



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

AFTERSCHOOL



STRATFORD RICHARDSON YMCA

AFTERSCHOOL

2023-2024

FAMILY

HANDBOOK

PLAY WITH PURPOSE

NATALYA MCCALLUM
Family Services Director
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704.716.4848

OUR MISSION

The YMCA is a Christian based organization that strives to “put Christian principles into practice through programs that build a healthy spirit, mind and body for all.” Our focus in Back to School is to encourage the children to demonstrate 5 key character traits that include:

Caring – Honesty – Respect – Responsibility - Faith

OUR GOALS and Philosophy

Our goal at YMCA Back to School is to help your child learn and grow through our carefully planned, mission-centered program curriculum that teaches your child to make healthy choices, build relationships, develop new skills and become a servant leader.

NON-DISCRIMINATION POLICY

The YMCA of Greater Charlotte recognizes the individuals, families and communities are diverse. The YMCA values and respects this diversity and chooses to be inclusive through its acceptance of all individuals regardless of race, age, gender, religion, sexual orientation, ability or cultural identity.

DEVELOPMENTAL AND PHYSICAL NEEDS

The YMCA will make every reasonable accommodation possible to serve all children regardless of their developmental or physical abilities. Please contact the program Coordinator at least two weeks in advance to discuss modifications that would be helpful in the success of your child at YMCA day camp.

BEFORE AND AFTER SCHOOL COUNSELORS

The Stratford Richardson YMCA is committed first and foremost to the safety of your child. We place strong emphasis on safety standards by offering a remarkable counselor to child ratio and requiring our counselors to complete 15 hours of pre-back to school training, including CPR, First Aid and AED training. All YMCA staff go through background checks and drug screenings prior to hiring. As a Licensed facility our staff goes through an additional background check with the State.

| Counselor to Child Ratio | |
|--------------------------|------|
| Kindergarten | 1:8 |
| 1st-5th Grade | 1:10 |
| 6th – 10th Grade | 1:12 |

A full time professional staff member can be reached at the following numbers:

Family Service Director–Natalya McCallum –
Natalya.McCallum@ymcacharlotte.org
Office - 704-716-4848

FINANCIAL ASSISTANCE

The YMCA is committed to providing quality programs regardless of one’s ability to pay the standard fees. Our scholarship program, is available for those who would otherwise be unable to enjoy the benefits of YMCA programs.

Eligibility is determined based on applicant’s income and is administered on a sliding scale. The Scholarship process must be completed prior to receiving any adjustment to your child(ren) tuition rate. Please inquire at the Sales & service desk for more information.

Please see the Sales and Services desk for more information.

ADMISSIONS AND ENROLLMENT

Each parent must submit the following for Afterschool enrollment:

- Current voucher (if applicable)
- Completed Registration Form/Application
- Immunization Record

PAYMENT POLICY

Fee Collection Process:

1. Payment will be made at the Sales & Service Desk
2. Payments will be processed by Membership Desk.
3. Payment receipt will then be provided as proof of payment by Sales & Service representative.

Payment Options

- Pay in full at time of registration.
- Payment in Person. Payments will be accepted at the Sales and Service Desk in the form of cash, debit, or credit card before the due date. Payments not made by the due date will be automatically charged on the due date using the card on file. **If payments are not made by the due date and card is not on file to draft, the Back to School space will not be reserved and services maybe canceled.**

Late Payment Policy

Payments received after the balance due date will be charged \$25 per child, per session. Once the late fee has been assessed, only credit cards or cash will be accepted.

Cancellation/Transfer Policy

- Cancellations and requests to transfer programs must be made in writing to your YMCA Sales and Service representative.
- Cancellations or requests for transfers must be received at least 8 days prior to the start of Back to School or 15 days prior to cancellation.

Denial of Before and After school Services

The Stratford Richardson YMCA reserves the right to deny services if one or more of the following conditions exist:

1. The child is not participating in or benefiting from the program.
2. The staff cannot provide adequate or safe care for the child.
3. The staff cannot provide adequate or safe care to other enrolled children due to the behaviors of a child. (See Discipline Policy)

DISCIPLINE POLICY

The philosophy of our program is based on character development and the principles of caring, honesty, respect, responsibility and faith. It is expected that our staff show respect and courtesy to each participant and we expect each participant to show courtesy and respect to each staff. The staff will make every effort to relate to child on an individual basis.

- Staff will help participants learn self-control, choose alternatives, identify feelings and develop an understanding and respect for the feelings of others.
- Every effort will be made by the staff to enlist the cooperation of the children and parents to solve problems.
- There is no financial refund or compensation for time missed due to behavioral problems.
- Abide and Adhere to our Zero Tolerance Policy.

***UNDER NO CIRCUMSTANCES WILL PHYSICAL ATTACKS BE ALLOWED IN OUR PROGRAM. A CHILD WHO IS PHYSICALLY HARMFUL TO STAFF OR OTHER CHILDREN WILL BE DISMISSED FROM THE PROGRAM. HARMFUL BEHAVIOR ALSO INCLUDES ANY TYPE OF SEXUAL TOUCHING OR BULLYING/INTIMIDATING CONVERSATION.**

PARENT UNDERSTANDINGS:

1. I understand that YMCA staff and volunteers are NOT allowed to transport children at any time outside of the YMCA program or in their own personal vehicles.
2. I understand that I am not to leave my child at the YMCA or program site unless a YMCA back to school staff is there to receive and supervise my child.
3. I understand that state law mandates the YMCA to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.
4. I understand that my child must wear a face mask, as well as I when drop off and picking up my child from the childcare program.

PARENT EXPECTATIONS

Back to School is a very exciting experience for children and parents. It is natural for everyone to be anxious about the first day of Back to School and meeting new friends. Hopefully, the following information from "our most experienced parents" will minimize first day anxiety:

- Attend After School Orientation
- Label all of your child's belongings
- Provide Face Mask for child attending the program
- Abide and Adhere to our Zero Tolerance Policy. (See page 10)

AUTHORIZED TO PICK UP

For the safety of your child, participants will only be released to the legal guardian or responsible adult **at least 18 years of age** listed on the child's registration form. Every adult must present a photo ID during rides out. In the event that a child will be picked up by an adult not listed on the registration form, a parent note (including the person's name as it appears on their photo ID) is required and a photo ID must be shown during rides out. Thank you for helping to expedite this process by having your ID ready

CUSTODY ISSUES

In cases of separated or divorced parents where visitation rights are denied to one parent, we cannot deny releasing the child to such parent unless a court decree or separation document is in our file expressly forbidding such parent from picking up the child from our program, or from picking up at times not allowed by the court decree. The court decree must also be specific to the rights of visitation while on the YMCA property during Back to School hours. The court document must specify in writing that visitation is permitted by the non- custodial parent. Otherwise, visitation will **NOT BE PERMITTED.**

INTOXICATION

- Your child's safety is our priority. At times we are called to make judgements concerning their safety. If a YMCA staff member believes that a parent is intoxicated when they arrive to pick up their child, the staff may have no choice but to contact the police. Inform the parent that the child's safety is our number one priority and we are concerned with the parent's ability to drive at the present time.
- We CAN NOT PREVENT THE CHILD FROM LEAVING WITH THEIR PARENT.
- Be prepared to call the police to report the car description and license plate number in the event that the parent decides to drive with the child despite our concerns.
- Complete an incident report and call Kim Conroy(Risk department) ASAP if and when 911 is contacted

RIDES-IN & RIDES-OUT RELEASING CHILD

During Back to School hours Parents are asked to remain in their vehicle and wait for staff to greet you and your child at the car. Staff will check the child in/out and allow you to sign the check out on the iPad device.

EARLY PICK-UP

We encourage you to leave your child in the program until the day ends so they will not miss out on any activities that day. We understand that there will be exceptions and when these occur, please send a note to your child's counselor. Early pickups done prior to 4:00 pm.

LATE PICK-UP AND LATE FEE

In fairness to our staff and because of subsequent program demands, it is very important that your child is picked up on time at 6:00pm. We understand that emergencies come up causing parents to be late; in this instance please contact our Membership Desk at 704-716-4800 to notify the Back to School program. A late fee of \$1 per minute will be charged if a child is not picked up by closing time. This fee must be paid by Monday morning of the up-coming week in order for the student to return to the YMCA program. Repeated or habitual late pick-ups will result in the termination of your child from our program.

ARRIVING EARLY

All Afterschool care begins with supervision of programs at 2:30 pm. Parents MAY NOT drop off their child prior to 2:30 pm or if for Before School, prior to 6:30am. This allows the staff to properly prepare for your child(ren) each morning/afternoon. Afterschool staff will be ready to greet your child promptly at 2:30 pm. **Please do not let your child out until a YMCA Afterschool staff member greets you.**

PARENT INVOLVMENT

We welcome parents to come and be a part of special events provided by our Back to School program. See our weekly Back to School newsletter for more information about specific times and events. If you are interested in giving back by volunteering with us, please visit www.ymcacharlotte.org/stratfordrichardson for more information about these opportunities.

EVALUATIONS- We need your comments, input and ideas on how to make our programs better to serve you and your child(ren). Net Promoter Surveys will be delivered three (2) times during the school year. Please take time to take and respond to these surveys. These surveys will be delivered either by email or a phone call from a third party company. Your feedback is very important to us as we strive to better serve you. This allows us to make necessary changes in the program and to recognize staff that is providing outstanding service to you and your family throughout the program.

COME VISIT-You are always welcome to visit our back to school. We also encourage you to talk with our back to school staff or the Family Experience Coordinator about the program and any needs or special successes your child is experiencing. You can request a meeting with the Family Experience Coordinator or Family Experience Director anything and prevision will be made to schedule time.

FAMILY INVOLVEMENT-One of our goals is to strengthen families-whether single parent, two parents, or other legal guardian. During back to school we will offer special family activities that will start after normal program hours. We encourage you to participate.

Volunteering-Opportunities for parents to volunteer may arise. You must first complete a volunteer application at our branch along with its screening process. Then you must wait for the appropriate approvals stating that you are cleared to be a volunteer. Once you are "cleared" you will be scheduled for and attend our volunteer orientation. After we receive confirmation of orientation. The Coordinators will delegate and schedule times for you to come in and volunteer with us. * Volunteers MUST follow the guidelines given in the Volunteer Application.

PARENT COMMUNICATION

- Our primary form of communication is through our Y Communication Email tool. Please make sure we have the current email address for the primary account holder.

Transportation While At The YMCA

While riding the bus:

- o Children must remain seated at all times
- o Children must talk quietly and do not disturb the driver
- o No body parts or objects are allowed to be outside the bus windows
- o Children must clean up all trash before leaving the bus
- o Children are not allowed to eat in the bus

*All transportation in inclement weather will be suspended on our authorized vehicles until it is deemed safe to transport. If transportation is suspended for a significant amount of time parents are responsible for and must make arrangements for alternate transportation/pick-up for their child from school. Transportation is a courtesy. If at any time we deem a student ineligible for transportation due to any reason including misconduct and travel safety issues, we reserve the right to suspend and or terminate transportation. Parents are required to sign a Permission to Transport form found in this handbook.

MEDICATIONS

Please administer all medications at home before arriving to before school. If medications are required during our care a "Medication Authorization Form" must be filled out and provided to the back to school office staff in the original container. All medication including over the counter items must be dispensed by the back to school office personnel. Please contact the Family Services Director if your child's allergies require special consideration.

*These guidelines are for your child's safety. Should you have any questions, please contact Natalya McCallum 704-716-4848

Emergencies/First Aid

Routine scrapes and cuts will be treated by our staff. In the case of serious accident or illness, back to school staff will contact you directly. In the event that you cannot be reached, the authorization signed on your health form allows the staff to provide prompt treatment. Please note that in the event of serious injury, 911 will be called first.

INSURANCE

The YMCA of Greater Charlotte provides liability insurance on all its programs. It is the program participant's responsibility to provide their own accident insurance coverage. Parents/guardians include their personal health insurance information in the space provided on the child's health history/release form provided for registration. This information will only be used to facilitate outside medical treatment if required. In the event of serious illness or accident, the parents will be notified at once. Parents/guardians are responsible for prescriptions and charges incurred for outside medical treatment of their child, should services be required while attending back to school program.

ILLNESS

Stratford Richardson YMCA cannot provide care for sick children. A child who is sick prior to Afterschool care begins should be kept home for his/her safety and the safety of others. If a child has any sign of illness or fever, the parent will be called to pick up the child. If a child has no overt symptoms of illness, but displays significant behavior changes and is clearly uncomfortable and not able to participate in activities, a parent will be called to pick up the child. If a parent cannot be reached, the staff will call the emergency number listed on the child's registration form. There are not refunds for days missed due to illness.* Remember appropriate vitals will be taken prior to the contact of the parents.

ABSENTEE POLICY

Please report all absences to the Family Service Director if your child will not attend the program. If a child does not attend the program for two consecutive days or more a parent and/or guardian listed on the paperwork will be contacted to check on the child. If you know in advance your child will not be attending the program please inform the Director as soon as possible.

INCLEMENT WEATHER

In the event that light rain is falling, we may still hold outdoor activities outdoors. If thunderstorms and/or bad or heavy rain do exist we will not participate in any outdoor activities until it is safe to return outdoors. If rain or thunderstorms occur during ride in or out, the process will still occur in the same fashion.

The YMCA reserves the right to cancel, delay or reschedule programs and field trips requiring the use of YMCA transportation based on inclement weather that could affect your child's safety and program quality. **WHAT "NOT" TO BRING TO BACK TO SCHOOL**

(Leave at Home):

The YMCA is not responsible for lost, stolen, or damaged items or valuables. Objects that may be dangerous are also prohibited. Items to leave at home include:

- × Toys
- × iPods/MP3 players
- × Radios
- × Electronic games (Nintendo/PSP/Gameboy)
- × Walkie-talkies
- × Cellular phones
- × iPads/tablets
- × Kindles/Nooks/e-Readers
- × DVD players
- × Firearms
- × Fireworks
- × Knives
- × Matches
- × Lighters
- × Wheelie shoes
- × Aerosol products

HOURS OF OPERATION

Program Hours:

Before School: 6:30 – 9:00am

After School 2:30 – 6:00pm

All Day Out 7:00 a.m. – 4:00 p.m. Late Pick Up: 6:00pm (unless otherwise noted).

PROGRAM CONTENT **Swimming Academics Arts and Crafts Meditation Outdoor Time
Devotions Character Development Health and Wellness Literacy Homework

****SWIMMING**

- All Children are swim tested to assess their swimming capabilities.

Healthy Eating and Physical Activity (HEPA) Standards

In response to a call by First Lady Michelle Obama and the Partnership for a Healthier America, the Y has expanded its longtime commitment to supporting healthy living by adopting a set of Healthy Eating and Physical Activity (HEPA) standards. Based, in part, on years of research with key partners, the HEPA standards will build a healthier future for our nation's children by creating environments rich in opportunities for healthy eating and physical activity. We strive to meet the following standards:

- Water is accessible and available to children at all times, including at the table during snacks and meals.
- Y staff will model healthy eating behaviors at all times. This includes consuming the same foods and beverages as children during meals and snacks (if possible) and avoiding consumption of foods or beverages that are inconsistent with the HEPA standards during program time.
- Provide children with opportunities for moderate and vigorous physical activity for at least 60 minutes per day during a full-day program or 30 minutes per day for a half-day morning or afternoon program. The time can be broken down into smaller increments. Include a mixture of moderate and vigorous activity (activity that increases the heart rate and breathing rate), as well as bone- and muscle-strengthening activities. Take active play outdoors whenever possible.
- Y staff will model active living by participating in physical activities with children.
- Eliminate screen time (television, movies, cell phone, video games, computer, and other digital devices) for children under 2 years old. For children over 2, limit screen time to less than 30 minutes per day for children

in half-day programs and to less than 1 hour per day for those in full-day programs. During screen time, seek to minimize children's exposure to commercials and ads marketing unhealthy foods.

Child and Adult Care Food Program (CACFP)

Our Childcare Center also participates in the Child and Adult Care Food Program (CACFP) a Federal program that provides healthy meals and snacks to children receiving childcare during the school year.

Congress established the Child Care Food Program in 1968 to improve the health of children in child care centers both by improving the nutritional quality of meals and by promoting healthy eating. The program is run nationally by the Food and Nutrition Service, an agency of the United States Department of Agriculture (USDA).

CACFP Meal Requirements:

The meals must include the following components to qualify:

- Breakfast: Milk, fruit or vegetable or 100% juice, bread or cereal.
- Lunch or supper: Milk, meat or meat alternate, fruit or vegetable (2 servings), bread or alternate.
- **Snack: Serve at least 2 of the 4 components: Milk, meat or alternate, fruit or vegetable, bread or alternate.** (*Our Back to School participates in the snack requirements*)

YMCA of Greater Charlotte

Code of Conduct

The YMCA of Greater Charlotte is committed to providing a safe, comfortable, and welcoming environment for all and we ask all persons to act maturely, behave responsibly, and to respect the rights and dignity of others at all times when in our facilities, on our property or participating in our programs.

Our Code of Conduct below outlines prohibited actions. This list is not all-inclusive, and the YMCA reserves the right to deny, suspend or revoke membership/access privileges to any person if, in the YMCA's sole discretion, the actions/inactions of a person are detrimental to the health, safety, or enjoyment of its employees, volunteers, members, or participants.

- Card sharing, presenting false identification, or and intentional abuse/non-compliance of YMCA policies
- Using or possessing alcohol or illegal drugs on YMCA property, in YMCA vehicles or facilities, or at YMCA-sponsored programs is prohibited
- Smoking on YMCA property – all of our YMCA buildings and grounds are smoke-free environments
- Carrying or concealing a weapon of any kind
- Harassment, verbal abuse or intimidation by words, gestures, body language, or any type of menacing behavior
- Physical contact with another person in an angry, aggressive, or threatening way

- Inappropriate sexual conduct including explicit conversations or any sexual contact with another person
- Theft or behavior that results in the destruction or loss of property
- Loitering within facilities or on the grounds of a YMCA
- Use of cell phones in locker room or bathrooms
- Wearing inappropriate (i.e. contains profanity or illegal product marketing), immodest, or revealing attire
- Use of social networking websites in a manner that is contrary to the YMCA's mission, is detrimental to the community or is in violation of the law
- Any behavior or activity that is against the law

In addition, the YMCA reserves the right to deny access or membership to any person who is a registered sex offender, has been arrested for or convicted of any crime involving weapons, violence, sexual abuse, or the sale, possession and/or transportation of illegal drugs.

Please notify a YMCA staff person immediately if there is an accident, injury, unusual incident or you believe that that this Code of Conduct is being violated.

Suspension or termination of YMCA membership may result from a violation of this Code of Conduct. While an incident is being investigated, the membership of the person(s) accused of violating this Code of Conduct may be temporarily suspended pending a final decision.

ZERO TOLERANCE POLICY

Back to School Parents!

We are excited to have you and your children participate in our childcare program at the Stratford Richardson YMCA. We take great pride in providing an avenue for our young people to extend and reinforce their overall development.

During the time that we spend with the youth in our program, it is our desire to demonstrate the core values of the YMCA: respect, honesty, caring, responsibility, and faith. As we continue to grow and enhance the quality and safety of our program, we are implementing a **"Zero Tolerance" policy** for inappropriate behavior. This policy will include interaction amongst other parents in the program, all YMCA staff, and youth.

Throughout the year, we will be working very hard to ensure that your children are immersed in an environment that is safe and nurturing for their development. The Zero Tolerance Policy assures that violation of the attached YMCA of Greater Charlotte **Code of Conduct will NO LONGER BE PERMITTED to occur.**

Policy Enforcement will include:

1. Individual may be given a warning for inappropriate behavior (**youth only**). Suspension and/or termination of services will follow if the behavior continues.
2. For Parents, an immediate internal investigation will occur and the leadership staff will determine if immediate termination of enrollment in the program and/or the individual may be asked not to return for other YMCA activities.
3. For Staff, an immediate internal investigation will occur and the YMCA Human Resource Department will work with leadership staff to determine if disciplinary action is necessary.
4. Other sanctions as deemed necessary may be enforced.

If you have any questions regarding this policy, please feel free to contact me directly at 704.716.4811. We are anticipating a great 2023 -2024 school year and we thank you for choosing the Stratford Richardson YMCA!

Natalya McCallum
Family Services Director
704-716-4848



YMCA of Greater Charlotte

SWIMMING SKILLS ASSESSMENT

The YMCA of Greater Charlotte is committed to providing a safe and enjoyable pool experience for all. All children 12 and under must participate in a swimming skills assessment and will be provided a green, yellow or no swim band. These bands assist our certified lifeguards in keeping our inexperienced swimmers safe.

NON-SWIMMERS (No swim band)

Children who cannot demonstrate the required skills in the assessment (listed below) or children who do not wish to participate in the assessment will be classified as a non-swimmer and will not be given a swim band.



- Non-swimmers ages 5 years or younger must be accompanied in the swimming pool/splash park by an adult (16 years or older) within arm's reach.
- Non-swimmers ages 6-12 years must remain in the designated areas, wear a Coast Guard approved lifejacket and be actively supervised by an adult or be within arm's reach of an adult.
- Non-Swimmers are limited to designated areas (areas vary depending on the Y)
- One adult can be responsible for no more than 2 non swimmers not wearing lifejackets.

THE ASSESSMENT

1. Swimmer demonstrates a horizontal floating position on their back for 3-5 seconds.
 - Swimmer must then stand up regaining a vertical position on their own.
2. Swimmer demonstrates a horizontal floating position on their front for 3-5 seconds.
 - Swimmer must then stand up regaining a vertical position on their own.
3. Swimmer demonstrates 15ft. of any forward stroke on their stomach without assistance and without resting.
4. Swimmer continues to swim the entire length of the pool (25 yards) unassisted and without resting. Swimmer maintains a horizontal body position.
5. Plunge – Swimmer jumps into water that is over their head and easily returns to the surface. Each facility has different pool depths-swimmers may be asked to repeat swim assessment depending on the facility.
6. Tread – Swimmer must tread water for one minute while keeping their ears and face above water.

GUIDELINES

- Once a swimmer is issued a swim band it is their responsibility to bring it back with them during each visit.
- When a swimmer moves from a yellow to a green band they may trade in their band at no cost.
- If a band is misplaced or forgotten, replacement bands are available at the Member Services Desk for \$1.00.
- Swimmers 10-12 years with a "Green Band" can be signed into the pool area but the parent/guardian (16 or older) has to be in the building at all times.
- Lending or trading bands is against our YMCA Code of Conduct
- Lifeguards will gladly conduct up to two swim assessments per child per day.

Skills 1-3 constitute a yellow swim band. Limited to use designated shallow areas. Able to use slides with drop of 3 1/2 ft. or less.

Skills 4-6 constitute a green swim band. Able to use all designated areas of the pool including slides.



Summary of the North Carolina Child Care Law and Rules (Center and FCCH)

Division of Child Development and Early Education

North Carolina Department of Health and Human Services
333 Six Forks Road
Raleigh, NC 27609

Child Care Commission
<https://ncchildcare.ncdhhs.gov/Home/Child-Care-Commission>

Revised June 2019

The North Carolina Department of Health and Human Services does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services.

Additional Staff/Child Ratio Information:

Centers located in a residence that are licensed for six to twelve children may keep up to three additional school-age children, depending on the ages of the other children in care. When the group has children of different ages, staff-child ratios and group size must be met for the youngest child in the group.

Reviewing Facility Information

From the Division's Child Care Facility Search Site, the facility and visit documentation can be viewed. A public file is maintained in the Division's main office in Raleigh for every licensed center or family child care home. These files can be viewed during business hours (8 a.m. - 6 p.m.) by contacting the Division at 919-814-8300 or 1-800-859-0829 or requested via the Division's web site at www.ncchildcare.ncdhhs.gov.

How to Report a Problem

North Carolina law requires staff from the Division of Child Development and Early Education to investigate a licensed family child care home or child care center when there has been a complaint. Child care providers who violate the law or rules may be issued an administrative action, fined and/or may have their licenses suspended or revoked.

Administrative actions must be posted in the facility. If you believe that a child care provider fails to meet the requirements described in this pamphlet, or if you have questions, please call the Division of Child Development and Early Education at 919-814-8300 or 1-800-859-0829.

Space and Equipment

There are space requirements for indoor and outdoor environments that must be measured prior to licensure. Outdoor play space must be fenced. Indoor equipment must be clean, safe, well maintained, and developmentally appropriate. Indoor and outdoor equipment and furnishings must be child size, sturdy, and free of hazards that could injure children.

Licensed centers must also meet requirements in the following areas.

Staff Requirements

The administrator of a child care center must be at least 21 and have at least a North Carolina Early Childhood Administration Credential or its equivalent. Lead teachers in a child care center must be at least 18 and have at least a North Carolina Early Childhood Credential or its equivalent. If administrators and lead teachers do not meet this requirement, they must begin credential coursework within six months of being hired. Staff younger than 18 years of age must work under the direct supervision of staff 21 years of age or older. All staff must complete a minimum number of training hours, including ITS-SIDS training for any caregiver that works with infants 12 months of age or younger. All staff who work directly with children must have CPR and First Aid training, and at least one person who completed the training must be present at all times when children are in care. One staff must complete the Emergency Preparedness and Response (EPR) in Child Care training and create the EPR plan. All staff must also undergo a criminal background check initially, and every three years thereafter.

Staff/Child Ratios

Ratios are the number of staff required to supervise a certain number of children. Group size is the maximum number of children in one group. Ratios and group sizes for licensure are shown below and must be posted in each classroom.

| Age | Teacher: Child Ratio | Max Group Size |
|-------------------|----------------------|----------------|
| 0-12 months | 1:5 | 10 |
| 12-24 months | 1:6 | 12 |
| 2 to 3 years old | 1:10 | 20 |
| 3 to 4 years old | 1:15 | 25 |
| 4 to 5 years old | 1:20 | 25 |
| 5 years and older | 1:25 | 25 |

Training Requirements

Center and family child care home staff must have current CPR and First Aid certification, ITS-SIDS training (if caring for infants, 0 to 12 months), prior to caring for children and every three years thereafter. Emergency Preparedness and Response (EPR) in Child Care training is required and each facility must create an EPR plan. Center and home staff must also complete a minimum number of health and safety training as well as annual ongoing training hours.

Curriculum and Activities

Four- and five-star programs must use an approved curriculum in classrooms serving four-year-olds. Other programs may choose to use an approved curriculum to get a quality point for the star-rated license. Activity plans and schedule must be available to parents and must show a balance of active and quiet, and indoor and outdoor activities. A written activity plan that includes activities intended to stimulate the development domains, in accordance with North Carolina Foundations for Early Learning and Development. Rooms must be arranged to encourage children to explore, use materials on their own and have choices.

Health and Safety

Children must be immunized on schedule. Each licensed family child care home and center must ensure the health and safety of children by sanitizing areas and equipment used by children. For Centers and FCCCHs, meals and snacks must be nutritious and meet the Meal Patterns for Children in Child Care. Food must be offered at least once every four hours. Local health, building, and fire inspectors visit licensed centers to make sure standards are met. All children must be allowed to play outdoors each day (weather permitting) for at least an hour a day for preschool children and at least thirty minutes a day for children under two. Children must have space and time provided for rest.

Two through Five Star Rated License

Centers and family child care homes that are meeting the minimum licensing requirements will receive a one-star license. Programs that choose to voluntarily meet higher standards can apply for a two through five-star license. The number of stars a program earns is based upon the education levels their staff meet and the program standards met by the program, and one quality point option.

Criminal Background Checks

Criminal background qualification is a pre-service requirement. All staff must undergo a criminal background check initially, and every three years thereafter. This requirement includes household members who are over the age of 15 in family child care homes.

directory or talk with a child care provider to see if there is a Child Care Resource and Referral agency in your community. For more information, visit the Resources page located on the Child Care website at: www.nochildcare.ncdhhs.gov. For more information on the law and rules, contact the Division of Child Development and Early Education at 919-814-6300 or 1-800-859-0829 (In State Only), or visit our homepage at: nochildcare.ncdhhs.gov.

Child Abuse, Neglect, or Maltreatment

Every citizen has a responsibility to report suspected child abuse, neglect or maltreatment. This occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. It may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. It also occurs when a child does not receive proper care, supervision, appropriate discipline, or when a child is abandoned. North Carolina law requires any person who suspects child maltreatment at a child care facility to report the situation to the Intake Unit at Division of Child Development and Early Education at 919-814-6300 or 1-800-859-0829. Reports can be made anonymously. A person cannot be held liable for a report made in good faith. The operator of the program must notify parents of children currently enrolled in writing of the substantiation of any maltreatment complaint or the issuance of any administrative action against the child care facility. North Carolina law requires any person who suspects child abuse or neglect in a family to report the case to the county department of social services.

Transportation

Child care centers or family child care homes providing transportation for children must meet all motor vehicle laws, including inspection, insurance, license, and restraint requirements. Children may never be left alone in a vehicle and child-staff ratios must be maintained.

Record Requirements

Centers and homes must keep accurate records such as children's, staff, and program. A record of monthly fire drills and quarterly shelter-in-place or lockdown drills practiced must also be maintained. A safe sleep policy must be developed and shared with parents if children younger than 12 months are in care. Prevention of shaken baby syndrome and abusive head trauma policy must be developed and shared with parents of children up to five years of age.

Discipline and Behavior Management

Each program must have a written policy on discipline, must discuss it with parents, and must give parents a copy when the child is enrolled. Changes in the discipline policy must be shared with parents in writing before going into effect. Corporal punishment (spanking, slapping, or other physical discipline) is prohibited in all centers and family child care homes. Religious-sponsored programs which notify the Division of Child Development and Early Education that corporal punishment is part of their religious training are exempt from that part of the law.

What Is Child Care?

- The law defines child care as:
 - three or more children under 13 years of age
 - receiving care from a non-relative
 - on a regular basis - at least once a week
 - for more than four hours per day but less than 24 hours.

The North Carolina Department of Health and Human Services is responsible for regulating child care. This is done through the Division of Child Development and Early Education. The purpose of regulation is to protect the health, safety, and well-being of children while they are away from their parents. The law defining child care is in the North Carolina General Statutes, Article 7, Chapter 110.

The North Carolina Child Care Commission is responsible for adopting rules to carry out the law. Some counties and cities in North Carolina also have local zoning requirements for child care programs.

Family Child Care Homes

A family child care home is licensed to care for five or fewer preschool age children, including their own preschool children, and can include three additional school-age children. The provider's own school-age children are not counted. Family child care home operators must be 21 years old and have a high school education or its equivalent. Family child care homes will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants. Licenses are issued to family child care home providers who meet the following requirements:

Child Care Centers

Licensure as a center is required when six or more preschool children are cared for in a residence or when three or more children are in care in a building other than a residence. Religious-sponsored programs are exempt from some of the regulations described below if they choose to meet the standards of the Notice of Compliance rather than the Star Rated License. Recreational programs that operate for less than four consecutive months, such as summer camps, are exempt from licensing. Child care centers may voluntarily meet higher standards and receive a license with a higher rating. Centers will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants.

Parental Rights

- Parents have the right to enter a family child care home or center, at any time, while their child is present.
- Parents have the right to see the license displayed in a prominent place.
- Parents have the right to know how their child will be disciplined.

The laws and rules are developed to establish minimum requirements. Most parents would like more than minimum care. Local Child Care Resource and Referral agencies can provide help in choosing quality care. Check the telephone



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Parent Acknowledgement form

Notification of Smoking and Tobacco Restriction

Child's Name: _____

Smoking and Tobacco Restriction – Children must be in a smoke free and tobacco free environment. Centers located in a residence must be smoke free and tobacco free during operating hours. Smoking and the use of any product containing, made, or derived from tobacco, is not permitted on the premises, in vehicles used to transport children, or during off premise activities. Signage regarding the smoking and tobacco restriction must be posted and each entrance and in vehicles used to transport children. Parent must be notified, in writing, of the smoking and tobacco restriction. [Rules.0604]

I have received the North Carolina Child Care law and rules regarding smoking and tobacco from The Stratford Richardson YMCA. I have read this information and understand the policies and procedures stated.

Parent/Guardian Signature: _____ **Date** _____

I, _____ the parent of
(Parent Printed Name)

(Child Printed Name)

Acknowledge that I have received a copy of the Stratford Richardson YMCA Parent Handbook and the Summary of the North Carolina Child Care Law and Rules. I have also read, understand, and accept all policies and procedures, which includes the **YMCA of Greater Charlotte Code of Conduct**, the **Zero Tolerance policy**, **The Notification and Tobacco Restriction**, **Healthy Kids and Physical Activity (HEPA)**, **Child and Adult Care Food Program (CACFP)**, **Aquatics Guideline and Transportation Permission**, standards stated in this handbook governed by the Stratford Richardson YMCA.

(Parent Signature)

(Date)

STRATFORD RICHARDSON YMCA PARENT HANDBOOK - Add-On

PARENT TIPS:

We are committed to giving you all the information you need to be prepared and have an awesome back to school experience! Please read through your welcome email thoroughly once received, it will have important dates and tons of important information for you.

DROP-OFF & PICK-UP:

Drop-Off:

Drop-off is 7:00 AM - 9:00 AM. We will not accept children after 9:00am unless prior notice is given We ask Parents to walk their child to the front door with a face mask on and wait for the health screening to be completed before return to your car.

Pick-Up:

Pick-up is between 4:00 PM - 6:00 PM at the front door, the same location as morning drop off. Parents are expected to walk to the front door to check their child out each day. Children will only be released to legal guardian or responsible adult listed on the registration form as authorized to pickup. Every authorized individual must present a photo ID at rides out. In the event that a child will be picked up by an adult not listed on the registration form, a parent note (including the person's name as it appears on their photo ID) is required and a photo ID must be shown during rides out.

WHAT TO BRING/WHAT TO WEAR:

Check the weather daily and dress your student accordingly — Afterschool Program will continue rain or shine! Be sure to label EVERYTHING you send with your student. Have them to check their cubbies daily please have your child bring a backpack or string bag to back to school day program with the following supplies labeled with their name:

WHAT "NOT" TO BRING TO BEFORE/AFTERSCHOOL

(Leave at Home):

The YMCA is not responsible for lost, stolen, or damaged items or valuables. Objects that may be dangerous are also prohibited.

Items to leave at home include:

- o Toys
- o iPods/MP3 players
- o Radios
- o Electronic games (Nintendo/PSP/Gameboy
- o Walkie-talkies
- o Cellular phones
- o iPads/tablets
- o Kindles/Nooks/e-Readers
- o DVD players
- o Firearms
- o Fireworks
- o Knives
- o Matches
- o Lighters
- o Wheelie shoes
- o Aerosol products

PARENTS PLEASE HELP US WITH THESE REQUESTS. WE DO NOT WANT SOMETHING PRECIOUS TO YOUR CHILD TO BE LOST OR BROKEN and are NOT held responsible. THANK YOU VERY MUCH!

HOURS OF OPERATION

Program Hours:

Before School 6:30 a.m. – 9:00 a.m.

Afterschool 2:30 p.m. -6:00 p.m.

All Day Out 7:00 a.m. – 6:00 p.m.

PROGRAM CONTENT

| | | | |
|---------------------|-----------|-----------------------|------------|
| **Swimming | Academics | Arts and Crafts | Meditation |
| Outdoor Time | Devotions | Character Development | |
| Health and Wellness | Literacy | Homework | |

****SWIMMING On Fridays and All Day Out only: Must Dress Out to Swim**

- All Children are swim tested to assess their swimming capabilities.

CONTACT US:

Natalya McCallum Family Services Director

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