



# School Age Program Parent Handbook

Revised July 2024



## **YMCA of Collier County School Age Child Care**

### **locations:**

Manatee Elementary

Parkside Elementary

Everglades City School

YMCA of Collier County-South Campus

Golden Gate Elementary

Herbert Cambridge Elementary

## **YMCA**

### **ASPIRE Parent Handbook**

#### **Program Philosophy**

At the 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 dismissal of CCPS elementary schools-6:30pm\* (*close at 6pm at the YMCA location*) Monday-Friday during the school year. We also have program on early release days. 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 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, ice cream, 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 childcare programs at any locations: Labor Day, Thanksgiving Day, Christmas Day, New Years Day, Good Friday (pending CCPS operations), 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 that are on CCPS properties will also close. Our YMCA locations will make any announcements to possible closures once the decision has been made by YMCA Management Team.

### **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 can be obtained from YMCA School Age staff.

## **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.

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. Additionally, a child can be dismissed from the program for any inappropriate behavior or misconduct exhibited by any parents/guardians, especially when targeted at any YMCA staff or personnel. This also includes negative and/or any misleading information that parents/guardians may post on any social media platforms particularly naming the YMCA and its programs.

**For the safety of all students and employees, if any child runs away from their assigned group or out of view of their teacher/counselor, they will be terminated automatically with no program refund.**

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

We have 5 basic rules:

1. Be Respectful
2. Be Responsible
3. Be a Role Model
4. If it is not yours, don't touch it.

5. Electronics and toys not allowed. *\*with the exception of CCPS distributed laptops for CCPS school assignments*

This includes:

- a. Cell phones
- b. IPADS, kindles, laptops, etc.
- c. Any personal music devices
- d. Personal toys

**\*The YMCA will not take responsibility for lost, stolen, or damaged toys/electronic devices brought to the program.**

## **Payments and Tuition Requirements (for after school program participants only-YREADS is a free program)**

**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 our YMCA locations. For registrants on a monthly payment plan, 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 will 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, 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.**

### **YMCA Reads! Attendance Policy**

Children registered for the YMCA Reads! only plan must be picked up by 5:15 unless dual enrolled in the YMCA ASPIRE program.

### **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 (if not in yreads). Registrations are non-transferrable and non-refundable. You are paying for the limited space to be held for your child.

### **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 (3 or more) 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 your 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.

# Program Directory

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## **ASPIRE at Golden Gate and Herbert Cambridge Elementary**

Site number: (239) 877-7771

Email: [goldengateyouth@ymcacollier.org](mailto:goldengateyouth@ymcacollier.org)

## **Y-reads at Golden Gate**

Email: [ggreads@ymcacollier.org](mailto:ggreads@ymcacollier.org)

## **ASPIRE at Everglades City School**

Site number: (239) 776-0930

Email: [evergladesyouth@ymcacollier.org](mailto:evergladesyouth@ymcacollier.org)

## **ASPIRE at Manatee Elementary**

Site number: (239) 877-4097

Email: [manateeyouth@ymcacollier.org](mailto:manateeyouth@ymcacollier.org)

## **Y-reads! at Manatee Elementary**

Email: [yreads@ymcacollier.org](mailto:yreads@ymcacollier.org)

## **ASPIRE at Parkside Elementary**

Site number: (239) 877-0495

Email: [parksideyouth@ymcacollier.org](mailto:parksideyouth@ymcacollier.org)

## **Y-reads! at Parkside Elementary**

Email: [psreads@ymcacollier.org](mailto:psreads@ymcacollier.org)

## **ASPIRE at South Campus**

Site number: (239) 537-6498

(239) 394-9622 ext. 122

Email: [marcoyouth@ymcacollier.org](mailto:marcoyouth@ymcacollier.org)

## **School Age Programs Manager: Catera Isme**

Phone: (239) 394-9622 ext. 115

Email: [youthsouth@ymcacollier.org](mailto:youthsouth@ymcacollier.org)