



School's Out Child Care

Welcome to the Arcadia
School's Out Child Care Program
~Welcoming children in grades K through 6

Our Program and Philosophy

The YMCA School's Out Program provides after school child care for children in kindergarten through 6th grade.

Our program is designed to meet the varying needs of families in the CHARHO community. We offer safe, convenient, quality School Age Childcare upholding national educational standards as well as those put forth by the YMCA of the USA. Each child is offered a well rounded after school experience which incorporates the core character values of the YMCA;
Caring, Honesty, Respect and Responsibility.

All YMCA child care programs are family centered, involving all family members as partners in the child care experience. A major objective of the YMCA is to strengthen and support family life. We make every effort to keep families informed about what happens at our sites concerning their child and appreciate receiving information about the child's activities and progress while at home.

Our program is committed to serving all families without regard to race creed, color, national origin or financial ability. We will make program modifications to accommodate children with special needs when they are reasonable and necessary, if they do not fundamentally alter the nature of the program.

YMCA Mission

The Ocean Community YMCA is part of an association of persons of all ages, ethnic groups and religious affiliations that are united in a common effort to put Christian principles into practice through programs that build healthy mind, body and spirit for all.



Our Staff

Our energetic, enthusiastic staff of dedicated child care professionals meets all the requirements related to age, educational background, and continuing education. We maintain a **1:12 caregiver/child** ratio mandated by the YMCA of the USA and state licensing.

Staff members are selected based on their qualifications, skills and concern for the health, safety and development of children. We provide regular ongoing training in school age child development and childcare techniques for all staff members. All staff is CPR and First Aid certified.

Our Daily Program

In our After School Program, families are offered quality convenient care from elementary school dismissal until 6:00pm.

Our program follows a structured schedule, which allows for daily homework/quiet time, nutritious snacks, and well-planned group activities such as crafts, games, sports, and physical fitness, music, and community projects.

Outdoor play is a **daily** component of the program weather permitting. Please dress your child accordingly.

***Please note that the program does not include screen time, and prohibits digital devices.**

Site Locations

The after school program operates at three sites within the CHARIHO district: Hope Valley, Richmond and Charlestown Elementary Schools.

Transportation arrangements can be made through the school department to transport middle school children (up to 6th grade) to one of our after-school sites.

Hours of Operation

Our School's out program is designed to meet the needs of working families.

Normal hours of operation are as follows:

After School afternoon session from school dismissal – 6:00pm

We offer a variety of scheduling options to meet all of your childcare needs.

Families may register with the option of 2, 3, 4 or 5 days per week.

*****Please note that during the 2020-2021 school year, every second or third Thursday will be an early release day. (Except December) There is no extra charge for school's out participants.**



Vacation Days

We operate a full day program on certain vacation days. On these days, children report to the Arcadia Branch where activities will be held throughout the day and in some cases travel by bus on exciting field trips throughout New England.

Specific itineraries are distributed prior to registration.

The program runs from 8:00 am until 6:00 pm.

School Vacation Days for 2020-2021 are as follows:

October 12, 2020

November 11, 2020

December 28-30, 2020

January 18, 2021

February 12, 15, 2021

April 19-23, 2021

Pre-registration is required for childcare during school vacations. Additional fees may be charged for field trips. Space is limited.

The YMCA School's Out Program is **closed** Thanksgiving Recess, Christmas Eve and Christmas Day, Memorial Day, Labor Day, New Year's Eve, New Year's Day & Good Friday.

Schedule Changes

By registering your child in the YMCA School's Out Child Care Program you are committing to our program for the entire school year.

Please make all change requests in your child's schedule to the YMCA. Schedule changes will take place at the beginning of the week or month.

Please note there **will not** be any credit/discount given to changes made after a tuition payment.

A two-week notice is required for withdrawal from the program.

Payment is required during this two-week period whether or not your child attends.

Attendance and Absences

Please notify your child's school each day if he/she will not be attending the School's Out program.

We do not provide "make up" or rescheduled days due to absences.



Tuition Information

Tuition Payments are due the first of every month. Payments may be mailed to the YMCA, brought to the YMCA front desk or may be automatically drafted from your credit card or bank account.

Tuition must be paid in full regardless of attendance. Refunds or discounts **will not** be given for days/weeks missed.

LATE PAYMENT FEE: Payments not received by the 15th of the month will be subject to a \$ 15 late payment fee.

If you are changing your membership status please inform the director to ensure you are charged the correct tuition.

Financial Assistance

In keeping with the YMCA's mission to serve the entire community, our School's Out program has financial assistance available for those in need.

Application forms may be obtained from the YMCA front desk if you would like financial assistance. Please return completed forms to the director.

We offer a 10% discount on tuition for the second child enrolled in the program.

Participants receiving YMCA financial assistance are still responsible for the one-time \$25.00 registration fee per child.

Admission Requirements

The following is the list of registration information found in your enrollment packet, required by the Rhode Island Department of Health and the YMCA.

Registration Information Form

This form needs to be completed in full and signed by the child's parent or guardian.

This form must be returned with a non-refundable \$25.00 registration fee.

Schedule Request Form

Please circle the days, sessions and site location preferred.

Please note additional registration is required for our School Vacation Child Care.



Release Authorization Form

This form must be completed and updated as needed. Your child will be released to **ONLY** those persons you have listed as authorized to pick up your child. Any additions or deletions to this form must be done at the YMCA by the individual that registered the child. This information will not be taken over the telephone. Please note that parents /guardians should be listed on this form.

Emergency Treatment Authorization Form

This form gives YMCA permission to take your child to the hospital if the need ever did arise. Without this form signed by the parent/guardian the hospital would not treat your child until you arrive. This form also gives us the names of other emergency contacts in case you cannot be reached. This form also gives us any pertinent health information we may need to know about your child: allergies, special diets, etc.

Health Form

It is required that each child enrolled in our program must have had a physical within the past year and up-to-date immunizations. The child's physician must complete the record of immunization. Your child will not be able to attend unless this health form is returned.

Field Trip Permission

This form gives your permission for your child to participate in various field trips and is found at the bottom of your registration information form

Child Care Agreement Form.

This form acknowledges your agreement with the policies and procedures of the YMCA School's Out Child Care Program.

Please note: If you have more than one child in our program, a \$25.00 registration fee and registration packet is required for each child enrolled.

Drop Off and Pick Up Procedures

For safety precautions, **children must be signed in and out** of the School's Out site by an authorized person, one whose name is on file. Please sign with your full name and record the time. A staff member must witness this procedure.

We will only release children to those people listed on the release form.

***Please Note: The parent/guardian that has filled out this information will be the only person eligible to change, add, or delete names.**



For your child's safety and our protection please be prepared to show a driver's license when picking up your child, Please let those on your authorized list know that a picture ID will need to be shown.

Children may be released to any authorized person unless otherwise stated in writing. Please inform staff of all custody cases involving children enrolled in our program. Please give copies of state documents so they may be placed in your child's file.

If a parent/guardian or authorized person appears to be under the influence of drugs and/or alcohol, it is at the discretion of the staff person in charge as to whether that person is capable of safely caring for the child. In the event that the person suspected to be under the influence becomes abusive or refuses assistance, proper authorities will be called.

Late Pick Up Procedures and Fees

All of our School's Out Sites close at 6:00pm.

We do not have arrangements for care after this closing time. Please arrange to have an authorized person pick up your child on time if you are unable to do so. When a child is not picked up as planned and there has been no contact with the site or the YMCA, staff will call parent/guardian within ten minutes of the designated pick up time. If parents cannot be reached, staff will call the first name on the emergency list (and so on) to have the child picked up. If all contacts have been exhausted and no one is available, the local Police Department will be notified and they will make arrangements to pick up your child.

If you know you are going to be late, please contact the YMCA at 539-2306.

Late fees are charged at the rate of \$5.00 per child for the first 10 minutes and then \$5.00 for each additional 10 minute period after the initial 10 minutes.

One written warning is provided prior to applying late fees.

Habitual late pick ups may be grounds for dismissal from the program.



Health Care Policy

Our School's Out Sites are licensed and equipped to care for children in good health. Parents and staff working together, promote the child's total well-being.

Health Requirements

Each child must have a completed health form on file signed by a physician, and all immunizations must be recorded and up to date.

Preventing Health Problems

Our School's Out Staff will take every precaution to make sure your child remains safe and healthy in the program. We do this by, following strict sanitation procedures, getting enough fresh air and excluding children who have communicable diseases from attending.

Responding to Sick Children

For the well-being of the sick child and the health and safety of all children, we must temporarily exclude children who exhibit the following symptoms:

A fever of more than 100.5 degrees, Vomiting, diarrhea, Severe nasal or eye discharge or Unidentified rashes, other contagious diseases such as chicken pox, measles, lice and so on

If any of these symptoms become evident while a child is in care, we will contact parents to make necessary arrangements to pick up the child.

Children can return to the program 24 hours after symptoms cease or when their pediatrician determines them no longer contagious.

Written permission to return may be required

Child Abuse and Neglect

Please be aware our child care staff is mandated by the Child Protection Law to report to the Department of Children Youth and Families any suspected case of child physical, emotional, or sexual abuse and child neglect. Hotline: 1-800-RI-CHILD

Emergencies

If your child is injured, the Site Director will take whatever steps may be necessary to obtain emergency medical care. If parent/guardian cannot be reached, staff will call the first name on the emergency list and so on.

Administering Medicine

If your child requires medication while in our program, you must fill out a separate permission slip for each medication. Only the School's Out staff may dispense medication. Children may not carry or dispense their own medication.



Behavior Management Plan

The School's Out Program is based on the four YMCA Character values of respect, responsibility, caring and honesty. We relate to the children on an individual basis and their importance of being part of the group. We are a child-directed center, we encourage children to use positive words, be respectful and take responsibility for their actions. Each site has specific rules that children are expected to follow. A philosophy of positive behavior management is implemented at each site.

Should a discipline problem arise the child/children will be asked to discuss the problem with a staff member.

Should the discussion not stop the problem and the behavior continue, you will be notified in writing by a disciplinary Notice Form.

If the problem behavior continues a second disciplinary Notice Form will be written. Upon receiving a third Disciplinary Notice Form, your child will be suspended from the program for a prescribed amount of time.

Children will be immediately suspended from our program for physical violence, using items that can be construed as weapons, serious verbal threats toward another, destruction of property, misbehavior on the bus and other behaviors that pose an immediate threat.

Suspension of a child and duration of suspension is at the discretion of the Site and Child Care Directors.

If a behavior problem persists, the parent/guardian, Site Director and School's Out Director will meet to discuss further corrective action. This may include dismissal from the program.

The YMCA reserves the right to terminate a child from the program for any of, but not limited to, the following reasons:

Any physical contact or threat towards an adult
Failure of child to change behavior after conference with parent & program director
Failure of parents to make tuition payments
Habitual violation of late pick up
Repeated failure to contact the YMCA regarding child's absence
and/or
If the safety of your child, or other children is compromised by your child's actions

There may be other incidents that cause immediate termination.



Daily Snacks/Nutrition

A daily snack is provided to all children participating in the afterschool program. Snacks are limited to healthy choices and are served family style.

MENU CHOICES:

½ cup serving of fruit/vegetable (daily)
Combined with one from the following list:

Low-fat cheese sticks
Low-fat yogurt
Unsweetened apple sauce
Granola bars
Popcorn
Unsweetened cereal
Whole wheat crackers

Beverage:

1 5oz serving of 100% fruit juice/1 5oz serving of non-fat milk

**** Sugar sweetened beverages, cookies, candy, and any fried foods are not included in the YMCA snack menu.**

Water is served with snack daily and is accessible to the children at all times.



Weather Concerns

In the event of serious inclement weather while the children are in our program, the children's safety and well being will be the prime concern of our staff. Constant monitoring of the weather will be made through observation and radio broadcast.

If the highway department advises no unnecessary travel, you will be notified immediately and asked to pick up your child. If necessary, emergency contacts will be notified.

**If the CHARIHO School district cancels school for the day,
we will not run any School's Out Programs.**

**If the CHARIHO School district calls for an early dismissal,
we will not run our After School Program**

The YMCA will not be calling to notify you of cancellations due to weather conditions. Schools are informed to send children home on the bus unless a prior arrangement is made between the parent and the school.

To find out about closings during inclement weather, please contact the YMCA at 539-2306 or the CHARIHO School District.

Children, Families and the YMCA

The YMCA believes that family involvement is necessary for the success of any child-care program. Therefore, parents/guardians are always welcome to visit the program without prior notice. Staff will take every opportunity to share verbally with you information about your child at the beginning and end of each day. Staff will also communicate through our curriculum plans, flyers, notices and newsletters. We encourage parents/guardians to volunteer any time and talents they may have.

Remember, we are partners! Our objective is to be as family friendly as possible, helping you successfully balance your work and family needs.

Together we can build strong kids, strong families, and strong communities to make a better future for all!

Visits and Further Information

If you have any questions or would like to schedule a visit, please contact our Child Care Director at 401-539-2306.

Thank you for your interest in YMCA Child Care Programs!

Look into our other quality YMCA Child Care Programs.