



Venice YMCA Afterschool Academy and Before School Care Parent Handbook

Afterschool Academy locations:

YMCA Youth Center on Center Road for Garden, Taylor Ranch and Venice Elementary Students
YMCA on the Island (Venice Pres. Church) for Garden and Venice Elementary Students
Venice Middle School (cafeteria) for VMS and Student Leadership Academy Students
Laurel Nokomis School (cafeteria) for Laurel Nokomis Elementary & Middle School Students

Before School Care Locations:

YMCA at Garden Elementary (cafeteria) for Garden Elementary students
YMCA Youth Center on Center Rd. for Taylor Ranch and Venice Elementary students
YMCA on the Island (Venice Pres. Church) for Venice Elementary students

Mission Statement: To put Christian principles into practice through School Age Programs that build a healthy spirit, mind and body for all.

Registration and Payment Options

To register:

- Registration form(s) must be completed
- Bank draft authorization form must be completed
- Non-refundable/non-transferable fee must be paid
- Payment must be made for current month
- Deadline to register is the WEDNESDAY prior to the upcoming week. A late fee of \$25 will be charged if registering after Wednesday.
- Payments can be made by cash, check, money order, MasterCard or Visa.

Registration packet includes:

- Registration form that provides us the necessary information we need to ensure your child's safety and well-being including fears, strengths, special needs and authorized persons permitted to remove your child from the program.
- Know your Childcare Facility pamphlet
- Parent Handbook

Full-privilege members of the Venice YMCA receive a discount of program fees. If the registering child is not a member of the Venice YMCA, the non-member fee must be paid.

Scholarship Assistance:

Thanks to the many friends of the Venice YMCA, our supporters and the United Way, our YMCA provides scholarship assistance based upon household income or hardship reasons. Those wishing to be considered for financial assistance may request a scholarship application at the YMCA front desk or downloadable at www.veniceymca.com. Scholarship applications usually take one week to process. One approved or denied, you will receive a notice.

Payments:

All payments must be paid via electronic draft (checking, savings, debit/credit card). We offer 3 different payment schedules for your monthly fee:

100% on the 1st of every month

100% on the 15th of every month

50% on the 1st and 50% 15th of every month

A.M. Drop off Procedure

Hours of operation:

YMCA at Garden Elementary 6:45 a.m. – 8:00 a.m.

YMCA Youth Center 6:45 a.m. – 8:00 a.m.

YMCA on the Island 6:30 a.m. – 8:10 a.m.

- You must enter the program and sign in your child. Children will be transported to school by YMCA staff in YMCA vehicles.

P.M. Sign out Procedure

- All persons removing children from the program must have photo identification available at all times- YMCA staff rotate the responsibility of sign out, please be prepared.
- Children will be released only to persons listed on the registration form or with written permission from a parent or guardian.

- A full signature and time is required on the sign out sheets
- Registration cards must be kept-up-to-date with phone numbers and persons permitted to remove your child.

Youth Center only:

- Drive thru-sign out provided from 4:00 p.m. – 6:00 p.m. (weather permitting).
- Before 4:00 p.m., you must exit your vehicle and enter the program to sign your child out.
- Parents in the drive thru line are served first, please be patient; some children take more time than others to make it to their vehicles
- During inclement weather, a YMCA employee will watch for your arrival from an indoor location and call for your child to go home – you do not need to leave your car

Late Pick Up

- YMCA School Age programs at the Youth Center, VMS and Laurel Nokomis School close at 6:00 p.m.
- YMCA on the Island program closes at 5:30 p.m.
- A late fee of \$1.00 per minute after closing time and is payable to the YMCA employee supervising your child, NOT THE YMCA.
- Staff will make every effort to contact parents/emergency contacts to ensure timely pickup.

Security password

- You write in a word/phrase that MAY be asked of you if you are contacting the YMCA via the telephone regarding your child.

Tax Information

- If needed, please request this information from the Program Director.
Tax ID #: 59-1629660

Discipline/Behavior Modification Form

YMCA staff is trained to use a positive approach to discipline but if a child is disruptive, YMCA policy is to notify parent/authorized person at sign out on a Behavior Modification Form. A signature is required; forms are kept on site at the YMCA.

- 1st offense- warning
- 2nd offense – warning
- 3rd offense – suspension from program

Two (2) suspensions will result in termination from the YMCA program.

Zero Tolerance policy covers the following behaviors:

- Any physical abuse towards other child(ren)
- 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 (will 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.

Parent Notification Form

- Used as a communication tool between YMCA staff and parents.
- Used to notify parents of behavior concerns or other incidents.
- Signature is required, form kept on site at YMCA.

YMCA Code of Conduct

Venice YMCA staff/volunteers are NOT ALLOWED to:

- Socialize or associate with program participants outside of YMCA hours (babysitting, private lessons)
- Transport program participants in personal vehicles

YMCA School Age Staff

Venice YMCA School Age Staff are:

- Background screened by local and state agencies.
- Trained in CPR and first aid
- Required to attend and complete mandatory state and YMCA trainings
- Those transporting children are properly licensed with the Florida DMV.

YMCA staff to child ratio: 1 adult to 15 children

YMCA staff to child ratio on field trips: 1 adult to 10 children

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 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

Daily Activities/Calendars:

- Children are in age groups by grades.
- Children are able to participate in a variety of activities each day (arts & crafts, homework assistance, physical fitness activities, free choice, state required learning centers)
- Monthly calendars are distributed at the beginning of the month or on an as-needed basis.
- Parent information boards are posted in central locations with postings of scheduled activities and any other information regarding YMCA programs.

Parent/Family Involvement

We believe in a strong partnership between parents, children and staff.

- Parents/guardians are welcome at the YMCA School Age Programs – stop by and visit.
- If you have a family tradition or hobby/interest that you would like to share, please contact the Program Director

Other YMCA activities

Youth Center location only:

If your child will be participating in any YMCA activity other than after school care during after school time (i.e. gymnastics, swim lessons) and you will need the YMCA staff to transport your child:

- Contact the Director of the OTHER program to arrange transportation to and from the Youth Center location
- Submit written notice to the School Age staff giving us permission to release your child to the participating program. Your child will not be released without written authorization.

YMCA Closings

The Venice YMCA will be closed on the following days:

Labor Day

Thanksgiving Day and the day after Thanksgiving

Christmas Eve and Christmas Day *or legal holiday

New Years Eve and New Years Day *or legal holiday

Good Friday

Memorial Day

The Venice YMCA reserves the right to close for:

- Extreme weather
- Facility emergencies
- Any unexpected situations

If the Sarasota County Schools are closed for weather emergencies, the Venice YMCA School-Age Programs will also be closed. YMCA voice mail systems will be programmed with such announcements. Please contact the Venice YMCA 492-9622 ext. 133 or 143.

Lost and Found:

- Kept in a designated area – please check often
- Unclaimed items will be donated on a weekly basis
- Do not send valuables or toys (game boys, iPods, CD players etc.) The YMCA is not responsible for lost or stolen items.
- Label all items with permanent marker (towels, lunch boxes, etc.)

Clothing

Children should wear:

- Comfortable “play” clothes
- Sneakers/closed toes shoes with socks
- Flip flops/sandals are not acceptable.

Transportation Policy

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

Children are required:

- To be seated at all times unless boarding or leaving the vehicle
- All items (including hands/arms) must remain inside of the vehicle at all times
- Sit facing forward; legs and feet should not be in the aisles while the bus is in motion
- If applicable, seat belts are worn at all times

Any behavior problem or safety issue while being transported will result in loss of 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 laws and vehicles are properly maintained.

Swimming

Recreational swimming may be offered during after school times and/or during full day programs throughout the year.

- You will be notified in writing of upcoming swim days.
- Swimming is a privilege, not a right.
- The YMCA reserves the right to suspend swimming activities for disciplinary or safety reasons.
- Children will be swim tested and given a pool orientation.
- Weaker or non-swimmers will be kept in the shallow end of the pool and/or receive a floatation device.
- Certified YMCA lifeguards and counselors supervise children at the pool.
- Children are not permitted to go into the locker rooms.

Illness/Health

To keep all children as healthy as possible, we ask you to keep children at home if there are signs of:

- Lice
- Fever
- Pain
- Frequent coughing
- Conjunctivitis (pink eye)
- Vomiting
- Diarrhea

- Excessive nasal discharge
- Communicable disease (strep throat, chicken pox, ring worm etc.). **Please notify the Program Director immediately so that other parents may be notified of the exposure.**

If a child exhibits any of these or other symptoms during our care:

- We will contact you/alternate persons to pick up your child immediately.
- Allow the child to rest.

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 immediately to pick up your child. Your child will be isolated from other children.
- They may return to the program after YMCA staff has checked your child
- 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 with soap, water, ice, bandages etc.
- All injuries are documented on an “accident report” and are presented to the parent at sign out. Accident reports require a signature and are kept on-site at the YMCA.
- In case of serious injury, YMCA staff will make a decision to call EMS and/or parent
- If injury is not life threatening but we feel it requires medical attention and parents cannot be reached, we will either contact EMS or transport child to the nearest emergency room.

Medication

- YMCA does not administer any form of medication.
- Do not put any medication in your child’s lunch box or backpack

Community Partnerships

The Venice YMCA has established and continues to build partnerships with key community organizations to enrich the children’s experience at the YMCA.

Snacks

- YMCA provides an afternoon snack
- Children may bring snacks/drinks if desired

Non-smoking environment

The Venice 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 display or use tobacco products at any time on YMCA properties, vehicles or 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. Please be cautious while driving through any program parking lot – children are everywhere.

Absentee/Cancellation Policy

If your child will not be attending the Venice YMCA school age programs after school, please notify your child's program location.

If you need to discontinue care, the Director at the YMCA (492-9622 ext. 133) must be notified. You will continue to be charged the monthly rate until arrangements/cancellations are made with Director.

Additional Information regarding Full Day Programs

Locations/hours of operation:

Venice YMCA Youth Center 6:45 a.m. – 6:00 p.m.

Venice YMCA on the Island (Venice Pres. Church) 6:30 a.m. – 5:30 p.m.

To register:

- Registration form(s) must be completed
- Non-refundable/non-transferable fee must be paid
- Payment must be made for the specific day
- Deadline to register is the WEDNESDAY prior to the upcoming week. A late fee of \$25 will be charged if registering after Wednesday.
- Payments can be made by cash, check, money order, MasterCard or Visa.

Registration packet includes:

- Registration form that provides us the necessary information we need to ensure your child's safety and well-being including fears, strengths, special needs and authorized persons permitted to remove your child from the program.
- Know your Childcare Facility pamphlet
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Field Trips

- Admission fees are paid by YMCA
- Spending money is optional; children are responsible for their own money. The YMCA is not responsible for lost or stolen money.

- If absent on scheduled day, there is no make-ups on other days.
- We do our best to arrive back to the program on time but inclement weather, traffic problems, etc. might delay our arrival time; please be patient.
- YMCA reserves the right to suspend field trip privileges for disciplinary or safety reasons

Lunches

- Children must bring their lunch and drink (soda is discouraged) everyday unless noted.
- Lunches will not be refrigerated or microwaved
- Lunches must include a drink and eating utensils (plasticware preferred). Due to an active schedule, lunches must be healthy and nutritious and not spoil easily.
- Do not send items with glass, sharp pull tags or other potentially dangerous items.
- Drinking fountains are available throughout the day – children are encouraged to drink plenty of water and to carry a water bottle with them.
- Please label all lunch boxes/containers with a permanent marker. Label the OUTSIDE of the lunchbox- many lunchboxes look alike.

A.M. Drop off Procedure

- We discourage drop off after 9:00 a.m., your child will be missing morning announcements that include important information pertaining to the day.
- Field trip days – please have your child at the program by 8:30 a.m.

YMCA Youth Center:

- Drive thru-sign in is provided from 7:00 a.m. – 9:00 a.m. (weather permitting) at the YMCA Youth Center only.
- After 9:00 a.m., you must exit your vehicle and enter camp location to sign your child in.

YMCA on the Island:

- You must enter the program and sign in your child.

P.M. Sign out Procedure

- All persons removing children from the program must have photo identification available at all times- YMCA staff rotate the responsibility of sign out, please be prepared.
- Children will be released only to persons listed on the registration form or with written permission from a parent or guardian.
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Youth Center only:

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- Parents in the drive thru line are served first, please be patient; some children take more time than others to make it to their vehicles
- During inclement weather, a YMCA employee will watch for your arrival from an indoor location and call for your child to go home – you do not need to leave your car
- A full signature and the time are required on our sign out sheets each day.

Late Pick Up

- YMCA School Age programs at the Youth Center closes at 6:00 p.m.

- YMCA program at the Island closes at 5:30 p.m.
- A late fee of \$1.00 per minute after closing time is payable to the YMCA employee supervising your child, NOT THE YMCA.
- Staff will make every effort to contact parents/emergency contacts to ensure timely pickup.

If you have any questions or concerns, do not hesitate to contact the Program Director at the YMCA at 492-9622 ext.133 or ext. 143

Other important phone numbers:

YMCA at Laurel Nokomis: 486-8152

YMCA at Venice Middle School: cell 716-7419

YMCA on the Island: 484-2054

