



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

GROWING STRONGER TOGETHER

**Anaheim Family YMCA
Summer Day Camp 2020
Parent/Guardian Handbook**

Contact Information:

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Child Safety Statement

At the YMCA, we place extreme value on children's emotional well-being and physical safety. We are rigorous in our employee screening and selection process. Interviews, reference checks, fingerprinting, and our Staff Code of Conduct are all proven-practices to ensure proper staffing. Once hired, all staff attend a YMCA of the USA Child Abuse Prevention Training Program, and our management staff receive additional training in this area. Additionally, policy disallows any contact between children and staff outside of YMCA programs or facilities. We ensure proper staffing and knowledge through YMCA policies and guidelines that include:

- Staff/Child relationships
- Staff recruitment, training and supervision
- All YMCA staff are mandated reporters of suspected child abuse and are trained in proper reporting procedures to Child Protective Services.

Quality of Staff

The strength of our program is the experience, expertise and dedication of our staff. The YMCA staff is supported with training, resources and the freedom to create a unique learning environment for the benefit of your children. Many opportunities are provided for the staff to share ideas and grow professionally. Our staff creates a caring and nurturing atmosphere that fosters each child's creativity, positive self-image, and love of learning.

Staffing at each site consists of:

Group Leaders: responsible for providing a safe and nurturing environment for children while implementing age-appropriate academic and enrichment activities

Lead Group Leader: responsible for providing a safe and nurturing environment for children while implementing age-appropriate academic and enrichment activities. The site lead assumes Program Supervisor's responsibilities in their absence.

Program Supervisor: responsible for assuring a high-quality and professional implementation of the after-school program.

Program Details:

- Days/Hours: M-F, 7:45am to 5:00 pm
- Location: Edison, J. Marshall, Ponderosa, Roosevelt, Ross, Westmont Elementary
- Program Fee: \$120 per week, payment is due the Friday before (limited financial aid available)
- Grades being served: Kinder to 6th grade
- Some program supplies will be purchased for each child, so they will not be sharing items (balls, set of markers, jump ropes, etc.)
- Disinfecting will be occurring throughout the day
- Rigorous cleaning occurs once all youth have left the facility daily

Groups:

- Children will remain in the same group all day
- Siblings will be placed in the same group
- Groups will not interact with other groups
- Groups will remain in the same designated area throughout the day except during meal service and outdoor time

Priority Populations:

1. Families of essential workers and health care professionals
2. Students at the following Districts:
 - Anaheim Elementary School District
3. Participants who are affected by closures who are unable to remain home with their youth or who do NOT have alternative care options (homeless)
4. Additional people are case by case

Dispensing of Medication

Children are NOT allowed to carry medication. All medication must be turned in to the Program Supervisor and the staff will dispense it according to the directions on the bottle. The YMCA program only dispenses medication prescribed by a physician and all over the counter medication must be accompanied by a doctor's note. We will not accept any medications with expired labels or with another person's name on the bottle. Staff are not allowed to slit pills; parents must do this at home.

Medication Release Form

A Medication Release form must be completed and signed by a parent/legal guardian before medication is dispensed to the student. The form may be obtained from the Program Supervisor. Medication will NOT be dispensed to students without this completed, signed form in the student's file.

Youth Injury Notice

Minor injuries sustained during the program are reported to the families on a Youth Injury Notice. You will receive a copy of the Youth Injury Notice when you pick up your child. Families are called immediately in the event of a serious or questionable injury.

Sign-out Authorization Policy

No persons other than those whose names appear on the sign-out authorization list will be allowed to sign your child out, and no changes to this list will be accepted by phone. If you need to make edits to the sign-out authorization list you may update in your online Daxko account.

- The authorized person presents a picture ID to the YMCA staff member supervising the student. If staff do not know or recognize the person picking up your child, they will ask for ID and the person **MUST** present it in order to sign the child out. If the person refuses, becomes irate, or threatens staff in any way, they will be asked to leave the school site immediately and no longer allowed to pick up child.
- To the right of the student's name on the attendance sheet, the authorized person writes the current time and signs that they have picked up the student. For the student's safety, we will not release students until they are signed out.

Child Custody Changes

Unless we have a copy of a court order or restraining order on file at the site, we cannot legally deny a parent or legal guardian the ability to pick up their child. If such an order has been issued, and a copy has been submitted to the Program Supervisor, the site staff will follow the custody arrangement as specified on the order. The most recent copies of all court orders and restraining orders must be submitted to the Program Supervisor immediately.

Daily Morning Drop Off

Parents may drop off their children anytime during program hours of operation.

STEP 1: Park car in one of the designated drop off zones (look for Y logo sign on cone)

STEP 2: Stay in your car and call camp contact, wait for staff to approach car. Staff will ask parent *Health Questionnaire* (see next page). Child's temperature will be taken.

STEP 3: Y staff will then greet your child and escort them into the building. Only Y staff and registered youth are allowed inside the building. No other child(ren) may enter the building to use the restroom or for any other reason. You may NOT enter the building if something is forgotten. You will need to call staff to come back outside.

Daily Pick Up

Parents may pick up their child anytime during the program time.

STEP 1: Park car in one of the designated pick up zones (look for Y logo sign on cone)

STEP 2: Stay in your car and call camp contact

STEP 3: Y staff will bring your child to your car. You will then sign the youth pick up sheet. Only Y staff and registered youth are allowed inside the building! No other child(ren) may enter the building to use the restroom or for any other reason. You may NOT enter the building if something is forgotten. You will need to call staff to come back outside.

Late Sign-out Policy

All students are to be signed out by 5:00 p.m. every night. In the event you are going to be late, notify the Program Supervisor immediately. At 5:15 p.m., the Program Supervisor will call authorized persons to pick up your child. If we are unable to locate anyone to pick up your child, we will notify the authorities at 5:30 p.m. and your child will be taken to the police station or to your home.

We know that emergencies and situations may arise which may prevent you from picking up your child on time. If you will be late, please call the site phone number **before 4:45 p.m.** Please tell the supervisor your estimated time of arrival. This will help to minimize any unnecessary concerns. Please remember that if a pattern of late pick-ups becomes evident, your child may be removed from the program.

Daily Health & Safety Checks of Youth and Staff

Staff must monitor for symptoms during drop-off time and not admit sick children to the program.

1. Temperatures taken at entry
 - Anyone with a high temperature may not enter. If the child's temperature is above 100.4°, the child will NOT be allowed to participate in the program.
2. A verbal **Health Questionnaire** will be asked **per day to staff and families:**
 - Do you live with anyone or have you had close contact (prolonged or coughed on, for example) with anyone who has been diagnosed with COVID-19 within the last 14 days?
 - Do you have a fever, cough and/or shortness of breath? For children, high fever is 100.4° for forehead thermometer, 99° or higher with armpit thermometer or 99.5° with oral thermometer.
 - Any other signs of communicable illness such as a cold or flu?
 - Fever with behavior changes, difficulty breathing, uncontrolled coughing, unusually tired, etc.
 - Diarrhea (within 24 hours)
 - Vomiting (within 24 hours)
 - Open sores, rash, signs of infection
 - Runny nose with colored mucous

3. We reserve the right to add to this list based on CDC or OC Health Care Agency recommendations

During Program Time Monitoring:

If a child is observed to be sick during program time, staff will call and ask parents/guardian to pick-up their child. The child will be isolated away from other children until they can be picked up.

Staff will:

- Remind children and staff to avoid touching their face especially eyes, nose, and mouth with unwashed hands.
- Staff will enforce frequent hand washing with soap and water for at least 20 seconds; sing ABC's or Happy Birthday song with youth while washing their hands.
- May use an alcohol-based hand sanitizer with at least 60% alcohol in the interim during outdoor times but must immediately wash hands as soon as possible.

Families must report to Y staff if a child or family member **tested positive for Covid-19**.

We will not allow guests on site in order to limit exposure and follow social distancing guidelines

Program Daily Schedule

7:45a-9:45a	Extended Care/ <i>Cuidado extendido</i>
9:45a-10:30a	Breakfast & announcements/ <i>desayuno y anuncios</i>
10:30a-11:00a	FAB 5/ student choice <i>educacion fisica</i>
11:00a-12:00p	Enrichment Activity/ <i>Actividad de enriquecimiento</i>
12:00p-12:30p	Lunch and song/ <i>Almuerzo y canciones</i>
12:30p-1:00p	FAB 5/ student choice <i>educacion fisica</i>
<i>1:00p-2:00p</i>	<i>Enrichment Acticity/ Actividad de enriquecimiento</i>
<i>2:00p-3:00p</i>	<i>Clubs</i>
3:00p-3:30p	Afternoon Snack
3:30p-5:00p	Extended Care/ <i>Cuidado extendido</i>

*Daily Schedule may change based on program needs.

*Disinfecting will occur throughout the day when no children are around.