



**Before School Care  
&  
A.S.P.I.R.E Program**  
(After School Program for Inspiration, Recreation & Education)  
**Handbook**

**202 Peachblossom Road  
Easton, MD 21601  
410-822-0566**

Revised May 11, 2007

Dear Parents:

The YMCA of Talbot County is licensed to operate the Before School Care & A.S.P.I.R.E Program by the Department of Education of Maryland. The license is posted outside the childcare room and reflects the total number of children allowed to participate in our program.

It is the purpose and goal of the YMCA to provide a safe, healthy environment in which school age children can grow and develop physically, socially, emotionally, and cognitively.

Our goals are met through an endless variety of age appropriate activities in the areas of art, science, and math; language art, dramatic play, musical experiences, field trips, group work and cooking activities, etc....

We would be more than happy to discuss and/or answer any questions about these contents. We welcome and expect good parent-staff communication.

Sincerely,

YMCA Childcare Program Staff

## **Program Philosophy**

The purpose of our YMCA Before School Care & A.S.P.I.R.E Program is to meet the developmental needs of school age children and to serve family need for quality care before and after school. Our program focuses on facilitating the child's sense of industry, promoting a sense of competence, creating an environment conducive to a positive peer interaction, encouraging initiative, and supporting the growth and self direction and free choice under the guidance of nurturing and caring staff.

Program goals:

- ❖ Safe environment
- ❖ Emotional support and warmth
- ❖ Responsive adults who serve as good adult role models and especially good listeners
- ❖ Opportunities to work with real tools for play and/or for purposeful real world work, as well as learning confidence in dealing with the physical world through games, hobbies, and exercise.
- ❖ Freedom of choice in a facility full of age appropriate materials  
Freedom to be alone or work and play with peers
- ❖ Encouragement to be creative and imaginative
- ❖ Options to be active in extracurricular activities
- ❖ Ample time and space to engage in reading, computing and problem-solving through self selected tasks
- ❖ Time and space to study
- ❖ Opportunities to develop personal discipline including talking responsibility for one's own actions, setting and accepting limits, respecting rights and property of others, forming friendships and using community resources responsibility
- ❖ Opportunities for social and emotional development, including social skills for positive social interaction with peer and adults and forming a positive self-concept
- ❖ Learning to accept one's own personal abilities
- ❖ Opportunities to learn about nutrition, the components of a health life, self protection, and safety

## **General Information**

The YMCA Before School Care & A.S.P.I.R.E Program is open to any child enrolled in Kindergarten through grade 8.

The YMCA Before School Care & A.S.P.I.R.E Program does not discriminate the enrollment of children on the basis of race, color, religion, sex, or national origin.

All fees must be paid in advance with a registration packet completely filled out before your child is admitted to the program.

Once our enrollment capacity has been reached we will establish a waiting list. When space becomes available, children will be added from the list.

YMCA Staff are qualified through the Department of Education as Directors, Group Leaders, and/or Aides.

### **SUPERVISION**

The state requires a ratio of 1:15 for school age childcare. The only exception to this is that staff need not accompany children to the rest rooms, unless they need to enter for emergency or disciplinary reasons.

### **OPEN DOOR POLICY**

Parents of enrolled children may visit the program at any time during its hours of operation for the purpose of contacting their children, evaluation of the care provided by the center, or evaluating the premises. Upon enter the center, parents are asked to notify the staff of their presence.

### **DAILY SCHEDULE**

The program is open Monday-Friday when Talbot County Public Schools are in session. The hours of operation are as follows:

Before School Care	7:00-8:30am
A.S.P.I.R.E Program	3:00-6:00pm

## SAMPLE SCHEDULE

3:00-4:00pm	Arrival of Easton Middle School Board Games Manipulatives Coloring Activities
4:00-4:15pm	Clean up
4:15-4:30pm	Arrival of Elementary Children Attendance Directions for afternoon Snack
4:30-6:00pm	Homework Help Daily Activity

## DAILY ACTIVITY SCHEDULE

Monday:	Gym/Indoor Play Structure
Tuesday:	Gym/Indoor Play Structure
Wednesday:	Craft/Outside Play
Thursday:	Movie Day
Friday:	Free Swim

Friday is Free Swim in the Warm Pool (4:15-5:15pm) *Make sure your child brings a swimsuit and towel each Friday. Even if they tell you they do not want to swim, they may change their mind when we get to the pool. The children are not allowed to keep wet swimsuits on after swimming.*

## TRACKING OUT

Tracking Out and Half Day care will be provided on specified school closings for Talbot County Public Schools, CCS and SSPP. The hours for Tracking Out are 7:00am-6:00pm, the hours for Half Day will be from schools out until 6:00pm. There will be a separate fee for these programs. Minimum of 5 participants must be met to run the program and registration is due one week prior to program date. Look for registration forms at the front desk or in the child care room.

## SNACK

A nutritious snack and juice will be provided each afternoon to all participants. Each snack served will provide at least one food from at least two different food groups. A monthly menu is posted in the room. **Staff will need to be advised of any allergies or dietary needs.** NO SNACK MACHINES OR OUTSIDE SNACKS ARE PERMITTED.

## LOST & FOUND

The lost and found is located in the 3<sup>rd</sup> – 8<sup>th</sup> grade child care room on the shelving unit near the Directors office. Please make sure all your child's items are labeled. The YMCA is not responsible for lost or stolen items.

## WHAT NOT TO BRING

Chewing Gum

Candy

Portable DVD Players

Toys

Electronic Games

IPODS

Trading Cards

Cell Phones

## AUTHORIZATION TO PICK UP CHILD

Only the persons authorized by the parent on the CHILD PICK UP FORM may pick up your child. This person may be asked to show a picture ID to ensure the safety of your child. If there is no identification shown, the child may not be released to the person in question

In the case of legal restraints against a parent from seeing their child or picking them up from the program, it is lawful for the Director to have copies of such documents. Please notify the Director of any special situations which could compromise the child's safety.

## AFTER PROGRAM HOURS

There will be a late charge of \$5.00 for every 15 minutes, or portion of 15 minutes, that a child is here after 6:00pm.

If parent is tardy picking up the child more than 3 times in the same school year, termination from the program is possible due to breach of contract.

## ADDITIONAL RULES AND POLICIES

YMCA policy prohibits our staff members from babysitting children met through the program. Please do not ask our staff to baby-sit for you.

The YMCA program reserves the right to deny admittance or terminate enrollment of any child if the YMCA determines that it is in the best interest of the child and the program to do so.

## PAYMENT INFORMATION

Payment for the month is due by the 5<sup>th</sup> of the month. Fees are to be paid every month, regardless of attendance. The program has limited spaces. Monthly fees must be paid to ensure your spot is reserved. If fees are not paid your spot will be terminated. The YMCA cannot guarantee an open space after termination. **IF PAYMENT IS NOT MADE, YOUR CHILD(REN) WILL NOT BE ALLOWED TO ATTEND, NO EXCEPTIONS.**

If payment is late three or more times within the same school year, termination from the program is possible due to breach of contract.

## RETURNED CHECK

1. You will receive a call from the YMCA
2. A \$25 service charge must be paid for all returned checks.
3. If there is a second occurrence of a check returned you will be required to pay by money order the remainder of the school year.
4. Failure to follow this policy will result in child(ren) being asked to leave the program until all fees are collected.

## TAX INFORMATION

Your child's After School Fees may be tax deductible as a childcare expense. Please be sure to keep receipts from registration, as the YMCA is unable to provide duplicates.

## FINANCIAL ASSISTANCE

It is possible of the YMCA of Talbot County to provide services for persons who desire to participate and who understand the philosophy of the YMCA, regardless of the ability to pay the standard membership or program fees. The benefits are dependent upon the YMCA's financial resources. Those unable to pay the full fee may be awarded full or partial assistance, based on their demonstrated need. Financial assistance applications are available at the Member Services Desk.

## TRANSPORTATION

The YMCA will transport children from school with permission from a parent or guardian to the pre-determined schools in our service area (White Marsh, Chesapeake Christian, Saints Peter and Paul).

## SAFETY POLICIES

### GENERAL SAFETY

All efforts to ensure safety are made at all times. Emergencies and accidents will be handled as requested by the parent(s) on the emergency forms. Minor accidents (cuts, bruises, etc.) are treated by staff trained in first aid. When a child requires advanced medical attention, the YMCA staff will call 911. 911 paramedics will determine further medical attention.

Each employee of our program is required by law to report any suspicion of child abuse.

### ILLNESS AND INJURIES

For your child's sake, and for the sake of the other children and staff, if your child is ill, please keep him or her at home. A child who develops the following symptoms while in our program will be isolated immediately: Diarrhea, temperature of 100 degrees F or higher (taken under the arm), vomiting, evidence of lice, scabies, or other parasitic infection. Re-admittance to the program is permitted after he/she is free from all symptoms for 24 hours.

Parents will be notified by word of mouth and by a written sign when there is a possibility that their child has been exposed to a communicable disease.

### MEDICAL EMERGENCY PLAN

The first aid kit is located in each of the child care rooms as well as in the pool area and at the front desk. Phone numbers for all emergency services are posted. Children's medical records, health records, and emergency authorization are kept in the childcare file cabinet.

In case of an emergency and/or illness a staff person will contact the appropriate emergency number. If the parents or guardians cannot be reached, the emergency contact will be called.

## MEDICATION

The YMCA assumes that all children attending the program are physically healthy. If any medical conditions exist, please be sure the Child Care Director is notified of the condition. In order for medication to be given to a child, the medication must be brought to the YMCA in the original container bearing a pharmacy label which shows the prescription number, date filled, prescribing physician's name, name of medication, directions for taking the medication, and the patient's name. Children are not to bring medication to the YMCA. The parent or guardian must deliver all medication to the Child Care Director. The parent/guardian must deliver all medication to the Director and sign a Medication Release Form. This form is available at the YMCA. This also includes over the counter medications.

All prescribed medication will be kept in a locked box and will be administered by the Director or Group Leader. A medication log will be kept giving the time administered and by whom.

## SWIMMING AND WATER SAFETY

The program shall have a written permission form from the parent or guardian of a child before the child shall be permitted to swim or otherwise participate in water play activities. A staff member shall always accompany and supervise children at swimming sites. During all recreational swimming activities, a certified lifeguard or water safety instructor will be present

## FIELD TRIP SAFETY

Whenever children are transported by vehicle away from the YMCA on field trips:

- ❖ A first aid box is available on the trip, which meets the childcare requirements by law.
- ❖ A person trained in first aid on all trips.
- ❖ Each adult follows special safety guidelines, including use of safety belts, locked doors, etc.
- ❖ Each child on the trip shall have attached identification containing the YMCA's name, address, and telephone number.
- ❖ Field trip transportation will be provided by chartered bus service, school bus service, or YMCA passenger vans.

## **SEVERE WEATHER POLICY**

### **EARLY DISMISSAL**

Should Talbot County Public Schools, CCS or SSPP have an early dismissal due to severe weather or other emergency conditions, YMCA's Tracking Out Program will still take place if the main YMCA facility is open. There will be an additional fee for the service. Please call the YMCA to verify the main facility will remain open.

### **DELAY**

Should Talbot County Public Schools have a delay opening due to severe weather or other emergency conditions, care will be available. Space is limited however and will be handled on a first come, first served basis. Should Talbot County Public Schools close after a delay, care will still be provided as long as the main YMCA facility is open. If the main YMCA facility should have to close opening due to severe weather or other emergency conditions, participants must be picked up within 1 hr of the announcement or a late fee will be charged

### **STAFF**

E Zoberbier	Aquatics & Camp Director
Ashlie Elliott	Child Care & Family Services Director

If you have any questions or need assistance please Ashlie Elliott, Child Care & Family Services Director at 410-822-0566 ext. 34. Office hours 9 a.m. through 6 p.m.

**Attached forms must be filled out in their entirety. Only forms completely filled out will be processed. Your child will not be able to attend until all permission forms and emergency info are turned in and complete, along with the Registration Fee of \$30 and the first two week's fees.**

**Please read the entire Handbook carefully and return all forms as soon as possible. A one week grace period is permitted for the health information that must be filled out by your child's doctor.**

**We are excited to have your child with us and thank you for choosing the YMCA.**



I, \_\_\_\_\_, parent/guardian of  
\_\_\_\_\_, have read the revised YMCA of Talbot  
County Before/After School Program Handbook and understand  
the information it contains.

I will adhere to all policies and information in this handbook.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

YMCA of Talbot County  
Before School Care & A.S.P.I.R.E Program

ENROLLMENT APPLICATION

*You must notify Ashlie Elliott, Child Care & Family Services Director immediately, in writing, of any changes after enrollment.*

**Date of enrollment:** \_\_\_\_\_ **YMCA Member:** \_\_ Yes \_\_ No

**Type of enrollment:** \_\_ Before Care \_\_ A.S.P.I.R.E

**Child's Name** \_\_\_\_\_ **Nick Name** \_\_\_\_\_

**Birth date** \_\_\_\_\_ **Age** \_\_\_\_\_

**Previous Group Experiences (Daycare, Dance, Sports, etc)**

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**Are there any special circumstances in the family which may be a factor in your child's present behavior? (Divorce, Death, Recent Move, New Baby)**

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**Please add any additional comments which you feel might help us know your child better:**

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**Child lives with:** \_\_ Both Parents \_\_ Mother \_\_ Father \_\_ Other

**Marital Status of Parents:** \_\_ Married \_\_ Divorced \_\_ Single

**What would you like your child to get out of our program?**

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**Name some of your child's favorite activities.**

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**Does your child make friends (circle one)**

1                      2                      3                      4  
Easily      Fairly      Average      With Difficulty

**Would you say your child is (circle one)**

1                      2                      3                      4  
Shy      Fairly Shy      Friendly      Very Friendly

**How does your child adjust to new situations? (circle one)**

1                      2                      3                      4  
Easily      Fairly      Average      With Difficulty

**In group or neighborhood activities, does your child:**

\_\_\_ Tend to have one special friend                      \_\_\_ Tends to be friends with the entire group

**Does your child play with friends who are (circle one)**

\_\_\_ Younger                      \_\_\_ Same Age                      \_\_\_ Older

**Does your child have:**

Brothers \_\_\_\_\_ Ages \_\_\_\_\_

Sisters \_\_\_\_\_ Ages \_\_\_\_\_

Other Special Relatives or Friends: Relation \_\_\_\_\_ Ages \_\_\_\_\_

**Who lives in the family home? (circle all that apply)**

Mom              Dad              Brother(s)              Sister(s)              Grandparent(s)

Aunt              Uncle              Babysitter              Significant Other              \_\_\_\_\_

**Can you tell us any special values, behaviors, ideas, talents, etc. we could emphasize which would supplement or strengthen any teachings you are currently attempting at home?**

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**Additional Comments or Notes:**

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## DICIPLINE AND BEHAVIOR MANAGEMENT POLICY

The YMCA Before School Care & A.S.P.I.R.E Program, like society, needs rules and guidelines in order to operate. Clearly established rules and consequences will be carefully developed using the following guidelines. Staff will not administer corporal or verbal punishment.

Child Care rules will be developed and phrased in positive statements that can be understood by all participants. A variety of positive reinforcement methods will be used by staff to reinforce acceptable behavior. Consequences will be developed for use when rules are violated.

**First violation of rule during the day-** Pre determined consequence implemented

**Second violation of rule during the day-** Consequence plus a verbal notification to parent by Child Care Director or Youth Director

**Third violation of rule during the day-** Consequence, verbal and written notification to parent by Child Care Director or Youth Director

**Forth violation of rule during the day-** Consequence, Parent will be called to pick up child immediately. A formal conference will be held with parent to discuss child behavior and further consequences.

Reasons for dismissal from the YMCA Before School Care & A.S.P.I.R.E Program:

1. Verbal abuse to another child or adult
  - a. Language with sexual connotations
  - b. Foul Language
  - c. Foul body language
  - d. Extreme disrespect
2. Child physically confronting another child or adult
  - a. Physical fighting
  - b. Biting
  - c. Touching another individual in a threatening manner
3. Damage to YMCA property
  - a. Damage to property off YMCA site while on a YMCA function
  - b. Parents will be held financially responsible for all damages
4. Theft
  - a. Theft from YMCA
  - b. Theft of other participants or members property

c. Theft of property off YMCA site while on a YMCA function

Upon three written discipline violations, a meeting will be held with the Child Care Director, the Youth Director, the Parent and the Child to discuss possible termination.

Each situation will be handled by staff with a sensitive concern for helping the child and the parent find solutions to the problems at hand.

The YMCA reserves the right to deny admittance or terminate enrollment of any child if the YMCA determines that it is in the best interest of the child and the program to do so.

In the YMCA Before School Care & A.S.P.I.R.E Program, we insist on positive, teaching forms of discipline with the Character Values as our guideline. The attitude of our staff is to instruct rather than condemn. We believe discipline is a process of teaching and learning rather than punishing.

At times, children must be removed temporarily from the program to help them regain control, to keep a child from causing harm to themselves or other participants or to permit time for a situation to be assessed. Time outs are not used as negative punishments but to allow the child to regain control of their actions and feelings.

Please address any questions to Ashlie Elliott, Child Care Director at 410-822-0566 ext 34 Office hours from 9:00 a.m. to 6:00 p.m.

**Child's Name**

\_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

YMCA OF TALBOT COUNTY  
Before School Care & A.S.P.I.R.E Program

Permission Form

I grant permission for my child \_\_\_\_\_ permission  
for the following activities:

\_\_\_\_\_ to ride the YMCA vehicle from School to the YMCA daily while  
attending the YMCA OF TALBOT COUNTY A.S.P.I.R.E Program.

\_\_\_\_\_ to participate in free swim activities at the YMCA of Talbot Co.

\_\_\_\_\_ The YMCA may use my child's picture in program literature and/or  
on the YMCA of Talbot Co. website for promotional purposes.

\_\_\_\_\_ to participate in Youth Services/A.S.P.I.R.E Program and/or Before  
School Care.

\_\_\_\_\_ to participate in field trips that I have received prior notification of.

I hereby agree to indemnify and hold harmless the YMCA of Talbot County,  
it's members, program participants, the board of directors, or it's employees  
and any organization co-sponsoring the program, from and against any and  
all liability for injury which may be suffered arising out of or in any way  
connected with my child participating in the previously mentioned activities.  
I agree not to hold the YMCA of Talbot County, it's members, program  
participants, the board of directors, or it's employees and any organization  
co-sponsoring the program responsible in any way.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

YMCA OF TALBOT COUNTY INC.

MULTIJURISDICTIONAL AUTHORIZATION AND RELEASE  
FOR MEDICAL AND DENTAL TREATMENT

**Child's Name** \_\_\_\_\_

The undersigned, as parent or parents, or legal guardians, of the above named persons, a minor, hereby authorize Directors, Employees, Board of Directors and Leaders (collectively the YMCA) to consent to any X-Ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care (collectively "medical care") to be rendered to the minor under the general or special supervision and upon the advice of a physician or surgeon licensed under the laws of the state or other jurisdiction in which medical or dental care is sought. For the purpose of medical or dental care obtained in Maryland, this authorization is given pursuant to the provisions of the Maryland Civil Code as amended.

It is understood that if time and circumstances reasonably permit, the YMCA will endeavor, but is not required to communicate with at least one of the undersigned prior to the rendering of medical or dental care for which the pursuant to this authorization. The undersigned understand and agree that the YMCA shall not be legally or financially liable for any claim arising from any medical or dental care. The undersigned hereby agree to indemnify and to hold the YMCA harmless from any claim made on behalf of the said minor arising out of any medical or dental care provided pursuant to this authorization.

This authorization is given to the YMCA for use in conjunction with any event operated by the YMCA, and shall be valid until revoked in writing by the undersigned.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Medical Insurance Company \_\_\_\_\_

Policy # \_\_\_\_\_ Effective Date \_\_\_\_\_