



ARMED SERVICES YMCA

ARMED SERVICES YMCA FORT BRAGG BEFORE SCHOOL CHILD CARE REGISTRATION PACKET 2022-2023

OPERATIONAL POLICY - ASYMCA BEFORE SCHOOL CHILD CARE

NOTICE TO PARENTS: PLEASE READ THE FOLLOWING POLICIES THOROUGHLY BEFORE SIGNING THE OPERATIONAL POLICY AGREEMENT.

GENERAL INFORMATION

1. The Armed Services YMCA After School Child Care program places emphasis on caring, respect, honesty, and responsibility.
2. No child shall be excluded from our childcare program regardless of race, color, creed, or national origin.
3. The Armed Services YMCA will offer Before School Child Care at Overhills Elementary and South Harnett Elementary from 6:45am – 7:45am.
4. Students that attend Anderson Creek Primary may attend before school care at South Harnett Elementary.
5. Harnett County Schools will provide transportation for students to Anderson Creek Primary from South Harnett Elementary. Please contact Anderson Creek Primary to coordinate transportation.
6. The ASYMCA is not responsible for transporting children.
7. The Armed Services YMCA Before School Child Care program will follow the Harnett County Schools calendar.
8. The Armed Services YMCA will not offer child care on non-student school days.
9. If Harnett County Schools close unexpectedly (ex. inclement weather), the ASYMCA will cancel before school child care and parents must make other arrangements for their child.
10. Parents must complete the enrollment application in its entirety and a copy is kept on file at the child care site.
11. The parent is responsible for notifying the ASYMCA of any changes to their contact information, medical information, and authorized pick-up/emergency contact information.
12. Breakfast/snacks will not be offered during the school child care program.
13. Children will remain at the Armed Services YMCA child care site for the duration of care.
14. Pets are not allowed at the Armed Services YMCA child care site.
15. Children are not allowed to bring any toys or use any electronic devices while at before school child care (i.e., dolls, games, fidget items, phones, tablets, etc.).
16. The Armed Services YMCA is not responsible for broken or lost personal items.
17. The Armed Services YMCA emergency procedure plans are kept on file at the before school child care site and are available for review at any time.
18. Students who participate in both before and after school care may not exceed 4 total hours of care per day.
19. All operational policies are subject to change. Parents will be notified via email of any ASYMCA operational policy changes.

MEDICAL INFORMATION

1. Parents must submit a copy of the child's up-to-date immunization records within 30 days of enrollment in the Armed Services YMCA Before School Child Care program.
2. If the child has an allergy and/or medical condition/diagnosis that requires special instructions, parents must complete the Allergy and Anaphylaxis Emergency Plan and/or the Child Medical Action Plan.
3. The Armed Services YMCA will not dispense any prescription or over-the-counter medication or hygiene products including but not limited to sunblock, lotions, lip balm, etc.
4. The Armed Services YMCA adheres to the Harnett County School guidelines regarding COVID-19 safety precautions.
5. The Armed Services YMCA staff will notify parents of any communicable diseases occurring before school care.

6. Sick or ill children must be symptom free for 24 hours (without medication) before returning to the ASYMCA Before School Child Care Program.
7. Children with any form of head lice will not be allowed in the child care site until the child has received successful treatment.

MEDICAL EMERGENCIES

1. In case of a medical emergency, the proper procedures will be taken to ensure the child's health and safety.
2. Parents will be notified immediately should their child become ill or seriously injured.
3. In the case of life-threatening emergencies, a member of the ASYMCA child care staff will immediately call 911, administer First Aid & CPR, and notify you as quickly as possible. If you cannot be reached, a designated emergency contact will be notified.
4. If transportation to the hospital is needed, an ASYMCA child care staff member will accompany your child in the ambulance and will stay with him/her until you arrive.
5. If a child requires medical attention while participating in the Armed Services YMCA After School Care Child program, the parents are responsible for payment of any medical services rendered,
6. For minor injuries, all ASYMCA child care staff are trained in First Aid & CPR, and will administer aid as needed. A staff member may contact you to pick up your child if additional care is needed.
7. For minor injuries, an accident/injury report will be given to parents explaining the nature of the incident.
8. The Armed Services YMCA is required to notify the school and state, by phone and in writing, of any serious injuries that require medical treatment, illness that requires hospitalization, occurrence of food poisoning, or communicable diseases.

SPECIAL NEEDS

Armed Services YMCA staff members are encouraging, patient, and helpful in paving a pathway for children with mild to moderate disabilities to succeed at Armed Services YMCA programs. We are not equipped nor staffed to work with children who need significant assistance with personal care, constant one-on-one support, or have great difficulty in managing their behavior in a group setting. If your child has a significant health issue or a special need, please contact the Executive Director, Jeremy Hester, at jhester@asymca.org to discuss appropriate accommodation. ADA: If a child requires one on one care the Armed Services YMCA will be unable to accommodate.

INSURANCE

It is the responsibility of every individual, their parent or legal guardian, to provide for their own accident and health coverage while participating in all Armed Services YMCA activities. The Armed Services YMCA does not provide any accident or health coverage for its participants.

CODE OF CONDUCT

The Armed Services YMCA is committed to providing a positive atmosphere that is safe and inclusive to all in our community. Therefore, the Armed Services YMCA has adopted a code of conduct to govern the actions and behavior of all people while participating in ASYMCA programs. Individuals who experience or observe inappropriate conduct are encouraged to promptly report their concern to Armed Services YMCA staff. Every effort will be made to ensure that reports are investigated and resolved promptly and effectively.

Individuals are expected to:

- Uphold the Armed Services YMCA core values of respect, responsibility, honesty, and caring.
- Provide an atmosphere free of derogatory or unwelcome comments, conduct or actions of a sexual nature, or actions based on an individual's sex, race, ethnicity, age, religion, abilities, sexual orientation or any other legally protected statuses.
- Be respectful and cooperative with all Armed Services YMCA staff and others.

The following will NOT be tolerated at Armed Services YMCA facilities and programs:

- Abusive, harassing, and/or obscene language or gestures
- Threats of harm, physical aggression, or violent acts
- Weapons of any kind
- Smoking
- Damaging or defacing property
- Possession, sale, use or being under the influence of alcohol or illegal drugs
- Offensive and unlawful conduct

DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY

Praise and positive reinforcement are effective methods of behavior management. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concept, problem-solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following age and developmentally appropriate discipline and behavior management policy.

We Do:

- Praise, reward and encourage children.
- Reason with and set limits for the children.
- Model appropriate behavior for children.
- Modify the classroom environment to attempt to prevent problems before they arise.
- Listen to children.
- Provide alternatives to inappropriate behavior for the children.
- Provide the children with natural and logical consequences for their behaviors.
- Treat the children as people and respect their needs, desires, and feelings.
- Ignore minor behaviors.
- Explain things to children on their level.
- Use short supervised periods of time out sparingly.
- Stay consistent in our behavior management system.
- Use effective guidance and behavior management techniques that focus on the child's development.

We Do Not:

- Handle children roughly in any way, including shaking, pushing, shoving, pinching, slapping, biting, kicking, or spanking.
- Place children in a locked room, closet, or box or leave children alone in a room separated from staff.
- Delegate discipline to another child.
- Withhold food as punishment or give food as a means of reward.
- Discipline for toileting accidents.
- Discipline for not sleeping during rest periods.
- Discipline children by assigning chores that require contact with or use of hazardous materials, such as cleaning.
- Withhold or require physical activity such as running laps or doing push-ups, as punishment.
- Yell at, shame, humiliate, frighten, threaten, or bully children.
- Restrain children as a form discipline unless the child's safety or the safety of others are at risk.

Student Behavior Expectations

- Children will be respectful to all others.
- Children will listen and follow directions.
- Children will keep hands and feet to themselves at all times.
- Children will respect all equipment and supplies.
- Children will follow all school rules.
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Student Behavior Consequences

1st Offense	—	Verbal Warning
2nd Offense	—	Removal from Situation and Redirection
3rd Offense	—	3-5 Minute Time Out* and Behavior Report Shared with Parent

After 3 Behavior Reports a conference may be scheduled with the parent if the Program Attendant, Program Coordinator/Director, all believe it is necessary. The staff of the Armed Services YMCA will not tolerate inappropriate behavior, language, or actions from parents or children enrolled in the program.

*A "Time Out" is the removal of a child for a short period of time (3-5 minutes) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The 'time out' space, usually a chair, is located away from the classroom activity but within the teacher's sight. During 'time out' the child has a chance to think about the misbehavior which led to his/her removal from the group. After a brief interval of no more than 5 minutes, the teacher discusses the incident and the appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown to the other children. (Adapted from the original prepared by Elizabeth Wilson, Student, Catawba Valley Technical College)

STATEMENT FOR PREVENTION OF ABUSE

A principal endeavor of the Armed Services YMCA is to provide a healthy atmosphere for the growth and development of youth and children. Thus, the mistreatment or neglect of youth or children and the resulting severe effects are of primary concern to the Armed Services YMCA. Child abuse is mistreatment or neglect of a child by parents or others resulting in injury or harm. Abuse can lead to severe emotional, physical, and behavioral problems. Because of its concern for the welfare of children and youth, the Armed Services YMCA has developed policies, standards, guidelines, and training to aid in the detection and prevention of child abuse.

In addition, all employees are thoroughly screened, and background checks are conducted upon hiring or rehiring. Employees who have contact with children and youth receive training in recognizing, reporting, and preventing child abuse, which includes training in recognizing signs that a child is being groomed for abuse. Some of the guideline's employees are expected to follow are:

- Avoid being alone with a single child where you cannot be observed by other staff or adults.
- Staff may not relate to children who participate in Armed Services YMCA programs outside of approved Armed Services YMCA activities. For example, babysitting, weekend trips, foster care, etc. are not permitted.
- Giving personal gifts to program participants or their parents is not allowed.
- Program rules and boundaries must be followed, including appropriate touch guidelines.
- Children or youth should not be singled out for favored attention.
- Dating a program participant under the age of 18 is not allowed.

FEES AND FINANCIAL INFORMATION:

1. All child care fees must be paid in advance by midnight each Thursday the week prior to care in order to be accounted for in next week's attendance roster and avoid any late fees.
2. All payments can be made online at <https://www.asymca.org/fort-bragg-home>.
3. Parents must notify the Program Director before midnight each Thursday if their child will not be attending the after-school child care program the following week in order to avoid any late payment fee.
4. A late payment fee of \$10.00 will be assessed if payments are not made by midnight each Thursday.
5. If child care fees are delinquent, the child is unable to attend the Before School Child Care Program until the late fee and the weekly child care fee is paid in full.
6. All dishonored checks or declined ACH/credit card payments due will incur a returned item charge of \$25.00 which must be paid in order to continue child care services.
7. Refusal to pay any incurred fees (late payment fee, dishonored check fee, or declined ACH/credit card fee) will result in immediate removal of my child from the before school child care program until all fees are paid in full.
8. The ASYMCA does not offer daily or hourly rates for before school child care.

9. Refunds will not be given if my child is absent for any reason.
10. A two-week written cancellation is required in order to withdrawal your child from the program.
11. Refunds will not be given for any prepaid registration fees if two weeks' notice is not provided to the Program Director in writing.
12. Refunds will not be given if a child is removed from the program due to my failure to follow these rules.
13. Before School Care Prorated Rates: 5 days/week = \$25 4 day/weeks= \$21 3 day/week = \$18 2 day/week = \$15

DROP-OFF POLICY

1. I understand that I may not drop off my child before 6:45am.
2. Students must be escorted into the building and signed in by the parent/guardian.
3. If your child will NOT be attending before school care due to an absence you MUST notify the ASYMCA via phone or email.
4. Children are not allowed to leave the before school child care program until dismissed by the ASYMCA staff to report to class or to the cafeteria for breakfast at approximately 7:45am.

PICK-UP POLICY: In the unlikely event a child may need to be picked up from before school care, please follow the standard pick-up policy.

1. For the safety of the child, children will only be released to parents and those who are authorized to pick-up as identified on the enrollment application.
2. Individuals not listed as the parent or authorized pick-up/ emergency contact will not be allowed to pick up your child.
3. Individuals authorized to pick up your child must be at least 16 years of age and present a photo ID at pick-up and the ASYMCA employee must verify the individual is on the authorized pick-up list before the child is released.
4. Authorized individuals must sign-out the child each day on the appropriate form before leaving the program.
5. Any request to make any additions or modifications to the authorized pick-up/emergency contact list must be made in writing by the child's parent or guardian and should then be turned in to an ASYMCA on-site employee or dropped off at the ASYMCA main office.
6. An email or phone call is not considered sufficient to modify the pick-up list as the ASYMCA cannot confirm the identity of the parent.
7. All "Custody Agreements" must be on file at the Armed Services YMCA Main Office. Please be aware that the Armed Services YMCA will not be party to any violations of custody agreements. Any disagreements involving custody must be resolved between the parties concerned or the courts.
8. Ex. If one parent no longer has legal custody of the child or is not legally allowed to pick-up the child, a copy of all legal documents must be submitted to the ASYMCA Program Director confirming this change of parental responsibility as the ASYMCA cannot withhold a child from the parent without legal documentation stating as such.



ARMED SERVICES YMCA FORT BRAGG 2022-2023 BEFORE SCHOOL CHILD CARE ENROLLMENT APPLICATION

ARMED SERVICES YMCA

Student Name: _____ Age: _____ Date of Birth: _____ Gender: M / F
 School: _____ Teacher: _____ Grade: _____
 Enrollment Start Date: _____

MOTHER / GUARDIAN	First Name:	Last Name:	Is Mother Military Connected? Yes No
	Mother's Military Status: <input type="checkbox"/> Active-Duty <input type="checkbox"/> Military Spouse <input type="checkbox"/> National Guard <input type="checkbox"/> Reserve <input type="checkbox"/> Veteran <input type="checkbox"/> Civilian/Non-Military	Mother's Branch of Service: <input type="checkbox"/> Army <input type="checkbox"/> Navy <input type="checkbox"/> Air Force <input type="checkbox"/> Marines <input type="checkbox"/> Coast Guard <input type="checkbox"/> N/A	Mother's Ethnicity: <input type="checkbox"/> African American/Black <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Other <input type="checkbox"/> Prefer Not to Answer
Mother's Rank (If Applicable)	N/A E1 E2 E3 E4 E5 E6 E7 E8 E9 W1 W2 W3 W4 W5 O1 O2 O3 O4 O5 O6 O7 & UP Veteran Pre 9-11 Veteran Post 9-11		
Street Address City, State, Zip			
Mother Home Phone	Mother Work Phone		
Mother Cell Phone	Mother Email Address		
FATHER/ GUARDIAN	First Name:	Last Name:	Is Father Military Connected? Yes No
	Father's Military Status: <input type="checkbox"/> Active-Duty <input type="checkbox"/> Military Spouse <input type="checkbox"/> National Guard <input type="checkbox"/> Reserve <input type="checkbox"/> Veteran <input type="checkbox"/> Civilian/Non-Military	Father's Branch of Service: <input type="checkbox"/> Army <input type="checkbox"/> Navy <input type="checkbox"/> Air Force <input type="checkbox"/> Marines <input type="checkbox"/> Coast Guard <input type="checkbox"/> N/A	Father's Ethnicity: <input type="checkbox"/> African American/Black <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Other <input type="checkbox"/> Prefer Not to Answer
Father's Rank (If Applicable)	N/A E1 E2 E3 E4 E5 E6 E7 E8 E9 W1 W2 W3 W4 W5 O1 O2 O3 O4 O5 O6 O7 & UP Veteran Pre-9-11 Veteran Post 9-11		
Street Address City, State, Zip	(If different from above)		
Father Home Phone	Father Work Phone		
Father Cell Phone	Father Email Address		

Which parent/guardian is the first/primary point of contact? _____

STUDENT EMERGENCY MEDICAL INFORMATION

_____ I understand that I must submit a copy of my child's up-to-date immunization records within 30 days (initial) of enrollment in the Armed Services YMCA Child Care program.

Does your child have any allergies? YES / NO If yes, please complete an Allergy and Anaphylaxis Emergency Plan.

Does your child have a medical condition/diagnosis? YES / NO If yes, please complete a Child Medical Action Plan.

Is your child currently on any medications? YES / NO If yes, list any medications your child is currently taking. (ASYMCA staff do not administer medication)

List any other healthcare needs or concerns we need to be aware of. Attach additional documentation as needed.

List any other unique behavioral characteristics or any other information that has any direct bearing on assuring a safe environment for your child.

EMERGENCY MEDICAL CARE INFORMATION

Name of Health Care Provider: _____ Phone #: _____

Hospital Preference: _____ Phone #: _____

EMERGENCY MEDICAL CARE AUTHORIZATION

I, as the parent/guardian, authorize the ASYMCA to obtain medical attention for my child in the case of an emergency. I understand that I am responsible for payment of any medical services received.

Parent Signature: _____ Date: _____

AUTHORIZED PICK-UP & EMERGENCY CONTACT INFORMATION (other than parents)

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

OPERATIONAL POLICY AGREEMENT

I, as the parent/guardian, do hereby state that I have received, read, and understand the Operational Policies and Procedures which include the Discipline and Behavior Management Policy. I agree to abide by these standards, rules, policies, and procedures set by the Armed Services YMCA. I understand it is my responsibility to inform any person responsible for my child of these standards, rules, policies and procedures. Additionally, I understand and accept that the Armed Services YMCA Fort Bragg has the right to change or amend these policies at any time.

Parent Signature: _____ Date: _____

DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY

I hereby state that I have received a copy of the Armed Services YMCA Discipline and Behavior Management Policy. I acknowledge that I have read and understand this policy and will abide by said policies while participating in the Armed Services YMCA Child Care Program.

Parent Signature: _____ Date: _____

PERMISSION TO PHOTOGRAPH, FILM, OR VIDEOTAPE FOR NON-PROFIT USE

- I hereby **grant** full permission for myself, my child, and/or my family members to be photographed by the Armed Services YMCA staff for any legitimate purpose without payment or compensation. I also hereby consent to participation in interviews, the use of quotes, and the taking of photographs, movies, or video tapes. I also grant the Armed Services YMCA the right to edit, use, and reuse said products for nonprofit purposes including use in print, on the internet, and all other forms of media. I also hereby release the Armed Services YMCA and its agents and employees from all claims, demands, and liabilities whatsoever in connection with the above.
- I hereby **do not grant** the Armed Services permission to use photographic/video images taken of myself and/or my dependents and minor children.

Parent Signature: _____ Date: _____

RELEASE OF LIABILITY FOR PROGRAM PARTICIPATION

I also hereby voluntarily and knowingly assume all risks and dangers inherent and incidental to the activities of Armed Services YMCA programming for myself and my family members. I will not hold the Armed Services YMCA liable for any injuries incurred during programming or in transit to and from the program whether caused by equipment or the act or omissions of others expecting damage or injury solely caused by the willful misconduct or negligence of the Armed Services YMCA, or its employees, volunteers, or agents. I do hereby authorize the Armed Services YMCA as agent for all Armed Services YMCA Members, to consent with respect to the minors, to any x-ray examination, anesthetic, medical, dental, or surgical diagnosis or treatment, and hospital care which is deemed advisable by, and is to be rendered under general or special supervision of, any physician and surgeon licensed under the provisions of the North Carolina Medical Practice Act on the medical staff of any hospital, whether such diagnosis or treatment is rendered at the office of the physician or at the hospital. I understand that the Armed Services YMCA is not responsible for costs incurred for medical care. If I participate in the program, whether as coach, instructor, aide, spectator, or participant, I presently waive as to the Armed Services YMCA and staff, officers and director thereof, any claim presently known or unknown for damage to property or personal injury whether caused by equipment or the acts or omissions of others including Armed Services YMCA personnel.

Parent Signature: _____ Date: _____