



CincyAfterSchool and the Blue Ash YMCA

POLICIES AND PROCEDURES HANDBOOK



CincyAfterSchool at
Academy of World
Languages
6829 Stewart Rd
Cincinnati, OH 45236
Program Phone:
Amy Famularo
513-240-1630

Blue Ash YMCA
5000 YMCA Dr.
Cincinnati, OH 45242
Front Desk Phone:
513-791-5000
In Case of emergency #
Angie Okuda
(513) 478-8905

Pleasant Ridge
CincyAfterSchool
5945 Montgomery Rd.
Cincinnati, OH 45213
Program Phone:
Angela Grunkemeyer
513-477-2422

Camp Program Information

Days and Hours of Operation:

CincyAfterSchool Enrichment Camps run Monday-Friday from 2pm-6pm. There will be four, seven weeklong camp sessions throughout the school year.

Camp Session 1: Monday, September 14th to Friday, October 30th

Camp Session 2: Monday, November 2nd to Friday, December 18th

Camp Session 3: Monday, January 11th to Friday, February 26th

Camp Session 4: Monday, March 8th to Friday, April 30th

Throughout the school year there are periods of time when CincyAfterSchool Enrichment Camps come to a halt, similar to Clark Montessori. This is an opportunity for PRMS students to focus solely on academics. Academic programming will be offered through the Tutor Coordinator, Chris Reece. There are a limited number of spaces and students do need to apply. Contact Chris at creece@cincinnatiymca.org or #478-3027. It is the parents' responsibility to make alternative arrangements when CincyAfterSchool Enrichment Camps are not in session. Families can utilize the Pleasant Ridge Recreation Center for the school days enrichment camps are not in session. Contact Kim or Mike at #791-7894. We follow the school schedule in regards to cancelling CincyAfterSchool Camps. This means that we do not have enrichment camps on days the school is closed for teacher in-service days, school vacations, and snow days. CincyAfterSchool Enrichment Camps will also be closed on Wednesday, November 25th.

Goals and Philosophies:

Philosophy: The purpose of CincyAfterSchool is to provide extended day learning camps to kindergarten through sixth grade students. Our school age enrichment camps focus on providing programs that meet the expectations of our 9 key components: Career exploration, computer/technology exploration, fitness/recreational instruction, tutoring/mentoring, career exploration, service learning, fine arts, leadership development, and family involvement.

CincyAfterSchool prides itself on facilitating the child's sense of industry, promoting a sense of competence, and creating an environment conducive to positive peer interaction, encouraging initiative, and supporting growth and self-direction under the guidance of nurturing and caring staff. Our enrichment camps provide a developmentally appropriate curriculum that supports the social, emotional, physical and cognitive growth of each child. This is done in a setting built with acceptance, respect and encouragement. Through all of our enrichment camps we work in cooperation with educational efforts through parents and communities. This is to ensure that strong character development in caring, respect, honesty and responsibility is built for children's futures and that they have positive self-esteem.

Goals: In the context of a warm and caring environment, our staff strives to provide:

- 1) A Safe and Inviting Environment
- 2) Emotional support and warmth
- 3) Responsive adults who serve as good adult role models
- 4) Opportunities to enrich one's character, with an emphasis in Respect, Caring, Responsibility, and Honesty
- 5) Encouragement to be creative and imaginative
- 6) Safe environment to voice thoughts, opinions, and beliefs

- 7) Opportunities to learn about diversity, fine arts, leadership, service learning, and health and wellness
- 8) Opportunity to gain confidence, enhance 21st Century skills, and improve academic performance through tutoring and mentoring.
- 9) An opportunity to learn to accept one's own personal abilities and explore the future including college and career placement.
- 10) An exciting and active place for Kids to LEARN and have FUN while incorporating their parents and families into the program

Daily Schedules:

2:00 Staff and Enrichment Instructors Report and begin camp set up
2:15 School Dismissal/students begin to check into CincyAfterSchool Camps
2:15 – 2:30 Snack/Announcements
2:30 – 3:30 Enrichment Camp Session 1
3:30 – 4:30 Homework/Tutoring/Mentoring or Enrichment Camp Session 2
4:30 – 5:30 Enrichment Camp Session 2 or Homework/Tutoring/Mentoring
5:30 – 6:00 Clean Up/Dismissal

Overtime/Late fee (after the center's regular closing time): Children must be picked up by 6:00. If a parent is late picking up a child a \$10 fee is charged: from 6:01 to 6:10 a \$10 late fee is charged. If a parent is even later in picking up a child, an additional \$10 late fee is charged for every five minutes: from 6:11 to 6:15 another \$10 fee is charged bringing the total to \$20. **These fees must be paid before the child returns to the program.** 60 minutes after the close of the program if a parent has not contacted the supervisor it is mandated that the staff call 241-KIDS for neglect.

Character Development: It is our mission at the YMCA to put Christian principles into practice through programs that build healthy spirit, mind and body for all. The YMCA has become a leader through this mission by incorporating four core values in all of our programs. Those 4 core values are Caring, Honesty, Respect, and Responsibility. We chose these values as a common ground, for they are not exclusive to Christianity but transcend through all religions and cultures.

You will find these four key values in all the programs at the YMCA including the CincyAfterSchool. We will incorporate them through our everyday activities and camps.

Staff Child Ratios and Group Size

Staff to child ratio will never be higher than 1:15.

Guidance and Management Policy

Each child is treated with respect and concern for his/her developmental needs. Guidance and discipline are positively productive, non-punitive and appropriate to the situation and to each child's individual development. Verbalization of feelings for children, redirection and problem-solving techniques are the methods used by the staff to guide children's behavior.

There will be no physical, cruel, harsh, or unusual punishment, nor will physical restraint be used as a form of discipline. In case of physical fighting among children, restraint by the teacher may be

used for the safety of the children involved. No child will ever be left alone one on one with an adult. Even in tutoring situations other adults and/or children will be present.

No child will ever be humiliated, subjected to profane language, or other verbal abuse, or abused or neglected while attending CincyAfterSchool. No child will ever be shamed, humiliated or frightened by any form of discipline. No discipline technique will ever be delegated to another child.

Sometimes some children exhibit behaviors which are either excessive or present a danger to themselves or others. There will be no tolerance for the following behaviors, and will result in automatic suspension or removal from the program: fighting or play-fighting, verbal/physical aggression toward a staff member/other adult/child, leaving or attempting to leave the premise without permission, pretending to have a gun, or stealing.

All suspensions result in being sent home immediately.

Other severe behavior issues will be addressed by the site coordinator and will be handled on an individual basis.

These steps are in place to have a quality program for all the children in attendance. **The Site Coordinator also reserves the right to skip a step in the discipline plan depending on the severity of the behavior.**

Parents are expected to adhere to school rules and policies while on campus. If a parent creates a disruption or demonstrates physical/verbal abuse toward a child or staff member the site coordinator reserves the right to call authorities and deny building access to the parent/guardian. The site coordinator also reserves the right to remove the child from the CincyAfterSchool Enrichment Camps. It is CincyAfterSchool expectation that parents will demonstrate positive behaviors while on campus or while involved in CincyAfterSchool Enrichment Camps.

Behavior Management Plan

Every child is expected to act accordingly and follow all school rules while attending CincyAfterSchool Enrichment Camps. Students will have a “passport” which contains a behavior tracking paper and schedule. Students are provided with these 2 things at the beginning of the year and it is their responsibility to ensure they have these 2 things at all times. Students are required to have a nametag on AT ALL TIMES. This is a safety concern and a way for visitors in the classroom and building to identify CincyAfterSchool students. If a student loses or breaks any of these items they **MUST** be replaced. Replacement items are available for a fee from the site coordinator.

Students behavior will be tracked throughout their camps using a research based positive choices management system that is also the behavior management plan utilized by Pleasant Ridge Montessori Students for the 2009-2010 school year. All students begin each class in good standing on the behavior chart. If the child chooses to make positive choices they will move up to the highest level on the chart. If a child chooses to make negative choices they will move down the chart accordingly. If negative choices continue and the student does not respond to redirection from the staff their name will be written on lowest level of the chart, and will be immediately sent to the site coordinator. Their names will move up and down on the behavior chart according to the students’ behavior choices throughout the camp.

Student’s behavior will be tracked throughout the week. If the child is consistently towards the bottom of the chart Monday through Thursday the child forfeits the privilege of attending REWARDS Camp or a field trip on Friday. If consistent negative behavior choices are being made the site coordinator has the right to remove the child from the program. If a child receives 2 or more of the lowest mark on the behavior chart in one week the child will be suspended from the

CincyAfterSchool Enrichment Camps for 5 school days. After suspension if a child chooses to continue to make poor behavior choices they will be permanently removed from the CincyAfterSchool Enrichment Camps.

Supervision of Children Information

All children will be supervised at all times.

All children attending CincyAfterSchool Enrichment Camps must be signed out upon departure each day, by the parent, guardian, or designated caregiver. **If a parent does not follow this procedure it is the right of the staff to remove the child from the program. Our staff will not release a child to anyone other than the adults listed on the release form unless written verification is received from parent or guardian, which may include a custody agreement.** The staff member will ask for identification, from someone that they do not recognize, and verify that this person is allowed to pick up the child before they are released. If there is not identification shown, the child will not be released to the person in question.

Off Site Camps: If students sign up and participate in any off site enrichment camps such as Library Camp, Rec Camp, or Kindergarten Camp; **parent, guardian, or designated caregiver cannot pick up the students at the off site locations. If you know in advance that you need to pick up the student earlier than 4:45, please call the Site Coordinator at least two hours prior to the start of CincyAfterSchool so that other arrangements can be made. If parents show up early and their children are at an off site location, then the parents must wait until the children return to the school.** If you know that you will be picking your children early (before 4:45 pm) on a consistent basis, do not enroll the children in any off site camps.

Policies for Operation when school or other programs are delayed or cancelled Severe Weather Policy:

Snow Days: There will be NO CincyAfterSchool Camps on snow days. If students are at school the district and the site coordinator reserve the right to cancel after school activities due to weather.

Inclement Weather: If during the school day weather becomes inclement it is up to the site coordinator to cancel programming after school in order to ensure the safety of all students and employees traveling to work. If the CincyAfterSchool Camps are closed, it is the parent's responsibility to inform the teachers how the students will be sent home. If the local news states that all after school activities for Cincinnati Public Schools are closed or cancelled this includes CincyAfterSchool.

YMCA facility closure: If at anytime the Blue Ash YMCA is closed all after school programs will not be in operation. This information is available on local radio and television stations.

Snack Information

A FREE nutritious snack is provided each afternoon to all children that are in attendance. Each snack served will contain at least one food from two of the four food groups. At this time staff and children spend quality group time together in a relaxed atmosphere. Staff will develop a plan with the parents of those children who have special dietary needs pending a doctor's written verification.

Procedures for Emergencies and Accidents

General Information:

In the case of an emergency and/or illness the Site Coordinator or a staff person in charge will attend to the emergency and/or illness. All other staff shall clear the area and supervise the other children. The Site Coordinator will then immediately contact the appropriate emergency number. If the parents or guardians cannot be reached, the physician or dentist (dental emergency) will be notified. If necessary, the child will be transported, by the emergency life squad to the hospital of their choice. CincyAfterSchool /YMCA personnel will NOT transport children in emergency situations.

General Emergency: Staff will follow posted procedures in regards to general emergencies. General emergencies include: Threats to the safety of children due to environmental situations or threats of violence, natural disasters such as fire, tornado, flood, etc., and loss of power, heat or water. If the school has to be evacuated for any reason, all emergency contact paperwork will accompany the participants and staff, once children are in a safe place, our staff will implement a phone tree to alert parents of whereabouts and the emergency situation at hand.

Serious Incident and Accidents: Minor accidents (cuts, bruises, etc.) are treated by staff members trained in First Aid. If a child is injured at the center and requires transportation to a hospital or practitioner indicated on the medical/dental care form, our staff will call 911 and an emergency squad will transport the injured child to the appropriate facility. In any case of emergency transport a staff member will accompany the child until a parent or guardian arrives to be with the child.

Fire and Tornado: Fire and tornado drills are held periodically. A plan is posted which explains the responsibilities of the staff and actions taken in care of fire emergency and weather alerts.

Child Abuse or Neglect: The Site Coordinator and each employee of our programs are required by law to report any suspicion of child abuse or neglect to 241-KIDS. This includes but is not limited to physical and verbal abuse, students abusing drugs or alcohol, parents abusing drugs or alcohol while students are in their supervision. Our CincyAfterSchool staff will protect all children from abuse and neglect while in the care of the program.

Incident/Injury Report: Site Coordinator will fill out incident/injury reports on any suspicious or negligible incident or injury. Incidents or injuries that require an incident/injury report include but are not limited to: illness, accident or injury which requires first aid treatment, a bump or blow to the head, unusual or unexpected event which jeopardizes the safety of children or staff. In the event that an incident/injury report is filled out, parent(s) of all children involved will receive a report to sign and will also receive a copy of the report. All incident/injury reports are filed in the Site Coordinator's office, administrative office at the Blue Ash YMCA as well as copied to Greater Cincinnati YMCA Human Resources. Incidents reports will also be filled out in the case of severe behavior choices.

Management of Illness

All staff persons are trained to recognize the signs of communicable disease and other illnesses, hand washing and disinfecting procedures, through first aid and "childhood disease" training by the Red Cross, a registered nurse or a licensed physician. Any child who develops the following symptoms while in our program will be isolated immediately in a portion of the room not being used by other

children/adults and discharged to his/her parent or guardian. They may return with a doctor's note stating that the child's condition is not contagious. These symptoms are:

- 1) Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness;
- 2) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- 3) Difficult or rapid breathing.
- 4) Yellowish skin or eyes.
- 5) Redness of the eye, obvious discharge, matted eyelashes, burning, itching.
- 6) Unusually dark urine and/or gray or white stool.
- 7) Stiff neck with elevated temperature.
- 8) Vomiting more than one time or when accompanied by any other sign or symptom of illness.

A child exhibiting other symptoms will be isolated and discharged and may be readmitted to the program after he/she is free from all symptoms for 24 hours. Those symptoms include:

- 1) Diarrhea (three or more abnormally loose stools within a twenty-four hour period).
- 4) Evidence of untreated lice, scabies, ringworm or other parasitic infestations.
- 5) Untreated infected skin patches, unusual spots or rashes
- 6) Sore throat or difficulty in swallowing.

Isolation Precautions: A child isolated due to suspected communicable disease (or symptoms listed above) shall be:

- 1) Within site and hearing of an adult at all times.
- 2) Cared for in another room or portion of a room away from other children.
- 3) Provided with a yoga mat and made comfortable. After use, the yoga mat shall be disinfected with an appropriate germicide, or if soiled with blood. Feces, vomitus or other body fluids, the yoga mat shall be cleaned with soap and water and disinfected with an appropriate germicide.

CincyAfterSchool cannot allow "mildly ill" children in the program. Mildly ill is defined as a child who is experiencing minor cold symptoms. If a child cannot participate in the regularly scheduled camps, he/she should remain at home.

A child who becomes ill during the day shall be discharged to the care of his/her parent or guardian as promptly as possible. If the parent or guardian is unable to come to the school, the staff will discharge the ill child to the person who has been designated by the parent.

Employees will also abide by the same communicable disease policies as the children. This means that no employee shall be permitted to work if they display any of the symptoms that are listed above.

Transportation of Children

Emergency Transportation: emergency squad shall transport all children who need to leave the premises because of an accident or injury. Please see "Procedures for Emergencies and Accidents" for more details.

Field Trip Procedures (routine and special): CincyAfterSchool shall only use the YMCA vans or a reputable bus service for routine and special field trips. These vehicles undergo regularly scheduled maintenance to insure our participants' safety. For routine field trips, attendance is recorded regularly upon arrival and departure of the participants. Attendance is kept with staff members at all times. **WRITTEN PARENT/GUARDIAN PERMISSION IS REQUIRED FOR ALL TRIPS INCLUDING WALKING PERMISSION SLIP FORMS.**

Parent/Employee Participation Policy

Problem assistance: If at anytime a parent, guardian, or employee feels they need assistance with problems during CincyAfterSchool they may feel free to call the Site Coordinator at 477-2422. Our staff wants your child to have a safe and enjoyable experience with CincyAfterSchool and we will do anything possible to alleviate problems that your child is experiencing.

Parent Participation: The term "parent" is meant to include parents or legal guardians in all cases. Parental involvement is essential to CincyAfterSchool. We appreciate any suggestions or constructive criticisms that parents may have. Feedback forms will be made available to parents at any time. In providing an open relationship with all parents, we believe that we provide better programming for your children. Parents and employees are welcome and highly encouraged to participate in all camps/activities planned for the children. Parents are especially welcome on field trips. Any parent who has a special interest or skill to share should notify the Site Coordinator. Parents will be notified of events through flyers and/or oral messages. Parent conferences are available upon request. **Parents are a necessary component to successful implementation of CincyAfterSchool. Each parent is required to donate one hour of service or participation in a parent/child enrichment camp.**

Permanent Dis-enrollment of a Child: CincyAfterSchool reserves the right to permanently disenroll a student at anytime. Reasons for permanent disenrollment may include but are not limited to: Continued disciplinary actions with a student, parental or student abuse of staff members, actions or behaviors by a student that has or could severely harm themselves or another student or any other reason that is deemed fit by the Site Coordinator.

Babysitting: YMCA policy prohibits our staff from baby-sitting children met through the CincyAfterSchool Camps. Please do not ask our staff to baby-sit for you. This may cause an uncomfortable situation.

Statement of Understanding and Agreement

I, _____ (parent name) have received, reviewed, and understand all of the above information provided in the CincyAfterSchool Policies and Procedures Handbook and agree to review it with my child. I understand that I am required to participate in at least 1 hour of volunteerism or participate in a child/parent enrichment camp.

Parent/Guardian Name
(print) _____

Parent/Guardian Name
(signature) _____.

Telephone (s) # _____

Email _____

List of students participating in the CincyAfterSchool Enrichment Camps that will abide by these rules, regulations, and policies.

Students name, Teacher's Name, Classroom #, Grade

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