



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CONNECT BELONG ACHIEVE

**Before and After School
Enrichment (BASE)**
Handbook & Resource Guide



WELCOME!

Dear Parent/Guardian,

Welcome to the YMCA of Southwest Florida's Before and After School Enrichment (BASE) program! As the trailblazer of organized school age programs, the Y also remains the nation's largest provider of Before and After School programs. This year is no exception as we launch an exciting array of Before and After School Enrichment experiences and areas of interest including:

- Project Based-Learning curriculum with a focus on STEAM (Science, Technology, Engineering, Art and Math) in addition to homework assistance
- Exposure to cultural arts and service-learning projects
- Evidence based physical fitness and health curriculum
- FREE snack served daily
- Promoting positive social and emotional experiences

Please take a few moments to review this BASE Handbook & Resource Guide, that outlines our policies and procedures to ensure your child(ren) have a safe and rewarding experience. Many of the commonly asked questions about BASE are answered here. This manual and additional information are also available at swflymca.org. Most other BASE related communications will be via email and sent to the email address you provided at registration. You can "Like" the Y on Facebook to see regular updates pictures and communications about the YMCA of Southwest Florida.

As we look at quality, the Y annually reviews policies, procedures, administration and operations in order to effect necessary and continual improvements so that you and your children have the best experience possible with safety and fun programming at the forefront. Sometimes fun can look a little messy especially around pick up time but rest assured; our trained staff are transitioning the children from one exciting activity to another and/or cleaning/organizing our shared spaces.

The Y is also committed to each child's personal growth in spirit, mind and body. One way in which we achieve this goal is through our character development program. The character values of caring, honesty, respect and responsibility are woven into our daily BASE activities. Additionally, the purpose of the Y BASE program is to help participants grow socially, emotionally, mentally and physically. We offer an exciting BASE curriculum that encourages fun learning even during snack time with our Chat and Chew.

The Y BASE program can give your children an experience that can last a lifetime. Their experience is based on seven objectives that characterize all Y programs:

- To learn 4 core values: Caring, Honesty, Respect and Responsibility
- To grow personally
- To improve personal and family relationships
- To appreciate diversity
- To become better leaders and supporters
- To develop specific skills and encourage learning
- AND to have LOTS of FUN!

As your partner in developing youth, please share with us any information that will help make your experience the best possible. Let's have a great year!

Brian Nason
Senior Vice President of Child Development



GENERAL INFORMATION

Admission

The YMCA of Southwest Florida provides Before and After School Enrichment programs for children ages 5-12 years old at 10+ elementary school and "offsite" locations. The Y also provides BASE programming at five of our YMCA Family Centers: Bonita Springs, Englewood, Fort Myers, Franz Ross and Venice. YMCA Family Centers accept drop-off students. For more information, please contact your Family Center.

To register please go online to swflymca.org/program-registration and select your school/location and fill out the online application. The YMCA of Southwest Florida does not discriminate based on race, color, religion, gender, sexual orientation, national/ethnic origin, or physical/mental abilities. It is our hope to have a culturally diverse population within our staff, participants, and programs.

Days & Hours of Operation

YMCA BASE programs are available Monday through Friday, except on holidays listed below. It may be necessary to close centers on other days at the program director's discretion. Proper notice will be given.

The YMCA of Southwest Florida reserves the right to close for extreme weather, facility emergencies or other unexpected situations. If your school districts are closed for weather emergencies, the BASE programs in schools and at the Family Center may also be closed. You will be notified of any closures.

BEFORE & AFTER- SCHOOL CARE HOURS

Care provided at schools	Opening Time	Closing Time
Bonita Recreation Center		6:00pm
Eastside Elementary		6:00pm
Imagine School		6:00pm
Moore Haven Elementary		6:00pm
Myakka River Elementary	6:30am	6:00pm
Neil Armstrong Elementary	6:30am	6:00pm
Peace River Elementary	6:30am	6:00pm
Sallie Jones Elementary	6:30am	6:00pm
West Glades School		6:00pm

Pick Up

All BASE programs close at 6:00pm. To avoid late pick-up fees, all children must be picked up by 6:00pm. For more information, see Parent Responsibilities: Late Pick-Up on page 13.

Kids' Day Out Camp

On days when school is closed (e.g. teacher workdays, Winter Break, President's Day, Spring Break, etc.), care is available during normal childcare hours through Kids' Day Out Camp at each YMCA family center. Full Day Camp Care fees are included in weekly tuition for all

Teacher Workdays. Extended Break Camp fees (Thanksgiving, Spring, and Winter Breaks) are not included in regular weekly tuition and may be available for an additional fee as spaces allow. Registration for Extended Break Camps is submitted separately from BASE program.

Holiday Closings

BASE in school care is not provided when schools are closed. BASE Family Centers are closed as follows: Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day & New Year's Day, Good Friday, Memorial Day, Fourth of July.

*Additional days may be added at the discretion of your YMCA and school district.

Communications

For immediate assistance and in case of emergency, the best mode of communication is to call your YMCA school-based or family center-base directly. If we must get in contact with you due to an emergency, we will begin to call the numbers listed on your childcare application in priority order. If we are unable to reach a parent or guardian, we will begin to call the emergency contacts.

EMAIL

Please make sure to keep your email address on file current. We will be sending information, updates and exciting news when needed to ensure consistent communication.

FACEBOOK

For the latest information about the YMCA, follow your family center on Facebook.

Parent Surveys

Please note we value your feedback, and we will be sending a satisfaction survey throughout the year. Please help us best serve your family by completing this upon receipt.

School Site Locations	Site Phone #
Bonita Recreation Center	
Eastside Elementary	863-983-1560
Imagine School	
Moore Haven Elementary	863-946-0737
Myakka River Elementary	
Neil Armstrong Elementary	941-626-6864
Peace River Elementary	941-626-9914
Sallie Jones Elementary	941-769-0643
West Glades School	863-675-3490

Family Centers	Site Phone #
Bayfront Center YMCA	
Bonita Springs YMCA	239-221-7560
Englewood YMCA	941-475-1234
Fort Myers YMCA	239-275-9622
Franz Ross YMCA	941-629-9622
Venice YMCA	941-492-9622

YMCA of Southwest Florida	Site Phone #
Association Office	941-492-9622



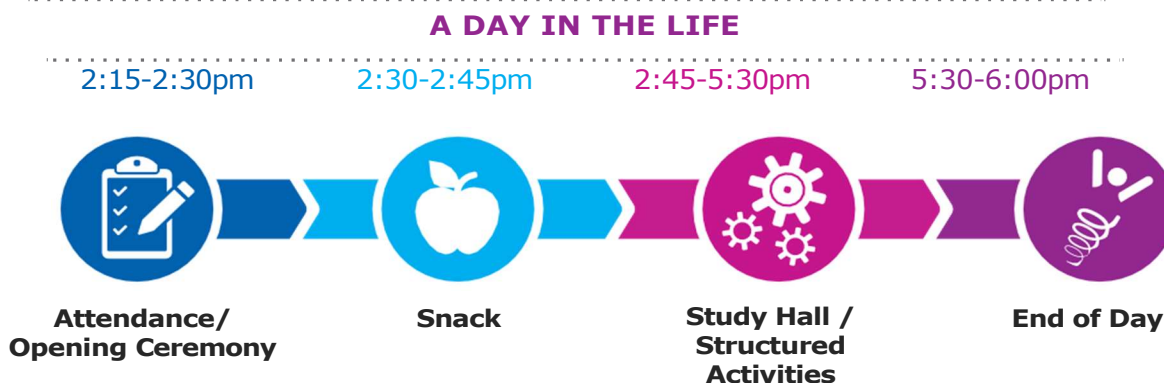
CHILD CARE ACTIVITIES

Daily Schedule

Specific daily schedules are provided at each care location. For after-school programs, the schedule will be comprised of an open ceremony/attendance, snack, STEAM projects, Arts and Crafts, Study Hall with Homework Assistance, Physical Fitness, Centers, Service Learning and FUN. Time, length and activities subject to change.

Children are arranged in age groups by grade.

Parent information board include postings of scheduled activities and other information regarding YMCA programs.



TYPES OF ACTIVITIES • STEM Projects • Arts Education • Team Building • Service Learning
Seasonal Activities • Leadership Development Games • 21st Century Skills Development

Study Hall

Your child is given the opportunity to complete their homework while in After School. During this homework time (estimated 35-45 minutes), our staff are available to assist your child with their homework needs. Tablets and Laptops are permitted for homework assignments during this time only. Though we cannot guarantee completion of homework, if there are any special circumstances, we ask that you let your Site Supervisor or assistant know. This is an important part of the YMCA↔Home Partnership. We want to make this a positive and successful experience for you and your child.

Food & Snacks

An afternoon snack will be provided to after-school program participants. Snacks at school sites are provided by the school. Snack menus are posted at all facilities for families to review.

Outside Play

It is our belief that children need and want to be outside. Children need the space and the opportunity for outside movement daily in order to foster proper muscle development. Outside play is essential for children to gain strength and develop to their fullest potential.





Personal Items

We have plenty of equipment and activities to keep your child busy. Please do not allow any toys, video games, electronic tablets or cell phones to accompany your child. This eliminates fights, theft and/or lost items that we cannot be responsible for and will not reimburse. Personal space is important for every child. Our programs will have a designated place for your child to store their backpacks, lunch boxes and other items that they bring to the program with them.

What to Leave at Home

The following items are not permitted at BASE. Children should not bring any item to program that would be upsetting if lost, broken or stolen. Any prohibited items that are brought to BASE will be stored in the child's backpack for the remainder of the day with their belongings. The Y is not responsible for damaged, lost or stolen items.

- Toys or games including trading cards (magic cards, baseball cards, Pokémon cards)
- Electronics of any kind (cell phones, iPads/tablets, iPods/mp3 players, eReaders, Nintendo, gaming devices, etc.)
 - Electronic devices are permitted for homework use during Study Hall periods only. Repeated misuse of electronics or Study Hall periods may result in electronics permissions being revoked.
- Clothing with foul language
- Jewelry
- Animals
- Weapons or anything that looks like a weapon
- Alcohol, drugs, or other related paraphernalia
- Personal sports equipment

Lost and Found

Recovered items are kept in designated areas – please check often. Unclaimed items will be donated/disposed of on a weekly basis. Label all items with permanent marker.

CHILD'S RESPONSIBILITIES

Behavior Expectations

There are clear and appropriate behavioral expectations for the children in our care. We instruct our staff to try to set limits, help children understand rules and give clear definitions of acceptable and unacceptable behavior at the start of every program. We also focus on redirecting any inappropriate behavior, as well as using positive narration to help encourage appropriate behavior. A very important part of our program is giving children the opportunity to learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parent. A caring and positive approach will be taken regarding behavior management and discipline. The staff will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions.



Discipline Procedures / Policy

- Encouraging children to use their words to express feelings and frustrations. Staff will aid in facilitating children in their attempts to settle their own disputes.
- Redirecting children from a challenging behavior to an appropriate, positive behavior.
- Behavior Reflection Contract for students to complete to reflect on their behaviors before returning to any scheduled activities.
- Provide a verbal warning to students if the inappropriate behavior continues and counseling children individually about their behaviors, in an age and stage-appropriate manner.
- Making parents aware of disciplinary concerns using an Incident Report. Parent signatures are required; and completed forms are kept on file at the YMCA.

The YMCA has a zero tolerance policy for hitting, fighting, bullying, verbal threats, stealing or destruction of other children's, YMCA or school property, possessing a weapon, and elopement (leaving their group) during our program. If these behaviors are exhibited the YMCA Staff are instructed to contact parents for immediate pick up and/or possible suspension from our program depending on the severity of the incident.

The YMCA BASE program desires to be a place for all children to thrive and grow. However, if a child exhibits any of the above behaviors consistently and/or requires excessive parent communication due to behavior issues the YMCA has the right to terminate enrollment for that child. Should your child be removed from the program for any of the above reasons the YMCA will not provide a refund.

Suspension/Expulsion

We believe strong YMCA↔Home partnerships will promote positive behavior and will minimize behavior problems. However, if serious and continuous discipline problems continue to occur, suspension and termination may be necessary. The YMCA maintains a zero-tolerance policy with respect to sexual misconduct, alcohol/tobacco/drug use, vandalism, weapons possession, fighting, biting, bullying, and elopement (leaving their group). Students found in violation of this rule will be sent home immediately. If your child is suspended, they may not return to the YMCA program and he/she will not be allowed to attend any YMCA program for the duration of the suspension. All suspensions are pending a parent conference with leadership before returning to program. Should a student be expelled they may not attend another YMCA program for the remainder of the year. The YMCA has the right to terminate childcare services at any time for any reason.

Bullying Policy

We define “bullying” as aggressive behavior manifested by the use of force or coercion to affect others, particularly when the behavior is habitual and involves an imbalance of power. It can include verbal harassment, physical assault or coercion and may be directed repeatedly towards particular victims. Bullying is not an isolated incident. All Summer Camp and B.A.S.E. programs will cover rules explained by youth leadership at the beginning of program. They will discuss expectations, our behavior policy and the zero tolerance policy against bullying. Children should report any bullying concerns to their counselors.

The YMCA of Southwest Florida is committed to a safe and enriching experience for all children. We will deliver age-appropriate activities that encourage and develop listening skills, working together and understanding others. We are committed to incorporating this into our existing program to ensure our children have the opportunity to learn and explore in an emotionally safe environment designed to build self-confidence and teach responsibility

Parents will be notified by an incident report, a phone call or an email if their child is involved in a reported incident. Each child is expected to follow behavior guidelines to maintain a safe, well-organized program. If a child cannot adjust to these rules and expectations, we reserve the right to suspend or expel the child from the program. If this determination is made, a refund will not be issued.

Character Values

The YMCA believes strongly in character development and in teaching our students the importance of our four core character values. We spend time reinforcing these values at after school by pointing out students who display these values throughout the day. Each of the character values have a color associated with it. Please talk with your child at home about these character values.

RESPONSIBILITY | CARING | RESPECT | HONESTY



PARENT'S RESPONSIBILITIES

Communication

Parents must follow all established policies and procedures as outlined in this Parent Handbook, including pick-up, payments, late pick-up, cancellation policies, etc.

Parents are responsible for reading all emails, newsletters, flyers, and notifications sent home regarding the BASE program, as well as regularly reviewing the Y website at www.swflymca.org and materials available at your child's location to keep well informed about the program.

Additional methods of communication may include the Y App (available in the Apple App Store or Google Play), and social media including Facebook and Instagram.

Financial Responsibility & Fees

Program fees are due in advance of service. In order to ensure that we have all the resources required to serve your child each week, tuition payments are due on the Friday prior to each upcoming week. Please keep this in mind with holiday breaks such as Thanksgiving break, Christmas Break and Spring Break.

While there are some exceptions, most payments are automatically drafted from your credit card or debit card, using the information you provided when registering. Be sure you have always updated credit card information on file.

Your program registration is planned by the week. We prepare snacks, activities and staff for your child each day. Few operating costs are eliminated when a child is absent because we prepare for each child every day. Because of the aforementioned, we do not refund or pro-rate fees for absences.

Before & After-School Fees are based upon the 180-day school calendar and are divided equally into weekly payments. We understand that there are some weeks during the school year with fewer than five days of service. We do not issue credits or refunds for scheduled school holidays, sickness or closings due to inclement weather.

Late Payments

Tuition payments are due on the Friday prior to each upcoming week. If late payments accrue, you may be subject to a \$30 charge that will be placed on your account. The late fee along with your balance due must be paid prior to your child attending. Services will be discontinued for failure to pay on time, or if your child is absent for more than two weeks without payments.

*Your child may not return to the program until the balance is paid.

To Pay Balance

Below are the steps on how to add and select the billing method for your weekly/bi-monthly/monthly draft; or to make a payment.

1. On the YMCA of Southwest Florida website at www.swflymca.org, click on Programs, then on online program registration and LOGIN.
2. On the next screen enter your email address and password. If you don't know your password, click on "Forgot your password" and one will be emailed or texted to you.
3. Once logged in click on My Account
4. On the Account Option screen click on Pay on Account found under Payment Details
5. The next screen will show your Outstanding Balances. With the amount due showing in the box under Payment Amount
6. Click continue and follow prompts to make your payment.

Financial Assistance

The YMCA of Southwest Florida is able to provide financial assistance based on ability to pay, thanks to generous supporters of our Annual Support Campaign. At the Y, no child, family, or adult is turned away because of an inability to pay, so long as funds and spaces are available. If you would like to apply for a scholarship, please complete an application and return it to your local branch. Applications are available on our website at www.swflymca.org or at your local Y.

Arrival & Departure

Parents are expected to sign their children in upon arrival for before care and sign them out before leaving in the afternoon. There is a Sign-In/Sign-Out sheet available as you enter the program and a full signature and time is required. ID must be provided at pick up each day before your child will be released to you. All persons signing children in/out must come into the building and be at least 18 years of age. A photo ID is required each day for pick up as the safety of your child is our number one priority.

Authorization to Pick Up

Authorization to pick up a child is given in the BASE application. We will not release your child to a person not authorized in writing by the custodial parent. Photo ID will be requested.

Pick Up

Children MUST be picked up by the designating closing time (6:00pm) and will only be released to authorized persons listed on the enrollment form.

Late Pick-Up

If you know you are going to be late, call us. We do understand that things come up and traffic can be challenging even in the best of times. We worry about your safety just as much as your child does. Additionally, many of our programs operate in a shared space and are unable to continue providing care after we close. If a parent is going to be detained it is requested that they notify the site immediately. While no parent is intentionally late, staff is not able to judge the merit of lateness and for this reason a late fee charge will be assessed.

Our programs close at 6pm and if your child is not picked up by the end of the program, then a late fee will be charged to you and collected at pick-up.

LATE FEE: \$1.00 FOR EACH MINUTE FOLLOWING SITE CLOSING TIME
Site closing time is determined by the program's clock.

Staff will make every effort to contact parents/emergency contacts to ensure timely pick-up. If neither a parent nor emergency contact can be reached, after 30 minutes, the police will be contacted. In the case that the police cannot rectify the situation, Child Protective Services will be called.

Excessive Late Pick-Up

The YMCA of Southwest Florida has found that it is necessary to have an excessive late pick-up policy, which could result in the removal of your child from our program. This policy is as follows: if you are late more than three times in any program cycle, you may be asked to remove your child.

Attendance/Absences

For the safety of all children, please understand that when your child does not show up to our program, we must verify his/her whereabouts. This puts great strain on the rest of the program participants since the program cannot start until a final headcount is accurate. Notification prior to the program start of planned absences, early pick up, or planned tardiness will ensure the smoothest transition for all participants.

Parent Involvement & Feedback

The YMCA of Southwest Florida highly encourages parent involvement. We are honored that you choose us to help raise your child and we want to make sure we are on the right track. If you wish to visit your child while in the program, you are always welcome. We just ask for advance notice. The Y will also provide family involvement activities to promote family together time. If you wish for feedback on your child's development, you are welcome to ask at any time.



Parent Code of Conduct

At every opportunity we hope to promote the mission and core values of the YMCA. Parents/guardians not displaying these core values to their children, our staff or other stakeholders could be asked to exit the program, which may also include the child being exited.

Non-Smoking Environment

The YMCA of Southwest Florida is a non-smoking environment. No person will be permitted to use tobacco products inside or outside any YMCA facility or facilities being used by the YMCA. Students and other persona under 18 may not possess, display, or use tobacco products at any time on YMCA properties, in vehicles or while participating in sponsored events. Tobacco products are defined as: cigarettes, cigars, pipes, chewing tobacco, etc.

Traffic Safety & Speed Limits

To ensure the safety of all children in YMCA programs, please respect posted stop signs, school bus signals, speed limit signs, etc. Please be cautious while driving through any program parking lot – children are everywhere.

Information Updates

We ask that any updates to phone numbers, emergency contacts or authorized pick-up be given in a timely manner. We will ask you to review your child's information on file quarterly. Childcare Associates have access to all children's records.

Security Password

Please write in a word/phrase that MAY be asked of you if you are contacting the YMCA via the telephone regarding your child.

Cancellation Policy/Leaving the Program

The last day to submit a cancellation is at least 14 days (2 weeks) in advance of the billing date for the week of the effective date of cancellation. Cancellations must be submitted in writing and emailed directly to your program's director. In addition, you must verbally inform your Site Supervisor or assistant. Failure to cancel in writing within the appropriate timeframe will result in no credit/refunds being issued. Your registration fee is non-refundable and non-transferable.

If canceled AT LEAST 14 days PRIOR to the start of the week of the effective date of cancellation:

- Registration fee: will be FORFEITED
- Balance: if applicable, may be refunded

If canceled WITHIN 14 days of the start of the week of the effective date of cancellation:

- Registration fee: will be FORFEITED
- Balance: will be FORFEITED

The Y does not give refunds once the draft hits your credit card or for failure to give an advanced 2 week written notice. Once we receive your notice the automatic draft will be set up to turn off 2 weeks from the date of written notice. Any balances dues remaining must be paid in full prior to returning to any Y program.

Transfer/Change Policy

There is no transferring of fees from one Y program to the other or refunds/changes of payment for children being absent. This includes children who are out sick or have gone on an extended vacation.

Credits and Refunds

Y Canceled: A full credit/refund will be issued in situations where the Y cancels programming for an extended period.

Weather-related Closing: No credit/refund will be issued should weather cause program closings.

Absent and/or Sick Child: There is no reduction of fees if a child is absent from the program, including illness.

Damaged Property: Replacement costs for damaged or broken Y property or school property, either accidentally or deliberately, is the responsibility of the parent/guardian; this includes any property associated with program operations, locations and vehicles.

Behavioral Issues and Suspensions: If a child is suspended from the program, a refund will not be issued. Child may be dismissed from the program without notice if their behavior is consistently disruptive or if their behavior threatens the health and safety of themselves or the safety of other children or associates. Behavior guidelines apply to a children's parents, guardians or caregiver and a child may be dismissed from program due to their actions. Please review our Behavior Policy for further details.

Program Concerns: Any concerns with program operations, activities or events should be brought to the attention of the Director/Coordinator/Site Supervisor/Assistant immediately to correct the situation.

HEALTH & SAFETY

Food Safety/Allergies

The health and safety of our children is of the utmost importance. It is imperative that the child-care staff is aware of any food allergies before enrollment. At some programs, food is provided, and a menu is posted. If food is not provided, your child's food brought to the center will be checked daily and labeled with his/her name and date. There is absolutely no food sharing allowed. All outside food provided for groups (i.e. birthday cupcakes), must be store bought, including a full ingredient label and be cleared with the Supervisor in advance.



Dress Code

Children should wear comfortable and appropriate clothing for indoor and outdoor activities. We use washable paints and crayons; however, clothing can still get stained. We do not reimburse for clothing rips, stains or normal wear and tear. It is expected that the parents will provide proper seasonal clothing. **CLOSED-TOED & CLOSED HEELED SHOES MUST BE WORN AT ALL TIMES.** Open-toed shoes can be a safety hazard to your child. If you send your child in open-toed sandals or in flip-flops, you will be called and asked to bring different shoes for your child.

Transportation Policy

When the Y provides transportation for children, from school to the family center, there are strictly enforced safety guidelines that Y associates follow.

Guidelines include:

- Supervision of children prior to loading and after unloading the bus
- Annual vehicle inspections
- Pre-trip safety checklist
- All vehicle equipped with a first-aid kit
- Associates will have active First Aid and CPR certifications
- Cell phone available for emergencies

In addition to these guidelines, associates will instruct and supervise children of the rules of the bus prior to the bus moving. **Children are expected to follow the rules or risk losing their transportation privileges. These rules include, but are not limited to the following:**

- Safe seating shall be provided for each person, with the maximum rated seating capacity specified for each vehicle
- Seat belts must always be worn, if available
- Children must remain seated while the bus is in motion
- Any passengers in wheelchairs will be belted in and chair wheels locked. Other reasonable accommodations may apply for children with special needs
- Children must always remain seated and heads should be visible No child should lie down in seat or on each other's laps
- At no time should head, arms, or other body parts be out of the window or in the aisle
- Conduct of bus riders must not disturb or distract the driver
- No objects shall be thrown from the vehicle at any time
- Children must hold on to their own belongings. Aisles and the floor must remain clear of backpacks, lunch boxes, and any other items.
- Attendance sheets will be present on each bus for each bus stop. Campers will be lined up outside of the bus and attendance will be taken as they load the bus.
- Vehicles should follow convoy travel procedures (when applicable)

Should the need arise due to an emergency, a change in weather or a change in established plans, Y program will contact parent/guardians via email (if they are signed up for them) and will also receive an email to the email address you registered with to let you know what changes have been made or what the emergency is. If there is a critical emergency parents/ guardian will be contacted via a phone call.

Each location that offers transportation to and/or from program will communicate specifics of the transportation plan with parents/guardians separately.

Site Safety Plans and Procedures

Each site has their own emergency action plan. Should you have any questions, please contact your site supervisor or program director.

Sick Child

The health and safety of your child is a matter of major importance to all of us. In order to protect the children in the program who are well, we have very stringent rules about sick children. If your child becomes ill in our program, we will call you and you must make arrangements to pick up your child within 30 minutes. Re-admission will be allowed with a doctor's note or when a child has been without symptoms for 24 hours. This means if your child is sent home on Tuesday, he or she may not return until Thursday.

Please keep your child home if your child has:

- had a fever in the previous 24 hours
- a cold that is less than two days old
- heavy nasal discharge
- constant cough
- reoccurring vomiting or diarrhea (two or more times)
- temperature of 100° F
- Symptoms of communicable disease (sniffles, reddened eyes, sore throat, headache and abdominal pain plus fever)

Medication Administration

The YMCA does not administer any form of medication (including sunscreen, which is considered a topical medication and can not to be applied by staff.

Allergies

It is the parent's responsibility to inform the Y of any allergies your child might have. Please list any allergies in the child's Registration Packet completed during online registration. Should any changes need to be made, contact your Program's Director and inform your Site Supervisor to update your registration packet online. When necessary, you will need to provide additional information on signs, symptoms and treatment of allergies.

Child Injury

All Y Associates are trained in CPR and First Aid.

In the unfortunate event that your child incurs a major injury at BASE, Y associates will contact a parent or guardian. A parent needs to always be available by phone in case of emergency. Doctors and hospitals will not treat a child (except in life threatening cases) without the parent's presence or permission.

In case of an emergency requiring immediate medical attention, Y Associates are required to:

- Administer appropriate first aid

- Make the child comfortable
- Call for an ambulance
- Notify the parent/guardian
- Notify Y Association Leadership

Y Leadership may follow up on any injuries by contacting parents that same evening or following day. In case of an injury not requiring emergency care, staff members will:

- Administer appropriate first aid
- Notify the parent/guardian
- Observe and monitor the child's activity

In the event that your child gets a minor injury at BASE which is determined to only require basic first aid, Y Staff assist your child to or will administer the appropriate first aid. Parents will be notified of any injuries at the time of child is picked up.

An Accident Report will be written in reference to the injury. An individual who is authorized to pick up the child will be required to sign-off that they received the communication with regards to the incident when they pick the child up.

Please make every effort to keep the YMCA up to date on phone numbers, emergency numbers and other pertinent information.

Inclement Weather

The Y's BASE program may close during hazardous weather conditions. Inclement weather conditions may delay our opening and/or transportation of your children. Please note that our primary mode of communication with you will be via email. Please ensure that you have an accurate email on file. No exceptions for not receiving the information will be made.

In order to serve children and families to the best of our ability, the YMCA of Southwest Florida has developed inclement weather policies for school- based programs and family center programs.

Weather-Related Situation	YMCA-Based Programs	School-Based Programs
School Closing	Depending on the severity of the weather, Kid's Day Out Camp may be available (for a limited number of children) at your YMCA family center, if the family center opens before 10am.	School-Based programs will follow the school closing schedule; however, depending on the severity of the weather, Kids Day Out Camp may be available (for a limited number of children) at your YMCA family center, if the family center opens before 10am.
Delayed Opening	There is no before-school. After school program will open at normal time.	There is no before-school. After school program will open at normal time.
Early Dismissal	Program will operate from the time of school dismissal and close at 6pm.	School-based programs will follow the school closing schedule; and if school closes early due to inclement weather, there will be no after school program.

The YMCA will make every effort to provide care in the event of inclement weather; however, the safety of the children and staff are our primary responsibility. The YMCA could close and/or adjust the inclement policy due to hazardous weather conditions. We will follow the same procedures to contact you regarding closings and/or adjustments to the policy as outlined above. Late Pick-up Policy will still apply during weather emergencies.



Heat Index Plan

If heat index reaches 100 degrees, children will be kept out of the sun and all high intensity activities will be canceled. Only low- intensity activities will remain outside and in the shade. If heat index reaches 105 degrees, all children are brought inside, and all outdoor activities canceled.

QUALIFIED ASSOCIATES

Our Associates

The Y has hundreds of trained associates and volunteers working with children and youth in the many programs we provide. The protection and safety of children is our first concern.

Our Screening

We have a multi-layered approach to reviewing, interviewing, and screening all candidates for all positions. Prior to a hiring offer, all candidates undergo a background check through an independent search company, a review on the National Sex Offender's registry, fingerprinting, and reference checks.

Our Training

We are strongly committed to providing quality BASE programs. The Y offers staff the opportunity to grow both personally and professionally through ongoing development and training. All staff participate in at least a full week of training (or more!). Trainings include the Prevention and Identification of Child Abuse/Neglect, First Aid, CPR, Y Character Development, Early Coalition 8 E-Learning courses and Curriculum Implantation. Staff members attend classes at our Y, onsite at BASE locations and online. Supervisors and directors complete additional training to promote a child safe environment.

Policy on Associates Working with Children Outside of Y Time

Employees are often asked by Y families to provide childcare (babysitting) and other services on their own time to Y members and their families. The YMCA of Southwest Florida does NOT permit employees to provide babysitting or other services to families or children they meet through Y programs. In addition, associates should not provide transportation in a personal vehicle or be in personal contact with your child outside of Y programs. This includes personal communications not related to Y programs through email, texting, phone calls, letters, or contact over the internet. Such policies are designed to protect children and associates from child abuse and/or false allegations. Parents are asked to report any violation of this policy to Y Leadership.

Child Abuse Prevention

Y associates receive training on the Prevention and Identification of Child Abuse. As stated with Licensing Regulations, it is mandatory for childcare providers to report any suspected cases of child abuse and/or neglect to Child Protective Services. All Y associates are mandated to report any suspected child abuse. For more information see next page.



ABUSE PREVENTION POLICY

The growth and development of men, women, boys, girls and families has been the Y's principle concern for over 150 years. Through programs of health and wellness, aquatics, sports, camping, parent child, family programs and childcare, the Y is responding to the needs of children and families. Many changes have occurred in the lives of children and families today. Some of these changes are positive. However, the alarming increase in child abuse is of particular concern to the Y. Throughout its history, the Y has been a strong advocate for children's rights. It is therefore most appropriate that mistreatment or neglect of children and the resulting severe effects would be of primary concern to the Y.

The Y advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention and the development of self-discipline. At no time will the following disciplinary techniques be tolerated: physical punishment, yelling, striking, biting, kicking, squeezing, shaming, withholding food or rest room privileges, confining children in small locked rooms, or verbal or emotional abuse.

YMCA staff and volunteers need to be sensitive to each person's need for personal space (i.e., not everyone wants to be hugged). The Y encourages appropriate touch; however, at the same time it prohibits inappropriate touch or other means of sexually exploiting children. Based upon its concern for children, parents and YMCA staff, the following standards related to reporting procedures, staffing, standards, code of conduct and resources for parents and children, have been developed.

****Note:** The YMCA of Southwest Florida, like many other public institutions, is mandated by law to report suspected child abuse to Child Protective Services within 24 hours of reported incident. CHILD ABUSE is mistreatment or neglect of a child resulting in injury or harm. Child abuse may be physical, verbal, emotional or sexual. Its effects may result in severe emotional and physical handicaps, anti-social behavior, even death.

Procedures for Reporting Suspected Child Abuse

1. At the first report or suspicion of child abuse, the staff or volunteer to whom it has been reported will immediately inform his or her supervisor.
2. Whether the incident or alleged offense takes place on or off YMCA premises, it will be considered job-related (because of the youth-involved nature of the Y).
3. The YMCA of Southwest Florida will make a report within 24 hours to Child Protective Services and will request that the situation be investigated. In the event the reported incident or suspicion involves an employed staff person or volunteer, the responsible Executive Director will suspend the person from all responsibilities until the investigation is complete.
4. All staff members and volunteers must be sensitive to the need for confidentiality in the handling of information in this area and are therefore instructed to only discuss matters pertaining to abuse or suspected abuse with their supervisors.
5. YMCA staff may not contact child(ren) or parents involved in a child abuse incident.
6. All incidents or alleged offenses will be documented on the day of occurrence.



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF SOUTHWEST FLORIDA

ASSOCIATION OFFICE

701 Center Road
Venice, FL 34285
P 941-492-9622

BAYFRONT CENTER

750 W Retta Esplanade
Punta Gorda, FL 33950
P 941-505-0999

BONITA SPRINGS EARLY LEARNING CENTER

27200 Kent Road
Bonita Springs, FL 34135
P 239-221-7560

BONITA SPRINGS YMCA

27200 Kent Road
Bonita Springs, FL 34135
P 239-221-7560

CHARLOTTE HARBOR EARLY LEARNING CENTER

22416 Glass Ln
Charlotte Harbor, FL 33980
P 941-629-2220

ENGLEWOOD YMCA

701 Medical Blvd
Englewood, FL 34223
P 941-475-1234

FORT MYERS YMCA

1360 Royal Palm Square Blvd.
Fort Myers, FL 33919
P 239-275-9622

FRANZ ROSS YMCA

19333 Quesada Ave
Port Charlotte, FL 33948
P 941-629-9622

PGT EARLY LEARNING CENTER

101 Triple Diamond Blvd.
Venice, FL 34275
P 941-480-0170

PUNTA GORDA YMCA

2905 Tamiami Trail
Punta Gorda, FL 33950
P 941-505-0999

SKY ACADEMY ENGLEWOOD

881 River Road
Englewood, FL 34223
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SKY ACADEMY VENICE

705 Center Road
Venice, FL 34285
P 941-244-2626

VENICE EARLY LEARNING CENTER

701 Center Road
Venice, FL 34285
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VENICE YMCA

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Venice, FL 34285
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YMCA HAPPEHATCHEE CENTER

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Estero, FL 33923
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