



PARENT MANUAL

YMCA OF GREATER ST. PETERSBURG

FOR YOUTH DEVELOPMENT. FOR HEALTHY LIVING. FOR SOCIAL RESPONSIBILITY.

Welcome YMCA Parents

We are excited to welcome you and your child into our YMCA program where we offer opportunities for positive growth and development in an environment that is safe, fun and educational. Trained YMCA staff conduct the program and serve as positive role models, engaging children in healthy activities that focus on the Y's core values of caring, honesty, respect and responsibility.

In August 2018, we'll be launching a brand new Facebook page for YMCA of Greater St. Petersburg Youth Development. This page will be your go-to for insight into how your child spends their time at the Y, as well as a place to build community with other Y members. Also, get news on free family events happening locally. Look for that page at fb.me/stpeteymca youth.

As the leading nonprofit for strengthening community, the Y is for youth development. We strive to nurture confident, engaged kids today - leading to healthy, contributing adults tomorrow. Thank you for choosing the YMCA of Greater St. Petersburg!

Barbara White
Executive Director, Youth Development



OUR PROGRAM

The YMCA provides convenient, high-quality childcare ensuring your child stays active, learns and has fun everyday! At your school, our caring staff helps your child to develop the physical, educational, emotional and social skills that are essential for success. The Y gives your child a safe, nurturing place to connect and belong. In our care, your child will receive:

- curriculum that enhances academic and social success
 - healthy snack and/or dinner*
 - daily literacy enrichment
 - homework assistance
 - care from licensed and certified staff
 - daily outdoor fitness activities
 - limited screen time
- *Dinner for school age only

PROGRAM GOALS

- Foster achievement by giving children the opportunity to gain new knowledge and abilities
- Build confidence, help children discover who they are and promote a sense of belonging by creating a supportive and welcoming environment
- Build strong and healthy relationships by encouraging children to make new friends and to develop good relationships between staff and participants

GETTING STARTED

You may enroll your child with YMCA staff at the program site, preschool academy or at the Youth Development Office at Childs Park YMCA. Please complete the registration packet and submit to a YMCA staff member prior to attendance in the program.

HOURS

PRESCHOOL	6:30AM - 6:00PM
VPK	9:00AM - 12:00PM
ELEMENTARY*	6:30AM until dismissal Release of school until 6:00PM (Includes Madeira Beach Middle)
MIDDLE*	7:00AM until start of school Release of school until 6:00PM

*The YMCA School Age Program will provide care on professional educator days at selected sites. Please note that the start and end times at these locations are subject to change.

VPK = Voluntary Prekindergarten
During operating hours, the YMCA has an open door policy.

PAYMENT OPTIONS

CREDIT / DEBIT CARD DRAFT

This is an automatic deduction from your credit or debit card each week prior to service. Please notify staff of any changes to your card. In the event your account or credit card is declined, a \$25 overdraft fee will be added to your total payment due. Payments not resolved within one week may jeopardize your child's enrollment in the program. Fees must be paid regardless of attendance. Receipts are available upon request.

FINANCIAL ASSISTANCE

Charitable contributions enable the YMCA to provide financial assistance based on a sliding scale. Qualified applicants will receive assistance based on the availability of funds. Applications for assistance are available at stpeteymca.org, YMCA program site or the Youth Development Office at Childs Park YMCA.

SUBSIDIZED CARE (ELC)

Parents who work or go to school may qualify for government-subsidized care, which is designated by the state to provide funding for families in need of financial assistance for daily childcare. Parents will be responsible for payments that exceed the allotted absence days.

VACATION POLICY

Each family will receive one week of vacation per school calendar year; all five days must be taken consecutively. Per absence requirement, the vacation policy does not apply to subsidized care families (ELC). Not available for school age all-inclusive plan. Preschool vacation weeks are calculated based on a full calendar year.

DROP OFF & PICK UP

To ensure the safety of your child, the YMCA will follow the Florida statutes regulating childcare centers. Each child must be checked in and out by an authorized individual with a valid photo ID. Authorized individual are indicated in writing by the parent or guardian on a pick up authorization form.

For your protection, children will not be released to any person other than the parent or persons authorized on the pick up authorization form. As a precaution, the staff will request photo identification at the time of pick up until they are familiar with you and the people on your pick up list. Any changes to the pick up list must be made in writing and completed in the presence of a YMCA staff member. Phone calls, faxes or emails are not accepted.

For your child's safety, should any person who appears to be under the influence of drugs or alcohol arrive to pick up your child, our staff will be required to contact another person on your pick up authorization list. If no one is available, we will be required to call law enforcement. Smoking and e-cigs are prohibited on YMCA and school property.

Preschool Academies: Preschoolers must be dropped off and picked up at their classroom and/or the cafeteria. All participants must be signed in by 9:00AM unless approved by the academy director.

Kindergartners will be picked up from their classrooms.

School Age: All school age children are responsible for walking to and from the school age program area. The YMCA is responsible for the children upon arrival at the designated school age program area after school. If your child attends breakfast provided by the school, they may be dismissed to go to class by school personnel.

Late pick up

We understand that life does not always go as planned. If you realize that you will be late to pick up your child from care, we ask that you notify the YMCA. To avoid having to pay a late fee, we strongly urge you to add multiple individuals authorized to pick up your child from care. Please remind any authorized individual that a valid photo ID is required to pick up your child. Excessive tardiness may result in the dismissal of your child from the program.

COURT-ORDERED DOCUMENTS

At the time of enrollment, parents must provide all court-ordered paperwork if any parties are not able to have contact with a child enrolled in the YMCA program. Paperwork must be an official court-ordered document and indicate who is the primary residential parent or if both parents have shared parental custody. These documents must be updated yearly.

YMCA CODE OF CONDUCT

YMCA staff sign a code of conduct, which outlines expectations for their behavior at work and in the community. Signing this document is a critical step in the protection of your child during our programs and in community social settings. YMCA staff members are required to abide by these guidelines or face termination. To protect our organization, staff and participants, please do not ask YMCA staff to babysit, transport or otherwise be responsible for your child OUTSIDE of YMCA program time. Additionally, staff are not permitted to engage with children online, so please do not exchange personal email addresses with staff.

FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES STATUTE ON DISCIPLINE

As stated in Florida Statute 402.305: "Minimum standards for child discipline practices shall ensure that age-appropriate, constructive disciplinary practices are used for children in care. Such standards shall include at least the following requirements:

1. Children shall not be subjected to discipline which is severe, humiliating, or frightening.
2. Discipline shall not be associated with food, rest, or toileting.
3. Spanking or any other form of physical punishment is prohibited.

Prior to admission of a child to a childcare facility, the facility shall notify the parents in writing of the disciplinary practices used by the facility."

EMERGENCY CLOSURES

If the Pinellas County School system closes due to severe weather, YMCA programs will also close.

For major weather issues, receive updates via fb.me/stpeteymca youth or call our emergency communication hotline at 1.877.248.5863 x2519.

YMCA DISCIPLINARY PROCEDURES

Childcare personnel will use positive techniques such as redirection and collaboration between staff, parents, educators and family to guide behaviors and set appropriate limits that encourage children to make positive choices. Based on the behavior exhibited, the following sequence is referenced:

1. Verbal warning to both child and parent with documentation
2. First and second written warning with documentation
3. One-day suspension
4. Three-day suspension
5. Five-day suspension
6. Termination from the program

Based on severity of the child's or adult's negative behavior, these steps may be accelerated or skipped.

PERSONAL ITEMS / ELECTRONIC DEVICES

We want you and your child to have a positive experience in our YMCA program. Personal items such as cell phones, tablets, toys, games, trading cards and other similar materials are not permitted. Varied activities are provided to keep your child engaged without these items. We also do not want your child's items to be lost, stolen or broken, as the YMCA will not be held responsible. Please have your child leave these items at home unless directed by YMCA staff.

MEDICATIONS

In order for the YMCA to dispense medication for your child:

- a medication form must be filled out (ask your director for this form)
- medication must be in the original bottle with the daily dosage indicated (staff will only administer medication according to dosage)
- medication must be prescribed for your child specifically
- the parent or guardian must bring in the medication, give it to the staff member in charge and train the staff on how to properly administer the medication

DRESS CODE

It is important to send your child in comfortable play clothes. Closed-toe shoes are best. Please no flip flops or hair beads. Please send an extra full change of clothes (in a labeled, clear plastic storage bag) to be kept at school and used in the event of an accident.

HEALTH AND NUTRITION

Please notify staff of any food allergies so we can make the appropriate accommodations to better serve your child. Also complete the food experience permission form in your child's registration packet. Please notify your YMCA program in advance for birthday parties – all items must be store-bought.

Bardmoor YMCA Preschool Academy only: Parents are responsible for providing their child with a packed lunch. We ask that any food or drink follow the USDA guidelines, which include no candy or soda. Please label the lunchbox or bag with the child's first and last name. The YMCA provides a healthy morning and afternoon snack. You may request a copy of these guidelines or visit health.gov/dietaryguidelines or choosemyplate.gov.

Speer YMCA Preschool Academy only: A USDA-approved breakfast, lunch and snack are provided daily. Menus are posted on a weekly basis. No outside food allowed.

HOLIDAY PROGRAMS School age care only

Special programs are offered on some holidays or school non-student days (weekdays when school is out) except for the following: Labor Day, Thanksgiving, the Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Jr. Day and Memorial Day. Programs are consolidated during school non-student days. The program sites that are open during school non-student days are at the discretion of the principal and school board. Please check with your director for locations. For school non-student days and holiday programs, parents are responsible for providing their child with breakfast, lunch, drinks and snacks. Please no candy or soda.



**YOUTH DEVELOPMENT OFFICE
AT CHILDS PARK YMCA**
691 43rd St. South
St. Petersburg, FL 33711
727.209.9622

EXECUTIVE STAFF

EXECUTIVE DIRECTOR YOUTH DEVELOPMENT

Barbara White
727.895.9622 x2157
bwhite@stpeteymca.org

SENIOR PROGRAM DIRECTOR

Julie Goudy
727.895.9622 x2153
jgoudy@stpeteymca.org

BARDMOOR YMCA PRESCHOOL ACADEMY DIRECTOR

Ashley Fogel
727.394.9622 x213
afogel@stpeteymca.org

SPEER YMCA PRESCHOOL ACADEMY

727.822.2156

EARLY LEARNING & SCHOOL AGE PROGRAM LOCATIONS

AZALEA ELEMENTARY

1680 74th St. North
St. Petersburg, FL 33710
727.343.5663
License # C920322

BARDMOOR YMCA PRESCHOOL ACADEMY

8495 Bryan Dairy Rd.
Largo, FL 33777
727.394.9622
License # 52511532944

BAY POINT ELEMENTARY

5800 22nd St. South
St. Petersburg, FL 33712
727.867.4099
License # C010376

BAY POINT MIDDLE

2151 62nd Ave. South
St. Petersburg, FL 33712
727.864.6842
21st Century Community Learning Center

BEAR CREEK ELEMENTARY

350 61st St. South
St. Petersburg, FL 33707
727.345.4817
License # C910230

CAMPBELL PARK ELEMENTARY

1051 7th Ave. South
St. Petersburg, FL 33705
727.894.5213
License # C030395

CHILDS PARK YMCA

691 43rd St. South
St. Petersburg, FL 33711
727.209.9622

DOUGLAS L. JAMERSON ELEMENTARY

1200 37th St. South
St. Petersburg, FL 33711
727.328.2155
License # C020386

GULF BEACHES ELEMENTARY

8600 Boca Ciega Dr.
St. Petersburg, FL 33706
727.360.1794
License # 52511548902

HARBORDALE YMCA

2421 4th St. South
St. Petersburg, FL 33705
727.821.9348

LYNCH ELEMENTARY

1901 71st Ave. North
St. Petersburg, FL 33702
727.826.0827
License # C910218

MADEIRA BEACH ELEMENTARY

591 Tom Stuart Causeway
Madeira Beach, FL 33708
727.399.8212
License # C920297

MADEIRA BEACH MIDDLE

591 Tom Stuart Causeway
Madeira Beach, FL 33708
727.399.8212
License # C920297

MAXIMO ELEMENTARY

4850 31st St. South
St. Petersburg, FL 33712
727.867.5325
License # C920217

MEADOWLAWN MIDDLE

6050 16th St. North
St. Petersburg, FL 33703
727.209.8384

MELROSE ELEMENTARY

1752 13th Ave. South
St. Petersburg, FL 33712
727.822.2868
License # C010375

MOUNT VERNON ELEMENTARY

4629 13th Ave. North
St. Petersburg, FL 33713
727.321.8684
License # C920219

NORTH SHORE ELEMENTARY

200 35th Ave. Northeast
St. Petersburg, FL 33704
727.821.4465
License # C920224

NORTHWEST ELEMENTARY

5601 22nd Ave. North
St. Petersburg, FL 33710
727.343.9634
License # C920220

PERKINS ELEMENTARY

2205 18th Ave. South
St. Petersburg, FL 33712
727.321.0736
License # C990360

PINELLAS CENTRAL ELEMENTARY

10501 58th St. North
Pinellas Park, FL 33782
727.544.2842
License # C910216

PINELLAS PARK MIDDLE

6940 70th Ave. North
Pinellas Park, FL 33781
727.545.9149

SAWGRASS LAKE ELEMENTARY

1815 77th Ave. North
St. Petersburg, FL 33702
727.578.1277
License # C920296

SEXTON ELEMENTARY

1997 54th Ave. North
St. Petersburg, FL 33714
727.525.0937
License # C970350

SPEER YMCA PRESCHOOL ACADEMY

2100 26th Ave. South
St. Petersburg, FL 33712
727.822.2156
License # 52511486743

WESTGATE ELEMENTARY

3560 58th St. North
St. Petersburg, FL 33710
727.381.3030
License # C920223

WOODLAWN ELEMENTARY

1600 16th St. North
St. Petersburg, FL 33704
727.822.9518
License # C920320