FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

GROWING STRONGER TOGETHER



YMCA OF METROPOLITAN DENVER

PARENT HANDBOOK

Out of School Time & School Breaks
Program Policies & Procedures
Revised August 2026

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I. WHO WE ARE

OUR MISSION

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

GOALS AND OBJECTIVES

1- The YMCA commits itself to serving the community with quality childcare services in a cooperative effort with area schools and community partners. Parent/guardian involvement is essential to this goal.

2 - We strive to hire and train quality staff for our program. They work directly with children, building strong and positive relationships in a safe and caring environment.

3 - Staff and children work together to plan activities that encourage children to develop to their fullest potential.

4 - Opportunities for outdoor and recreational activities are provided. Age-appropriate activities are offered in both large and small group settings.

5 - Physical education activities are offered so that children can develop good coordination, physical fitness, and athletic skills.

6 - Task-oriented activities are planned to challenge each child's present abilities and teach them new skills.

7 - YMCA childcare strives to establish a cooperative environment where children learn social skills while developing their character and self-esteem.

8 - The YMCA offers programs and services to individuals and families regardless of sex, gender/identity, race, religion, national origin, or financial ability.

9 - YMCA childcare supports families through activities and parent/guardian involvement.

10 - The objectives of YMCA programs are: to grow personally, clarify personal values and character development, get along with others, appreciate diversity, become better leaders, develop specific skills, and have fun!

II. WHO WE SERVE

AGES OF CHILDREN

YMCA Out of School Time and School Break programs accept children ages 4-14. Different locations allow for different ages- please visit www.denverymca.org for specific ages accepted at each program. Children age 4, turning 5 by October 1st, are eligible for Out of School Time and School Break programs. Families must register online and pay any required registration or deposit fees and will not be charged for program fees until their child turns 5 and can attend the program.

CHILDREN WITH ACCESS AND FUNCTIONAL NEEDS

The YMCA will not discriminate against anyone because of a disability. Every parent/guardian should disclose any special circumstances that will help support the child. The YMCA does have limitations due to the ratio being 1 staff to 15 children and nonspecific knowledge of certain disabilities or special needs. After reviewing the provided information, the YMCA will determine what special accommodations can be offered.

III. HOURS OF OPERATION

HOURS

YMCA Out of School Time program typically runs from 6:30 AM to the start of school and end of school to 6:00 PM. A late fee will be charged for pick up after 6:05 PM. Please refer to the Late Pick-Up Section for additional clarification.

YMCA School Break Programs are available at select locations and times may vary by location and date. Please refer to the program registration and description for care times.

SEVERE WEATHER/SCHOOL CLOSURES

If a school/district is closed due to inclement weather, the YMCA childcare program based in that school/district will close as well. Trips and activities may also be canceled due to inclement weather. Delay of school start will also delay YMCA opening by the same time frame indicated by the district.

HOLIDAYS

NO CHILDCARE IS PROVIDED ON THE FOLLOWING DATES

January – New Year's Day and Martin Luther King Jr Day
February - Presidents Day
May - Memorial Day
June - Juneteenth
July - Independence Day**
September - Labor Day
November - Thanksgiving Day and the Friday after Thanksgiving
December - Christmas Eve and Christmas Day
December - New Year's Eve (Early Closure)

* YMCA Closures will be given to families at the beginning of the program. The YMCA reserves the right to add dates and will communicate any changes.
** If a holiday is on a weekend, closures will be observed on the Friday prior or the Monday after.
*** The YMCA will hold a minimum of 2 staff in-service days for professional development and no care will be provided.

SCHOOL BREAKS, EARLY DISMISSAL, AND LATE START

School Break programming will combine area sites and will be offered at pre-set designated sites for pre-determined non-contact school days. Care will not be provided for flex days, testing days, and modified schedules. Care for late starts and early dismissals at the schools will be offered for pre-determined dates and will be an additional cost. There must be at least 10 children enrolled to run the program. Please visit the YMCA website at www.denverymca.org for more information.

IV. REGISTRATION

Online registration and emergency paperwork must be completed, submitted, and approved by the YMCA before your child attends the program. Additionally, Colorado childcare licensing rules require all parents/guardians to submit a copy of children's state approved immunization record and any medication authorizations signed from the child's physicians prior to approval or attending the program. All medical needs/plans must be approved by the contracted Registered Nurse Consultant and the YMCA site supervisor before the child attends.

- Before and After Care- registration can take up to 48 hours to be processed. Families must receive a welcome letter and complete emergency paperwork, including Authorized Pick-Ups prior to attending the program. Program fees will not be prorated unless stated.
- School Break registration will close 4 days prior to the start of care. Registration can take up to 48 hours to be processed. Families must receive a welcome letter and complete emergency paperwork, including Authorized Pick-Ups prior to attending the program.

AURORA PUBLIC SCHOOLS

AFTER SCHOOL ATTENDANCE POLICY

The YMCA of Metropolitan Denver receives Mill Levy funding based on each student's average monthly attendance at Aurora Public Schools After Care locations.

After Care enrollment is considered a full-time monthly registration for students in kindergarten through fifth grade. To maintain full-time enrollment, each child must attend for at least 15 minutes per day, a minimum of four days per week. Students may have up to six absences per month. Enrollment may be terminated if a student exceeds six absences in a month or does not consistently meet the minimum attendance requirement. Both excused and unexcused absences count toward the 6-absence limit. In cases of extended illness or emergency, please reach out to your Site Supervisor.

Any additional absences beyond the 6 days a month will be charged to you directly from our billing department at the rate of $8/day per child.

FINANCIAL INFORMATION

BEFORE AND AFTER SCHOOL RATES

Monthly rates are in effect for the school year and will not be prorated unless stated. A child who attends half-day, morning Kindergarten may only attend our regular Before Care Out of School program using the monthly rate. A child who attends half-day, afternoon Kindergarten may only attend our regular After Care Out of School program using the monthly rate. Payments are due on the 15th of the month prior to the month of care.

DROP-IN CARE & EARLY RELEASE/LATE START CARE OPTIONS

Payments for Drop-in Care & Early Release/Late Start Care registration options are due at point of sale, no later than 4 days before care date. Drop-in Care & Early Release/Late Start Care options are non-refundable and non-transferable.

SCHOOL BREAK PROGRAMS

Payment is due at the time of registration. Any cancellation must be submitted in writing 4 days before the start of the School Break program.

LATE PAYMENTS

Payments for Out of School Time programs are due by the 15th of the month prior to the month attending. If full payment is not received, your child will be dropped from the program. You may not re-enroll until full payment is made. If you are attending a program with an active waitlist, you will be added to the bottom of the waitlist and enrolled accordingly. Further, any cancellation must be submitted in writing by the 10th of the previous month. If this is not done, the parent/guardian is responsible for next month's payment.

REFUNDS/CREDITS

An administrative fee will be deducted to all refunds and cancellations. Please refer to the Code of Conduct at www.denverymca.org. Refunds or credits will be granted in the following cases:

1- A doctor's note stating the child's health or physical condition will prohibit the child from participating in the program for five business days or more.
2- The child's family moves out of the YMCA/school's service area.

WITHDRAWAL POLICY

OUT OF SCHOOL TIME PROGRAMS

It is the YMCA's policy that written notice must be given by the 10th of the previous month in advance of your child's withdrawal from any Out of School Time program to avoid being charged for the following session. Any outstanding balance must be paid at the time of withdrawal. Refunds for cancellations and withdrawals are subject to a processing fee.

OST Program Date: (Before or After Care)	Payment Due Date:	To avoid a charge, cancel by:
August 2026	7/15/2026	7/10/2026
September 2026	8/15/2026	8/10/2026
October 2026	9/15/2026	9/10/2026
November 2026	10/15/2026	10/10/2026
December 2026	11/15/2026	11/10/2026
January 2027	12/15/2026	12/10/2026
February 2027	1/15/2027	1/10/2027
March 2027	2/15/2027	2/10/2027
April 2027	3/15/2027	3/10/2027
May 2027	4/15/2027	4/10/2027

DROP-IN CARE & EARLY RELEASE/LATE START CARE OPTIONS

Drop-in Care & Early Release/Late Start Care options are non-refundable and non-transferable.

SCHOOL BREAK PROGRAMS

Any cancellation for School Break programs must be submitted in writing 4 days before the start of the program.

The YMCA reserves the right to dismiss a child from the program upon notifying the parent/guardian. Refunds or credits will not be issued for dismissal from the program due to behavior, personal issues with the program's scheduled activities/field trips, etc.

To withdraw or drop out of a program, please complete the form on the Contact Us Page at www.denverymca.org.

Full Day Out Program Date:	Payment Due:	Last Day to register:	No refund if you cancel on or after:
Monday	Time of Registration	Wednesday prior to care	Thursday prior to care
Tuesday	Time of Registration	Thursday prior to care	Friday prior to care
Wednesday	Time of Registration	Friday prior to care	Saturday prior to care
Thursday	Time of Registration	Saturday prior to care	Sunday prior to care
Friday	Time of Registration	Sunday prior to care	Monday prior to care

PROGRAM CLOSURE

In case of an unexpected YMCA program closure, parents/guardians will be notified via email and text with as much notice as possible. Any necessary refunds as determined by the YMCA will be credited to the account. There will be no refunds for events out of the YMCA's control such as weather events, power outages, bus issues, lack of running water, etc.

If programs do not meet minimum enrollments requirements, they may be cancelled. Parents/guardians will be notified at least 14 days prior to the closure of any programs due to not meeting the minimum enrollment requirement.

LATE PICK-UP CHARGE

Late pick-up is stressful for the child. Please call the designated Site Supervisor at the provided program number if you anticipate being late. A fine of $1.00 per minute per child will be enforced, after 6:05 PM for Out of School Time programs and School Break programs. This fee will be charged to the account. Repeated violation of this policy may result in the child's dismissal from the program.

FINANCIAL ASSISTANCE

Scholarships are available to families who qualify for financial assistance. Financial disclosure will be required but kept confidential. There are limited funds available for scholarships; therefore, early application is encouraged. Visit the YMCA website

at www.denverymca.org/community-programs/financial-assistance to review the scholarship application.

All families seeking financial aid for childcare must inquire with their county social services to see if they qualify for aid prior to applying for a YMCA scholarship. Either CCCAP or scholarship aid may apply to an account, but not both. CCCAP aid is accepted above scholarship aid.

CCCAP POLICIES

The YMCA of Metropolitan Denver only accepts Full-Time CCCAP families. To be considered Full-Time under CCCAP, a child must attend a minimum of 4 days a week. Families that attend less than the minimum of 4 days a week may be terminated.

CCCAP ABSENCES

CCCAP families are given an allowance of absences per month. These allowances are outlined below:

Adams County and Denver County: allows for 1 absence per month

Arapahoe County: allows for 2 absences per month

Jefferson County: allows for 3 absences per month

Any additional absences will be charged to you directly from our billing department at the rate provided by CCCAP.

- What is considered an absence? An absence is when a child does not attend care on a "scheduled" day when they were authorized by CCCAP to attend. ("Scheduled" means listed on the Program Registration/Contract or registered via the online request form, including School Break care dates)

CCCAP ATTENDANCE SYSTEM

All CCCAP families must use the CCCAP online attendance system (ATS) daily. This is essential to ensure the continued success of CCCAP in our facilities. If a family continually fails to use the CCCAP attendance system in a timely fashion, care will be terminated due to the potential risk of incorrect payments from CCCAP.

CCCAP PARENT FEES

Please pay your Parent Fee no later than the 15th of each month prior to the month of care. Failure to pay on or before the 15th of each month prior to the month of care may result in termination of care.

RECEIPTS AND TAX INFORMATION

Receipts are available online at the end of the month through your account and should be kept for families' records. YMCA of Metropolitan Denver childcare payments may be a tax deduction. End of Year Tax Statements are available on your account. The Tax ID # is 84-0402696. If you are having difficulty locating

your tax form, please fill out the form on the Contact Us page at www.denverymca.org.

V. HEALTH

IMMUNIZATIONS

The State of Colorado requires a certificate of immunization signed by the physician for every child. All parents/guardians must upload this to their emergency paperwork account before the child attends the program. Failure to follow this policy will delay your child starting the YMCA program, and your spot may be given to a child on the wait list. Immunization exemptions are available online and will be accepted once completed by the child's physician.

INJURY

In the case of an injury on site, parents will be notified immediately, and a decision will be made if a child needs to be transported for emergency attention. For any hospital or doctor required visits after an injury occurring at the YMCA program, a report will be made to the State.

MEDICATION

Prescription and non-prescription medication may be administered to children with appropriate and completed paperwork. The following procedures must be followed:

1- A written health care plan from the Heath Care Provider is signed and dated by both the provider and parent/guardian and uploaded to the emergency paperwork system and must have the Registered Nurse Consultant and Site Supervisor approval prior to the child's first day of attendance.
2- Medication must be provided to the YMCA in its original container with the prescription, child's full name, dose, and time to be administered attached.
3- Medication is current and is not expired.
4- Medication may only be administered to the child it is prescribed for.
5- Staff must be trained and delegated by the Registered Nurse Consultant annually or as needed.
6- All staff working with children must be informed of children who have emergency medication on-site.

No medication will be accepted without being in the original container and with the approved forms. All medication MUST have a valid expiration date.

YMCA programs do not allow children to self-carry medications.

As of January 1, 2003, all childcare staff are designated by the Registered Nurse Consultant to give medications and must complete the four-hour department-approved medication administration training and have current first aid and universal precautions training. The YMCA complies with the Nurse Practice Act.

SUNSCREEN

Each family must provide sunscreen for their child. All bottles must be labeled with the child's name and will be kept out of reach of children. Staff will supervise application of sunscreen. If your child burns easily, send an extra shirt for them to wear while swimming. We strive to prevent sunburn and we appreciate the parent/guardian for sending their child prepared.

ALLERGIES

For our staff to better serve your child, it is imperative that parents/guardians inform staff of any allergies that their child may have or had, such as food, medication, environmental, or other substances. The YMCA is NOT a nut-free zone. We do not guarantee prevention of any exposure to foods that may cause allergic reactions. When completing the emergency paperwork, please be sure it is complete with updated parent/guardian contact information.

ILLNESS

Please see "School and Child Illness Policy" and "How Sick is too Sick Referral Chart" in attachments. According to state licensing requirements and for the protection of all children, the YMCA cannot accept children and/or will require immediate pick-up of the child with the following symptoms or have had the symptoms within the last 24 hours:

- Elevated temperature (over 100.3°F)
- Diarrhea or vomiting
- Undiagnosed rash
- Diagnosed contagious diseases such as strep throat, chicken pox, or pink eye

All children must be symptom-free or on a prescribed antibiotic for 24 hours prior to returning to the program. In some cases, a doctor's note of release will be required.

If children become ill during the program, they will be provided with a place to rest comfortably until they go home. Parents/guardians will be notified to come and pick up their child within the hour.

Please notify the YMCA if your child contracts a contagious disease, such as whooping cough, German or regular measles. It is a licensing requirement that signs be posted to notify families. Children may not return to the program until they have been symptom-free for 24 hours.

A child with signs and symptoms of lice or attached eggs on the scalp or on the hair will not be allowed to attend program until 12 hours after the first treatment. has been applied. Parent/guardian will be notified to come and pick up their child within the hour.

VI. ACCIDENTS AND EMERGENCIES

YMCA staff are First Aid and CPR certified and have been trained in FEMA and emergency procedures. Emergency numbers are available at each program and location. Plans for handling fire, floods, tornadoes, severe weather, lost or missing children, injuries and illnesses are on file at each site. We will contact the parent/guardian or listed emergency contact person to notify you of a minor accident or injury. When there is no question that your child must be taken to the doctor or the hospital, we will call the listed parent/guardian to inform you of our course of action as soon as possible. It is vital that parents/guardians keep our staff updated in case of changes in contact numbers at work and at home.

LOST CHILD

Every effort is made to keep all children safe. If a child is missing, or has been separated from their group, a search will be started immediately. If necessary, after 10 minutes of active searching, the parents/guardians and the authorities will be called to assist. Parents/guardians, please assist us in educating your child of the importance of staying with the YMCA staff. Parents/guardians will be notified of instances where their child knowingly leaves the YMCA staff's supervision and will be notified to pick up their child within the hour.

NATURAL DISASTERS/EMERGENCIES/THREATS

In case of a natural disaster, the YMCA Youth of Metropolitan Denver will follow its emergency procedures and FEMA guidelines specific to the incident. The program follows the YMCA's guidelines set forth for evacuation and notification. If an emergency of this nature were to occur, parents/guardians and/or an emergency contact will be asked to be available at the number listed on emergency paperwork. The YMCA will notify the parents/guardians through email and text immediately once the participants are safe and the location is secure. The Site Supervisor is available through the site phone, and parents may call the listed emergency numbers. In the case of a participant with a disability, the emergency procedures will be followed, and a staff member will partner with the child to move them to a predetermined secure location where parents/guardians will be notified.

REPORTING OF CHILD ABUSE

YMCA childcare programs are state licensed programs. The YMCA is mandated to report any suspicion of child abuse to Social Services. The license indicates the program has met the required standards for a childcare facility. You may request to see the license at any time. If you believe that your child has been abused, you should seek immediate assistance from your county Department of Social Services. Colorado law requires that childcare providers report all known or suspected cases of child abuse or neglect.

The telephone number to report abuse is:

1-844-CO-4-KIDS (1-844-264-5437)
www.co4kids.org/mandatoryreporting

Childcare services play a key role in supporting families, and strong families are the basis of a thriving community. Your child's education, physical, emotional, and social development will be nurtured in a well-planned and run program.

For additional information regarding licensing, or if you have concerns about a childcare facility, please consult the Colorado Department of Early Childhood at 303-866-5958.

VII. TRACKING ENTRY AND EXIT OF CHILDREN AND VISITORS

SIGN IN/OUT

It is required by the YMCA and the Colorado Childcare Licensing that only authorized persons, 16 years or older, sign their children in and out each day. It is not acceptable for children to sign themselves in and out unless that child walks to or from the childcare site and the parent/guardian has completed a "Permission to Walk" form and has a plan to ensure the child has made it to their predetermined destination safely. If the child is 10 years of age, the parent may request the "Permission to Walk" form and must be approved by the Site Supervisor.

Your child will be released only to those designated on the emergency paperwork. If you need to make changes to the list of people authorized to pick up your child, please do so in your emergency paperwork account and on the Authorized Pick-Up list. If there is an emergency, please call the Site Supervisor and we will make special arrangements.

We will ask for a picture ID and check the authorization for the child's release. If the person is not authorized to pick up the child, the child will not be released. If an unauthorized adult attempts to take a child without permission, the parents and the police will be called.

The YMCA will call 911 regarding anyone picking up a child who appears to be under the influence of alcohol or drugs, or otherwise incapable of providing responsible care to the child. These procedures are for the protection and safety of your child and staff, and for your peace of mind.

LATE DROP OFF/ EARLY PICK UP

If your child arrives late, the parent/guardian needs to take the child to school. It is the parent/guardian's responsibility to have the child at the site prior to the group leaving for school or field trips. If a child is brought to a field trip location, the parent/guardian must sign in the child even if the child has a "Permission to

Walk" form. If you are picking up your child early, the parent/guardian must show an ID and sign out with a YMCA staff. Please notify the YMCA in advance if you will be bringing a child late or picking up your child early.

LATE PICK UP

Children are supervised at YMCA Out of School Time and School Break programs until 6:00 PM, unless otherwise communicated. If the YMCA is not contacted and your child is still present at 6:05 PM, we will contact the listed parent/guardians and/or other individuals authorized to pick up and emergency contacts. If no one can be reached by 6:30 PM, local authorities will be contacted. A late fee of $1.00 per minute/per child will be charged after 6:05 PM.

LATE PICK UP ON-SITE EXTRACURRICULAR ACTIVITIES

If your child attends an on-site extracurricular activity during program hours, parent/guardian must send an official letter or email with child's name, activity, dates, times, and location to grant permission for the transition of youth between active adult supervision.

CLOSING PROCEDURES

Before a staff member closes the building, all rooms including bathrooms that the childcare program utilized will be searched to ensure no child is left in the building and playground. The staff will review the parent/guardian sign in and out to ensure all children signed in have been signed out by an authorized individual. If there are any questions regarding these procedures, staff will call the parent/guardian first and then proceed with authorized pickups to ensure the safety and well-being of the child.

VISITORS

Parents/guardians are always welcome, and visits do not need to be announced or arranged in advance. However, the observing parent/guardian must be listed on the child's authorization pick up list to have access to the program area. Any visitor entering a YMCA childcare program is required to sign in. A visitor will sign the "Visitor's Log," with time, date, and purpose of the visit. Visitors are required to show photo identification.

VIII. CONFIDENTIALITY

RELEASE OF RECORDS

YMCA has established a policy which prohibits the release of information without the tender of the "Authorization, Release and Request for Information" form. This form can be obtained from the YMCA.

POLICY REGARDING DISCUSSIONS CONCERNING MINOR CHILDREN

Discussion concerning any child, parent, or guardian with any third party will only

be allowed with those individuals with whom authorization for release of the child (pick up) has been given on the registration information.

Discussion concerning any child, parent, or guardian with any third party not authorized on the emergency paperwork account, will occur only with a YMCA staff member present, and must be scheduled.

IX. PROGRAM

LOCATION OF CHILDREN

Staff utilizes an electronic emergency system to check children in and out of program, during transitions, and on field trips. When restrooms are not immediately adjacent to the childcare room, children are accompanied by a staff member. Any time a program is away from the site, parents are given a written agenda of the field trip. A list of the daily attendees and staff are sent to the area Senior Manager for each field trip or off-site activity.

TRANSPORTATION

Children attending YMCA programs will be transported in YMCA minibuses, contracted/school district buses. All children are required to wear seat belts when riding in the YMCA minibuses. It is the YMCA's responsibility to transport these children safely and to comply with Motor Vehicle Laws. A child must follow instructions and cooperate. If his/her behavior is affecting the safety of the other children, the participant's parents/guardians will be notified, and your child may be dismissed from the program. Safety is our primary concern. YMCA drivers are required to have a valid CDL license for larger vehicles and state training for 14+ passenger vehicles. Each driver participates in the YMCA of Metropolitan Denver's drug testing program. During Out of School Time and School Break programs, participants will be transported by contracted bus companies. We contract through local public-school transportation and charter bus companies. The public-school transportation departments and charter bus companies are required to follow the State of Colorado Department of Transportation Laws (CDOT). We only transport children aged five and older. If a child is unruly on the bus, a parent/guardian may be called to pick up the child from the current location to maintain a safe environment for all children.

FIELD TRIPS/SPECIAL ACTIVITIES

Field trips may be a scheduled part of our School Break programs and will be shared with parents/guardians prior to departure. During School Break programs, we ask that all children be dropped off 30 minutes prior to departure. If your child arrives late and has missed the departure for the field trip, the parent/guardian will assume the responsibility for transporting the child to the group at the field trip location and locating YMCA staff to sign the child in (even if the child has a walking permission slip or finding alternative care for the day). Schedules are subject to change and parents/guardians will be notified. Please realize that our

drivers are instructed to consider safety first, and that they may be late when traffic or weather problems occur.

In addition, the YMCA may offer special activities where outside organizations will come into our programs such as a guest speaker/or to give presentations. During this time, the YMCA staff will continue supervising and not allow children to be alone with these individuals.

MEALS AND SNACKS

During the Out of School Time program, a snack will be provided for your child. The YMCA uses guidelines to help ensure nutritious snacks are served to your child. If your child has a food allergy or any other health concern, it is the responsibility of the parent/guardian to provide a snack. Please remember the YMCA is not a nut-free program.
For School Break programs, the parent/guardian must provide an AM and PM snack as well as a well-balanced, nutritious non-perishable lunch. Please note there is no refrigeration or microwave available.

No child will be forced to eat nor denied food as a form of punishment. Make sure that YMCA staff are aware of any food allergies your child may have. The YMCA does not allow sharing of food.

WHAT TO BRING

Please provide your child with something that will hold their belongings and can be easily carried. Please read the activity schedule to determine when a child needs to bring extra items such as a swimsuit, towel, and dry clothes. During School Break programs, please send a labeled, non-perishable lunch, a labeled water bottle, and two nutritious snacks with your child.

We believe that a child learning to care for one's belongings is an important life skill that we want to foster. You can help by labeling your child's belongings for easy identification.

WHAT NOT TO BRING

Do not allow your child to bring expensive clothes, gang clothing, or items such as guns, knives, or any type of weapon or propellant toy. Tablets, I-Pads, game systems, pets of any kind, or money (unless specified in weekly schedule) are not allowed. DO NOT LET YOUR CHILD BRING ANY ITEM THEY CANNOT AFFORD TO LOSE! The YMCA of Metropolitan Denver is not responsible for broken, lost, or stolen items.

**We understand that your child may bring a cell phone and/or money as requested by the parent/guardian.

- During program hours, we will ask that all children keep these items in their backpacks.
- No social media use or photo-taking or video-taking of other children.

- If misused, phones may be confiscated and returned at the end of the day.

LOST AND FOUND

The YMCA will keep lost and found items at the childcare site. Check for lost items daily, as we donate the unclaimed items to charity, quarterly.

WEATHER

All children need to be prepared to go outside daily. Please send appropriate clothing for your child during cold weather months, i.e., snow boots, gloves, mittens, hats, and jackets. During hot weather, please send your child a water bottle, sunscreen, hats, and other items. If the temperature is below 32°F or if the temperature rises over 97°F, the children will stay indoors.

AIR QUALITY POLICY

The YMCA monitors local air-quality conditions to protect the health and safety of children and staff. When the Air Quality Index reaches 101 or higher ("Unhealthy for Sensitive Groups"), outdoor activities will be moved indoors, postponed, modified, or canceled. Appropriate indoor activities will be provided whenever outdoor activities are restricted.

Staff will pay particular attention to children with asthma, respiratory conditions, or individual healthcare plans and will follow all authorized care and medication instructions. If air quality worsens or conditions create an immediate health or safety concern, the YMCA may modify schedules and field trips and limit outdoor exposure. Families will be notified of significant changes whenever reasonably possible.

MOVIE POLICY

Movies may be viewed occasionally during the program. We will post the movie before it is shown to the children. The movie will be offered to children as an option and will be a G-rated (or PG-rated with written parent approval). No PG-13 or R-rated movies will be shown in YMCA programs. Movies and screen time will not exceed 2.5 hours per month. Screen time is not allowed at the YMCA other than planned within the program's activities.

GUIDANCE

The YMCA's philosophy of a Behavior Support Program is that guidance for youth is a continuous, daily process supported by compassion, empathy, and clear expectations and boundaries during which:

Children will be encouraged and given feasible choices to adjust their behavior.
-Responsible behavior will be recognized
-Self-esteem will be built through positive interaction and age-appropriate consequences

The YMCA will not permit corporal or physical punishment against a child. The YMCA will work with the families and children to set guidelines and expectations to

educate and support each child. While caring for a child, staff must be free of physical and psychological conditions that might adversely affect the children's physical and mental health.

BEHAVIOR SUPPORT GUIDELINES

We will inform parents/guardians of disruptive behavior that is above and beyond the typically expected range. In such an event, a behavior support report will be written and submitted to the childcare program director. A copy is given to the parent/guardian along with some discussion from the staff regarding the child's behavior. In cases where a child receives multiple behavior reports, a conference will be scheduled to discuss the child's plan moving forward and to set goals for the child to help them be successful. There may be discussion of continued participation in the program, possible suspension may occur for 1 to 5 days, depending on the behavior and the number of instances that have been addressed regarding the behavior. Each behavior instance will be addressed individually, and it will be determined if the behavior deems appropriate to be dismissed from the program. In some cases, it becomes necessary to dismiss a child from a YMCA program immediately. This is based on the safety for self and safety for others. If this occurs, parents will be asked to find alternative care immediately.

MENTAL HEALTH AND SAFETY POLICY

The YMCA is committed to supporting the mental health, emotional well-being, and safety of every child enrolled in our licensed childcare programs. Staff members will provide a caring and supportive environment; however, they are not responsible for diagnosing or treating mental health conditions. All childcare staff are mandated reporters and are required to report suspected child abuse or neglect in accordance with Colorado law and childcare licensing requirements.

When a child's behavior or statements indicate a possible risk to themselves or others, staff will contact the child's parent or guardian and consult an appropriate licensed professional or crisis-response service. Emergency services will be contacted when there is an immediate safety concern.

Information will be handled as confidentially as possible, but confidentiality cannot be guaranteed when disclosure is necessary to protect a child or fulfill mandated-reporting responsibilities.

YMCA STAFF QUALIFICATIONS

The quality and effectiveness of YMCA services for children are directly related to the skills and personal characteristics of staff. Recruiting, selecting, training, and supporting staff are essential, interrelated processes in ensuring the success and integrity of children's programs. The leaders are required to have experience in working with children, knowledge of recreational activities, and must possess certain qualities to serve as role models for children.

They receive training in many areas: safety, child/adult communication, guiding children's behavior, numerous activities including arts/crafts, games, etc. YMCA staff are First Aid trained and CPR certified. Background checks are conducted on

all staff. This includes criminal record background checks, Central Registry checks and reference checks. YMCA staff are not necessarily trained for specific behaviors, and at no time can be one on one with a child. YMCA staff are not experts on behaviors or specific needs of extenuating circumstances, which would require special training.

RATIO

The YMCA follows CDHS guidelines for the State of Colorado. The YMCA has a 1:15 ratio for Out of School Time and School Break programs. A 1:10 ratio is in effect during swimming. The YMCA CANNOT in any circumstance offer a 1:1 or anything less than a 1:15 ratio of staff to child. If you are registering for an Out of School Time program, the child must be the age of 5 by October 1st. In the instance of enrolled children that are age 4, the ratio will be 1:12.

PREVENTING CHILD ABUSE

The YMCA is committed to a vigilant effort to safeguard and enhance the lives of young persons entrusted to our care. Every reasonable effort is made to reduce risks to children. Staff are trained and supervised in the prevention of child abuse. All YMCA Youth Development staff are mandated reporters and must report any suspected child abuse to the State.

BABYSITTING

YMCA staff and volunteers are not allowed to babysit or transport YMCA children at any time outside of the YMCA program. Please assist us by NOT requesting staff to babysit your child.

COMMUNICATION WITH STAFF

Each YMCA childcare site has a Site Supervisor in charge of that program. If you have a message or concern and are unable to reach that person, the area Senior Manager assigned to childcare programs may be contacted. Please refer to the Parent Board for additional contacts.

PARENT INVOLVEMENT

Parents/guardians are always welcome, and visits do not need to be announced or arranged in advance. However, the observing parent or guardian must be listed on the child's authorization card to have access to the program area and are required to sign into the Visitor's Log. Donations of supplies are greatly appreciated.

SOCIAL SERVICES

The YMCA works with the Colorado Department of Early Childhood. YMCA childcare programs are licensed with the State of Colorado.
The Colorado Department of Early Childhood
710 S Ash Street
Denver, Co 80246
Phone number: 1-800-799-5876

For more information, please visit cdec.colorado.gov

PROGRAM EVALUATION

During the program, you will be asked to complete a survey to evaluate our program. However, we appreciate your feedback on our program and welcome your comments at any time. We are here to meet the needs of the community and welcome suggestions.

X. UPDATES TO THE PARENT HANDBOOK

The Parent Handbook is updated by the YMCA of Metro Denver. Parents are responsible for reviewing the current information in the handbook. The YMCA will send an email to registered participants when updates have been made and post an updated handbook at www.denverymca.org.

XI. ATTACHMENTS

Behavior Support Guidelines
Behavior Support Alert
Policy/Procedure for Storage of Medicine/Procedure for Staff
Illness Policy for youth and staff

BEHAVIOR SUPPORT GUIDELINES

It is the YMCA of Metropolitan Denver's goal to provide a healthy, safe, and secure environment for all participants. Youth who attend the program are expected to follow the behavior guidelines based on the YMCA's four core values and to interact appropriately in a group setting.

BEHAVIOR GUIDELINES:

-We will CARE for ourselves and for those around us
-HONESTY will be the basis for all relationships and interactions
-People are RESPONSIBLE for their actions
-We RESPECT each other and the environment

WHEN A YOUTH DOES NOT FOLLOW THE BEHAVIOR GUIDELINES, WE WILL TAKE THE FOLLOWING STEPS:

1. Staff will redirect the youth to more appropriate behavior.
2. The youth will be reminded of the behavior guidelines and program rules and a discussion will take place.
3. If the behavior persists, a parent/guardian will be notified of the behavior.
4. The staff will document the situation using a Behavior Support Alert. This written documentation will include what the behavior is, what provoked the behavior, and the corrective action taken.
5. Staff will notify the parent/guardian so they can determine the appropriate strategy for resolution.
6. If the problem persists, staff will schedule a conference that includes the parent/ guardian, youth, staff, and program director to create a behavior plan.
7. If a youth's behavior at any time threatens the immediate safety of themselves, other participants, or staff, the parent/guardian will be notified and expected to pick up the youth immediately.
8. If a behavior persists and a youth continues to disrupt the program, the YMCA reserves the right to suspend the youth from the program. Expulsion from the program will be considered in each individual circumstance.

UNACCEPTABLE BEHAVIORS

The following behaviors are never acceptable and will result in an immediate Behavior Support Alert, suspension of a youth for the remainder of the current day. Additional suspension up to expulsion will be considered dependent of behavior and circumstance.

- ENDANGERING THE HEALTH AND SAFETY OF YOUTH, STAFF, OR ANY OTHER PERSON
- STEALING OR DAMAGING YMCA OR LOCATION PROPERTY
- STEALING OR DAMAGING PERSONAL PROPERTY
- LEAVING THE PROGRAM WITHOUT PERMISSION
- CONTINUALLY DISRUPTING THE PROGRAM WITH BEHAVIORS THAT REQUIRE STAFF TO BE TAKEN OUT OF RATIO
- USING PROFANITY, VULGARITY, OR OBSCENITY OR ACTING IN A LEWD MANNER
- REFUSING TO FOLLOW THE BEHAVIOR GUIDELINES OR PROGRAM RULES

Immediate expulsion will occur if a youth is in possession of or using tobacco, alcohol, controlled substances, illegal drugs, firecrackers, weapons, firearms, or explosives.

I reviewed the Behavior Support Guidelines with my youth. I understand and agree to all of the terms presented in this document.

_____ _____

Parent or Guardian's Signature Child's Name/ Signature

_____ _____

Staff's Signature Date

BEHAVIOR SUPPORT ALERT

It is the YMCA of Metropolitan Denver's goal to provide a healthy, safe, and secure environment for all participants.

Youth who attend the program are expected to follow the behavior guidelines based on the YMCA's four core values and to interact appropriately in a group setting.

BEHAVIOR GUIDELINES:

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The intent of this Behavior Support Alert is to increase communication between the youth, parents and staff, and to provide guidance towards following the YMCA of Metropolitan Denver's Behavior Guidelines.

Name of Youth: _____ YMCA Program/Location: _____ Date: _____

Description of Behavior:

_____

_____

What May Have Provoked the Behavior:

_____

_____

Corrective Action Taken:

_____

_____

Future Strategies for Resolution:

_____

_____

Dates & Descriptions of Previous Behavior Support Alerts (if any):

_____

Staff Member

Policy and Procedures for the Storage and Access of Emergency Medications in the School and Childcare Setting Including Inhalers and Epinephrine for Children

Purpose:
To ensure safe storage and immediate access to emergency medications (including Inhalers and Epinephrine) to all children in school and childcare settings.

Requirements: The following must be met before administering emergency medications.

- Written Health Care Plan from the Health Care Provider (updated annually).
- Parent written authorization (updated annually).
- Medication in the original labeled container.
- Medication current, must not be expired.
- Medication may only be administered to the child it is prescribed for.
- Staff must be trained and delegated by nurse consultant (annually or as needed basis).
- All staff working with children must be informed of children who have emergency medication on site.
- This policy must be reviewed by the nurse consultant.

Procedure:

- All emergency medications must be stored with the child's current approved health care plan.
- Emergency medications are not required to be stored in a locked area during program hours. Recommend locking medication after hours.
- Emergency medications must be in an area easily accessible & identifiable to staff but out of the reach of children.
- When away from the classroom (field trips, recess), staff must carry emergency medications in a bag on their person.
- Medication must be kept at room temperature unless otherwise directed and not exposed to extreme heat or direct sunlight.
- Check expiration dates regularly, any expired medication or discontinued medication must be returned to the parent/ guardian or properly disposed of according to state practice.
- Staff will be informed of children requiring emergency medications.
- Program director will notify nurse consultant immediately of new children that are identified with an emergency medication.

Reviewed by Childcare Health Consultant:

Name: _____
Date: _____

References:
CDHS Rules Regulating Child Care Centers 7.702 2/2016
CDHS Rules Regulating School-Age Child Care Centers 7.712 9/2016

COLORADO
Department of Public Health & Environment

School and Child Care Illness Policy

General Exclusion Requirements

Children and staff must be excluded from schools and childcare facilities when they have certain symptoms of illness, including if they are unable to participate or perform the functions required for their position.

- A "child" means any child enrolled in the childcare program or a student at a school.
- A "staff member or staff" means any person working or volunteering to perform duties in a childcare facility or school.

Symptoms that require exclusion are listed in the attached document, How Sick is Too Sick? When Children and Staff Should Stay Home from Child Care (How Sick is Too Sick). The Colorado Department of Public Health and Environment's Infectious Diseases in Child Care and School Settings (Infectious Disease Guide) will be used to determine exclusion for symptoms of illness not included in How Sick is Too Sick.

Excluding Children

Staff are responsible for observing children at drop off and throughout the day for signs of illness. If a child arrives at the facility or school with signs of illness that require exclusion, they may not be accepted. If a child develops symptoms of illness that require exclusion during the time of care, the parent/guardian will be contacted to pick up the child. The child will be provided with a place to rest which is separate from the other children until the parent/guardian arrives. The child may return to childcare or school based on the requirements in How Sick is Too Sick, the Infectious Disease Guide, or as directed by their health care provider or public health professional.

Information will be recorded on an illness log when children are sent home due to symptoms of illness that require exclusion. All items used to care for the child (cot, bedding etc.) will be cleaned and sanitized or cleaned and disinfected if contaminated by body fluids after the child leaves the childcare or school. The date and time when the child returns to the childcare facility or school will be recorded on the illness log.

Excluding Staff

The person in charge of staff is responsible for observing the staff for signs of illness throughout the day. Staff members have the responsibility of reporting, to the person in charge, any signs of infection or illness that may pose a hazard to the health of children and other staff. If a staff member is not well enough to work, they may return based on the requirements in How Sick is Too Sick, the Infectious Disease Guide, or as directed by their health care provider or public health professional.

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303-692-2000
www.colorado.gov/cdphe Jared Polis,
Governor | Jill Hunsaker Ryan, MPH,
Executive Director

Outbreaks

When a school or childcare facility has a child or staff member with an illness that is required to be reported to the health department, the health department will be contacted immediately. Outbreaks of illness must also be reported to the health department when there is a larger number than normal of children or staff ill with the same symptoms. For example, above normal seasonal absenteeism for a school or childcare facility would be concerning, and the health department will be contacted. The health department will also be contacted when there are two or more people that do not live together who are ill with symptoms including vomiting, diarrhea, or jaundice.

Food Handling Staff Exclusion Requirements

Special attention will be given to staff members that handle food because many illnesses can be spread through food from an infected person. Food handling activities include preparation of any food (i.e., washing, cutting, cooking, and portioning), the mixing and feeding of bottles, and feeding infants and toddler's solid foods. Food handling staff must notify the person in charge:

1. If they exhibit any of the following symptoms:
    a. Vomiting;
    b. Diarrhea;
    c. Jaundice;
    d. Sore throat with fever; or
    e. Any open or draining wound that is not covered with a waterproof bandage and is:
        if. On the hands or wrists*;
        ii. On any exposed portions of the arms; or
        iii. On other parts of the body.

    *In addition to waterproof bandages covering wounds on hands and wrists, single service gloves must be worn at all times when handling food.
2. Has an illness diagnosed by a health care provider due to:
    a. Norovirus
    b. Hepatitis A virus
    c. Shigella
    d. Shiga Toxin Producing Escherichia Coli (e-coli)
    e. Typhoid fever (caused by Salmonella Typhi) or
    f. Salmonella
3. Has been exposed to, or is the suspected source of, a confirmed disease outbreak or living in the same household as someone who works or attends a setting where there is a confirmed outbreak.

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COLORADO
Department of Public Health & Environment

How Sick is Too Sick?

When Children and Staff Should Stay Home from School or Child Care

Evaluation of a sick child must consider which diseases are currently circulating among students, staff, and the community. Known exposure to cases or an outbreak of a contagious disease (including but not limited to those listed here), even without a confirmed diagnosis, may necessitate more stringent return to school requirements.

During Colorado's ongoing response to the COVID-19 pandemic, children and staff who have symptoms consistent with COVID-19 should receive testing and follow the COVID-19 isolation guidance until testing is completed or if they test positive. If the individual tests negative for COVID-19, the individual should then follow the recommendations for their disease or symptoms using the below guidance.

There are four main reasons to keep children and adults at home:

1. The child or staff is at risk of infecting others with COVID-19 or another contagious illness, either because of symptoms or recent close contact.
2. The child or staff member does not feel well enough to take part in usual activities. For example, a child is overly tired, fussy or will not stop crying.
3. A child needs more care than teachers and staff can give while still caring for the other children.
4. The child or staff member has symptoms, or an illness is on this list, staying home is required.

Guidance for COVID-19 Symptoms	Child or staff member must stay home?
COVID-19 symptoms which must be *fully resolved* before a child or staff member returns to school 1. **Feeling Feverish, having chills or Fever** (Temperature of 100.4°F or greater. Babies who are 4 months or younger need to see a doctor right away for a fever of 100°F or higher) **2. Shortness of breath or difficulty breathing** **3. Nausea, Vomiting/Throwing Up** 4. **Diarrhea** **(Frequent, loose, or watery** stools (poop) compared to normal ones that are not caused by food or medicine) **5. Cough***	**Yes** - These symptoms are often present in individuals with COVID-19 and other contagious infectious diseases, and a person with any of these symptoms (whether new or worsening from baseline) should first receive a diagnostic test for COVID-19. **When to seek emergency medical attention** **1. Trouble breathing** **2. Persistent pain or pressure in the chest** **3. New confusion** **4. Inability to wake or stay awake** 5. **Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone** **These** are not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning you. Call 911 or call ahead to your local emergency facility. Notify the operator that you are seeking care for someone who has or may have COVID-19. If all symptoms are consistent with the usual symptoms of a known chronic condition and the child is otherwise well enough to return to school, no further evaluation is necessary. If the test is positive, or the individual has not yet been tested, the individual should follow CDPHE's isolation guidance, https://covid19.colorado.gov/isolation-and-quarantine. Further guidance for the school or childcare can be found at https://covid19.colorado.gov/practical-guide-for-operationalizing-cdc- school-guidance. If the test is negative AND the symptoms are explained by a specific illness other than COVID-19, then the child or staff can return to school or childcare following exclusion guidelines for that illness. If the test is negative and the illness is not explained by a new illness or a known chronic condition, the ill individual should still stay home until symptoms have been resolved for at least 24 hours without medication. *Students and staff may return if the cough is not fully resolved following discussion with a care provider.
COVID-19 symptoms which *must be improving* before a child or staff member returns to school or childcare	**Yes** - These symptoms are often present in individuals with COVID-19, and a person with any of these symptoms (whether new or worsening from baseline) should receive a diagnostic test for COVID-19. If all symptoms are consistent with the usual symptoms of a known chronic condition and

Illness	Child must stay home?
Chicken Pox	Yes - until the blisters have dried and crusted (usually 6 days).
Conjunctivitis (pink eye) Pink color of eye and thick yellow/green discharge	No – children and adults do not need to stay home unless they have a fever or are not able to participate in usual activities. Call your doctor for advice and possible treatment.
Croup (see Coughing)	Call your doctor for advice. Note: Children and staff may be able to go to school unless they are not well enough to take part in the usual activities.
Fifth's Disease	No – the illness is no longer contagious once the rash appears.
Hand Foot and Mouth Disease (Coxsackie virus)	No - unless the child or adult has mouth sores, is drooling and is not able to take part in the usual activities.
Head Lice or Scabies	Yes - children may stay at school or childcare until the end of the day but cannot return until after they have had the first treatment.
Hepatitis A	Yes - until 1 week after the illness starts and when the child or staff is able to take part in normal activities. Children and staff should not go to another facility during the period of exclusion.
Herpes	No - unless there are open sores that cannot be covered or there is nonstop drooling.
Impetigo	Yes – children and adults need to stay home until antibiotic treatment has started.
Ringworm	Yes - children may stay at school or childcare until the end of the day but cannot return until after they have had the first treatment. Keep the area covered for the first 3 days if participating in sports with person-to-person contact.
Roseola	No - unless there is a fever or behavior changes.
RSV (Respiratory Syncytial Virus)	No – children and staff can go to school unless they are not well enough to take part in usual activities and/or they have trouble breathing. Call your doctor for advice.
Strep Throat	Yes - for 12 hours after starting antibiotics unless the doctor says that it is okay to return to school sooner. Children and staff also need to be able to take part in the usual activities.
Vaccine Preventable Diseases Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	Yes – Children and staff can return to school once the doctor says they are no longer contagious.
Yeast Infections Thrush or Candida diaper rash	No - follow good hand washing and hygiene practices.
Other Symptoms or illnesses not listed	Contact the childcare center director or school health staff to see if the child or staff member needs to stay home.

Illnesses that may require children or staff to stay home.

This was developed in collaboration with the Children's Hospital of Colorado School Health Program. The information presented is intended for educational purposes only. It is not intended to take the place of your personal doctor's advice and is not intended to diagnose, treat, cure, or prevent any disease.

The information should not be used in place of a visit, call or consultation or advice of your doctor or other health care provider.

References

American Academy of Pediatrics. Managing Infectious Diseases in Child Care and Schools: A Quick Reference Guide. Aronson SS, Shope TR, eds. 5th ed. Itasca, IL: American Academy of Pediatrics; 2020.20.

Colorado Department of Public Health and Environment. Infectious Diseases in Child Care and School Settings: Guidelines for Child Care Providers and Health Consultants, School Nurses, and Other Personnel. 2019.



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