Parent Handbook for Membership and Programs
Parent Information

Child Safety Protocols

- A child should never be along with a staff member (may be separate, if in full view of others)
- YMCA staff, except for issues relating directly to current YMCA activities, should not contact children. (ie no letters, emails, telephone calls, visits, non-YMCA excursions, social media, etc)
- Children should not receive excessive gifts of any kind from individual staff members.
- Children should always be transported in appropriately identified vendor operated vehicles. Never in a staff member’s personal vehicle
- YMCA staff members are not permitted to baby-sit YMCA members or program participants. If the baby-sitting arrangement pre-existed the YMCA relationship, the CEO may make an exception, but the parents and baby-sitting staff member must sign a specific acknowledgment waiver.

Parent who become aware of hazing, bullying, or similar behavior should report the incident to the YMCA. Such behavior is often the precursor to peer-to-peer abuse and must be addressed.

- Children should be encouraged to discuss their experiences with their parents and to identify any
behavior that made them uncomfortable. Parents need to be aware that programs like aquatics and gymnastics require some physical contact between adult and child to provide necessary instruction, coaching, and spotting. A single touch in a normally inappropriate place may not be inappropriate if it occurred while trying to prevent injury, etc.

- Staff members and authorized volunteers should have YMCA issued identification name badges or staff shirts. The identification should be visible whenever they are working with children.
- Staff shall portray a positive role model for youth by maintaining an attitude that mirrors the YMCA’s values of Caring, Respect, Honesty, and Responsibility.
- Some programs require parent sign-in and sign-out each day. Children in programs requiring adult drop-off and pick-up will only be released to pre-authorized individuals.
- Rhode Island State statute requires the YMCA to report cases of suspected abuse to authorities. Should a parent arrive under the influence of drugs or alcohol, for the child’s safety, staff may have no recourse but to call the police.

An adult must remain with children younger than age 6 in the pool, gymnastics, or program areas.

If you see any behavior not consistent with the above standards, please contact one of the following people

- Mike Miller, CEO – 401-847-9200 ext 120
- Shannon D’Eramo, COO – 401-847-9200 ext 131
Or report it through our 24-hour hotline hosted by a third party provider.

- [http://newportcountyyymca.silentwhistle.com](http://newportcountyyymca.silentwhistle.com)
- Toll free hotline: 1-800-826-6762

All YMCA staff is trained on the recognition and prevention of Child Abuse. Additionally, Newport County YMCA has established a Code of Conduct that all staff must sign and adhere to as a condition of employment.

**Code of Conduct for Staff and Volunteers**

1. To protect YMCA staff, volunteers, and program members, at no time during a YMCA program may a staff person be alone with a single child where he or she cannot be observed by others. As staff supervise children, they should space themselves in such a way that other staff can see them.

2. Staff shall never leave a child unsupervised

3. Restroom supervision: Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway of the restroom while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff is assisting younger children, doors to the facility must remain open. No child, regardless of age, should ever enter a restroom along on a field trip or at other off site locations. Always send children in groups for 3 and, whenever possible, with staff.
4. Staff should conduct or supervise private activities in pairs – diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.

5. Staff shall not abuse children in any way, including:
   a. Physical abuse – striking, spanking, shaking, slapping, etc
   b. Verbal abuse – humiliating, degrading, threatening, etc
   c. Sexual abuse – touching or speaking inappropriately
   d. Mental abuse – shaming, withholding kindness, being cruel, etc
   e. Neglect – withholding food, water, or basic care

No type of abuse will be tolerated and may be cause for immediate dismissal

6. Staff must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in predetermined situations (when necessary to protect the child or other children from harm), administered only in a prescribed manner, and must be documented in writing.

7. Staff will conduct a health check of each child upon his or her arrival each time the program meets, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Staff will document any questionable marks or responses.
8. Staff will respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, culture, economic level of the family, or disability.

9. Staff will respect children’s rights to not be touched or looked at in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.

10. Staff will refrain from intimate displays of affection toward others in the presence of children, parents, and staff.

11. Staff is not to transport children in their own vehicles or allow youth participants old enough to drive, to transport younger children in the program.

12. Staff must appear clean, neat, and appropriately attired.

13. Using, possessing, or being under the influence or alcohol or illegal drugs during working hours if prohibited.

14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.

15. Possession or use of any type of weapon or explosive device is prohibited.

16. Using YMCA computers to access pornographic sites, send emails with sexual overtones or otherwise inappropriate message, or develop online relationships is not allowed.

17. Profanity, inappropriate jokes, sharing intimate details of one’s personal life, and any kind of harassment in the presence of children, parents, volunteers, or other staff is prohibited.
18. Staff may not be alone with children they meet in YMCA program outside the YMCA. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to prior administrator approval.

19. Staff must be free of physical and psychological conditions that might adversely affect the children’s physical or mental health. If in doubt, an expert should be consulted.

20. Staff will portray a positive role model for youth by maintaining an attitude of loyalty, patience, courtesy, tact, and maturity.

21. Staff should not give excessive gifts (ie TV, video games, jewelry) to youth.

22. Staff may not date program participants who are under the age of 18.

23. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization must be on file with the YMCA).

24. Staff is to report to a supervisor any other staff or volunteer who violates any of the policies listed in this Code of Conduct.

25. Staff is required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.
26. Staff will act in a caring, honest, respectful, and responsible manner consistent with the mission of the YMCA.

**Youth Memberships**

Youth memberships are available for children ages 6 through 14. Older youth memberships are available to children ages 15 through 18 and still in high school.

All Youth and Older Youth Memberships will be issued a membership card. This card must be presented at the member service desk to gain access to the facility. Membership cards are non-transferable.

**Youth and Older Youth Facility Usage**

**Age 5 and younger** – An adult must escort all children younger than age 6 to and from the pool, gymnastics center or childcare program.

**Age 6 – 14** – Youth members have access to the facilities from 2:00pm until 5:30pm Monday through Saturday and from 2:00pm until 5:00pm on Sunday with exception of the Wellness Center (refer to the Wellness Center Youth Policy). Youth in the facility before and/or after youth hours must be accompanied by a parent/guardian at all times.

**Age 15–18** Older Youth members have access to facility during regular operating hours.
Locker Rooms

All children under the age of 2 may use the Women’s or Men’s Locker Rooms when accompanied by an adult.

All children age 2–14 are restricted from using the Women’s and/or Men’s Locker Rooms. Children age 2–14 will use the Girl’s or Boy’s Locker Rooms. An adult accompanying a child into the Girl’s and/or Boy’s Locker Room will use the appropriate locker room of the adult’s gender.

What Facilities are Available for my Child to Use?

Wellness Center
Youth Members age 10 –14 who have had a Wellness Center Orientation with a staff member or have taken a Youth Fitness Class are allowed in the Wellness Center while accompanied by a parent. Youth and Parents Wellness Center hours are:

Monday – Friday 2:30pm–5:00pm & 7:00pm–10:00pm
Saturday & Sunday after 12:00pm

Weight Room, Functional Fitness, & Sports Performance Center
Youth Members age 15 and older are allowed at any time. Youth age 14 and under are restricted from these areas. Exceptions are made for youth participating in YMCA Programs facilitated by a Personal Trainer.

Group Exercise – Youth under the age of 14 must be accompanied by an adult.

Gymnasium – Consult the current gymnasium schedule for Youth and Open Gym Times.
Pool – There are Family Swims daily. During Family Swims, an adult must accompany Youth Members and remain in the pool area. Children under the age of 8 need to have a parent in the water with them.

Guests

Youth and Older Youth Members are allowed 2 guests per visit at $5 per guest.

Youth Members and their guests must enter the facility prior to 4:30pm and depart promptly at 5:30pm Monday through Saturday.

Program Refunds and Credits

A full refund or credit may be requested prior to the start of a program. A credit may be applied toward any YMCA program. If a refund is requested after the first class by prior to the third, a 50% refund or credit will be issued. There are no refunds or credits issued after the third class. Refunds or credits are not available for individuals who miss due to their own lack of attendance. Please see the department Director for refunds or credits.

Make Up Classes

Make Up Classes will not be scheduled when a class is not held due to circumstances beyond our control such as weather, public utility failures, etc.
Cancellation Policy

Follow the YMCAs delays, cancellations, and/or early dismissals on our:

- Website – Newportymca.org
- Facebook – Newport County YMCA
- Or sign up for our newsletter through our website

When Middletown Schools are closed due to inclement weather, the following will be canceled:

- Twice as Nice Child Care Center
- Youth/Teen Programs
  - Gymnastics Class
  - Swim Lessons
  - Youth/Teen Fitness Classes

Note: Afternoon classes may be held; a determination will be made at 12:00pm.

When the Middletown Schools are delayed due to inclement weather, the following will be canceled:

- Morning Youth/Teen Program
  - Gymnastics Classes
  - Swim Lessons
  - Youth/Teen Fitness Classes

When Middletown Schools dismiss early due to inclement weather, the following will be canceled:

- Afternoon Youth/Teen Programs:
  - Gymnastics Class
  - Swim Lessons
  - Youth/Teen Fitness Classes

When Jamestown, Middletown, or Newport Schools are closed due to inclement weather, the Before and After School Program
will be canceled in that school district. In these towns, when school is open, the program will run.

When Jamestown, Middletown, or Newport Schools **delay start** due to inclement weather, the Before School Program will be canceled in that school district. In these towns where they have no delay, the program will run.

When Jamestown, Middletown, or Newport Schools **dismiss early** due to inclement weather, the After School Program will be canceled in that school district. In these towns where there is no early dismissal, the program will run.
Tips and Tricks for Making Copies:

- When making copies, be sure to print this document as a booklet. (found in print settings, however, it should be saved in a booklet version)
- Pages must face every other direction when copying front to back on the copy machine.