



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# YMCA LEARNING CENTER

## 2020-2021 Parent Handbook

The Canandaigua Family YMCA is a charitable association of members that seeks to place Christian principles into practice through its programs for the community to build a healthy spirit, mind, and body for all. Financial Assistance is available.

**CANANDAIGUA FAMILY YMCA**

32 N Main St, Canandaigua, NY 14424  
[www.canandaigua-ymca.org](http://www.canandaigua-ymca.org)

# OUR PROGRAM

We have safely been providing care for families every week for children and families since the school and facility shut down in March.

The YMCA Learning Center will bring that same safety and expertise to your children this fall and provide:

- Academic support with remote learning
- Social Enrichment
- Physical Fitness Activities
- Swimming
- Enrichment activities including STEM/ART and more!

## YMCA CORE VALUES

Caring: Considerate to the needs of others

Honesty: Being trustworthy and truthful

Respect: Treating others, the environment and yourself with dignity

Responsibility: Accepting accountability for your actions and role in the community.



## SAFE ENVIRONMENT

- Low child/staff ratios based on age
- YMCA School Age Programs are licensed through OCFS
- Staff have passed background clearances and are certified in CPR and First Aid.
- Increased cleaning, disinfection and health screenings

## QUALITY STAFF

Our Professional Role Models' provide an environment for building friendships, a feeling of accomplishment and a sense of belonging.

## STUDENT SAFETY

Safety comes first at the Y. That's why we ask all campers to celebrate camp in ways that are respectful to themselves, other campers, and our staff.

## FINANCIAL ASSISTANCE

We offer financial assistance for those who need help to afford care. Please call us today to learn more at 585.394.6866 or email Katrina at [klloyd@canandaigua-ymca.org](mailto:klloyd@canandaigua-ymca.org). We're able to offer summer camp to those in need thanks to the generosity of many donors who support our Annual Campaign. Please help us help others. Donate to the Y today.



## YMCA LEARNING CENTER CONTACTS

(585) 394-6866

**JUSTINE OLSZEWSKI**  
**SENIOR PROGRAM DIRECTOR**  
[justine@canandaigua-ymca.org](mailto:justine@canandaigua-ymca.org)

**SANDI HEACOCK**  
**REGISTRATION SPECIALIST**  
[sheacock@canandaigua-ymca.org](mailto:sheacock@canandaigua-ymca.org)

**Program begins Friday, September 11th.**

# SAFETY MEASURES

The safety of our students and staff is our top priority. Additional measures are put into place this school year to keep everyone safe and healthy. Your cooperation, patience and understanding is appreciated!

## **SMALL AND STATIC GROUPS**

Children will be divided into grade levels. No individual group will exceed 15 children. To minimize exposure and contact, there will be two groups (cohorts) when our program numbers are over 50 total children. Each cohort will be separate from the other to minimize contact with other groups and staff. Each cohort will have its own drop off and pick up location. Please allow 6ft of physical distance between families.

**Cohort 1: 7a-9a and 4p-6p Main YMCA Entrance**

**Cohort 2: 7a-9a and 4p-6p Main Street Lobby Entrance (front entrance on Main St.)**

\*Any drop offs or pick ups between 9a-4p will use the Main YMCA Entrance

\*Families will receive an email notification of their assigned cohort prior to the start of program.

## **SCREENING PRIOR TO ENTRY**

Each student will be screened daily prior to entering the YMCA Learning Center.

Screening includes a COVID-19 symptom questionnaire and a temperature check. Each child is required to clean hands prior to entry.

\*Students and authorized staff are the only individuals that are permitted to enter the program.

## **SICK CHILD POLICY**

Please do not send your child to program if they have symptoms of illness or a fever. If a child becomes ill during the day, a parent or person authorized to pick up will be contacted. Students exhibiting COVID-19 symptoms will need to call their doctor or quarantine for 14 days prior to returning.

## **INCREASED CLEANING AND DISINFECTION**

Students and staff will practice hand hygiene following each activity. Program areas will be cleaned prior to and after each use, in addition to a nightly deep clean.

## **MASKS**

Staff are required to wear masks at all times during the school day. Students are required to wear masks when they are unable to be socially distant from others.

\*Masks are not permitted in the pool or during rigorous physical activity.

## **INCREASED ACTIVITIES THAT PROMOTE SOCIAL DISTANCING**

Activities and small group sizes are designed to encourage a structured routine while promoting physical distancing. Children will spend their day's participating in a variety of activities including: outside play, swimming, culinary, physical education, STEM, art, and academics.

# WHAT TO BRING

## BACKPACK

Sturdy backpack  
with name on it

## ACADEMIC TOOLS

- School provided iPad or Chromebook
- Any required passwords or log-ins

## SWIMSUIT & TOWEL (T/TH)

And a plastic bag  
for wet swimsuit  
and towel!

## SCHOOL SUPPLIES

For  
personal  
use.

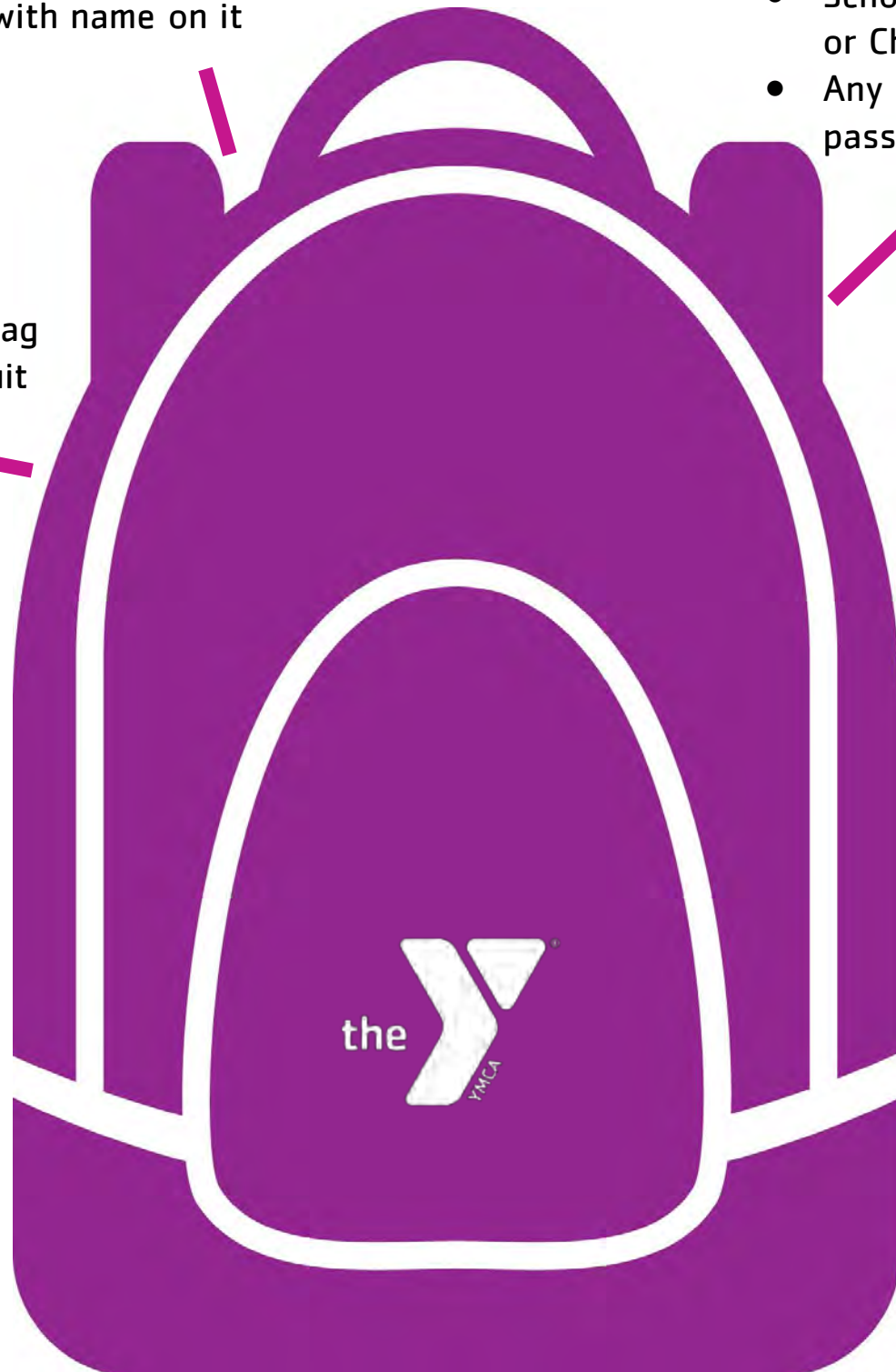
## LUNCH

Provide your  
child a lunch  
that does not  
need to be  
refrigerated or  
heated

## COMPLETE CHANGE OF CLOTHING

## WATER BOTTLE

Filled with  
water



**PLEASE ADD NAMES TO EVERYTHING BROUGHT TO PROGRAM.**

Please dress your child appropriately for outdoor play and send your child in sneakers.

# POLICIES

## PICK UP PROCEDURES

The following procedures are in place for your child's safety and will be in place during the school year. Anyone picking up a student **MUST** be on the Authorized Pick Up list and **MUST** present photo identification before students will be released. Acceptable forms of ID include:

- A driver's license or state non-driver ID
- A passport or military ID
- An employment photo identification card
- A parent, regardless of custodial arrangements has the authority to obtain the child from program anytime, unless a copy of the court order is on file at the YMCA Learning Center.
- In order to help guarantee the safety and wellness of your child, please share these procedures with your child and with the individuals authorized for pick up.
- No notes will be accepted at the time of pick up. Written notice, one day prior, is required to add or change any authorized pick ups.
- In the event that an individual not named in writing by the parent/guardian attempts to pick up a student the parent/guardian will be notified immediately. Local law enforcement may be contacted if necessary.
- If you or an authorized person cannot be reached for pick up within one hour of scheduled pick up, Child Protective Services will be notified. Please help us by reminding authorized individuals to bring an ID when signing a child out of program.

Safety is our first priority. Thank you in advance.

## EMERGENCIES

Our staff is trained in handling a variety of emergency situations. In the event of an emergency, we will make every attempt to notify parents immediately. If necessary, emergency transportation will be handled by 911 and local emergency services.

## LOST AND FOUND

A Lost & Found is available at the YMCA. Please label all items and check items prior to leaving each day.

## CELL PHONE/ELECTRONICS

Cell phones and electronics are prohibited at the YMCA Learning Center. If a student brings a phone or electronic device, it will be held by YMCA staff until pickup

# POLICIES

## MEDICATIONS

The Canandaigua Family YMCA can administer medications during program hours. All medication dispensed at the YMCA Learning Center requires a Medication Consent Form to be completed by a parent/guardian AND child's physician. Medical Consent Forms can be requested at the time of registration. Student's emergency medication can be dropped off the week prior to program starting or given directly to Health Assessment screener at check in. All medication must be in its original container and clearly labeled with student's first and last name.

**WE CANNOT ACCEPT ANY MEDICATION THAT ARE NOT IN THEIR ORIGINAL CONTAINER.**

Those with special care needs, including severe allergic reactions, asthma, etc... should contact the Senior Program Director to develop a plan to meet the student's individual needs.

## BEHAVIOR EXPECTATIONS

We are dedicated to providing every student with a positive learning experience. We have developed community behavior standards and expectations for all students to follow.

At the Canandaigua Family YMCA Learning Center, we expect students to:

- Follow the expectations that teachers set out for each activity, area or project
- Remain on YMCA property in the designated area at all times
- Use appropriate language and be respectful to staff and other students
- Respect facilities and equipment by using it properly
- Be a positive and active participant in all Learning Center activities
- Respect other students by using kind language and keeping hands to your self
- Students and parents must sign Behavior Management Guidelines

## PROHIBITED ITEMS

The following items are not permitted at the Learning Center and will be immediately confiscated.

- Tobacco, alcohol, drugs
- Trading/Playing Cards
- Valuables (YMCA is not responsible for lost or stolen items)
- Electronic games or devices (including cell phones)
- Personal toys or games
- Weapons (play or real)
- Candy, gum, cough drops



# PAYMENT PROCEDURES

## **SCHEDULED PAYMENTS**

Payments are due on the first of each month. All scheduled payments can be set up on a debit/credit card or bank account on file.

## **CHANGES IN REGISTRATION**

Parents are responsible for informing the YMCA in writing of all changes to YMCA Learning Center registration and updating contact details including email address, physical address and phone numbers. Please contact Justine Olszewski or Sandi Heacock to make changes.

## **REFUNDS/CREDITS**

Please note that we are unable to pro-rate fees for any reason. We require written notice of cancellation no later than Wednesday at 5p the week prior to each draft date in order to receive a full refund less the program deposit/registration fee. Cancellations received after this time will result in a YMCA credit which can be used toward another program.

## **REGISTRATION FEES**

There is a \$25 fee for anyone registering for the YMCA Learning Center. Registration fees are non-refundable.

## **DEPARTMENT OF SOCIAL SERVICES (DSS) PAYMENTS**

DSS parent fees are due the first of each month. A current "Notice of Decision" or "Letter of Intent" listing the Canandaigua Family YMCA as a care provider must be on file with the YMCA at the time of registration.

## **YMCA FINANCIAL ASSISTANCE**

Financial assistance for the Learning Center or a membership is made possible through generous donations to the YMCA's Annual Campaign. Applications for assistance are confidential and available on our website or at the Membership Desk. The amount of assistance granted is based on individual need and family circumstances.

**Applications must be completed prior to registration.**



# DAILY SCHEDULES

## DAILY SCHEDULE

Each day will be split into 60-90 minute periods. A sample daily schedule is below:

7a-9a: Before Care

9a-10:30a: Academics

10:30a-12:00p: Recess/Lunch

12p-1p: Art (M/W) or STEM (T/Th) or Culinary (W)

1p-2p: DEAR/Free Time

2p-3p: Snack/Homework

3p-4p: Physical Education (M/W/F) or Swimming (T/Th)

4p-6p: After Care

## SWIMMING

Students will participate in recreational swim in the YMCA pool. Certified lifeguards and staff members are on duty at all times. Children will utilize individual changing stalls located in the family locker before and after swim times. Please pack a suit and towel in a designated swim bag each day.

## ACADEMICS

The Canandaigua YMCA Learning Center is working closely with local school districts to support the hybrid model of learning. The YMCA Teacher will create and present lessons and activities that support remote learning topics. Academics will also be used to work on remote learning assignments from their teacher.

\*Parents must provide any information regarding assignments. School assigned technology and any required passwords can be sent each day with your student.

## STEM

Students will participate in Science, Technology, Engineering or Math activities designed for their grade level. This provides an opportunity to learn through hands on and engaging activities.

## DEAR

Drop Everything And Read is a quiet reading time that allows each child to choose reading material that suits their interests and reading ability. This is designed to provide a safe and quiet environment for children to focus on reading for 20 minutes per day.

## BEFORE CARE AND AFTER CARE

These time blocks are designed to promote socialization and free play. Students will have time to play games, color, draw, or build while waiting for the day to start or end.



# FAQ

## **HOW MANY CHILDREN WILL BE IN EACH GROUP?**

- Grade level groups will have a maximum of 15 children.

## **WHAT ACTIVITIES WILL BY CHILD BE PARTICIPATING IN?**

- Students will participate in culinary, STEM, P.E., academics and swimming depending on the scheduled days of enrollment.

## **WILL CHILDREN BE SCREENED PRIOR TO ENTERING THE YMCA LEARNING CENTER?**

- All students and staff will answer a daily COVID-19 health questionnaire and have their temperature taken prior to entering the facility.

## **DO STUDENTS NEED TO WEAR MASKS?**

- The safety of our campers and staff is our number one priority. Students are required to wear masks while at the YMCA Learning Center unless they are seated AND socially distanced from others AND staff has given permission for masks to be removed.

## **WILL YMCA STAFF BE WEARING MASKS?**

- All YMCA staff are required to wear masks at all times during the program day.

## **HOW ARE CHILDREN GOING TO BE SOCIAL DISTANCING?**

- Learning Center staff is working hard to develop activities that encourage social distancing among students. We are expanding program space to utilize more of the YMCA facility to allow for groups to spread out.

## **WHO PROVIDES SNACKS?**

- Snacks will be provided each afternoon. Families should provide a lunch for each child that does not require heating or refrigeration.

## **WHAT TIME SHOULD WE ARRIVE?**

- Program starts at 9a each morning. Please arrive early enough to allow your child to drop their belongings into their home base and report to flagpole at 9a with their group.

## **WHAT IS THE ELECTRONICS POLICY?**

- Electronics and toys from home are not permitted for safety reasons. All items must remain with parents/guardians at drop off.

## **WHAT CAN MY CHILD BRING FOR LUNCH?**

- Campers should bring a bagged lunch each day. **Camp staff is not able to heat or refrigerate lunches.** Please plan accordingly.

## **WHEN ARE LEARNING CENTER FEES DUE?**

- Fees are due the first of each month. Program participation could be interrupted if there is an outstanding program balance.

## **WHAT SCHOOL SUPPLIES ARE REQUIRED?**

- Please send your child with crayons or colored pencils, pencils, and anything else that they would need to complete their daily school work. All items are for personal use only and will not be shared with others.