CHILDCARE
Parent/Guardian Handbook

- Afterschool
- Summer Day Camp
- Holiday Camp



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YmcaDallasYouth

YmcaDallasYouth

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What Sets Us Apart

YMCA Core Focus Areas

- Youth Development: Nurturing the potential of every child and teen.
- Healthy Living: Improving the nation's health and well-being.
- Social Responsibility: Giving back and providing support to our neighbors.

Inclusion and Diversity: Every Child Matters

- Our foundational values of Caring, Honesty, Respect, and Responsibility are deeply integrated into all programs.
- YMCA Childcare programs align with state standards, promote character development, and offer fun, engaging activities.
- Our programs incorporate diverse enrichment opportunities such as Y's Creative, Fit4Health, and S.T.E.M., facilitating learning and friendship in a welcoming environment.
- All personnel receive extensive training, undergo rigorous screening, and are subject to comprehensive background checks.

Accessibility and Affordability

- We are committed to making quality out-of-school-time programs accessible to everyone. If cost is an obstacle, please download a financial assistance form from YMCA Financial Assistance and submit it to your local YMCA two weeks prior to the desired start date.

Additional Savings Opportunities:

- YMCA Member Discount: Enjoy reduced rates as a YMCA member.
- School District Affiliation Discount: Available unless you are employed by Irving ISD. Must be affiliated with the district your child attends.
- Texas WorkForce & Child Care Group Benefits: Qualify for discounts through TWF & CCG.
- Note: Only one discount may apply per participant. For more details, contact Customer Support.

Our Team's Commitment

- Our team members are meticulously chosen and vetted, each undergoing over 30 hours of training annually on child development, safety protocols, character building, and curriculum implementation.
- Comprehensive security checks including criminal background reviews, FBI fingerprint verification, and character reference evaluations are mandatory for all staff.
- Our aim is to employ compassionate individuals who exemplify YMCA values, positively influencing our youth. Our leadership team of 33 full-time members ensures adherence to our high standards.

What Sets Us Apart (Continued)

General Requirements for Part-Time Team Members:

- Adhere to YMCA core values.
- Secure three positive reference checks.
- Undergo Criminal Background Checks and FBI fingerprinting.
- Maintain current CPR/First Aid and Child Abuse Prevention certifications.
- Site Directors must be 21+ with relevant Child Care and Supervisory experience.

Policies on Babysitting and Outside Contact:

- Fraternizing, babysitting, or any outside-of-program contact with children by YMCA staff is prohibited for safety reasons.
- Staff must report any pre-existing relationships with children to Administration and Human Resources if interactions occur outside YMCA programs.

Nutritional Policies: Healthy Snacks

Daily nutritious snacks or meals are provided, with menus posted at each site.

Food Allergy Protocols:

- A strict nut-free policy is enforced in all childcare programs.
- Staff is trained on the serious nature of food allergies and ingredients management.
- Parents must communicate children’s food allergies and provide alternative snacks if needed.
- All brought-from-home foods must be nut-free.
- A signed F.A.R.E. action plan form by a licensed doctor is required within the first week of enrollment.

Annual Giving Campaign

- The YMCA of Metropolitan Dallas conducts an Annual Giving Campaign to support local families and ensure inclusivity regardless of financial circumstances.
- Contributions directly benefit families needing financial assistance.
- Visit www.ymcadallas.org/annualcampaign to donate, selecting 'Childcare' from the drop-down menu.

Childcare Programs

A Typical Day in Afterschool

Welcome
- Check In
- Huddle Time
- Sanford Harmony®
- Healthy Snack

Homework Completion
- Structured Time
- Homework
- Math & Literacy Activities

Health & Wellness
- Catch®
- Homework
- Math & Literacy Activities

Enrichment
- Character Building
- STEM
- Arts & Culture

A Typical Day in Day Camp & Holiday Camp

Welcome
- Check In
- Pre-Camp Stations
- AM Snack

Morning Activities
- Opening Ceremonies
- Huddle Time
- Enrichment Block

Mid Day Activities
- Lunch
- Kids' Choice
- Enrichment Block

End of Day Activities
- PM Snack
- Closing Ceremonies
- Post Camp Stations

Preschool Age Participants

Preschool-age students (ages 4 - 5) enrolled in our YMCA programs, may be paired with our Kindergarten groups. In accordance with THHS Childcare Licensing SAP/BAP Minimum Standard 744.2003, the YMCA of Metropolitan Dallas sites serving children under 5 years of age, will operate in the following manner:

- Children under 5 years of age will play on playground equipment suitable to their age group. They will participate in program activities in a separate space as an independent group. All YMCA participants will not mix with other programs or persons outside of the YMCA at any time. If another group is playing on the same grounds, the YMCA will move to an isolated area. If another group is using common restroom facilities, we will either ask them to wait until the YMCA group is finished, or the YMCA will wait until the bathroom is clear of non-YMCA participants.
- For programs that operate with children under 5 years of age, the curriculum will be implemented or adapted to meet the interests and abilities of the age group. Ratios will be 1:10. Staff will be trained in working with children 4-5 years old.
- On select occasions, children under the age of 5 will mix with the larger groups during check-in time, snack time, and in some cases, outdoor time and during check-out time.
- All program participants of all ages must be able to use the restroom independently.

AFTERSCHOOL

Days and Hours of Operation

- **Days:** Monday to Friday, aligning with the school district's calendar. Select campuses may operate Monday to Thursday only.
- **Hours:** From school dismissal until 6:30 PM. Early release options are available at select locations; please inquire for details.

Transportation

- No bussing provided; all programs are held on-site at the schools.

Homework Policy

- Daily dedicated homework time provided for a minimum of 30 minutes, with alternatives for those without homework.
- Not a tutoring service; however, additional homework time can be requested through your Site Director.

Health and Wellness

- Programs include at least 30 minutes of physical activity daily. For more details, please communicate with your site director.

Curriculum

- Tailored to meet the interests and abilities of different age groups. Visit www.ymcadallas.org/childcare for complete details.

Technology Use

- School-assigned iPads or laptops may be used only during designated homework time and under staff supervision. Personal electronic devices are not allowed during program hours.

Communication with Schools

- Post-enrollment, please inform your child’s teacher about their participation in the YMCA program and the start date.

Personal Belongings

- All items (lunchboxes, clothing, school supplies) must be labeled with your child's name. Personal electronics, toys, or valuables should not be brought.

School Playground Use

- YMCA uses school playgrounds that meet the school system’s standards. If these do not meet our childcare licensing standards, the playground will be off-limits until it complies with the regulations.

AFTERSCHOOL (Continued)

Check-In and Absences

- Children must check in immediately upon school dismissal. In most school districts, teachers will walk younger children to the YMCA program. Notify the YMCA by calling or texting the designated site phone number, provided to you on the first day of programming, by 1:00 PM if your child will be absent, providing the child's and your full names. Please leave a voice mail if the site phone is not answered. Please note, all fees are based off enrollment not attendance.

Extra-Curricular Activities

- Participation in school-sponsored activities post-school requires a completed Afterschool Activity Form, detailing the activity's nature and schedule. Examples of such activities may include clubs, tutoring, choir, and assisting teachers. Please complete the Afterschool Activity Form; stating the nature and duration of the activity, including dates, times, frequency, and location. Forms are available at your onsite Afterschool Program and in weekly Newsletters. Our staff cannot release children to teachers or club leaders once they are signed into our program unless they are listed as an authorized pickup by the primary parent/guardian.

Participant Pick-Up/Release of Participants

- Children will only be released to authorized people (18 years or older) who are listed on the child's enrollment forms. The authorized person must present a photo ID for a child to be released from the program. Only the person who signed the enrollment form can change information on the form and must do so in writing by sending an email to the designated Customer Support Representative 24 hours in advance. People between the ages of 14-17 can only pick up with a Valid ID & a signed affidavit on file AND indicated on the child's enrollment form.
- Staff will become familiar with the Responsible Party or Parent/Guardian on the pickup list but may continue to ask for I.D. after the first couple of weeks of school. Please be ready to present a photo I.D. whenever asked.
- We will only release children to persons listed on the enrollment form or persons authorized by the primary parent/guardian.
- Only the person who signed the enrollment form can change information on the form and must do so in writing by sending an email to the designated Customer Support Representative.
- In the event of an emergency, if you wish for someone to pick up your child who is not on the enrollment form, you must provide the person's driver's license number and name of the person in writing.

Holiday Camps

Holiday Camps Overview

- Available during select school holidays (see scheduled closure list for dates when childcare programming is not available) and in-service days at select locations and is subject to minimum enrollment of 20 students.
- Registration is first-come, first-served, with details available at the school site prior to camps.
- Additional fees apply per day. Parents must provide a nut-free sack lunch with cooler packs daily, as refrigeration is not available. Microwaves are not available as well.
- The YMCA is a strict nut-free zone.

Cancellation Policy for Holiday Camps

- A three-week written notice is required for any changes to Holiday Camp registration.
- Cancellations without three weeks' notice will receive only a 50% refund.
- Cancellations made the week of the camp are non-refundable.
- Changes and cancellations must be submitted online using the designated cancellation form.

Additional Notes:

- Ensure connectivity to local news or school district communications for updates on closures.
- For full capacity days, alternative locations with available space may be offered.

SUMMER DAY CAMP

Weekly Themed Activities and Safety Focus

- Each camp week features a unique theme that enriches the camper’s experience.
- Adhering to safety guidelines from health experts, the CDC, state and local officials, and the American Camping Association is a priority to ensure the well-being of all participants.

Eligibility Requirements

- All campers must be able to use the restroom independently.
- It’s advised that parents pack an extra change of clothes for their children daily. Children must be able to dress themselves independently.

School Age Day Camps Overview:

- A mix of indoor and outdoor enrichment activities designed to explore new talents and interests.
- Activities include arts, crafts, nature exploration, games, fitness, community service, diversity projects, field trips, swimming, and more, fostering a powerful learning-through-play environment.

SUMMER DAY CAMP (CONTINUED)

- **Pre-K Camps Overview:** Specifically for 4 and 5-year-olds who have not yet attended kindergarten.
- Activities focused on hands-on learning, including water play, singing, storytelling, and crafts.
- Daily outdoor activities are a staple, ensuring that campers spend a minimum of 30 minutes outside.

This structured approach to the YMCA's Summer Day Camps ensures that all activities are safe, inclusive, and enriching, providing campers with a memorable summer experience.

Sign-In and Sign-Out

- **Sign-In:** Begins at 8:00 am. All campers must be dropped off by 8:45 am. Late drop-offs must be pre-arranged with the Camp Director.
- **Sign-Out:** Campers can be picked up between 4:00 PM and 5:00 PM. For early pick-ups, parents must notify the camp in advance.
- **Extended Care:** Available from 7:30 AM to 5:30 PM for an extra fee of $25 per week.
- **Premium Extended Care:** Available from 7:00 AM to 6:00 PM for an extra fee of $50 per week.

Payment Policies

- **Registration Fee:** A non-refundable, non-transferable registration fee is required at the time of sign-up.
- **Promotions:** Fee discounts may be available during promotional events such as Super Sign-Up Weekend. Discounts are only available during these promotions.
- **Camp Capacity:** Enrollment is limited and on a first-come, first-served basis. Mid-week registrations may result in unavailable space.
- **Extended Care and Premium Extended Care:** Available for an additional fee.

Calendars and Communications:

- **Schedules:** Weekly calendars detailing themes, activities, and special events are distributed through emails and are available on the YMCA Dallas summer website.
- **Swimming and Field Trips:** Specific swim times and field trip days vary by location and are communicated in advance through the weekly newsletters.

Documentation and Privacy

- Personal records or documents of the children cannot be released without appropriate authorization. For assistance, contact Jodi Newman at jnewman@ymcadallas.org.

SUMMER DAY CAMP (Continued)

Emergency and Inclement Weather Procedures

- **Emergency Plans**: Each camp location has a detailed disaster/emergency response plan, including evacuation to a pre-designated secure location.
- **Parental Notification:** In the event of an emergency, parents will be contacted to pick up their children if conditions (such as a prolonged power outage) require evacuation.
- **Heat Precautions:** On days with heat advisories, extra measures are taken to ensure children are kept in shaded or indoor spaces and remain hydrated.

Health and Immunization Requirements

- **Immunization Records:** Must be submitted on the first day of enrollment each year. These records are essential for up-to-date health tracking.
- **Screenings:** Hearing and vision screenings are mandatory for preschool-aged children to assess any needs for accommodations.
- **Updating Health Information:** Parents must ensure that all emergency contact and health information is current at the YMCA to facilitate quick communication in case of emergencies.

These procedures are designed to ensure the safety and health of all children participating in YMCA programs, with rigorous standards in place for emergency situations and daily activities alike.

Parent Conferences

Parent conferences are offered as needed, especially recommended for children with specialized needs or behavioral challenges. These meetings aim to develop tailored strategies that facilitate a positive camp experience. Please schedule a conference with the Camp Director or Program Director before camp commences if you anticipate or wish to discuss specific needs or behaviors.

Parental Involvement and Notifications

- **Volunteering:** Parents interested in volunteering must complete an application and meet the same standards as YMCA staff, including a criminal background check, submitted at least two weeks in advance.
- **Field Trip Participation:** Parents are not allowed to attend field trips. If you have any questions, please contact your program director.
- **Notifications:** Parents will be informed personally, over the phone or in writing, about any significant issues, including disciplinary actions or health concerns.

Program Evaluations and Feedback:

Parent surveys are conducted each summer to gather feedback and improve the camp experience. These may be distributed via email or phone.

SUMMER DAY CAMP (Continued)

Summer Food Program

In partnership with local non-profits and the USDA Summer Food Program, we provide free nutritious meals at certain locations. Participation in this meal program is optional:

- Non-Participating Camps: If the camp location doesn't participate in the USDA program or if you opt-out, please provide a daily nut-free sack lunch and drink for your child.
- Facilities Note: Our facilities do not offer refrigeration or microwaves.

Aquatics and Swimming

Swimming activities are held at local YMCA and designated off-site pools under strict supervision:

- **Preparation and Safety:** All campers undergo a swim test to assess their abilities, receiving a color-coded wristband (Red for beginners; Green for proficient swimmers) to signify their swimming skills.
- **Lifeguard Supervision:** Activities are overseen by YMCA-certified lifeguards and follow stringent safety protocols, including pre-service training for all lifeguards.
- **Non-Swimmers:** Campers who opt out of swimming can engage in quiet activities on the pool deck.
- **Swim Days Preparation:** Campers should wear swimsuits under their clothes and pack underpants and a plastic bag for wet items on swim days; all items should be clearly labeled. Staff are not able to assist your child in undressing/dressing.

Sun Protection and Insect Repellent Use

Before Camp: Parents must apply a waterproof sunscreen with a minimum SPF of 15 to their children. We recommend parents apply a high SPF (minimum SPF 50), waterproof sunscreen to their child before drop-off.

At Camp: Spray sunscreen is preferred for easier re-application. The camp will have designated times for sunscreen reapplication, and staff will remind children to reapply, ensuring they cover all exposed areas, including ears and neck.

SUMMER DAY CAMP (Continued)

What to Bring:

- **Label Everything:** Ensure all personal items, including clothes and accessories, are labeled with your child's name to avoid losses.
- **Reading Materials:** Pack age-appropriate books for quiet time and bus rides.
- **Footwear:** Comfortable, closed-toe shoes are required. Flip-flops may only be worn during swimming activities.
- **Clothing:** Include a change of clothes and a hat for sun protection. Ensure outfits are suitable for both play and art activities, as they may get dirty.
- **Sun and Insect Protection:** Provide spray sunscreen and insect repellent to safeguard against sunburn and bug bites.
- **Water Bottle:** A refillable water bottle to stay hydrated throughout the day.
- **Lunch and Snacks:** If meals are not provided, send a nut-free lunch and snacks daily. Remember, YMCA camps are nut-free environments.
- **Swim Gear:** A swimsuit, towel, and a plastic bag for wet items on swim days.

What NOT to Bring:

- **Electronics and Toys:** Cell phones, video games, and other electronic devices are not permitted. Also, avoid toys, candy, and personal valuables as they could be lost or stolen.
- **Inappropriate Items:** Do not pack magazines or any other materials that depict violence or inappropriate language.

Lost and Found:

- **Check Daily:** Review the lost and found collection at the end of each day for any items your child might have misplaced. Unclaimed items will be donated weekly.

PRE-K CAMP ADDENDUM

Camp Philosophy

Our Pre-K camp provides a stimulating enrichment opportunity for young children who haven't started kindergarten. We focus on active, hands-on learning, where children use their imagination, make new friends, and explore their environment. This program adheres to all Summer Day Camp policies, with adaptations to meet the developmental needs of preschool-aged campers.

Requirements for Pre-K Campers

- **Independence:** Campers should be able to express their needs verbally.
- **Self Care:** Campers must be able to perform necessary self-care tasks independently including personal hygiene/hand washing, toileting, and dressing appropriately for activities. No pullups are allowed.
- **Social Interaction:** Ability to interact well in small groups (1:10 ratio).
- **Following Directions:** Must be able to understand and follow staff instructions in a group setting.

PRE-K CAMP ADDENDUM (Continued)

Managing Separation Anxiety

- **Adjustment:** It's common for Pre-K campers to experience separation anxiety. Assure your child that camp is fun and safe.
- **Preparation:** Before camp starts, prepare your child with short, positive separations like playdates or pre-camp visits.

Daily Schedule

- **Camp Hours:** Activities run from 9:00 AM to 4 PM, with drop-off from 8:00 AM to 8:45 AM and pick-up from 4 PM to 5:00 PM.
- **Opening and Closing:** Each day begins and ends with a ceremony to help children transition.
- **Nut-Free Policy:** Snacks are provided; however, parents must pack a nut-free lunch and beverage daily.
- **Activity Groups:** Campers are grouped by age (4's and 5's) and engage in various activities including arts, crafts, story time, and outdoor play.

Water Activities

- **Frequency:** Splash time occurs at least twice a week at select locations.
- **Swim Safety:** Children must wear swimsuits under their clothes on water days, with a complete change of clothes provided. Staff are not able to assist your child with dressing/undressing.

Behavioral Expectations and Safety

- **Discipline Policy:** Physical discipline is strictly prohibited. Any aggressive behavior may lead to reassessment of the camper’s suitability for our program.
- **Staff Training:** All camp staff are trained in early childhood behavior management techniques and emergency procedures.

Behavior Management

- **Positive Reinforcement:** We use redirection and positive reinforcement to guide behavior.
- **Reflection Time:** If a child struggles to comply after several prompts, they may have a brief reflection period (one minute per year of age, not exceeding five minutes).
- **Communication Strategies**: Staff are trained to help children articulate their needs instead of acting out physically.

PRE-K CAMP ADDENDUM (Continued)

Essential Items for Pre-K Camp

- **Clothing:** Comfortable, play-appropriate clothes and closed-toe shoes; no flip-flops except on swim days.
- **Sun Protection:** Apply sunscreen in the morning; pack spray sunscreen for reapplication.
- **Accessories:** Water bottle, hat, extra underwear, and a plastic bag for wet clothes.
- **Label Everything:** Clothes, water bottle, sunscreen, and all personal items should be clearly labeled with your child's name.

This addendum ensures that all Pre-K campers have a safe, enjoyable, and educational experience at YMCA Summer Day Camps, tailored to their developmental stage and needs. For further details on policies or to discuss your child's specific needs, please contact the Camp Director.

Scheduled Closures

Scheduled Closures:

- Labor Day
- Thanksgiving (Thursday and Friday)
- Christmas Eve and Christmas Day
- New Year's Eve and New Year's Day
- Martin Luther King Jr. Day
- Good Friday
- Memorial Day
- 4th of July

Closure Policy:

- YMCA childcare and on-site locations are closed on these holidays; no Holiday Camps are available.
- No prorations, refunds, or credits for scheduled holidays, sick days, snow days, vacation days, or unexpected school closures.
- If inclement weather occurs, childcare programs will close, potentially requiring early pickup as directed by local news or school district announcements.

PROGRAM ENROLLMENT

Eligibility and Enrollment

- **Age Group:** Accepts children aged 4-14 years, depending on the license of the school/facility.
- **Annual Enrollment:** Required for each child per program year; spaces are filled on a first-come, first-served basis.
- **Start Date:** Registrations must be finalized by Sunday for a Monday start to ensure proper planning for curriculum, safety, and staffing.
- **Registration Fee:** A one-time, non-refundable/non-transferable fee is due at registration.
- **Self Care:** All participants must be able to perform necessary self-care tasks independently including personal hygiene/hand washing, toileting, drinking, eating, moving from room to room, and dressing appropriately for activities.

Payment and Fees

- **Weekly Draft:** Payments are auto-drafted every Wednesday before the week of attendance. If a payment fails, you have until Friday noon to resolve any due balances, or the child's spot may be forfeited.
- **Punchcard Registration:** Available at select locations for normally scheduled school days (excludes holiday or summer camps). Punchcards are per child, non-refundable/non-transferable, and expire at the end of the school year.
- **Late Pick-Up Fees:** $2 per minute per child, will be charged if you pick up your child late. Excessive tardiness may lead to registration cancellation.

Updating Information and Authorized Pick-Ups

1. **Website:** Visit www.ymcadallas.org/childcare and sign in or create an account.
2. **Adding Pick-Ups**: Under the "Account" tab, select "Authorized Pickups," under your child's name, click "Add" to update, and notify your Customer Support Representative via email.
3. **Contact Info Updates:** Must be done through your designated Customer Support Representative.

Cancellation Policy

- **Notice Required:** A two-week notice is required to halt payments or obtain a refund.
- Procedure: Submit cancellation online via the YMCA website under Quick Links; processing takes up to 5 business days.
- **Fees:** A $50 fee is charged if camp cancellation occurs outside the two-week notice period before the camp week starts, with a 50% fee for cancellations made after the camp week begins.

PROGRAM ENROLLMENT (Continued)

General Policies

- **Fees Based on Enrollment:** No refunds or credits for non-attendance due to sickness, vacations, or unscheduled school closures.
- **Parent Involvement:** Participation can include attending events, making donations, volunteering, and more. Contact your local YMCA for details.
- **Special Notices for Activities:** Parents will be informed 48 hours in advance for field trips or water activities requiring prior written permission.

Behavior and Discipline

Behavioral Standards

We promote the values of Caring, Honesty, Respect, and Responsibility and encourage behaviors aligned with these principles. All participants are expected to, with or without reasonable accommodations:

- Arrive daily with an open mind and a positive attitude, ready to participate in planned activities.
- Work independently and in groups; following rules and instructions, helping when needed, and treating equipment and supplies with care and respect.
- Refrain from behavior that is physically or verbally aggressive towards others, themselves or property.
- Communicate and respond effectively with others, including regarding an incident, injury, or the need for assistance.
- Adapt and respond developmentally appropriately to changes in daily routines and to high-stimulation environments (loud noises, multiple groups of children in large open spaces, different activities occurring simultaneously).

Discipline Guidelines

In alignment with Texas Health and Human Services regulations, our discipline:

- Complies with YMCA policies; is neither physically nor emotionally harmful.
- Is age-appropriate and matches the severity of the behavior.

Positive Discipline Practices

We employ positive discipline strategies to foster self-esteem, self-control, and self-direction:

- Emphasizing good behaviors with praise and encouragement
- Clear, positive behavior expectations communicated daily
- Positive redirection of behaviors
- Time-outs corresponding to age (no more than one minute per year of age), when necessary

Behavior and Discipline (Continued)

Prohibited Disciplinary Measures

- Corporal punishment or threats thereof
- Punishments tied to food, naps, or toilet training
- Physical actions like pinching, shaking, or biting
- Use of harsh or profane language or yelling

Parental Notification

Parents will be notified through in-person meetings, phone calls, or written communications about any behavioral issues, which will also be reported to the Childcare Senior Leadership. Our goal is to collaboratively ensure the best outcomes for all involved.

Review of Suitability

Severe infractions or patterns of behavior contrary to these values will prompt a review of the child's suitability for the program.

- No fighting, aggressive behaviors, or running from staff.
- No actions that require staff to physically move or restrain a child.
- Behaviors that demand excessive one-on-one time with a counselor, ignoring other children's needs.
- Any other disruptive behaviors deemed inappropriate by a Director.

Child Suspension or Removal

The YMCA may suspend or expel a child immediately for any of the following reasons:

- Physical violence towards oneself or others, including staff
- Threats of physical harm
- Property destruction
- Inappropriate touching
- Possession or threats involving weapons, drugs, or alcohol
- Use of foul or abusive language
- Unauthorized departure from the program area

Parent and Guardian Communication and Information

We Want to Hear From You!!!

We LOVE to hear from our families. We conduct surveys through Listen 360 and are always thrilled to receive 9s and 10s! Ensuring that our camps are both fun and safe for your children is our top priority. Brag on your campers' Group Leaders and your Camp Directors. Your satisfaction is crucial to us, so please don't hesitate to use the comment section to share your feedback. The email will come from Surveys@listen360.com. Check your SPAM periodically to make sure you don’t miss it.

Parent and Guardian Communication and Information

Alaris Family Engagement App Overview

- Have visibility into your child's learning experience to celebrate and support their achievements
- View pictures of your child
- Super easy QR code checkout

Alaris Family Engagement App - Download and Set-Up Instruction

- **Step One:** Download the Alaris Member App from Apple of Google Play Store
- **Step Two:** Click the 'No account? Sign up' button, select PHONE and enter in the phone number from your YMCA account, then click Submit.
- **Step Three:** You will receive an email with a link to create your password. Once completed, RETURN to the mobile app screen to login with your email and newly created password.
- **Using the QR Code:** Simply open the app and SCAN your unique PIN code into the tablet for easy check-out. No need to memorize a PIN.
- **How to View Photos:** Tap "Open Member Portal." Hit the hamburger icon at the top left and select "Members." Pick your child's name. Click on "Activity" to see all the fun photos!!!!

Parent/Guardian Code of Conduct

- Follow YMCA, Child Care Minimum Standards, and Texas Family Code guidelines.
- YMCA staff cannot review legal documents; child pickup is based on enrollment form details.
- Individuals posing immediate threats or dangers, or displaying inappropriate behavior, will not be permitted on-site and may prompt police involvement.
- Profanity, alcohol, controlled substances without a prescription, smoking, or use of tobacco products around YMCA programs is strictly prohibited.
- Weapons-Free Environment: YMCA programs are gun-free zones as mandated by Texas Penal Code Signs 130.06 and 130.07; weapons are strictly prohibited.
- Discipline: Parents may discipline their children but must avoid physical or corporal punishment on YMCA property, including affiliated school grounds and program spaces.
- No Unauthorized Training: Personal fitness training, paid or unpaid, by non-certified or non-YMCA-employed individuals is not allowed.
- Respectful Conduct: Actions or behavior based on discrimination by sex, race, ethnicity, age, religion, disability, sexual orientation, or any other protected status are prohibited.
- Appropriate Behavior and Attire: Refrain from sexually explicit conversations or behaviors and wear suitable attire.

Parent and Guardian Communication and Information

Safety Reporting

- Safety incidents during YMCA programs are reported to families through phone calls or at child pickup for non-urgent matters.
- Ensure all emergency contact information is current with the YMCA.
- The YMCA uses an online portal for incident reporting. If a child needs medical attention due to an incident, parents must inform the YMCA and a supplementary document will be required.

Family Transitions

Families often experience significant changes that can affect their children's behavior and well-being. Please inform us about any major transitions at home so we can provide the most supportive environment for your child's development.

Medical and Emergency Procedures

Health Environment

- **Program Attendance:** Children who were absent from school due to illness or sent home for being sick cannot attend the program.
- **Fever Policy:** Children with a fever of 100.4°F or higher must be picked up immediately. They can return only after being symptom-free for 24 hours without fever-reducing medications.

Immunization Requirements

- **Documentation:** Compliance with the Texas Department of State Health Services immunization standards for enrollment in Texas educational institutions is required; records must be on file at the school. During Summer programming all programs will need a copy of current immunizations for each participant.

Medical Emergencies

In the event of a medical emergency, the parent or guardian will be notified. A certified person will administer First Aid if appropriate. If an injury or illness requires more than basic First Aid, the YMCA staff are authorized and instructed to call 911. If the child needs to go to the hospital, staff will take the health history and emergency authorization with the child to the hospital or send it with the paramedics. A YMCA staff member will accompany the injured child to the hospital.

Medical and Emergency Procedures (Continued)

Staff Health Practices

- Immunizations and Training: While not all adult immunizations are verified unless required by law, all staff must complete First Aid, CPR, and Bloodborne Pathogens training.
- Illness Policy: Staff must adhere to the same illness exclusions as program participants, avoiding work during communicable diseases or when showing symptoms of illness.
- Handling Illness and Lice: Protective equipment must be used for treating injuries. Children treated for lice must be free of nits post-treatment and will be checked upon return to the program.

Administration of Medication

- **Medication Policies:** Medication is accepted on-site on a case-by-case basis, following completion of a YMCA Medication Form available from the Site Director or central office.
- **Requirements for Medication:** All medication must be prescribed by a physician, kept in its original container, and clearly labeled with the child's name, dosage, and administration instructions.
- **Labeling:** Medication must have a readable original prescription label showing the medication name, strength, expiration date, child's full name, healthcare provider, pharmacy contact, dosage, and storage instructions.
- **Authorization:** All medications, including over-the-counter, require a physician's note and must be accompanied by a completed medication form signed by the primary parent.
- **Documentation:** A written authorization from the child's parent/legal guardian is necessary, including:
    - Child's name and medication name.
    - Permission date and duration the medication is needed.
    - Specific times for administration.
    - Parent or guardian's signature.
- **Original Container:** Medications must be provided in their original packaging with clear dosage and direction details.

Medical and Emergency Procedures (Continued)

Treatment Plans

- Special Requirements: Treatments like breathing treatments or diabetes monitoring need prior approval from our administration along with physician-written plans.
- Non-Administrable Treatments: Our staff does not administer injections or treatments that involve physical contact or insertion into body cavities.
- Communication and Approval: For children requiring special medication or treatments, parents should contact the Regional Executive Director to discuss needs and obtain appropriate approvals.
- Allergy and Emergency Medication: Severe or life-threatening allergies requiring emergency medication must be disclosed on the enrollment form. An administrator might reach out for further details or to arrange a meeting for discussing participation accommodations.

Emergency Preparedness Plan

Each afterschool site has a specific emergency plan that includes regular weather drills and precautions for severe conditions. These plans are available for review at the site.

Routine Safety Drills

- Fire Drills: Conducted monthly during afterschool and weekly during summer camp programs at varying times to ensure preparedness.
- Severe Weather and Lockdown Drills: These are conducted quarterly to rehearse emergency procedures effectively.
- Protocol During Drills: Parents arriving during drills are required to wait until the drills are complete before picking up children to maintain the integrity of the exercises.

Children with Specialized Needs

The YMCA aims to accommodate all children. However, our programs may not be suitable for everyone and do not provide therapeutic or one-on-one care. Admissions are not guaranteed by registration alone, and we adhere to the Americans with Disabilities Act. If a child requires a Licensed Therapist or other Health Professional, they must be checked out by an authorized adult, and we will try to provide a safe space as per our capacity.

These guidelines are designed to maintain a safe and healthy environment for all children and staff at the YMCA of Metropolitan Dallas.

The Y's Position on Child Abuse

We make an active effort to prevent Child Abuse.

- Parents have the right to discipline their children, however, parents must refrain from using physical or corporal punishment while on YMCA property, school grounds, or programs space.
- For the safety of the children entrusted in our care, the YMCA conducts and requires a background check and references for all staff, every person employed in or by our branches and programs.
- Allegations or suspicions of child abuse are taken seriously and are reported to the police and state agencies for investigation.
- Programs are structured and observed so that staff and volunteers are never the only adults present with children with the possible exception of emergency conditions.
- Periodic interviews/evaluations are conducted with children and parents regarding day-to-day experiences, encouraging reports of any event out of the ordinary.
- Staff are required to report all incidents and/or the disclosure of abuse.

Child Abuse Information

We take proactive steps in the prevention of child abuse including thorough staff/volunteer screening, child abuse prevention training, and staff/volunteer rules aimed at protecting children from abuse. As a parent, you can help ensure the safety of your child by working with us to keep your child safe. Here are some things you can do:

- Talk to your child about his or her experiences. Trust your instincts.
- Don't wait to tell us if something seems "strange".
- Speak up! Listen and watch for signs of your child receiving special attention that other children or teens are not receiving, including favors, treats, gifts, rides, increasing affection, or time alone, particularly outside the activities of the school, child care, and other activities.

The YMCA of Metropolitan Dallas regards accusations of child abuse very seriously and reports all suspected child abuse, neglect, and exploitation to CPS. Reports of abuse and neglect can be made to the THHS hotline at 1-800-252-5400 or www.txabusehotline.org. If you have concerns about how your child is being treated in any YMCA-sponsored program, please contact your Program Director.

Licensing

Our Afterschool Programs and certain Summer Day Camps are licensed by the Texas Department of Health & Human Services Childcare Licensing, adhering to the 744 Before/After/School Programs or 746 Childcare Center Minimum Standards. Our Outreach Programs, like the Summer Learning Academy and fully grant-funded initiatives, are exempt, but comply with YMCA policies and Childcare Licensing Minimum Standards. All Outdoor Summer Day Camps adhere to the Texas Youth Camps Safety & Health Standards, as outlined in Title 25 Health Services, Chapter 265, Subchapter B.

To Contact the Local Licensing Office

- Parents participating in a THHS Childcare School-Based Licensed Operation may contact licensing at 1-800-862-5252
- Texas Abuse/Neglect Hotline: 1-800-252-5400 or view the website at https://ww.hhs.texas.gov/childcarelicensing
- Minimum standards and the operation's most recent inspection are available at each camp location.

THHS - Texas Health and Human Services& Licensing Requirements

The YMCA follows the childcare standards set by the Texas Health and Human Services (THHS). For compliance, parents need to fully complete and periodically update the enrollment forms. Information on THHS standards and recent inspection reports can be accessed online or at our locations. Parents can reach THHS at 1-800-862-5252 or visit www.dfps.state.tx.us.

The Texas Health and Human Services requires the following to be stated:

Gang Free Zone:

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The gang-free zone is within 1000 feet of the afterschool site location.

Parent Rights

- Enter and examine your operation during its hours of operation without advance notice
- File a complaint against your operation
- Review your operation's publicly accessible records
- Review your operation's written records concerning the parent's child
- Receive from your operation:
    - o HHSC's inspection reports for your operation
    - o Information regarding how to access your operation's compliance history online
- Have your operation comply with a valid court order signed by a judge that prevents another parent from visiting or removing the parent's child from your operation
- Be provided with contact information for Child Care Regulation, including the department's name, address, and telephone number
- View any video recordings of an alleged incident of abuse or neglect involving the parent's child maintained by your operation as long as:
    - o Video recordings of the alleged incident are available
    - o The parent is not allowed to retain any portion of the video depicting a child who is not the parent's child; and
    - o Your operation notifies in writing the parent of any other child captured in the video recording, before allowing the parent to inspect the video recording or view any video recordings
- Obtain a copy of your operation's policies and procedures,
- Upon request, review staff training records and any in-house training curriculum
- Be free from any retaliation by your operation for exercising their rights.

Texas Rising Star Addendum to Childcare Parent/Guardian Handbook

Texas Rising Star

Texas Rising Star (TRS) Certification is a quality rating system for childcare programs that go beyond the minimum standards required by the state. Programs with TRS certification have been recognized for providing high-quality care and education to children.
What TRS Certification Means for Your Child:

- Higher Quality Care: TRS-certified programs meet higher standards for safety, learning environments, and caregiver interactions, ensuring your child is in a nurturing and enriching setting.
- Better Support for Learning: These programs focus on your child's overall development, including social, emotional, physical, and cognitive growth.
- Confidence for Parents: Choosing a TRS-certified provider means you can trust that your child is in a program committed to excellence and continuous improvement.

By selecting a TRS-certified provider, you're choosing a program that prioritizes quality care, supporting your child's growth and well-being every day.

Program Evaluations and Surveys TRS P-FI-01 Annual Survey
Parent surveys are conducted every Summer. The surveys will be conducted by email survey and/or phone. We welcome your feedback during these opportunities to help us develop and improve our programs.

Technology and Screen Time TRS S-FE-01 Screen Time Policy
Children will be able to use their school-assigned iPads or laptops for homework, reading, or school work only, under staff supervision. The use of technology (phones, tablets, laptops, music players, etc.) is not permitted outside of homework time.

Parent Conferences TRS P-FI-02
Parent conferences are available if needed and strongly encouraged for children with specialized needs. Conferences may also be required to problem solve and share strategies for dealing with spirited behaviors. Contact the Director to arrange for a conference if needed.

Childcare Regulations Enrollment
Your family's access to quality care is our priority. If there is anything we can do to assist with your Child Care Services (CCS) enrollment or if you encounter any challenges, please contact us. We are dedicated to ensuring that your experience with our program and CCS is as smooth as possible.

Tours
We are happy to offer tours of our facility and the areas your child will use during their time with us. If you would like to schedule a tour and meet our staff, please feel free to contact us. We look forward to showing you around and answering any questions you may have!