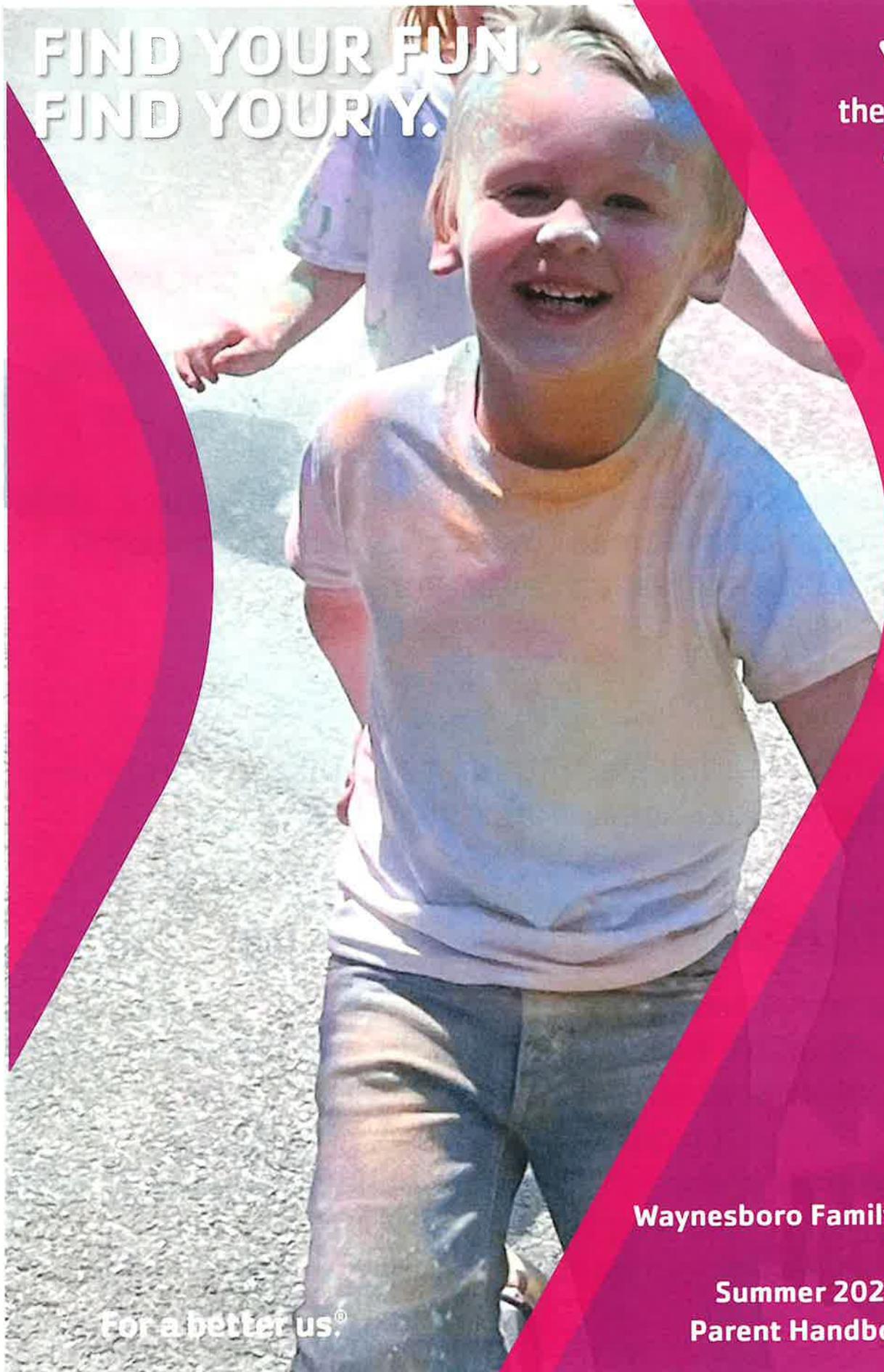


**FIND YOUR FUN.
FIND YOUR Y.**



For a better us.®

Waynesboro Family YMCA

**Summer 2026
Parent Handbook**

WELCOME!

WE ARE FOR YOUTH DEVELOPMENT

Nurturing the potential of every child, we believe all kids deserve the opportunity to discover who they are and what they can achieve. That's why through the Y, thousands of youth today are cultivating the values, skills and relationships that lead to positive behaviors, better health, and educational achievement.

OUR MISSION

To put Christian principles into practice through programs that build a healthy spirit, mind and body for all.

OUR PHILOSOPHY

Y Childcare is an exciting, safe community for young people to explore the outdoors, build self-esteem, develop interpersonal skills and make lasting friendships and memories. Our purpose is to present a quality age-appropriate and fun program while promoting healthy lifestyles, strengthening family relationships, and developing leadership qualities and social responsibility.

Our Staff

Our staff strive to be excellent role models for your children. We take pride in our selection and careful screening to employ the finest staff in the area. Candidates must meet strict YMCA Childcare qualifications which meet, and often exceed licensing standards. Staff must pass a background check, participate in training and certification programs including but not limited to CPR, First Aid, Prevention & Recognition of Child Abuse, Child Development and Licensing Regulations.

Our Directors

Rebecca Patton, Childcare Director

rpatton@ymcawaynesboro.org

540-241-4797

Lauren Caulder, Assistant/Offsite Childcare Director

lcaulder@ymcawaynesboro.org

540-241-4055

We do ask that you not contact staff after 8pm or before 7am.

Admission Policy

We accept children ages 3 years (potty-trained-they must be able to independently use the restroom) to grade 5 regardless of race, sex, religion, ethnic origin, sexual orientation, handicap, or medical condition; provided the established program meets the needs of the individual child with reasonable accommodations. It is our hope to have a culturally diverse population within our staff, participants and programs.



Payment Policy

Program fees are due in a timely fashion. Payments are made through an automatic draft from a checking, savings or credit card account. Fees are drafted the Friday before care at approximately 3:03am. Any returned payment will be assessed a \$30 fee and our payment processing company will attempt to draft up to 3 more times. Fees that remained unpaid will indicate that you are terminating services for your child and the next child on the waiting list will be notified. All registration fees and supply fees are non-refundable and non-transferrable. A \$50 re-enrollment fee will be charged if you decide to re-register your child. Any changes to payments must be made by 5pm the Thursday before draft is scheduled.

OPEN DOORS

The YMCA does not turn anyone away based on inability to pay for services. Please let the Childcare Director know if you would like information on our Financial Assistance Program. We also participate with the Department of Social Services.

www.ymcawaynesboro.org

Childcare Experiences

Preschool

Our full day preschool program offers potty-trained children ages 3-5 an exciting introduction to school. We use the STREAMin3 Curriculum which provides developmentally appropriate, hands-on learning experiences. Our program is also enriched with water play, an outdoor classroom space, library visits, field trips, sports, and much more. We participate in the Mixed Delivery Grant which provides reduced priced preschool to qualifying families.

Preschool Afterschool

Our preschool afterschool program offers students from Wayne Hills (starting at age 3) the opportunity to have an extended day while parents work. Children will be picked up by YMCA staff and brought to the Y. Full day care will be offered on teacher work-days, holidays and inclement weather days at an additional fee. This is a potty-trained program. All children must be able to use the restroom independently.

Afterschool

Our afterschool program provides care for students from Berkeley Glenn, William Perry, Westwood, Stump and Stuarts Draft Elementary Schools. We offer gym/outdoor play, homework time, arts & crafts, games, and center play. Full day care is offered on teacher work days, holidays and inclement weather days at an additional fee. We have afterschool programs at the Y Site and Westwood Hills Elementary School. Westwood students remain at the Westwood Site. This program is for children in grades K-5th.

Summer Camp

We offer a full day summer program at both the Y Site (11 weeks) and the Westwood Site (10 weeks). Our summer program is a full summer commitment. It's a time for fun, sunshine and friendships. We offer field trips, swimming, storytelling, arts & crafts, games, sports, outdoor play and more. We incorporate the Y's core values of caring, honesty, respect, responsibility and inclusion in all that we do.

Drop In Care

We offer drop in care on days that school is closed due to holidays and teacher work-days on a first come first serve basis provided we have space available. Registration is done one week in advance of scheduled school closing. Contact the Childcare Director to register. This is for school age (K-5th) children only.

Onsite childcare programs are eligible for Department of Social Services subsidy program.

Policies and Procedures

Calendars and Information

A monthly calendar and/or daily schedule will be posted in each classroom. We will post important information (ie sign ups, special events, reminders) on the clipboard and/or sign in area. It is the parent's responsibility to check for information each day. Parents may request a copy of any posted information.

Cell Phone Policy

In order for information to be communicated in a timely fashion, we ask that you refrain from using your cell phone during drop off and/or pick up. Many times our staff will need to share information with you. In addition, your children are excited to see you at the end of a busy day and they have lots to share. Please end all cell phone calls before entering the childcare space.

Signing Your Child In and Out

You must sign your child in and out of the program EVERY DAY and leave the BEST phone number to be reached at in case of an emergency. Children arriving for afterschool programs will be signed in by receiving staff. YOU MUST PROVIDE PHOTO IDENTIFICATION when picking up until our staff know you. Our number one priority is keeping your child safe. All persons signing children out must be at least 18 years of age. It is your responsibility to notify us if someone other than an authorized pick up is picking up your child and to inform them that they must have photo identification.

Dress Code

Children should wear comfortable and appropriate clothing and shoes for indoor and outdoor play. We require a change of clothes for our preschool program and it is encouraged for all other age groups. We are not responsible for stains, lost clothing, or damaged clothing. We do ask that clothing appropriately cover a child's body and that underclothes not be shown during play. Tennis shoes are required for outdoor and gym play. Water shoes are required for outdoor water play. Your child will not be allowed to participate without proper footwear. Parents will be called and required to bring appropriate clothing and/or shoes.

Hygiene and Toileting

Children are expected to perform independently routine self-help skills such as handwashing, changing clothes, and toileting. Verbal guidance will be given as needed.

Lunch and Snack

We have partnered with Waynesboro Public Schools and we will be able to provide breakfast (morning snack) and lunch for all children enrolled in our summer program. We will receive a weekly menu. Families are allowed to continue to pack if they would like. We will be providing afternoon snack through the CACFP program provided your family filled out the appropriate paperwork. We are excited for both of these programs to launch this summer.

Program Goals

1. To provide an environment where all children feel safe, supported and cared for.
2. To develop the inner strength and character of all children.
3. To increase the physical fitness of all children.
4. To strengthen the interpersonal and social skills of all children.
5. To model the importance of the Y's core values of caring, honesty, respect, responsibility and inclusion for all children.
6. To instill an appreciation for diversity in all children.



Policies and Procedures cont.

Illness

The health and safety of your child and our staff is priority. In order to protect everyone, we have strict rules about illness. It is the parent's responsibility to contact the Y within 24 hours if the child or anyone in the household has been diagnosed with a communicable disease.

If your child becomes ill while in attendance, we will call you. It is the parent's responsibility to make immediate arrangements to pick up the child. We cannot have sick children with well children. If your child is sent home with a fever, vomiting or diarrhea, they may not return until they have been symptom free for 24 hours without the use of medication.

Please keep your child at home if they have:

- Had a fever, diarrhea or vomiting in the last 24 hours
- A heavy nasal or eye discharge
- A constant cough
- Temperature of 100 or higher
- Symptoms of a communicable disease such as sore throat, headache, abdominal pain, fever, red or draining eyes

We reserve the right to require a doctor's note and/or mask wearing if deemed necessary.

All YMCA staff are mandated reporters. We are required to report any suspected abuse or neglect to the Department of Social Services.

Medication

Each classroom will have a staff member who is trained in Medication Administration as needed. We administer life saving medications and long term medications only. We are unable to administer any injections. If your child requires medication, a VA Department of Social Services authorization form must be on file and signed by both the doctor and parent. All medication must be in the original container with the child's name and dosing information on it. Medication will be kept in a locked place. It is the parent's responsibility to refill medication and replace when expired. Any medication not picked up by the parent will be disposed of within 14 days per pharmacy recommendations.

Things to Bring

Preschool children should bring (on Monday) a blanket and crib sheet for nap, swimsuit **and** towel. These will be sent home on Friday to be washed. Preschool children should have sneakers, a change of clothes, and a water bottle.

School age children should have a change of clothes, swimsuit **and** towel, sneakers, and a water bottle.

Things Not to Bring

Any toys (soft toys are allowed for nap) from home, trading cards, electronic devices (this includes cell phones and smart watches), and/or money. These items will be confiscated and held by the director until parent pick up. Children should not have artificial nails, jewelry, or clothing that prohibit play or pose a danger to the child wearing them or other children. We are not responsible for items brought from home.

Policies and Procedures cont.

Required Documentation

We are licensed through the Department of Health and Safety/VDOE, therefore, there are documents **REQUIRED** for attendance. All documents must be submitted and complete **BEFORE** a child may attend care. A current and complete physical exam, immunization record signed by the physician and stating that the child is adequately immunized, and proof of birth are required along with payment authorization and registration forms. Registration forms must be filled out completely. Parents are responsible for updating information including but not limited to work address and phone number. If a child has an allergy, an allergy action plan is required for each allergy. Any child requiring medication must have a medication authorization on file for each medication.

INCOMPLETE PAPERWORK WILL NOT BE ACCEPTED.

ALL PAPERWORK MUST BE ORIGINAL COPIES, NO EMAILED, SCREENSHOTS, ETC WILL BE ALLOWED.

Discipline and Behavior Management

A child's participation in our program depends on his/her behavior. We want each child to enjoy the activities planned and benefit from the experience the Y offers.

Basic rules of safety and conduct are outlined below. Please make certain your child is aware of these rules. Parents will be informed by phone, in writing, and through parent conferences as needed if their child continues to display inappropriate behavior. General disciplinary techniques involve positive reinforcement, redirection, modeling of appropriate behaviors, arranging the classroom in a way that promotes desirable behaviors, and time to ones self while remaining in sight and sound supervision. The following actions and/or threats are forbidden: physical punishment, enclosure in a small, confined space, punishment by other children, withholding food or rest, demeaning verbal remarks, or punishment by applying harmful substances. In general, children are expected to: follow directions, speak quietly and politely to peers and staff, sit at a table and eat with good manners, get along with their peers, and be respectful of staff.

Discipline and Behavior (cont)

Discipline is to be administered in a creative and loving manner. Any harsh or corporal punishment is forbidden. We will try to the best of our abilities to work with parents to solve any problems. The best line of defense is having parents and staff work together as a team to guide children in the right direction.

Failure to comply with rules may lead to suspension and/or termination from the program. Repeatedly engaging in fighting, stealing or defacing the site or other people's property, repeated disrespect for staff or rude and discourteous behavior toward other children and repeatedly displaying an inability to follow established guidelines may lead to termination from the program. The parent will be given written notification of termination with a one-week period to obtain new services. We reserve the right to immediately terminate if staff feels it cannot maintain the safety and welfare of the child and/or other children.

Sunscreen and Insect Repellent

Licensing requires that sunscreens and/or insect repellent may only be applied with written consent of the parent. These must be labeled with the child's name and be given to the child's teacher. Each child must have their own. Children under the age of 9 will have sunscreen applied by staff. Children over the age of 9 will be supervised by staff and offered assistance as needed. All insect repellent will be applied by staff and logged. We request that each child have only one bottle/can of sunscreen and/or insect repellent. Storage is very limited. These will be sent home at the end of summer. Any sunscreen/insect repellent not picked up will be disposed of.

Miscellaneous

Handwashing

Children and staff will be expected to wash their hands with soap and water before and after eating, after toileting, after any contact with bodily fluids and at other appropriate times during the day. In the event that soap and water are not available, children will be given hand sanitizing wipes. Hand sanitizer is not allowed.

Rest Time

Each child will be expected to rest at the required rest time. Early risers will be provided a quiet activity until all other children are up. This is a very important time for children as well as childcare providers. After a busy morning, the children need that quiet time to refresh. Preschool children will be provided a 2-hour quiet time daily, this time will decrease in the summer and as needed throughout the school year. School age children will be provided a 30-minute quiet time daily during the summer months and full days. Children who are not asleep after 30 minutes will be provided a quiet activity.

Transportation

Children under the age of 8 years will be required to be in a child safety seat while riding on YMCA buses. We take the responsibility of transporting your child very seriously. Your child's safety is our #1 priority. The following rules will be consistently applied:

- Children will remain seated and buckled at all times while the engine is running
- Children are expected to face forward and talk softly to their peers
- Children are to keep their hands to themselves
- No objects are to be thrown inside or outside the vehicle
- No yelling or wild behavior will be permitted
- Children are to keep all belongings in their bookbag unless told otherwise by staff
- Eating will NOT be allowed on the buses unless told otherwise by staff

Failure to follow these rules will result in refusal to transport.

Absences

We understand that absences will inevitably happen. For full days, please notify staff no later than 9 am when your child will not be in attendance. Afterschool parents must contact the **YMCA FRONT DESK** no later than 2pm if their child will not be riding the bus. They have a do not pick up list that is checked by drivers before leaving. If a phone call is not received, a \$10 charge will be added to your account per child. The whereabouts of your child after school is a priority. Time spent trying to locate a child may cause a driver to be late to other stops and/or affect ratios at the Y.

Emergency Procedures

All staff are trained in emergency procedures and required to receive yearly updates of such procedures. Evacuation drills are held on a monthly basis so children can become familiar. In addition, we will participate in 2 shelter in place drills, an earthquake drill and a lock down drill. Should an emergency occur that will not allow us to remain at the YMCA, our primary shelters are as follows:

Waynesboro Public Library
600 S Wayne Avenue

St John's Episcopal Church
473 S Wayne Avenue

Parents will be contacted via phone in the event of an emergency. We do ask that parents wait to hear from staff as not to hinder any evacuations, medical treatments, etc. that may be needed. This will allow staff to communicate effectively with emergency services first and foremost, then parents.

Miscellaneous cont.

Field Trips

Children will have the opportunity to participate in field trips. Parents will sign a blanket permission slip in their enrollment packet. An additional permission form will be provided for each trip. The cost of field trips is included in tuition. If your child will not be attending the field trip or arrives late, you are responsible for alternate care. Children must arrive 30 minutes prior to field trip departure time. Field trip money may be non-refundable depending on the location. Parents are welcome to attend provided space is available. Parents must provide their own transportation and pay the required fee. All payments for field trips are expected before the time of the trip. Field trips are CASH only. Please bring in exact change as staff are unable to make change.

We reserve the right to have on site field trips when taking children out and about is not deemed safe or appropriate.

Termination of Enrollment

When a family's childcare needs change, a one week (5 day) written notice is necessary to withdraw. Without this notice, the individual responsible for the account will be liable for any fees incurred until notice is received. In the event you wish to re-enroll, any and all outstanding debts to the YMCA must be paid. This does not apply to summer camp which is a full summer commitment.

Tax Information

Tax information will be printed via request at the end of the year for the previous year. There will be a \$5 fee for any information that needs to be reprinted.

Extra Curricular Activities (Y site only)

If you choose for your child to participate in other YMCA activities (swim, sports, fitness), our staff will take them to the activity and pick them up provided it is during our hours of operation and does not interfere with meals, rest time, and/or field trips. Parents will be required to sign an extracurricular form giving us permission to leave the child with Y staff who run the program. If your child does not have the appropriate clothing items for the activity, we will not take them.

Holidays/Closings

Childcare is closed on the following days:

- New Year's Eve/Day
- Good Friday
- Memorial Day
- July Fourth
- Labor Day
- Thanksgiving (Thursday & Friday)
- Christmas (Eve, Day, & day after)

We will be closed the Friday preceding or Monday following a holiday that falls on the weekend. Tuition is not prorated for these closings.

Inclement Weather Policy

If Waynesboro City Schools are on a 2-hour delay due to inclement weather, childcare will open at 8am.

If Waynesboro City Schools are closed due to inclement weather, childcare will plan to open at 9am. If inclement weather is extreme, the Childcare Director and Executive Director will make a determination to close no later than 8a. Please check the YMCA Facebook page and YMCA voicemail for closings. Staff will make every effort to contact parents via text message as well.

In case of inclement weather that causes schools to dismiss early, we will make every effort to pick up children from school. In the event that we are unable to do bus runs, we will notify you as soon as possible to make alternate arrangements.

We will make every effort to open and remain open, however, the safety of your children and our staff is priority.

Miscellaneous cont.

Hours of Operation

Our program operates 7am-6pm, Monday-Friday. Children may not be dropped off before 7am and must be picked up by 6pm.

All children must be walked to their classroom and signed in with a staff member. Please do not let your child come to a classroom alone.

We understand that things happen out of your control. If you are going to be late, please contact the Y or a Director so we are aware and can reassure your child. If we have not had communication from a parent by 6:30pm, we will contact Social Services to pick up the child.

Late Fees are \$20 per child (6:01-6:15pm) and \$40 per child (6:16-6:30pm).

Any child not picked up by 6pm will have a late fee assessed to their account. This fee is due the following day and is charged per child. Children often become upset if they feel they have been forgotten.

Important Phone Numbers

YMCA	540-943-9622
	540-942-5107
	540-942-5108
Fax	540-932-7582

Welcome to Childcare at the Waynesboro YMCA!

**We are excited to have you and your child join
our family!**