



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# Y-ASPIRE

(After-School Program for Inspiration, Recreation and Education)

## Parents' Handbook 2017-2018

### Meeting Waters YMCA

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Strengthening the foundations of community through youth development, healthy living and social responsibility.

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*This manual contains important information regarding program schedule, expectations of parents and children, what to do in case of illness or emergency and other aspects of a safe and quality after-school care program. **Please keep this manual in a place where it can be referred to as needed.***

## **GENERAL INFORMATION**

### ***Y ASPIRE Program Philosophy***

It is our belief that effective school-age child care and youth development programs, in general, foster social, intellectual, physical and emotional growth and development of the children involved in the program and strengthen families. We are committed to helping young people and their families live a healthy lifestyle, including promoting policies and practices in our Youth Development programs that support healthy eating and routine physical activity. ***We will provide reliable care with a purposeful curriculum in a safe and enriching environment that enables young people to learn, grow and thrive.***

Meeting Waters YMCA does not discriminate on the basis of race, color, national origin, ability, age or gender in admission or access to its programs or activities. Modifications of the program to accommodate children with special needs may be made where such modifications are reasonable and necessary, do not fundamentally alter the nature of the program, and do not result in an undue burden on the YMCA. ***Requests for modification or auxiliary aids should be made as far in advance of commencement of the program as possible.***

### ***Character Development and YMCA Child Care Programs***

For over 160 years, the YMCA movement has made a commitment to promote character development. In thousands of YMCAs around the world, program participants learn how to apply the four core YMCA values of caring, honesty, respect and responsibility.

### ***Leadership of Y-ASPIRE***

Y-ASPIRE was created and is currently managed by Meeting Waters YMCA Executive Director Susan Fortier. Susan has a strong background in youth development as well as over forty-five years of experience as a YMCA participant and professional. Each Y-ASPIRE site is led by a Site Director and a Program Assistant. The staff has met stringent state licensing and YMCA criteria for training, experience and character. Site Directors participate in training prior to the school year, ongoing professional development throughout the year, and a YMCA certification program in their first 12 weeks of employment.

### ***Parent-Participant-Staff Communication***

A successful after-school enrichment program is the result of open, honest, and caring communication between staff and participants, and staff and parents. We all have the same goal...an enriching and safe experience for your child. Given that common ground, we look forward to hearing your concerns, compliments and feedback in an ongoing way. We will be sure to engage your child as a resource in creating a program that is most meaningful, fun and rewarding for all involved. We are all partners in this adventure. We hope to hear from you and you can expect to hear from us. We encourage your first line of communication to always be the staff at your child's site. If the need arises, you may contact Sue Fortier, Executive Director, at the Meeting Waters YMCA's main office at 802-463-4769. If you have concerns regarding licensing practices, you can call the Child Care Concern Hotline at 1-800-540-7942.

### ***Typical Schedule for Regular School Days: Some programs start earlier but all follow this general schedule.***

2:45 arrive/attendance  
3:00 physical activity (outside, weather permitting)  
3:45 wash hands/healthy snack  
4:05 group activity related to monthly theme  
4:45 homework/quiet play (board games, reading, arts and crafts)  
4:55 clean up  
5:00 free play/reading/finishing projects or homework

### **Typical Full Day Schedule**

(Vacations, holidays, etc. Full day programs begin at the time your school normally starts.)

8/8:30 arrival and quiet play  
8:30 craft activity stations  
9:45 clean up  
10:00 healthy snack  
10:15 physical activity (games, outside play, etc.)  
12:00 lunch  
12:45 activity related to monthly theme  
1:30 choice time (board games, reading, arts and crafts, etc.)  
3:00 healthy snack  
3:30 physical activity (games, outside play, etc.)  
5:00 quiet activities/clean up/pick up

### **Quiet Time and Homework Time**

Y-ASPIRE children have the opportunity to work on homework or other academic activities daily, with help from staff. Because Y-ASPIRE is an enrichment program focused on developing healthy spirit, mind and body, homework time will never be longer than 20 minutes. We believe strongly that a healthy body (healthy snack and physical activity) and healthy spirit (self-discovery and character development) are essential to a healthy mind. Based on this belief the Y-ASPIRE program makes time each day for activities that develop participants' bodies and spirits, as well as their minds.

### **Snack**

Meeting Waters YMCA provides a nutritious snack every day. On full-day programs, we provide two snacks, one in the morning and one in the afternoon. All snacks and beverages comply with the CACFP guidelines for serving sizes, food preparation, storage and service and meet our HEPA standards as outlined in section VIII. If your child has any food allergies, please be sure to communicate the specifics on their health form. We will do our best to accommodate alterations in the menu based on food allergies or personal preference, but may need to hold families accountable for providing their own snacks if the needs are extreme or if a child's preferences are so narrow it impacts the rest of the group's choices.

### **Lunch**

On full day programs, parents provide lunch. We ask that families provide healthy lunch options that are in keeping with our HEPA standards as outlined in section VIII, including no soda or other sugar sweetened beverages, candy or excessive sugary treats. We are unable to heat lunches.

### **Y ASPIRE Themes**

Day-to-day and week-to-week, Y-ASPIRE activities are designed around monthly themes. The themes have been chosen based on our YMCA mission, the program's purpose, stages of group development and in relation to national or global events. This year's themes are:

September: Building Our Y-ASPIRE Community

October: Caring, Honesty, Respect and Responsibility

November: Celebrating Diversity

December: Holidays Around the World

January: Kindness & Justice *(as part of a national youth movement in honor of the legacy of Martin Luther King)*

February: Our Community

March: Our World

April: The Natural World *(in conjunction with Earth Day)*

May: Healthy Kids/Healthy Families

June: Next Steps

### **Family Connection Events**

At least once a month, each Y-ASPIRE site hosts a "Family Connection Event" during which the entire family—parents, other caregivers and siblings—come together to build community, explore the monthly theme with Y-

ASPIRE participants and staff, and participate in activities that promote three pillars of our Healthy Family Home initiative—healthy eating, physical activity and connecting as a family.

## **Y-ASPIRE CALENDAR**

### ***Holidays, In-Service Days and Vacations***

If schools are closed due to a holiday, vacation, parent-teacher conferences or teacher in-service day we usually offer an "All Day" program (if the school/program site is available to us). Please consult your local school calendar to find the in-service and vacation days for your child's school system.

This service is available at no extra cost if your child is regularly scheduled to attend Y-ASPIRE on that day, however, **you must register ahead of time so that we can provide appropriate staffing**. Sign-up will take place at least one week in advance. If you do not sign-up by the designated deadline your child(ren) we not be able to attend the program on those dates. We will sometimes combine sites (Brattleboro to one or two sites; Dummerston and Putney) for either staffing needs and/or if a school is not available.

On vacations and holidays, Y-ASPIRE begins at the time that school normally starts and ends at 6:00 pm. On early release days, the program begins at the close of school and ends at 6:00 pm.

### **Y-ASPIRE will be closed on the following holidays:**

- ❖ Labor Day – September 4<sup>th</sup>
- ❖ Thanksgiving – November 23<sup>th</sup>
- ❖ Day after Thanksgiving – November 24<sup>th</sup>
- ❖ Christmas Day- December 25<sup>th</sup>
- ❖ Memorial Day – May 28<sup>th</sup>

There may be additional days where we are unable to run programs based on the schools availability. We will give families as much notice as possible so that other arrangements can be made.

The first and last day of Y-ASPIRE is always on a **full day** of school.

### ***Snow Days***

Y-ASPIRE does not operate when school is cancelled for unanticipated reasons like snow storms. However, in Brattleboro we do run a separate **Y Snow Days Program**. Please call our main office if you'd like information about this program.

### ***Early School Closings***

If school is closing early for a scheduled in-service day the program begins at the close of school and ends at 6:00 pm. On days when there is an unplanned early closing of school (i.e. - due to snow) Y-ASPIRE will begin at the early release time. We request that you pick up your child as early as possible so that you, your child(ren) and our staff are at the least risk possible while driving in inclement conditions.

### ***Closing or Delayed Opening of Y-ASPIRE***

Our commitment is to provide a program that meets the needs of working parents. However, for the safety of everyone involved (you, children and staff), we will open late (full day programs only), close early (any day), or cancel the program entirely (full days), if safety officials declare that the roads are unsafe for travel.

We will make such announcements through local radio stations and our facebook page. With over 200 children now enrolled in Y-ASPIRE, our staff cannot make individual phone calls to all parents. If the weather is bad, please listen to your radio or check our facebook page for information about Y-ASPIRE.

In the case of the need to close the program early, MWYMCA staff will make calls to parents and, if not available, the emergency contacts designated on your registration forms. Your child will need to be picked up within 30 minutes of the call.

### **Occasional Care**

Occasional care is available for those people enrolled in the program on a regular basis who may need an additional day or extended time. We do not allow “switching” of days during the week. You are contracted for a set schedule.

- 1) If you are not currently enrolled for all 5 days you may request an additional day of occasional care. This request must be made through the **main office** at least 24 hours prior to the additional day requested.
- 2) Those people regularly scheduled for 5pm pick up may request a later pick up time by arranging with the Site Director 24 hours in advance. If you have requested a late pick up time AND you pick your child up before closing time (6:00 PM), the extra time will be billed at the Occasional Care rate of \$5.00 per hour. If it is after 6pm all late pick up fees and policies apply.

*In both cases, occasional care will only be granted if doing so does not require us to exceed the state mandated child:staff ratio.*

- 3) You are financially responsible once your request has been confirmed.

### **Occasional Care Fees & Payment**

On a typical school day and early release days, occasional care is billed at a rate of **\$5.00 per hour or any part thereof**. For full days (vacations, holidays, etc.) the occasional care rates are **\$30/day**. Occasional care charges are due within 10 days of the date on the invoice.

#### **To utilize occasional care you should:**

- **Call our main office at (802) 463-4769 at least 24 hours prior to the day you need the care.** We will determine whether or not we can meet your request.
- Send a note to school with your child notifying the school that s/he will be attending Y-ASPIRE at the end of the school day.

## **REGISTRATION AND PAYMENT POLICIES**

### **Registration**

Your child is not formally registered for the Y-ASPIRE program until all of the following steps are completed:

- An enrollment form and \$10 administrative fee are received at the Meeting Waters YMCA's administrative offices;
- All registration forms, including a signed Contract of Understanding, are received at the Meeting Waters YMCA's administrative offices;
- Payment in advance of services, a certificate for Child Care Financial Assistance, and/or a letter of commitment from a third party funder are received at the Meeting Waters YMCA's administrative offices.

### **Tuition Policies**

1. There is an annual non-refundable \$10.00 administrative fee.
2. **We accept state Child Care Financial Assistance.** This program is to support middle and lower income families where all parents are working and/or in job-training programs. For more information contact your regional Resource and Referral Center (in Bellows Falls, Saxtons River: 886-5242; and in Brattleboro, Putney, Dummerston, and Westminster: 257-2887).
3. Financial assistance from the Meeting Waters YMCA is available based on need and availability. Contact our main office for more information.
4. Payments for Y-ASPIRE are set on an annual basis. **Monthly payments are due prior to the first of the month. Weekly payments are due by 12:00 pm on the Friday prior to the next week of service.** Payments are due to our Bellows Falls office (PO Box 511, Bellows Falls, VT 05101) so please plan accordingly to have them arrive by mail on the due date, at the latest.
5. Failure to pay on time will result in a \$5.00 late fee.

6. If a balance due remains for over one week, your child will be withdrawn from the program so that we can serve a family on the waiting list. If, after that, the debt is paid and we have space available, you can re-enroll your child.
7. If you are late in paying your contracted amount more than three times in the program year your child will be withdrawn from the Y-ASPIRE program.

**PLEASE NOTE:**

1. The full contracted rate is expected for each payment due date, **regardless of absences, vacations, holidays, or closing for poor weather.**
2. Full-day and half-day programs offered on vacations, some holidays and teacher in-service days are offered to Y-ASPIRE participants at NO ADDITIONAL COST for the days for which your child is regularly scheduled (i.e. - if your child attends Y-ASPIRE every Monday, Wednesday and Friday, they are welcome to take part in the full-day or half-day Y-ASPIRE programs on those days with no additional cost beyond your normal fees.)
3. If you would like your child to attend half- or full-day programs on days for which s/he is not contracted you will need to request occasional care as described on the previous page.
4. Site Directors or other program staff will not accept payment. Questions and communications regarding your enrollment, program fees and other administrative functions should be directed to Meeting Waters YMCA's main office at 802-463-4769 (BF area) or 802-246-1036 (Brattleboro area).

***Issues relating to families receiving state Child Care Financial Assistance***

1. If your child does not attend the program, and you do not call the Site Director to let them know that your child is sick, the state subsidy program may refuse to pay. If this is the case, you will be billed for the tuition for that week.
2. If you request Occasional Care and your regular weekly tuition is less than the amount authorized by subsidy, the remaining subsidy balance can be put towards the Occasional Care fees.
3. If you are late in picking up your child and you are charged a Late Pick up fee, state funding cannot be used to cover those charges.
4. When your Child Care Financial Assistance application is up for review, please complete the paperwork early. If your certificate expires you will be responsible for payment.

***Withdrawing from the Y-ASPIRE Program***

Withdrawal from Y-ASPIRE must be made by **writing our main office** (PO Box 511, Bellows Falls, VT 05101 or e-mail [info@meetingwatersymca.org](mailto:info@meetingwatersymca.org)) **two weeks prior to the final day of participation**. The letter should clearly state the date that your child will end their participation in the program. Parents are responsible for paying any fees accrued during this two week period, even if the child is no longer attending the program.

## **ARRIVAL/DEPARTURE POLICIES**

### ***Pick-up***

Children will be released from the Meeting Waters YMCA's responsibility only to those people whose names are listed as an authorized escort on the registration form, unless the parent has notified the staff otherwise, in writing or by calling the site cell phone. **Your child will not be released to anyone without your permission.** A parent or designated escort must come to where Y-ASPIRE is taking place in order to check the child out of the program. This encourages parent-staff communication and ensures that each child has transitioned from one caring adult to another.

### ***Drop-Off on Full Days***

A parent or designated escort must accompany their child to the Y-ASPIRE location on all full day programs. This encourages parent-staff communication and ensures that each child has transitioned from one caring adult to another.

### ***Pick-up Time***

Pick-up time is the time you leave the program (not when you arrive). We encourage you to come and spend time with your child, but please be sure to leave the program before your contracted pick-up time.

### ***Late Pick-Up***

If you are going to be late picking up your child, you must call your Site Director as soon as possible so our staff can adjust their schedules accordingly. If you pick up your child later than the contracted time, a late pick-up fee will be charged. If you are contracted for 5:00 pick-up, but pick your child up before 6:00 PM, you will be billed at a rate of \$5.00 for any part of every 15 minutes that you are late. If you pick your child up after 6:00 PM, you will be billed at a rate of \$1.00 per minute. The Site Director's cell phone will serve as the official time. *See "Occasional Care" on Page 5 for instructions on pre-scheduling a later pick-up time than the 5:00 option on a particular day when more care is needed.*

When you are late picking up your child, you are creating safety and regulatory problems for the Y-ASPIRE program. Therefore, if you are late picking up your child more than three times in a program year, your child will be removed from the program.

### ***Release & Return***

For any child participating in an activity outside of Y-ASPIRE during program hours, a parent must complete the appropriate release form with their Site Director. If the child is returning, that section of the form must be completed and an adult must escort the child back to the program and check in with the program staff.

### ***Walking Permission***

Permission to walk home from Y-ASPIRE is considered on a case-by-case basis and must be approved by the Program Director. Please see your Site Director to complete the appropriate form.

### ***Absences***

Parents are required to call their Y-ASPIRE site's cell phone whenever their child is not able to attend the program for any reason. Do not rely on the school to notify us. There is voicemail service on the phone so a message can be left any time, day or night. If your child is absent and we don't have a phone call from a parent, Y-ASPIRE staff must spend valuable time making sure your child is safe. Repeated absences without a phone call are grounds for dismissal from the program.



## BEHAVIORAL EXPECTATIONS AND DISCIPLINE POLICIES

### ***Y-ASPIRE Behavioral Expectations***

The Y ASPIRE students and staff will co-create a set of rules and expectations for the program within the first week. However, there are baseline expectations. **Please review these rules with your child prior to his/her first day at the Y ASPIRE program.**

- Treat others the way they want to be treated (the “Platinum Rule”):
  - Speak and act with respect and courtesy.
  - Use kind, positive words.
  - Respect others’ bodies, feelings and personal space.
  - Stay with the Y-ASPIRE staff - It is never okay to leave your group unless you have the permission of one of the program staff.
- Respect the property of the school, Meeting Waters YMCA and others
  - Use sports, arts & craft and other equipment only for what they are made to do.
  - Put things back where they belong.
  - Keep all areas clean after use - throw away or recycle your trash and all trash you find.
  - Always clean up after yourself.
  - Keep track of your belongings.
  - Be sure you have everything you started with when you move from one place to the next.
  - Label all clothing and personal belongings so they may be returned to you if lost and found.
  - Use others’ belongings only if they have allowed you to do so.
- Do not bring toys or games from home unless requested by staff during special days or activities.

### ***Discipline Policy***

The philosophy of the program is based on showing respect to everyone with the ultimate goal of every child being successful in the program. We relate to each child on an individual basis. Should a behavioral problem arise we typically adhere to a 7 step discipline process (the exception being when there is the threat or act of physical or emotional abuse). We reserve the right to remove a child from the program at any point in the process. We will attempt to help the child understand why they have been reprimanded each step of the way.

1. Redirection: Try to redirect child(ren) to a different activity/space.
2. Talk with child(ren) about the incident: Discuss what happened, how it could have been resolved and what will happen if the behavior occurs again.
3. Remove a child from the situation: The child will sit in a quiet area away from activity. After the child has calmed down, our staff will discuss the incident and what will happen if the behavior occurs again.
4. Incident Report: Staff will complete an incident report and discuss the situation with the parent at pick-up time. The parent will sign and return the report, acknowledging the conversation and expectations.
5. Call Parent: If a serious behavior problem occurs, the YMCA staff will call the parent. A parent or emergency escort must come immediately to pick up the child.
6. Meeting with parent(s): If incidents occur on a regular basis, a meeting with a parent will be scheduled to discuss the situation and agree to behavioral guidelines that must be adhered to.
7. Removal from program: If the behavior(s) continue, the child will be removed from the program.

Examples of serious behavior problems include, but are not limited to: fighting, repeatedly hurting others, vandalism, not doing what staff or other participants ask of them, running away from program (classroom, gym, playground area, etc...) and inappropriate language. If your child is removed from the program due to their behavior, there will be no refunds for time that has already been paid.

### ***Clothing***

Please dress your child appropriately. Children should wear clothes in which they can move freely and are comfortable. Children will play outside every day, weather permitting, so appropriate warm clothes are necessary (mittens, hat, snow pants, boots, warm coat, rain coat, etc.). Fire codes require shoes to be worn at all times, therefore it is important that every child bring shoes to wear inside. Boots are not allowed on the gym floor. **Please label all clothing and personal items!**

Meeting Waters YMCA is not responsible for any lost or damaged personal items or clothing. Each child is responsible for their own belongings.

## HEALTH POLICIES

### ***Immunization Record/Health Form***

Each child is required to have up to date immunizations as mandated by the Vermont Child Development Division. All health related information must be accurate and kept up to date. Please advise your Site Director of any information changes throughout the school year.

### ***First Aid***

Lifesaving techniques and first aid may only be administered by individuals trained to do so. Each Site Director (and most Assistants) is certified by the Red Cross in First Aid and infant/child CPR. When first aid is administered, an accident report will be completed, signed and submitted to the parent and Program Director by the end of that day.

### ***Medications***

Staff will only administer prescription medication. If medication must be given to a child during a child care program, the following steps MUST be taken:

1. The parent must complete a written medication consent form authorizing the staff to administer medication (this form will be kept with the child's records).
2. The prescribed medication, including epipens and inhalers, must be in the original container and made out to the child with instructions for use.
3. A written record of the administration of any medication will be kept in the child's file.

***\*Please note: Y-ASPIRE staff do not have access to medication, epipens, or inhalers kept in the school nurse's office.***

### ***Allergies/Asthma***

If a child's health records indicate allergies or asthma, Y-ASPIRE staff will discuss the symptoms and procedures for care with the child's parent(s). An allergy/asthma action plan, describing the issue and all steps to be taken, will be kept at the program site. Parents must provide all necessary medication as indicated on the action plan including benadryl or other antihistamine. Staff will be informed regularly of all health issues within their group. If a child has an allergy/asthma attack the staff will follow procedure for care as outlined on the action plan and parents will be notified immediately. Children with a prescription requiring an inhaler or epipen will not be permitted in the program without it.

### ***Sick Child Policy***

These guidelines have been established for the comfort and well-being of your child and that of other children in the Y-ASPIRE program. Children who do not feel well should stay home. If a child becomes ill while at the program, a parent will be notified to pick up their child within one hour. Children will not be permitted to come to the Y-ASPIRE if:

1. They pose a significant health risk to other children,
2. They are feeling so poorly that they require an excessive amount of time from staff,
3. They feel so poorly they need comfort from their own parents.

We adhere to Department of Health standards with regard to treatment protocol for various illnesses, diseases, and health issues. Please contact us if you need guidance.

***In the event that your child develops or contracts a contagious disease or head lice, please contact your Site Director within 24 hours so that we may inform other parents.***

### ***Emergency***

In case of a medical emergency, the Site Director will take whatever steps necessary to ensure the safety of the child and group. These steps may include, but are not limited to, the following:

1. Attempts to contact parent/legal guardian
2. Attempts to contact parent/guardian through those listed on emergency form
3. Attempts to contact child's physician.
4. If we cannot contact parent/guardian or physician we will do any or all of the following:
  - a. contact another physician
  - b. call an ambulance
  - c. have child transported to the emergency care unit in the company of a Y-ASPIRE staff member.

5. If the emergency warrants immediate care the Site Director will call an ambulance to transport the child to an emergency care unit and then proceed to contact parent/guardian.

### ***Accidents and Injuries***

Meeting Waters YMCA staff keeps a record of all accidents and injuries, however minor. If, in a staff member's judgment, an injury may be serious or in question, the parent will be contacted for consultation or information. If a parent cannot be reached, we will contact the persons designated as emergency contacts by the parent. If we are unable to reach them, we will respond to the emergency in the way in which we feel is most appropriate and safe for the child.

## **OTHER POLICIES**

### ***Alcohol and Drug Policy***

Meeting Waters YMCA reserves the right to judge whether an authorized person is competent to take a child home without placing the child at risk. In the event that an authorized escort appears to be under the influence of alcohol or any other substance, Meeting Waters YMCA has established these policies:

1. Staff will suggest to the parent/authorized escort that another authorized person on the emergency contact list be called.
2. Staff will suggest using a taxi to transport the family home.
3. If the parent/person becomes belligerent, the staff person must consider the possibility of injury to the child, other children in the program, and staff. The staff person will be required to call police to the site to prevent the parent/authorized escort from taking the child. We will remove the child from the parents/escort's presence until the police inform us it is safe to release the child to the person's care or until another escort arrives.

### ***Policy Regarding Staff-Child Interactions Outside of Y-ASPIRE***

Contact outside of the program setting between Meeting Waters YMCA staff and a participant in the program is prohibited. This includes babysitting for or transporting a Meeting Waters YMCA program participant. Contact between a Meeting Waters YMCA staff member and program participant through social media (facebook, etc.) is prohibited. If a prior relationship between a program participant and Meeting Waters YMCA staff member exists, both the staff person and parent should make our Program Director aware of this relationship.

### ***Protocol for Reporting Suspected Child Abuse/Neglect***

All child care staff are mandated to report any signs of child abuse or neglect as soon as there is reasonable cause to believe that abuse or neglect may have occurred. The following steps will, and must, be taken:

1. The staff member immediately informs the Site Director. The Site Director will then inform the Program Director and/or Executive Director of Meeting Waters YMCA.
2. The staff person will complete an incident report detailing abuse or neglect. The report will be submitted to the Program Director within 24 hours of the incident.
3. The Site Director and Program Director will review and evaluate the situation.
4. The Program Director, together with the staff member, will call the Division of Social Services within 24 hours of the initial report.

### ***Vermont School-Age Child Care Regulations***

Y-ASPIRE is a state-licensed school-age child care program. As such, its policies, procedures, staff and space requirements and more are closely regulated by the Vermont Department of Children and Families. Many of the policies and procedures outlined in this Parents' Handbook are aligned with the state's regulations. To access the Vermont School-Age Child Care licensing regulations, visit [www.dcf.vermont.gov](http://www.dcf.vermont.gov).

## **HEALTHY EATING AND PHYSICAL ACTIVITY (HEPA) STANDARDS FOR Y-ASPIRE**

In our role as leaders in healthy living, we have established and adopted standards for healthy eating and physical activity in our Y-ASPIRE program:

### ***PHYSICAL ACTIVITY***

We provide opportunities for moderate and vigorous physical activity as well as bone and muscle strengthening activities, for at least 30 minutes per day (60 minutes during full-day programs). Active play takes place outdoors whenever possible. Y staff model active living by participating in physical activities with the children.

### ***FOOD***

Snack each day includes food from two or more food groups, at least one of which is ½ cup of a fruit or vegetable. Snacks will be free of trans-fats. All snacks made from grains will be whole grains. Snacks will be free of sugar and syrups (high-fructose corn syrup, honey, etc.) to the extent possible but will never have more than 8 grams of added sugar per serving. We will not provide any fried foods and encourage parents to not send foods that are fried or pre-fried (chicken tenders, tater tots, potato chips, etc.) on full day programs. Children serve themselves (“family style”) from common bowls and pitchers, with limited help. Staff sits with children during snack time. Y staff model healthy eating behaviors at all times including consuming the same foods and beverages as the participants and avoiding consumption of other foods or beverages during the program time. On full days when both staff and children bring their own lunches, staff brings a lunch consistent with these HEPA standards. If a parent chooses to provide snack for their child, the food and drink must meet our HEPA standards.

### ***BEVERAGES***

Water is accessible and available to children at all times, including at the table during snack. The only beverages served at snack will be water, unflavored low or nonfat milk, or 100% fruit juice. Sugar-sweetened beverages, including soda and fruit juices with added sugars, will never be served at Y-ASPIRE.

### ***SCREEN TIME***

No movies or television will be shown at Y-ASPIRE. We do not use computers within the program. No laptop computers, tablets, hand-held video games or smartphones are allowed at Y-ASPIRE.

### ***PARENT ENGAGEMENT***

We engage parents/care givers using informational materials and/or activities focused on healthy eating and physical activity a minimum of once a month.