. The same enrollment procedures apply.

HEALTH & SAFETY

Our programs operate for well children only. Children who are mildly ill (i.e. minor cold symptoms) may remain in the program with a Director's approval. Children should be fully able to participate in all activities, including outdoor play. Children with symptoms of communicable disease remain with a staff member until the parent or designated representative arrives for the child. We make every effort to reach the parents when a child is ill, but if there is no verbal contact, we will notify the emergency contacts indicated by the parents on enrollment forms.

We will not serve children with:

- A fever of 100.4° F or higher;
- A fever of 99° F or higher, if combined with another sign of illness or if a known illness is occurring in the center;
- A skin rash that has not been identified by a phone call or in writing from a physician who has seen the rash;
- Diarrhea and/or vomiting;
- Evidence of head lice, nits, scabies, or other parasite until treated;
- Severe coughing;
- Rapid or difficulty breathing;
- Yellowish skin or eyes;
- Conjunctivitis, a cold in the eye, pink eye or other eye infection;
- Unusually dark urine and /or gray or white stool;
- Sore throat or difficulty swallowing
- Stiff neck;
- Evidence of infection;
- Excessive fatigue;
- Infected skin patches.

If your child has a confirmed case of a contagious disease, he/she must be kept at home. Please contact the Site Director at the designated site your child attends. A general notice will be placed in the facility (all names kept confidential) at the program location. The following conditions are categorized as “highly contagious:”

- Strep throat
- Measles
- Mumps
- Chicken Pox
- Diarrhea
- Scarlet Fever
- Pinworms
- Viral infections
- Impetigo
- Lice
- Hand, Foot, and Mouth
- Fifth Disease
- RSV
- COVID 19

Children may be readmitted:

- With a physician’s statement indicating the child is free from communicable disease and returning poses no risk to others
- **If visibly free from communicable disease**
- **Fever free without fever reducing medications for 24 hours**
- **Free of vomiting or diarrhea for 24 hours.**

Medication

In order to administer **any** medication, a medication authorization form (MAF) must be completed and signed by the parent and in many instances, a physician. This form is used for all prescription and non-prescription medications. Section A must be signed by the parent/guardian for ALL medication authorizations. Section A and B must be completed for any long term medication authorizations (those lasting longer than 10 working days).

All medications must be in the original container with the prescription label affixed and within date. Expired medication will be returned to you for a renewed prescription. The MAF must be updated yearly.

Only medication authorization trained (MAT) certified YMCA employees can administer this medication.

Medication cannot be sent with the child for self-administration.

Accidents & Injuries

The health and safety of the children in our care is our top priority. Even with watchful eyes, young children are often testing their physical limits making injuries inevitable. Documentation of all injuries and accidents will occur. A report will be filed when an accident occurs that requires medical attention. The accident form will be explained to the parent at pick-up and will be signed by the parent. One copy will remain in the child’s enrollment file.

In the event of a medical emergency or accident requiring a doctor's treatment, we will contact you immediately. If we cannot make contact with a parent, emergency personnel will take the child to the emergency room via ambulance.

All YMCA staff are trained in First Aid and CPR.

Child Abuse

Child care staff are required to report their suspicions of child abuse or child neglect. The YMCA follows protocol to ensure that suspected cases of abuse or neglect are reported to the proper authorities.

Other Emergencies

Monthly fire drills and other disaster preparedness drills will be conducted at varying times of the year and at a minimum of each month. The director will maintain a record of fire and disaster drills. Evacuation routes are posted in each classroom and major locations throughout the building. Each staff member will stay with their assigned group during an emergency and programming will continue.

Meals and Snacks

- All Toddler and Preschool Full day Child Care children will receive breakfast, AM snack, lunch, and PM snack. Please have toddler children present by 7:40 AM to receive breakfast and full day preschool by 8:00 AM.
- All other preschool activities programs will provide AM snack and lunch as noted on the contract (see Schedule of Programs above).
- Discovery Place Before and After School Program provides PM snack daily and AM & PM snack on full days.

Parental Involvement

Parent(s) and/or guardian(s) may visit the site at any time. Our staff welcomes comments and suggestions. If an extended conversation is needed with any of our staff, please make an appointment so that the concerns and questions can be answered in detail. Children receive yearly evaluations on progress and will be shared with the parent(s) and/or guardian(s). Any custodial parental rights will be followed as needed via each site.

Clothing

We recommend comfortable clothing and require closed toe shoes for this setting. For the Infant, Toddler and Preschool children, an extra set of clothes including socks and underwear is recommended to keep in the cubby at all times. You may place the extra clothes in a large zip lock bag labeled with your child's name.

Be sure that during the cooler months and winter months, a jacket and/or coat accompanies the child as the children play outside as much as possible. Please also send hats, gloves or mittens as needed for the cold weather. Please label ALL clothing items and personal items that are brought to the site.

Birthdays

You may celebrate your child's birthday by sending a snack to share with the entire group. Cake, cupcakes, and/or ice cream are acceptable. Send juice rather than sodas if you bring a beverage. Check with the child's teacher for allergy information and number of children to prepare items.

Discipline

When incidents occur, the teacher will intervene to help the children resolve conflicts. Verbal communication will be used at all times and upon repeated actions and conflicts, a time out will occur where the child or children will sit in a chair or on the floor or ground (if outside) briefly until the child or children are ready to participate again. Physical punishment is neither acceptable nor used.

Persistent behavior problems will require a parent, teacher conference and site administrator conference. Behaviors that are serious may be grounds for immediate suspension or possible dismissal from the program. These actions include:

- Striking, kicking, spitting, and scratching a child or staff member;
- Running away from staff and the premises endangering the safety of the child and staff;
- Throwing objects such as sticks and rocks; and
- Destruction, vandalism, and/or theft of property.

Termination Policy

The YMCA reserves the right to terminate immediately a child's enrollment for any behavior, act, word or condition of the child or parent causing disruptions, safety concerns or health concerns for the child, other children or employees of the YMCA. You can also be dismissed if your account is not kept current, after missing 1 week of payment.

Lost and Found

Label all items that belong to your child. Be observant of items that may come home with another child's name. Occasionally, puzzle pieces and other small board game items and crafts may inadvertently be found in pockets of clothing. Please return such items as we like to maintain our supplies and activities for the children.

Rest Time- Toddler & Preschool Programs

The children rest on cots and they listen to soft music. A blanket and stuffed toy may be brought in for use during this time. All blankets and toys will be kept in the cubbies until this time of the day. Children are not required to sleep however we reserve this time for rest and relaxation.

Rest Time- Infants

The infants sleep in a crib labeled with their name until they turn 1 year old. At 1 year old the children sleep on cots. Children are placed on their backs to sleep. Crib sheets and cot sheets are washed by the center daily.

Toys from Home

We ask that toys and electronic devices remain at home. If there is a need for items to accompany the child in the morning to help make the transition smooth for drop off, please alert the teacher upon arrival. We will work with you to return the item within minutes of dropping the child off in the mornings. We understand that smooth transitions require special toys to accompany children in the mornings. Occasionally, there will be special days where the children can bring items for show and tell or special activities on extended days at our county sites.

Swimming- YMCA Family Center Site

When swimming is scheduled, the same staff-to-children ratio will be maintained. The lifeguard on duty will not be counted in the staff-to-child ratio. Swimming is always optional as other activities are planned for the children.

Transportation

Discovery Place Staff will supervise children loading and unloading the bus at the YMCA Family Center. In the county sites, staff will supervise the children leaving and arriving at the cafeteria/gym. Our responsibility for the children begins when the child arrives at the center and ends when the child leaves the property.

During field trips, the staff will maintain roll and attendance at the destination. A head count will be conducted periodically during the outing. Upon boarding the bus to return to the site, roll will be taken and head count conducted. At the end of the trip, the bus driver will walk to the back of the bus to check that all children have exited the bus before parking and leaving the property.

The YMCA will provide transportation to and from school for John L. Hurt Elementary students and Altavista Elementary students. Campbell County Schools will provide transportation to and from Altavista Combined School in the morning/afternoon. Campbell County will provide transportation to the county sites afterschool from the middle schools.

Bus Rules

1. Use a soft conversational voice.
2. Remain seated at all times. When the bus comes to a complete stop and doors open, standing as needed may occur.
3. Throwing items is not permitted.
4. Keep hands, feet, head, and any object INSIDE the bus window and aisle.
5. Sit with your legs forward keeping knees, feet and book bags out of the aisle.

All rules will be reinforced by the driver and staff to ensure SAFETY of all passengers. At the Y Family Center, staff will check the bus for lost and left items. Children will not be able to run back to get items from the bus at the Y Family Center.

Sunscreen

The Center's Policy Regarding the Application Of:

Sunscreen: The Sam's brand sunscreen will be applied to your child unless you check no on the registration form and you can provide your own sunscreen with a written authorization from the parent and/or guardian. All sunscreen will be kept in a cabinet labeled with your child's name. Sunscreen must be in date for use.

Diaper Ointment or Cream: Parents or guardians will need to provide the ointment or cream labeled with the child's name. Written authorization is needed from the parent to apply it to the child.

Insect Repellent: Parents or guardians will need to provide the repellent labeled with the child's name. Written authorization is needed from the parent to apply it to the child.

Supervision of your child is
important to us.



Upon picking up your child
each day, stay with them
until they have picked up
their belongings and
exited the building.

Please return this page only to the Site Director with your signature.

I have received, read and understand the information in the Parent Handbook.

Child's Name

Parent/Guardian Signature

Parent/Guardian Printed Name

DATE

