



Brandywine Y Before and After School

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Parent Handbook 2019-2020

Mission Statement

The YMCA of Delaware is an association of people of all ages, ethnic groups and religious affiliations that strives to cultivate the human potential, self-esteem and dignity of all people. Our organization exists to develop and practice the Christian principles of love, caring, inclusiveness, justice and peace...and to enrich the emotional, physical and social life of individuals, families and our community.

Our Philosophy

Our BASE program is in operation to increase the availability of quality child care in the community. We believe that a quality Before & After School program should provide enriching experiences which facilitate a child's cognitive, social, physical and emotional growth. We strive to meet the developmental needs of each individual child by working in partnership with families to provide a warm, nurturing, loving, and safe environment. The YMCA strives to enable the building of self-esteem and helps to enhance the spirit, mind, and body of children. Children are given the opportunity to meet friends within a safe, structured environment during non-school hours.

Y of Delaware School-age Program Goals

- To support and strengthen the family unit
- To help children develop to their fullest potential
- To develop and strengthen the character values of caring, honesty, respect and responsibility
- To improve interpersonal relationships: Learn to care about, communicate with and cooperate with family, friends and significant adults in their life
- To help children lead healthy lives: Learn ways to be active and to make healthy food choices.
- In addition, the Y believes children should have free, unstructured time set aside each day for exploration of their world. Under staff supervision, activities will be chosen by the children and take place both indoors and outdoors for no less than one hour, weather permitting. In case of excessive heat (above 90°) or cold (below 32°), activities planned outdoors will be moved indoors.

The program will be using the CATCH program (Coordinated Approach to Child Health) curriculum to plan physical education time for children. Along with the physical component of CATCH we will also be using the CATCH heart healthy curriculum to teach children about healthy eating and lifestyles.

Program Overview

Welcome to the Brandywine Y Before and After School Enrichment (BASE) program! Our program is licensed by the Department of Services for Children, Youth and Their Families, participates in the Delaware Stars program and uses the YMCA school age care curriculum frame work. We use these resources and others to provide a well-rounded, quality, safe and fun program for all. Site specific schedules are posted at each site.

• Character Development:

The Y's four character values of Caring, Honesty, Respect, & responsibility are taught, modeled, and demonstrated by our staff in daily activities. Each character value is associated with a specific color to help children identify the four values.

RED ...is for caring from the heart

YELLOW ...is for respect, follow the "golden rule"

GREEN ...is for responsibility, we have a responsibility to take care of our earth

BLUE ...is for honesty, being "True Blue"

• Health, Wellness and Fitness - CATCH - Coordinated Approach To Child Health

A program designed to promote behaviors that assist in developing and maintaining good health in school age children, CATCH is sponsored by Nemours Health and Prevention Services with the primary goal of promoting good nutrition, healthy lifestyles and physical activity through fun and games.

- **Homework support**

A homework center will be provided throughout the afternoon but we will encourage the children to participate in other activities offered.

- **Literacy**

Literacy is a core component in YMCA school-age programming and is just one way we help support a child's success in school without extending the school day with academic activities. Literacy includes life skills such as reading, writing, speaking, gathering information, using information, thinking critically, understanding others and expressing oneself.

- **Science and Technology**

Children are fascinated by science and technology. We enjoy tapping into their natural curiosity. We provide hands on learning to help understand how things work. How the decisions we make about the earth affects the quality of life for ourselves and for others. Appreciating the process needed to be undertaken in order to figure out why and how things occur.

- **Arts and Crafts**

Children can express themselves through the art. We will provide drawing materials, craft projects and sculpture material for youth to explore their imagination and creativity. The best way to learn about your child's work is to say tell me about your project.... You will see through their eyes and resourcefulness!

- **Math and Reasoning**

Our students will practice making decisions and guess through experiences. We will provide games, puzzles and number games for our students to apply math and numbers to real life situations. We will also give tasks to practice one to one ratio, adding, counting, timing, predicting and graphing.

- **Service Learning**

Service learning incorporates volunteering and community involvement and goes beyond them. It is a deliberate process which people of all ages can develop membership and program specific skills, knowledge and behaviors while making contributions to their community and developing civic awareness.

- **Social Competence and Conflict Resolution**

Children, youth and adults feel safe, understood, respected and secure so that learning can take place. Social competence and conflict resolution activities are used regularly to help our program be an emotionally and socially comfortable place to be. These activities give children strategies for dealing with conflict when it comes their way and help them develop socially acceptable ways of interacting with one another.

- **Family/Parent Involvement**

You are welcome to participate in our activities with your child/children. Each site will have an art show and talent show for families. We also believe that families that play and laugh together build trust and appreciation. The Brandywine YMCA offers many ways for the family to play together and build relationships with other families. We will send out information about family events at the Y such as Fall Fest, Beach Party and Healthy Kids Day.

Inclusion

The YMCA of Delaware child care programs welcomes all children and their families. We follow the YMCA of the USA's values of caring, honesty, respect and responsibility to guide and nurture the children in our care. We respect and value input from parents and encourage families to share information about their child. We will use the information to provide appropriate learning environment for all, as applicable. In addition, if your child has an IEP/IFSP, we request that you provide a copy to the director of the program. It is beneficial to meet with the parent/legal guardian to review the plan and work together to ensure that the guidelines are understood. Children with special needs and children developing typically will be together in our program to support all opportunities for learning. We are determined to provide a safe and secure environment where all children are respected and valued in an atmosphere conducive to learning and making friends.

Youth with Identified Disabilities

If your child has an IEP/IFSP, we request that you provide a copy to the director of the program. Upon receiving the IEP/IFSP, the director will schedule a parent meeting to review the plan and discuss ways to accommodate your child's needs. We will use the information from the plan to provide appropriate learning opportunities in an environment conducive to learning.

Transition Policy

We recognize that changes in schedules can be stressful for both parents and children. For this reason we provide opportunities for families to get to know us prior to starting our program, during the school year and into the summer.

Orientations for new and returning families will be scheduled along with the schools' open house/ back to school night or walk throughs. The school district will notify us and the parents of the date and times. Parents and students will have the opportunity to visit the area that we will provide care and participate in examples of activities.

Families signing up after the open house will discuss the program with the director and if time allows a staff member from the YMCA school site will call the students family prior to their start date. The staff will introduce themselves, welcome them to the YMCA and answer any questions they have about the program. The staff will start to get to know the children by asking the parents to tell them about their child's likes, interests or concerns.

We encourage families to visit the program and participate in activities with their child. We also invite our families to participate in our community/family events at the school site and YMCA branches.

As the school year comes to an end the YMCA will provide information about summer activities for families and inform them about camps and classes the YMCA offers. Students ageing out of our program will be given information about our older youth programs and tips for kids staying home. If the family is interested we will introduce the families to the staff people who run specific programs.

Dual Language

Dual language learners refer to youth whose primary language is not English. The YMCA welcomes all children and their families. The director and the staff will work to learn key phrases and simple conversational words to make communication easier with children and families we serve. Appropriate learning opportunities will be made available in a safe and caring environment.

State Licensing Requirements

We believe that licensing and rigid enforcement of standards are in the best interest of all children. Our center complies with applicable licensing regulations and standards according to the State of Delaware and the Y. These standards relate to our facility, staff and safety procedures.

Staff to Student Ratio

We adhere to a ratio of one staff to fourteen children. Safety and supervision are first and foremost in our Before & After School program. Our staff receive training in first aid and CPR, child safety awareness, group management, and social and emotion, physical and cognitive programming.

Staff Information

Y staff provide a safe and nurturing environment for children, while implementing age appropriated activities. The following are required of all staff to ensure that children receive a high quality experience.

- Background Checks
- Fingerprinting
- Delaware Adult Abuse Check
- YMCA New Staff Orientation
- Child Abuse Prevention Training
- CPR Certification
- First Aid Certification
- Annual Child Development Training (9 hours)
- Quality Assured Trainings

Delaware Stars

Delaware Stars for Early Success is a quality rating and improvement system (QRIS), that establishes quality standards for programs, and provides technical assistance and limited financial support to programs as they engage in quality improvement efforts. Delaware Stars is designed as a voluntary system that expects programs to work on improving quality by moving up the Star levels. We participate in the Delaware Stars program because we believe in continual quality improvement. The Stars program helps us focus on quality indicators such as staff trainings, staff/child ratios, curriculum policies, procedures and a variety of activities.

Child Abuse Prevention

Employees complete an extensive child abuse prevention training program. Supervisors and managers complete additional training to further promote a child-safe environment. Safety and well-being are top priority at the YMCA. Our staff are required by Federal Law to report any suspected incidents of child abuse to the Department of Youth & Family Services. We will work with the family to ensure the safety of the child. Children will be observed on arrival for unusual symptoms of neglect or abuse. Staff are trained to recognize signs of neglect and abuse.

If you have any questions or concerns regarding a Y staff person or program, please inform the program director, associate executive director or executive director at your location. You can make a confidential report to Ethics Point on our web site, www.ymcade.org.

YMCA of Delaware employees are NOT permitted to babysit or transport YMCA of Delaware participants at any time. Staff accused of abuse or neglect will be investigated, and if found guilty, will be terminated from the YMCA of Delaware.

Please assist us in creating the most child-safe environment possible:

- Talk to your child about his/ her experiences in Y programs, school, sports, and other activities
- Drop in on your child's programs.
- Trust your instincts. Don't wait to tell us if something seems "strange." Speak up!
- Watch for warning signs of abuse
 - Unexplainable bruising or other physical markings
 - Disturbed sleeping or eating patterns
 - Abrupt changes in behavior-anxiety, clinging, aggressiveness, withdrawal, depression
 - Fear of a certain person or place

- Discomfort with physical contact
- A child who abuses other children
- Listen and watch for signs of your child receiving special attention that other children are not receiving, including favors, treats, gifts, rides, increasing affection or time alone, particularly outside the activities of school, child care, or other activities
- Every once in a while, ask your child these questions:
 - Is anyone scaring or threatening you?
 - Is anyone asking you to keep secrets?
 - Has anyone said anything to you that made you feel bad?
 - Is anyone touching you in a way that you don't like?
- Encourage your child to tell you or another trusted adult if anything happens to him or her

School is Out

BASE follows the Brandywine School District calendar. The YMCA runs School is Out days, held at the Brandywine Y, on professional days, single school holidays and some weather cancellations. Care is also provided over the December and spring holiday breaks. Separate registration and an additional fee is required. This program is available to Y members and the public.

Inclement Weather Policies/Early Dismissals/Late Openings

ALL PARENTS ARE REQUESTED TO SIGN UP FOR TEXT ALERTS

The YMCA will make its decision to provide care depending upon the local storm prediction. If we do have a snow day, care will start at 7:30 a.m.

Text alerts are our primary method of communicating with parents during situations where our program schedule is changed. Please text the keyword @BRYCARE to 302-266-2160 to register. Emails are also sent to the address provided on the registration form. Updates are posted on Facebook, Y website (ymcade.org), and WSTW.

The following are the YMCA inclement weather policies.

When schools delay their opening based on snow, hurricanes, extreme heat or cold, the YMCA will follow their schedule.

If school is opening late, care is provided only for students registered in morning care. If school opens:

1 hr late – AM care starts at 8 a.m. at the school

2 hrs late – AM care starts at 9 a.m. at the school

If school is delayed and then decides to close, care will not be provided at the YMCA.

If school closes early for any reason

Care is not provided when the district closes early. You must pick up your child at dismissal time. Credits are not issued for tuition due to inclement weather.

If school is closed

Care may be available at the Brandywine Y. There is an additional fee for all School Is Out days. Payment is necessary at the time of registration (does not pertain to POC clients). If there is a state of emergency, the Y will close and care is cancelled.

Holidays

Before and After Care is not open on Labor Day, Thanksgiving, the Friday following Thanksgiving, Christmas Eve, Christmas Day, New Years Eve, New Years Day, winter vacation, Good Friday, spring vacation and Memorial Day.

Absentee Procedures

If your child will not attend BASE on a regular school day, please notify the YMCA 30 minutes prior to dismissal. Messages can be left for the sites at the Brandywine Y, 478-8579, or e-mail gkarp@ymcade.org with your child's name and site location.

Communications

Please check the communication board at your site for updates, program information and site policies.

Parents will be provided with written updates each week. It will include activities, any changes in room schedule, staff changes, school events and site specific information regarding your specific site. Please check the parent information board at your site for updates on a regular basis.

Parents will also receive a monthly email newsletter from the directors with news about sites, staff information, days off and upcoming events with the program or at the Y.

Observation & Assessment and Parent/staff Conferences

Site staff will do observations & assessment of children twice a year (October and April). The assessment has three parts; caregiver observations, child's questionnaire and parent questionnaire. Parent/staff interviews will be conducted twice a year (if desired by the parent) to share our observations at parent's convenience. This time will give parents the opportunity to discuss any matters relating to their child's care and for staff to update parents on activities and their child's development. Parents are welcome to visit their child's site anytime during BASE operating hours.

Participant Behavior Policy & Disciplinary Action Plan

The YMCA of Delaware expects all participants to conduct themselves in a manner that reflects the character values of caring, honesty, respect, and responsibility. Any participant whose conduct is inconsistent with these values will be subject to disciplinary action, up to and including termination of his/her YMCA membership. The YMCA of Delaware reserves the right to take disciplinary action based on what it deems to be appropriate in any given situation. This policy is not all-inclusive and other issues may result in disciplinary action. All past disciplinary actions will be taken into consideration when addressing any violation. The YMCA of Delaware reserves the right to change, alter, or abolish policy at any time.

Positive Guidance

1. Staff will look for every opportunity to redirect non-productive behavior into more positive behavior.
2. Staff may remove a child from a group to allow him/her an opportunity to calm down and then rejoin the group.
3. Responses to a child's behavior will be developmentally appropriate.

Verbal Communication with Parents

Parents and Y staff will collaborate to help the child make better choices.

Suspension

The participant is not permitted to attend the program for a time set by the YMCA Director. Examples of violations: repeated unwanted or inappropriate behavior. Parents and students are given a final warning prior to suspension unless the behavior puts the child or others at risk.

School Suspensions: Any child who is suspended from his/her school will not be permitted to attend our program during the duration of the suspension.

Termination: A child's participation in the program may be terminated if:

- His/her behavior is chronically disruptive or poses a danger to him/herself, others, the program or school.
- He/she is picked up late (after 6p.m.) excessively.

Health & Safety

Child Health Appraisal Form

A health appraisal form is required for each child before they can participate in our program. A copy of your child's school physical is acceptable. Lead screening must be done on all children. Please notify us of any food, drug or insect allergy or physical limitations. In order for the child health appraisal form to be current through 5th grade, the form must be completed and signed by the doctor AFTER the child turns 5 years old.

Parents will be notified if your child has been exposed to a contagious disease. Medical back-up for the center will be provided by the Dupont Hospital for Children.

We take every precaution in our program to keep your child healthy, and we ask that you please cooperate with us by keeping an ill child at home.

Administration of Medication

Medications can be kept at the site and administered when necessary. Medication will only be given to the child whose name appears on the label and at the dosage indicated. Expired medication will be returned to the parent or discarded.

Accident or Injury

If your child is injured during BASE hours the following procedures will be followed.

- First aid will be administered
- Parents will be notified
- Emergency medical care will be called if necessary
- Accident report is filed at Y branch and a copy kept at site

Health Exclusion

Children will be sent home or should be kept home for the following:

- **Fever of 101 degrees**
Prior to returning to school, child must be fever-free for 24 hours after being sent home with a fever.
- **Vomiting or diarrhea**
Diarrhea will be determined either by the frequency of bowel movements or the consistency.
- **Severe cough or sore throat**
which interferes with the child being able to participate in daily activities.
- **Rash** - Child will need a note from physician stating that the rash is not contagious prior to returning.
- **Discharge from eye or eyes** - red eye or eyes with discharge.
Child will be excluded from returning until 24 hours of treatment has been completed.
- **Excessive lethargy, irritability or congestion**
inability to stay awake - labored breathing - unusual behavior for the child.
- Symptoms which include any of the following: chicken pox, impetigo, lice.
- **Severe ear pain** which limits the child's participation in daily activities.

If your child becomes ill during the course of the day, it will be the parents responsibility to pick up the child within one hour of notification. If a child is sent home due to illness, he/she may not return for 24 hours unless you have a note from a doctor stating it is safe for the child to return.

If your child becomes infected with a contagious disease, please notify the director immediately so we can notify other families whose children may have been exposed.

Emergency Contacts

Fact sheets are kept on file. In case of illness or injury, this information is used to notify and advise you or the person(s) designated by you of the child's status. It is extremely important that the information be kept current with correct phone numbers. Emergency contact information is due prior to the first day of the program. If the following information should change at any time, please notify us so that we may better serve you and your child:

1. Phone numbers where you can be reached during the day
2. Home and work addresses
3. Names of authorized persons who may be contacted in case of an illness or injury
4. Names of all persons authorized to pick up your child

Changes in Your Child's Schedule

We require a written notice of cancellation to the Before and After school director one week prior to your child's last day in the program. The notice should list the date of the last day your child will be attending, and the reason for leaving, if you wish to share this information. If there is any change during the school year to your child's attendance that would effect the monthly tuition deduction, please email the Before and After Care registrar, rkapa@ymcade.org or call, 302-510-1178, one week prior to the date of your withdrawal or changes. If you are changing the account where your payment is deducted, you will need fill out a new SIGNED bank draft/credit card form enclosed with this packet. If an automatic withdrawal (EFT) is rejected twice for insufficient funds, the EFT will be cancelled and your tuition must be paid with cash or a money order.

Afternoon Snack

Each afternoon, children in Before and After School receive a nutritional snack. If your child is allergic to any food products, please inform us and plan to pack a snack from home. A monthly menu is posted at each site and a copy will be available to parents. If your child does not care for the snack being offered, please pack a snack from home.

Supplies/Personal Items

The YMCA provides all sports equipment and other materials needed for projects. If items are brought from home, the program is not being responsible if they are lost or damaged. Please DO NOT bring electronic games, cards, toys, etc. unless instructed by the site staff. The YMCA is NOT liable if these types of items are brought to the program and disappear or become damaged.

Lost and Found

If your child is missing anything, please inquire at the site as soon as possible. Remember to label everything. Unclaimed items are given to charity after a reasonable period of time. We strongly encourage parents not to send their child to school with money, jewelry or other valuables. We are not responsible for any lost items.

Video and screen time

Because of our HEPA (healthy eating physical activity) policies, the Y after care sites have eliminated video viewing. We do have a permission release in the registration form for viewing of computers for educational purposes. These computer sessions are monitored by our staff and limited to educational programs with limited viewing times of 30 minutes or less.

Withdrawing from the Program

We understand that schedules change during the school year. If you need to withdraw your child from the program, we need to be contacted within one week of final date, and you will not be guaranteed a space to return to the program in either the current or succeeding year.

Sign in/Sign Out

For the safety of every child, parents and/or adult guardians are required to sign in and/or sign out on a daily basis. Under no circumstances will children be released to anyone who is not on the authorized to release portion of the child's registration form. If it becomes necessary for someone other than those listed, please call and verify. Your child's security ID number and a photo ID must be shown at time of pick up.

Hours of Operation

Before School Care: 7:00 am until school begins

After School Care: End of school-6:00 p.m.

Returning Student & Sibling Registration

Registration will begin April 2nd. Registration packets will be handed out and collected at your child's current site. Please note that all returning students are guaranteed a spot until April 30th when registration opens for new children. **Current participants do not need a new child health appraisal form UNLESS the one on file was completed before your child turned 5 years old.**

New Student Registration

Registration begins April 30th. Registration packets will be available at the YMCA. Spots are first come, first registered and most sites do fill up quickly. Children registering for the first time will need a health appraisal form filled out by the doctor. In order for the form to be current through 5th grade, it must be completed after the child turns 5 years old. If your physical is scheduled for late summer, please fill out as much as you can and turn it in, then send in the completed form after the doctor has completed the physical examination and signed the form. A school physical form may be used in place of the licensing health appraisal form.

Tuition/POC Parent Fee

All families will be set up on bank draft using your checking, savings, debit or credit card accounts. Tuition can be deducted on the 1st or the 15th of each month, or you may choose to split the payment. Deductions begin in September and end in May. Statement billing is not available. Our tuition is divided equally into 9 payments. If there is an issue with the draft, we will notify you immediately. If two payments are missed, the child will not be able to return to the program. Unfortunately, if there are children on the waiting list, you will forfeit the spot. POC site numbers can be found under the site listing in this handbook.

Financial Assistance

Anyone wishing to apply for financial assistance will need to apply first to Purchase of Care through the State of Delaware. Information on applying can be found at <https://assist.dhss.delaware.gov/>. If denied by POC, please bring in denial letter and then apply for YMCA Open Doors financial assistance. Current recipients need to reapply for the 2018-19 school year. See the site location page for site POC numbers.

All POC paperwork (from the state of Delaware) must be received by the childcare registrar prior to your child starting the program. If a parent payment is required, a bank draft form must be filled out and turned in at time of registration.

Monthly Tuition Rates 2019-2020 (does not pertain to POC)

3 days/ week: \$284 month

5 days/week: \$379 month

Am Care: \$140 month

There is no discount for siblings. School is Out days and holidays are not included in the monthly tuition nor is tuition less during the months that include School is Out days.

Annual Campaign

Each branch of the YMCA of Delaware sponsors a giving campaign known as the Annual Campaign. With your help, kids and families in need have the opportunity to participate in nurturing and value-based programs, such as child care and summer day camp. We hold an annual "Before and After School Giving Day" at the school sites in April. If you would like to make a gift, please call our office at 302-478-8304. All contributions are tax deductible. Thank you for investing in the future of Delaware's children.

Site Locations

Children are served at the school site they are attending.

Carrcroft Elementary
Cafeteria
503 Crest Rd
Wilmington, DE 19803
POC # 1710299200

Claymont Elementary
Foyer AM/Cafeteria PM
3401 Green St
Claymont, DE 19703
POC # 1710421300

Forwood Elementary
Cafeteria
1900 Westminster Drive
Wilmington, DE 19810
POC # 1710298900

Hanby Elementary
Cafeteria
2523 Berwyn Rd
Wilmington, DE 19810
POC # 170023500

Lancashire Elementary
Cafeteria
2000 Naamans Road
Wilmington, DE 19803
POC # 1710299000

Lombardy Elementary
Cafeteria
411 Foulk Road
Wilmington, DE 19810
POC # 1710299100

Mt. Pleasant Elementary
Cafeteria
500 Duncan Road
Wilmington, DE 19809
POC # 1710332700

All calls should be directed to the Before and After School Enrichment Director, 302-478-8579. In the event that you need immediate attention, please notify the YMCA to contact the School's Out staff at your child's site. Do not leave a message in the director's mailbox, or call the Brandywine School District administration offices in regard to our program.

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