



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

SCHOLASTIC SUPPORT PROGRAM

Parent Handbook

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INTRODUCTION

In the interest of making your child's experiences at YMCA programs enjoyable and to provide for his or her health and safety, please take time to read this handbook. Please, ask any questions or discuss any concerns you might have with the appropriate camp director/staff.

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

Our Focus...Youth Development, Healthy Living, Social Responsibility.

Our Values...Building character through the promotion of Caring, Honesty, Respect and Responsibility.

Our Promise...Strengthening the foundation of community.

PROGRAM PHILOSOPHY

The mission of the YMCA is to put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

The program philosophy for the YMCA of Youngstown, as well as the YMCA of the USA, is to help participants grow spiritually, mentally, and physically through a variety of activities that promote character development, sportsmanship, and teamwork. Under the guidance of well-trained staff, YMCA programs can give children an experience that will last a lifetime.

OUR GOALS

All YMCA programs are designed to help each participant grow personally, learn values, improve personal and family relationships, appreciate diversity, become better leaders and supporters, develop specific skills, and have fun!

REGISTRATION PROCESS

- Scholastic Support Program is open for children in grades K-8.

Children are enrolled on a first come, first served basis. Special needs children will be discussed with the program coordinator/director and the child's parents. Efforts will be made to accommodate students with high functioning circumstances, please see the director for more information on our accommodations for those with special needs.

The program will not discriminate in the employment of staff or the enrollment of children based on race, color, religion, sex, or national origin.

To complete enrollment of your child for the Scholastic Support Program, you will need to fill out and return the following information:

- Handbook Acknowledgement
- Swim/Video Release
- Child Enrollment and Health Information
- Escort Form
- Program Behavior Guidelines
- Child Medical Statement
- Request for Administration of Medication (if applicable)

PAYMENT SCHEDULE

- Payments are due in full upon registration for Scholastic Support Program
- All fees must be paid no later than the Friday before the week you wish your child to attend.
- Late fees automatically begin on the Saturday before each week.

WITHDRAWAL POLICY

Because we have secured staff and supplies to provide a quality experience for your child, please notify the director by the Friday before the week your child was scheduled to attend the program. If the director has not been notified in writing, no refunds will be given.

ABSENCES

The YMCA is a not-for-profit institution. We base our operating costs on annual registration projections. To continually assure the highest quality of staff, equipment and supplies, we cannot offer fee reductions for absences due to illness or otherwise. No refunds or exceptions.

EXTRA CHARGES

1. Returned checks result in a \$20 minimum charge. Recurrent returned checks result in "cash only" terms.
2. A late fee of \$15 is charged for a period of 15 minutes after the program ends and one dollar per minute thereafter. After three offenses, the parent will be required to meet with the director to discuss possible solutions to the problem.
3. A late fee of \$15 per child will be added if registering after Friday for the upcoming week of the program. *Director has authority to not allow late registration.

PARENT COMMUNICATION

We will be communicating via e-mail and will be asking for e-mail addresses for parents/guardians. Weekly Parent Letters will be handed out during drop-off and pick-up times, and can be picked up the first day your child attends for that week.

Please follow us on Facebook: Davis Family YMCA and Central YMCA for up to date information.

SCHOLASTIC SUPPORT PROGRAM OPERATIONS

Students will need to bring their own school devices along with headphones to listen to instruction. Students who do not bring their own devices will not be able to stay in the program.

Hours of operation for this program is 7:30 am to 3:30 pm.

Drive-up drop-off/pick-up available.

All children must be signed in upon arrival and signed out when departing. Proper photo identification is required for all pick-ups. If child is not arriving or departing at normal time, please notify staff so we can be prepared to accommodate your schedule.

- **Drop-Off/Pick-Up Front Desk**
- **Parents/Guardians will not be able to Enter the classroom upon drop off and pick up. No exceptions. Staff will walk students back and forth to classrooms.**
- **Temperatures will be taken upon arrival to the program inside the vehicle. If the temperature exceeds 100 degrees Fahrenheit the child will not be allowed to attend the program. This will also include siblings or other students attending with the child in the vehicle. Any child/parent refusing temperature taking will not be permitted at Scholastic Support Program.**
- **Mandatory handwashing/hand sanitizing will be conducted at drop off, and in between rotations throughout the day. If your child is allergic to certain types of soaps and hand sanitizers, you will have to indicate this on their health and information paperwork. You will be responsible for providing an alternative solution to this.**

SAFETY, HEALTH AND SUPERVISION

DISCIPLINE POLICY: We believe that children need to become independent, self-sufficient individuals with the ability to engage in active problem solving; therefore, we encourage the development of self-discipline skills by:

1. Setting realistic limits for children based on the individual developmental needs.
2. Planning an environment which is developmentally appropriate, and which encourages children to develop responsibility and independence within the developmentally appropriate limits for their age.

The following approaches are unacceptable:

1. Using physical restraint to confine children.
2. Humiliating and/or shaming children.
3. Using profane language or other verbal abuse.
4. Delegating discipline to any other child.
5. Discipline shall not be imposed on a child for failure to eat or for toilet accidents.
6. Placing children in time out for more than 5-10 minutes.
7. Using unusual, harsh, and/or cruel punishments.
8. Staff shall not abuse or neglect children and shall protect children from abuse and neglect while in their care.

In rare cases where children exhibit inappropriate behavior, we will redirect the child's activity or remove the child from the situation for a very short time. If a situation occurs where a child uses physical aggressive behavior towards another child, the staff will discuss this with the parents. If it continues to be an unsolvable problem, your child will be withdrawn from the program.

HEALTH & SAFETY

All common and reasonable efforts to ensure safety are made at all times.

1. Please review and sign the COVID-19 Scholastic Support Program Action Plan.
2. Emergencies and accidents will be handled as requested by the parent(s) per emergency forms.
3. No child shall be left alone or unsupervised.
4. There is immediate access at all times to a working telephone.
5. We have a plan for Water Safety, including swimming and other water activities.
6. When walking near the parking lot, extreme caution must be taken.
7. When an accident or injury occurs, the YMCA shall complete an incident or accident report. Every attempt will be made to contact the parent or legal guardian if a child is seriously injured.
8. Program Director/Coordinator will have emergency information during program, digitally or on paper, at all times.
9. Program Director/Coordinator will be responsible for notifying parents of any emergency.

SWIMMING AND WATER SAFETY

Safe Pools Have Rules

TEST-all children 12 and under who want to swim in water deeper than their chest must pass the swim tests.

MARK-All children 12 and under must wear a swim band that correlates with his/her swimming ability.

- ◆ Red=non-swimmer (has not passed the swim test in 2020)
- ◆ Green=swimmer (has passed the swim test in 2020)
- ◆ Yellow-Non-swimmer whose chest height is 42 in. or higher and has not yet passed the swim test.

PROTECT-All non-swimmers must remain in shallow water. If the water in the shallow end is deeper than a non-swimmer's armpits, then they must also have one of the following layers of protection:

- ◆ must be within arm's reach of a parent or guardian (16+) -max kids per adult=3
- ◆ must be wearing a Coast Guard approved lifejacket
- ◆ non-swimmers aged 5 and under must be within arm's reach of a parent or guardian regardless if they are wearing a Coast Guard approved lifejacket or if they have passed the swim test.

*Children must meet the height requirement to enjoy our water slide.

There shall be written permission from the parent or legal guardian of a child before a child shall be permitted to swim or otherwise participate in water-based activities. The written permission sheet shall be signed, dated, and shall include the following:

1. The child's name.
2. A statement indicating whether the child is a swimmer or a non-swimmer.
3. That the parent or legal guardian grants permission for the child to participate in water activities.

The YMCA shall provide enough staff members during swimming and water play activities. A certified lifeguard will also be present when the children are participating in a swimming activity.

Deep Water Test (All children ages 6-13 years)

Any child wanting to swim in water over their head or go off the diving board must pass a deep-water test, which consists of 20-second tread and 25-yard front crawl swim. Bracelets will be worn to identify swimmers.

POOL RATIOS

YUSA and Ohio bathing Code dictates that minimum ratios of 1 lifeguard to 25 participants on duty for each aquatic activity, not including program staff that will also be on duty.

CHILD ABUSE AND NEGLECT

A staff member shall immediately notify his or her supervisor when the staff member suspects that a child has been abused or neglected. A child will always be safe from any form of abuse or neglect when in the care of the YMCA. No YMCA staff are permitted to babysit members that they meet while working in our programs.

SEXUAL OFFENDER NOTIFICATION

As of July 1, 1997, Ohio law requires that sex offenders register with the Sheriff of the county in which they reside. Following such registration, the Sheriff must provide in writing certain information to a variety of entities including childcare providers. And if notices are received, they will be placed with the sign in/out sheet at the applicable site. More information can be obtained by calling your local sheriff's office or visiting their Web site. Listed below are the phone numbers for Mahoning and Columbiana Counties.

Boardman Police Department (330) 726-4144

Mahoning County Sheriff (330) 740-2370

Praesidium Hotline 1(817)-801-7773

MEDICAL EMERGENCY PLAN

First Aid Kits are available and are accessible to staff at all times. A First Aid kit will be available by at least one staff member present during activities.

Emergency Phone Numbers: Emergency 911 - Davis YMCA (330) 480-5656

All programs have staff members trained in First Aid/CPR during the hours of operation.

In case of an emergency, the program director and the executive director are to be notified immediately. If the program director is not available, then the next senior staff member is to be notified. The program director will then immediately notify the parent or legal guardian and make contact with the appropriate emergency phone contact. If the parent or legal guardian cannot be reached, the requested adult and child's physician will be notified. If necessary, the child will be transported by the life-squad to the hospital of their choice.

Any special medical care that is shared in the paperwork will be shared with Program Director and Coordinators only if needed.

In case of illness of a child, he/she will be cared for by either the Program Director or other staff member while the parent or legal guardian or requested adult is notified and in route.

The Ohio Department of Human Services' Dental First Aid chart is available at the site. Program staff members will follow procedures indicated on the Dental First Aid chart in case of **dental emergency**.

MANAGEMENT OF COMMUNICABLE DISEASE

1. A staff person will be trained to recognize the common signs of communicable disease and other illness through First Aid training and "Childhood Disease" training certified by the Red Cross, a licensed physician, or a registered nurse. All staff will be trained in the proper hand washing and disinfecting procedures. A staff person trained as explained above will observe each child during the camp day.
2. A copy of the "communicable disease" policy will be given to each parent or legal guardian during the registration process.
3. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to the parent or legal guardian:
 - a. COVID-19
 - b. Diarrhea (more than one abnormally loose stool within a twenty-four (24) hour period.)
 - c. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
 - d. Difficult or rapid breathing.
 - e. Yellowish skin or eyes.
 - f. Conjunctivitis.

- g. Temperature of one hundred (100) degrees Fahrenheit taken by the auxiliary method when in combination with any other sign of illness.
 - h. Untreated infected skin patch(es).
 - i. Unusually dark urine and/or gray or white stool.
 - j. Stiff neck.
 - k. Unusual spots or rashes.
 - l. Sore throat or difficulty in swallowing.
 - l. Elevated temperature.
 - m. Vomiting.
 - n. Evidence of lice, scabies, or other parasitic infections.
4. A child will be readmitted to the program after he/she has been checked by a staff member trained in Communicable Disease, or other authorized person. There must be a twenty-four (24) hour period free of symptoms, including fever, before the child can return to the program.
 5. Parents will be notified in writing of any communicable disease that is present at the program.
 6. Those children experiencing minor common cold symptoms, or if the child does not feel well enough to participate in activities, but is not exhibiting any symptoms specified above, are classified as a mildly ill child. It is our policy to care for mildly ill children as long as the parent has been notified of the child's condition. The child will be watched for conditions or other symptoms that would result in the child's discharge.
 7. Administration of Medicine forms for medication, sunscreen, bug spray, special diet, and vitamins are included in the registration packet.
 8. Staff will not work in any capacity with children if they have symptoms of communicable disease unless a physician states that their illness is not contagious.

FOOD

Scholastic Support Program – Please bring own lunch, and water bottle. Snacks will be provided.

LUNCHES

- * Lunches should be ready to serve (**do not pack food that requires a stove or microwave**). If your child's lunch requires refrigeration, please pack it in a cooler along with an ice pack. (Lunches should include 1/3 of the recommended daily allowance.) Lunches should be modeled from the Food Guide Pyramid and include healthy, balanced options. Water is available on site throughout the day.
- * Do not send money for vending machines.

DRESS

Each day children should dress for active/comfortable play. Comfortable clothing and shoes made for running and climbing are a must. Please avoid thongs and open-toe sandals. Wear appropriate weather clothing. Please protect your child by applying sunscreen before you

come. Since children will be outside and using water, paint, and other messy materials, it is best if children do not wear expensive or dressy clothing. The YMCA is not responsible for clothing that may become stained or dirty while at the program. Students should bring a backpack that they can carry on their own with a beach towel and backup set of clothing. Please label all clothing and personal items.

WHAT CHILDREN SHOULD NOT BRING FROM HOME

Please Do Not Bring alcohol, drugs, weapons of any kind, animals, money, iPods, phones, electronic games, etc... The YMCA will not be responsible for lost or stolen items. Children who bring these items will be asked to put them away until 3:30 p.m. If they take them out, it will be confiscated and given to parent at the end of the day.

ALLERGIES

If your child has an allergy to anything, including but not limited to, food, sunscreen, hand sanitizer, or medication it must be filled out on the Enrollment form.

PARENT CONCERNS

It is important that parents familiarize themselves with the program. All concerns about your child's care should be promptly resolved with the program director. Communication and e-mail access to each parent's e-mail is recommended to stay in touch with everyone.