



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



FAMILY HANDBOOK

EFFECTIVE 2024

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INTRODUCTION

The Organization

The mission of the Greater Burlington YMCA is to be an inclusive, nonprofit organization joined together by a shared commitment to nurture the potential of kids, promote healthy living, and foster a sense of social responsibility. Strengthening community is our cause.

At the Greater Burlington YMCA, character development is emphasized in all programs. The four core values that teachers will discuss and teach are Respect, Caring, Honesty, and Responsibility.

As a mission-driven organization, the Y focuses on Youth Development, Healthy Living, and Social Responsibility. Our actions and expectations are driven by our Core Values and A Call to Action Against Racism. As these are imperative to how the Y interacts with members, program participants, staff, and the community, allow us to share them here. You will also see them prominently displayed in our facilities.

Our Core Values

Through our mission, in the work of our staff, and among the families we serve, we strive to instill these core values.

Caring: Showing a sincere concern for others

Honesty: Being truthful in what we say and what we do

Respect: Treating others how you wish to be treated

Responsibility: Being accountable to expectations and actions

These values are instilled in how our staff show up every day to serve our children and families. Our Core Values are threaded in our curriculum and in play.

A Call to Action Against Racism

The Y Core Values are a declaration of principles for our organization and our community. They leave no room for racism. Creating a place where everyone truly belongs is the work of our whole community. So, here we offer ways to put these values into action against racism. We stand against racism. We stand together, Y Strong.

Caring: Demonstrate empathy and compassion for the racial injustice experienced by others.

Honesty: Acknowledge your own inherent biases and our nation's history of racism.

Respect: Recognize and honor the strength of a racially diverse and affirming community.

Responsibility: Take action and speak up. No act of racism is acceptable.

OUR PROGRAMS

Welcome to Youth and Family Programs at the Y. This handbook provides an overview of our programs—their philosophy, goals, procedures, and policies. Our goal is to provide families with quality programs.

Member Child Care

Member Child Care provides a nurturing, safe and fun environment, offered at no cost for the children of Y Members with a family membership, while they work out or take a class. The goal of our staff is to create an atmosphere where parents feel comfortable, and children feel valued. Member Child Care is a space built with children in mind for developmentally appropriate play.

Youth Sports and Dance

Sports at the Y are great ways for kids to get active and explore new activities. Our goal is to provide a safe, fun, and encouraging environment for kids to build confidence and make new friends while learning or expanding a skill. Youth programs are designed to provide a healthy outlet for children to gain new skills, relax and relieve stress, and connect with positive role models — all in an inclusive environment. Program offerings vary by session, but may include dance, gymnastics, yoga and more!

Day Camps and Kids' Night Out

Day Camps happen in the summer, as well as during school vacation weeks throughout the year. These programs are designed to provide children with a fun, skill enhancing program. We use curriculum to engage the children by allowing them to bring ideas to the program that will help to generate a wholesome experience. Children will actively participate in activities that focus on literacy, STEM (Science, Technology, Engineering, and Math), the arts, and physical movement.

Kids' Night Out is a monthly event. These programs allow caregivers to drop their children off for a night of fun at the Y, while they get to enjoy child-free time. Activities range from time in the gymnasium, swimming in the pool, STEAM projects, and more. Pizza dinner is provided.

Family Recreation

Family Recreation is a time that the gymnasium is set aside specifically for youth use. Caregivers are required to stay in the gym with their children. Staff set up the gymnasium with age-appropriate toys, mats, bikes, and scooters.

Swim Lessons

Swimming is a critical life skill for every child, teen, and adult. Y swim lessons focus on personal safety, stroke development and rescue techniques. By educating and partnering with children & families, we are determined to prevent water accidents in our community.

MEMBER CHILD CARE

Program and Hours

A child's visit to Member Child Care is limited to one 90-minute session per day, and up to 4 sessions per week.

Registration

Reservations are necessary to ensure space for all children and should be made online up to a week in advance. There must be a minimum of three reservations for a session to run. Registration happens on our website gbymca.org.

Group Size and Ratios

To ensure quality care, we maintain a 1:4 ratio, meaning that there is one adult for every four children. Most sessions are available for 8 or 12 children depending on demand and staff availability.

No Show/ Late Cancel Policy

Member Child Care is free for those with Y Family Memberships. If you cannot keep your reservation, you may incur a \$5 "no show fee." The Y must have 36 hours' notice of cancellation to avoid this fee. Likewise, if Member Child Care needs to cancel a session for any reason there will be a 36-hour notice of the cancellation.

What to Pack

- Extra set of clothes and a Ziploc to hold clean/return dirty clothes.
- Diapers and wipes (if necessary)
- Snack and water
- Children should be in socks or indoor shoes.

Personal Items from Home

We ask that you refrain from bringing play items from home to the classroom for play. This may include toys, stuffed animals, or other items that may be difficult for children to share. Should these items show up in the classroom, they will be removed and stored with the child's other personal belongings while they are with us.

Nap and Rest Time

We do not provide a space for children to nap during sessions. If a child falls asleep during a session staff will allow the child to sleep.

Bottle Feeding

Bottles should be labeled as breast milk or formula with the child's name. To prevent confusion, please label all parts of the bottle with your child's name. Bottles should be pre-made so staff are not making the bottles and include the date and amount of milk or formula. If you wish to use

a glass bottle for your infant, it must have a rubber/silicone sleeve around it. There should be a sleeve for each glass bottle.

Caregivers who are breast feeding are welcome to come to the center to nurse at their convenience. Additionally, the Y has a Mamava pumping station, generously donated by Champlain College, located on the second floor of the main Y building. Please see a staff member for the passcode.

YOUTH SPORTS AND DANCE

Group Size and Ratios

Following state guidelines, all programs at the Y will at least follow state guidelines listed below. Caregivers are asked to stay in the building for the class, unless the class is a "caregiver and child" class, which requires an adult in the class participating.

Age	Staff: Child Ratio
2-3 years	1:5
3-5 years	1:10
6-15 years	1:13

Registration

Registration happens for youth programs throughout the year. Members can register for programs at a discounted rate, and a week earlier than non-members. Register on our website, gbymca.org, or at the front desk during business hours at 298 College Street, Burlington.

Clothing and Attire

Families will receive program-specific information before the start of each session. In general, we ask that participants are in clothes that are comfortable for movement.

DAY CAMPS

Program and Hours

Drop off in Member Child Care between 8:30- 9:00am, pickup between 2:30pm- 3:00pm. Sessions occur in the summer, as well as during school vacations during the year. Most sessions are a full week, but depending on the length of the school vacation we may offer one-day programs.

Late Pick-Up Policy

If you arrive past the program's closing hours, you will be charged a late pick-up fee of \$1.00 per minute beyond closing. Camp staff will inform the director of any late pick-ups and families will be invoiced for the late fee. The late fee will be added to your account and will be invoiced at the end of each week of camp.

Group Size and Ratios

All programs at the Y will follow state guidelines listed below.

Age	Staff: Child Ratio
3-5 years	1:10
6-15 years	1:13

Registration

Registration happens for youth programs throughout the year. Members can register for programs at a discounted rate, and a week earlier than non-members. Registration happens on our website, gbymca.org, or at the front desk at 298 College Street, Burlington.

Clothing and Attire

Children should be dressed in clothing that is suitable for running, climbing, and other movement activities. Clothing should also be weather appropriate. Appropriate foot attire, such as sneakers are recommended to allow your child to be safe while playing during high energy activities. Flip flops should only be worn in the Aquatic area, as they can easily slide off a child's foot during play.

Personal Items from Home

We ask that you refrain from bringing play items from home to the classroom for play. This may include toys, stuffed animals, or other items that may be difficult for children to share. Should these items show up at camp, they will be removed and stored in a cubby for the day.

Lunch and Snack Time

Lunch will occur around 11:30am daily. Camp staff will assist campers in setting up their eating area in Member Child Care space at tables. All campers are required to sit while eating. Camp Staff will set aside 15-30 minutes of snack time each day for children to eat. Snack may take place while offsite. Our programs are peanut and tree free. If you pack a nut-free alternative (sun butter, etc.) please label it so we do not mistake it for nuts.

Transportation and Field Trips

Campers will have walking field trips to local surrounding green spaces and playground. While off-site, all campers ages 4-5 must use a buddy rope to walk safely together with Camp Counselors.

The Y will contract transportation, bus or van, for field trips to Y Adventure Camp at Rock Point Commons on Friday.

SWIMMING AT DAY CAMP AND KID'S NIGHT OUT

Group Size & Ratios

Following Y of the USA safety policies, there is always an active lifeguard on duty when the pool is open for swimmers.

Age	Staff: Child Ratio
3-5 years	1:6
6+ years	1:8

Kids' Night Out and Day Camp participants will utilize the Y pool for swimming. We adhere to all Aquatics Emergency Procedures and Policies.

Clothing & Attire

A swimsuit from home is required for all swimmers. The Y does not provide towels. If goggles are preferred by the swimmer, they must be brought from home. Street shoes are not permitted on deck; flip flop/deck shoes from home are mandatory if one does not want to go barefoot.

FAMILY RECREATION

Ages

Friday family recreations are usually the most popular for kids under 5. The gym will be set up in a way that is most developmentally appropriate for kids of that age. Sunday family recreation attracts a wider age range of children and will be set up appropriately for kids 12 and under.

Registration

Registration for Family Recreation happens in Group Ex Pro. Members can make an account and sign-up online or through the app. Non-members can call the front desk at 802-862-9622 ext. 1 to make a reservation.

HEALTH AND SAFETY

Emergency Procedures

In an emergency requiring an evacuation, we will follow the building evacuation plan. All people at the wellness center, pool, and gymnasium, as well as member childcare, will be evacuated out of either the Bradley Street or College Street exit, and ushered up the road towards Hungerford Terrace. This is where you will be reunited with your child following an evacuation. If it is a short evacuation, and we are allowed back into the building before you can find us, we will meet back with caregivers in the Member Childcare room.

Health Policy

Your child cannot be in programs if they:

- have had a fever in the last 48 hours.
- have had 3 or more loose bowel movements in the last 24 hours.
- have vomited in the last 48 hours.
- have an illness that is contagious or infectious.

Children who become ill will be comforted until picked up by an approved family member or guardian. Pick up must occur as soon as possible and no longer than one hour after the call from the Y staff. Children who appear to be ill or who have contagious diseases are not permitted to come to the program that day.

Bathroom/ Changing Area

Campers must be toilet trained and be able to use a bathroom on their own fully without any assistance to attend Day Camp. Camp Staff may not assist campers in the bathroom. We know accidents happen, if your camper has occasional accidents here and there, please send them in a pull up that they can easily change themselves. Should a camper have many accidents in a day over the course of multiple days and not be toilet trained, the camper may not continue in Y Summer Camp. Campers must be able to change clothing and swimsuits alone to attend Day Camp. Camp Staff may not assist campers in changing clothing.

Allergies, Restrictions, and Medications

All Family Programs are tree nut and peanut free space. We ask that the snacks you send do not contain tree nuts and peanuts. Please list all known allergies or specific dietary requirements that your child may have in the appropriate section of the registration form.

For children with EpiPens or inhalers, staff must have access to 2 pens or one inhaler at all times for emergencies. An emergency plan must be submitted to camp staff. Your child will not be able to attend without one.

Medicine should be brought to staff with clear instructions and in its original container. Written permission is needed for YMCA to administer medication, with the form available in the back of the handbook. There may be further permission forms required depending upon the medication required.

Babysitting Policy

The Greater Burlington YMCA takes the safety of our children, families, and staff very seriously. For this reason, employees of the Greater Burlington YMCA are not permitted to be alone with children of families who are enrolled in any GBYMCA programs, outside of program hours. This includes employees babysitting for families or having children visit employees' homes. Babysitting by staff members is considered grounds for dismissal under YMCA employment.

BEHAVIOR AND INTERACTIONS

Student Expectations

Our focus is on nurturing strong character values aligned with our mission with all staff serving as positive role models, imparting valuable social and emotional lessons to campers consistently. We are committed to addressing and resolving challenges in a restorative manner, always prioritizing the wellbeing of every child in our care. Our first steps in conflict resolution will be communication with campers. Should further conversation be deemed necessary, we will reach out to a parents/ guardian.

Behaviors can be challenging; any response should be a learning experience not a humiliating one.

YMCA Staff may respond to children not adhering to expectations in some/ or all of the following ways:

- Verbal warning and opportunity for further conversations on how to remedy behaviors
- Providing space for self regulations and/pr reflection within the bounds of licensing guidelines
- Should it be deemed necessary, a Site Director will communicate with parent/guardians either after the incident or at the end of the program day.
- If a child needs continued support to meet expectations, staff will partner with the child and their team to create a Y action plan.

Steps may be omitted if the Director deems that a child's behavior endangers themselves, or other children or staff and cannot be managed effectively the child may be asked to leave the program.

The Y Staff will do all they can to ensure that staff and children feel safe and respected in our programs. Any child or staff who continuously shows lack of respect for others through words or actions, may be asked to leave the program.

Per our Y Call to Action Against Racism, no behavior or language deemed racist will be tolerated.

Managing Child Conflict

From time to time, children will engage with each other, and conflicts may evolve. When conflict occurs, children involved will be given the opportunity to work it out together and then with teachers acting as mediators rather than problem solvers. It is our philosophy to teach children to be accountable to their behavior and learn how to make positive choices.

Additional Supports

In keeping with the applicable laws and regulations, the Greater Burlington YMCA ensures equal access and treatment for all individuals without regard to race, color, national origin, ability, age, or sex in its programs or activities.

Modification of the program to accommodate the needs of individuals requiring additional support, including assignment of extra staff, may be made where such modifications are reasonable and necessary, do not fundamentally alter the nature of the program, and do not place an undue burden on the Y. If a child has a support plan during the school day, we will make every effort to follow the plan, provided it does not compromise our staff ratio. If behaviors or needs exceed our ability to maintain safe ratios, the child may be asked to leave until additional supports are put in place by the family. Requests for modifications or auxiliary aids should be made as far in advance of the program's commencement as possible. The Y strives to ensure the safety, wellbeing, and success of each child enrolled. In some cases, a one-on-one aide may be necessary for a child's success in a Y program; however, funding for an aide is the responsibility of the parent/guardian.

COMMUNICATION

Suspected Child Abuse and Neglect

The State of Vermont mandate staff to report any suspicions of child abuse or neglect immediately to the Department of Children and Families (1-800-649-5285).

Confidentiality

Any information on a child's registration is confidential and for the information of staff only. This information may not be shared with anyone else unless permission is specifically given by the parent/guardian. This pertains to behaviors and/or family situations of any child as well. Breach of confidentiality will result in immediate termination from the YMCA.

All personnel issues and incident report information are confidential and will not be discussed outside of the Y.

Parental Freedom of Access and Complaint Procedure

Families are always welcome and have access to the program anytime during hours of operation. Questions, concerns, or complaints may be shared with a child's teacher and/or the Director at any time in person or in writing. Every effort will be made to discuss and address areas of concern should they arise.

In the event that any adult behaves in a manner that disrupts the program, intimidates, or promotes fear, that individual will be asked to leave the facility and may be restricted in their access to the program and its premises. All individuals must always use respectful behavior and communications in and with the program.

We ask that you remember to respect the confidentiality of any information you may inadvertently gain about other children and families at the school. Please refrain from passing along any personal information to anyone unauthorized to hear it, both within and outside the center.

Photos and Video

At the Y, photographs or videos are occasionally used for program brochures, staff training or other Y related business. If you are concerned about your child being photographed, please notify the Director of Youth and Family Programs. You also have the option to decline photo permission in your registration form.

Please be aware that Y families may take photographs of their children within our programs for their own private use. If the pictures include any children other than your own, all such photos should be for private use only and should not be published or posted on a public media forum such as Facebook, Instagram, Twitter, YouTube, Snapchat, etc.

Non-Discrimination and Harassment

The Y will not tolerate any form of discrimination, unlawful or sexual harassment by employees, members, or participants. It is the responsibility of everyone to prevent harassment to avoid creating an intimidating, hostile or offensive environment. Harassment by any participant of the Y will result in further investigation by Human Resources.

In accordance with the laws and regulations cited below, the Greater Burlington Y will not discriminate based on race, color, national origin, handicap, age, or sex in admission or access to, or treatment or employment in, its programs or activities.

Age Discrimination Act of 1975, as amended (42 USC 6101 et seq.) 45 CFR Part 91. Title IX of the Education Amendments of 1972 (20 USC 1681) 45 CFR Part 86.

Insurance

A comprehensive program of insurance issued to the Greater Burlington YMCA covers the center and its staff.

Smoking

The Y promotes itself as a non-smoking facility to employees, members, and its participants. Smoking is prohibited on Y premises in Y vehicles, on location of a Y program, and to designated areas at Camp Abnaki. Employees may not smoke or smell of smoke while performing job duties or in front of Y members or participants. This includes any form of tobacco, chewing tobacco, electronic cigarettes, or marijuana.