



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# CONNECT BELONG ACHIEVE

Before & After School  
Enrichment (BASE)  
Parent Handbook &  
Resource Guide



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# WELCOME!

## Dear Parent/Guardian,

Welcome to the Before and After School Enrichment (BASE) program of the Tampa Metropolitan Area YMCA! As the trailblazer of organized school age programs, the Y also remains the nation's largest provider of Before and After School programs. This year is no exception as we launch an exciting array of Before and After School Enrichment experiences and areas of interest including:

- Project Based-Learning curriculum with a focus on STEAM (Science, Technology, Engineering, Art and Math) in addition to homework assistance
- Exposure to cultural arts and service learning projects
- Evidence based physical fitness and health curriculum
- FREE snack served daily with group discussions around MyPlate
- Promoting positive social and emotional experiences

Please take a few moments to review this BASE Handbook & Resource Guide, that outlines our policies and procedures to ensure your child(ren) have a safe and rewarding experience. Many of the commonly asked questions about BASE are answered here. This manual and additional information are also available at [tampaymca.org](http://tampaymca.org). Most other BASE related communications will be via email and sent to the email address you provided at registration. You can "Like" the Y on Facebook at [www.facebook.com/tampaymca](http://www.facebook.com/tampaymca) to see regular updates pictures and communications about the Tampa Metropolitan Area YMCA.

As we look at quality, the Y annually reviews policies, procedures, administration and operations in order to effect necessary and continual improvements so that you and your children have the best experience possible with safety and fun programming at the forefront. Sometimes fun can look a little messy especially around pick up time but rest assured; our trained staff are transitioning the children from one exciting activity to another and/or cleaning/organizing our shared spaces.

The Y is also committed to each child's personal growth in spirit, mind and body. One way in which we achieve this goal is through our character development program. The character values of caring, honesty, respect and responsibility are woven into our daily BASE activities.

Additionally, the purpose of the Y BASE program is to help participants grow socially, emotionally, mentally and physically. We offer an exciting BASE curriculum that encourages fun learning even during snack time with our Chat and Chew.

The Y BASE program can give your children an experience that can last a lifetime. Their experience is based on seven objectives that characterize all Y programs:

- To learn 4 core values: Caring, Honesty, Respect and Responsibility
- To grow personally
- To improve personal and family relationships
- To appreciate diversity
- To become better leaders and supporters
- To develop specific skills and encourage learning
- AND to have LOTS of FUN!

As your partner in developing youth, please share with us any information that will help make your experience the best possible.

Let's have a great year!



**Sarah Hays**  
Vice President, Operations - Youth Enrichment



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# MEET OUR TEAM

## Tampa YMCA Before & After School Enrichment Leadership Team



### Sarah Hays

**Title:** Vice President, Operations – Youth Enrichment

**Years of experience in childcare:** 18

**Education and Credentials:** Bachelor's in Parks, Recreation and Tourism Management with a Concentration in Program Management, multiple Y certifications, as well as Advance Level Child Care Director's Credential for the State of Florida.

Sarah's 18+ years in the childcare field has included 6+ wonderful years with the YMCA where she held multiple positions, including Associate Executive Director and Senior Program Director with the YMCA of South Florida as well as Family Youth Director and Program Director with the Taylor Family YMCA. In addition, to her Y work, Sarah has also served in the private sector managing Youth Programs for ClubCorp/KSL, Knowledge Universe, NC Parks & Recreation and Hilton Hotels and Resorts. Sarah is very excited to be back in Tampa supporting youth and families through the Y Movement.

Y phone number: 813-224-9622 ext. 1217 | Y email: Sarah.Hays@tampaymca.org

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### Zuley Castro

**Title:** Associate Executive Director

**Years of experience in childcare:** 5

**Education and Credentials:** Master in Public Administration and Bachelors in Psychology

Zuley is a proud graduate of the University of South Florida where she received two degrees in Public Administration and Psychology. She has worked in the nonprofit industry for several years and enjoys being a part of organizations who fill the needs of their community. Zuley volunteers and sits on the YMCA international Diversity Committee. She also serves as the Vice President of Policy and Compliance for the Omega Phi Beta Sorority, Inc. Zuley enjoys serving as a mentor for at-risk youth in Hillsborough County. When not at work, you can find her outdoors with her two dogs.

Y phone number: 813-224-9622 ext. 1358 | Y email: Zuley.Castro@tampaymca.org

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### Hilary Bolt

**Title:** Senior Program Director

**Years of experience in childcare:** 10

**Education and Credentials:** Florida teaching certificate K-12, Bachelors in Psychology

Hilary Bolt, a native of Tampa, FL has 10+ years of non-profit experience most recently having served as a Director for the Boys and Girls of the Suncoast. She has an undergraduate degree from Flagler College in Psychology. Hilary loves people and her passions have been focused on teaching others how to build authentic relationships with youth. Her experience in Education and youth programming comes from teaching in Hillsborough County Public Schools, operating a local Boys & Girls Club, and leading national youth programs at AMIkids Inc. She is thrilled to be joining the Tampa YMCA as a Program Director for BASE.

Y phone number: 813-224-9622 ext. 1252 | Y email: HBolt@tampaymca.org

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## Maurice Stovall

**Title:** Program Director

**Years of experience in childcare:** 7

**Education and Credentials:** Bachelors in Sociology

Maurice attended Notre Dame University where he earned a degree in Sociology. Maurice has had a wonderful career working with youth, ranging in all ages, for over 7 years. Advocating for youth development, his past work experience includes supporting youth agencies such as the Hillsborough County Children's Services, IMG Academy, and The Children's Home Network. Furthermore, Maurice continues performing community outreach through organizations such as the NFLPA- National Football Player's Association and TBYFL – Tampa Bay Youth Football Organization, mentoring youth. Beginning his professional career as wide receiver in the National Football League, Maurice went on to play a distinguished 7-year career as a wide receiver that included the Detroit Lions, and Jacksonville Jaguars.

Y phone number: 813-224-9622 ext. 1359 | Y email: Maurice.Stovall@tampaymca.org



## Iris Montgomery

**Title:** Program Director

**Years of experience in childcare:** 25+

**Education and Credentials:** Child Development Associate Certificate, Florida DCF 45 Hours. Working towards an Associate Degree in Childcare Development.

Iris, a native of Hillsborough County, has 25+ years of experience in childcare development. She earned her Child Development Associate Certificate from Brewster Technical Center. She began her journey with the YMCA in 1999, where she worked with the Youth Development department in various roles. Iris has also worked as an Associate Director at other childcare facilities throughout Hillsborough County. Iris has a passion for training and coaching new childcare associates as well as serving her community. When not at work, Iris enjoys spending time with her 5 children, 10 grandchildren and her dog.

Y phone number: 813-224-9622 ext. 1213 | Y email: Iris.Montgomery@tampaymca.org



## Jessica Wehby

**Title:** BASE Administrative Director

**Years of experience in childcare:** 1

**Education and Credentials:** Bachelor's Degree in Women & Gender Studies

Jessica joins the Y after spending the past 3.5 years living in England, where she worked in both before and after school childcare and the National Health Service. She holds a Bachelor's Degree in Women & Gender Studies from Grand Valley State University in her home state of Michigan. Jessica's passions include volunteer leadership and community engagement, with many years of volunteer experience in non-profits such as Lions Club International and Amnesty International USA. While not at work, Jessica can be found travelling with her wife, enjoying a night at the theatre, or playing with her dog.

Y phone number: 813-224-9622 ext. 1253 | Y email: Jessica.Wehby@tampaymca.org

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## MEET OUR TEAM

### Tampa YMCA Family Center Leadership Team

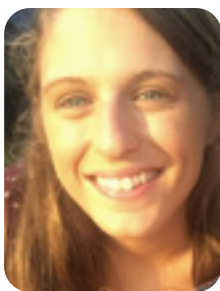


#### Josh Osmer

**Center:** South Tampa Family YMCA  
**Title:** Program Coordinator  
**Years of experience in childcare:** 15  
**Education and Certifications:** Bachelors in Information Science

Josh has been with the Y for two years starting as an Assistant Supervisor in the BASE program in 2019, and progressing to Site Supervisor for the Grady Elementary After School Program for the 2020-21 school year. He has also been a Basketball and Sports Camp Activities Specialist as well as Camp Lead for the South Tampa YMCA's Summer Camp. Josh started his journey in youth development as a youth basketball and USSoccer Licensed Class E and F coach since 2004.

Y phone number: 813-839-0210 | Y email: Joshua.Osmer@tampaymca.org

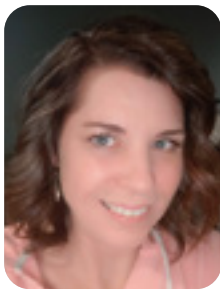


#### Meagan Springer

**Center:** YMCA Camp Cristina  
**Title:** Operations Director  
**Years of experience in childcare:** 8  
**Education and Certifications:** Bachelors in Psychology & Applied Behavioral Analysis

Meagan began her career at the Y eight years ago as a Summer Camp counselor at YMCA Camp Cristina. Meagan moved on to be a swim instructor and facilitate groups at Camp Cristina after her first summer. In 2016 she began as the Program Director for Afterschool and Camp. Meagan also oversees Camp Cristina's shoulder season for retreats and field trips.

Y phone number: 813-677-8400 | Y email: Meagan.Springer@tampaymca.org



#### Amanda Doubledee

**Center:** Bob Sierra YMCA Youth and Family Center  
**Title:** Afterschool and Family Program Director  
**Years of experience in childcare:** 22  
**Education and Certifications:** Bachelors in Early Childhood Education

Amanda started her YMCA career in 2005 as a Before and After school site supervisor in Canton, Ohio. After finishing her Bachelor's degree in Early Childhood education at the University of Akron, she worked in a campground/waterpark for 10 years as the activities manager. In 2014 Amanda started as the Childcare and Family Program Director at Towpath Trail YMCA where she continued to grow the family and childcare programs for 8 years. She's since relocated to Florida with her husband, son and 2 dogs and is very excited to make her impact in a new community!

Y phone number: 813-962-3220 ext. 3224 | Y email: Amanda.Doubledee@tampaymca.org

#### Bryan Santiago

**Center:** Northwest Hillsborough Family YMCA  
**Title:** Program Director Afterschool, Camp, Sports



Y phone number: 813-249-8510 ext. 1813 | Y email: Bryan.Santiago@tampaymca.org



# STRONGER beCAUSE OF YOU

## 2021 Impact Snapshot

### YOUTH DEVELOPMENT



# \$95,266

total investment through financial assistance to ensure participation in all programs among individuals facing financial hardship, in addition to, subsidized programs that fill community voids.



### YOUTH DEVELOPMENT

**1,675** kids participated in experiences that cultivated values, skills, and relationships that led to positive behaviors, better health, and educational achievement.

As a dual Active Duty family, we have a lot of stressors in life. Finding an after school program, we could trust and rely on for child care was our number one priority. We are thoroughly happy with our decision to participate in the Y program for 18 months now. Not only does the staff provide exceptional child care that is safe, enriching and fun for our kids, but there are some days my kids do not want to go home because they are having so much fun! - **Alex & Jacki Vanmoerkerque**



### HEALTHY LIVING

**213,819** healthy meals/snacks provided in our Before and After School programs.

Our family has thoroughly enjoyed the Fit & Fun program at the Y. Bryson is naturally outdoorsy, so it's right up his alley. We enjoy competing for who had the most steps during the day (of course he kills it, running circles around us). It's awesome how the team intertwines fitness, nutrition and fun in a single setting week after week. The stories and quizzes are in line with our core values and we are grateful programs like this are available! - **Shae Lettieri**



### SOCIAL RESPONSIBILITY

**375** children learned life-saving skills through drowning prevention programs while **THOUSANDS** of neighbors were served in other mission based programs at little or no cost thanks to charitable contributions.

My 8 month old and I were getting sick due to mold and dust issues in our home, forcing us to move out. Jahquez was in and out of the hospital. Thanks to the YMCA Early Head Start program, I was able to receive clothing, food and other necessities, because we lost everything. I even lost my job, but the Y program continued help while we got back on our feet. I'm thankful for the EHS Team's help during this difficult time. Jahquez is meeting his goals and I was able to get a new job. - **Ms. Haynes**



To continue helping us strengthen the community go to [tampaymca.org/give](https://tampaymca.org/give) or use:





# STRONGER beCAUSE OF YOU

## 2021 Impact Snapshot

TAMPA METROPOLITAN AREA YMCA



# \$7.2 million

total community investment through financial assistance and subsidized programming to ensure participation in all programs among thousands of individuals facing financial hardship, as well as, subsidized programs that fill community voids.

### YOUTH DEVELOPMENT



## 15,542

young athletes learned teamwork and stayed active in youth sports.

## 13,960

children learned to swim and be safe around water.



## 26,349

kids received educational support through early learning, after school, childcare and summer camp.

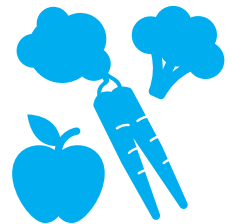
### HEALTHY LIVING

## 265,866

children, teens, adults, senior citizens, cancer survivors, chronically ill community members, at-risk youth, infants and toddlers impacted by Y programs and community outreach events.

## 342,614

healthy meals and nutritious snacks provided to kids as part of the Y's out-of-school meal programs.



## 60,252

kids, seniors, and families living in food deserts received **113,548** meals from the Y's Veggie Van - A Mobile Market Place.



## 63,049

individuals served at little or no cost to the participant, thanks to the charitable contributions and volunteer efforts of Y members, donors, community partners and foundation support.

### Thank you for STRENGTHENING THE COMMUNITY!

**OUR MISSION:** To put Judeo-Christian principles into practice through programs that build healthy spirit, mind and body for all.



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# GENERAL INFORMATION

## Our Mission

To put Judeo-Christian principles into practice through programs that build healthy spirit, mind and body for all.

## Our Vision

**Y's Vision to Strengthen Tampa Community.** Though the world may be unpredictable, one thing remains certain—the Y. The Tampa Metropolitan Area YMCA is, and always will be, dedicated to building healthy, confident, connected and secure children, adults, families and communities. As a Charity-Navigator 4-star charity, the Tampa YMCA's future is built upon goals and strategies that position us to continue to strengthen the foundations of community. Through the renewal of our strategic plan, Vision 2020 III, we will nurture the potential of every child and teen, improve Tampa Bay's health and well-being, give back, and provide support to our neighbors.

Vision 2020 III, approved by the Y's Governance Board in April 2017, sets a direction for the future with input from local stakeholders who care about their community. It is our way of identifying Tampa Bay's most critical social needs, then putting in place measurements that help us provide support for our neighbors in a positive, meaningful and lasting way. Based upon the Y's three areas of impact: Youth Development, Healthy Living and Social Responsibility, Vision 2020 III identifies five specific priorities:

1. Closing the Achievement Gap
2. Improving Tampa Bay's Health and Well-Being
3. Teen Leadership Development
4. Drowning Prevention
5. Capacity Building

Vision 2020 III is the foundation for every Y signature program and the basis for keeping our mission at the core of every new initiative. The ultimate goal is to improve the quality of life for all community members.

## Our Commitment

The Y is committed to providing family-oriented, affordable, high quality programs that lead to: every child and youth deepening positive values, their commitment to service and their motivation to learn every family building stronger bonds, achieving greater work/life balance and becoming more engaged with their community an enhanced quality of life in the communities in which we operate

## Our Values

Our programs and services are infused with our four positive character values: **Caring, Honesty, Respect and Responsibility.** We are committed to challenging our members, staff and volunteers to demonstrate these values.

## Our Focus

### YOUTH DEVELOPMENT

Nurturing the potential of every child and teen

### HEALTHY LIVING

Improving Tampa's health and well-being

### SOCIAL RESPONSIBILITY

Giving back and providing support to our neighbors

## BASE Objectives

- To grow personally
- To learn 4 core values: Caring, Honesty, Respect and Responsibility
- To improve personal and family relationships
- To appreciate diversity
- To become better leaders and supporters
- To develop specific skills and encourage learning
- AND to have LOTS of FUN!

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## Frequently Asked Questions

### **Q: How do I register?**

**A:** To register, go to [tampaymca.org/afterschool](http://tampaymca.org/afterschool). From there, click on school site location or center, find your school and click Register Now, Add to Cart, and Enroll Now. (In order to enroll, you must create or log into your account.) You can also register at a Tampa YMCA. Each year families must register their children, even if they attended the previous school year.

### **Q: What if I don't already have an account?**

**A:** Create an account and ensure that your child is listed as participant. If they are not, select add family member.

### **Q: What is the cost (In-school BASE Program)?**

**A:** AM Care: \$15/week. PM Care: \$70/week. Nonrefundable Registration Fee: \$30 per child, per school year upon initial registration.

### **Q: What is the cost (In-YMCA Family Center BASE Program)?**

**A:** Member: \$74/week, Non Member: \$99/week (+Registration Fee: \$50)

### **Q: When are payments drafted?**

**A:** Program fees are due in advance of service; therefore, tuition payments are due on the Monday prior to each upcoming week. Please keep this in mind with holiday breaks i.e. Thanksgiving week, Christmas Break and Spring Break. This is a year round program so your total program 10-month balance is broken into weekly payment plans and auto-drafted from your chosen bank or credit card account.

### **Q: What are the times available?**

**A:** AM care begins at 6:30am and afterschool is available from dismissal until 6pm (6:30pm for Northwest and Bob Sierra Family Centers). Before enrolling, ensure that you have selected the correct program.

### **Q: Where is Afterschool care available?**

**A:** YMCA Afterschool programs are available at 26 schools 4 YMCA Family Centers and Community Locations in the Tampa Bay area. Find your location here: [tampaymca.org/afterschool](http://tampaymca.org/afterschool).

### **Q: Can I pick the days I want my child to attend?**

**A:** When registering, you must register for the entire year. If you find yourself no longer needing our services, you must cancel your enrollment to ensure you do not incur fees. A written 2-week notice is required just email [yafterschool@tampaymca.org](mailto:yafterschool@tampaymca.org). In addition, please notify your Site Supervisor.

### **Q: How do I register if I have school readiness?**

**A:** Submit your school readiness certificate to [yafterschool@tampaymca.org](mailto:yafterschool@tampaymca.org) and request a registration form. Please note that parents are required to pay the difference between the approved reimbursement rate and the private pay rate.

### **Q: When can my child start (In-school BASE Program)?**

**A:** Your child may begin attending 2 days after you have completed your registration fully online once the school year has begun. This gives the team enough time to ensure we have what is needed to welcome your student into our program the first day she/he arrives. Subject to change and based on available staff.

### **Q: When can my child start (In-YMCA Family Center BASE Program)?**

**A:** Children can start same day as long as paperwork is turned in and children are registered before noon. Please verify receipt of information with leadership.

### **Q: How long will my Financial Assistance take to process?**

**A:** A minimum of 5 business days from the day all documents are received.

### **Q: How do I cancel enrollment (In-school BASE Program)?**

**A:** Please notify your Site Supervisor 2 weeks in advance should you need to cancel services as well as email [yafterschool@tampaymca.org](mailto:yafterschool@tampaymca.org). This is very important, as your automated draft will be turned off 2 weeks from the date of written notice. Please see page 12 for additional information on Parent Financial Responsibility.

### **Q: How do I cancel enrollment (In-YMCA Family Center BASE Program)?**

**A:** Parents should email the Senior Program Director of your YMCA Family Center. See page 4 for email address. Or visit your YMCA Family Center.

# GENERAL INFORMATION

## Admission

The Tampa Metropolitan Area YMCA Before and After School Enrichment Department provides programs to children ages 5–12 years old at 26+ elementary school locations. The Y also provides BASE programming at four of our YMCA Family Centers: Northwest, Bob Sierra, South Tampa and YMCA Camp Cristina. Children must attend one of our assigned Elementary schools in Hillsborough County in order to register. YMCA Family Centers accept drop-off students. For more information, please contact your Family Center.

To register please go online to [tampaymca.org/afterschool](http://tampaymca.org/afterschool) select your school/location and fill out the online application. The Tampa Metropolitan Area YMCA does not discriminate on the basis of race, color, religion, gender, sexual orientation or national/ethnic origin. It is our hope to have a culturally diverse population within our staff, participants and programs.

## Days & Hours of Operation

YMCA BASE programs are available Monday through Friday, except on holidays listed below. It may be necessary to close centers on other days at the program director's discretion. Proper notice will be given.

Care provided at schools	Opens	Closes
Alafia Elementary	6:30am	6:00pm
Anderson Elementary	1:55pm	6:00pm
Belmont Elementary	1:55pm	6:00pm
Carrollwood Elementary	6:30am	6:00pm
Citrus Park Elementary	6:30am	6:00pm
Dawson Elementary	1:55pm	6:00pm
Essrig Elementary	6:30am	6:00pm
Frost Elementary	1:55pm	6:00pm
Gorrie Elementary	1:55pm	6:00pm
Grady Elementary	1:55pm	6:00pm
Heritage Elementary	6:30am	6:00pm
Ippolito Elementary	1:55pm	6:00pm
Lake Magdalene Elementary	1:55pm	6:00pm
Limona Elementary	6:30am	6:00pm
Mitchell Elementary	6:30am	6:00pm
Nelson Elementary	1:55pm	6:00pm
Pinecrest Elementary	1:55pm	6:00pm
Pizzo Elementary	6:30am	6:00pm
Riverhills Elementary	6:30am	6:00pm
Roosevelt Elementary	6:30am	6:00pm
Seffner Elementary	6:30am	6:00pm
Sessums Elementary	6:30am	6:00pm
Summerfield Elementary	6:30am	6:00pm
Summerfield Crossing Elementary	6:30am	6:00pm
Tampa Palms Elementary	1:55pm	6:00pm
Twin Lakes Elementary	1:55pm	6:00pm
Care provided at communities	Opens	Closes
YMCA at MiraBay	1:55pm	6:00pm

## Pick Up

All in school BASE programs close at 6:00pm. To avoid late pick-up fees, all children must be picked up by 6:00pm or 6:30pm in certain family centers. For more information, see Parent Responsibilities: Late Pick-Up on page 14.

### Pick Up Times

Bob Sierra North Tampa Family YMCA	6:30pm
Northwest Family YMCA	6:30pm
South Tampa Family YMCA	6:00pm
Sulphur Springs YMCA	6:00pm
YMCA Camp Cristina	6:00pm

## Kids' Day Out Camp

On days when school is closed (e.g. teacher work days, Winter Break, President's Day, Spring Break, etc.), care is available during normal child care hours through Kids' Day Out Camp at each YMCA family center. See page 5 for full details on Kids' Day Out.

## Holiday Closings

BASE in school care is not provided when schools are closed. Days are as follows: Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Day.

\*Additional days may be added at the discretion of your YMCA and school district.

## Communications

For immediate assistance and in case of emergency between the hours of 1:30–6pm please call the YMCA school-based directly. Outside of these hours for YMCA School-based programs please call our administration office at 813-867-5455. If we must get in contact with you due to an emergency, we will begin to call the numbers listed on your childcare application in priority order. If we are unable to reach a parent or guardian, we will begin to call the emergency contacts.

### EMAIL

Please make sure to keep your email address on file current. We will be sending information, updates and exciting news when needed to ensure consistent communication.

### FACEBOOK

For the latest information about the YMCA, follow your family center and the Tampa Metropolitan Area YMCA on Facebook.

## Parent Surveys

Please note we value your feedback, and we will be sending a satisfaction survey throughout the year. Please help us best serve your family by completing this one question survey upon receipt. If you are highly satisfied with your child's experience, please rate a 9 or above.

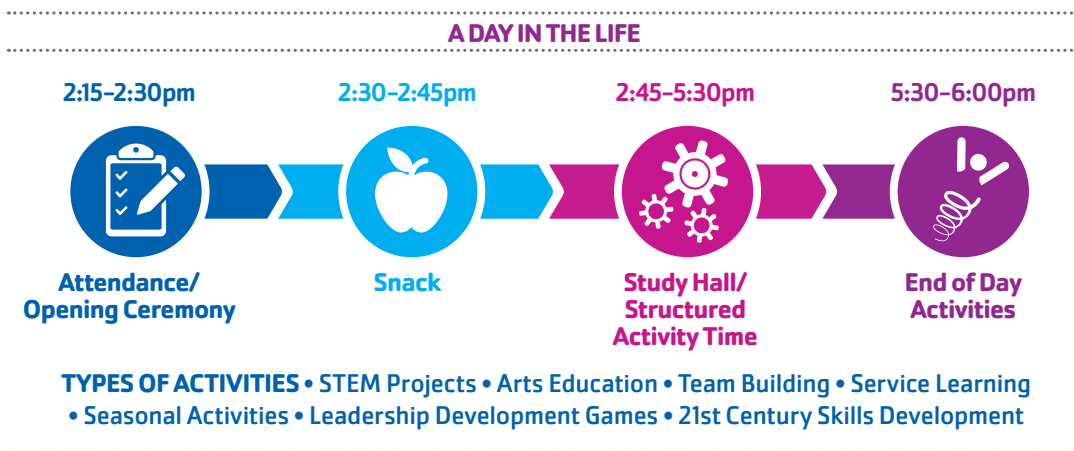


School Site Locations	Site Phone #
Alafia Elementary	813-924-5239
Anderson Elementary	813-924-2084
Belmont Elementary	813-924-4323
Carrollwood Elementary	813-784-1125
Citrus Park Elementary	813-924-7541
Dawson Elementary	813-924-4930
Essrig Elementary	813-610-4547
Frost Elementary	813-924-4037
Gorrie Elementary	813-924-8237
Grady Elementary	813-924-0686
Heritage Elementary	813-695-7542
Ippolito Elementary	813-924-7542
Lake Magdalene Elementary	813-610-2072
Limona Elementary	813-924-4042
Mitchell Elementary	813-924-2237
Nelson Elementary	813-629-1391
Pinecrest Elementary	813-690-6148
Pizzo Elementary	813-310-3818
Riverhills Elementary	813-924-4043
Roosevelt Elementary	813-440-1136
Seffner Elementary	813-924-6916
Sessums Elementary	813-504-3202
Summerfield Elementary	813-455-3165
Summerfield Crossing Elementary	813-323-5773
Tampa Palms Elementary	813-310-5561
Twin Lakes Elementary	813-924-2347
Community Locations	Site Phone #
YMCA at MiraBay	813-784-0795
Family Centers	Site Phone #
Bob Sierra North Tampa Family YMCA	813-962-3220 ext. 3203
Northwest Hillsborough Family YMCA	813-249-8510 ext. 1804
South Tampa Family YMCA	813-839-0210
Sulphur Springs YMCA	813-924-4207
YMCA Camp Cristina	813-677-8400
Tampa Metropolitan Area YMCA	Site Phone #
Association Office	813-867-5455

# CHILD CARE ACTIVITIES

## Daily Schedule

Specific daily schedules are provided at each care location. For after-school programs, the schedule will be comprised of an open ceremony/attendance, snack, STEAM projects, Arts and Crafts, Study Hall with Homework Assistance, Physical Fitness, Centers, Service Learning and FUN. Time, length and activities subject to change.



## Study Hall

Your child is given the opportunity to complete their homework while in After School. During this homework time (estimated 35-45 minutes), our staff are available to assist your child with their homework needs. Though we cannot guarantee completion of homework, if there are any special circumstances, we ask that you let your Site Supervisor or assistant know. This is an important part of the YMCA-Home Partnership. We want to make this a positive and successful experience for you and your child.

## Food & Snacks

An afternoon snack will be provided to after-school program participants. The YMCA's child care program will not serve junk foods and/or empty calorie foods as part of a required snack. Snacks always include a minimum of two food groups. A menu will be posted for the month on the parent board. If you want to bring food for special celebrations, we ask that it be a healthy snack (popsicles are accepted for special occasions). For more information about food policy and allergens, please see Health & Safety: Food Safety/Allergies on page 18.

## Outside Play

It is our belief that children need and want to be outside. Running, jumping and other such movement can only be accomplished outside. Children need the space and the opportunity for such movement on a daily basis, in order to have proper muscle development. Outside play is essential for children to gain strength and develop to their fullest potential.





## Personal Items

We have plenty of equipment and activities to keep your child busy. Please do not allow any toys, video games, electronic tablets or cell phones to accompany your child. This eliminates fights, theft and/or lost items that we cannot be responsible for and will not reimburse. Personal space is important for every child. Our programs will have a designated place for your child to store their backpacks, lunch boxes and other items that they bring to the program with them.

### What To Leave At Home

The following items are not permitted at BASE. Children should not bring any item to program that would cause their feelings to be hurt if it was lost, broken or stolen. Any prohibited items that are brought to BASE will be stored in the child's backpack for the remainder of the day with their belongings. The Tampa Y is not responsible for lost or stolen items.

- Reading glasses, sunglasses, lunchboxes, backpacks
- Toys or games including trading cards (magic cards, baseball cards, Pokémon cards)
- Electronics of any kind (cell phones, iPads/tablets, iPods/mp3 players, eReaders, Nintendo, gaming devices, etc.)
- Clothing with foul language
- Jewelry
- Animals
- Weapons or anything that looks like a weapon
- Alcohol, drugs, or other related paraphernalia
- Personal sports equipment

## Pick Up

Please note again our pick up time is also the time we must end program. Those with late pick up will be charged a late fee. For more information please see page 14.

- BASE in-school program end at 6:00pm
- BASE family center programs end at 6:30pm (excluding YMCA Camp Cristina who ends at 6:00pm)

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# CHILD'S RESPONSIBILITIES

## Behavior Expectations

There are clear and appropriate behavioral expectations for the children in our care. We instruct our staff to try to set limits, help children understand rules and give clear definitions of acceptable and unacceptable behavior at the start of every program. We also focus on redirecting any inappropriate behavior, as well as using positive narration to help encourage appropriate behavior.

A very important part of our program is giving children the opportunity to learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parent. A caring and positive approach will be taken regarding behavior management and discipline. The staff will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions.



## Progressive Discipline Steps and Procedure

In alignment with the Positive Behavior Interventions and Supports (PBIS) Behavior Management System used throughout Hillsborough County Public Schools, we have adapted the multi-tiered framework to meet the needs and improve the outcomes for all students.

\*It is important to remember these tiers refer to levels of support students receive, not to students themselves. For example, students receive Tier 2 supports; they are not Tier 2 students.

### Tier 1: Universal Prevention (All)

A very important part of our program is giving children the opportunity to learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parent. A caring and positive approach will be taken regarding behavior management and discipline. Tier 1 supports serve as the foundation for behavior for all students in our program.

Staff will encourage children to use their words to express feelings and frustrations. Staff will aid in facilitating children in their attempts to settle their own disputes.

Using positive redirection staff will redirect children from a challenging behavior to an appropriate, positive behavior.

Provide a verbal warning to students if the inappropriate behavior continues and provide an opportunity for a Behavior Reflection Activity to reflect on their behaviors before returning to any scheduled activities.

If a child receives a verbal warning, parents will be made aware of behavioral concerns using our Parent Communication Notice and, if needed, an Incident Report.

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## **Tier 2: Targeted Prevention (some)**

Tier 2 supports help improve behavioral, social, and emotional skills for all students. This level of support focuses on improving specific social and behavioral outcomes for individual students with a demonstrated need for additional tools to identify and self-regulate elevated behavior.

Increased Instruction and Practice with Self-Regulation and Social Skills utilizing built in Social and Emotional Learning Curriculum Tools

Intentional proximity and seating. Staff are instructed to move, scan, and interact more frequently with students. This can be accomplished with simple rearrangements of seating. At no point are our staff able to provide 1:1 support for students.

Another key practice to encourage positive behaviors is to anticipate when a student is likely to demonstrate undesirable or inappropriate behaviors and set students up for success by reminding them of desired expectations. For example, staff may specifically remind students of BASE rules and expectations prior to the start of program and/or specific activities.

## **Tier 3: Individualized Prevention and Behavior Plans (few)**

Tier 3 practices start with strong Tier 1 and Tier 2 foundations.

Staff are instructed to contact parents for immediate pick up and/or possible suspension from our program depending on the severity of behavior and/or incidents.

Senior Leadership will work with parents, staff, and the child to create an Individualized Behavior Plan to achieve desired behavioral outcomes for success in the program.

## **Suspension/Expulsion**

The Tampa YMCA BASE program maintains a ratio of 1 staff to 25 children. In an effort to provide quality active supervision at all times, if a child exhibits severe behaviors and/or requires excessive parent communication the YMCA has the right to suspend and terminate enrollment for that child at any point, effective immediately. Depending on the severity of the suspension, a parent conference with leadership may be required before the child can return to program. Should a student be expelled, they may not attend another YMCA program for the remainder of the year and no refund will be issued.

## **Character Values**

The YMCA believes strongly in character development and in teaching our students the importance of our four core character values. We spend time reinforcing these values at after school by pointing out students who display these values throughout the day. Each of the four character values have a color associated with it. Please talk with your child at home about these character values.

**RESPONSIBILITY | CARING | RESPECT | HONESTY**

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# PARENT'S RESPONSIBILITIES

## Financial Responsibility & Fees

Program fees are due in advance of service. In order to ensure that we have all the resources required to serve your child each week, tuition payments are due on the Monday prior to each upcoming week. Please keep this in mind with holiday breaks such as Thanksgiving break, Christmas Break and Spring Break.

Payments are automatically drafted from your credit card or debit card, using the information you provided when registering. Draft time cannot be scheduled and typically occurs at 1am on the day the draft is scheduled. Please ensure you have updated credit card information on file at all times.

Your program registration is planned by the week. We prepare snacks, activities and staff for your child each day. Few operating costs are eliminated when a child is absent because we prepare for each child every day. Because of the aforementioned, we do not refund or pro-rate fees for absences.

Before & After-School Fees are based upon the 180-day school calendar and are divided equally into weekly payments. We understand that there are some weeks during the school year with fewer than five days of service. We do not issue credits or refunds for scheduled school holidays, sickness or closings due to inclement weather.

Parents using school readiness are required to pay the difference between the approved reimbursement rate and the private pay rate.

## Late Payments

If late payments accrue, you may be subject to a \$25 charge that will be placed on your account. The late fee along with your balance due must be paid prior to your child attending. Failure to pay on time, or your child's absence for more than two weeks without payments, will result in your service being discontinued.

\*Your child may not return to the program until the balance is paid.

## To Pay Balance

To access the website you must be using Google Chrome or Foxfire. Below are the steps on how to add and select the billing method for your monthly draft.

1. Click on Member Access and then Sign In
2. On the next screen enter your email address and password. If you don't know your password, click on "Forgot your password" and one will be emailed to you. Check your junk email folder.
3. Once logged in click on My Account
4. On the Account Option screen click on Pay on Account found under Payment Details
5. The next screen will show your Outstanding Balances. With the amount due showing in the box under Payment Amount
6. Click continue and follow prompts to make your payment.

## Financial Assistance

The Tampa Metropolitan Area YMCA is able to provide financial assistance based on inability to pay, thanks to generous supporters of our annual giving campaign. We understand that financial hardships may happen at unexpected times during the school year, and we work quickly to provide financial assistance to families based upon their inability to pay. If your family has trouble affording the weekly tuition, please contact your YMCA Before & After school business office at (813) 867-5455 regarding financial assistance options. If you wish to apply for financial assistance for in-school BASE programs, please go online to [tampaymca.org/afterschool](http://tampaymca.org/afterschool). In YMCA Family Center programs, please contact your center. All scholarships are awarded based on availability of scholarship funds that are made possible through the generosity of YMCA donors.



## Arrival & Departure

Parents are expected to sign their children in upon arrival for before care and sign them out before leaving in the afternoon. Parents understand that the YMCA will be signing their child in upon their arrival to program every day for PM Care. There is a Sign-In/Sign-Out sheet available as you enter the program and ID must be provided at pick up each day before your child will be released to you. All persons signing children in/out must come into the building and be at least 18 years of age. A photo ID is required each day for pick up as the safety of your child is our number one priority. Failure to provide your ID daily will result in discontinuing of services from BASE.

### Authorization to Pick Up

Authorization to pick up a child is given in the BASE application. We will not release your child to a person not authorized in writing by the custodial parent. Photo ID will be requested. Our staff cannot legally refuse to release a child to a verified natural parent unless there is a court order in the child's file stating that the parent does not have custodial rights. Only the courts can give us that right. Should there be any uncertainty the authorities will be contacted as we do not get involved with parental disputes or custody battles.

### Late Pick-Up

If you know you are going to be late, call us. We do understand that things come up and traffic can be challenging even in the best of times. We worry about your safety just as much as your child does. We understand, that a late pick-up may occur on a rare occasion. However, many of our programs operate in a shared space and are unable to continue providing care after we close. Our programs close at 6pm for in school BASE and 6:30pm for Family Center BASE programs (excluding YMCA Camp Cristina who ends at 6:00pm) and if your child is not picked up by the end of program, then a late fee will be charged to your account. For Family Center BASE programs, this charge will be collected at pick-up. If it is 6:01pm (by our clock), then it is time for our program to close and you will be charged a fee. The fee is \$10 per child per 15-minute interval. If it is after 6:00pm. If neither you nor your emergency contact can be reached, we will keep your child up to one hour. After that time, the police will be contacted. In the case that the police cannot rectify the situation, Child Protective Services will be called.

### Excessive Late Pick-Up

The Tampa Metropolitan Area YMCA has found that it is necessary to have an excessive late pick-up policy, which could result in the removal of your child from our program. This policy is as follows: if you are late more than three times in any program cycle, you may be asked to remove your child.

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# PARENT'S RESPONSIBILITIES

## Attendance/Absences

For the safety of all children, please understand that when your child does not show up to our program we must verify his/her whereabouts. This puts great strain on the rest of the program participants since the program cannot start until a final headcount is accurate. Notification prior to the program start of planned absences, early pick up, or planned tardiness will ensure the smoothest transition for all participants.

## Parent Involvement & Feedback

The Tampa Metropolitan Area YMCA highly encourages parent involvement. We are honored that you choose us to help raise your child and we want to make sure we are on the right track. If you wish to visit your child while in the program, you are always welcome. We just ask for advance notice. The Y will also provide family involvement activities to promote family together time. If you wish for feedback on your child's development, you are welcome to ask at any time.

## Parent Code of Conduct

At every opportunity we hope to promote the mission and core values of the YMCA. Parents/guardians not displaying these core values to their children, our staff or other stakeholders could be asked to exit the program, which may also include the child being exited.

## Information Updates

We ask that any updates to phone numbers, emergency contacts or authorized pick-up be given in a timely manner. We will ask you to review your child's information on file quarterly.

## Cancellation Policy/Leaving the Program

The last day to submit a cancellation is at least 14 days (2 weeks) prior to the start of each week. Cancellations must be submitted in writing and emailed directly to [yafterschool@tampaymca.org](mailto:yafterschool@tampaymca.org). Changes and cancellations cannot be accepted at a Y center or camp location for in-school BASE programs. Verbal cancellations will not be accepted to turn off payment. Only a written notice to the above email address will be accepted. In addition you must verbally inform your Site Supervisor or assistant. Failure to cancel in writing within the appropriate timeframe will result in no credit/refunds being issued. The registration fee is non-refundable and non-transferable.

**If canceled AT LEAST 14 days PRIOR to the start of the week:**

- Registration fee: will be FORFEITED
- Balance: if applicable, may be refunded

**If canceled WITHIN 14 days PRIOR to the start of the week:**

- Registration fee: will be FORFEITED
- Balance: will be FORFEITED

The Y does not give refunds once the draft hits your credit card or for failure to give an advanced 2 week written notice. Once we receive your notice the automatic draft will be set up to turn off 2 weeks from the date of written notice. Any balances dues remaining must be paid in full prior to returning to any Y program.

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## Transfer/Change Policy

There is no transferring of fees from one Y program to the other or refunds/changes of payment for children being absent. This includes children who are out sick or have gone on an extended vacation.

## Credits and Refunds

**Y Canceled:** A full credit/ refund will be issued in situations where the Y cancels program for an extended period of time.

**Weather-related Closing:** No credit/ refund will be issued should weather cause program closings.

**Absent and/or Sick Child:** There is no reduction of fees if a child is absent from program, including illness.

**Damaged Property:** Replacement costs for damaged or broken Y property or school property, either accidentally or deliberately, is the responsibility of the parent/guardian; this includes any property associated with program operations, locations and vehicles.

**Behavioral Issues and Suspensions:** If a child is suspended from program, a refund will not be issued. Child may be dismissed from the program without notice if their behavior is consistently disruptive or if their behavior threatens the health and safety of themselves or the safety of other children or associates. Behavior guidelines apply to a children's parents, guardians or caregiver and a child may be dismissed from program due to their actions. Please see the behavior policy on page 12 for reference.

**Program Concerns:** Any concerns with program operations, activities or events should be brought to the attention of the Director/Coordinator/Site Supervisor/Assistant immediately in an attempt to correct the situation.



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# HEALTH & SAFETY

## Food Safety/Allergies

The health and safety of our children is of the utmost importance. It is imperative that the child-care staff is aware of any food allergies before enrollment. At some programs, food is provided and a menu is posted. If food is not provided, your child's food brought to the center will be checked daily and labeled with his/her name and date. There is absolutely no food sharing allowed. All outside food provided for groups (i.e. birthday cupcakes), must be cleared with the Supervisor in advance.

## Dress Code

Children should wear comfortable and appropriate clothing for indoor and outdoor activities. We use washable paints and crayons; however, clothing can still get stained. We do not reimburse for clothing rips, stains or normal wear and tear. It is expected that the parents will provide proper seasonal clothing. **CLOSED-TOED AND CLOSED HEELED SHOES MUST BE WORN AT ALL TIMES.** Open-toed shoes can be a safety hazard to your child. If you send your child in open-toed sandals or in flip-flops, you will be called and asked to bring different shoes for your child.

## Transportation Policy

YMCA family center-based programs only

When the Y provides transportation for children (Family Center Programs Only), from school to the family center, there are strictly enforced safety guidelines that Y associates follow.

### Guidelines include:

- Supervision of children prior to loading and after unloading the bus
- Annual vehicle inspections
- Pre-trip safety checklist
- All vehicle equipped with a first-aid kit
- Associates will have active First Aid and CPR certifications
- Cell phone available for emergencies

In addition to these guidelines associates will instruct and supervise children of the rules of the bus prior to the bus moving. **Children are expected to follow the rules or risk losing their transportation privileges. These rules include, but are not limited to the following:**

- Safe seating shall be provided for each person, with the maximum rated seating capacity specified for each vehicle
- Seat belts must be worn at all times, if available
- Children must remain seated while the bus is in motion
- Any passengers in wheelchairs will be belted in and chair wheels locked. Other reasonable accommodations may apply for children with special needs
- Children must remain seated at all times and heads should be visible No child should lie down in seat or on each other's laps
- At no time should head, arms, or other body parts be out of the window or in the aisle
- Conduct of bus riders must not disturb or distract the driver
- No objects shall be thrown from the vehicle at any time
- Children must hold on to their own belongings. Aisles and the floor must remain clear of backpacks, lunch boxes, and any other items.
- Attendance sheets will be present on each bus for each bus stop. Campers will be lined up outside of the bus and attendance will be taken as they load the bus.
- Vehicles should follow convoy travel procedures (when applicable)

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Should the need arise due to an emergency, a change in weather or a change in established plans, Y program will contact parent/guardians via email (if they are signed up for them) and will also receive an email to the email address you registered with to let you know what changes have been made or what the emergency is. If there is a critical emergency parents/ guardians will be contacted via a phone call.

Each location that offers transportation to and/or from program will communicate specifics of the transportation plan with parents/guardians separately.

## Site Safety Plans and Procedures

Each site has their own emergency action plan. Should you have any questions, please contact your site supervisor or program director.

## Sick Child

The health and safety of your child is a matter of major importance to all of us. In order to protect the children in the program who are well, we have very stringent rules about sick children. If your child becomes ill in our program, we will call you and you must make arrangements to pick up your child within 30 minutes. Readmission will be allowed with a doctor's note or when a child has been without symptoms for 24 hours. This means if we send your child home on Tuesday, he or she may not return until Thursday.

### Please keep your child home if your child has:

- had a fever in the previous 24 hours
- a cold that is less than two days old
- heavy nasal discharge
- constant cough
- reoccurring vomiting or diarrhea (two or more times)
- temperature of 100.4° F
- symptoms of communicable disease (sniffles, reddened eyes, sore throat, headache and abdominal pain plus fever)

## Medication Administration

The YMCA will only administer **emergency** medication prescribed by a doctor and in its original labeled and dated packaging. Should your child require **emergency** medication during program hours, then the following will be required:

The person registering the child for the program must supply all necessary medication along with written instructions on the Medication Form provided by the YMCA as to the quantity of dosage, time/frequency of administration, how administered, name and phone number of the doctor, reason for medication and any other considerations related to the medication or illness. **Failure to provide emergency medication may result in delay of child's start date.**

Incident report will be completed per our incident report procedures if emergency medication is administered during BASE hours.

\*For in-school programs daily medication and over-the-counter needs, please speak to school nurse for facilitation prior to program.

\*\*The listed medication policy is only for YMCA BASE programing. Other YMCA Youth programs may have different policies; please refer to the specific medication policies applicable to full day programs, i.e.; Summer Camp, Kids' Day Out, etc.

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## HEALTH & SAFETY

### Allergies

It is the parent's responsibility to inform the Y of any allergies your child might have. Please list any allergies in the child's Registration Packet completed during online registration. Should any changes need to be made, contact [yafterschool@tampaymca.org](mailto:yafterschool@tampaymca.org) and inform your Site Supervisor of the update. When necessary, you will need to provide additional information on signs, symptoms and treatment of allergies.



### Child Injury

All Y Associates are trained in CPR and First Aid. In the unfortunate event that your child incurs a major injury at BASE, Y associates will contact a parent or guardian. A parent needs to always be available by phone in case of emergency. Doctors and hospitals will not treat a child (except in life threatening cases) without the parent's presence or permission.

**In case of an emergency requiring immediate medical attention, Y Associates are required to:**

- Administer appropriate first aid
- Make the child comfortable
- Call for an ambulance
- Notify the parent/guardian
- Notify Y Association Leadership

**Y Leadership may follow up on any injuries by contacting parents that same evening or following day. In case of an injury not requiring emergency care, staff members will:**

- Administer appropriate first aid
- Notify the parent/guardian
- Observe and monitor the child's activity

In the event that your child gets a minor injury at BASE which is determined to only require basic first aid, Y Staff will administer the appropriate first aid. Parents will be notified of any injuries at the time of child is picked up. An Incident Report will be written in reference to the injury. An individual who is authorized to pick up the child will be required to sign-off that they received the communication with regards to the incident when they pick the child up.

Please make every effort to keep the YMCA up-to-date on phone numbers, emergency numbers and other pertinent information.

## Inclement Weather

The Y’s BASE program may close during hazardous weather conditions. Inclement weather conditions may delay our opening and/or transportation of your children. Please note that our primary mode of communication with you will be via email. Please ensure that you have an accurate email on file. No exceptions for not receiving the information will be made.

In order to serve children and families to the best of our ability, the Tampa Metropolitan Area YMCA has developed inclement weather policies for school- based programs and family center programs.

Weather-Related Situation	YMCA-Based Programs	School-Based Programs
School Closing	Depending on the severity of the weather, Kid’s Day Out Camp may be available (for a limited number of children) at your YMCA family center, if the family center opens before 10am.	School-Base programs will follow the school closing schedule; however, depending on the severity of the weather, Kids Day Out Camp may be available (for a limited number of children) at your YMCA family center, if the family center opens before 10am.
Delayed Opening	There is no before-school. After school program will open at normal time.	After school program will open at normal time.
Early Dismissal	Program will operate from the time of school dismissal and close at 6pm.	Program will operate from the time of school dismissal, and close at the following times: 6pm at Northwest Family Center, and 6:30pm at Bob Sierra Family Center and YMCA Camp Cristina.

The YMCA will make every effort to provide care in the event of inclement weather; however, the safety of the children and staff are our primary responsibility. The YMCA could close and/or adjust the inclement policy due to hazardous weather conditions. We will follow the same procedures to contact you regarding closings and/or adjustments to the policy as outlined above. Late fees outlined on page 14 under Late Pick-up. Policy will still apply during weather emergencies.

## Heat Index Plan

If heat index reaches 100 degrees, children will be kept out of the sun and all high intensity activities will be canceled. Only low-intensity activities will remain outside and in the shade. If heat index reaches 105 degrees, all children are brought inside and all outdoor activities canceled.



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# QUALIFIED ASSOCIATES

## Our Associates

The Y has hundreds of trained associates and volunteers working with children and youth in the many programs we provide. The protection and safety of children is our first concern. In addition to our Y quality standards, all Y BASE Associates meet the specified requirements by the Hillsborough County School District.

## Our Screening

We have a multi-layered approach to reviewing, interviewing, and screening all candidates for all positions. Prior to a hiring offer, all candidates undergo a background check through an independent search company, a review on the National Sex Offender's registry, fingerprinting, and reference checks.

## Our Training

We are strongly committed to providing quality BASE programs. The Y offers staff the opportunity to grow both personally and professionally through ongoing development and training. All staff participate in at least a full week of training (or more!). Trainings include the Prevention and Identification of Child Abuse, First Aid, CPR, Y Character Development, Early Coalition 8 E-Learning courses and Curriculum Implementation. Staff members attend classes at our Y, onsite at BASE locations and online. Supervisors and directors complete additional training to promote a child safe environment.

## Policy on Associates Working with Children Outside of Y Time

Employees are often asked by Y families to provide child care (babysitting) and other services on their own time to Y members and their families. The Tampa Y does NOT permit employees to provide babysitting or other services to families or children they meet through Y programs. In addition, associates should not provide transportation in a personal vehicle or be in personal contact with your child outside of Y programs. This includes personal communications not related to Y programs through email, texting, phone calls, letters, or contact over the internet. Such policies are designed to protect children and associates from child abuse and/or false allegations. Parents are asked to report any violation of this policy to Y Leadership.

## Child Abuse Prevention

All Y associates receive training on the Prevention and Identification of Child Abuse. It is mandatory for child care providers to report any suspected cases of child abuse and/or neglect to Child Protective Services. All Y associates are mandated to report any suspected child abuse. For more information see next page.



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# ABUSE PREVENTION POLICY

The growth and development of men, women, boys, girls and families has been the Y's principle concern for over 150 years. Through programs of health and wellness, aquatics, sports, camping, parent child, family programs and child care, the Y is responding to the needs of children and families. Many changes have occurred in the lives of children and families today. Some of these changes are positive. However, the alarming increase in child abuse is of particular concern to the Y. Throughout its history, the Y has been a strong advocate for children's rights. It is therefore most appropriate that mistreatment or neglect of children and the resulting severe effects would be of primary concern to the Y.

The Y advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention and the development of self-discipline. At no time will the following disciplinary techniques be tolerated: physical punishment, yelling, striking, biting, kicking, squeezing, shaming, withholding food or rest room privileges, confining children in small locked rooms, or verbal or emotional abuse.

YMCA staff and volunteers need to be sensitive to each person's need for personal space (i.e., not everyone wants to be hugged). The Y encourages appropriate touch; however, at the same time it prohibits inappropriate touch or other means of sexually exploiting children. Based upon its concern for children, parents and YMCA staff, the following standards related to reporting procedures, staffing, standards, code of conduct and resources for parents and children, have been developed.

**\*\*Note:** Tampa Metropolitan Area YMCA like many other public institutions, is mandated by law to report suspected child abuse to Child Protective Services within 24 hours of reported incident.

CHILD ABUSE is mistreatment or neglect of a child resulting in injury or harm. Child abuse may be physical, verbal, emotional or sexual. Its effects may result in severe emotional and physical handicaps, anti-social behavior, even death.

## Procedures for Reporting Suspected Child Abuse

1. At the first report or suspicion of child abuse, the staff or volunteer to whom it has been reported will immediately inform his or her supervisor.
2. Whether the incident or alleged offense takes place on or off YMCA premises, it will be considered job-related (because of the youth-involved nature of the Y).
3. The Tampa Metropolitan Area YMCA will make a report within 24 hours to Child Protective Services and will request that the situation be investigated. In the event the reported incident or suspicion involves an employed staff person or volunteer, the responsible Executive Director will suspend the person from all responsibilities until the investigation is complete.
4. All staff members and volunteers must be sensitive to the need for confidentiality in the handling of information in this area and are therefore instructed to only discuss matters pertaining to abuse or suspected abuse with their supervisors.
5. YMCA staff may not make contact with child(ren) or parents involved in a child abuse incident.
6. All incidents or alleged offenses will be documented on the day of occurrence.



# KIDS' DAY OUT

SCHOOL'S OUT FUN'S IN!

Bring your kids to the Y for an enriching experience while you're at work or out and about.

SIGN UP TODAY!

Make new friends and have fun in a safe and structured environment, under the guidance of trained Tampa Y counselors who embrace the values of our organization. Our holiday day camp program includes games, crafts, swimming and more for children ages 5 to 12. Come for one day, or sign up for the whole week during seasonal breaks. Get ready for summer camp during the school year on most non-student days in Hillsborough and Pasco Counties!



Visit [tampaymca.org/kdo](http://tampaymca.org/kdo) or scan the code for more information.





# LOVE WHAT YOU DO

## ENGAGE AND INSPIRE EVERYDAY! JOIN OUR Youth Development Team

We offer fun, structured afterschool care and we are looking for individuals who are passionate about working in youth development and/or childhood education. The Afterschool schedule follows the Hillsborough County School District schedule and Group Leaders will have the opportunity to work at Y centers on no school days, school break camps and summer camp. **Applicants must be available Monday-Friday, 12:30pm to 6:15pm.**

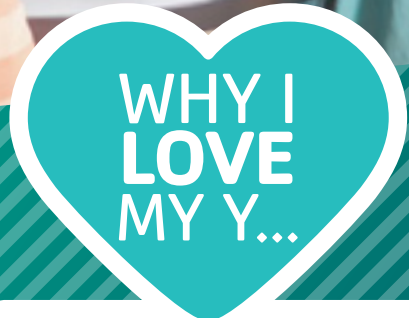
### MORE THAN JUST A JOB:

- Human connection & job fulfillment
- Professional development
- Promote from within
- Many departments for exploring interests and professional strengths
- Leadership focused on professional development
- Training provided PLUS access to additional professional development
- CPR, AED, and First Aid training and certification

The Tampa YMCA is an Equal Opportunity Employer and a Drug Free Workplace.

### Positions available include:

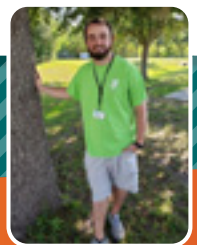
Afterschool Counselor // Site Supervisor



### Meet Mike

“The most important thing I’ve learned from working at the Y is I have a passion for working with kids. The way the YMCA makes a difference in the community really made an impression on me and I want to continue to be part of it for a long time.”

**MICHAEL**  
Youth Development Specialist  
Y staff member since 2017



APPLY TODAY:

[tampaymca.org/careers](http://tampaymca.org/careers)



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
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## TAMPA METROPOLITAN AREA YMCA

### ASSOCIATION OFFICE

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**CENTRAL CITY FAMILY YMCA**  
110 E. Palm Ave., Tampa FL 33602  
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**BOB SIERRA NORTH TAMPA YMCA**  
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**BOB SIERRA NORTH TAMPA YMCA**  
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