



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Community YMCA Staff Handbook SACC Programs

OUR MISSION

The YMCA of Central and Northern Westchester is committed to building strong kids, strong families and strong communities throughout our area. We are a charitable, not-for-profit organization that welcomes all people regardless of age, race, religion or economic status and strives to enrich each and every life through a unique, dynamic combination of programs that strengthens spirit, mind and body.

**Visit our website:
www.ymca-cnw.org**

Welcome to the Community YMCA of Northern Westchester

Dear YMCA Staff,

Welcome to the YMCA Team! Here at the Community YMCA we have been providing high quality, affordable care to our local community for over 20 years.

As a direct care staff person at the YMCA, you will play one of the most critical roles. You will help us meet our goals:

- To provide high quality school-age childcare for children of working parents, in a safe and nurturing environment.
- To promote learning by discovery with interesting, fun, and age-appropriate activities.
- To challenge each child to achieve according to her/his own interests & abilities by offering activities for personal enrichment.
- To assist children in the development of self-esteem by providing them with creative avenues for self-expression, education, and socialization.
- To represent the YMCA in all action and provide excellent customer service to our families.

The YMCA After-School seeks to help participants do the following:

Please take time to read this handbook; it is designed to inform you about our programs, policies and procedures. Our goal is to provide our community with great programs. Please let us know if you have any questions.

Sincerely,

Bonnie M. Fogarty
Executive Director
Community YMCA of CNW

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Reference:

- ¹ YMCA of Central & Northern Westchester Personnel Policy & Employee Handbook
Can be accessed at www.community.ymca-cnw.org
- ² NYS Office of Children and Family Services School Age Child Care Regulations
Can be accessed at <http://ocfs.ny.gov/>

I. General Information

Administrative Staff

(914) 276-2398 – Office Phone

Bonnie Fogarty, Executive Director

bfogarty@ymca-cnw.org

Extension 17

Virginia Brunco, Office Coordinator

vbrunco@ymca-cnw.org

Extension 10

Kayla Smith - Youth Program Director

ksmith@ymca-cnw.org

Extension 13

Program Locations & Contact Information

<u>Site Name</u>	<u>Site Address</u>	<u>Phone Number</u>	<u>Email Address</u>
Austin Road	390 Austin Road, Mahopac, NY 10541	914.774.0939	AustinRoad@ymca-cnw.org
Fulmar Road	55 Fulmar Road, Mahopac, NY 10541	914.419.7646	FulmarRoad@ymca-cnw.org
Lakeview	112 Lakeview Drive, Mahopac, NY 10541	914.806.6502	Lakeview@ymca-cnw.org
North Salem	173 June Road North Salem, NY 10560	914.804.3018	NorthSalem@ymca-cnw.org
Pleasantville	289 Bedford Road, Pleasantville, NY 10570	914.447.8715	Pville@ymca-cnw.org
Primrose	110 Primrose Street, Lincolndale, NY 10540	914.804.3017	Primrose@ymca-cnw.org
SIS	240 Route 202, Somers, NY 10589	914.447.8713	SIS@ymca-cnw.org
SMS	250 Route 202, Somers, NY 10589	914.806.6444	SMS@ymca-cnw.org

****IF YOU ARE UNABLE TO REACH YOUR SITE - PLEASE CALL ANY OF THE ADMINISTRATION NUMBERS OR STAFF****

Calendar & Hours of Operation

The YMCA Administration office is open Monday through Friday from 8:30am to 4:30pm. All YMCA School Age Programs follow the school district calendars.

Site Name	Hours of Operation	Ages Served
Austin Road	Before School Care: 7:30-9:00am After School Care: 3:00-6:30pm	Grades K- 5
Fulmar Road	Before School Care: 7:30-9:00am After School Care: 3:00-6:30pm	Grades K-5
Lakeview	After School Care: 2:30-6:30pm	Grades K-5
North Salem	Before School Care: 7:00-8:30am After School Care: 3:00-6:30pm	Grades K-8
Pleasantville	After School Care: 2:45-6:30pm	Grades K-8
Primrose	After School Care: 2:10-6:30pm	Grades K-2
SIS	Before School Care: 7:15-9:00am After School Care: 3:15-6:30pm	Grades 3-5
SMS	Before School Care: 7:15-8:30am *Before care held at SIS After School Care: 3:00-6:30pm	Grades 6-8

School Delays & Closings

Detailed information will be available on our Facebook page and WHUD Storm Center.

School Closing: In the event that the school is **closed** for inclement weather or emergencies- all YMCA programs will be **closed**.

Delayed Opening: In the event that the school has a **delayed** opening, the Before School program will be **closed**. The After School program will operate according to schedule.

Cancellation of After School Activities: In the event that the school district has cancelled after school activities, we reserve the right to close program, as well.

Staff members should check the YMCA Facebook page and/or WHUD for information about program delays and/or closings.

II. Basic Employment Policies

Employment at-Will

All employment with the YMCA of CNW is at-will. When you accept employment with the YMCA you do so voluntarily and you are free to resign at any time. Similarly, while the YMCA hopes that its relationship with every employee will be mutually rewarding, it is free to terminate employment at any time, without prior notice, with or without cause. This at-will relationship will remain in effect throughout your employment with YMCA of CNW and cannot be modified by any oral or implied agreement. It can only be changed by an expressed, written agreement signed by the employee, supervisor, Branch Executive Director and the President/CEO of the YMCA of Central & Northern Westchester.¹

Hiring Policies & Procedures

Individuals seeking employment must complete the appropriate paperwork. Each site is considered a licensed SACC center by the NYS Office of Children & Family Services. Your staff file is subject to random inspection at any point in the school year. For this reason, staff files **must be complete** before you begin employment.

This paperwork includes but is not limited to:

- NYS State Central Register Clearance
- Finger Print Results
- Staff Exclusion List Clearance
- Background Check Disclosure
- Current Physical/TB Test

Probationary Period

All employees are subject to a probationary period of 90 days from the date of hire (first day of work). The purpose of such an initial evaluation period is to provide an opportunity for the YMCA of Central & Northern Westchester and the new employee to assess their respective satisfaction with, and suitability to, the job. Any probationary employee may be terminated at any time without notice or cause.¹

Progressive Disciplinary Action Process

Job performance is evaluated on a daily basis. If the need arises for progressive discipline it will be constructive and will reinforce YMCA policies and procedures, employee's job description, and job performance standards, rules of acceptable conduct, and any other expectations that a supervisor may have of the employee. As needed verbal and written notices of unsatisfactory job performance as well as a corrective action plan will be given.

Outside Employment

YMCA staffs are not permitted to sign out any child from the program or transport any child in their own car. The YMCA does not allow current YMCA staff to baby sit, lifeguard, or be otherwise employed by current YMCA participant families. This policy is also consistent with recommendation made by the National Council for the Prevention of Child Abuse and many childcare licensing consultants across the country. Failure to follow this policy will result in termination of employment. If you have a prior working relationship with a family, we will ask you to choose one or the other.

Resignation

Resignation is a decision, freely made by an employee, to terminate the working relationship with the YMCA of Central & Northern Westchester. A written notice of the resignation shall be provided to your supervisor prior to the last day of work.

Personnel Policy

The YMCA of CNW personnel policy can be found on our website at www.ymca-cnw.org
Community YMCA -> You & the Y -> Careers -> Employee Links

III. Employee Conduct

Alcohol & Drug Free Workplace

The YMCA of Central & Northern Westchester is committed to a drug-free workplace. The Association prohibits the use, consumption, sale, purchase, transfer, or possession of any illegal drug by an employee during working hours, while representing the Association, or while on the premises of any YMCA of Central & Northern Westchester facility. The Association retains the right to test for any suspected drug use.¹

Appearance & Attire

To project an image of professionalism, to allow staff to be instantly identifiable and to show high standards of quality in all areas of our facility we require all direct care staff to wear a uniform. All staff are expected to maintain a clean and professional appearance. Tattoos, piercings, jewelry and other accessories are permitted in moderate amounts and of minimal size. Jewelry and/or piercings should not create a safety hazard. No controversial or inappropriate tattoos should be visible at any time. Hats can be worn only when engaged in outdoor activities to shield the sun. Hair must be neat, well groomed.

NAMETAGS: must be worn at all times.

SHOES: reasonable shoes for the job, clean sneakers, fitness shoes, no high heels, crocs or flip flops.

YMCA SHIRTS/SWEATSHIRTS: a clean shirt must be worn every day - These shirts/sweatshirts cannot be modified in any way.

PANTS/SHORTS: Clean casual pants or jeans are appropriate. Skirts and dresses are not appropriate. Shorts cannot be more than 6" above the knee No frayed, holey pants or shorts.

HATS: Hats can be worn only when engaged in outdoor activities to shield the sun.

HAIR: Hair must be neat, well groomed.

Unacceptable: Leggings, jeggings, sweatpants, yoga pants, short shorts, rumpled or ripped clothing, underwear as outerwear, inappropriately revealing attire such as tank tops, bare midriffs, and cleavage is never appropriate. Any attire with inappropriate words, phrases, or graphics or that advertises alcohol, tobacco, drug paraphernalia or innuendoes, sexual theme or poor conduct is strictly prohibited.

Failure to wear the YMCA uniform will result disciplinary action.

Attendance & Punctuality

It is expected that you will be at work on time, daily for your shift. Whenever an employee is unable to report to work, it is the employee's responsibility to immediately notify their direct supervisor and to arrange adequate coverage of the area of responsibility with their supervisor.¹ If you cannot get in touch with your supervisor you must contact the administrative office, and speak with your program manager or SAP coordinator. If you are unable to attend work due to emergency circumstances or illness

it is your responsibility to contact your supervisor. It is expected that you will call out in a timely manner, and speak directly with your supervisor.

Cell Phone Policy

During work hours, staff members are not permitted to use their cell phones for phone calls, text messages or internet use. All staff are provided the program cell phone number to give as an emergency contact number during work hours. If staff need to bring their cell phone to program it must be properly stored before their work shift. Staff may not have their cell phone on them during their shift. All cell phone issues will be left to the discretion of the Site Director, School Age Coordinator and Executive Director.

We do not encourage children to use personal cell phones or any electronic devices at YMCA programs. Children must keep their cell phones in their backpacks. If a child insists on using their phone to call a parent – they must stay with staff person while they use the phone and then return it to their backpack.

Changes in Schedule

We try to give staff advanced notice of any changes in work schedules. In some cases you may be asked to cover at another site due to staff absences. Please remember that we all need to work together to have our program run effectively and maintain ratios. Staff schedules and time off calendars are located on-site (speak with your site supervisor to locate yours). As part time staff any time off is unpaid. Please give two weeks' notice to any change in schedule.

Confidentiality

Information about a child belongs to the child with the parents acting on the child's behalf. No information about a YMCA family may be released to anyone without the written consent of the family, **unless required by law**. Information that families give to the YMCA staff will be shared with other staff, only on a need to know basis. Do not speak to parents about any child other than their own. Never give out information about a child other than their own. Never talk about children in front of them or others.

Social Media & Pictures

Staff members are not permitted to have contact with YMCA participants (children) via telephone, email, instant messaging, Facebook, Twitter, Instagram, Xbox Live, Snapchat or any other (electronic) means.

This means:

Do not permit current or past children access to your pages or photos on any social networking site.

If you receive any Internet communication from children or families make sure to inform them that you will let the YMCA Administration know of it. If children initiate contact, staff members should not respond and make your supervisor aware. They may also speak with the parent.

In addition we do not want to impose restrictions on the private/personal life of staff members. In order to do this staff must be vigilant and maintain their own internet presence appropriately and with integrity. This means:

- Staff members are not permitted to share, modify, or send photos of YMCA children
- Staff members are never allowed to post photos of children on the internet, whether in a personal webpage or web community such as, but not limited to, Instagram or Facebook.
- Remember that the Internet is a public space; not even email is private in the way that you might expect. Make sure your Facebook, etc. pages are closed to the public.
- Your behavior in this medium should ultimately reflect your values and character and should not differ from that during work. Keeping these things in mind will help us all make good decisions about what we say and do. If we are made aware of or see pictures etc. on illegal, inappropriate behavior you may be terminated.
- No staff may use the YMCA name or logo to create any unofficial Internet sites.

Solicitation

The YMCA of Central & Northern Westchester has a long-standing policy regarding solicitation on YMCA CNW premises. The sole exception to this policy is in-house fund raising efforts.

A. No solicitation of any kind on YMCA of Central & Northern Westchester premises.

B. No distribution of literature or printed matter on YMCA of Central & Northern Westchester premises.

C. No distribution of literature or printed matter in work or public areas at any time.

D. No solicitation or collection of contributions or distribution of written or printed matter at any time by non-employees on YMCA of Central & Northern Westchester premises.¹

Time Sheets

Staff must complete their timesheet daily- sign in when you arrive for your shift, and sign out before you leave for the day. The timesheet is a legal document that should be completed in blue or black ink only and must be kept neat and clearly written.

Timesheets must be signed by the staff member and supervisor. Timesheets are due into the office the Monday of payroll.

Visitors

All visitors must check in with the Site Supervisor and sign in and out of the visitor log, while clearly stating the purpose of their visit. The YMCA defines a visitor as:

- A child that is not a program participant
- A person who is not at the program to pick up a child
- A person who is not a parent or guardian of a child
- A person who is not a YMCA employee/volunteer or school employee

Visitors must be escorted by YMCA staff at all times and will never be left alone with children.

IV. Health & Safety

Abuse Prevention Policies

The YMCA is committed to being an abuse-free organization and to ensuring that any relationships between people associated with the YMCA of all ages are healthy and appropriate. Here's how the YMCA prevents abuse in our programs:

- Specific employment pre-screening/fingerprinting and background checks
- Annual training of all employees
- Specific policies/practices governing the action of employees and volunteers

Our policy states that YMCA employees, consultants, volunteers and interns shall not abuse children physically, verbally, sexually, mentally or by neglect. Anyone who violates this policy will be subject to disciplinary action and/or termination of employment.

Investigation and Reporting of Allegations of Abuse/Mistreatment/ Inappropriate Behavior

The YMCA takes all allegations of abuse, mistreatment and inappropriate behavior seriously. All employees, consultants, volunteers and interns of the YMCA are considered as mandated reporters and therefore must legally report all suspected or reported cases of child abuse or victimization of a vulnerable adult. Any person who knowingly fails to report suspected abuse or neglect is in violation of YMCA policies and will be subject to discipline and/or termination.

YMCA of CNW - Child Abuse Reporting Procedures

The YMCA of Central & Northern Westchester is committed to taking all appropriate steps to keep its program free of child abuse. If not withstanding these efforts, YMCA staff, classified as mandated reporters, come to know or to reasonably suspect that any child in any YMCA programs is the subject of child abuse, neglect or mistreatment that information shall be reported to the New York State Office of Children & Family Services (SCR) at:

Mandated Reporter (800)635-1522 or Public Hotline (800)342-3720

and the appropriate YMCA personnel.

The New York State Office of Children and Family Services maintains a Statewide Central Register (SCR) of Child Abuse and Maltreatment for reports made pursuant to the Social Services Law. The Central Register, also known as the "**Hotline**", receives telephone calls alleging child abuse or maltreatment within New York State. The Central Register relays information from the calls to the local Child Protective Service for investigation, monitors their prompt response, and identifies if there are prior child abuse or maltreatment reports. In the event of an accusation of child abuse, the YMCA staff will take prompt and immediate actions as follows:

1. At the first report or allegation that child abuse has occurred, the employed staff who it has been reported to will notify their supervisor. The YMCA staff will call NYSOCFS and will cooperate to the extent of the law with any legal authority involved.
2. The supervisor will review the incident with the branch director. The supervisor and staff will complete a YMCA incident report. Oral reports to the SCR from a mandated reporter must be followed within 48 hours by a written report to the local department of social services' CPS unit on form LDSS-2221A.
3. In the event the reported incident involves a program volunteer, employed staff or YMCA member, the branch executive will immediately, without exception, suspend the volunteer or staff member from the YMCA until an investigation is completed. Accused should be suspended immediately and removed from the program.
4. The parents or legal guardians of the child or children involved in the alleged incident will be promptly notified in accordance with the directions given from CPS/ NYSOCFS

Confidentiality is extremely important to the YMCA and at no time may a YMCA staff or volunteer provide information regarding the incident to anyone other than the branch executive, their designate and the legal authorities. If more than one child is involved (child on child abuse) the names of the other child must be kept confidential.

Accident & Incident Reports

Staff members are responsible to complete accident/incident reports to document any events outside the ordinary in program. If a serious injury occurs at program, the director will call OCFS to notify them.

The difference between an accident and an incident is as follows: An accident involves physical injury. You will provide first aid as needed, check area for safety concerns, inform supervisor, and fill out accident report/medical log. An incident is a single event that may result in consequences. You will take action to make sure no further incidents occur, review incident with supervisor and fill out an incident report.

Administration of Medication

The YMCA honors the Americans with Disabilities Act and will work with parents to accommodate their child's medical needs. All SACC sites that administer medication under the ADA will have staff trained in accordance with OCFS regulations. All YMCA programs are authorized to administer emergency medications, such as Epi-pens and inhalers. Parents must provide written consent and an allergy action plan prior to the child beginning program. In accordance with NYS OCFS regulations parents must provide a current physical/immunization if required (will be indicated on program registration forms).

Allergies

When filling out the registration forms, parents will specify if their child has any allergies to food or materials (i.e. peanuts, latex, etc.) An Allergy Action Plan and Written Medication Consent Form will be submitted with the program registration. If the child requires an Epi-Pen due to severe allergies, parents must provide at least one to keep in

the YMCA First Aid kit. Participants will not be allowed to attend program unless the appropriate forms are submitted.

Allergy lists will be posted on-site, and Site Supervisors will inform all staff members of children with allergies to food or materials.

Child's Medical Clearance

All registered children have completed an application with health and medical information. Those applications are kept on file the day he/she begins the program. All allergies and medical concerns must be documented on the child's medical and emergency data form. Staff should read through all applications to learn about their children.

Daily Health Check

One of the most important tools we have to stay up-to-date on a child's health and overall well-being is the daily health check. This check helps us to protect and promote each child's health.

A daily health check is an activity that is carried out when a child arrives at program. The daily health check gives you valuable information about how children may be feeling. It helps you learn how a particular child acts on a typical day. It also gives you information you need to make decisions about:

- whether or not a child is well enough to attend program
- whether or not you have reasonable cause to suspect child abuse and maltreatment
- whether or not you need to get medical help immediately

A written record of any unusual occurrence or concerns must be made daily. This written record will also help avoid problems that may arise when a parent thinks an injury happened when the child was in our care.

The following is noted when completing a daily health check.

1. Child's behavior: is it typical or atypical
2. Child's appearance
3. Interactions in school
 - Any unusual events?
 - Visit to nurse
4. Any evidence of illness or injury since the child was last participating in program
5. Any indications of child abuse or maltreatment

Emergency Procedures

In case of an accident, the emergency procedures will be as follows:

1. A trained staff member will administer immediate, basic first aid.
2. A staff member will contact the parent if immediate medical care is necessary.
3. In case the parent or designated emergency contacts cannot be reached, the staff have the authority to call the designated physician and/or 911 for transportation

to a hospital. A staff person will accompany the child to the hospital and stay until a parent or guardian arrives.

4. Information regarding the accident will be recorded on an incident report form, and filed with the appropriate governing agencies as necessary. Parents will also be asked to sign any necessary forms.

Fire Safety

In accordance with the NYS OCFS Regulation 414.4 (b) (1) Evacuation drills must be conducted at least monthly during various hours of operation of the SACC program. (4) The program must maintain on file a record of each evacuation drill conducted, using forms furnished by the Office or approved equivalents.²

Illness Policy

For the welfare of the children in the group, we ask that parents keep their child home if he/she appears ill or has been ill during the night.

If the child is sent home from school for any reason, he/she may not attend the After School Program that afternoon.

The YMCA asks to be informed of the nature of any illness, especially when it is communicable to others. If at any time the staff feels that a child is too sick to remain in the program, the parent will be called. A parent, guardian or emergency contact must pick up the child within one hour of receiving the phone call. This policy is for the safety of all the children and staff.

A child will be sent home, if any of the following conditions are apparent:

- A temperature of 100 degrees or more within 24 hours
- Vomiting or diarrhea
- Rash (if cause is unknown)
- Suspected communicable disease
- Severe cold with fever, coughing, unclear mucus
- Bronchitis or other throat infections, such as strep
- Nits or lice in hair

Parents are asked to please notify us within 24 hours if their child has a communicable disease, such as chicken pox, strep throat or lice, so that we can inform other parents and staff. The child is welcome back to the program with a note from the doctor or reasonable evidence of recovery.

Staff Medical & Health Policies

In accordance with NYS OCFS regulation 414.11 (b) Staff and volunteers must each submit a medical statement on forms furnished by the Office or an approved equivalent from a health care provider (ii) before such person has any involvement in child care work.² This statement must include a physical and tuberculin test within one year of the date of hire.

Shelter in Place Drills

Every YMCA program is required to perform a Shelter in Place Drill two (2) times per year. This drill is a response to an emergency that creates a situation in which it is safer to remain in the building rather than evacuate. ex: severe weather conditions, extreme temperatures, rabid animal, chemical/biological spill, etc. Staff will inform parents prior to conducting this drill. In case of an emergency, each program has a designated relocation site. Parents will be notified of relocation via email, social media updates and/or phone calls.

V. Program Operations

Activities & Curriculum

The after school program should be a very organized structured active program. It is not babysitting. Staff should always be actively engaged with the kids, not sitting on the sidelines. Site Supervisors are responsible for creating a monthly calendar of activities. These activities should take into consideration the make up of your group and their interests. A monthly theme should also be incorporated into the calendar. Our curriculum is designed to be age-appropriate to meet all levels of interest and explore diversity. Each program will include the following basic elements:

- Group Meeting
- Homework Time
- Snack
- Activities that emphasize:
 - creativity
 - non-competitive sports
 - teambuilding
 - development of fine and gross motor skills
 - exploration and development of new interests and hobbies
 - character education
 - indoor/outdoor play (outdoor activities whenever weather permits)

The before school program should be a calm but engaging time - do not get the children so distracted they cannot settle down into school.

Arrival of Children

Morning arrival: Parents **must** accompany their child into the YMCA program site. A parent/guardian must sign in the child on the attendance sheet, with the time. Some parents will complain about this but it is for the safety of the kids. Parents cannot drop off early than our scheduled start time. Parents and children should always be greeted with a smile to make them feel welcomed.

Afternoon arrival: Each SACC site has a specific procedure for how the children arrive to the Y program. Children should always be greeted warmly by staff upon arrival.

Attendance Policy

If a child is going to be absent from the program, the parent should contact the Site Supervisor by telephone and/or email. All programs have 24-hour voice mail service and emails. If the child fails to arrive on a day when he/she is scheduled to attend the program, and we have not been notified by a parent, we will try to locate the child according to the following procedure:

- Go to office and ask child's teacher or school secretary if the child was absent from school
- Call your supervisor to update them and then call child's parents at all available phone numbers – **start with cell phone**. Say, "This is _____ from the YMCA afterschool program. We had your child _____ listed as expected in program today but they have not arrived. Is your child supposed to be at program?"
- Call all emergency telephone numbers listed on application.

If at this point, the child has not been located, the local police department will be called to assist in locating the child.

Behavior Management

It is the YMCA's goal to educate the student and instill in them the ability to develop self-discipline, self-control and assume responsibility for their own actions. Misbehavior is seen as a chance to educate a participant about appropriate behavior. It is understood that all children require firm and consistent limits and that no child will be permitted to endanger himself, others, or to damage property. In accordance with NYS OFCS regulations, "Physical intervention is permitted. Physical intervention is the act of using bodily contact as a short-term immediate response to prevent children from incurring substantial or serious injury to themselves or injuring others... Picking up a child, holding the child's hands or gently touching their body to direct their movement... allows the child to regain self-control as quickly and safely as possible".²

Positive behavior management is a process of teaching children how to behave appropriately. Positive behavior management respects the right of the individual child, the group and the adult.

We use positive behavior management by:

- Planning ahead
- Intervening
- Re-directing
- Removal from activity
- Showing encouragement

We strive to work with each child as an individual. Staff will work closely with parents to develop a behavior plan that works for everyone.

Anti-Bullying

In keeping with our goal to promote acceptance and tolerance for all people and in order to keep all the children in our programs safe, the YMCA cannot allow any child in our program to hurt or be hurt by others. This can include physical, emotional, or verbal actions. Our policy specifically prohibits name-calling, hazing, and sexualized language, and singling out one child for different treatment. The YMCA provides adequate staffing supervision and monitoring of all child activities. The YMCA has established procedures for reporting and tracking such behaviors. Any incidents of the above behaviors will be brought to the attention of the Site Supervisor and Program Manager. Each incident will be handled on a case-by-case basis. All discipline actions will be in accordance with the YMCA Behavior Management Policy in an age appropriate fashion. Parents who have any concerns

that their child is being bullied are encouraged to speak with the Site Supervisor and Program Manager.

The local police department and the NYS Office of Children & Family Services will be notified if any child is found to be in possession of a weapon or anything identified as or used as a weapon. Further action will be under the advisement of the above agencies and the YMCA administration.

Behavior Expectations

The ASP strives to create an environment in which children are encouraged to develop an appreciation of their own rights, responsibilities, respect, self-esteem, and much more. Each child is helped to understand the impact of her/his behavior as it might affect others. Children need to know what is expected of them. They need to know the rules if we expect them to abide by them. In the beginning of the year, Site Supervisors and staff will sit down together with children to create rules that will help create a positive and safe environment all year long.

Rules may vary from site to site, but the general principles are similar—positive statements that encourage and reinforce an optimistic and safe environment. In addition, children are guided in problem solving skills to help them to handle situations by non-aggressive means.

When they do not follow a rule, a review of the rules is usually enough to correct inappropriate behavior. Bullying and teasing will not be tolerated in the ASP. No child or staff member will be subjected to physical or emotional abuse. Every effort will be made to communicate with the child and parent to develop a plan to help change the child's behavior. In case the inappropriate behavior persists, the child may be removed from the group and asked to think over her/his behavior.

Child Release Policy

We cannot release a child unless a parent/guardian/authorized person **over age 18** enters the program to sign the child out. Parents **must** inform the Site Supervisor in advance if someone other than the parent will be picking up. If the pick-up person is not listed on the child's emergency data form and we have not been notified by the parent, the YMCA **will not** release the child. That person **MUST** show I.D at sign-out - The first two weeks of program ALL PARENTS MUST SHOW ID.

All children must be picked up by scheduled time. A parent/guardian over 18 must come in to the site to sign out the child on the attendance sheet. Staff should always ask for ID if they have not already become acquainted with the parents – when in doubt ID. Parents may complain but this is for children's safety. If you have a child, still in program after 6:30 you **MUST** call your Program Manager to inform them – parent will be charged a late fee.

Electronics

All YMCA programs are licensed by the NYS OCFS. As of June 1, 2015 the new regulations state that "television and other electronic visual media are prohibited as a

program activity when not part of a planned developmentally appropriate activity". Children are not permitted to use electronic devices such as iPods, iPads, cell phones, video games, etc. Electronic devices will not be used as a behavioral tool. E-readers may be used at the discretion of the Site Supervisor.

Homework Policy

The After School Program staff is responsible for providing a place that is as quiet as possible and a staff person daily to supervise and monitor homework time. Staff assigned to homework should be consistent and understand their role. A consistent time is set aside each day (except Friday) to allow children to work on homework if his/her parent wishes.

YMCA responsibilities:

- Provide a set time to do homework
- Provide a place that is as quiet as possible (limited by our assigned space)
- Provide basic materials (pencils, lined paper)
- Keep a list of all children assigned to complete homework
- Announce homework time and prompt kids to move to the area
- Remind all children enrolled in homework time – twice
- Staff will *never* force a student to do his/her homework
- Provide a staff person daily to supervise, monitor and assist children during homework time.
- Staff will NOT check backpacks or homework folders if children say they do not have homework.

Child & Parent responsibilities:

- Have discussion about homework expectations / sign contract

Child responsibilities:

- Have all needed supplies / books
- Ask for help as needed
- Have parents check homework at home

Licensing Agencies

All YMCA school-age programs are licensed by the NYS Office of Children & Family Services. All programs are mandated to uphold the regulations pertaining to school age programs.

NYS Office of Children and Family Services – Regional Office

11 Perlman Drive, Pascack Plaza
Spring Valley, NY 10977
(845) 708-2400

Child Care Council of Westchester, Inc.

313 Central Park Avenue
Scarsdale, NY 10583
Phone: (914) 761-3456 x 102
Fax: (914) 761-1957

Child Care Council of Dutchess & Putnam, Inc.

110 Old Route 6
Carmel, NY 10512
Phone: (845) 808-1659
Fax: (845) 225-1279

Personal Property

We do not encourage children to bring toys, cell phones, iPods etc. to program. These items can be easily misplaced, lost, or stolen. Any personal items (backpacks, clothing, water bottles, etc.) brought to the YMCA should be clearly labeled with your child's name. The YMCA assumes no responsibility for misplaced, lost, or stolen items.

Restroom Policies

Bathrooms are the highest risk location for children. Consequently, bathrooms and bathroom practices require close monitoring to prevent abuse and/or false allegations. Restrooms must be checked by YMCA employees to make sure they are secure before allowing children to use the facilities. Employees may not be alone with a child in a bathroom with the door closed. They must stand in the doorway/hallway while children are using the restroom. This policy allows privacy and provides supervision. School aged children needing to use the restrooms must notify staff and should always be in same sex pairs (1 pair of girls or 1 pair of boys) when using the restroom.

Snack

One light snack is provided by the YMCA every afternoon. The YMCA follows the Healthy Eating Physical Activity standards. Parents may send additional snacks and water. Hard candy/chewing gum are not allowed at the YMCA programs. Staff should not give out extra snack or unauthorized food without prior permission. Staff must also remember that snack provided is for children enrolled in programs.

Supervision of Children

In our programs a child is never left unattended or unsupervised. Generally, the YMCA prefers that two individuals are present whenever children are in care. When this situation is unavoidable, the YMCA has a standard of behavior that must be observed. This standard involves moving to an area that can be easily observed by others passing by, or asking another staff member to randomly drop-in.

Proper staff to child ratios should always meet/exceed NY state requirements of:

5-9 years old	1 staff to 10 children
10-12 years old	1 staff to 15 children

Transportation

YMCA staff are not permitted to transport children enrolled in YMCA programs in their own cars. For all YMCA field trips, the appropriate staffing ratio will be consistent on the buses. Generally children will be seated according to their assigned groups by age. Children are advised as to the rules for safe transportation and are advised of the consequences if they do not obey these safety rules. Buses used for YMCA programs are not permitted to make any unauthorized stops.

YMCA Values Programs

We enrich each site with a YMCA values program. Children are rewarded for positive behaviors, and each child is given equal opportunity to succeed.

We will have monthly activities focusing on the YMCA core values:

Caring, symbolized by the color red for the heart, we seek to teach participants love and tolerance for fellow human beings.

Responsibility, symbolized by the color green for nature and our responsibility for the world around us and ourselves.

Honesty is blue for "true blue", the value of honor and truthfulness in our lives.

Respect, is gold for the "golden rule", treating others as we ourselves wish to be treated.

VI. Safety & First Aid

Safety & First Aid

A number of staff members on site at each YMCA SACC program must have a current CPR/First Aid/AED certification. Any injuries occurring at program that require more care than an ice pack or Band-Aid should be handled by the appropriately trained staff and documented in the medical log stored in the first aid kit.

In the event of a first aid emergency:

- Remain calm. Reassure the victim and others at the scene.
- Maintain staff to child ratio.
- Whenever possible, move the other children to a secure area.
- Assess injury.
- Based on assessment either:

Provide First Aid or Call 911

(It is better to over-react than under react)

Do not move a severely injured or ill child except to save life.

If you call 911:

1. Notify site supervisor of an emergency – they will notify parent(s) of the emergency and Executive Director
2. If a parent cannot be reached, notify parent's emergency contact person
3. If child needs to be transported to hospital – Program staff must go with them and stay with the child until parent(s) takes charge.

VII. Staff Training & Development

OCFS Training Requirements

In accordance with OCFS NYS regulation 414.14 (b) Each director and each staff person working an average of twenty or more hours a week must complete a minimum of thirty hours of training every two years. (c) Fifteen hours of the required thirty (30) hours of training must be obtained during the first six months of the program's first year of registration or during the person's first six months of employment by the program.²

All staff are required to complete four (4) online trainings and return the certificates to their site supervisor within the first 30 days of employment.

Staff Meetings

Each SACC program will hold monthly staff meetings to discuss day-to-day programming, special events, staffing, trainings, etc. Staff will be paid for these meetings.

Staff Qualifications

All SACC programs have a designated onsite supervisor who handles all day to day program needs. Head teachers and recreation counselors support the site supervisor to maintain a staff to child ratio of 1 to 10.

Typically, Site Supervisors have a degree in education or alternate child related field (recreation, psychology, etc.) We require at least two (2) years of experience working with children. In addition, all Site Supervisors are trained in First Aid/CPR safety procedures.

All of our staff complete child abuse prevention training, mandated reporter training and orientation prior to their start date. Staff will continue to attend regularly scheduled training events on behavior management, communication skills, and safety procedures for working with children.

Prior to hire, all staff members have a criminal background check, fingerprint check, and a child abuse registry check performed.

*To review NYS regulations for minimum requirements visit the OCFS website.²