



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



# ENRICHING YOUNG LIVES

**SCHOOL AGE GROWTH & ENRICHMENT  
PARENT HANDBOOK**

**WALLINGFORD FAMILY YMCA**

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## **WELCOME TO SAGE!**

Welcome to the Wallingford Family YMCA's School Age Growth & Enrichment program for students in Kindergarten through 5th grade. We are happy you have chosen the Y for your child care needs. We hope that this program can help your child have many new experiences and opportunities to grow into a responsible youth. The staff here at the Y encourages you to take an active role in your child's before and/or after school care. We welcome you to speak with the qualified staff on site if you have any questions or concerns about your child's development and involvement in the program. The staff to child ratio is 1:10 and the program is licensed by the CT Department of Public Health.

### **OUR MISSION**

The mission of the Wallingford Family YMCA is to strengthen the foundation of the community through programs, services & relationships that build a healthy spirit, mind & body.

We aim to be an effective resource & influential partner of the community by strengthening meaningful, caring relationships and promoting healthy, productive lifestyles for generations.

The Wallingford Family YMCA is a 501(c)(3) not-for-profit (charitable) organization.

### **OUR VISION**

The Wallingford Family YMCA is part of a worldwide association of YMCA's based on Christian principles, inclusive of all people, that builds communities nurturing personal growth in spirit, mind and body. We develop, conduct and support programs and relationships which foster health lifestyles, strengthen families, develop responsible citizenship, environmental stewardship, build international understanding and cooperation, promote concern for others and respect for individual differences. Supported by volunteers, our YMCA encourages participation by men, women and children regardless of age, race, creed, socioeconomic condition or cultural heritage. The Wallingford Family YMCA promotes and ascribes to the core values of caring, honesty, respect and responsibility.

### **GOALS**

The Wallingford Family YMCA believes that School Age Growth & Enrichment should provide opportunities and experiences that focus on a child's physical, social, intellectual and emotional development. We aspire to provide quality childcare, the support and strengthen the family unit, to help child to develop to their fullest potential, and to deliver a program in a safe, positive environment.

## **SITE INFORMATION & OPERATING HOURS**

School Age Growth & Enrichment operates in all 8 Wallingford elementary schools and is based out of the school cafeteria. The program follows the Wallingford Public School calendar and therefore does not operate on holidays, school in-service days or during school vacations. Spaces are available on a first come, first serve basis and require pre-registration at the YMCA. While attending the program, children participate in a variety of activities including: assisted homework time, snack, active play in the gym and school playgrounds, table games, arts & crafts, community service projects and social interaction with peers.

The AM program starts at 6:45AM until the start of school, at which time all participants are dismissed to their respective classrooms.

The PM program starts upon dismissal from school until 6:00PM.

If you need to contact your child or the SAGE director, please use the numbers listed on the back of this handbook.

### **TRANSPORTATION FORMS**

Parents of all students are responsible for filling out a transportation change form and submitting it to the Board of Education Transportation office prior to their child's first day. This form is available at the elementary school offices and at the YMCA Welcome Center. Completion of this form lets the schools system know that your child will be participating in our program and notes changes to their pick up/drop off schedule. The YMCA will submit completed forms for all pre-registered children by **June 17, 2016**.

## PROGRAM POLICIES

### SNACK POLICY

SAGE provides both a morning and afternoon snack daily, according to State of Connecticut nutrition guidelines.

### HOMEWORK POLICY

There is a required homework time for all children during the PM program. Those who do not have homework are asked to read quietly. The staff are available to assist the children with any homework questions during this time.

### CELL PHONE POLICY

We understand that some children now carry cell phones for a variety of reasons. We ask that children keep their cell phones in their backpack or purse. In this way, parents can reach their children in an emergency, but the chance of the phone being lost, stolen or broken is greatly diminished. Each site also has a land line that parents can call at any time.

### ITEMS FROM HOME

Activities and toys are provided for the children. Unless specifically stated, there will be **NO** games or toys brought from home, especially electronic ones. This includes, but is not limited to: Pokemon, Bakugan, iPods, and Nintendo DS or PSP systems. Some of these toys are very expensive items, and we would not like to see them lost or broken.

## PAYMENT POLICIES

SAGE tuition is determined by dividing the yearly fee into 10 equal payments. Yearly fees are determined by the number of school days in the school year. Monthly tuition payments are done through an automatic checking or credit card bank draft. Drafts will take place on the 5<sup>th</sup> of each month. If a parent declines the draft payment option, payment is due by the 5<sup>th</sup> of each month. Payments made after the 5<sup>th</sup> will receive a \$25 late fee. Payment may be mailed or dropped off at the YMCA. Questions about payment policies and procedures can be directed to Tammi Mastroianni at 203-269-4497 x14 or [tmastroianni@wallingfordymca.org](mailto:tmastroianni@wallingfordymca.org).

### RETURNED DRAFTS

There will be a \$25 service fee for any returned draft. The balance of the drafts and service fee will need to be paid to the YMCA Welcome Center within three (3) business days. Your child's spot in our program may be jeopardized if payment has not been made.

### DRAFT WITHDRAWAL

A written two week notice prior to the 5<sup>th</sup> is required to stop your automatic draft.

### FINANCIAL ASSISTANCE

Financial assistance is available through the YMCA and the State of Connecticut Care 4 Kids program. Applications are available at the YMCA Welcome Center.

### ABSENTEE POLICY

Parents **WILL** be expected to pay tuition when their child is absent from the program due to illness. There will be **NO** credits to your account for vacations or other time away from the program. The only possible exception to this might be medical reasons. As a courtesy, please call and notify us if your child is to be out for any reason.

### WITHDRAWAL POLICY

In the event that a child must be withdrawn from the program prior to the end of school, a withdrawal form must be completed with **TWO WEEKS NOTICE**. A voucher will be issued for any overpayment. The voucher is valid for one year and can be applied toward any YMCA program or membership.

# INCLEMENT WEATHER & Y-CATION

## SNOW DAYS

The School Age Growth and Enrichment program is closed when school is closed. Tuition **WILL NOT** be reimbursed for days that school is closed due to bad weather.

A Storm Club is available to all children enrolled in SAGE. Registration forms are made available in October at your school site and the YMCA. This program runs from 7:00AM-6:00PM and includes swimming, active play, arts & crafts and more. Participants are encouraged to pre-register as there are only 70 spots. The pre-enrollment price is \$90 for a block of 3 days. This fee is considered an insurance policy and is non-refundable. There is a drop-in rate of \$45 a day for those who are not pre-registered for the program. This will be a first come (and paid) basis. There is NO guarantee there will be a spot if our limit of 70 is reached. You must enroll your child 48 hours prior to a Storm Club day, otherwise, you will be charged the drop-in rate. If there are more than 3 snow days, anyone who enrolled will be able to purchase additional days at \$20 each.

In the case of severe weather, the YMCA may delay or close the facility altogether. In this case, Storm Club may be delayed, close early, or be cancelled. This information will be available on the YMCA website as well as on Channels 3, 6 & 30.

## DELAYED OPENING

The SAGE program operates on the same delay system as the public schools. If there is a 90 minute snow delay, the program opens at 8:15AM. If there is a 2 hour snow delay, the program opens at 8:45AM. Only children officially enrolled in the program may attend.

## UNEXPECTED EARLY DISMISSAL

In accordance with Board of Education policy, if school is dismissed early for weather related reasons, the SAGE Program at the school sites will not operate. If school is closed for this reason, it is the parent's responsibility to be aware of the early closing. **YMCA staff will not notify parents on an individual basis.** It is suggested that an alternative plan be in place as a precautionary measure. The YMCA is not responsible for children on these days.

## PM ACTIVITIES CANCELLED – Board of Education

In the event that Board of Education cancels PM Activities, the YMCA will still hold program. We reserved the right to close program early for weather related reasons. If this were to happen you would be contacted by the staff at your child's site.

## CAMP ULBRICH Y-CATION

During school vacation days, the Wallingford Family YMCA offers Camp Ulbrich Y-Cation Days for children in grades K-8 that don't want to wait for summer to enjoy summer camp! Children attending Y-Cation Days enjoy a variety of fun activities from swimming, playing gym games, arts & crafts projects and much more. There is an additional fee for this program and it is not included in your SAGE tuition.

# PROGRAM SECURITY

## MORNING DROP OFF PROCEDURE

For your child's safety and state regulation compliance, parents **MUST** escort children into the program and sign them in.

## AFTERNOON ATTENDANCE POLICY

Attendance will be taken within the first ten (10) minutes after school dismissal. Staff check the office for early dismissals or absences. If a child is absent from the program, Head Teachers will make every attempt to contact the parent(s) immediately. Parents are urged to contact the school site and leave a message as early as possible regarding absences so as to avoid any confusion or unnecessary concern.

If the child is a participant of another school program, such as Art Club, parents must notify the program staff and write a letter certifying that the child is allowed arrive late.

## AFTERNOON PICK UP PROCEDURE

Parents are **REQUIRED** to sign their child/children out. Please remember to write a note informing staff if your child is being picked up by someone different. Parents must list all persons authorized to pick up their child from the program on the enrollment form. If staff does not recognize anyone picking up a child, they will ask to see identification.

The YMCA respects the rights of non-custodial parents. In the absence of a court order to the contrary, we will release a child from our program to a non-custodial parent. It is imperative that a custody document be submitted upon enrollment if necessary. If, for whatever reason, there is someone who is legally prohibited from picking up your child, we **MUST** have copies of court documents on file.

Should any person arrive to pick up a child who appears to be under the influence of alcohol or drugs, staff may have no recourse but to notify police of their concerns.

## LATE PICK UP

The SAGE program ends promptly at 6:00PM. If you know that you will be detained, please notify the program so that can reassure your child and provide appropriate coverage. A \$1.00 per minute late fee will be charged per child for those parents who fail to pick up their child by 6:00PM.

The following steps will be taken in the event that a child has not been picked up by 6:10PM and we have had no contact with the parent/guardian:

1. YMCA staff will attempt to contact the child's parent/guardian.
2. YMCA staff will attempt to contact the other emergency contacts.
3. If the child has not been picked up by 6:30PM and no contact has been made, the YMCA staff may make the decision to contact the Wallingford Police Department for assistance. This assistance will come in the form of aiding the staff to locate the parents and/or in the form of contacting the Department of Children and Families to take custody of the child. **UNDER NO CIRCUMSTANCES WILL THE STAFF TAKE THE CHILD WITH THEM.**

## CHILD ABUSE PREVENTION POLICY

The safety and well-being of all participants is of utmost concern to the Wallingford Family YMCA. All staff attends annual child abuse prevention training and we have a very detailed staff code of conduct to which all staff must adhere. This policy covers the required steps involved in the hiring, training and supervision of staff, appropriate conduct related to the supervision of children, reporting procedures of suspected abuses, responsibilities to parents and recommendations for good practices related to the above. A copy of this policy is available upon request. The SAGE Program is mandated by the State of Connecticut to report any suspected child abuse or neglect to the Department of Children and Families. **No staff is allowed to have any planned outside contact with a child in any YMCA program including, but not limited to, babysitting and social networking.** Parents should report any suspicious behavior or concerns to the SAGE Director.

## EMERGENCY PROCEDURES

### EMERGENCY MESSAGES

In the case of an emergency, please call the school site and leave a message for the staff. If you are unable to reach the program, you may also contact the YMCA Main Facility at 203-269-4497.

### EMERGENCY CONTACTS

Please keep us informed of any changes such as telephone numbers, emergency contacts or release information. Every child **MUST** have at least two emergency contacts other than parents/guardians.

### FIRE DRILLS

Fire drills will be held on a monthly basis as required by State of Connecticut licensing regulations. Both AM and PM programs will conduct separate drills at each site.

### FIRE EMERGENCY EVACUATION PLAN

In case of a fire emergency at the, the children will be evacuated in accordance to the Emergency Fire Evacuation Plan. The Fire Evacuation Plan is posted prominently at each school site. The Head Teacher will contact the Wallingford Fire Department and the SAGE Director will provide additional staff if needed, assist in notifying parents of the situation and remind them of the safe location to which their child has been moved.

## MEDICAL EMERGENCIES

All SAGE staff are CPR/First Aid certified.

**Minor Injuries** – Staff will administer the appropriate first aid and notify parents by phone or in person. The parent must sign an incident/accident report, a copy of which will be submitted to the Executive Director of the YMCA.

**Serious Injuries** – In the event of serious injury, a staff member will call 911 and contact parent(s) or other authorized persons. A second staff member will stay with the injured child and administer what first aid is possible until an ambulance arrives. A staff member will accompany the child if transport by ambulance is necessary and a parent is not present. The child will be transported to MidState Medical Center, located in Meriden, CT. The SAGE Director will be notified in order to provide additional staff if or assistance as needed. In all cases, a follow-up call to parents will be made to check on the child's condition.

## HEALTH & SAFETY POLICIES

### HEALTH REQUIREMENTS

The State Department of Health requires that each child enrolled in the child care program have an up to date medical form, each year, signed and dated by a physician or licensed health care provider with date of the last exam. No child will be allowed to attend the program without a current, complete form. Families must submit a health form annually at the time of registration.

All children enrolled in a YMCA childcare program must be in a state of health that allows full participation in all program activities. It is our intention to help prevent the spread of infection and illness to other children. Therefore, if a child becomes ill or exhibits any of the following symptoms: fever (101°+), possible pink eye, suspected head lice, questionable skin rash, vomiting or diarrhea, the child will be isolated with supervision within the established program space with a parent is notified by telephone. **Parents or their designated emergency contact are required to pick up the child within one hour of notification.**

Any child having a recognized communicable disease (i.e. chicken pox, strep throat, scarlet fever etc) will need a doctor's note before they may return to the program. All children returning to the program must be symptom free and/or taking the appropriate medication for at least 24 hours prior to their return and be able to fully participate in scheduled activities.

As the presence or absence of a fever is in itself not always an accurate indication of a child's well-being, any child with an above normal temperature will be monitored for other symptoms and parents will be notified that the child is running a low-grade fever. Parents will be **REQUIRED** to remove any child from the program if a fever of 101 degrees or more is recorded. All children returning to the program must be fever free for at least 24 hours prior to their return.

### ADMINISTRATION OF MEDICATION POLICY

Children are prohibited from bringing any medication into the program. Please **DO NOT** send medication with your child to be self-administered. YMCA staff will administer only medications that have the written authorization from both the parents and the physician. An Authorization to Administer Medication Form is **REQUIRED** before a child may begin the program. An Individualized Care Plan will also be needed for participants who will be required to have emergency medication at the program. Exact written doctor orders will be followed if the child has any symptoms of an allergic reaction such as: itching or swelling of lips, tongue or mouth, hives, itchy rash and/or tightness in the throat, hoarse or choking cough, nausea, abdominal cramps, vomiting or diarrhea, shortness of breath, repetitive coughing and/or wheezing, thready pulse, or passing out. While one staff member is administering medication, a second will be calling 911. All medications will be kept available to the child at all times. Each medication must have an individual medication record with it. Any time a medication is administered, a staff member will document usage. At all times at least one staff person will be trained by a registered nurse to administer medications.

## REQUIREMENTS FOR ADMINISTERING MEDICATION (Prescription & Non-Prescription)

1. The medication must have the original bottle or packaging and prescription label including:
  - Child's name
  - Dosage/route of administration (mouth, inhalation)
  - Specific time/intervals to be given
  - Current date of order
  - Physician's name and telephone number
  - Individual measuring spoon as may be required with medication
2. At least one dose must have been administered outside the center without adverse side effects.
3. Trained staff will document administration of medication on Medication Administration Record form. Any unused medication will be promptly returned to parent. Any medication not being picked up within one week of your child's last day at the program will be properly disposed of.

## ALLERGY PROTOCOL

- Any child with a known allergy will notify the YMCA upon enrollment or as soon as the allergy is made known.
- Documentation from the child's physician must be made available to the YMCA concerning and explaining the allergy, as well as what to do if a reaction occurs. This will be considered the personal action plan of each child.
- A list of what the child is allergic to will be made and posted in a prominent place. All staff and volunteers will be familiar with allergy lists and doctor's orders and will have periodic reviews to make sure any changes or issues are noted.
- If allergy is food related, we ask that parents provide all snacks for the child. If allergy causing items are on site, they will be removed. If necessary, the child will be seated slightly away from other children during snack, without segregating him/her. The tables will then be washed after snack with bleach mixture.
- We have a strict "no sharing of food" rule.
- All children in the program will be made aware of the allergy and we will discuss dangers without making the allergic child feel "different".
- If the situation warrants, we will also send home a simple, direct note to notify parents that a certain item will no longer be allowed on site.

## SPECIAL NEEDS INFORMATION

The Y strives to meet the needs of a diverse population of children through a highly qualified staff. Please indicate/share any necessary information that will allow your child to have the optimal program experience. If you would like to set up a meeting to discuss your child's needs with a supervisor, please contact the director to do so prior to the designated start date for your family in the program. Individualized care plans will be developed for children to help provide a positive and successful program experience.

## DISCIPLINE POLICY

Our goal is to help children develop a sense of self-esteem. We encourage independence, responsibility and caring for others. Children need limits and guidance in order to reach this goal. Staff members work with children to redirect inappropriate behavior and use conflict resolution techniques to enable children to develop self control. Our focus is to teach children to choose correct behavior and understand that there are logical consequences for their actions.

### BEHAVIOR EXPECTATION

It is the desire of the Wallingford Family YMCA to foster positive behavior in all children. Therefore, it is expected that each child will:

- Respect adults
- Respect peers
- Respect property
- Follow all rules of the SAGE program and of the Wallingford Family YMCA

By reinforcing these expectations, it is hoped that each child will develop self-discipline skills. To help children understand these expectations, the following general rules are applicable:



- Use a quiet, respectful voice and appropriate language at all times
- Keep hand and feet to oneself
- Do not throw food, papers, etc
- Do not deface anyone's property, including that of the YMCA
- Do what is asked of you by those who are responsible of the area that you are in
- Follow all rules specific to the School Age Growth & Enrichment program

If any inappropriate behavior continues the Director will be notified of the problem. The Director can initiate any of the following actions deemed necessary:

- Conference between parent, staff member, and Director
- Suspension for the program for an appropriate span of time
- Dismissal from the program

The YMCA feels that good intrapersonal relationships depend on the concept of mutual respect among and between everyone – children and adults alike. To this end, we promote an atmosphere of general caring, sharing, and self control in all areas of the program.

Included in this handbook is a copy of our behavior management policy. We would like you to read it and discuss it with your child at home. This is to make sure that your family as a whole understands our behavior management policy.

### **BEHAVIOR MANAGEMENT POLICY**

We encourage staff and parents to work together to follow through on established limits. If a child continues to display inappropriate behavior, a staff member will discuss the situation with the Head Teacher. A "3-Strike" rule of discipline is to be used. The children in our care have certain rights, high among them if the right to personal safety. Any child who physically or emotionally assaults another child will receive consequences. They are as follows:

- Parents will be made aware of any problems that occur on a daily basis. These will be in the form of a conversation with the Head or Assistant Teachers or Incident/Accident reports. Serious issues will be cause for an immediate phone call to the parent.
- If a serious, negative pattern is observed, we will implement a "3-Strike" standard. When a particular negative behavior occurs, parents will receive notification by phone, in writing, in person or a combination of the three. After three occurrences, the child will receive a one day suspension for the program. These behaviors include, but are not limited to: hitting, biting, disrespecting staff, property, or others, disregard of program rules, and bullying actions.
- There are times when certain situations occur that a more immediate response is required. These behaviors include, but are not restricted to: deliberate and malicious harm to themselves, other child, staff member, their property or the property of the Wallingford Family YMCA. Also included is conduct that is extremely disrespectful to an individual child, staff member, or group. Any of these could be cause for an immediate suspension of one or more days.
- The program is responsible for the safety of all children and staff. Therefore, if a child's behavior does not improve, the parents may be asked to withdraw the child.

Physical restraint will not be used unless a child is in danger of hurting him/herself or others. If a staff member disciplines a child inappropriately, he/she will be dismissed.

### **CONCLUSION**

The YMCA School Age Growth & Enrichment Program takes great pleasure in creating a safe, healthy, exciting and stimulating learning environment. Our staff takes great pride in the program they create and nurture. We applaud their dedication. We encourage you to contact the staff with comments, questions, concerns or praises about your child or the program. We hope that the SAGE program will be the first step in your child's involvement with the Wallingford Family YMCA. Thank you for letting us be a part of your family.

## **SAGE CONTACT NUMBERS**

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<b>Cook Hill</b>	<b>203 284 1171</b>
<b>Highland</b>	<b>203 265 7777</b>
<b>Moses Y Beach</b>	<b>203 264 1255</b>
<b>Parker Farms</b>	<b>203 949 1501</b>
<b>Pond Hill</b>	<b>203 265 7776</b>
<b>Rock Hill</b>	<b>203 284 1562</b>
<b>Stevens</b>	<b>203 949 1511</b>
<b>Yalesville</b>	<b>203 294 9733</b>
<b>Tammi Mastroianni</b> Child Care Billing	<b>203 269 4497 x114</b>
<b>Emily Walter</b> Director of Childcare Services	<b>203 269 4497 x130</b>

## **WALLINGFORD FAMILY YMCA**

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**[www.wallingfordymca.org](http://www.wallingfordymca.org)**