



## **School's Out Child Care**

Welcome to the Arcadia  
School's Out Child Care Program  
Welcoming children in grades K through 6  
**401-539-2306**

### **Our Program and Philosophy**

The YMCA School's Out Program provides before and after school childcare for children in kindergarten through 6<sup>th</sup> grade. Our program is designed to meet the varying needs of families in the Chariho 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 childcare programs are family centered, involving all family members as partners in the childcare 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

Staff members are selected based on their qualifications, skills and concern for the health, safety, and development of children. We maintain a 1:12 staff/child ratio mandated by the YMCA of the USA and state licensing. All staff members meet the requirements to work in a childcare setting, set by RI DHS. We provide regular ongoing training in school age child development and childcare techniques for all staff members. All staff are CPR and First Aid certified, along with Child Abuse Prevention, Anti-Harassment, and Mandated Reporter training.

Should you have any questions or concerns regarding a YMCA staff person or program please contact us. Karen Allen, Executive Branch Director Arcadia Branch, [kallen@oceancommunityymca.org](mailto:kallen@oceancommunityymca.org) or 401-539-2306.

## 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.

### Technology in the Program

Due to an increase in schools using technology (tablets, computers, Chromebooks etc.) for homework, we will allow children to use this technology during homework time ONLY.

### Items from Home

We understand that taking items from home can be a comfort for some children. Due to the nature of our program, we ask that you limit these items, as they can be distractions or cause conflict within the program. If a child has something from home (including cell phones), we will ask them to keep it in their backpack until they are picked up from the program. **The YMCA is not responsible for lost, stolen, damaged, or traded items.**

## Site Locations

The after-school program operates at two sites within the CHARIHO district: Richmond, and Charlestown Elementary Schools.

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



## Hours of Operation

Our program follows the school calendar. Our hours of operation are from school dismissal until 6:00pm. Early release days are included.

We offer a variety of scheduling options to meet all your childcare needs. Families may register with the option of 2, 3, 4 or 5 days per week.

**Early release days are included at no extra cost.**

## 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 providing space and staff is available. 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 your child attends or not.

## 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 on the first of every month.**

Tuition payments are scheduled monthly and are automatically drafted from your credit card or bank account on file. Tuition must be paid in full regardless of attendance. Refunds or discounts **will not** be given for days/weeks missed. For questions regarding tuition please contact Becky Stoner  
[bstoner@oceancommunityymca.org](mailto:bstoner@oceancommunityymca.org) or 401-539-2306

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



## **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 the completed forms to Becky Stoner [bstoner@oceancommunityymca.org](mailto:bstoner@oceancommunityymca.org) or 401-539-2306.

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 the 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.

### **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 prepare 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. If the person suspected of being under the influence becomes abusive or refuses assistance, proper authorities will be called.



### **Closing Procedures**

#### **All 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 401-539-2306.**

**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 they are no longer contagious. Written permission to return may be required.**

### **Child Abuse and Neglect**

Please be aware our childcare 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. If you suspect abuse, please contact Shelia Litty, immediately at 401-569-2894. You can also send a confidential report to Maureen N. Fitzgerald, President/CEO 90 High Street Westerly, RI 02898.

### **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**

We do not dispense medication during normal program hours. If your child needs a rescue inhaler or an epi-pen we will administer these during the program. Parents must provide the site director with the unexpired prescription, in its original packaging, with a parent permission form signed by the parent and doctor.

## **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.



## Expectations for Student Behavior

1. Be **caring** towards yourself and others, be sensitive to the well-being of others, and help others.
2. Be **honest** in your interactions with other children and staff.
3. Be **respectful** of yourself, other children, and staff. Treat others as you would have them treat you. Value the worth of every person, including yourself.
4. Be **responsible** for the YMCA and school equipment and property. Do what is right, what you ought to do; be accountable for your behavior and obligations.

## Behavior Definitions and Interventions

### Basic Behaviors

Defined as words or actions that are not an immediate threat or danger to an individual or group. Examples include inappropriate or foul language, disrespecting staff, or other children, disrupting an activity, not following directions, straying from the group, throwing (rocks, sticks, etc.)

### Interventions for Basic Behaviors

1. Redirection: the child will be notified that the behavior they are demonstrating does not align with the expectations and will be redirected towards a more appropriate and positive behavior.
2. Child/Staff Discussion: if the behavior continues beyond the initial redirection or a similar behavior occurs, the staff and child will take about what is happening, why it is happening, and how the child can try something different to make sure it does not happen again.
3. Logical Consequences: Upon seeing a behavior for a third time the child will experience a logical consequence. It may be necessary to implement a short-term suspension in which the student will need to be picked up immediately.
4. Child Guidance Plan: Continued behaviors will require a meeting with a guardian, and the Program Director. A Child Guidance Plan, acceptable to all parties, will be designed and include an outline of inappropriate behaviors and consequences.

### Advanced Behaviors

Defined as words, or actions that are an immediate threat or danger to an individual or group. Examples include but are not limited to aggressive physical contact (hitting, biting, shoving, kicking etc.). Threatening, inappropriate or unwanted physical, verbal, or nonverbal exchanges. Possession/use of alcohol, drugs, tobacco, or





weaponry. Destruction or stealing of YMCA or school property, other children, or staff's items.

### **Interventions for Advanced Behaviors**

1. Notification: The Site Director will have a conversation with the child about the situation and then contact the parent or guardian to explain what happened. This also will include a phone call to the Program Director, and if serious enough to the school.
2. Logical Consequences: The Site Director along with the Program Director will determine logical consequences to ensure the safety of all the children and staff. This may include immediate suspension or termination.
3. Child Guidance Plan: Prior to returning to School's Out a meeting with a guardian and the Program Director must occur. A Child Guidance Plan, acceptable to all parties, will be designed and include an outline of appropriate behaviors and consequences.

### **Special Notes**

**Termination** may result from advanced behaviors, 3 or more incidents, or a determination by the Program Director that the program is not healthy or a positive fit for the child. Other reasons include failure of parents to make tuition payments, habitual violation of late pick up, repeated failure to contact the YMCA regarding your child's absence.

**Behavior Reports** may be presented at pick up for situations that do not warrant a phone call that a guardian should be aware of.

## **Daily Snacks/Nutrition**

A daily snack is provided to all children participating in the afterschool program. Snacks are limited to healthy choices, and we are a **peanut free zone**. If your child has any additional allergies, please pack a **peanut free** snack from home. \*\*\*sugar sweetened beverages, cookies, and candy are not included. Water is served daily.

### **MENU CHOICES:**

1/2 cup serving of fruit/vegetable (daily)  
Combined with one from the following list:  
Low Fat Cheese Sticks  
Unsweetened apple sauce  
Granola bars  
Unsweetened cereal



## **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 or no after school activities, 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 401-539-2306 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 need additional information, please call 401-539-2306  
Thank you for your interest in YMCA Child Care Programs!  
Look into our other quality YMCA programs.