

FIVE STAR KIDS ACADEMY

SCHOOL-AGE CARE AT THE ARMED SERVICES YMCA OF HAMPTON ROADS



ARMED SERVICES YMCA OF HAMPTON ROADS
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ARMED SERVICES YMCA

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Welcome, Armed Services YMCA (ASYMCA) Families!

We would like to take this opportunity to welcome you to the FIVE STAR KIDS ACADEMY, School-Age Care and Summer Camp Programs. It is our desire to create an inviting, learning environment where your child(ren), ages 5-12 years, are supported physically, socio-emotionally and academically.

This handbook may be used to answer questions you may have about our school-age care program or summer camp. It includes policies, procedures and other important information you may need during your child(ren)'s enrollment at the ASYMCA. We will update policies should any changes occur and notify parents and guardians with these updates through email, and when required by posting on the Parent Board in the lobby of the Regional Office or on the Bulletin Board at Sewells Point.

The ASYMCA prides itself on excellent communication and collaboration with parents/guardians. We recognize parents/guardians as their children's first and primary teachers and look forward to getting to know your child(ren) and the entire family.

Should you have concerns or questions at any time, please contact the school-age care director to schedule a meeting by calling 757-363-1884, ext. 8773 or emailing Katrina Cherry at KCherry@asymca.org. Miss Katrina provides direct supervision and training for all program facilitators.

Parents/Guardians may also contact Youth Enrichment Program Director Laura Roberts at 757-363-1884, ext. 8774 or email lroberts@asymca.org who oversees all youth programs. You may also reach to the ASYMCA of Hampton Roads Executive Director Laura Baxter by calling 757-363-1884, ext. 8770 or emailing lbaxter@asymca.org. We appreciate any comments, ideas or suggestions you may wish to share as we continuously strive to improve our programming to best support our families.

Again, welcome, and thank you for joining our ASYMCA family!

MISSION STATEMENT

The Armed Services YMCA enhances the lives of military members and their families in spirit, mind and body through programs relevant to the unique challenges of military life.

We recognize the needs of military families, especially in an area with the largest concentration of military in the nation and the only NATO Command on U.S. soil. Our region is home to approximately 83,000 personnel and 96,000 dependents. We are devoted to nurturing the well-being of the Hampton Roads military community and its five branches of service.

GUIDING PRINCIPLES

The Armed Services YMCA of Hampton Roads will:

1. Be guided by Christian principles with a holistic approach to develop and promote healthy spirit, mind and body;
2. Be inclusive and treat everyone with compassion and respect;
3. Collaborate with military commands and community organizations;
4. Honor the service members' and their families' commitment to defend our Nation; and
5. Strive for excellence in all we do.

ABOUT US

Since the first "Army YMCA" was established in November 1889 at Fort Monroe, the ASYMCA of Hampton Roads has been serving our troops and their families stationed in Coastal Virginia through programs and services relevant to military life. Working with the DoD and local military leaders helps to identify the most critical needs of active duty service members and families. Our purpose is to support and strengthen military families by offering an array of high-quality child/family programs to fill the gap between what is needed and what is available through DoD services. We are proud of the positive impact we are able to make and are committed to ensure that our mission continues.

Why choose the Armed Services YMCA of Hampton Roads?

For us, it's ALL ABOUT THE KIDS!

We recognize the unique character and temperament of every child, and actively engage each one in developmentally-appropriate activities to foster social, emotional, intellectual and physical growth. We consistently stimulate and challenge children, helping them to manage their emotions, problem solve to make good choices and enhance their resilience skills to be the best people they can be.



The FIVE STAR KIDS ACADEMY School-Age Care Program Offers:

- Positive, caring and respectful relationships with highly-qualified facilitators;
- A clean, welcoming, and well-organized environment where children can flourish academically and meet personal developmental milestones;
- Opportunities for structured and free-play where children connect and build lasting friendships;

- Parents' peace of mind, knowing their greatest assets are safe, happy and valued;
- Open communication where parents are partners ensuring the greatest possible growth and development for their child(ren);
- High-Interest learning activities that promote STEAM education (Science, Technology, Engineering, Art and Mathematics);
- Differentiated lesson plans to meet the unique needs of students;
- Independent time for self-reflection to promote self-awareness, enriched emotional intelligence, better listening skills, improved critical thinking, greater empathy and communication skills;
- Interactive activities and games that promote healthy competition and good sportsmanship; and
- Homework assistance and needed academic support.

CLASSROOM VISITATIONS

Under normal circumstances, parents are welcome to visit classrooms at any time during the program. However, due to strict adherence to COVID-19 Guidelines and CDC Protocols, we are limited the number of exposures that our children encounter. Visitation opportunities will resume when it is safe to do so. Thank you for your understanding and realizing the safety and wellbeing of children and staff is paramount at this critical time. When classroom visitations resume, parents/guardians are required to sign in with ASYMCA staff and be escorted to their child's classroom. By following this procedure, we are able to track and account for everyone in the facility to maintain safety and regulatory policies, as well as ensure we maintain required adult: children ratios.

DAILY SCHEDULE AND ACTIVITIES

Children enrolled in the School-Age Care and Summer Camp programs follow a schedule that offers healthy, social, and educational experiences in a safe, nurturing and stimulating environment. Students engage in age-appropriate lessons to meet their intellectual and developmental needs in a number of areas, including literacy and content areas. Interactive activities, with a STEAM focus, help promote communication skills and encourage creativity and independent, critical thinking.

Parents/Guardians play a vital role in their child’s self-esteem and are encouraged to talk with their children about their daily activities and ask to see their work. The more children realize that their education and daily activities matter to you, the more effort they will put forth to do their best and the more likely they are to initiate daily conversation.

FIVE STAR KIDS ACADEMY, School-Age Care Program

DAILY SCHEDULE

SCHEDULE	ACTIVITY	TIME	BEST PRACTICES
6:30-8:00 A.M.	Arrival and Student-Choice Activities	90 minutes	Socialization with peers and staff
8:00-8:30 A.M.	Breakfast/Snack	30 minutes	Focus on nutritious meals, conversation, using manners and positive interaction-peer to peer and peer to facilitator
<i>*All children are expected to be signed in and ready to learn by 8:30A.M.</i>			
8:30-9:20 A.M.	Pledge, Moment of Silence, Circle Time, and Teacher-Directed Activities (Mindfulness or Character Development Activities)	50 minutes	Established routines and positive plan to begin the day; socio-emotional support lessons and activities
9:20-9:30 A.M.	Preparation for Virtual Instruction	10 minutes	Prepare materials and sign in to digital devices for instruction in assigned student area

9:30-10:30 A.M.	Virtual Instruction	60 minutes	Public school teachers meet with students at each grade level to provide instruction
10:30-11:30 A.M.	Morning Snack and Outside Recess (Rotation)	60 minutes	Recreation/Fitness to develop gross motor skills, encouraging teamwork, cooperation and socialization
11:30 A.M.-12:30 P.M.	Classwork Assignments and quiet learning activities	60 minutes	Students complete and submit assignments
12:30-1:05 P.M.	Handwashing and LUNCH	35 minutes	Focus on nutritious meals, conversation, using manners and positive interaction
1:05-1:25 P.M.	Sustained Silent Reading and LA Response Activities (Student Choice)	20 minutes	Students in grades K-2 will be encouraged to read for 10-15 minutes; students in grades 3-6 are encouraged to read for 20 minutes
1:25-1:45 P.M.	Read Aloud	20 minutes	Staff read age-appropriate text to students; older students in grades 4-6 may enjoy chapter books that are read daily until finished
1:45-2:45 P.M.	Rotation Stations: Health and STEAM	60 minutes	Facilitator-Directed Lessons and

			Activities. Teachers rotate every 20 minutes so student groups do not mix and teachers are teaching the same lessons (adjusting for age-appropriateness)
2:45-3:15 P.M.	Independent Work to follow up to Health and STEAM Activities	30 minutes	Follow up activities for instruction provided during facilitator -directed learning block
3:15-3:35 P.M.	Whole Group Share-Sesh	20 minutes	Students present their products, practicing oral language skills reinforced throughout the day
3:35-4:05 P.M.	Afternoon Snack	30 minutes	Students enjoy nutritious snack (student choice)
4:05-4:25 P.M.	Prepare for Dismissal	20 minutes	Students pack their bookbags and clean up their assigned areas in preparation for parent pick up
4:25-5:30 P.M.	Outside Recreation	65 minutes	Recreation/Fitness to develop gross motor skills, encouraging teamwork, cooperation and socialization

HEALTH AND SAFETY

Your child(ren)'s health and safety is our top PRIORITY!

1. Play equipment and surrounding areas are clean and free from safety hazards.
2. Staff follow appropriate sanitation procedures for food, handwashing, etc.
3. All facilitators are carefully screened and must:
 - Meet licensing and ASYMCA regulations and pass criminal and Child Protective Services Background Checks;
 - Meet or exceed annual training standards as directed by the ASYMCA licensing organization, the Virginia Dept. of Social Services;
 - Be certified in CPR and First Aid and some have Medication Administration Training (MAT); and
 - Be evaluated regularly for their effectiveness, responsiveness and overall quality of program implementation.
4. Daily snacks provided meet USDA recommended guidelines.
5. Procedures are in place to screen visitors and the highest security measures, including security cameras in all classrooms and on the playground, ensure child and staff safety.
6. Parents/Guardians will be made aware of the **ASYMCA's Emergency Preparedness and Evacuation Plan** and it shall be posted on the parent board at all times.
7. **Fire Drills and Evacuation Procedures** are practiced monthly to ensure all staff and children in their care know the proper procedures to follow to exit the building quickly and safely should an emergency arise. Information pertinent to these drills is recorded and posted on the Parent Bulletin Board.

SICK CHILD AND INJURY POLICIES AND PROCEDURES

The health and safety of children and staff is a matter of utmost importance to the ASYMCA. All sick child policies are in compliance with the Commonwealth of Virginia licensing regulations and the following procedures will be followed:

- The ASYMCA will notify parents/guardians in the order prioritized on the enrollment record should a child become ill. The parent agrees to pick up the sick child within 45 minutes of this call. ***What constitutes illness?*** A child is considered to be ill if they have a temperature over 100 degrees F, recurring vomiting/diarrhea, or any communicable illness/disease (persistent cough, heavy nasal discharge, reddened eyes, sore throat, headache or abdominal pain plus fever, etc.) that would require exclusion from other children and staff.
- The sick child will be placed in a supervised, cozy corner in a room separate from other children to rest and may be required to wear their parent-provided face mask while awaiting parent pick-up.
- The child must be free of symptoms and fever for 48 hours to return to the program and a doctor's note may be requested.
- In addition, should a child sustain an injury that may require more than first aid by staff, or the child sustains a bump to the head of any kind, every attempt will be made to contact the parent/guardian immediately. Should this type of emergency situation occur when a parent/guardian cannot be reached, the parent/guardian grants the ASYMCA permission to call the child's physician, or if deemed necessary, to have the injured or ill child transported in an Emergency vehicle or private vehicle to receive medical care/treatment.
- The parent/guardian agrees to inform the school-age care staff/director, within 24 hours or the next business day, if their child or any other immediate household member has developed any reportable communicable disease, as defined by the Virginia State Board of Health (except for life-threatening diseases which must be reported immediately).

COVID-19 PRECAUTIONS

1. Classrooms will maintain student: staff ratios to maintain social distancing, as stated by the COVID-19 Guidelines;*
2. All frequently touched areas will be cleaned and sanitized hourly;
3. High-Touch materials will be disinfected between uses;
4. Students will wash hands before and after handling shared supplies;
5. Social distancing will be practiced throughout the day;

6. Students 10 years and older will wear a parent-provided face mask when not able to maintain social distancing measures in place; and
7. Classroom seating will maintain 6-foot social distancing.

***SEE** the ASYMCA of Hampton Roads **Protocol and Processes for COVID-19 Safety** which list all cleaning, disinfecting and sanitizing procedures and other ways the ASYMCA is working to keep children and families safe.

MEDICATION POLICY

If your child requires medication while attending the FIVE STAR KIDS ACADEMY School-Age Care or Summer Camp programs, a signed **Medicine Authorization Form** must be on file. A parent/guardian (not a child) must hand the medication to the staff member. The medicine must be prescribed by a doctor and in its original container with the child's name clearly listed on it. The medicine cannot be an over-the-counter drug (unless it has been prescribed by the doctor and a note must be provided stating this).

Parental Authorization forms are good for one week only and then must be completed again. The only exception to this is long-term medications for such things as asthma, ADHD, allergies, etc. All medication will be kept in a locked box. Please understand that it may not always be possible to administer medications as requested and the ASYMCA cannot be responsible for missed doses and are not required by law to administer medication. This is provided as a service to families and we will make every effort to administer medications as requested. Only those School-Age Care staff certified as "Medication Administrators" may dispense medications.

OVER-THE-COUNTER SKIN PRODUCTS

FIVE STAR KIDS ACADEMY School-Age Care staff are happy to apply sunscreen or insect repellent provided by the center as long as the following requirements are met:

- Written parental authorization noting any adverse reactions has been provided on the child's Enrollment Application and
- Parents may provide their own skin care products for their child(ren) as long as they are in their original containers labeled with the child's name.

NOTE: Children under nine years of age may not administer their own sunscreen. School-Age Care staff will administer sunscreen to this age group in accordance with standards for licensed child day centers.

ADMISSION POLICIES

The FIVE STAR KIDS ACADEMY School-Age Care and Summer Camp programs admit children ages 5-12 years of age. Children of any race, color, religion, sex, national and ethnic origin are granted all rights, privileges, programs and activities generally accorded or made available at school. Although priority enrollment is given to military dependents, civilians are welcome to enroll when space permits. The ASYMCA will address physically-challenged and special needs children on a per request basis with the hope that all children can be served. Our goal is to attain cultural diversity in staff, participants and programs.

ADMISSION PROCESS

The admission process begins with an interview between the school-age care program director, parents/guardians, and the child(ren). During this interview, ASYMCA policies and procedures will be discussed as well as the requirement for all ASYMCA families to register for a FREE ASYMCA membership through our membership site. An opportunity to address any questions about the school-age care program (or other ASYMCA programming) and a tour of the facility with an opportunity to meet staff currently at the school/center will be offered. Parents/Guardians will be provided with links to the ***FIVE STAR KIDS ACADEMY Parent/Guardian Handbook*** and **Registration Application** to be completed, signed and submitted for each child being enrolled.

To complete the registration process, parents/guardians must provide the documents listed below for each child being enrolled in the school-age care or summer camp program for verification:

- **Original Birth Certificate or Passport** (Virginia State Licensing standards mandate that school-age staff see and record the state ID number);
- **Commonwealth of Virginia's Physical Form**, signed and dated by the child's physician;
- **Immunization Record** per Section 22.1-271.2 of the Code of Virginia which requires "documentation of all immunizations received be obtained prior to each child's admission to a child care center required to be licensed by the Commonwealth";

- **Parent's/Guardian's ID:** Valid Driver's License, Military ID, or Passport; and
- **Most Current LES** to determine tuition fees.

TUITION AND FEES

The ASYMCA is proud to partner as an affiliate member of Child Care Aware of America. All active duty Navy, Army, Air Force and Marine Corps Families in Hampton Roads are encouraged to apply online for **Child Care Aware of America** tuition assistance. All program fees are listed below.

PROGRAMS	E1 TO E5	E6 TO CIVILIAN	FEES & DISCOUNTS
BEFORE SCHOOL CARE	\$60 WEEKLY	\$70 WEEKLY	One-time \$50 registration fee per family for all programs. 5% discount for each additional child \$20 Late Payment Fee is assessed if tuition is not paid by the Friday before care begins.
AFTER SCHOOL CARE	\$70 WEEKLY	\$80 WEEKLY	
BEFORE & AFTER SCHOOL CARE	\$90 WEEKLY	\$100 WEEKLY	
FULL DAY CARE	\$140 WEEKLY	\$160 WEEKLY	

PAYMENT POLICIES

- Weekly tuition is due by 5:30 p.m. on the Friday before each week of care. Payments made after this deadline will be assessed an additional \$20 late payment fee.
- If payments have not been received by Monday afternoon for the week, all school-age care services will be suspended until payment is rendered.
- Tuition is not only covering the costs associated with the school-age care received, but also the reservation of space in the program. Therefore, full weekly payments are due regardless of holidays, snow days, family/personal reasons, or child(ren)'s illness.
- Weekly tuition rates are determined by taking into consideration school holidays and are not prorated. All payments must be made through our membership site.

- The Armed Services YMCA of Hampton Roads requires a two-week, written notification for any change in a child's schedule. This can be anything from vacation time or full withdrawal from the program. Failure to provide two weeks' written notice will result in payment responsibilities for those two weeks in full. *NOTE: After 12 weeks of continuous enrollment, school-aged children receive one full **Vacation Week** (with no tuition obligation) to which the child does not have to attend the program during the months that Virginia Beach City Public Schools or Norfolk Public Schools are in session.*

HOURS OF OPERATION AND CLOSURES

The ASYMCA **Regional Office in Virginia Beach** is open for school-age BEFORE SCHOOL care **Monday thru Friday, 6:30 a.m. to the beginning of the school day** and AFTER SCHOOL care **from the end of the school day until 5:30 p.m.** and follows the Virginia Beach City Public School (VBCPS) 183-day academic calendar and schedule. On "Adjusted Dismissal" days from VBCPS (scheduled half days), school-age care is available 12:10 p.m. until 5:30 p.m. Bus transportation will be provided to and from all schools listed below. Children enrolled in Before AND After School-Age Care will not pay any additional fees. However, children enrolled in only Before OR After School-Age Care will incur an additional \$20 fee for full-day care.

The ASYMCA **Sewells Point location in Norfolk** is open for school-age BEFORE SCHOOL care **Monday thru Friday, 6:30 a.m. to the beginning of the school day** and AFTER SCHOOL care **from the end of the school day until 5:30 p.m.** and follows the Norfolk Public School (NPS) 180-day academic calendar and schedule. On "Adjusted Dismissal" days from NPS (scheduled half days), school-age care is available 1:10-5:30 p.m. Children enrolled in Before AND After School-Age Care will not pay any additional fees. However, children enrolled in only Before OR After School-Age Care will incur an additional \$20 fee for full-day care.

- On Teacher Workdays and other holidays not listed below when public schools are NOT in session for students, school-age care is **available at the Regional Office location, 6:30 a.m. to 4:30 p.m.** All students enrolled in the program at both locations are eligible for this full-day care. Parents/Guardians are encouraged to sign up early (as space will be limited) to determine availability. Children enrolled in Before AND After School-Age Care will not pay any additional fees. However,

children enrolled in only Before OR After School-Age Care will incur an additional \$20 fee for full-day care.

- Both centers will be **CLOSED** in observance of the following holidays:
 - New Year's Day
 - Presidents Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Columbus Day
 - Thanksgiving Break (Thanksgiving Day and the following day)
 - Veterans Day
 - Christmas Break (Christmas Eve thru New Year's Day)

IMPORTANT ACCOMODATION to meet the needs of students and families for the upcoming school year:

Due to COVID-19 Guidelines and Restrictions, many school divisions have decided to begin the 2020-2021 school year with virtual instruction and will not be open for face-to-face instruction in the schools. The Armed Services YMCA of Hampton Roads will move to full-day school-age care, effective immediately, until schools are fully operating on a Monday-Friday, full-day, face-to-face instructional plan. The ASYMCA will maintain all requirements for social distancing, in addition to all health and safety regulations, and will implement best practices to support students' virtual learning requirements at all grade levels. The ASYMCA will work closely with partnering school divisions and parents/guardians to ensure that students are on time and attentive for virtual instructional meetings and are completing and submitting all assignments on time. A social-emotional support program will be in place for all students, in addition to the curriculum programs already facilitated by the ASYMCA. ONLY the Regional Office in Virginia Beach will open for full-day, school-age care beginning September 8, 2020 until further notice.

INCLEMENT WEATHER POLICY

The ASYMCA may close early due to an emergency, inclement weather, or any other condition (including a school or school division closure not regularly scheduled) that may affect the safety of children and staff. Parents/Guardians will be notified by phone by ASYMCA staff. Should it not be possible to reach the parents/guardians, ASYMCA staff will reach to emergency contacts in the

order of those individuals listed on the Enrollment Application to advise early pick up of child(ren).

In addition, when HAZARDOUS WEATHER CONDITIONS are expected at the beginning of a school day, parents/guardians are advised to listen to local news stations or check the home page of their child(ren)'s school division website for **school closings** or **delayed openings**.

- If the **public schools are CLOSED**, the **ASYMCA will also be closed** to ensure the safety of all staff and families.
- If the **public schools DELAY OPENING**, the ASYMCA will also delay opening and **NO BEFORE-SCHOOL care** will be available at either school-age care location. However, **AFTERSCHOOL care WILL** be provided at the Sewells Point location and at the Regional Office in Virginia Beach. In addition, ASYMCA buses will pick up all VBPCS students at their respective schools at the end of the school day and transport them to the Regional Office location.

NOTE: No allowances, credits or refunds shall be made due to emergency or inclement weather closings or school delays. Full tuition is due for these days.

VACATION WEEK POLICY

The ASYMCA school-age child will be allowed one week of "absenteeism" or "vacation" per school year without incurring tuition costs. This week is earned AFTER the child(ren) have attended the program consistently for the first 12 weeks of enrollment. The "vacation week" must be used during the academic school year in which it was earned or it is forfeited. "Vacation" time cannot accrue from year to year and is NOT retroactive. "Vacation Week" means the child(ren) will not be in attendance at the academy. Other requirements include:

- Payments must be current in order to take advantage of the "vacation week" without incurring a fee; and
- Parents must give the school-age care director two weeks written notice prior to a planned vacation or to apply earned "vacation" time to a week-long illness in which the child(ren) will be absent.

Transportation is provided to and from the following Virginia Beach City Public Schools:

Elementary "A" Schools

- ◆ Bayside
- ◆ Bettie F Williams
- ◆ Luxford
- ◆ Pembroke
- ◆ Thoroughgood

SCHOOL HOURS
8:10 a.m.- 2:40 p.m.
ADJUSTED DISMISSAL
8:10 a.m.-12:10 p.m.

Elementary "B" Schools

- ◆ Diamond Springs
- ◆ Hermitage
- ◆ Newtown
- ◆ Pembroke Meadows
- ◆ Shelton Park

SCHOOL HOURS
8:40 a.m.-3:10 p.m.
ADJUSTED DISMISSAL
8:40 a.m.-12:40 p.m.

Middle Schools

- ◆ Bayside
- ◆ Bayside Sixth Grade Campus*
- ◆ Independence Middle

SCHOOL HOURS
9:30 a.m.- 4:00 p.m.
8:55 a.m.- 3:35 p.m.*
ADJUSTED DISMISSAL
9:30 a.m.-1:30 p.m.
8:55 a.m.-1:05 p.m.*



TRANSPORTATION POLICY

Whenever the ASYMCA transports children to and from school and field trips, parents/guardians can be confident that all safety precautions are taken to ensure the wellbeing of every child.

We know the importance of motor vehicle safety and all bus drivers are trained to be alert to any potential dangers to eliminate and avoid them and understand what to do should an emergency occur. All children are expected to remain seated with seatbelts securely fastened at all times and follow the bus-riding rules below:

1. Keep hands, arms, feet and head inside the vehicle;
2. Keep hands to themselves;
3. Talk quietly to those seated near them, allowing the driver to concentrate on the road;
4. Rough-housing of any kind could result in suspension from ASYMCA transportation;
5. Exit the bus only when it comes to a complete stop and directed to do so by staff; and
6. Walk on the sidewalk or driveway in a straight line, going directly to the building/destination.

Transportation service is a privilege that the ASYMCA is happy to provide our families. Should rules not be followed that could affect the safety and welfare of all bus riders, parents will be notified and asked to discuss the seriousness of the infraction with their child. A second infraction will result in a 2-day suspension from riding the bus. Additional infractions could result in terminating transportation privileges for the child for the remainder of the school year.

SIGN-IN/SIGN-OUT

- ALL vehicles must be turned off when coming to drop off or pick up children;
- Parents/Guardians are asked to keep their children with them at all times, especially when exiting a vehicle or leaving the school/building going to the parking lot.
- Please do not leave children, regardless of their age, unattended in vehicles.
- Please lock all vehicles as the ASYMCA cannot be responsible for theft or damage to any vehicle parked on our premises, nor for personal property left in vehicles that is lost, damaged, stolen or destroyed.
- Parents are expected to sign their child(ren) in upon ARRIVAL in the morning and sign them out before LEAVING in the afternoon. There is a SIGN-IN/SIGN-OUT pre-printed sheet alphabetized by last name for each child enrolled in the Attendance Binder.
- IMPORTANT: ASYMCA staff must be accountable for every child in the program at all times. There must be an exchange of responsibility from one adult to another (parent/guardian to ASYMCA staff and vice versa) so a child may not report to class or leave class without this required procedure.

CHECK-IN FOLLOWING COVID-19 GUIDELINES

- Only one family will be allowed in the lobby at a time.
- Lobby seating has been temporarily removed to encourage social distancing.
- A sign on the door notifies all families/staff of the new requirements.
- An ASYMCA staff member, utilizing personal protective equipment, will

conduct a daily health screening for each child enrolled in the school-age care or summer camp program. The screening includes:

- Taking each child's temperature with a touchless thermometer. Any child with even a slightly elevated temperature (99 degrees Fahrenheit and above) may not be permitted to participate in programs that day.
- Making a visual inspection of each child, looking for signs of illness which could include: flushed cheeks, cough, runny nose, watery or red eyes, rash, or extreme fatigue. The ASYMCA reserves the right to send a child home with any symptoms.
- Each parent/guardian will be asked to complete and sign the **COVID-19 Daily Screening** form at check in each day. Parents must initial each of the following statements as TRUE:
 1. My child is well and has had no fever or symptoms of any illness in the past 48 hours.
 2. My child has not had any medications in the past 48 hours that could potentially mask or minimize symptoms of illness. Members of my household have not traveled internationally within the past 14 days to restricted countries or Level 3 areas. For updated information on restricted countries, visit the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html>.
 3. My child has not had any direct contact with anyone currently being screened for COVID-19, under quarantine due to exposure to COVID-19, received a positive test result for COVID-19 or experiencing the identified symptoms of COVID-19 (i.e.: fever, cough, shortness of breath, etc.).
 4. My child has not been in attendance in a large group or social gathering in the past 14 days, as defined by the most recent Order of the Governor of the State of Virginia.

If the answer is FALSE to any of the above statements, the child will not be allowed to participate in the program for 48 hours and up to 14 days (depending on the circumstances). A doctor's note to return to the program may be required. No refund will be provided should a child be found ineligible to participate in the

program due to findings from the daily health screening process. If a 14-day quarantine is required, parents/guardians will receive an 80% discount on their weekly tuition to hold their child's spot until they are cleared to return to the program.

AUTHORIZATION TO PICK UP

Each of our FIVE STAR KIDS ACADEMY School-Age Care program sites is equipped with a security entry system to provide controlled access to the school/facility to protect the children in our care. Parents/guardians are given access to the school during business hours through a security desk/security monitor while access to the Regional Office will be monitored by staff. Since only one family is permitted to enter the building at one time, please do not allow other families to "piggyback" into the building when you enter. While we all want to be polite and hold doors for others, the security system cannot be enforced if parents allow others to enter at the same time they do, with no knowledge of whether that person should have legitimate access to school/facility property.

Authorization to pick up a child is provided by the custodial parent or legal guardian on the Enrollment Application. **No child will be released to a person not authorized on this form.** Parents/guardians are reminded to update authorizations in writing and submit to the school-age care program director for changes to take effect. Children will not be released to siblings unless they are 18 years of age (minors cannot be released to minors) **and** listed as an authorized person to pick up a child. All adults picking up children must have a valid photo ID as staff are required to verify authorization before releasing a child.

In accordance with section 63.2.-1813 of the Code of Virginia, a custodial parent or guardian shall be allowed admittance to any "child day program." A child day program is defined as "one in which a person or organization has agreed to assume responsibility of the supervision, protection and well-being of a child under the age of thirteen for less than a twenty-four hour period, regardless of whether it is licensed."

IMPORTANT NOTICE TO ALL PARENTS/GUARDIANS: A staff member cannot legally refuse to release a child to a verified natural parent unless there is a **court order in the child's file at the ASYMCA stating that the parent does not have custodial rights.** Writing on a form that a husband or wife or other is not permitted to pick up a child does not give the ASYMCA a legal right

to refuse the natural parent to pick up the child. Only the courts can issue this order. The ASYMCA will follow/enforce all court orders, without prejudice to either parent/guardian. In addition, the ASYMCA does ask that parents/guardians keep school, staff, and other children out of any legal entanglements or other custodial issues and to resolve these issues in another forum. Failure to adhere to this request may result in disenrollment. All financial records are considered private and confidential to the enrolling parent.

LATE PICK-UP POLICY

The school-age care staff understand that a late pick up may occur on a rare occasion. If a parent knows they are going to be late, please call the ASYMCA (757-363-1884). We do understand that things come up and traffic can be challenging even in the best of times in Hampton Roads. We tend to worry about our parent's safety just as much as our children do. Please be considerate.

Parents/guardians, please understand that staff put forth a great deal of energy and care to ensure every student's day is fun and safe. Their day begins at 6:30 a.m. when the doors open and end at 5:30 p.m. when the last child leaves. Many staff have families to go home to, some go to school and others have other positions within the ASYMCA which requires them to be on time for those duties. We are extremely fortunate to have considerate parents that understand this and appreciate the dedicated staff that provide excellent care for every child each day.

A \$15 FEE PER 15-MINUTE INTERVAL will be charged for each child when a parent is late. This fee is used to pay the two facilitators (two are required by the state) who remain with the child(ren).

In the event that ASYMCA staff have not heard from a parent by 5:30 p.m. and cannot reach the parent by phone, staff will call the emergency contacts listed on the Enrollment Application to come pick up the child(ren). If a parent/guardian or an emergency contact cannot be reached, staff will keep the child(ren) for one hour. After that time, the police will be contacted to see if there has been an accident and/or to drive by the parent's home to see if there is a problem/concern. If no problems are found, then Child Protective Services will be notified.

EXCESSIVE LATE PICK-UP POLICY

Over the years, the ASYMCA has found that it is necessary to have an

excessive late pick-up policy. Recurring late pick-ups could result in removing a child(ren) from the school-age care program. If a parent is late more than three times in any program cycle, they may be asked to remove their child(ren) from the program.

DISCIPLINE AND PROMOTING APPROPRIATE BEHAVIOR

The FIVE STAR KIDS ACADEMY School-Age Care and Summer Camp programs place a strong emphasis on character development and strive to create a safe, comfortable learning environment for all children. Staff encourage and model mutual respect, guide self-regulation and teach skills that promote polite behaviors, making good choices and thinking carefully before acting. Children learn that it is NEVER acceptable to physically hit or verbally assault another child or a staff member. Clear and appropriate behavioral expectations are shared with all children and positive reinforcement is used to consistently recognize appropriate behaviors. Expectations are defined as acceptable and unacceptable and examples of each are given to ensure students clearly understand.

To promote appropriate student behaviors, students will:

1. Identify a problem/conflict and share with an adult, when necessary;
2. Develop strategies to focus on the problem and resolve the problem through respectful means;
3. LISTEN carefully and quietly to each other;
4. Empathize and care about each other's feelings; and
5. Take responsibility for their words and actions.

BEHAVIOR EXPECTATIONS

The ASYMCA believes that all domains of learning are supported during play and through collaborative interactions with others. Promoting healthy social and emotional development, including self-control, is one of the fundamental responsibilities of our program. Children are continuously learning to manage their feelings, impulses, and behaviors in positive ways. Getting along with others and learning how to be a friend are life-long skills. Trained staff recognize that when children are given the opportunities and support to develop (learn, practice, discuss, etc.) self-regulation and other social-emotional skills, it provides children the foundation needed for academic success and happiness in life. Build friendships.

The ASYMCA promotes a collaborative, team-effort in all staff and family interactions. We expect:

OUR STAFF to

- Work to develop a relationship with each child;
- Encourage peer relationships by creating social opportunities and working with children to resolve conflict;
- Strive to serve individual needs while ensuring the safety of all children;
- Help children clearly articulate their thoughts and feelings to process them;
- Teach healthy social skills and habits;
- Model positive, mannerly and appropriate talk and actions;
- Participate in on-going trainings and in-services to employ the most effective methods and means to meet the needs of students; and
- Undergo frequent observations and annual evaluations where they are provided feedback and set goals to ensure they are providing the most developmentally appropriate, high-quality learning opportunities possible for children in our school-age care and summer camp programs.

OUR FAMILIES to

- Communicate regularly with staff to ensure consistency between home and school;
- Partner with the ASYMCA staff, recognizing they need time to work with all children, including those needing higher levels of support;
- Recognize that their child(ren) are our priority at the ASYMCA; and
- Model positive social interactions and guidance to give their child(ren) the best foundation for academic and life success.

OUR CHILDREN to

- Learn how to resolve conflict in a healthy manner (using appropriate words and actions);
- Develop confidence and self-efficacy;
- Cultivate resiliency skills to help them manage their behaviors and emotions; and
- Build friendships.

Parents/Guardians are asked to discuss the following expectations with their child(ren):

1. Listen to the school-age staff at ALL TIMES;
2. Use appropriate language and kind, positive words;
3. Stay with the group unless given permission from an adult;
4. Respect each other and ourselves;
5. Keep our hands and feet to ourselves; and
6. Use words (not fists) to calmly solve problems and seek assistance from an adult when needed.

When children make inappropriate choices that conflict with our organization's four core values of caring, honesty, respect and responsibility, or display actions that are unsafe to themselves or others, staff redirect students and continue to work to enhance their self-management skills. Staff model courteous, appropriate behaviors and interactions, establish consistent routines, set limits/boundaries and clearly state and review expectations (similar to those students follow in school) so children learn to problem solve and set high behavior standards for themselves. Inappropriate choices that continue to compromise the safety and well-being of each child and/or staff member, may result in suspension or termination of ASYMCA services.

Discipline policies follow the Commonwealth's Behavior Regulations and ASYMCA Child Abuse Code of Conduct which state:

- At NO TIME will physical, verbal or mental abuse or punishment be used. These include, but are not limited to, being shaken, hit, using exercise as a means of punishment, using belittling or humiliating remarks, making threats or any unkind gestures; and
- No child will be denied snack, restroom privileges or be placed in an embarrassing or restrictive situation as a means of discipline.

ASYMCA staff want children to perceive them as concerned, involved, consistent, caring and respectful. By exhibiting a calm demeanor, few words, and a kind attitude, the results will most likely be positive. Staff will help to redirect behavior and provide a "cool down" area when a student is having difficulty moving past a negative behavior or action. The following guidelines will be followed:

- One minute per year of age of the child may be required;

- Located in an area where he/she can see and be seen by staff; and
 - Child will be provided with positive materials to assist them in relaxing and recognizing appropriate behavior(s) until they feel ready to return to the group.
- Parents will be informed concerning any behavior issues at pick up each day and serious concerns will be noted on a **Behavior/Incident Report** which parents and staff sign and is kept on file as part of the child's record;
 - The ASYMCA recognizes that anyone can have a bad day and each day in the school-age care program is a fresh start with new opportunities;
 - All recurring discipline problems will be brought to the attention of the school-age care program director who may schedule a conference with the parent/guardian and child to take place within 48 hours from the request. At that conference, a plan for improved behavior will be developed. A one-day suspension from the program may be applied. A second serious offense will result in a 3-5 day suspension from the program. Should parents/guardians refuse to work with ASYMCA staff during this process or the behavior not improve when the child returns to the program, the child will immediately be removed from the program and no refund will be given;
 - The director may contact a parent/guardian, asking them to pick their child up early due to a serious adverse behavioral issue; and
 - The director reserves the right to terminate enrollment due to behavioral issues that are negatively impacting the school-age care program.

TERMINATION POLICY

On rare occasions, it may be necessary to discontinue or terminate a child's enrollment. This decision will be based on the best interest of the child concerned, other children in the program, and the well-being of everyone at the school, including staff. Termination may be a result of one of the following, but is not limited to:

- Abuse of other children, staff, or property by child or parent/guardian;
- Continued violation of policies by child or parent/guardian;
- Disruptive or dangerous behavior by child or parent/guardian;

- Disruptive or dangerous behavior by an individual identified as an authorized or emergency pick-up person;
- The ASYMCA's inability to meet the child's needs or the parent's/guardian's expectations;
- Repeated inappropriate behaviors requiring Behavior/Incident Report to document behaviors/actions;
- Repeated late pick-up of child(ren) in our care; and/or
- Nonpayment or habitual late payment of tuition.

CLOTHING/DRESS CODE

Parents/Guardians are asked to dress their child(ren) suitable for the weather, knowing children will be participating in indoor and outdoor activities. Clothing should be comfortable and appropriate. Please keep in mind, the ASYMCA uses washable paints, crayons, markers, glue, glitter, etc., so clothing could get stained. We do not reimburse for clothing stains, rips, or normal wear and tear.

For safety reasons, all children are required to wear closed-toe, rubber-soled shoes. **NO clogs, high heels, flip-flops, open-toe shoes, Crocs, etc.** are permitted. Appropriate-length shorts and full shirts/t-shirts in summer (no spaghetti strap, tank tops or political or inappropriate slogans on clothing permitted). Having a sweater, hoodie or sweatshirt each day is a great idea since A/C is used to maintain a healthy temperature and air quality within the facility. On days when water play (or a field trip to the pool) is scheduled, children should wear their swim clothes and bring a towel and change of clothes. Water shoes or a pair of old sneakers are required, so children will need to change into dry shoes when they return to the regional facility.

During the cool fall and winter seasons, long pants, shirts with long sleeves, socks and sweatshirt or sweater are suggested. Coats, hats and mittens/gloves are required. We will go outside every day, unless it is storming or the temperatures fall below 40 degrees Fahrenheit.

ALL parents/guardians MUST provide a properly-fitted face mask for their child(ren) to follow COVID-19 Mandates to be used when social distancing of 6 feet is not able to be maintained or a child becomes ill to reduce the risk of contagion through the classrooms.

We all know that accidents can happen. Parents/Guardians are encouraged to provide a complete change of clothes that can be placed in a cinched sac in the child's cubby area should a need arise. These clothes should be changed out for the season.

PARTIES

There are a number of special holiday parties and celebrations for children in the FIVE STAR KIDS ACADEMY School-Age Care and Summer Camp programs. Parents will be notified in advance of parties, and once COVID-19 Guidelines permit, parents are invited to join celebrations.

Individual child birthday parties may be celebrated, provided that the staff or director have been notified first. Parties will become part of the snack time in the afternoon. All snacks must be **store-bought** and we encourage **healthy snacks**. Some suggested snacks are raisins, popcorn, pretzels, veggies and dip or frozen yogurt. Individual cookies or mini-cupcakes would be fine as well. Of course, no lit candles are permitted and we discourage balloons for safety reasons. Parents/Guardians should ensure that there are enough snacks to provide one for each child enrolled in the program. These should be delivered and clearly labeled by parents/guardians during the morning arrival.

TOYS AND PERSONAL ITEMS FROM HOME PROHIBITED

In order to better serve each child, we ask that children do NOT bring toys from home. Many, age-appropriate toys, manipulatives and activities (which include ample materials and supplies), as well as digital and outside equipment are provided by the ASYMCA. By not bringing personal items from home (i.e.: toys, video games, iPods, iPads, cell phones, etc.), arguments, theft, and lost items will be avoided. The ASYMCA is not responsible for damage, loss/theft, etc. of any personal items.

However, under the present circumstances with COVID-19 Guidelines and public schools mandating virtual learning, all school-age children will be required to bring their school-issued laptop or Chrome Book to the ASYMCA daily for instructional meetings and to complete assignments. These devices will be placed in student book bags when not in use. High-speed internet will be available at the academy, so there should be no issues in connection for devices.

BREAKFAST, LUNCH AND SNACKS

Students must be signed into the program by 8:00 a.m. to eat breakfast at the ASYMCA facility. Parents/Guardians are encouraged to pack a nutritious, hearty breakfast in a bag labeled with the child's name and date. Children will eat breakfast daily 8:00-8:30 a.m. A few suggested breakfast items may include a breakfast bar, granola, toast with jam, cereal, breakfast sandwich, fruit, yogurt, juice, milk, etc.

Students will enjoy lunch, family-style 12:00-12:30 p.m. daily. Manners and proper table etiquette will be practiced and expected. Open communication and conversations will be encouraged between students and staff and between peers. Healthy lunches (which could include fruits, vegetables, yogurt, sandwiches, crackers and cheese, etc.) must be provided by parents during Summer Camp and when a child(ren) is participating in full-day school-age care. Junk foods and/or those foods with empty calories are not encouraged. Candies and sodas are prohibited. Lunches should come in a lunch box or lunch bag that is clearly labeled with the child's name and date. Snacks are provided by the ASYMCA and served daily each morning and afternoon. All snack selections are USDA recommended. A weekly snack menu, which includes a minimum of two food groups, is posted for parent information on the Parent Board.

SILENT READING AND REST PERIOD

Immediately following lunch (during full-day care), children are given an opportunity to read silently from a book they have brought from home or selected from those available at the school/center. In addition to reading or working on literacy activities, children may choose to rest and relax for a 15-20-minute period.

OUTSIDE PLAY

It is the policy of the ASYMCA, and required by the Virginia Dept. of Social Services Licensing Standards, that any child that is participating in the school-age care program or summer camp from 2 to 5 hours/day will have at least 30 minutes of OUTSIDE PLAY each day (weather permitting, of course). For children who spend more than 5 hours/day in our programs, 60 minutes is required. Running, jumping and other gross motor activities promote muscle development, strength and endurance, and play a vital role in a child's wellbeing. Please keep in mind, parents/guardians, if your child is too sick to go outside, then he/she is too sick to attend the program.

STEAM ACTIVITIES

STEAM activities and projects focus on science, technology, engineering, art and mathematics. Weekly, themed-activities promote creativity and encourage students to pursue reading, math and science areas of study. Students will also participate in Farm to Table initiatives to educate, excite and inspire students to grow their own food by using the Tower Garden, a hydroponic growing system. Students will grow/propagate the seeds in the correct mediums, monitor Ph levels, measure moisture and harvest and eat the "fruits of their labor".

FIELD TRIP POLICY

In order to reduce paperwork and "save trees," the **Field Trip Agreement** authorizes the ASYMCA school-age care program and Summer Camp to take your child on all school field trips for the academic/school year or 10- or 11-Week Summer Camp program, with a 24-hour advance notice. This means a separate field trip form will NOT be issued for each field trip. We find that by signing this form one time, there is less confusion, chance for loss or possibility that we would not be able to garner the necessary permissions to ensure all children can attend. Parents/Guardians do have the right to refuse permission for their child(ren) to attend particular field trips, but please realize that parents/guardians must then find child care during that time as all staff attend field trips. All field trip are FREE for students.

POOL SAFETY

Summer Camp students often have the opportunity to go to the swimming pool each week located on JEB Little Creek. WATER SAFETY and POOL RULES MUST be closely adhered to. First and foremost, parents/guardians must specify their child(ren)'s ability to swim on the Enrollment Application. Please meet with the school-age care program director should there be additional information that ASYMCA staff should be aware of concerning your child in and near the water.

Parents/Guardians are asked to reiterate the Pool Safety Rules that ALL children will follow (as well as your expectations), before the field trip:

1. STAY WITH the ASYMCA Staff member and group of children you are assigned to;
2. Shower before entering the pool;
3. Enter and exit the pool in a safe, appropriate manner;

4. NEVER swim alone—stick with your assigned buddy at all times;
5. BE SURE you can see your teacher and he/she can see you at all times;
6. NO running, pushing or shoving;
7. Follow all pool rules and LISTEN and FOLLOW the lifeguard's requests; and
8. When the lifeguard's whistle blows for Adult Swim or any other reason, get out of the pool immediately.

CHILD ABUSE PREVENTION POLICY

The ASYMCA is committed to the safety and protection of all children and families and has been for over 130 years. Many changes have occurred in the lives of children and families through the years and most of these changes are positive. However, there has been an alarming increase in child abuse throughout the nation. The ASYMCA is a strong advocate for the child and children's rights. Mistreatment or neglect of children and its resulting severe effects, in most cases, are of significant concern to the ASYMCA.

As stated in the **Discipline and Guiding Appropriate Behavior Policy**, the ASYMCA emphasizes positive reinforcement, redirection, prevention and the development of self-discipline.

Appropriate touch and expressing warm feelings help children grow into loving, peaceful adults. However, ASYMCA staff and volunteers are sensitive to each person's need for personal space (i.e., not everyone wants to be hugged). Out of concern for the increasing statistics of child abuse and neglect,* and the fact that the ASYMCA, like many other public institutions, is mandated by law to report suspected child abuse, the reporting protocols, procedures and standards listed below will be followed:

1. At the first report or suspicion of child abuse, the staff member, supervisor or program director to whom it has been reported, will immediately inform his or her supervisor(s);
2. All incidents or alleged offenses will be documented the day of the occurrence;
3. The ASYMCA will make a report to Child Protective Services, as per Reporting Suspected Child Abuse 63.2-1509 Code of VA, and will request that the situation be investigated;
4. In the event the reported incident or suspicion involves an ASYMCA staff member or volunteer, the ASYMCA Executive Director will

suspend the person from all responsibilities, and if appropriate, without pay until the investigation is complete;

5. All staff members and volunteers will be sensitive to the need for confidentiality in the handling of sensitive information and are instructed to only discuss matters pertaining to abuse or suspected abuse with their supervisor;
6. ASYMCA staff may not make contact with children or parents involved in a child abuse incident without permission of the Executive Director; and
7. Whether the incident or alleged offense takes place on or off ASYMCA premises, it will be considered job-related because of the youth-involved nature of the ASYMCA.

**Child abuse is defined as "mistreatment or neglect of a child by parent(s) or others 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, or even death."*

NO BABYSITTING or PRIVATE VEHICLE USE POLICY

Effective January 1, 1996, ASYMCA staff are prohibited from babysitting any participants in the ASYMCA school-age care or summer camp programs. This restriction extends to transporting participants to/from the ASYMCA in their private vehicles unless a signed Release of Liability Form from the parent/guardian is on file. Although it is discouraged by the ASYMCA, exceptions may be requested. A written explanation is required before the fact and is subject to prior administrator approval. Parents/Guardians must clearly understand that the ASYMCA cannot be responsible for staff away from the school, outside of staff work hours, and will NOT be liable for their acts or omissions when not on our property in their ASYMCA employee role. Staff would be entering into an agreement as a private citizen and not as an ASYMCA organization employee.

INSURANCE

The ASYMCA complies with all Commonwealth of Virginia and the Virginia Dept. of Social Services licensing standards to participate in liability insurance coverage. Limits and exclusions apply.

LICENSING INFORMATION FOR PARENTS

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection, and well-being of a

child, for any part of a 24-hour day, are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs.

Standards for licensed child day centers address certain health precautions, adequate play space, a ratio of children to staff member, equipment, program and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program which will be investigated if it violates a standard.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact:

Department of Social Services
 Eastern Regional Office
 Pembroke Four Building, Suite 300
 Virginia Beach, VA 23462-5496
 (757) 491-3990

Armed Services YMCA of Hampton Roads
 Five Star Kids Academy, School-Age Care Program Locations
 Katrina Cherry, School-Age Care Program Director
kcherry@asymca.org

A S Y M C A R e g i o n a l O f f i c e 1 4 6 5 L a k e s i d e R o a d V i r g i n i a B e a c h , V A 2 3 4 5 5 (7 5 7) 4 6 4 - 9 4 0 4 (Academy Office) (7 5 7) 3 6 3 - 1 8 8 4 , e x t . 8 7 7 3	S e w e l l s P o i n t E l e m e n t a r y S c h o o l 7 9 2 8 H a m p t o n B l v d . N o r f o l k , V A 2 3 5 0 5 (7 5 7) 3 0 9 - 3 2 3 6 (cell phone) (7 5 7) 3 6 3 - 1 9 5 3 Fax (located at Regional Office)
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Appendix A – Medication Authorization Form

Medication Authorization Form

For Prescription and Non-prescription Medications

VDSS Division of Licensing Programs Model Form



INSTRUCTIONS:

- Section A must be completed by the parent/guardian for ALL medication authorizations.
- Section A and Section B must be completed for any long-term medication authorizations (those lasting longer than 10 working days).

Section A: To be completed by parent/guardian	
Medication authorization for: _____ <i>(Child's name)</i>	
_____ has my permission to administer the following medication: <i>(Name of Child Care Provider)</i>	
Medication name: _____	
Dosage and times to be administered: _____	
Special instructions (if any): _____ _____	
This authorization is effective from: _____ until: _____ <i>(Start date)</i> <i>(End date)</i>	
Parent's or Guardian's Signature: _____ Date: _____	

Section B: to be completed by child's physician	
I, _____ certify that it is medically necessary for the medication(s) listed <i>(Name of Physician)</i>	
below to be administered to: _____ for a duration that exceeds 10 work days. <i>(Child's name)</i>	
Medication(s): _____	
Dosage and Times to be administered: _____	
Special instructions (if any): _____ _____	
This authorization is effective from: _____ until: _____ <i>(Start date)</i> <i>(End date)</i>	
Physician's Signature: _____ Date: _____	
032-05-0570-05-eng (06/12)	Physicians Phone: _____

Appendix B – School-Age Care FAQs

SCHOOL-AGE CARE FAQ

We have adapted our regular level of care to ensure that we are adhering to the recommendations of the CDC, VDH, Federal and State health officials. We are monitoring new recommendations as they become available.

How will we limit group sizes amongst kids?

Our group sizes have been reduced to ensure that children and staff are able to maintain the required physical distance. Students are divided into groups that do not mix throughout the day.

How will we maintain social distance throughout the day?

We are utilizing individual games and activities as well as group activities designed for participation and expression while maintaining physical distance. We will utilize as many spaces as required to allow children to keep the necessary separation. We also utilize outside spaces.

How will we be cleaning throughout the day?

We are using cleaning protocols throughout the day that meet our state licensing requirements and follow the cleaning recommendations by the CDC.

How are we ensuring kids are healthy entering the building?

Each child and staff member will be required to answer screening questions daily. Temperature checks will happen upon arrival each day. Anyone showing symptoms such as fever, cough, sore throat, etc. will not be allowed to stay.

What happens if a participant or staff member tests positive for COVID-19?

If a child or employee tests positive, we will contact the local health jurisdiction to identify the close contacts who will need to quarantine. It is likely that all members of the infected child's or adult's group would be considered close contacts. Per CDC guidelines, student groups do not mix. Any affected group will be closed as required.

School-Age Care Tuition Information

Weekly rates will be available for full-day care until schools are operating Monday through Friday for face to face instruction. Tuition rates include any field trips (as available), enrichment activities, supplies and a morning and afternoon snack.

Tuition assistance is available through our partnership with Child Care Aware of America for military families in Hampton Roads. In order to receive child care subsidies, families must apply through Child Care Aware. You can find more information and links to apply on our website or by calling Child Care Aware directly at (800) 424-2246, option 3.

What should you bring?

- Breakfast and/or morning snack
- Lunch (that does not require heating)
- Water Bottle
- Mask
- Necessary school supplies including Chromebook, carrying case and personal headphones.

NO PERSONAL TOYS WILL BE PERMITTED

If you have additional questions, please contact:

Mrs. Katrina Cherry, School-Age Care Director
(757) 464-9404 or (757) 363-1884 ext. 8773
kcherry@asymca.org

In order to register, you must have the following up-to-date documentation:

- Updated physical and immunization record completed by your child's physician
- Original birth certificate
- Valid Parent/Guardian photo ID
- Medication Form & Action Plan, if needed
- Completed registration application to include contact information for two local emergency contacts
- Current LES for active duty military members

ARMED SERVICES YMCA OF HAMPTON ROADS ★ 1465 LAKESIDE ROAD, VIRGINIA BEACH



Appendix C – Heat-Related Illness

HEAT-RELATED ILLNESSES

WHAT TO LOOK FOR	WHAT TO DO
HEAT STROKE	
<ul style="list-style-type: none"> • High body temperature (103°F or higher) • Hot, red, dry, or damp skin • Fast, strong pulse • Headache • Dizziness • Nausea • Confusion • Losing consciousness (passing out) 	<ul style="list-style-type: none"> • Call 911 right away—heat stroke is a medical emergency • Move the person to a cooler place • Help lower the person's temperature with cool cloths or a cool bath • Do not give the person anything to drink
HEAT EXHAUSTION	
<ul style="list-style-type: none"> • Heavy sweating • Cold, pale, and clammy skin • Fast, weak pulse • Nausea or vomiting • Muscle cramps • Tiredness or weakness • Dizziness • Headache • Fainting (passing out) 	<ul style="list-style-type: none"> • Move to a cool place • Loosen your clothes • Put cool, wet cloths on your body or take a cool bath • Sip water <p>Get medical help right away if:</p> <ul style="list-style-type: none"> • You are throwing up • Your symptoms get worse • Your symptoms last longer than 1 hour
HEAT CRAMPS	
<ul style="list-style-type: none"> • Heavy sweating during intense exercise • Muscle pain or spasms 	<ul style="list-style-type: none"> • Stop physical activity and move to a cool place • Drink water or a sports drink • Wait for cramps to go away before you do any more physical activity <p>Get medical help right away if:</p> <ul style="list-style-type: none"> • Cramps last longer than 1 hour • You're on a low-sodium diet • You have heart problems
SUNBURN	
<ul style="list-style-type: none"> • Painful, red, and warm skin • Blisters on the skin 	<ul style="list-style-type: none"> • Stay out of the sun until your sunburn heals • Put cool cloths on sunburned areas or take a cool bath • Put moisturizing lotion on sunburned areas • Do not break blisters
HEAT RASH	
<ul style="list-style-type: none"> • Red clusters of small blisters that look like pimples on the skin (usually on the neck, chest, groin, or in elbow creases) 	<ul style="list-style-type: none"> • Stay in a cool, dry place • Keep the rash dry • Use powder (like baby powder) to soothe the rash

