

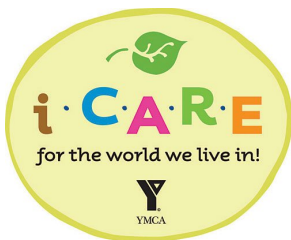


YCHILD CARE™

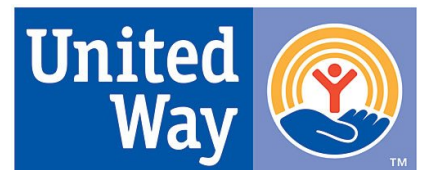
We build strong kids, strong families, strong communities.

School Age Child Care (SACC) Parent Handbook 2010 – 2011 School Year

1437 S Ft Thomas Ave
Ft Thomas, KY 41076
859-781-1814 (Welcome Center)
859-572-3063 (Fax)
www.myy.org



Every One Deserves a 



YMCA of Greater Cincinnati Mission Statement

The mission of the YMCA of Greater Cincinnati is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. Our four core values of caring, honesty, respect, and responsibility help us embrace our mission.

Program Philosophy

The Fort Thomas and Newport Independent Schools, as well as the Campbell County YMCA branch recognize the need for quality childcare services for children with working parents. With this in mind, a partnership has been formed to enable children from working families to participate in a variety of physical, cultural, intellectual, and social activities while serving family needs for quality care before and after school hours.

The SACC program is designed to meet the developmental needs of school-aged students and to support, motivate, and nurture children so that they may achieve their fullest potential all the while keeping them safe! The program focuses on facilitating the child's sense of industry, promoting a sense of competence, creating an environment conducive to positive peer interaction, challenging children to grow in imagination, creativity, self-directed initiative and leadership, all under the guidance of nurturing and caring staff.

Our goal is to compliment the school (not duplicate it) and to emulate a warm home setting with intellectual stimulation, supportive of the school age child's emotional, social, cognitive, and physical developmental needs.

Program Goals

We take pride in offering a well-balanced program for children. Our program includes the following:

- Character Development
- Computers
- Conflict Resolution
- Creative arts and crafts
- Dramatic play
- Environmental Awareness
- Game Time - Board, Group, Individual, etc.
- Healthy Lifestyles
- Homework Assistance
- Physical activity (30 min)
- Sensory Awareness
- Social Development
- Study Time



Parental Involvement

Parental involvement and input is essential to our program! We appreciate any suggestions or concerns that families may have. In providing an open relationship with parents, we believe that we provide better care for their children. We encourage parents to visit our program at any time, as we have an open door policy. Any family member with a special interest or skill to share should notify the program staff. Parents are welcome to volunteer time and talents.

Any concerns of parents/guardians will be addressed with care and concern from our staff. If a parent or guardian would like to meet with SACC staff or the Director, they can call to schedule time with the appropriate person. It is the policy of our program to have an "Open Door Policy." The YMCA will also provide evaluations of our program for parents to complete throughout the school year. We are committed to creating partnerships with parents.

Parent/Staff Communication

The YMCA believes that communicating to parents concerning their child's development should be included in our programs. It is important that we form a partnership between the school, the student, the parents, and the YMCA. Staff will use notices, bulletin boards, e-mail and newsletters to inform parents of program happenings. Information will be emailed to the address provided on the *Registration form*. Staff will also share with parents their children's accomplishments and difficulties through daily conversations, phone calls and conferences. We believe all of these methods are a great way to keep you as parents informed of what and how your child is doing during the program!

Please keep the teacher and/or director informed of any changes during the school year so we can keep your records updated but also provide better care to your child! These changes may include, but are not limited to, sharing news from home about illness, family changes, alteration in routine that impact your child, and changes in medical history, address, phone numbers, email address, etc.

Sensitive Issues

The YMCA is aware that many children and families encounter sensitive issues or events. Sensitive issues are handled on an individual basis to the best of the staff's ability and training. Staff will involve parents in this process and provide resources for support.

Any problems your child may be having at home may affect their behavior at the YMCA program. Please keep us informed so that we can be sensitive to your child's needs. We would like to work as a team with the family to provide the best environment for your child's growth and development. It is very important that parent's talk with the staff and the staff will keep parents informed as well.

All parents/guardians must provide legal documents upon any custody agreements/arrangements made within the court system regarding who can pick up the child/children. The staff will ask everyone who picks up a child for the CODE WORD that is listed in the *Enrollment Application*.



The SACC program is a partnership between the YMCA, families and schools. We believe it takes all of us together to ensure an enriching program!

Staff

Our staff consists of dedicated people with degrees in education and/or training that provide special care and warmth for each child as well as skills to promote children's learning and development in all areas. We plan age appropriate activities for school aged children in a structured and safe environment.

Staff Structure

SACC Staff
 SACC Site Director
 Program Director
 Executive Director

Each program site has a Director who is responsible for program plans and staff supervision. Also feel free to contact Alesha Meyn, Program Director at 781-1814 or e-mail at ameyn@cincinnatiymca.org if you have any comments, questions and concerns about the program. The program director meets or exceeds all State of Kentucky Licensing requirements and directly supervises and manages this program.

Prior to hiring, each staff member completes a personal interview session, criminal background check, child abuse neglect check and personal and professional reference checks. All YMCA staff members receive CPR, First Aid, and Child Protection training as part of employment. In addition, staff of the SACC programs are required by state law to have 15 training hours each year. This helps to ensure that staff are continually developing their skills and practices.

Staff to Participant Ratios

A staff to child ratio during SACC programming is one staff member to 12 children. Program sites have a minimum of 12 and a maximum of 24 students.

During any scheduled swimming activity a certified lifeguard or water instructor will be on duty at all times. A child staff ratio maximum of 1:10 for preschool children will be maintained at all times in the pool.

Sorry to inform you that YMCA policy prohibits staff members from babysitting children met through any YMCA programs!



Enrollment Policy and Information

It is unlawful for the YMCA to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin.

The YMCA programs are not drop-in programs. Enrollment must be consistent and in advance. Before attending any YMCA program, all children must be registered and officially enrolled. Program sessions have limited enrollment and registration is on a first-come, first-serve basis. Families may reserve a spot for their child in the SACC programs by completing a *Registration Form* and submitting the Registration fee (\$30.00 per student / \$50.00 per family). Please note that the registration fee is non-refundable and non-transferable.

During the time of registration, you must complete an *Enrollment Application Packet*. This packet must be completed in full and returned prior to the start of the program. The packet requests pertinent information such as contact information, personal history of any special medical issues, special needs and food allergies, emergency transportation authorization, etc.

A child is not officially enrolled in the SACC program until the *Enrollment Application Packet* and an up-to-date immunization form has been turned in.

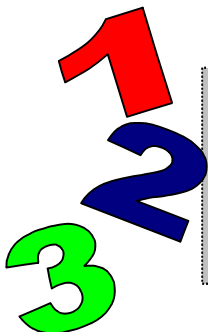
All registration and enrollment information must be returned BEFORE the child is permitted to begin any YMCA Child Care program.

Please review the At-A-Glance Parent Checklist located in this handbook for a simple outline of registration and enrollment details.

Permanent Withdrawals

The YMCA reserves the right to permanently withdraw a program participant at anytime. Reasons for permanent withdrawal may include, but are not limited to: non-payment or habitual insufficient funds, continued disciplinary actions with a participant, parental or participant abuse of staff members, actions or behaviors by a participant that has or could severely harm themselves or another participant or any other reason that is deemed fit by the Director. The program reserves the right to deny or terminate enrollment of any child if the Program Director determines it is in the best interest of the program to do so.

If your child's schedule changes or you withdraw from the program you must turn in the Change of Program Form to your Program Director with 2 week's notice to avoid billing. No over the phone withdrawals will be accepted. This will assist in registering children who are on the waiting list.



It's as easy as 1-2-3! Check out the At-A-Glance Parent Checklist (located on page 17) for a quick and simple reference tool on getting your child officially enrolled into school or extended care!

Payment Procedures

Program fees are due no later than 6:00 pm Friday for the following week. Fees are to be paid every week. SACC fees are a FLAT weekly fee and will NOT be prorated for days not attended such as sick days, vacation, staff training, special holidays, snow days, etc. The only time the weekly fee will be prorated is if the program is closed more than three days a week. (Example: Spring Break Week.) Also note that every child is permitted to have one week of vacation per school year with no charge.

Full payment is due regardless of attendance. There are no refunds for absences. When a child is absent due to suspension from the program, full tuition payment is still expected. More detailed information on this topic can be found on page 12 (Absences & Vacations).

Payment must be made by check, money order or credit card at the school or YMCA. If fees have not been paid as scheduled, your child/children will be withdrawn from the program until the late payment fee of \$10.00 and the weekly fee has been paid in full. There is a \$25 charge for returned checks. After one returned check, money orders will only be accepted, payable to the YMCA. NO CASH!

If paying by check or money order, please write the child's name and week you are paying for in the memo section. All personal checks and money orders are to be made out to the YMCA. All SACC fee payments are dropped off in the SACC payment box.

Overtime/Late Fees

A late fee of \$1.00 per minute per child will be charged if the child/children are not picked up on time. The individual that picks up the student will be expected to sign the late fee slip and full payment is required.

Financial Assistance

The YMCA of Greater Cincinnati believes that no child should be excluded from any activity due to the inability to pay. Payment assistance is available to any eligible family through the *YMCA's Everyone Deserves a Y Campaign*. Some programs also receive

assistance through the *Commonwealth of Kentucky's Childcare Assistance* program or other agencies. Enrollment and financial funds are limited and as a result we encourage you to apply early.



Tax Information

A Tax statement will not be mailed out at the end of the year. Please hold onto all receipts!

YMCA TAX I.D.
NUMBER:
31-0537178

Discounts

If you pay for the program year in full you save 10%! We also provide a multiple family discount, which allows you to save 10% for additional children!

Discipline Policies

We believe that inappropriate behavior is kept to a minimum when a child is actively engaged in developmentally appropriate activities. Consistent expectations of clearly stated and easy to understand rules will allow the children to make positive choices throughout the day. Our children will be given continual opportunities and guidance to make positive choices. Staff will utilize positive discipline methods to teach our children and encourage them to choose appropriate behavior. When that set boundary is broken, it is also essential to provide some form of discipline and understanding.

The YMCA Discipline Policy follows these steps:

- Each child is treated with respect and concern for his/her developmental needs. Guidance and discipline are positive, non-punitive, 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.
- No cruel, harsh or unusual punishment, and no corporal punishment including but not limited to punching, pinching, shaking, spanking, or biting is ever permitted.
- No child is ever isolated from the program, placed in a locked room, or confined in an enclosed area as a form of discipline.
- In case of physical fighting among children, restraint by the staff may be used for the safety of the children involved, but no form of physical punishment is ever used.
- Discipline is never imposed for failure to eat or toileting accidents, nor is food, rest, or toilet use ever withheld as a means of discipline.
- Physical exercise is never used as a punishment or discipline method.
- No child is ever shamed, humiliated, or frightened by any form of discipline.
- No child is subjected to profane language, verbal abuse, or abused/neglected while in our care.
- "No" is used only if followed by an explanation.
- No discipline technique is ever delegated to another child. The entire group will not be disciplined as a group due to the unacceptable behavior of a few.
- We utilize redirection and time-out as methods of dealing with negative behaviors.

Time-Out Procedures

We use the *Q-1-2 Time Out Method* in our programs. We review with children what behaviors will lead to time-out as part of the program. These behaviors are also posted. The time-out area is away from others where a child can sit quietly and think about the consequences of their behavior and still be monitored. A teacher will remind the child that as soon as he/she is calm, the timing will begin. Time-out will not begin until the behavior ceases. Alternative behavior will be reinforced so that undesired behavior will not reappear.

- Q** Question: The child will be called down once for a behavior and will be reminded that it is the child's choice to discontinue the behavior. Staff will engage children with conversation and questions to help the child understand how their behavior impacts the classroom and classmates.
- 1** Warning: After engaging children with the first call down on their behavior a child will be given one warning. They will also be given the corrective actions to be taken to fix the behavior or concerns.
- 2** Time Out: After already being engaged twice about the behavior, the last step results in a time-out based on the child's age. When being placed in time-out and removed from time-out, the child will be reminded why they were being placed there and discussed what actions will happen if the problem occurs again.

Student Code of Conduct Policies

It is our intent that each child enjoys the activities planned by understanding that he or she is responsible for his/her actions. With prior knowledge of our basic rules of safety and good conduct, each child is made aware of how to exercise self-discipline and that we are here to help him/her and that we want them to succeed.

As in any group activity, the inappropriate behavior of a few children can spoil the experience for the entire group. Therefore, the following conduct policies apply directly to each child and will be used in determining his/her eligibility to continue as a participant in the program. In accordance with the severity of the infraction and the number of times the infraction occurs, a child may; (A) lose the privilege of participation in a specific activity, (B) be written up, (C) be suspended from the program, or (C) be terminated from the program for:

- Intentionally and repeatedly going to unauthorized areas or leaving the premises without staff permission.
- Repeatedly using foul language and/or being repeatedly rude and discourteous to staff and peers.
- Consistently disregarding the rules and authority of the staff.
- Verbal or physical aggression toward staff or other adults.
- Repeated incidents of physical and verbal aggression toward other children.
- Exhibiting behavior that endangers the safety of the children.
- Racism.
- Defacing YMCA property.
- Repeatedly refusing to follow basic rules of safety while at the program sites.
- Stealing or defacing other children's property.
- Possession or pretending to possess weapons of any kind.

Children need to understand the importance of listening to staff in group settings and one on one. This is important to each child's personal enjoyment and personal safety.

Suspension/Expulsion Policies

Unfortunately, there are times when usual guidance techniques are not effective and despite working with parents, the inappropriate behavior may continue. When this happens, the YMCA can exercise the option to suspend a child from the program. If problems continue despite the suspension and no progress is demonstrated, the child will be subject to expulsion from the program.

If a child is affected by this policy, the parent will be notified prior to any action taken by the staff. As we state in our program goals, our program promotes "opportunities to develop personal discipline including taking responsibility for one's own actions, setting and accepting limits, respecting the rights and property of others." We strive to help each child reach his or her full potential as a productive, responsible human being.

Student Guidelines

- | | |
|--|--|
| <input type="checkbox"/> Keep your hands to yourself | <input type="checkbox"/> Follow all rules that pertain to the building |
| <input type="checkbox"/> Listen to and respect others | <input type="checkbox"/> Do not go into unauthorized areas |
| <input type="checkbox"/> Use appropriate language | <input type="checkbox"/> Do not deface YMCA property or classmate's property |
| <input type="checkbox"/> Running is limited to recreational and outdoor times | <input type="checkbox"/> Use basic rules of safety |
| <input type="checkbox"/> Please follow all directions | |
| <input type="checkbox"/> Stay with your group | |
| <input type="checkbox"/> Do not use abusive behavior (no profanity, threats, derogatory remarks, verbal abuse, physical abuse, etc.) | |

Procedures for Emergencies or Accidents

All efforts to ensure safety are made at all times. However, although all children will be supervised at all times by staff, an emergency incident or accident may occur. The following general policies are in place to help ensure safety of all students:

- The program site has a telephone available for emergencies as well as for communication with parents. The Campbell County YMCA Welcome Center number is 859-781-1814. The staff will locate the next available Director and assist in the communication process.
- An emergency plan is posted in the program room that explains the responsibilities for staff and actions to be taken in case of a fire emergency and weather alerts. Fire, tornado, and earthquake drills are practiced monthly.
- A First Aid Kit is located in the program area's supply cabinet. Emergencies and accidents will be handled as requested by the parent(s) indicated on the *Emergency Medical Authorization section of the Enrollment Application*.
- Children's information concerning medical records, health records, and emergency transportation authorization (filed alphabetically) are kept in the program room.
- YMCA personnel will NOT transport children in their personal vehicles, even in emergency situations.

In the Case of a General Emergency

General emergencies include: threats to the safety of children due to environmental situations or threats of violence, natural disasters such as fire, tornado, flood, and loss of power, heat or water. The staff will follow the posted procedures by the YMCA of Greater Cincinnati Association in regard to general emergencies.

If the program site has to be evacuated for any reason, all emergency contact paperwork will accompany the participants and staff. Once children are in a safe place, staff will alert parents of their whereabouts and the emergency situation at hand. Staff will be with the children at all times and no one will be left unsupervised.

In the event of a facility lock-down, we will relocate the children to a designated space in the building depending upon the emergency.

In any event where there would be loss of power, heat, or water, we would contact parents at that time to notify them that their children are to be picked up and removed from the program.

Emergency Transportation Authorization

We are unable to accept enrollment for families who refuse to grant permission for their child/children to be transported for emergency medical or dental treatment. During the time of registration, you will receive an *Enrollment Application* that contains many important forms that must be completed and kept on file, including documentation on *Emergency Transportation Authorization*.

In the Case of an Accident/Illness

The Director in charge will attend to the accident and/or illness. All other staff shall clear the area and supervise the other children. Minor accidents such as cuts, bruises, etc., will be treated by a staff member. If warranted, the Director will immediately call the appropriate emergency contact numbers. If the parents or guardians cannot be reached, the physician or dentist (dental emergency) will be notified.

In the Case of a Serious Accident/Illness

If a child is injured or becomes severely ill during a childcare program, the parents/guardians will be called first. If the situation requires transportation to a hospital or practitioner, our staff will call 911, and an emergency squad will transport the child to the appropriate facility. Emergencies and accidents will be handled as requested by the parent(s) indicated on the *Emergency Medical Authorization section of the Enrollment Application*. A staff member will accompany the child until a parent or guardian arrives. The staff member will take a copy of the signed *Emergency Medical Authorization*, as well as any other vital medical information.

In the Case of Child Abuse or Neglect

Staff members are trained to observe children on a daily basis as they enter the program to look for a variety of signs of child abuse and/or neglect. The YMCA and the program itself has a number of policies and procedures in place designed to help safeguard and protect children from abuse and neglect. The Director and each employee are required by law to report any suspicion of child abuse or neglect to Child Protection Services.

Incident/Accident Reports

If a child is involved in an incident or accident during the program, the staff will complete an *Incident/Accident Report*. Staff will also fill out this form if they are suspicious of abuse or neglect. One copy will be given to the Metro Office and one copy will be retained on file. Parents will receive a *Parent Communication Form* for their records.

Incidents or injuries that require an *Incident/Accident 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, etc.

Management of Illness

For the safety of all children in the program, we cannot allow ill children to attend. Even "mildly ill" children should not be in attendance. A mildly ill child is defined as someone who is experiencing minor cold symptoms. If a child cannot participate in the regularly scheduled programs, he/she should remain at home. Note that our 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 symptoms listed in our illness policy.

A child who becomes ill during the day will be discharged to the care of his/her parent or guardian as promptly as possible. If the parent or guardian is unable to pick the child up, the staff will discharge the ill child to the person who has been designated by the parent. The YMCA should be informed about the nature of any illness your child may come down with. In the case of exposure to a communicable disease, parents will be notified by email or newsletter.

Isolation Precautions

A child isolated due to a suspected communicable disease (or symptoms listed under the Illness Policy of this handbook) shall be:

- Within sight and hearing of an adult at all times.
- Cared for in another room or portion of a room away from other children.
- Made comfortable in an area. The area will be disinfected with a germicide, or if soiled with blood, feces, vomit or other body fluids, the area shall be cleaned with soap and water and then disinfected.

Illness Policies

All staff members are trained to recognize the signs of communicable diseases and other illnesses. A trained staff member will observe each child as he or she enters the program. All children will be required to wash their hands upon entering the program area and prior to eating meals.

Any child who develops the following symptoms while in our program will be isolated immediately in the designated First Aid area until discharged to his/her parent or guardian. They may only return with a doctor's note stating that the child's condition is not contagious. The symptoms include:

- Temperature of at least 100°F when in combination with any other sign or symptom of illness.
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching.
- Unusually dark urine and/or gray or white stool.
- Stiff neck with elevated temperature.
- 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. These symptoms include:

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

Medications

Administration of medication or special diets will be undertaken by the program, after receipt of a completed, *Request for the Administration of Medication Form*, signed by a parent/guardian. This form can be obtained from the Director. The Director must receive this form before any prescribed medications can be given. The Director, in a confidential log, will note all administrations of medications. A parent must sign this log on a daily basis to give permission to the staff to administer the medication. All medications must be properly labeled with name, address, dosage, etc in its original bottle.

Inhalers and Other Emergency Medications

Pertinent information regarding any special medical issues, special needs and allergies must be clearly noted in the *Health History* section of your child's *Enrollment Application*. All inhalers and other emergency medications are readily available to program staff members who are working with children that may need such items. A child who is in need of an inhaler may be allowed to carry the inhaler if a *Request for the Administration of Medication* form is on file. Please send an extra inhaler for the Director to keep in the locked medication box.

It is important to keep staff aware of any allergies your child may have such as possible allergic reactions to bee stings, peanuts, other food allergies, etc. If you know your child is allergic to something, please note this information on his/her health history and note the severity of a possible reaction. Please provide any emergency medications (bee sting kits, Epi pens, etc.) for your child.

Parents will be notified if emergency medications need to be used.

Arrival/Departure

As children arrive in our After School program, they will be signed in on the appropriate form by staff. All kindergarteners and 1st graders will be escorted to the program by their teacher or a YMCA staff person. When leaving the After School program, parents must notify the staff that they are removing their child and then sign their child out on the appropriate form.

The YMCA staff is unable to deny a parent access to their child unless legal documentation is on file with the Director, which may include a custody agreement. No child will be released from a program to anyone other than the parents, legal guardians, or other persons specifically indicated in the *Enrollment Application*. We require that you give advance, written notification to the program when changes occur. Staff can and will ask for verification of identity before releasing a child to someone, even if the child seems to know the adult and/or ask for the code words.

Please make sure we are fully informed of all issues of child custody that may affect us. If there are court orders in effect on your child, we will need copies of any legal documentation.

Early Pick-up / Late Drop-off Policy

If arriving or departing the program other than the scheduled times, staff must be notified in advance – preferably in writing. Parents are responsible for communicating this information in advance so that staff can ensure the student(s) are ready and waiting at the appointed time and designated location.

Late Pick-up Policy

If you are more than 10 minutes late picking up your child, we will attempt to contact the parent/guardian or emergency contacts. If pick up is more than one hour late, Child Protective Services will be contacted to care for the child until the parents can be contacted. Excessive late pick-ups may result in the child's dismissal from the program. (A late fee of \$1.00 per minute per child will be charged, if children are not picked up by the end of the scheduled program time.)

Absences & Vacations

We cannot deduct missed/absent days from your weekly fee. Your fee pays for direct operating costs, staff, and materials. All of these things must be available for your child. When you enroll, you are reserving the time, space, staffing, and provisions for your child whether or not he/she attends. In cases of hospitalization or extended illness verified by a physician, a credit may be issued after discussing the situation with your Director. Every child is permitted to have one week of vacation per school year with no charge. Please turn in vacation dates in writing no later than two weeks prior to the absence of your child.

Verify Absences

When your child will be absent from the program, please notify the staff. Parents are encouraged to notify the YMCA by calling the Campbell County YMCA Welcome Center at (859) 781-1814. A staff member will be happy to record and pass along your information. Parents/guardians will be contacted by telephone by a staff member if a child has not arrived for their registered program and we have not received any notification. (There is no refund for absences.)

Holiday/Professional Days

The SACC programs follow the calendar of the Fort Thomas Independent school system. SACC programs will be closed on any days that these schools are closed for holidays or professional days! If you need child care on those days, you may register your child for our School Day Out program for an additional fee.

School Day Out program is available for children in kindergarten through seventh grade on most school holidays. Please see below outline for date details. This program is only available at the Campbell County YMCA location. Advance registration for the School Day Out program is necessary.

2010-2011 Scheduled Holidays SACC Programs

September 6
November 25 & 26
December 24 & 31
May 30

All child care programs will be closed! This includes the School Day Out program as well!

2010-2011 School Day Out Fees

\$25.00 SACC Participants
\$25.00 YMCA Members
\$30.00 Non Member

School Day Out Program:

For an additional fee, you may enroll your child in the School Day Out Program for the following dates.
(Most schools are not in session.)

October 7 - 8
November 24
December 20 - 23
December 27 - 30
January 17
February 18
February 21
March 25 - April 1
May 17

Program Closings Due to Inclement Weather

In the event that emergency weather conditions or other unforeseen emergencies occur, the SACC program site reserves the right to declare an emergency closing for the appropriate time period. We follow the Fort Thomas Independent School System for school closings. Watch your local television station or radio station for announcements regarding school closings, delayed starts or early release.

When the Fort Thomas Independent Schools are closed or close early due to inclement weather, all SACC programs will also be closed.



Nutritional Program

Daily nutrition plays a vital role in your child's day. Staff and children spend quality group time together in a relaxed atmosphere to enjoy eating and snacking. Your child/children's daily nutritional needs are met through planned, balanced meals and snacks that follow USDA guidelines. Menus are posted monthly. Parents are asked to inform staff of any special dietary needs or food allergies.



In our After School SACC program, snack time is offered once they arrive and get settled!

Hand Washing

It is Kentucky law and good practice for students to wash their hands upon entering the program. Hand washing is encouraged after using the bathroom; wiping the nose; changing clothes after a toileting accident; before eating, serving or preparing food; and whenever a person has been sneezed or coughed upon. Children's hand washing is supervised by staff.

Appropriate Dress

Your child will actively participate in many activities. It is important that your child is dressed in a manner that is comfortable and allows the freedom to experiment and enjoy the many opportunities for learning and play. We also ask that you consider having your child dress in clothing that he/she can fasten and unfasten by themselves as this encourages independence and fine motor skill development when using the restroom. Comfortable, sturdy shoes will make active play much safer and more enjoyable. There will be occasions when clothing will become soiled.

Toys from Home / Lost and Found

Since toys from home can be lost or cause friction among children, children should keep their toys at home or in their backpack. Students should not bring electronic devices, games, game cards, card games, etc. Students should also leave beauty products (lipstick, nail polish, etc) at home. Cell phones are not permitted in the program and will need to be kept in the backpack. A staff member will confiscate these items and return it to the parent at the end of the day.

Check in the lost-and-found bucket for any lost and found items. After one week, remaining articles are donated to the Goodwill. Please note that we are not financially responsible for children's losses, but will make every effort to locate the lost item.



A Day in the Life of Your Child:

The four core values of *caring*, *honesty*, *respect*, and *responsibility* form the basis for all activities in the SACC Program. Our staff model YMCA values and assist children in developing positive attitudes based on these core values.

SACC Program	Time	Activities Description
After School	Dismissal of School - 6:00 pm	After School Program is divided up into three types of activities and timelines.
	Arrival - 4:30 pm	<p>Children will arrive at the program site after they have been dismissed from school and be welcomed by the staff.</p> <p>During this time interaction with peers is encouraged and time is made for staff to listen and forge mentoring relationships.</p> <p>Time and space for quiet is provided. Homework assistance is available.</p> <p>Active play and a healthy snack is also incorporated into the day.</p>
	4:30 - 5:45 pm	<p>During this time children have a variety of activities they may choose from. They include:</p> <ul style="list-style-type: none"> • Creative arts and crafts • Enrichment classes • Individual and group games • Board games • Additional study and homework • Dramatic play • Physical activity (30 min.)
	5:45 - 6:00 pm	<p>The last fifteen minutes is spent on clean up. Maintenance of our environment is viewed as an integral part of the total program. Children and staff will share in maintaining the SACC areas used each day.</p> <p>All children must be picked up by 6:00 pm.</p>

The Registration/Enrollment Process:

It's as easy as 1-2-3! This At-A-Glance Checklist provides parents a quick and easy outline of the registering process and notes important dates and steps that parents must follow to officially get their child/children enrolled in SACC programs.

Step #1: Registration

The enrollment process includes obtaining and communicating important information! Forms need to be filled out, authorizations need to be obtained, signatures need to be given, etc. Parents/guardians will need to complete and turn in the following prior your child's first day of attendance:

- 2010 - 2011 SACC Enrollment Packet
- Registration Fee payment (\$30 a child or \$50 per family)
- Certified copy of child's up-to-date immunizations

Step #2: Payment

A child is not officially enrolled until the registration form, all the enrollment paperwork, and payments have been received. Weekly tuition fees are due on Friday for the following week.

Payment by check, money order, or credit card

Step #3: Program Starts!

As soon as we have obtained all of the following, your child may start our program!

Don't forget...

If you are interested in the School Day Out program, you must complete a separate registration form and process!

The following forms are available upon request and are due during the enrollment process:

- Change of Program Form
- Administration of Medication Form