FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



FAMILY HANDBOOK

SCHOOL AGE PROGRAMS

EFFECTIVE 2026

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INTRODUCTION

The Organization
The mission of the Greater Burlington YMCA is to build a strong community by involving youth, adults and families in programs and activities that develop spirit, mind, and body.

At the Greater Burlington YMCA, character development is emphasized in all programs. The four core values that teachers will discuss and teach are Caring, Honesty, Respect, 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. These are imperative to how the Y interacts with members, program participants, staff, and the community. 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 educators 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.

WELCOME

Welcome to the Y School Age Programs. We look forward to having your child(ren) in our care. This handbook has been written to explain our program- its philosophy, goals, procedures, and policies. Please feel free to ask questions and make suggestions. Our goal is to provide your child with a quality program.

The Greater Burlington YMCA is the largest provider of child care in Vermont. The Y offers early child care, school age programs, and camp programs to more than 1,200 Vermont children each week. The Y's experience in providing quality child care for over 30 years ensures that the care provided is of the highest quality. Accreditation by the National Association for the Education Young Children (NAEYC) and the Vermont Stars Quality rating system, further validates the high quality of our facilities, staff, and programs.

We seek to employ a multicultural and diverse team of individuals who engage and impact our Vermont communities. We expect superior professionalism and strong performance from every member of the team.

OUR PROGRAMS

Hours of Operation

Our before and afterschool programs, as well as our vacation and summer camps, operate Monday to Friday. Times and dates may vary depending on the program, school, or location site.

Program	Start	End
Afterschool	End of School	6:00 pm
Camp Koda	8:30 am	5:30 pm
Adventure Camp	8:30 am	4:00 pm

Student Enrollment

The Y School Age Programs are offered to children enrolled in kindergarten through age 12. Children interested in attending summer camps must have completed Kindergarten to attend.

Group size and ages are in accordance with recommended ratios outlined by the Vermont Department of Children and Families' State Licensing Regulations. Enrollment is subject to the constraints of space and staffing.

Staff Roles

Every school age site is staffed with a Site Director and Program Staff. The number of staff will depend on enrollment; however, Vermont licensing requires a 1:13 ratio or one adult to 13 children.

School Age Programs are overseen by the Director of Youth and Family Programs, who works closely with other admin support teams at the Y. This role is based in Burlington; however, makes multiple visits to sites each week.

Calendar

To best serve our communities, school age programs follow the school district's calendar. We aim to run program every day school is in session during their calendar year. A summer program may also run in each of our served districts. Our programs begin and end within two weeks of the districts' calendar.

Emergency Closings

Afterschool programs will not operate on half or full day weather/emergency closings. If a school has an unexpected early dismissal, the Site Director will notify Program Staff and families will be expected to pick up their child at dismissal. The Site Director will work to contact all families to ensure awareness of early dismissal. All families will be made aware through email and calls as the Program Director is able. Communications may also be sent through the school.

The Y may cancel afterschool programming due to inclement weather. Site Directors aim to make this decision by noon to allow parents/guardians to plan accordingly, though this may not always be possible.

Families are responsible for ensuring that an alternative plan is on file with the district.

School Half-Days
Some schools with planned half-days in the calendar will offer afterschool programs; however, only children who regularly attend program on that day will be permitted to attend. Families must call the Site Director if their child will not be in attendance.

FINANCIAL POLICIES

The Y requires that payment be made by credit card/debit card, or bank draft from a checking or savings account. If your payment is declined, the Y will attempt to reprocess the payment one additional time before contacting you.

Please submit a Child Care EFT Authorization Form with your program application to the Y at 298 College Street, Burlington, VT 05401. You may also email your EFT Form to the Business Office at boffice@gbymca.org.

Afterschool families may choose to have their payment processed every Friday for the following week or on the first day of the month for all billing weeks in that month. Tuition for Vacation Camp and/or Camp Koda will be charged ten days before the week of care.

Failure to Make Payment
If a payment is declined, the Y will notify the family and communicate the balance due. It is the family's responsibility to communicate with the Y's Business Systems office to ensure the balance is paid in full. Failure to communicate or pay the balance in full may result in the right to cancel enrollment for the program or future programs until the balance is paid.

Y Financial Assistance
If financial circumstances change, families may be eligible for partial scholarships for school age programs. Families must contact the Business Office if they are unable to make payment prior to the payment due date. For Early Childhood, Afterschool and Camp Koda families, you must first apply for VT State Subsidy before applying for Financial Assistance through the Y.

To learn more about eligibility requirements, visit our website at https://www.gbymca.org/membership/financial-assistance/.

Vermont State Child Care Financial Assistance
Families who receive financial assistance from the State of Vermont must provide a valid certificate to the Y. Additionally, if families wish to start the school age program without a certificate, the program costs must be paid until the certificate is received. Families unable to pay in full may not participate in school age programs until the certificate is received. Families are responsible for the co-pay to the Y, which is the difference between the program cost and Y financial assistance. If the state determines the family is ineligible for state assistance, and the family wishes to remain in the program, the family will be expected to pay the remaining program balance.

State subsidy doesn't always cover the full program costs. If a family receives 100% subsidy assistance, it may not cover the full cost of the program, therefore, the family may be responsible for the difference.

State Subsidy Absences
Children are granted thirty (30) days of absence each year, calculated July-June (not a calendar year). State subsidy guidelines for attendance must be followed for payment to be covered. In the

event a family has used all thirty (30) allotted days subsidy will not cover the cost of tuition. All questions about this policy should be directed to a state subsidy specialist.

Withdrawals, Cancellations, and Schedule Changes:
All changes to enrollment and cancellations must be processed directly through the Greater Burlington YMCA School Age Department. If you choose to withdraw from a program, a two (2) week advance notice is required. Should you decide to cancel inside of the two (2) week notice, you will not receive a refund for the deposit or tuition fee.

Afterschool families are allowed four (4) schedule changes per student from August - June, any changes past this will incur a $20 change fee per student per change. Schedule change requests are based upon program space and staffing availability.

Please note: Registration fees and weekly deposits are non-refundable.

Questions
If you have questions regarding your payments or payment plans, please contact the Business Systems Office at BOffice@gbymca.org or via phone at 802-652-8190.

PROGRAM DETAILS

A Day in the Life
A typical day of Afterschool will look like this:

- Dismissal/Afterschool Check-in: 5-10 minutes
    - Children meet in designated area
    - Attendance taken
- Free play: 1/2-1 hour
    - Outside or group games
- Healthy Snack (Provided by the Y)
- Choice activities: 40 minutes
- Homework/quiet activities: 40 minutes
- Wind down and clean-up: 30-45 minutes

Camp schedules also include a combination of free play, structured activities, and mealtimes (not provided by the Y). Camp schedules will be sent out on a weekly basis when the program is in session.

Curriculum
Afterschool curriculum will blend free play with structured activities. We use emergent 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. Below are activities that highlight each of these areas.

STEM: building bridges with toothpicks, experimenting with volcanoes, bottle rockets, etc.

Arts, Drama and Music: writing poems, limericks, experimenting with different art mediums, theatrical skits or plays, etc.

Physical Movement: physical skill building, yoga, basic introduction to sports, hand/eye coordination, teamwork, and play, etc.

Providing choice sessions are a structured opportunity to engage children in focus areas that provide progressive growth within the activity. Staff are encouraged to work with community partners to create these experiences for their programs. Popular choice sessions may include yoga, tai-chi, cooking, sewing/knitting, dancing, community, or service learning.

Anti-Biased Programs

All Y Youth Development programs strive to teach children in an inclusive environment. This includes the physical environment, behaviors, and attitudes of our staff. Programs will provide children with non-stereotyped books, dolls, and learning opportunities that reflect a variety of people of different ages, abilities, genders, ethnicity, etc. Curriculum plans may include traditions of the children enrolled in the program, other traditions, foods from different cultures. We will engage in spontaneous and intentional conversations about people's differences and similarities. These conversations will include the concepts of respecting differences, recognizing unfairness, and speaking up for others.

Older School Age Children (4th-6th Grade)

Programming for the older school-age group (4th, 5th, and 6th grades) will provide them with the opportunity to take some personal responsibility. Vermont State Regulations also state children may be in an area without direct supervision with the following provisions:

- Staff know the whereabouts of each child.
- Children are in approved "licensed spaces".
- Staff are in earshot of the children and able to provide immediate intervention if needed.
- Staff monitor children by in person checks at least every 10 minutes.
- Staff have knowledge and approval of the activity in which the children are engaged (homework, club meetings, etc.)
- Children participating in activities without staff presence are children who have a good understanding of the program's rules and policies regarding appropriate behavior and privileges and can handle this responsibility.
- No child shall be alone, except for toileting.

Children must earn these privileges. Children are made aware of the guidelines and the fact that privileges may be revoked. Special programming considerations and events will be planned for this age group throughout the year.

Snack

Children may vary in when they prefer to snack during afterschool hours. When children are hungry, staff will encourage the child to eat by setting up a clean space and allowing the child to eat a snack. Snacks will be offered to children within one (1) hour of arrival.

Staff and children may work together to prepare a healthy snack menu. A "sweets" day may occur one time per month. The snack menu will be posted monthly for children and families to see. Snack will include offerings from at least two of the major food groups and milk, 100% Juice or water will be provided.

Staff will be conscientious about the nutritional value of snacks, avoiding high fats and sugar content. An alternative snack should always be available for children. Additionally, children may bring a snack supplement or alternative from home to the program. Candy and soda are discouraged.

Outside Play
Children will go outside daily, even if it is drizzling or snowing.

To ensure that all children in the program can safely play outside in the inclement weather we have created a temperature scale that lays out the clothing needs at each temperature. If families have any trouble procuring any of these clothing items staff are happy to help provide resources to acquire them.

50℉- must have long sleeves
40℉ - must have pants* and a jacket
30℉ - must have pants, a winter coat, mittens, and hat
20℉ and below- must have a winter coat, mittens, hat, and snow pants

* Children who are in leggings/tights wear will be asked to wear snow pants or an outerwear pant when the temperature is 40℉ or below.

If there is snow on the ground, despite the temperature, children will be asked to wear snow pants. This ensures a longer and more enjoyable playtime as children will not need to return inside because they are wet and in turn, cold.

If children are not dressed appropriately for the weather, they should not be compelled to go outside if doing so would cause physical discomfort. Parents or guardians will be contacted and asked to provide the child with suitable clothing for the following day. If there is persistent refusal to wear appropriate attire, a problem-solving meeting may be arranged with the parents or guardians.

If the temperature is deemed too low to go outside for long or at all, children must be given the option of indoor gross motor play. If the temperature (with wind-chill) dips below 0 degrees, children will not go out. We monitor the temperatures factoring in wind-chill and humidity using the weather chart as a guide (Appendix A).

If there is a storm approaching (dark clouds, thunder, high winds, lightning) and/or a storm advisory has been issued, children will be brought indoors.

Holidays
We wish to be thoughtful in providing diverse exposure to all children in our care. We may at times include holidays of diverse cultures, and their traditions, to teach children respect and caring. Celebrations will be a form of honoring and observing various traditions, rather than focusing on parties and commercialism.

We may use books, arts and crafts, food, music, games, and other age-appropriate activities. We welcome parent/guardian and community involvement as well. We understand that holidays may be stressful times for families, and we will be sensitive to this fact when planning our activities.

Because most programs operate in a public-school building, we will follow each individual school's policies regarding holidays. Any deviation to this will be communicated to families prior to the celebration happening so that discussions can be had if necessary.

When celebrating a holiday with children, staff will need to consider the families they serve, the other holidays occurring around the same time of year, and the appropriateness of the activity for the ages of the children in the group.

Field Trips
Field trips enhance the program curriculum. All field trips will be planned at least two weeks in advance to give families adequate notice in accordance with licensing regulations. If transportation is necessary, there must be signed permission from the parent/guardian for the child to attend. Should a parent/guardian not grant permission to attend the field trip, the child will not be permitted to participate that day in afterschool or camp.

Our programs may use Mountain Transit and can be arranged through Admin at the Y. Parents/guardians may grant generalized authorization for walking field trips. In the event of inclement weather, field trips may be cancelled.

Programs will return to the site no later than 5:45 pm.

Children will not be permitted to bring spending money on a Y field trip.

Field trips are inclusive of walking field trips on school premises, outside of licensed program areas (i.e classrooms).

Electronics
Electronics are not permitted at Y programs daily. The school age staff at a program site may designate a certain day of the month that these devices can be brought in from home as a "special activity". If a family chooses to allow their child to bring in electronics, the child is responsible for keeping it safe. The Y staff will not be held responsible for missing games, accessories, iPod, etc. Site Directors may host a movie day featuring either PG or G-rated movies. The selected movies will be communicated by the Site Directors. Please reach out with any concerns or reservations before movie day.

Aquatics Policy
On occasion, children may go to the Y, or other field trip locations, to swim. Children may not be in the locker room unsupervised. Sites should be staffed appropriately for swim days so that coverage is available in both locker rooms. No child may leave the locker room area unless a staff member is in the pool already. Pool rules will be discussed with the children by the lifeguards. Staff are expected to follow and enforce pool rules.

Staff are expected to come ready to swim with the children unless the lifeguard on duty requests otherwise.

Y Certified Lifeguards will be present anytime that swimming occurs. Children will be swim tested to determine their swimming abilities and what area/ depth they may swim at. Life vests will be available for any child that cannot swim or is more comfortable wearing one.

Information regarding any trip to swim will be shared with parents/guardians and permissions will be collected prior to any swimming.

Summer programs will follow the rules set forth in the Vermont School Age Licensing Regulations when bringing children to other pools or lakes for swim.

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 parents/guardians.

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 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 communicate with parent/guardians either after the incident or at the end of the program day.
- If a child is in need of 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. Our school age programs have a zero-tolerance policy for racism, grounded in our core values of Caring, Honesty, Respect, and Responsibility. We are committed to demonstrating empathy, acknowledging biases, honoring diversity, and taking decisive action against racism. Any incidents of racism will be promptly investigated and addressed, and participants may be removed at the discretion of the director. We strive to create a supportive environment where everyone feels valued and respected.

Parental Involvement

The involvement of the whole family in any childcare program is imperative for it to be successful. The Y looks for every opportunity to incorporate parents/guardians into its existing programs. The School Age Department has an open-door policy for families. They are welcome to visit their children and the site anytime they wish, without prior notice.

Respect

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

School Suspension

If a child is suspended from school due to behavior challenges, they are not able to attend the Y Afterschool program until the school suspension is complete. This includes "in school" suspensions. If a child has spent the school day in an escalated situation, the Y may contact a parent/guardian or guardian to request an early pick up.

Additional Supports
Modification of the program to accommodate the needs of qualified persons with disabilities, including assignment of additional staff, may be made where such modifications are reasonable and necessary, do not fundamentally alter the nature of the program, and do not result in 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, as far as it does not take our staff out of the 1:13 ratio. If behaviors or the needs exceed our ability to maintain state regulated ratios, the child may be asked to leave until the necessary additional supports are put in place by the family. Requests for modifications or auxiliary aids should be made as far in advance of commencement of the program as possible. The Y strives to make the program one that provides for the safety, wellbeing, and success of each child enrolled. In some cases, a one-on-one aide is necessary for a child to be successful in a Y program; however, funding an aide is the responsibility of the parent/guardian.

Statement of Inclusion
At the GBYMCA, we are committed to welcoming children with individual needs into our program when appropriate accommodations can be provided within Vermont state childcare licensing regulations. We believe every child should have the opportunity to learn, grow, and build positive relationships while in our care. During the enrollment process, we ask that you share any health concerns or individual needs your child may have, so we can work together to determine the necessary modifications for their success. We are dedicated to collaborating with families who may utilize specialized services and work with school and teachers to address each child's needs.

HEALTH AND SAFETY

Emergency Procedures
In an emergency, staff will follow the Emergency Response Plan for their site.
Each afterschool program follows the same plan with changes being site specific such as evacuation site. The Emergency Response Plan is provided upon enrollment, available upon request and posted in each of our locations. When updated a new plan will be sent out. In an emergency, the Site Director and Director of Youth and Family Programs, or Sr. Director Youth Programs will contact families with relevant information and evacuation sites.

Minor Injuries
If a child is injured, the Site Director will take whatever steps necessary to obtain emergency medical care. These steps may include, but are not limited to:
- Administer appropriate first aid.
- Site Director will contact a parent/guardian or emergency contact.
- The Site Director will call 911 at their discretion.

Serious Injuries and Illness
If a child is injured or ill, the Director or the appointed person in charge will take whatever steps necessary to obtain emergency medical care. These steps may include, but are not limited to, the following:
- Call 911.
- Attempt to contact parents/guardians.
- Attempt to contact parents/guardians through any of the persons listed on the emergency information form.

If we cannot contact a parent/guardian, or the situation warrants, we will do one of the following:
- Call 911.

- Have the child taken to a hospital or doctor's office in the care of the Director/acting Director.

Health Policy
Based on VT Licensing guidelines, our goal is to provide quality care to a group of healthy children. We ask for your cooperation in keeping everyone healthy. Children who are ill must be picked up as soon as possible and no longer than one (1) hour after the call from the Y staff. Children who become ill will be comforted until picked up. Children who are ill or who have contagious diseases are not permitted to come to the program that day.

We follow the stay-home and return-to-program policies as identified in the Signs and Symptoms of Illness Chart (pg. 64), provided as part of the Vermont Childcare Licensing Regulations. An exclusion chart can be found on the Department of Children and Families site.

*The Y will follow the guidelines recommended by the VT Dept. of Health in the event of a pandemic. Families will be notified if one should occur. Please use your pediatrician's recommendation for any other illness.

Immunization Records
All children must have an immunization record on file. Parents/guardians can supply these, or Y staff can obtain the record from the Vermont Immunization Registry with parent/guardian permission. Should there be a medical or religious exemption for immunization records to be provided please consult the department director and a form must be completed.

Administering Medications
Medication should be brought directly to the Site Director. All medications should be in the original container with proper dosage noted on the label; if it is a prescription medication, the medication must be clearly labeled with the child's name, dosage, schedule, and contents, and the date must be current and come with the prescription label.

For the child to be given medication while in our programs a parent/guardian must complete and sign a Medical Authorization Form. Medications will be kept in locked medicine boxes; they should not be stored in a child's lunchbox or backpack. Staff are trained by a licensed health provider in how to properly administer medication. Please note that our staff will not administer medications if they do not conform with the written instructions either on the container or from a physician.

Allergies/Asthma
Parents/guardians are responsible for filling out a *Medical Authorization Form* and providing a physician created action plan in the event a child has asthma or allergies that require an inhaler or EpiPen. Staff must always have access to a child's inhaler or EpiPen. Staff will ensure that EpiPens and inhalers are always with them, including on field trips.

Head Lice Policy
If head lice are found on a child, parents/guardians will be called to pick the child up immediately. The child is not permitted back at the program until proper treatment has taken place and no nits are found in the child's hair.

Safety/Accident Policies and Prevention
At the Y, our priority is the safety of the children in our care. We will assess each activity the children engage in and ensure that all necessary precautions have been taken to keep the children safe. This includes scanning the environment for potential hazards, ensuring children have appropriate gear, and having the appropriate staff to child ratio for each activity.

High-Risk Activities
When children are engaged in "high risk activities" such as skateboarding, biking, or any projects requiring the use of sharp tools, staff will ensure that all safety precautions are taken. Children will wear all appropriate equipment (safety goggles, helmets, knee/elbow pads) and equipment used will be checked for safety. Children must demonstrate a basic knowledge of safety rules and staff to child ratios will be decreased to ensure proper supervision. This ratio will be determined by the Site Director prior to the activity taking place.

Field Trip Precautions
When on a field trip, frequent headcounts are taken to ensure that all children are accounted for. The following steps will be taken:

- Headcount before boarding the bus.
- Attendance taken once children are on the bus by a roll call of names.
- Headcount immediately after children disembark from the bus.
- Headcount taken every fifteen (15) minutes.
- Headcount taken just before loading back onto the bus.
- Attendance taken once children are on the bus by roll call of names.

Missing Child
Student Missing During Program
If a headcount reveals a missing child, the following steps are taken:

- Staff will recount and have another staff member recount to be sure there was not a miscount
- One staff member searches the immediate area to see if the child is nearby. Determine a time and location for staff person to meet back up.
- If after an immediate search the child is not located, police and the parents/guardians will be notified.

Student Running Away During Program
If a student is showing signs of running away, staff members will do everything in their power to de-escalate the situation and remain safely with the child. If a student leaves the licensed program space or field trip parameters without permission, the same steps will be followed as in the missing child policy.

Pick-Up Authorization
Children are signed out when they leave the program. Only those individuals who are on the child's application may pick the child up on any given day. It is imperative staff see the individual who is picking the child up. Until staff are familiar with faces, they will ask for proof of identification.

If a staff member is unsure of the identity of an individual, they must ask for a form of identification. In no instance can anyone who is not on the pick-up form pick a child up unless the parent/guardian has notified staff in writing or by phone that it is happening. Parents/guardians may not leave a message regarding an alternate pick-up person. There must be direct contact to confirm these plans. Over-the-phone approval will be documented by staff in writing.

If a child is uncomfortable when being picked up by anyone, staff must contact the parents/guardians and will not release the child until a parent/guardian is notified and given an opportunity to speak directly to the child.

Children Not Arriving at Program
Should a child not arrive from their school day to afterschool as planned staff will consult the school teacher/ classroom, the school administration and leadership team, and contact the family to

ensure there was clear communication regarding any changes to schedule. Should the child not be located, staff will follow the above missing child process.

Children Walking/Biking Home
Any child nine years of age or older, may, with written permission, walk or bike home without an adult signing them out. However, staff may refuse to allow a child to do so if they feel strongly that the child is being put in a dangerous situation (i.e., too much traffic, too far to travel, etc.). Children eight and younger must be picked up-the above is not an option for them. At no point are staff able to transport children in their cars.

Late Pick Ups
All children must be picked up no later than 6:00pm. If you arrive past the program's closing hours, there will be a late pick-up fee of $1.00 per minute beyond closing. The late fee will be added to the weekly tuition plan by the Business Systems Office.

Parents/Guardians Under the Influence of Drugs or Alcohol
If a parent/guardian arrives to pick up a child and it is visibly evident that the parent/guardian is under the influence of drugs or alcohol, the Site Director must inform the parent/guardian that if they leave with the child in a car, the police will be notified. If the parent/guardian is not willing to call someone else to get the child, and insists on bringing the child home, staff must follow through and notify police. Such conversations with a parent/guardian will take place out of earshot of any children, and confidentiality will be respected.

COMMUNICATION

Suspected Child Abuse and Neglect
The State of Vermont mandate Afterschool Program 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 and their child's record 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.

If 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 communication 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. Everyone is responsible for preventing harassment and ending any 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.

Sex Offenders

The Y conducts national background checks on every new hire over the age of eighteen (18), prior to their first day of employment. Additionally, the Y completes a National Sex Offender Registry check on all employees and volunteers upon hire, re-hire or return from seasonal absence of six (6) months or longer.

Pesticides

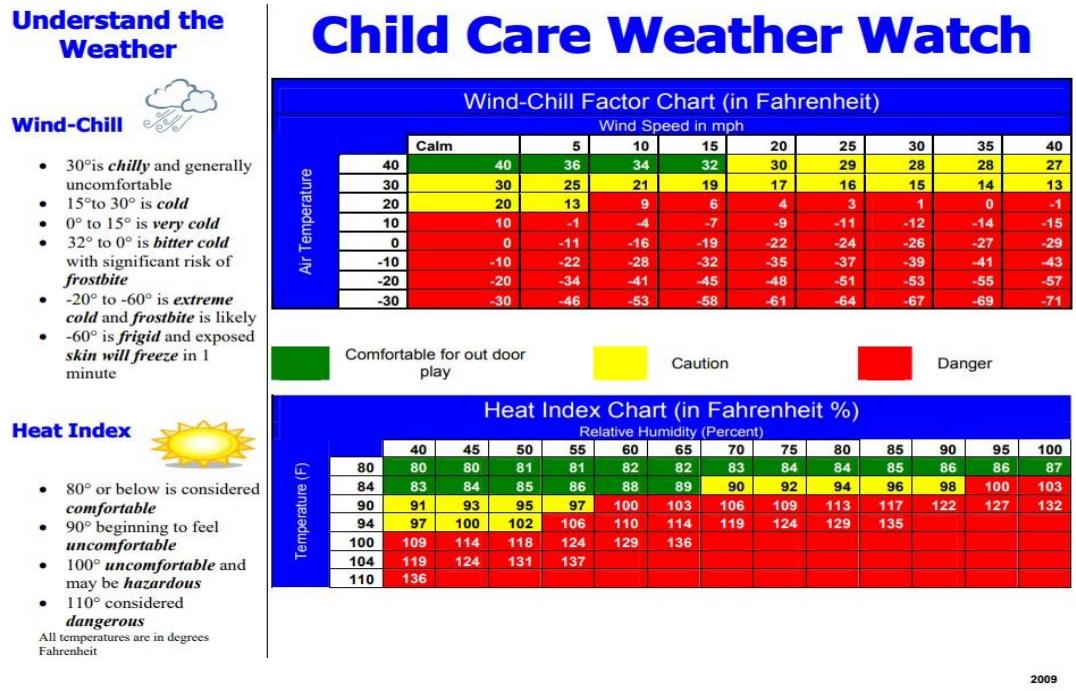
The Y is not responsible for any pest prevention or control as the afterschool programs are housed within the schools.

If the Y does need to prevent pests (after speaking with the school) all licensing regulations will be followed about pesticides including but not limited to only pesticides registered with the Vermont Department of Agriculture, Food, and Markets, no children will be present for the application of pesticides, and a written record will be kept of any pesticide application.

Licensure

All afterschool programs are fully licensed by the State of Vermont and the Department of Children and Families/ Child Care Division (1-800-649-2642), meeting all health, safety, and fire regulations. Regulations may be viewed here.

Appendix A:



Understand the Weather

Wind-Chill

- 30°is ***chilly*** and generally uncomfortable
- 15°to 30° is ***cold***
- 0° to 15° is ***very cold***
- 32° to 0° is ***bitter cold*** with significant risk of ***frostbite***
- -20° to -60° is ***extreme cold*** and ***frostbite*** is likely
- -60° is ***frigid*** and exposed ***skin will freeze*** in 1 minute

Heat Index

- 80° or below is considered ***comfortable***
- 90° beginning to feel ***uncomfortable***
- 100° ***uncomfortable*** and may be ***hazardous***
- 110° considered ***dangerous***

All temperatures are in degrees Fahrenheit

Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)

Air Temperature \ Wind Speed in mph	Calm	5	10	15	20	25	30	35	40
40	40	36	34	32	30	29	28	28	27
30	30	25	21	19	17	16	15	14	13
20	20	13	9	6	4	3	1	0	-1
10	10	-1	-4	-7	-9	-11	-12	-14	-15
0	0	-11	-16	-19	-22	-24	-26	-27	-29
-10	-10	-22	-28	-32	-35	-37	-39	-41	-43
-20	-20	-34	-41	-45	-48	-51	-53	-55	-57
-30	-30	-46	-53	-58	-61	-64	-67	-69	-71

Comfortable for out door play | Caution | Danger

Heat Index Chart (in Fahrenheit %)

Temperature (F) \ Relative Humidity (Percent)	40	45	50	55	60	65	70	75	80	85	90	95	100
80	80	80	81	81	82	82	83	84	84	85	86	86	87
84	83	84	85	86	88	89	90	92	94	96	98	100	103
90	91	93	95	97	100	103	106	109	113	117	122	127	132
94	97	100	102	106	110	114	119	124	129	135			
100	109	114	118	124	129	136							
104	119	124	131	137									
110	136												

2009

Child Care Weather Watch

Watching the weather is part of a child care provider's job. Planning for playtime, field trips, or weather safety is part of the daily routine. The changes in weather require the child care provider to monitor the health and safety of children. What clothing, beverages, and protections are appropriate? **Clothe** children to maintain a comfortable body temperature (warmer months - lightweight cotton, colder months - wear layers of clothing). **Beverages** help the body maintain a comfortable temperature. Water or fruit juices are best. Avoid high-sugar content beverages and soda pop. **Sunscreen** may be used year around. Use a sunscreen labeled as SPF-15 or higher. Read and follow all label instructions for the sunscreen product. Look for sunscreen with UVB and UVA ray protection. **Shaded** play areas protect children from the sun.

Condition **GREEN** - Children may play outdoors and be comfortable. Watch for signs of children becoming uncomfortable while playing. Use precautions regarding clothing, sunscreen, and beverages for all child age groups.
INFANTS AND TODDLERS are unable to tell the child care provider if they are too hot or cold. Children become fussy when uncomfortable. Infants/toddlers will tolerate shorter periods of outdoor play. Dress infants/toddlers in lightweight cotton or cotton-like fabrics during the warmer months. In cooler or cold months dress infants in layers to keep them warm. Protect infants from the sun by limiting the amount of time outdoors and playing in shaded areas. Give beverages when playing outdoors.
YOUNG CHILDREN remind children to stop playing, drink a beverage, and apply more sunscreen.
OLDER CHILDREN need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens). They may resist applying sunscreen and drinking beverages while outdoors.

Condition **YELLOW** - use caution and closely observe the children for signs of being too hot or cold while outdoors. Clothing, sunscreen, and beverages are important. Shorten the length of outdoor time.
INFANTS AND TODDLERS use precautions outlined in Condition Green. Clothing, sunscreen, and beverages are important. Shorten the length of time for outdoor play.
YOUNG CHILDREN may insist they are not too hot or cold because they are enjoying playtime. Child care providers need to structure the length of time for outdoor play for the young child.
OLDER CHILDREN need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens), applying sunscreen and drinking liquids while playing outdoors.

Condition **RED** - most children should not play outdoors due to the health risk.
INFANTS/TODDLERS should play indoors and have ample space for large motor play.
YOUNG CHILDREN may ask to play outside and do not understand the potential danger of weather conditions.
OLDER CHILDREN may play outdoors for very short periods of time if they are properly dressed, have plenty of fluids. Child care providers must be vigilant about maximum protection of children.

Understand the Weather

The weather forecast may be confusing unless you know the meaning of the words.

Blizzard Warning: There will be snow and strong winds that produce a blinding snow, deep drifts, and life threatening wind chills. Seek shelter immediately.

Heat Index Warning: How hot it feels to the body when the air temperature (in Fahrenheit) and relative humidity are combined.

Relative Humidity: The percent of moisture in the air.

Temperature: The temperature of the air in degrees Fahrenheit.

Wind: The speed of the wind in miles per hour.

Wind Chill Warning: There will be sub-zero temperatures with moderate to strong winds expected which may cause hypothermia and great danger to people, pets and livestock.

Winter Weather Advisory: Weather conditions may cause significant inconveniences and may be hazardous. If caution is exercised, these situations should not become life threatening.

Winter Storm Warning: Severe winter conditions have begun in your area.

Winter Storm Watch: Severe winter conditions, like heavy snow and ice are possible within the next day or two.

Child Care Weather Watch, Iowa Department Public Health, Healthy Child Care Iowa, Produced through federal grant (MCJ19T029 & MCJ19KCC7) funds from the US Department of Health & Human Services, Health Resources & Services Administration, Maternal & Child Health Bureau. Wind-Chill and Heat Index information is from the National Weather Service.