

2011-2012

YES CARE

YARMOUTH



COMMUNITY

S E R V I C E S

PARENT

HANBOOK

“YES Care” refers to the new Yarmouth Community Services (YCS) After-School Care program provided to children in grades 2-5 at Yarmouth Elementary School.

Mission and Curriculum

The mission of the YES Care program is to support all aspects of a child’s growth while fostering Yarmouth Community Services values.

The YES Care program is built on sound principles of child development. Children participate in a variety of individual and group activities designed to promote physical and social development. The staff uses positive methods of child management that encourage self-control, self-direction, self-esteem and cooperation.

The YES Care program is designed to enrich the recreational and social expectations of students. Children in the program will have opportunities to use the gym, library, playground and athletic fields, as well as time for quiet/reading/homework time and free play.

Staff

The YES Care program staff are employed and supervised by Yarmouth Community Services. YES Care staff have strong background experience working with children in grades 2-5. YES Care staff are certified in First Aid and Cardio Pulmonary Resuscitation (CPR). The program will always maintain a ratio of at least one adult to 13 children.

The Use of Passive Media

The use of passive media such as television, films, videotapes, CD’s and computer games is limited to developmental appropriate programming and subject to approval by YCS.

Anti-Discrimination Policy (Statement of Inclusion)

It is the policy of YES Care to serve all children while functioning within the state-guided child/adult ratios. Although special services are not available in the program, accommodations are made to the extent possible to include all children with and without special needs.

Behavior

Behavior that is disruptive to the environment and/or the safety of the child and others will not be tolerated. Staff members employ logical consequences to respond to inappropriate behavior. Examples of inappropriate behavior may include but are not limited to: refusal to listen to or obey an adult, physical contact with another child, aggressive behavior, inappropriate language and any behavior or action that is deemed to not follow the **Yarmouth Community Services Behavior Expectations (FORM D)**.

Such consequences include:

- * **Taking a break**
- * **You abuse it; you lose it (loss of privilege)**
- * **You break it; you fix it (feelings too)**

However, if such inappropriate behavior continues, a parent conference may be required and future incidents may result in expulsion from the YES Care program. If the severity of the infractions impinges upon the safety of other children, or if the continued care of the child interferes with the proper management of the program, the child may be expelled from the YES Care program immediately. Parents should have a back-up plan for child care to employ in such events.

Hours of Operation

The Yarmouth School District calendar applies to the YES Care program; accordingly, the program and care are available when school is in session. YES Care is *not* open on vacation weeks, snow days, and teacher in-service or flex-days, however Yarmouth Community Services does offer a variety of recreational programs during the school vacation weeks in February and April.

Children enrolled in a three-day or five-day program are given priority for available spaces in the YES Care program. If space is available, we will accommodate children who would like to enroll in a one, two, or four day program.

Tuition

Weekly rates are determined based on the days and programs for which a child is registered. There is no charge for a day that school is not in session or for a snow day. However, if a child is out due to illness, payment is due for that day. A two week notice in writing is required to discontinue YES Care during the school year.

Invoices are sent monthly. The invoices show a breakdown for weekly charges and provide a due date for each week of services provided. If you believe you will not be able to make your weekly payment on time, please contact Jason Veilleux at Yarmouth Community Services at 846-2406, to either set up a payment plan or inform YCS when the payment will be mailed. If payment is not made in a timely manner and other arrangements for payment have not been made and agreed to, a surcharge of 10% of the overdue amount will be charged. This fee will be added on to the following month's invoice. If the overdue amount is not paid in full, a termination notice will be issued and the child will not be accepted back into the YES Care program until payment arrangements are made. Questions about billing should be directed to Jason Veilleux at the Yarmouth Community Services office at 846-2406.

Weather / Emergency School Closing

In the event there is a weather-related or emergency school closing, the closing will be announced on the YCS (www.yarmouthcommunityservices.org) and Yarmouth school department's website (www.yarmouthschools.org).

Parent Communication

We believe in the importance of keeping you informed of your child's activities. Staff will contact you immediately with any concerns or questions. Feel free to contact the YES Care Director Gabrielle Dandaneau (807-8964) or the Yarmouth Community Services office via phone (846-2406) or email (info@yarmouthcommunityservices.org) with any questions or feedback. Meetings with staff may also be scheduled as needed.

Designation of Individuals Authorized to Pick Up Child

Only those individuals listed on the **Pick-Up Authorization Form (FORM A)** will be allowed to pick up your child. If you need to add or delete a name from this list, please send authorization in writing. Authorized individuals may be asked to provide a picture ID.

Custody Issues

In cases of separated/divorced parents or other special circumstances where visitation rights are denied to one parent/guardian, ***we must have court or official documents on file to verify who***

may or may not pick up the child from our program. Please bring any special circumstances to our attention as soon as possible.

Arrival and Departure Procedures

- Children and parents entering or exiting the YES Care program should use the front entrance of Yarmouth Elementary School.
- Upon the child's departure an adult must sign out the child and notify the staff that the child is leaving.
- Authorization is required in writing when anyone other than a designated adult arrives to pick up the child.

IRS Statements

Upon request YCS can provide a statement of total child care expenses paid for the year with our taxpayer identification number.

Child Abuse and Neglect

YES Care staff are mandated to report any suspected cases of child abuse or neglect. The purpose of the law is to protect the child.

Child Illness and Medication Policy

If your child has a known medical condition, please inform our YCS office staff during registration with appropriate instructions on what procedures to follow if a problem should occur during program hours. To administer any type of medication (prescription and/or over the counter), we must have a signed **Permission to Administer Medication Form (FORM C)** on file. Prescription medications must be in their original bottle with the current pharmacist label on it. We must also have written permission from the parent telling us what time and what amount to be administered to the child. Medicine will be administered under the supervision of the YES Care staff. Each child's **Emergency Medical Form (FORM B)** must be up-to-date with the YES Care program. Contact YCS if anything changes with your child's medical needs.

Emergency Procedures

We are equipped with first aid kits to handle minor emergencies. If a child is injured the YES Care staff will administer first aid and/or CPR and request an ambulance if necessary. If there is any

question that the injury is more serious, then we will contact you to seek advice on how to proceed. If medical treatment is needed, the child's signed **Emergency Medical Form (FORM B)** will be pulled to show that treatment is authorized. If your child is transferred to the hospital, one of our YES Care or YCS staff will go and stay with your child until a parent or guardian arrives at the hospital.

Child's Personal Property

The YES Care program follows the same policies as the Yarmouth Elementary School. We do not allow toy guns, knives or weapons on the school site. Card trading and cell phones are not permitted. Electronic toys are permitted, but with limited time restrictions. YES Care is not responsible for lost or stolen items. We recommend that you leave valuable items at home. The children go out to play daily (weather permitting). Please send them with appropriate clothing and **please label EVERYTHING.**

Snacks

Children in the YES Care program are encouraged to bring a daily snack and drink. A water bottle is encouraged. **Due to potential nut allergies, we ask that your child's snack be nut free.**

We expect your child's experience at the YES After-School Care program to be a positive one.

Feel free to contact us with any information that may assist us with that goal.

**Yarmouth Community Services
200 Main Street
Yarmouth, ME 04096
(207) 846-2406
info@yarmouthcommunityservices.org
www.yarmouthcommunityservices.org**

Revised 8/11



Yarmouth Community Services

Pick-Up / Release Authorization Form

Child Name(s): _____

Parents/Guardians Names: _____

Authorized to Pick-Up My Child(ren)

If there are people besides the parents/guardians listed above who have permission to pick up your child(ren), please list them here. **NOTE: We will only release your child to persons whose names appear below unless we have written permission to do otherwise.** Please advise all authorized pick-up persons that camp staff may ask for photo identification.

Please Print Names

Address

NOT Authorized to Pick-Up My Child(ren)

Full Name	Do they know they cannot pick up the child?	Location of Legal Documentation on File

If someone is listed above, YCS staff will contact you for details and any special instructions should the person try to pick up your child(ren). All details and discussions will remain confidential.

Permission To Walk / Bike Home from YES Care

I give the child(ren) listed above permission to walk or bike home from YES Care at 5:30 pm.

Parent/Guardian Initials _____

Parent / Guardian Signature

Signature of Parent/Guardian

Today's Date

FORM A (MUST BE COMPLETED)



Yarmouth Community Services Program Participant

Child Emergency Medical Information

(please complete a separate form for each child)

Today's Date: _____

Child Name(s): _____

Address: _____

Telephone #: _____ Email: _____

Mother's Name: _____ Work Phone: _____

Father's Name: _____ Work Phone: _____

Person to contact in case of an emergency

1. Name: _____ Primary Phone #: _____

Relationship: _____ Cell Phone #: _____

2. Name: _____ Primary Phone #: _____

Relationship: _____ Cell Phone #: _____

Special medical information (conditions, allergies, medications, etc.) _____

Physician: _____ Phone #: _____

Address: _____

Preferred Hospital: _____

Medical Insurance

Carrier: _____

Policy #: _____

FORM B (MUST BE COMPLETED)



Yarmouth Community Services

Permission to Administer Medication Form

While medication should ideally be administered at home, we recognize that it is sometimes necessary for a participant to receive medication during the program. In this event, the following procedures will be followed:

1. **All medications** (prescribed and over-the-counter) and a signed copy of this authorization form must be deposited with Program Staff.
2. The participant must be instructed at home or by the family physician how to take the medication. Participants must take the medication in the presence of YES Care staff.
3. Medication must be in an unbreakable container labeled with the participant's name, content, dosage, and time to be administered. Medication sent to the program should not exceed the dosage for one program day.
4. Medication will be kept in a secure location and provided to your child at the appropriate time. All medication brought to YES Care must be kept in possession of the YES Care staff during program hours.

CHILD'S NAME: _____

PARENT/GUARDIAN'S NAME: _____

NAME OF MEDICATION: _____

PHYSICIAN'S NAME AND PHONE NO.: _____

REASON FOR MEDICATION: _____

Are there any side effects that staff should be aware of? _____

Dosage and time(s) to be given: _____

I hereby request the Yarmouth Community Services' staff to provide the above medication at the time(s) indicated for my child to take. I am aware that this medication will be dispensed by non-medical personnel. I hereby agree to release and hold the Yarmouth Community Services, its agents and employees harmless from any and all claims, including negligence, which may arise as a result of the administering of the medication.

Signature of Parent/Guardian: _____

Date: _____

Yarmouth Community Services Behavior Expectations

Yarmouth Community Services recreation programs are intended to be a safe place for children to have fun and broaden their understanding of themselves and the world around them. Participants are expected to be responsible for their own actions and behaviors. The endless benefits a participant can gain in any recreation program are determined by the participant's attitude and willingness to participate. During all YCS activities we expect participants to adhere to the Yarmouth Community Services Core Values.

Yarmouth Community Services Core Values:

Pursuit of Quality
Accountability
Respect
Trustworthy
Integrity
Caring
Involvement
Positive Self-Esteem
A + Attitude
Togetherness
Equality

Behaviors that do not embrace the YCS Core Values may require immediate disciplinary action:

- ◆ Misuse or destruction of Yarmouth school or town property or equipment.
- ◆ Failure to follow rules.
- ◆ Uses of profane, vulgar or disrespectful language.
- ◆ Hitting, kicking, spitting or other inappropriate physical or verbal contact with another participant, staff person, volunteer or other visitor using the facility.
- ◆ Use of tobacco, alcohol or drugs at any YCS activity or on any school grounds.
- ◆ Littering
- ◆ Throwing objects or running unless they are part of a supervised program.
- ◆ Producing loud, rude or unnecessary noises.

Depending on the situation and the severity of the incident the following disciplinary procedure may be enforced:

Stage 1 – Verbal Warning

The YCS staff member will ask the participant not to continue the inappropriate behaviors. The staff member will remind the participant the behavior exhibited does not embrace the YCS core values.

Stage 2 – Time Out

The participant will be removed from the activity and will be asked to sit out for 5 minutes. YCS staff may further discuss the behavior concern with the participant. The participant may be required to apologize to the appropriate person. Parents will be notified of inappropriate behavior.

Stage 3 – Removal from activity and parent meeting

Participant will be suspended from participating in the YCS program or activity until a parent meeting has taken place and corrective measures have been taken to ensure the inappropriate behavior will not continue.

Stage 4 -- Expulsion from the YCS program.