



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Early Learning Center PARENT HANDBOOK



We are committed to nurturing the potential of every child and teen, promoting healthy living and fostering a sense of social responsibility.

We provide dependable, safe child care in an environment that makes everyone feel welcome. The Y provides services to all families without regard to race, religion, or national origin. Financial assistance is available.

REASON FOR BEING

The mission of the Allegheny Highlands YMCA is to put Christian principles into practice through programs that build healthy spirit, mind and body for all.

OUR PROMISE

At the Y, strengthening community is our cause. Everyday, we work side-by-side with our neighbors to make sure that everyone, regardless of age, income or background, has the opportunity to learn, grow and thrive.

WHO WE ARE

The Y is the nation's leading nonprofit committed to strengthening communities through youth development, healthy living and social responsibility.



OBJECTIVES

The YMCA Early Learning Program seeks to help each child:

1. Develop an appreciation for himself/herself, family, school, community, country and other cultures.
2. Develop knowledge, interests and skill in his/her school through homework support and outdoor-related activities.
3. Develop and improve personal skills such as neatness, originality, patience and dependability.
4. Develop and improve social skills: acceptance of others, cooperation, responsibility and avoidance of negative comments toward others.
5. Develop and prepare children for school readiness cognitively, socially, physically, and emotionally.
6. Develop healthy living and safety practices.
7. Have FUN!

INCLUSION STATEMENT

The Alleghany Highlands YMCA Early Learning program welcomes all children. It is our desire to serve children with disabilities and special needs in the same manner as we provide services for children of comparable age. We are unable to accept those whose participation would fundamentally alter the program. We embrace diversity and are committed to serving everyone.

GENERAL POLICIES AND PROCEDURES

- The Y prohibits staff and volunteers to baby-sit or transport children at any time outside of the Y program without expressed permission of the chief executive officer.
- It is the responsibility of the parents to keep proper registration information, current phone numbers and custody papers (when applicable) in the child's permanent records. Services may be withheld if this information is not provided.
- Please let us know if your child will be absent from child care.
- Children may not receive personal phone calls at the Y except in emergency situations.
- The Y is not responsible for lost or damaged items. Children's personal property, coats, clothing, school bags, etc. should be labeled with the child's name. Please do not send additional toys, games or electronics with your child. This eliminates the possibility of damage, fights, theft and/or lost items.
- We believe communication between parents and the child care/camp programs is crucial in assuring a positive, enjoyable experience for the child. Therefore, the Y will provide written notices regarding changes in policy, scheduling or special events. It is the responsibility of the parent to check for any changes daily.

ARRIVAL/DEPARTURE PLAN

Arrival:

- ... Parent, guardian or authorized person **must** accompany child into the center to **sign him or her into the program**. Be sure there is a YMCA staff member present when you drop your child off for child care; do not leave your child if no staff member is present.

Departure:

- ... Children are to be picked up and signed out by a parent, guardian or authorized person only. All who pick up must be approved before leaving the center. Authorized persons must have a valid driver's license or identification from the DMV.
- ... Should an authorized person arrive to pick up your child and appear to be under the influence of drugs or alcohol, Y staff members will take necessary measures to ensure the safety of the child, including contacting law enforcement.
- ... The Y requires a copy of any legal documentation that restricts another parent/guardian's access to your child. We will restrict access as required by the legal documentation. If a parent/guardian who has been denied such access to a child attempts to enter the Y program, or otherwise access the child actively participating in the Y program, the Y will contact local law enforcement. **Without legal documentation, the Y cannot restrict access.**
- ... The Y closes promptly at 6:00 pm. Late pick-up fees will be charged at the rate of \$5.00 per minute per child and will be added as an extra charge to your child's account. Late fee charges must be paid in full by the end of the service week that the fee incurred to continue service.
- ... If a child has not been picked up by 15 minutes after closing, emergency contacts will be called.
- ... If a child has not been picked up by 45 minutes after closing, Child Protective Services will be called.
- ... If a child has not been picked up by 1 hour after closing, the authorities will be called.

HEALTH AND SAFETY INFORMATION

- 1) We will notify you if your child shows symptoms of an illness. Parents must arrange pick-up of their child within one hour of notification.
- 2) Limitations on attendance and/or required pick-up due to illness will be as follows:
 - ... Child's temperature of 101° or over (taken under arm)
 - ... Contagious illness
 - ... Vomiting or diarrhea
 - ... Severe bleeding
 - ... Allergic reaction
 - ... Possible sprain or break
- 3) We are mandated by state law to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.
- 4) The Commonwealth of Virginia, Department of Social Services requires all children enrolling in a licensed child care program to have a physical examination under the direction of a physician prior to admission. The current form required by the Virginia Department of Health is the "School Entrance Physical Examination and Immunization Certification" (form MCH 213).
- 5) Regulations by the State Board of Health for the immunization of children requires documentation of all age appropriate immunizations prescribed in the regulations prior to each child's admission to a licensed child care center. Form MCH 213 is also used for this purpose.
- 6) Weapons of any kind are not permitted on Y property at any time.

MEDICATION POLICY

If your child requires medication while at the YMCA, we must have a signed authorization to give medicine. The medication must be prescribed by a doctor, it must be in the original bottle with the child's name on it, and it cannot be an over-the-counter drug unless it has been prescribed by the doctor (we must have a note to that effect). Over-the-counter medication must be in the original box and container labeled with the child's name, dosage and time to be administered.

Authorization is good for one week only and then must be filled out again. The only exception to this is long-term medications for such things as asthma, ADHD, etc. All medication will be kept in a locked box or safe. We cannot be responsible for missed doses. We are not required by law to administer medication and only do so as a service to the parent. Please understand that it may not always be possible to administer medication as requested. Only those YMCA Child Care Staff who are certified as "Medication Administrators" may dispense medications. All medication MUST be handed to a YMCA employee, no medication is to be left in a child's bag or other belongings. Siblings may not share medication. Do not send child (ren) with lip balm. Lip balm is considered an over-the-counter medication.

OVER THE COUNTER SKIN PRODUCTS

Policies for sunscreen, diaper ointments and insect repellent state that the YMCA Early Learning Staff will administer these over-the-counter products provided:

1. Authorized form for non-prescription over-the-counter skin products are completed.
2. We receive written parental authorization noting any adverse reactions.
3. Products are in their original containers labeled with your child's name.
4. Expiration date is current.
- 5.

CHILD INJURY POLICY

If your child has an injury that may require more than our First Aid skills allow or your child has been bumped on the head of any kind, we will make an immediate attempt to contact you. If we are unable to reach you or the person you have designated in case of such emergencies, we will call the child's physician. If necessary, we will call an ambulance. The program will maintain a parent's signed consent form agreeing to this provision. Please make every effort to keep the YMCA up to date on phone numbers, emergency numbers, and other pertinent information. This is of utmost importance because the hospital will not treat your child without your consent.

SNACK/MEAL POLICY

USDA guidelines for healthy menus can be found at www.vahealth.org/DCN/cacfp

1. Menus will be posted weekly for parental notification.
2. All meals and snacks will meet the nutritional needs of children as established by the U.S. Department of Agriculture.
3. Food portions are appropriate for the age of the child.
4. Parents may provide food for their children on the basis of religious, medical or dietary reasons. A written letter must be submitted by the parent identifying the reason for the special diet and the parents are responsible for complying with the USDA nutritional guidelines. Food must be delivered in airtight containers or the original container. We will not keep leftovers. A USDA special dietary form will need to be filled out by the parent and physician.
5. With prior approval, parents may bring food or beverages for celebrations.
6. Please do not allow your child to bring candy, gum or other junk food.
7. Children will be encouraged, but not forced, to try new foods.
8. No child will be denied food at mealtime for disciplinary reasons.
9. Breakfast and/or afternoon snack will be provided for school-age participants. All meals will be provided on non-school days including day camp.
10. Field Trips may require a packed lunch but parents will be given prior notice before the trip.

EMERGENCY PREPAREDNESS PLAN

The intent of this plan is to assist the child care director and staff in responding to emergency situations. This information can be used with family members concerning emergency planning, and provide a basis for restoration of services. The director and staff of each center are considered responsible for the safety of children and will coordinate actions and/or requirements with community public safety officials, sponsor or landlord's security and facilities, and families/guardians. Parents are welcome to review this document at any center location.

DISCIPLINE POLICY

YMCA staff members strive to provide a safe and fun environment for all program participants; however, the Y will not allow children who continually display disruptive behavior to hinder the safety or enjoyment of others. We ask for your support in encouraging appropriate behavior of your children.

When children exhibit unacceptable behavior in a child care program there are disciplinary consequences. All children will be informed of the potential consequences for poor behavior:

1. Participation in an activity will be denied for repeated poor behavior and the child will be directed to an alternate activity.
2. The parent(s)/guardian(s) will be informed by phone, in writing and through parent/guardian conferences, if the child continues to display poor behavior. Physical discipline will not be used nor will food be denied as a punishment.
3. If the unacceptable behavior endangers another's safety or the child's safety, immediate suspension or termination may result. The parent/guardian of the child will be notified and the child MUST be picked-up WITHIN ONE HOUR after notification. If you are unable to pick-up your child immediately, please make other arrangements for someone to pick-up your child immediately. Failure to pick-up your child within ONE HOURS after notification may result in termination of services.

Unacceptable behavior consequences may be issued for children who:

- ... Engage in physical aggression as a means to resolve a conflict.
- ... Steal or deface property.
- ... Refuse to follow basic safety rules.
- ... Exhibit disrespect for staff members or other children.
- ... Display an inability to follow established guidelines.
- ... Act in an unsafe or unacceptable manner as determined by staff members.

DISMISSAL/TERMINATION

Dismissal from the program can occur after a 24-hour written notice. Grounds for termination are:

1. Excessive tardiness in payment fee, or failure to pay fee.
2. Prolonged absences (two weeks) without notification to the center.
3. Repeated attempts to resolve discipline and behavior concerns.
4. Detrimental behavior of a child or their family members to himself, herself or others.

The Y reserves the right to temporarily suspend a child from the program until a plan of action can be developed.

STAFF

The child care director, center supervisors and counselors hold each child's primary safety and well-being at heart. Employees have been selected based on their educational background, experience and commitment to working with children. Criminal background and child protective services checks are done for all staff. Continual training is provided throughout the duration of employment including, but not limited to CPR, First Aid and Daily Health Observation. We maintain direct staff to child ratios in accordance with Virginia Department of Social Services policy.

STAFF CODE OF CONDUCT

To protect YMCA staff, volunteers, and program members, at no time during a YMCA program may a staff person be alone with a single child where he or she cannot be observed by others. As staff supervise children, they should space themselves in such a way that other staff can see them.

Staff shall never leave a child unsupervised.

Rest-room supervision: Staff will make sure the rest room is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway of the rest room while children are using the rest room. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff is assisting younger children, doors to the facility must remain open. No

child, regardless of age, should ever enter a bathroom alone on a field trip or at other off-site location. Always send children in threes (known as the rule of three), and whenever possible, with staff.

Staff should conduct or supervise private activities in pairs – diapering, putting on bathing suits, taking showers, and so on. When this is not feasible, staff should be positioned so that they are visible to others.

Staff shall not abuse children in any way, including:

- ... Physical abuse – striking, spanking, shaking, slapping;
- ... Verbal abuse – humiliating, degrading, threatening;
- ... Sexual abuse – touching or speaking inappropriately;
- ... Mental abuse – shaming, withholding kindness, being cruel;
- ... Neglect – withholding food, water, or basic care
- ... No type of abuse will be tolerated and may be cause for immediate dismissal.

Staff must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Staff will have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in predetermined situations (when necessary to protect the child or other children from harm), administered only in a prescribed manner, and must be documented in writing.

Staff will conduct a health check of each child upon his or her arrival each time the program meets, noting any fever, bumps, bruises, burns, and so on. Questions or comments will be addressed to the parent or child in a non-threatening way. Staff will document any questionable marks or responses.

Staff will respond to children with respect and consideration and treat all children equally, regardless of sex, race, religion, culture, economic level of the family, or disability

Staff will respect children's rights not to be touched or looked at in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.

Staff will refrain from intimate displays of affection toward others in the presence of children, parents, and staff.

Staff is not to transport children in their own vehicles or allow youth participants old enough to drive to transport younger children in the program.

Staff must appear clean, neat, and appropriately attired.

Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.

Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.

Possession or use of any type of weapon or explosive device is prohibited.

Using YMCA computers to access pornographic sites, send e-mails with sexual overtones, or otherwise inappropriate messages, or develop online relationships is not allowed.

Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children, parents, volunteers, or other staff is prohibited.

Staff may not be alone with children they meet in YMCA programs outside the YMCA. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to prior administrator approval.

Staff must be free of physical and psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.

Staff will portray a positive role model for youth by maintaining an attitude of loyalty, patience, courtesy, tact, and maturity.

Staff should not give excessive gifts (e.g., T.V., video games, jewelry) to youth.

Staff may not date program participants who are under the age of 18.

Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).

Biological parents cannot be denied access without a court order. If any unauthorized person presents court orders of custody or visitation, court order must be upheld by the YMCA.

Staff is to report to a supervisor any other staff or volunteer who violates any of the policies listed in this Code of Conduct.

Staff is required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.

Staff will act in a caring, honest, respectful, and responsible manner consistent with the mission of the YMCA.

ENROLLMENT AND FEE INFORMATION

The Allegheny Highlands West Learning Center admits children 6 weeks to 12 years of age. The Allegheny Highlands Central Learning Center admits children 16 months to 12 years of age. Children of any race, color, religion, sex, and national or ethnic origin are granted all rights, privileges, programs and activities generally accorded or made available in the program. The Allegheny Highlands YMCA does not discriminate on the basis of race, color, religion, sex, or national or ethnic origin in administration of its personnel and admissions policies.

ENROLLMENT

The following is required for enrollment:

- 1) Registration Form / entrance codes / authorization code
- 2) Paid, non-refundable Registration Fee of \$100 per child per program fiscal year.
- 3) Physical
- 4) Documentation of Immunizations
- 5) USDA Application
- 6) Parent Orientation
- 7) Signed Contract
- 8) Photocopy of
 - a) Insurance card
 - b) Parent(s) driver license for identification purposes
 - c) Verification of child's birth
- 9) Pre-existing or serious medical condition information



*** Child's file must be updated annually or at time of any change in address, family status or health condition.**

PROGRAM FEES

Program fees are due on a timely basis and in advance by Thursday prior to the following week of service. Fees may be paid by check, cash, money order or credit card. The Y also offers the convenience of monthly credit card or bank draft. At this time, one-time credit card payments cannot be accepted at the Eagle Rock After School site; however, monthly credit card or bank drafts may be scheduled.

FINANCIAL ASSISTANCE

Clients may apply for need-based financial assistance for child care tuition and enrollment fees. Tuition rate is determined according to a sliding fee scale, available funds and special circumstances. Application forms are available upon request. Financial assistance must be renewed every 12 months to ensure no gaps in coverage.

ACCOUNTING POLICIES

The YMCA will charge a \$20 service fee for any check unpaid or returned. If more than one check is returned, personal checks will no longer be accepted as payment.

Tuition is due and payable in advance by Thursday prior to the week of service. Child Care accounts past due at the end of two weeks will be notified by letter. Accounts past due at the end of three weeks will result in termination of the child from the program and additional collection action will be taken.

Prior balances must be paid in full before reenrolling a child in a program.

The After School fee includes one school day out/holiday per week. Additional days will be pro-rated according to the fee schedule.

The Virginia Preschool Initiative Program follows the Allegheny County Public schools system schedule. When school is in session the VPI program is free to all enrollees. However when school is out for snow days, work days, holiday, etc. it is the sponsors' responsibility to pay for days attended. These days are listed as wrap around services or Day camp.

Your four digit code is required to access account information from a staff employee. Your four digit code will be given the day of registration.

ATTENDANCE

Each child enrolled in full-day child care receives one week of vacation during the school calendar year. The week of vacation must be taken as a week of five consecutive days – not an accumulation of individual days. Doctor notes will be honored when applying weekly fees. Summer session is considered as week-to-week enrollment.

SCHEDULE INFORMATION

HOLIDAYS

All childcare centers will be closed on Labor Day, Thanksgiving Day/Friday after Thanksgiving, Christmas Eve, Christmas Day, New Years Day, Good Friday (dependent on school system calendar), Memorial Day and July 4th.

The Virginia Preschool Initiative Program follows the Allegheny County Public Schools system calendar. The bus schedule follows suit. If school is out, the busses will not run. If school is running on a two hour delay, busses will run 2 hours late.

INCLEMENT WEATHER

While the Y makes every attempt to open/remain open during periods of inclement weather, the safety of our employees must be considered. If the center must close early due to road conditions, parent or guardian will be notified by phone. Parents must arrange pick-up of their child within one hour of notification. Closings or delays will be communicated via social media i.e. Facebook or the Allegheny Highlands YMCA mobile app. For iPhone and Android users, the mobile app "Allegheny Highlands YMCA" may be downloaded from your app store. If in doubt, contact the center for emergency closing information. The YMCA reserves the right to close the center by 11:00 am if there is no one in attendance.

CENTER BLACK-OUT DAYS

2 days in June and 2 days in August are set aside to prepare for the summer and for the new school year. The days will be announced two weeks prior to the centers closing.

Early Learning DAILY SCHEDULE

6:00	-	8:30	am	Children begin arriving; center activities and constructive free play
9:00	-	9:30	am	Breakfast
9:30	-	11:30	am	Center activities, learning time, gross and large motor time, reading time
11:30	-	12:00	pm	Lunch (VPI Classroom lunch is 12:00 – 12:30 pm)
12:00	-	1:45	pm	Nap/Rest (VPI Classroom rest is 1:00 – 2:00 pm)
2:00	-	2:30	pm	Snack
2:30	-	3:00	pm	VPI and Head Start students begin transportation home
3:00	-	6:00	pm	Gross motor time, free play, centers, music

AFTER SCHOOL DAILY SCHEDULE

		2:30	pm	Mountain View children dismissed to designated A/S bus
2:45	-	3:00	pm	Mountain View children transported to Central Learning Center
		3:00	Pm	Pick up for transport of Sharon Students to Central Learning Center
3:00	-	3:30	pm	Homework
3:30	-	4:00	pm	Gross motor activity, outdoor play
4:00	-	4:30	pm	Snack
4:30	-	5:00	pm	Project time
5:00	-	6:00	Pm	Center time, board games, free play

*** Schedules are subject to change in the event of special events or weather accommodations**

TRANSPORTATION INFORMATION

Transportation is provided for children in the Virginia Preschool Initiative Program, Headstart and center-sponsored field trips. Transportation for Mountain View Elementary School children to the YMCA will be provided by Alleghany County Public Schools. Sharon Elementary School students will be transported to the Central Learning Center for the after school program by the YMCA bus drivers.

Every precaution will be taken to ensure the children's safety.

Children will be expected to keep their hands to themselves and remain relatively quiet. At no time will a child be permitted to put his/her arms, hands or heads out the vehicle's windows. No rough housing will be tolerated at any time. Loading and unloading the children will be done only when the vehicle is pulled up to the curb, side of the road, or in a driveway, releasing them only to an authorized adult. At no time will an adult drive and discipline at the same time. Children will never be left alone in a vehicle.

If a child has had their bus rights revoked, we will be unable to transport the child on our busses until the rights have been reinstated.

Bus policy must be signed upon registration.

FIELD TRIPS

In order to reduce paperwork and waste the FIELD TRIP AGREEMENT authorizes the program to take your child on all field trips with a 24 hour notice.

AGE SPECIFIC INFORMATION

I. INFANTS (6 WEEKS TO 16 MONTHS OF AGE)

WEST LEARNING CENTER only

Hours of Operation: 6:00 am – 5:45 pm

FOOD SUPPLY

Parents are required to provide a daily supply of bottles and nipples. This supply will be identified with the child's name and date as the child arrives. The YMCA provides Parent's Choice Iron Fortified formula. Parents may provide formula if they choose. All unused portions of food will be returned at the end of the day. A written feeding schedule with directions for formula preparation must be provided. Center staff will complete a daily history chart on your child and encourage parents to review each day.

POSITIONING

Infants who are awake and cannot turn over by themselves will be placed on their stomachs a total of thirty minutes each day to facilitate upper body strength. They will be placed on their backs in cribs unless otherwise stated in writing by a physician. Sleeping infants will be checked every 15-20 minutes. Infants who fall asleep while playing may remain in this space if they are safe and comfortable.

CLOTHING AND DIAPERS

Infants are required to have at least one change of clothing at the center. Please ensure that the Y has an adequate supply of diapers and wipes identified with your child’s name. Please label all items supplied with your child’s name.

II. TODDLERS (16 to 30 MONTHS OF AGE)

CENTRAL AND WEST LEARNING CENTERS

Hours of Operation: 6:30 am – 5:45 pm

CLOTHING AND DIAPERS

Toddlers are required to have at least one change of clothing at the center. Please ensure that the Y has an adequate supply of diapers and wipes identified with your child’s name. We will be happy to assist with toilet training when your child is ready.

III. PRESCHOOLERS (30 MONTHS to 4 YEARS OF AGE)

CENTRAL AND WEST LEARNING CENTERS

Hours of Operation: 6:00 am – 6:00 pm

IV. HALF DAY PRESCHOOL (30 MONTHS to 4 YEARS OF AGE)

CENTRAL AND WEST LEARNING CENTERS

Hours of Operation: 9:00 am – 12:00 pm
3-day and 5-day programs available

V. SCHOOL AGE (School age to 12 years of age)

a. Before School Care

Located at Central and West Learning Centers

Hours of Operation: 6:00 am until school begins

b. After School Care

Located at Central and West Learning Centers, Eagle Rock Elementary School

c. School Day Out

Located at Central and West Learning Centers

Hours of Operation: 6:00 am – 6:00 pm

The After School fee includes one school day out/holiday per week. Additional days will be pro-rated according to the fee schedule.

d. JUNIOR COUNSELORS

Located at Central and West Learning Centers

Hours of Operation: 6:00 am – 6:00 pm

Designed for children 12 years of age or older who have completed 5th grade and model exemplary behavior. Counselors must follow YMCA employee dress code policies.



e. SUMMER, Holiday/Snow DAY CAMP

Located at Central and West Learning Centers
Hours of Operation: 6:00 am – 6:00 pm

Designed for school age students who require all day care. I.e. Snow Days, Holidays, or summer.

VI. Head Start (4 years of age)

Located at Central Learning Center
Hours of Operation: 8:00 am – 4:00 pm

VII. Virginia Preschool Initiative

Located at Central and West Learning Centers
Hours of Operation: 8:00 am – 4:00 pm

VIII. Wrap Around

Located at Central and West Learning Centers
Hours of Operation: 6:00am – 8:00am
4:00 pm – 6:00 pm

Designed for Head Start and VPI students that need day care before and/or after class.



LICENSING INFORMATION FOR PARENTS

ABOUT CHILD DAY PROGRAMS

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection and well-being of a child for any part of a 24-hour day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions to licenser, licensed programs include child day center, family day homes, child day center systems, and family day systems. The state may also voluntarily register family day homes not required to be licensed.

Standards for licensed child day centers address certain health precautions, adequate play space, and a ratio of children per staff member, equipment, program and record keeping. Criminal records checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program, which will be investigated if it violates a standard.

Three types of licenses may be issued to programs. Conditional licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for licenser. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with the standards. Operating without a license when required constitutes a misdemeanor, which, upon conviction, can be punishable by a fine of up to \$100 or imprisonment of up to 12 months or both for each day's violation.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the Piedmont Regional Office of Social Services:

**Piedmont Regional Office
Commonwealth of Virginia Building
Church Street SW, Suite 100
Roanoke, VA 24011-1779
(540) 857.7971**

**Alleghany Highlands YMCA
2015 EARLY LEARNING RATES**

PROGRAM	FEES	
Infant	\$ 135 per week	3 Day Rate \$ 100 per week
Toddler	\$ 120 per week	3 Day Rate \$ 95 per week
All Day Pre School	\$ 110 per week	3 Day Rate \$ 90 per week
Half Day Pre School	\$ 180 per month	5 Day Rate
	\$ 140 per month	3 Day Rate
Before School	\$ 40 per week	3 Day Rate \$ 30 per week
After School	\$ 50 per week	3 Day Rate \$ 40 per week
Before and After School	\$ 70 per week	3 Day Rate \$ 50 per week
School Day Out	\$ 22 per day	
Wrap Around	\$ 50 per day	3 Day Rate \$ 40 per week
Pre-Paid Punch Card	\$ 100 for 6 visits	After School Program
	\$ 100 for 4 visits	Day Camp Program
Day Camp	\$ 95 per week	3 Day Rate \$ 75 per week
Registration Fee	\$ 100	*Per child per program fiscal year
Late Pick Up	\$ 5 per minute	After scheduled closing
Emergency/Drop In Care	\$ 32 per day	

***Financial Assistance May Be Applied to Registration Fee**

RATES ARE SUBJECT TO CHANGE WITH 30 DAY NOTICE



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ALLEGHANY HIGHLANDS YMCA CONTACT INFORMATION

YMCA Central Learning Center.....540.862.0488
101 Central Circle
Low Moor, VA 24457
Fax Number540.862.2181

YMCA West Learning Center.....540.965.9622
515 E. Pine Street
Covington, VA 24426
Fax Number540.965.5888

YMCA After School at Eagle Rock.....540.526.7126
145 Eagle Nest Drive
Eagle Rock, VA 24085

YMCA Wellness Center.....540.962.9622
101 YMCA Way
Covington, VA 24426
Fax Number540.862.8675

www.alleghanyhighlandsymca.org
contactahymca@gmail.com



DROID

**Scan and Download the
AH YMCA Mobile App!**

iPhone





Receipt for Parent Handbook

Childs Name: _____

Parents/ Sponsor Name: _____

Parents / Sponsor Signature: _____

Staff Signature: _____

Date: _____

I acknowledge having received and read the Alleghany Highlands Early Learning Parent Handbook.

KEY POINTS TO REVIEW

- Parents, guardian or authorized person must accompany child into the center to sign him or her into the program.
- The Y closes promptly at 6:00pm. If a child is not picked up late fees will be charged at the rate of \$5.00 per minute per child.
- Closings or delays will be communicated via social media i.e. Facebook or the Alleghany Highlands YMCA mobile app. If in doubt, contact the center for emergency closing information. If the center closes early parents will be notified by phone.
- It is the responsibility of the parents to keep proper registration information, current phone numbers and custody papers (when applicable) in the child's permanent records. Services may be withheld if this information is not provided.
- The Y requires a copy of any legal documentation that restricts another parent/guardian's access to your child. We will restrict access as required by the legal documentation. If a parent/guardian who has been denied such access to a child attempts to enter the Y program, or otherwise access the child actively participating in the Y program, the Y will contact local law enforcement. **Without legal documentation, the Y cannot restrict access.**
- No medication can be left in a child's belongings. All medication (prescription or over-the-counter) must be given directly to a Y employee. Please do not send lip balm with your child, this is considered an O/T/C medication.
- Tuition is due and payable in advance by Thursday prior to the week of service. Early Learning accounts past due at the end of two weeks will be notified by letter. Accounts past due at the end of three weeks will result in termination of child from the program and additional collection action will be taken.