

Family Handbook

Mission

The Family YMCA's mission is to build individual, family and community strength by focusing on youth development, healthy living and social responsibility. We are a charitable institution where, thanks to the United Way of Northern New Mexico and individual donations, no one is turned away due to inability to pay. The Y's four core values of caring, honesty, respect, and responsibility are stressed in all Y programs, including childcare. Our child enrichment programs provide high-quality after-school enrichment programming for elementary-age students.

Philosophy

We strive to provide programs that are sensitive to the individual needs of children and age-appropriate learning experiences that support each child's growth and development. Specifically, our program offers children a base of warmth, security, and continuity provided by caring and qualified staff. Our low staff-to-child ratios allow for an active engagement with all children that fosters a sense of acceptance and a positive self-image. The design of our program permits freedom within set limits established and agreed upon by both staff and children.

Curriculum

The Y strives to provide age-appropriate educational opportunities for children through a variety of activities that emphasize a hands-on approach and play as the primary mode of learning. Our program's flexible schedule allows children to choose among a variety of activities including arts and crafts, cooking, active games, sports, science, dramatic play, service-learning projects, puzzles and games, and field trips. The program is designed to provide an opportunity for children to experiment and explore activities and topics that may be new to them and will challenge their social, mental, and physical abilities. Children are encouraged to engage with other children, staff, and guests in order to promote their social emotional development. The Y also encourages parents to share their knowledge and skills, and utilizes guests for activities when appropriate. Our programs are supervised by educated and experienced staff.

Parent Involvement

The Y promotes positive relationships between our staff and parents for the benefit of the children we serve. We encourage parents to be involved with the activities provided. The Y has an "open door" policy that allows parents to ask questions and present ideas that may be of use to the children and staff in the after-school program. We also encourage parents to share their knowledge and skills if they want to make a presentation or coordinate an activity for the program. Please contact the Director if you wish to share any ideas and/or thoughts, make a presentation, or provide a program activity. Volunteer parents are always welcome to assist in our programs. Parents must follow all Y policies, including child protection policies that specify no private one-to-one contact is allowed during the program except with a parent's own child. Volunteers who assist the program on a continuing, on-going basis must complete volunteer paperwork including reference checks and a criminal record background check.

In keeping with our mandate of building strong kids and families and to maintain safe and comfortable facilities, convicted or registered sex offenders are excluded from membership and program participation at The Family YMCA, and offenders shall not enter onto Y property or loiter in the vicinity of Y programs and activities

Program Goals

1. Provide a Safe Environment for Children

- a) Ensure that all equipment (playground, gym, bathrooms, etc) is in safe, usable condition before children are allowed use. Make certain there are no unsafe objects.
- b) All staff members are trained in First Aid and CPR, and emergency procedures.
- c) Room and play area is clear of clutter that could cause accidents.
- d) Rules specifically designed to provide the safest environment at each site and clearly presented for all to see.

2. Help Children Relax, Have Fun, and Enjoy Friends

- a) Provide recreational activities that are interesting and fun for children.
- b) Provide an environment with several activity centers so children can choose an activity that interests them.
- c) Provide enough time for activities to be completed so children are not rushed.
- d) Provide enough free time for children to play without pressure -- they have been in school all day and need supervised relaxation time.

3. Help Children Develop Skills, Form Friendships, and Develop New Hobbies

- a) Present new games, crafts or activities several times each week.
- b) Provide opportunities for children to share their hobbies with others.
- c) Encourage children to work together on projects and activities to help develop new friendships.
- d) Make certain every child has something to participate in. None are excluded.

4. Help Children Experience Accomplishment and Build a Sense of Self Worth

- a) Find ways to praise each child each day, no matter how trivial.
- b) Provide games and activities suited to proper age groups that children can complete and gain a sense of accomplishment from.
- c) Take time for children individually so they know you care. That way they feel like an individual, not lost in the group.
- d) Try not to generalize. For example, do not punish all the children for the actions of one.

5. Strengthen Family Relationships

- a) Try to plan activities which include family participation.

b) Be aware of changes or problems with any family situation and provide emotional support for the child and parents when needed.

c) Offer financial aid and payment plans to help alleviate family pressures due to financial problems.

6. Help the Individual Child's Physical, Social, Emotional, and Intellectual Developmental Needs

a) Provide activities each week that incorporate the use of large motor skills.

b) Use grouping for activities so that each child is interacting with different children.

c) Make certain that at least one staff member interacts with each child daily.

d) Provide intellectually challenging activities.

OVERVIEW

Program Information

The Y operates after-school enrichment programs at Aspen, Barranca and Mountain Elementary schools in Los Alamos, and Chamisa and Piñon Elementary Schools in White Rock. All Los Alamos and White Rock Elementary school children (K through 6th grade) are eligible to attend the after-school program.

The Y's after-school enrichment program operates on all days that school is in session for children, including conference days. Camps are offered for some In-Service days if minimum numbers are met. The programs DO NOT operate on SCHOOL HOLIDAYS

Programs operate from the end of the school day, 2:30 pm until 5:45 p.m. All children must be picked up NO LATER THAN 5:45 p.m. Any pick-ups after 5:45 p.m. are assessed a late fee.

Contact Information

Tamryn Clancy, Child Development Director 662-3100 ext 314 tclancy@laymca.org

Ashley Sullivan, Child Development Assistant 662-3100 ext 318 asullivan@laymca.org

Starla Cook, Child Development Coordinator 662-3100 ext 302 scook@laymca.org

Holidays

Y after-school enrichment programs will not operate on any school holiday - please refer to the current LAPS calendar.

Winter Break Camp

Camp will be canceled if a minimum number of participants are not registered by the close of regular registration. Camps may be closed an hour and half after opening, if there are less than 10 kids on site. Parents will be contacted at 9am to come pick up their children, and all families will be notified about the closure.

Camps are not part of the regular after-school enrichment program and require separate payment and separate registration. Early registration is encouraged as the decision to hold a camp will be made several days in advance. The camp registration process will begin approximately four weeks prior to each camp date. Camp locations will be announced. Camps run 7:30am - 5:45pm.

Staff and Staff Ratios

Each program has a Site Director who meets the qualifications to supply the children with the best enriching program possible. The number of staff who assist each director depends on the number of children enrolled. The Y After-School enrichment programs strive to maintain a staff/child ratio of 1:12 or better.

GENERAL INFORMATION

Activities

Organized activities and projects that support current curriculum, crafts, recess, field trips, and community service are a regular part of all after-school programs. Ample time for free play, help with homework (if needed), and interaction time with friends is also provided. Activities incorporate "Character Counts" and the Y core values of honesty, caring, respect, and responsibility.

Behavior Expectations and Discipline Policy

Studies show that children thrive when they feel safe. Our philosophy is to create defined boundaries for acceptable behavior and offer continuous, positive, support to reinforce our core values.

Children in the enrichment programs are expected to conduct themselves in a manner that is cooperative with the group. Children must be able to interact in a group and take direction. Y childcare staff work within the appropriate social developmental stages for each individual child. A child's consistent refusal to follow directions given to them by the site staff creates an atmosphere that is disruptive to the program and unsafe. If behavior issues arise, childcare staff will follow the steps outlined below:

1. Childcare staff will provide a verbal warning and redirect the child to appropriate behavior.
2. If behaviors continue after a verbal warning, childcare staff will place the child in a 'time out' for no more than five minutes or will take away a privilege (such as playing with a specific toy or person). Staff will sit down and talk to the child about what happened and what they can do moving forward to have positive behaviors/interactions.
3. Childcare staff will document the behavior issue on a behavior report and parents will be informed.
4. After 3 documented behavior reports, the child will be asked to take a pause on attending the program until meeting with the Child Development Director. This is to discuss why the child is having difficulty and to create a plan of action to best support the child while in our care. A

behavior contract will be put in place at the time of the meeting. If the parents do not wish for their child to return to the program, they must notify the Child Development Director or Child Development Coordinator to make system credit/refund arrangements.

5. After meeting and implementing changes to help the child succeed while in our care, should the behavior issue(s) continue, the child will be disenrolled from the program.

6. If it is determined a child requires a '1 on 1' Counselor to have a successful and positive experience in the program we will need the child to pause on attending until we are able to hire a counselor to work with the child '1 on 1'. The cost of service will be in addition to regular program fees and will be determined by the frequency of attendance in the program.

Extreme behavior issues, verbal abuse, or violent physical actions that threaten the safety of other children, staff or the child themselves, may be grounds for immediate dismissal from the program. In which case, the procedure detailed above may be voided.

Children need instruction more than they need criticism.

Discipline means training which enables the child to develop self-control and orderly conduct in relationship to peers and adults. Discipline shall be clear and understandable to the child, consistent, and explained to the child before and at the time of any disciplinary action. Discipline shall include positive guidance, re-direction, and the setting of clear-cut limits, which foster the child's own ability to become self-disciplined. Our discipline practices are designed to encourage

the child to be fair, honest, and caring; to respect property, and to assume personal responsibility and responsibility for others. Positive discipline will include brief, supervised separation from the group (time-outs) or withdrawal of special privileges (for example, losing the privilege to play with a toy if the child is mistreating the toy).

It is our policy to use "time-out" as a last resort and for short intervals. "Time-out" may be necessary after one or more reminders and use of the other positive discipline techniques outlined above. Separation from the group shall not be done in any humiliating manner and shall be in the open view of the supervising adult(s) for the safety of the child.

The following disciplinary actions are prohibited by the Y and by the State of New Mexico:

- Physical punishment of any type
- Withdrawal of food, rest, or bathroom opportunities
- Abusive or profane language
- Unsupervised isolation of the child
- Any other type of punishment that is hazardous to the physical, emotional, or mental health of the child

Celebrations

The after-school enrichment program may include seasonal crafts and celebrations. Parents who do not want their child to participate in these activities must communicate their protocol to the Site Director who will note this on the child's paperwork, and respectfully honor these wishes.

Birthdays may be celebrated once a month (i.e. "All September Birthdays") with a "special" snack provided by the Y to be shared by all children in the program. A parent also may provide a treat for a child's birthday as long as there is enough for all children in the program. We ask that parents be mindful of other children's food allergies and speak with the Site Director before bringing such snacks.

Comments and Concerns

We strive to provide the best quality child care possible, so we invite any comments or concerns that parents may have. Please address immediate concerns with the Site Director and staff. If you are still not satisfied, or would like more information, please call the Y Child Development Director 662-3100. All complaints will be investigated immediately.

Daily Schedule

Sample Schedule

2:30 - 3:00 Attendance, Hand-washing, Snack

3:00 - 3:45 Recess (indoor recess if inclement weather)

3:45 - 5:00 Calendar Curriculum Activity, Free Play, Group Game, Homework time, etc.

5:00 - 5:45 Ball Time/ Open Gym, Clean Up

Dress Code

Staff and students must dress within the policies set forth by the Y and LAPS school administration.

- Children must dress in a comfortable, but appropriate manner. Clothing that appears to be gang-related or advertises alcohol, drugs, tobacco, sex, or topics that are deemed offensive, distracting and/or inappropriate for school will not be allowed.
- Children and staff should wear shoes that they can run and play safely in.
- No short shorts, bare midriffs, or spaghetti straps. Pants need to fit above the hips and not be excessively long so as to create a safety hazard. Shorts must be no shorter than 4 inches above the knee. Shirts need at least two-inch wide sleeves and should not reveal backs. Necklines should be no lower than a horizontal hand's width below the collarbone.
- Underwear should not be visible.
- Children should be dressed in appropriately sized clothing that will not compromise the child's privacy in activities such as when sitting on the floor
- Children should be prepared for the weather.
- Heelys (shoes with wheels in them) are not permitted.

The after-school enrichment program often includes activities that may dirty or stain clothing and children should dress accordingly. In case of a bathroom accident, Y staff will attempt to find an alternative set of clothes for the child by looking in the lost & found. In order to protect children from the embarrassment of having to wear soiled or misfit clothes, some parents may want to keep a change of clothes in their child's backpacks.

Electronics

Children are not to have electronic toys/gaming devices at the after-school enrichment program unless there is a specified activity noted on the monthly calendar i.e.: Show and Tell or Electronics Day. If a child brings an electronic toy to the program, the staff will confiscate the toy and return it to the child's parent at the end of the day. **Please note that children are NEVER allowed to have cell phones at the after-school enrichment program**

Food and Snacks

On camp days children must bring a lunch from home to eat during the after-school enrichment program. There will be no microwaves available for student use; please do not send lunches that need to be warmed or cooked in a microwave oven. Children are also discouraged from sharing their food for sanitary and allergy reasons. The Y is unable to collect milk tickets; please send children with an alternate drink. If a child forgets their lunch, we will make every attempt to contact parents/guardians to bring food for that child. In the event that no one can be reached to provide lunch, the YMCA will provide a meal/larger snack option – should this happen more than once, a \$5 fee will be assessed for each additional instance.

A nutritious afternoon snack is provided for all children. We follow the YMCA national Healthy Eating and Physical Activity standards (HEPA) at all sites as well as USDA MyPlate guidelines.

Two snack options are offered; if your child does not like the types of snacks being served, please send an alternative from home. An alternative snack will be provided to children with food allergies, but the program must have a written prescription/diet order from a physician or a recognized medical authority. Diet orders must be complete and descriptive, and not subject to interpretation by the program staff.

Harassment

Harassment of and by children and staff is strictly prohibited. Allegations of harassments by children will be dealt with in a manner detailed under Behavior Expectations and Discipline Policy. Allegations of harassment by staff will be dealt with in the same manner as consistent with suspected abuse.

Lost or Stolen Items

The Y is not responsible for lost, broken, or stolen items. We encourage children to leave valuables at home. Please be certain to label all clothes and personal items on an inside surface. In response to allegations of children stealing from one another, please understand the Y staff reserves the right to check the contents of the backpacks of any child suspected of having the belongings of another student.

Parent Involvement

As an organization, we promote strong relationships with our staff and the parents of the children we serve. We have an “open door” policy that allows parents to ask questions and present ideas, which may be of use to the children and staff in our program. We also encourage parents to share their knowledge and skills if they want to make a presentation or coordinate an activity for the program. Please contact the Child Development Director if you wish to share any ideas and/or thoughts, make a presentation or provide a program activity. Volunteer parents are always welcome to assist in our programs. Parents must follow all Y policies, including child protection policies, which specify no private one-to-one contact is allowed during the program except with a parent’s own child. Volunteers who assist the program on a continuing, on-going basis must complete volunteer paperwork including reference checks and a criminal record background check.

Transportation & Field Trip Behavior Expectations

Seat belts are required to be worn by everyone in the Y vans and bus. All Y vans and buses are checked and maintained regularly for safety. All drivers are 21 or older and have clean driving records. All children are expected to maintain self-control and speak with respectful “indoor voices” while in a van/bus. Inappropriate behavior, language, and actions will not be tolerated and appropriate disciplinary action will be taken upon arrival at destination. In the event of ongoing behavior issues while traveling, the child may lose field trip privileges.

Visitors

Parents/legal guardians listed on the registration form are welcome to observe the programs any time. Others are allowed to observe only with a parent’s/guardian’s written permission. If an unregistered child is “observing” a program, that child’s parents must be present. Visiting children must be under parental control at all times.

Volunteers

In keeping with the Y’s commitment to youth development, healthy living and social responsibility, volunteers are always encouraged. Please let us know if you have, or know of anyone who has, special skills to share with the children by contacting your Director or the Y Child Care Director.

POLICIES AND PROCEDURES

Registration

Registration is accepted at The Y on a school-year basis. Registration and liability forms must be completed and signed a minimum of 24 hours in advance before a child can attend any Y program. There is a non-refundable registration fee per child for the school year. The registration fee is \$25. This fee is waived only during the registration drive when payment for a

month will secure your child's place in the program. There is a 2% credit card fee per transaction. Registration can be done during operating hours at The Y, 1450 Iris Street, Los Alamos. To register, you must complete a registration form that includes a list of at least 3 adults authorized to pick up your child (all authorized persons will be required to show photo ID when picking up the child), a completed parent/child facility liability and a parent statement of understanding. **The child is not considered registered and will not be allowed to attend any programs until all registration forms are completed and on file, and initial payment is made.**

Drop-in Registration

Drop-ins will be accommodated if space allows, all registration forms are completed and on file, the registration fee (if applicable) has been paid, and the drop-in fee has been paid in advance. Drop-in days are non-transferable or refundable.

Parents needing drop-in care must first call the Y at 662-3100 to determine if space is available. Advance arrangements may be made beginning at 10 a.m. Friday for the following week. Parents needing care on short notice may call the Y by 10:00 a.m. the day-of to determine if space is available. If space is available, payment must be made to secure a spot.

Regular and Drop-In Designations

Children are registered as "Regulars" or "Drop-ins." "Regulars" are children registered for two to five days per week and billed in advance at a set rate. "Drop-ins" are children who do not come on a regularly scheduled basis. Children registered as "Regulars" may also "Drop-in" for days not previously registered.

Emergency Contacts

Registration forms for children must include emergency contact information for three separate contacts.

Authorization to Pick Up Children

Parents/Guardians must list a minimum of three persons other than a spouse as authorized to pick up children. Only those designated on the registration form's authorized pickup list will be allowed to pick up children from our program. All authorized persons (including parents or legal guardians) must show photo ID when picking up children. Additions or deletions must be made in writing at the Y. If parents need to make arrangements for a one-day/day-of addition, the parent may do so with a note from home that goes directly from the child to the Site Director. The Site Director will then contact the parents as to its legitimacy. As per our Child Protection Policies, we will only release children to documented, parent authorized individuals.

Parents are responsible for keeping their own and emergency contact information current.

Attendance

Families must call the YMCA front desk (505-662-3100) a minimum of 45 minutes prior to the start of program hours if your child will be absent from the program. Telling a Y staff does NOT count. If you do not call, a \$25.00 fee will be charged to your EFT on file within one week of the infraction.

Withdrawals

If parents need to discontinue enrollment in the program, they must notify the Y office in writing, two weeks in advance, and pay a \$25.00 withdrawal fee. The Y reserves the right to disenroll any child from the program if:

- Parents do not adhere to the policies outlined in this handbook.
- Parents are consistently late in picking up their child.
- The child presents persistent disciplinary problems. We will make every reasonable effort to work with the parent and child regarding behavior, but the Y reserves the right to disenroll the child without prior notice should the child pose an immediate threat or danger to him/herself or anyone else (children or staff) in the program.
- There is an accumulation of unpaid monthly charges, including drop-ins, late fees etc.

Payment

If your child attends on a regular basis, you must pay by Electronic Funds Transfer (EFT). An EFT will automatically take money out of a savings or checking account or charge a credit card (Visa, MasterCard or Discover) the first working day of the month to pay for that month's childcare fees. If you use a credit card for billing, you will be charged a 2% fee for each transaction. Parents/Guardians must complete an Electronic Funds Transfer (EFT) from. There is a non-refundable registration fee per child for the school year. Drop-ins must be paid in advance and in person or by telephone. Monthly billing is prorated for the entire school session or summer session.

Sibling Discount

Additional children from the same family receive a 5% discount on monthly fees. This discount does not apply to registration fees.

Returned Payment Fees

All returned payments are subject to a \$5.00 processing fee and payments rejected for insufficient funds or a closed account may also be assessed a \$25.00 NSF fee.

Releasing Children

All parents and authorized persons must sign out children when they arrive at the after-school enrichment program. All parents and other persons must provide photo identification so that Y staff can verify they are authorized to pick up the child. A walking permission slip must be filled out by the parent/guardian in advance if a child will be signing himself out (in the case that a child walks home on her own). Once a child is signed-out by an authorized person, the Y is released from its responsibility. The Y will not release a child to anyone (parent or other) whose judgment appears to be impaired due to the use of alcohol or controlled substances. In such a case, we will call another authorized person or emergency contact to pick up the child. If the adult takes the child before we are able to call another authorized person, we will contact the authorities. Regardless of there being a child in their possession or not, we will report any adult under the influence and driving, to authorities. **Parents are responsible for keeping their own and emergency contact information current.**

Late Pick-up Charges

We understand that time can get away from parents and that unforeseeable circumstances can lead to an inability to pick up children by program's end at 5:45 pm. Please call the Y as soon as possible when this occurs. It is very stressful on a child to be the last one picked up, though we try to minimize this stress through engagement. Also, please be aware that facilities are lent to the Y with time restrictions and that staff also have classes, meetings, families and schedules that are time-dependant. If parents cannot make the 5:45pm pickup deadline, staff will begin to contact parents, and at 5:50 p.m. staff may begin to call emergency contacts. Parents of children picked up between 5:46 to 5:50 p.m. will be charged a late pick-up fee of \$10.00. For children picked up from 5:51-5:55 p.m., parents will be charged \$20.00 and from 5:56-6:00 p.m., \$30.00. Fifteen minute incremental fees will be accessed for additional time after 6:00 p.m. Late pick-up fees will automatically be charged to your EFT within one week of the infraction.

Refunds

Parents should carefully plan their childcare needs as fees are not refundable. Rather, The Family YMCA will issue a credit to your account in our system. Due to extenuating circumstances, such as medical emergencies, exceptions may be made regarding refunds or partial refunds. Please see Withdrawals for more information. The Y reserves the right to postpone or cancel a program due to inclement weather or other unforeseen circumstances (including but not limited to evacuation and natural disaster). Programs canceled due to such will not be issued a refund.

Questions Concerning Accounts

Questions about accounts should be addressed to the Child Development Director or The Senior Welcome Center Rep.

Change in Status or Schedule

Any change in a child's registration must be done in writing at the Y. If a child is dropped from the program, an exit survey must be completed and turned in to the Y. Changes will be accommodated on a space-available basis. Changes could include dropping from the program, changing to or from a drop-in status, or changing the days of attendance. Fees may be assessed accordingly. Again two week's notice is REQUIRED.

Financial Aid

The Y believes that all should have access to fun, affordable, healthy programs and we offer assistance to those needing help. Aid is based on income, family size, medical needs, and extenuating circumstances. Financial aid forms are available at the Y's front desk or on our website. This aid is available thanks to contributors, including the United Way of Northern New Mexico/Los Alamos and the Y's Annual Campaign. All financial information is kept strictly confidential. Questions and reapplication inquiries must go to The Family YMCA Admin Assistant.

Tax Statements

We do not issue tax statements. Please keep receipts, canceled checks or bank statements for your records. Our tax number is 85-0130054.

Field Trips

Field trips include travel outside of Los Alamos, to Santa Fe. Parents must provide written permission for their child to attend each field trip. Site Directors should have a permission slip for parents/guardians to sign, at least one week prior to the trip. If parents choose not to have their child attend a field trip, they may transport their child to another after-school site for care - the Y will not transport children to alternative sites. Fees associated with field trips will be paid by the Y. Children are not permitted to bring money for snacks or souvenirs on field trips. Parents are welcome to accompany their child on any field trip as a parent volunteer, but must provide their own transportation to and from the field trip location. Parents are also welcome to pick their child up at a field trip location, but must follow normal sign-out procedures.

Absences and Missing Children

We prefer that parents speak with the Site Director for the child's program so that the absence can be noted directly on the sign in/out sheets. A secondary option, parents may call/text the program's site phone for children that will not be in attendance at the program on a regularly scheduled day. It is for each child's safety that we require parent/guardian notification when your child will not attend on a regularly scheduled day. This includes days when your child is absent from school, when you pick your child up early from school, and when your child will be arriving to the program late. If a child does not arrive at a program and notification of an absence has not been communicated, staff will contact the school, the parent, legal guardian or emergency contacts to notify them that the child is missing.

Staff will continue a phone search until 6:00 p.m. Upon confirmation with a parent/guardian that the child is missing, the next course of action will be left to the parent. For ongoing absences or a pre-planned vacation, parents must present a written and signed schedule of absence to their Site Director or submit to the Y. It is imperative that you notify us of a child's absence.

Lastly, If a child deliberately hides from staff, consistently runs away from the group, or refuses to stay in the group, parents will be notified to pick up the child, and the child may be disenrolled from the program.

Health and Safety

Your child's health and safety are paramount to the Y. A staff member may never be alone with a child in an area or location where they cannot be observed by other staff. All school rules regarding playground equipment apply to the Y after-school program. Please be sure to note any allergies or medical problems in the space provided on the registration form. If no allergies are present, please mark "none" on the registration form. **Also, please be sure to notify the Y of any changes of address or phone numbers, including work numbers, as it is imperative that we be able to contact the parent in case of an emergency.**

Parents will be called if a child appears to have symptoms of illness during the program hours. In such cases, the child will be provided care and comfort until a parent/guardian is able to pick up the child. Your child should not come to the program (or to school) if:

- He/she has a fever or has had one during the previous 24 hours
- He/she is taking an antibiotic and has not been on the antibiotic for 24 hours
- He/she has heavy nasal discharge
- He/she has a constant cough.

Our ratios require staff to work with groups of children who must be able to take direction and interact with others. 1-on-1 arrangements can also be made at the parent's expense to accommodate children who find it difficult to be in a large group setting.

Medications

Please notify the Site Director if a child is taking medication of any kind. You must complete a written authorization that can be obtained from your Site Director in order for your child to administer medication to him/herself. The Y will not allow a child to take medication without prior written authorization.

Accidents and Injuries

The Site Director will make all decisions relevant to a child's well-being in the event of accidents or injuries. If the Site Director is incapacitated, an assistant will assume this responsibility. The Y Child Care Director, Executive Director, or other Administrative Staff will be called upon, if necessary, to help make decisions.

- If a child is injured at a program, the Site Director will assess the severity, and will decide on a course of action. All program staff are trained in First Aid and CPR.
- If an injury is minor, parents will be informed upon their arrival to pick up the child.
- Parents will be called if a child is in pain or uncomfortable after an injury.
- Severe injuries/head injuries will receive first aid and parents will be contacted immediately.
- If necessary, Emergency Medical Services will be called and the child may be transported to Los Alamos Medical Center.
- An emergency contact may be called if parents cannot be reached. In the event of accidental injury, parents are responsible for all expenses; see liability waiver on registration form. It is vital that you keep the program up-to-date on changes in phone numbers and other important information.

Snow Policies & Emergency School Closures

IF SCHOOL IS CANCELED in the morning or at any time throughout the school day, there will be NO after-school program. If school remains open until its regular dismissal time but Los Alamos National Laboratory (LANL) is released early, the program will remain open for one hour after LANL's closure. Please make every effort to pick up your child as soon as possible to ensure that your family and Y staff can get home safely.

IF SCHOOL HAS A 2-HOUR SNOW DELAY ON A WEDNESDAY, the Y after-school enrichment program will proceed as scheduled at 12:00 p.m. It is the parents' responsibility to transport their child to the school site when there is a two-hour snow delay. The after-school enrichment program will not follow normal procedure for tracking down children who do not arrive at the program. If by 1:00 p.m. no children have arrived at the after-school enrichment program, it will be closed for the day.

IF SCHOOL IS CANCELED ON A WEDNESDAY, there will be no after-school enrichment program. Should Los Alamos Public Schools make any last minute changes in their policy that affects the Y, we will make every attempt to notify you.

IF THE FAMILY YMCA CLOSSES ON A DAY-CAMP DAY, there will be NO camp. Should weather conditions close The Family YMCA facility during Spring/Winter Break Camp, Camp will be canceled- parents will be notified via email.

Los Alamos Public Schools information line is 663-2223 and their website is www.laschools.net.

Confidentiality Policy & Records

Y staff must sign a code of conduct that specifies they will not discuss confidential matters with anyone outside of the Y or with unauthorized employees. Lists of participants, confidential materials, and restricted information will not be removed from the facility or discussed with or

shown to anyone under any circumstances without authorization. The Y Code of Conduct also specifies that staff will not gossip in the workplace.

Enrollment paperwork specifically states that parents must provide documentation to the Y regarding the legal status of a child if custody is in dispute. Enrollment paperwork and additional notices will be kept at each site and at the Y, and are only available for staff to review. Parents who desire stricter confidentiality on any specific matter must request special actions from the Child Care Director, who will inform site directors of new procedures and arrangements.

Suspected Child Abuse and Neglect

The Y is mandated by state law to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation. If abuse is reported to staff, or probable cause for abuse is discerned (child comes to the program with “mysterious” bruises or says anything to indicate any type of abuse), staff will immediately notify an appropriate administrator. The program director (or administrator) will then review the incident with the executive director. This review cannot in any way deter the reporting of child abuse by the mandated reporters. The Y will file a report in accordance with New Mexico child abuse reporting requirements and will cooperate to the extent of the law with any legal authority involved. The parents or legal guardian of the child(ren) involved in the alleged incident will be promptly notified in accordance with directions of the relevant New Mexico agency.

In the event the reported incident(s) involve staff, the executive director will, without exception, suspend the staff member(s) from the Y. Reinstatement of the staff member will occur only after all allegations have been cleared to the satisfaction of the program director (or administrator) and executive director.

“Every person, private citizen or professional, in New Mexico who has reason to believe that a child under 18 has been abused is mandated by law to report the suspected abuse. Failure to do so is a crime. No person, regardless of his or her relationship with the child or family, is immune from reporting suspected abuse. A person making a report in good faith is immune from both civil and criminal liability.” Stop Child Abuse/Neglect booklet by Human Services Department, Santa Fe, NM.

EMERGENCY AND EVACUATION PROCEDURES

Actions for Parents

Keep your child’s registration form updated at the Y’s main office. Discuss the following plans with your children and counsel them to stay calm in emergencies. Y Welcome Center staff will be briefed as soon as possible on emergency procedures in order to inform parents. If the situation dictates, parents should wait at the Y gymnasium for further information and

instructions. When parents are able to pick up their child they will be required to present identification.

Actions at Site

Staff will maintain possession of registration paperwork and attendance sheets in all situations and proceed accordingly:

Evacuation from School

Evacuation may be necessary if events such as fire, gas leak, chemical spill, bomb threat, etc. render the school unsafe. An Incident Commander may change the location according to the situation. All personnel and students will leave the building by the safest route to their assigned area, which is practiced in fire drills, to await further instruction. Students will re-enter the building when the incident is remedied. Assembly site details for each school follow:

Aspen: Primary staging area is the soccer field; secondary staging area is the Baptist Church on Diamond Drive.

Barranca: Primary staging area is the tennis courts east of the school and the swimming pool; secondary staging area is the play lot on the west side of the school.

Chamisa: Primary staging location is the west playground; secondary staging is the parking lot of St. Joseph's church.

Mountain: Primary staging area is the teacher parking lot west of North Road; secondary staging area is Urban Park Pavilion.

Piñon: Primary staging area is east playground (primary lot); secondary staging area is Rocketship Park across from Smith's Food and Drug Center.

Lock-down at School

Lock-down scenarios include events such as a wild animal or armed person on or near the campus or a hostile situation. Students will be accounted for and secured in locked areas. No one will be allowed in or out. There will be no exceptions until the area is cleared by the Incident Commander and/or the police. Staff will be unable to release students until an "all clear" signal has been given. Lock-down procedures for all sites:

- Proceed immediately to the nearest classroom
- Quickly do a visual sweep of the hall/area in the immediate vicinity
- Bring students from the immediate vicinity into the room
- Lock all doors – pull outside door shut
- Turn off lights/close windows & curtains
- Everyone on the floor away from windows & curtains

Duck and cover Inside (use a desk or piece of furniture as a shield):

- Drop to knees with back to window
- Make body as small as possible
- Bury face in arms
- Keep eyes closed and ears covered

Duck and cover Outside (try to get behind a solid object):

- Lie prone, with face away from source of event Cover head, face, and as much skin surface as possible
- Keep eyes closed and ears covered
- Account for student and staff and record attendance on drill form
- Wait for further instructions, remain quiet, and wait for the “all clear”

Shelter-In-Place at School

Possible scenarios include tornado, flood, blizzard, windstorm, and environmental concerns such as chemical and radiological releases. Shelter-in-place locations at all sites are in the schools' gymnasiums.