HAVE FUN
BUILD CHARACTER

School-Age Child Care and Summer Camp Parent Handbook

PENINSULA METROPOLITAN YMCA
peninsulaymca.org
**WHAT ARE THE OBJECTIVES OF THE PROGRAM?**

The YMCA provides an environment in which children can make friends, be part of a group, meet physical challenges, and know that they are liked, respected, and appreciated.

Objectives:

- To provide a program that enhances leisure time and learning time. Development of new skills, creativity, multicultural and interracial understanding are stressed.
- To provide activities which include special events, multicultural programs, guest speakers, and special instruction.
- Our child care programs reinforce the character values of caring, honesty, respect, responsibility and faith.
- The program meets the individual needs of children at various stages of development.

**WHAT IS THE YMCA’S PROGRAM PHILOSOPHY?**

We believe the success of our programs and ultimately your child’s experience lies in the quality of our staff. Our staff members are selected based on their experience, education, character, talents and interpersonal skills. They bring to the program a multitude of experiences and backgrounds. All of our staff receive background checks, child abuse prevention training, and additional training in program curriculum to include discipline and child development skills.

**WHAT ARE THE HOURS of OPERATION?**

<table>
<thead>
<tr>
<th>School-Age</th>
<th>BEFORE-SCHOOL PROGRAM: Time varies depending on site location. See your Site Director for details – school opening</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AFTER-SCHOOL PROGRAM: School dismissal time – 6:00 pm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Camp</th>
<th>6:00 am - 6:00 pm</th>
<th>Hampton, Luter, Newport News, R.F. Wilkinson, and Victory</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6:30 am - 6:00 pm</td>
<td>Poquoson</td>
</tr>
<tr>
<td></td>
<td>7:00 am - 6:00 pm</td>
<td>Middlesex, Northern Neck, Northumberland, Richmond County, and Westmoreland</td>
</tr>
</tbody>
</table>

**WHAT IS THE BEST WAY TO MAKE PAYMENTS?**

A registration fee applies for all child care and camp programs. Payment for the first week is due upon registration.

Electronic Funds Transfer (EFT) is the Peninsula Metropolitan YMCA’s preferred method of payment for your weekly tuition for our School-Age and Summer Camp programs. Fees are automatically withdrawn from your checking or savings account either weekly or monthly, per your request. By completing the Electronic Funds Transfer (EFT) authorization form, you authorize the YMCA to draft your checking or savings account per the terms agreed upon. The EFT drafts are continual, based on the payment schedule, and are automatically renewed. A termination form must be completed 2 weeks prior to the final EFT draft. Payments made by personal check can be converted into an Electronic Funds Transfer. If you do not wish for your check to be converted, please inform camp staff at the time of registration. There is a $25 insufficient funds fee for any payment returned by a financial institution, and we ask that you make all future payments in the form of a money order.

Credit card payments can be made at your branch Welcome Center (not available at all branches). Cash will not be accepted. Please keep all receipts for tax purposes. Our tax ID# is 54-0524905.

**Payments**

Weekly payments are due in advance for the week your child will be attending. If payment is not made by the prior week on Tuesday, your child will not be able to attend the program on Monday of their scheduled week, and an additional fee of $5.00 per child is charged.

- Each family will be allowed 2 weeks’ vacation from the program. If your child misses more than 2 weeks, you must make weekly payments to reserve his/her space in the program.
- For school-age, if your child leaves the program before the school year is over, we require a termination notice in writing. Please include the reasons why your child will not be attending our program.
- If the program is open for three or more days per week, full tuition must be paid.

**IS FINANCIAL ASSISTANCE AVAILABLE?**

Scholarships, for those who qualify, are provided on a space-available basis. To apply for a scholarship, please pick up a Guardian Application at the Welcome Center of your YMCA branch.
What Can I Expect If My Child Misbehaves?

The philosophy behind our discipline policy is to prevent negative behavior before it begins. All children are aware of the established rules and boundaries. Counselors use positive techniques to support children’s good behavior and make them aware of inappropriate behavior immediately. Children are disciplined fairly, consistently, and immediately. The five core values: caring, honesty, respect, responsibility, and faith are the foundation of our discipline policy. Listed below are the State and Peninsula Metropolitan YMCA Association guidelines that are incorporated into all of our child care programs.

**State Guidelines:**

- Provide a secure and caring environment for children.
- Positive reinforcement and encouragement from staff allows children the opportunity to develop a positive self-image, problem-solving skills and self-discipline.
- Expected behavior shall be on the child’s level.
- Limits or rules shall be appropriate and understandable to the children to whom they apply.
- Discipline shall be fair and consistently applied.
- Discipline shall be appropriate to the infraction and timely.

**Peninsula Metropolitan YMCA Association Guidelines:**

- Our program promotes equality and communication between peers; any fighting, name calling or bullying are grounds for immediate dismissal from the program.
- Allow transition time and warnings before activity occurs.
- Give verbal warnings/reminders.
- Use redirection techniques to positively guide children’s behavior.
- Talk through the problem with the child to be sure they understand what is wrong with their actions.
- Time-out/cool-down technique is used when children do not follow established rules. This is a quiet time for the child in a designated place within view of the staff. The time-out/cool-down technique is listed below:
  - Remove child from activity and ask the child to sit away from the group.
  - After 1–2 minutes, 10 minutes maximum, ask the child why he/she was removed from the activity and if he/she is ready to return to the activity.
  - Explain the behavior expected in the future.
  - A maximum of three time-outs are allowed daily. If a third time-out is received, the parent or emergency contact will be notified and required to pick up the child within 45 minutes.

How Does the Y Provide a Safe and Secure Environment?

What is Required When I Pick-Up and Drop-Off My Child?

- The YMCA School-Age Program and Summer Camp close at 6:00 pm promptly Monday–Friday.
- If you are unable to pick up your child, please make alternate arrangements and notify the YMCA who will pick up your child.
- If you are late picking up your child after closing, you will be charged $20 for the first 10 minutes and $1.00 per child for each additional minute. Repeated tardiness could result in dismissal from the program. If children are not picked up within 45 minutes after the site’s closing time without notification, the YMCA reserves the right to notify Child Protective Services.
- If your child will not be attending the program on a particular day, you must contact the YMCA by 12:00 noon. Failure to contact the YMCA may be cause for dismissal from our program.
- Your child must be signed in each the morning, and signed out in the evening.
- For safety, children must be accompanied by an adult when dropped off or picked up from the School-Age and Camp Programs. Please do not let your child walk to or from your car alone.
- If a child is to be picked up by someone other than the parents, the Site Director must have written permission from the parent. Individuals will be required to show proof of identification. Children will not be released to anyone under the age of 18. Directors must see the person(s) picking up the child(ren).
- Children who have been suspended or expelled from school will not be allowed to attend the School-Age Program.

What Precautions Are in Place to Help Prevent Child Abuse?

These preventive strategies are designed to protect the children in YMCA programs and to protect YMCA staff and volunteers from being wrongly accused of incidences of child abuse.

1. The YMCA has in place comprehensive pre-employment screening procedures to screen out staff not suited for working with children.
2. The YMCA will take any allegation or suspicion of child abuse seriously.
3. Staff are trained and understand their legal obligation to report suspected abuse.
4. Policies, procedures, and training are available relating to discipline, supervision, staff/participant interaction, staff and volunteer Code of Conduct, etc.
5. Staff understand what practices may be considered abusive, and the difference between what may be considered appropriate and inappropriate touch.
6. Staff communicate frequently with parents regarding day-to-day activities and encourage parents to report or question any behavior or event their child may share that appears out of the ordinary.
Child Abuse Precautions (continued)

7. Parents are encouraged to visit, unannounced, any program in which their child participates.

8. Staff try to identify stressed parents and offer support and referrals for help.

9. Staff have learned how to discuss sensitive issues with children.

10. Staff protect themselves and the YMCA by agreeing not to be alone with YMCA youth or program participants outside of the YMCA programs or facilities (i.e., baby-sit, take children on trips, have them in their homes when others are not present, connect online, etc.).

Should you suspect or have concerns or questions about any possible abuse situation, please contact:

- Human Resources Officer, 757 223 7925, ext. 205
- Chief Operations Officer, 757 223 7925, ext. 201
- Praesidium Helpline, 855 347 0751

WHAT HAPPENS IF MY CHILD GETS INJURED?

Checklist for Safety Precautions

The procedures listed below are posted or located near a telephone and accessible to all child care staff: emergency procedures, first aid chart, children’s allergy list, and accident report forms. A copy of the Center’s emergency evacuation plan is available upon request. Information regarding alternate shelter will be posted on the parent board.

Medical Assistance

The Site Director will follow these procedures:

- Call 911. If the injury or illness is life-threatening (i.e., for serious blows to the head, absence of breathing and heartbeat, suspected poisoning, profuse bleeding, convulsions, or allergic reactions), give immediate First Aid (CPR, etc.). Do not move the victim unless in danger (i.e., in street, immersed in water, or electrocuted).
- Notify parent/guardian.
- Notify the Program Director.
- Designate a substitute Site Director so as to maintain the proper child/staff ratio. Names and phone numbers of substitute group leaders will be posted by the telephone.
- Go with the patient to the appropriate medical facility and meet parents/guardians. (Site director must bring the emergency medical care release form from the child’s file.)
- Complete Incident Report Form.

Staff Emergencies

All children will be instructed in the following so as to be prepared in the event a staff member sustains an incapacitating injury:

- Location of telephones.
- How to dial 911 and what to say. A CHILD WILL ONLY CALL IF A STAFF MEMBER CANNOT BE LOCATED. The child should know the location, address and whereabouts in the building.
- The names of staff, including substitutes, and where they are on the grounds/building.
- Special instructions: If a Counselor (or substitute) or Site Director is injured, two (2) students will locate the Site Director or Counselor for help.
- Where the principal’s or designee’s office is located if the Site Director is not found.
- Where the telephone number for the YMCA is posted and how to dial the number.
- How to dial the Program Director’s telephone number.
- Location of First Aid Kit (should be posted).

Emergency Information

During registration, each child’s parent/guardian or full-time custodian must sign a statement authorizing the Center to obtain medical attention for the child in an emergency situation.

Emergency Telephone Numbers

Staff will have emergency telephone numbers with them at all times. For all field trips, the number and location of the nearest hospital facility will be obtained by the Site Director before the field trip occurs.

Emergency Transportation

A means of transportation will always be available in case of emergency.

Minor Accidents

Basic First Aid is given at the child care site for injuries or illnesses needing only minimal attention. A First Aid Manual is used.

Insurance

The YMCA does not provide accident insurance for your child. The YMCA does, however, have general liability insurance that may cover your medical expenses if your child is injured in our program. If your health insurance does not cover your medical expenses, please contact us as soon as possible.
**WHAT IF MY CHILD NEEDS TO TAKE MEDICATION?**

Medication may be given to your child by a certified staff member only if:

A) You and the physician have signed a YMCA permission form.

B) Medication is in its original container with a prescription label attached.

C) Over-the-counter medication must be approved and prescribed by the physician.

D) All medications must be turned in to the Program Director and will be kept in a locked container.

E) All medication forms must be updated every 6 months.

F) Asthma action plans must be submitted and all medicines prescribed, along with medical permission forms.

**Sunscreen**

We recommend that parents apply sunscreen to their child prior to summer programs. Sunscreen must be in the original container and brought from home (and labeled with your child’s name) in order to be applied to your child. A signed parent’s permission slip is needed to apply sunscreen.

**WHAT IS THE POLICY FOR IMMUNIZATIONS AND ILLNESSES?**

State law requires all students to have a current medical and immunization record signed by a physician before attending the program. Parents are notified if children are exposed to any contagious disease while participating in the program.

A child with a fever, vomiting, or diarrhea is not allowed in the Center. If a child becomes ill during the program, the parent is called and it is in the best interest of the child for the parent to pick up their child as soon as possible; no later than one hour after contact. (Appropriate late fees will apply after one hour). The child may return 24 hours after their fever has broken or upon written approval from a physician.

Parents are notified of a necessary early pick-up if a child displays any of the following symptoms:

- Fever 100° (orally)
- Vomiting
- Diarrhea
- Unexplained rash
- Conjunctivitis
- Any symptoms described on the contagious disease chart

**Reporting Communicable Diseases**

Parents/Guardians must inform the staff within 24 hours or the next business day if their child or any member of the immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for life-threatening diseases which must be reported immediately.

**WHAT DO I NEED TO KNOW REGARDING TRANSPORTATION?**

Transportation varies for each YMCA site and program location. See your Site Director for details.

Transportation for camp field trips is provided by bus. These vehicles meet all of the safety standards required by the Virginia Department of Transportation. The driver for all trips will be a Virginia State commercial driver’s licensed individual meeting all the qualifications required by the state.

The YMCA and the school system work together to provide transportation for children to and from most city schools. Transportation will not be provided if schools are closed. Send a note to your child’s teacher stating that they will be riding a YMCA bus.

**HOW CAN I PREPARE MY CHILD FOR FIELD TRIPS? (Summer Camp)**

A field trip schedule will be handed out before camp begins. Parents will be notified if there are any changes to the schedule. A Camp field trip T-shirt will be issued to your child prior to the first field trip. T-shirts are worn for safety reasons. If the child does not wear the child care T-shirt on field trip days, the parent will be notified and the T-shirt will have to be delivered before the child may attend the trip.

If your child does not attend the field trip, you must find alternate care for that day.

**HOW DOES THE Y HELP WITH SCHOOL CLOSINGS?**

Full-day programs are provided on most school holidays and school closings. An additional fee per child will be charged. Payment reserves a space for your child. Children must bring a bag lunch and 2 snacks on full days. A minimum number of participants must be met for the program to run. You will be notified in advance.

The YMCA School-Age Program will not operate on the following days:

- New Year’s Day
- Labor Day
- Christmas Eve
- Memorial Day
- Thanksgiving Day
- Christmas Day
- Independence Day (camp only)
- Day after Thanksgiving

**Snow Policy**

If school closes early due to inclement weather, we will provide transportation and care for your child until 6:00 pm, unless we notify you otherwise.

If school is cancelled due to snow, a full–day fee will be charged per child.

*The YMCA reserves the right to close at any time that the weather does not permit safe travel. Please follow us on Facebook and Twitter, check our Facebook Timeline, go to peninsulaymca.org, or tune into local radio or TV stations for updates.*
HOW CAN FIND OUT WHAT ACTIVITIES ARE AVAILABLE FOR MY CHILD?
Communication is fostered by daily conversations between parents and staff. We provide a parent table with updates and information. Please check the monthly-posted calendar of events to keep informed of all upcoming program activities.

The Center has an area for your child’s personal belongings. Please see your Site Director for specific location.

• Staff shall provide at least semi-annual scheduled opportunities for parents to provide feedback about their children’s care.
• Parents are required to notify the Site Director if there is any change in address, work or home telephone numbers, or emergency contacts (persons who can be notified if parents are unavailable). Parents are required to update children’s records annually.

Program Curriculum
Our program is designed so that each child has an opportunity to make friends, discover new ideas and have a great time. If, after a reasonable period of time, a child is not able to adjust to the demands of the group and the schedule, or if there are special needs the program is not able to meet, parent(s) may be asked to withdraw the child from our program immediately.

Children in the YMCA School-Age and Summer Camp programs may have the opportunity to participate in:

- Family Times
- Multicultural Activities
- Recreational Games
- Homework Time
- Initiative Challenges
- Character Development
- Clubs
- Arts & Humanities
- STEM
- Music
- Outdoor Activities
- Reading
- Special Events
- 5210
- Holiday Camps
- Sports Activities

Please refrain from allowing your child to bring any electronic games. Toys are not to be brought from home unless requested by the staff. Thy YMCA is not responsible for lost or damaged personal items.

Questions or Concerns?
Please see your Site Director with any questions or concerns. If you are not satisfied with the information you receive, please contact the YMCA and speak with the Program Director. For branch information, refer to the back cover with YMCA listings. We greatly appreciate parent comments.

WHAT INFORMATION ON HEALTHY SNACKS and LUNCHES CAN THE Y PROVIDE?
During full days, Winter and Spring Break Camps and Summer Camp, please send fresh and nutritious non-perishable/non-microwavable lunches, snacks and beverages every day from home and include your child’s name and date on the outside of his/her lunch box, tote, or bag.

<table>
<thead>
<tr>
<th>Whole Grains</th>
<th>Fruits or Vegetables</th>
<th>Treats</th>
<th>Proteins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bagel</td>
<td>Orange</td>
<td>Crackers</td>
<td>Chicken</td>
</tr>
<tr>
<td>Bread Sticks</td>
<td>Apple</td>
<td>Yogurt</td>
<td>Tuna</td>
</tr>
<tr>
<td>Sandwiches</td>
<td>Pear</td>
<td>Fruit Snacks</td>
<td>String Cheese</td>
</tr>
<tr>
<td>English Muffin</td>
<td>Peach</td>
<td>Applesauce</td>
<td>Lean Meats</td>
</tr>
<tr>
<td>Tortillas</td>
<td>Celery</td>
<td>Baked Chips</td>
<td>Beversages</td>
</tr>
<tr>
<td>Whole Grain Bread</td>
<td>Carrot Sticks</td>
<td>Trail Mix</td>
<td>Water</td>
</tr>
</tbody>
</table>

NUTRITIONAL SNACK CHART

<table>
<thead>
<tr>
<th>SNACK (SUPPLEMENT)</th>
<th>Ages 3–5</th>
<th>Ages 6–12</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 cup</td>
<td>3/4 cup</td>
</tr>
<tr>
<td>Fruit or Vegetable</td>
<td>1/2 cup</td>
<td>1 ounce</td>
</tr>
<tr>
<td>Meat or Meat Alternative</td>
<td>1/2 ounce</td>
<td>1 slice</td>
</tr>
<tr>
<td>Bread or Bread Alternative</td>
<td>1/3 cup or 1/2 ounce</td>
<td>3/4 cup or 1 ounce</td>
</tr>
<tr>
<td>including cereal, cold dry</td>
<td>1/4 cup</td>
<td>1/2 cup</td>
</tr>
<tr>
<td>or cereal, hot cooked</td>
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</tbody>
</table>

YMCA child care programs are licensed by the State of Virginia. If you have any questions regarding licensing, please call the YMCA or contact:

Richmond Licensing Office (Henrico)
1604 Santa Rosa Road, Wythe Building, Suite 130
Richmond, Virginia 23229 • 804 662 9743
<table>
<thead>
<tr>
<th>Disease</th>
<th>Common Symptoms</th>
<th>Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chickenpox* (Varicella)</td>
<td>Onset with slight fever and itchy eruptions which become vesicular (small blisters) within a few hours. Lesions commonly occur in successive crops, with several stages of maturity present at the same time. Communicable for as long as 5 days (usually 1-2 days) before eruption of vesicles &amp; until all lesions crust (usually 5 days). Communicability may be prolonged in immunocompromised people.</td>
<td>CASE: Exclude from school for at least 5 days after eruptions first appear or until vesicles become dry. Avoid exposure to women in early pregnancy who have not had chickenpox and/or varicella vaccine. CONTACTS: Check vaccination status of contacts and recommend vaccination if needed. On appearance of symptoms, exclude from school.</td>
</tr>
<tr>
<td>Conjunctivitis, Acute Bacterial</td>
<td>Pink or red eyeball with swelling of the eyelids and eye discharge. Eyelids may be matted shut after sleep. May involve one or both eyes.</td>
<td>CASE: Exclude from school while symptomatic or until 24 hours of antibiotic treatment has been completed. CONTACTS: School exclusion not indicated.</td>
</tr>
<tr>
<td>(Pink Eye)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diarrheal Diseases*</td>
<td>Ranges from sudden onset of fever, abdominal pain, diarrhea, nausea, and sometimes vomiting in salmonellosis, to cramps and bloody stools in severe cases of shigellosis and E. coli O157:H7. Dangerous dehydration may occur in younger children. In giardiasis, persons may be asymptomatic or have decreased appetite and weight loss.</td>
<td>CASE: Exclude from school until cessation of acute diarrhea. Stress importance of proper handwashing. CONTACTS: School exclusion and stool cultures not indicated in absence of symptoms. Consult with your local health department for advice during suspected school outbreaks.</td>
</tr>
<tr>
<td>(Campylobacteriosis, E. coli O157:H7,</td>
<td></td>
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<tr>
<td>Giardiasis, Shigellosis, etc.)</td>
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<td></td>
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<tr>
<td>Incubation Period: 6hrs-25 days, depending on disease</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fifth Disease (Erythema</td>
<td>Rash characterized by a vivid reddening of the skin, especially of the face, which fades and recurs; classically, described as a “slapped face appearance”. Mild symptoms of fever, body aches, and headache may occur 7-10 days before rash.</td>
<td>CASE: Exclusion from school not indicated. CONTACTS: School exclusion not indicated. Pregnant women and immunocompromised persons should seek medical advice.</td>
</tr>
<tr>
<td>Infectiosum)</td>
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</tr>
<tr>
<td>Hepatitis A*</td>
<td>Fever, loss of appetite, nausea, abdominal discomfort and weakness followed by jaundice. Many unrecognized mild cases without jaundice occur, especially in children. Communicability greatest from 7 days before to several days after onset of jaundice.</td>
<td>CASE: Follow advice of child's physician and/or local health department. CONTACTS: School exclusion not indicated. Stress importance of proper handwashing.</td>
</tr>
<tr>
<td>Incubation Period: from 15-50 days, average 28-30 days</td>
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</tr>
<tr>
<td>Hepatitis B*</td>
<td>Only a small proportion of acute infections have clinical symptoms. Symptoms are similar to those of Hepatitis A.</td>
<td>CASE: Follow advice of child's physician and/or local health department. CONTACTS: School exclusion not indicated.</td>
</tr>
<tr>
<td>Incubation Period: From 45-169 days, average 90 days</td>
<td></td>
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<tr>
<td>HIV Infection* and AIDS*</td>
<td>A broad range of disease manifestations affecting multiple organ systems. Many children remain asymptomatic.</td>
<td>CASE: Follow advice of child's physician and/or your local health department. CONTACTS: School exclusion not indicated.</td>
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<tr>
<td>Incubation Period: Variable</td>
<td></td>
<td></td>
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<tr>
<td>Influenza</td>
<td>Sudden onset of fever, chills, headache, malaise, and nonproductive cough. Subsequently, respiratory tract signs including sore throat, nasal congestion, rhinitis, and cough become more prominent.</td>
<td>CASE: Exclude from school until at least 24 hours following resolution of fever. CONTACTS: School exclusion not indicated. Seasonal influenza vaccination encouraged to reduce spread of influenza.</td>
</tr>
<tr>
<td>Incubation Period: Usually 1-4 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measles* (Rubeola, Red Measles)</td>
<td>Prodrome characterized by fever followed by redened eyes, runny nose, and cough. Dusky-red blotchy rash appears on day 3 or 4 and lasts 4 to 7 days. Communicable from 4 days before to 4 days after the appearance of the rash.</td>
<td>CASE: Exclude from school until at least 4 days after appearance of the rash. Check immunization records of all students. Discuss with your local health department. CONTACTS: Exclude from school immediately on signs of prodrome. Unimmunized students may need to be excluded from school. Follow recommendations of your local health department.</td>
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<tr>
<td>Incubation Period: From 7-21 days, (usually 8-12 days from exposure to onset of symptoms)</td>
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<tr>
<td>Meningitis, Bacterial</td>
<td>Sudden onset of fever, chills, headache, malaise, and nonproductive cough. Subsequently, respiratory tract signs including sore throat, nasal congestion, rhinitis, and cough become more prominent.</td>
<td>CASE: Exclude from school during acute illness. Non-communicable after 24-48 hours of appropriate drug therapy. CONTACTS: School exclusion not indicated. Discuss with your local health department to determine if close contacts need prophylactic treatment for H. Influenzae or Meningococcal Meningitis.</td>
</tr>
<tr>
<td>(H. influenzae*, Meningococcal*,</td>
<td></td>
<td></td>
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<tr>
<td>Pneumococcal)</td>
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<td></td>
</tr>
<tr>
<td>Incubation Period: H. influenzae: 2-4 days, Meningococcal: 2-10 days, usually 3-4 days. Pneumococcal: 1-4 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disease</td>
<td>Common Symptoms</td>
<td>Recommendations</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Mumps</strong></td>
<td>Incubation Period: From 12-25 days, usually 16-18 days. Fever with swelling and</td>
<td>CASE: Exclude from school for 5 days after the onset of parotid gland swelling. CONTACTS: School</td>
</tr>
<tr>
<td></td>
<td>tenderness of one or both parotid glands located below and in front of the ears.</td>
<td>exclusion not indicated.</td>
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<tr>
<td></td>
<td>Unrecognized mild cases without swelling may occur. Communicable from 3 days</td>
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<td></td>
<td>before swelling until 5 days after.</td>
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<td></td>
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<tr>
<td><strong>Norovirus</strong></td>
<td>Incubation Period: From 12-48 hours Sudden onset of vomiting and/or diarrhea,</td>
<td>CASE: Exclude from school until symptoms resolve. Stress importance of proper handwashing as virus</td>
</tr>
<tr>
<td></td>
<td>abdominal cramps, and nausea.</td>
<td>is shed in stool for weeks after symptoms resolve. CONTACTS: School exclusion not indicated.</td>
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<td></td>
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<tr>
<td><strong>Pediculosis (Head Lice)</strong></td>
<td>Incubation Period: Eggs hatch in 7-12 days and reach maturity 9-12 days later</td>
<td>CASE: Notify parents; inform that child has lice and should be treated. School exclusion is not</td>
</tr>
<tr>
<td></td>
<td>Severe itching and scratching, often with secondary infection. Eggs of head lice</td>
<td>indicated. CONTACTS: Inspect head for evidence of infestation. Refer for treatment if infested.</td>
</tr>
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<td>(nits) attach to hairs as small, round, gray lumps.</td>
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<tr>
<td><strong>Pertussis</strong></td>
<td>Incubation Period: From 4-21 days, usually 9-10 days The initial stage begins</td>
<td>CASE: Exclude from school until a physician advises return (usually 5 days after initiation of</td>
</tr>
<tr>
<td></td>
<td>with upper respiratory symptoms and increasingly irritating cough. The paroxysmal</td>
<td>appropriate antibiotic therapy). Discuss with your local health department. CONTACTS: Exclude on</td>
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<td>stage usually follows within 1 to 2 weeks, and lasts 1 to 2 months. Paroxysmal</td>
<td>first indication of symptoms.</td>
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<td>stage is characterized by repeated episodes of violent cough broken by a high-</td>
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<td>pitched inspiratory whoop and vomiting. Older children may not have whoop.</td>
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<td></td>
<td>Convalescence may require many weeks.</td>
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<td><strong>Ringworm of the Body</strong></td>
<td>Incubation Period: Unknown Circular well-demarcated lesion that can involve face,</td>
<td>CASE: Exclusion from school not indicated as long as lesions are covered or child is receiving</td>
</tr>
<tr>
<td>(Tinea Corporis)</td>
<td>trunk, or limbs. Itching is common.</td>
<td>treatment. CONTACTS: School exclusion is not indicated.</td>
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<tr>
<td><strong>Rubella</strong> (German Measles)</td>
<td>Incubation Period: From 12 to 23 days, usually 14 to 17 days Mild symptoms; slight</td>
<td>CASE: Exclude from school for 7 days after onset of rash. Avoid exposure to women in early pregnancy.</td>
</tr>
<tr>
<td></td>
<td>fever, rash of variable character lasting about 3 days; enlarged head and neck</td>
<td>Check immunization records of all students. Discuss with your local health department.</td>
</tr>
<tr>
<td></td>
<td>lymph glands common. Joint pain may occur, especially in older children and</td>
<td>CONTACTS: Discuss with your local health department; unimmunized contacts may need to be excluded.</td>
</tr>
<tr>
<td></td>
<td>adults. Communicable for 7 days before onset of rash and at least 7 days</td>
<td>Those who are pregnant and not immunized should be urged to seek medical advice.</td>
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<td>thereafter.</td>
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<td><strong>Scabies</strong></td>
<td>Incubation Period: Persons without previous exposure: 4 to 6 weeks. Previously</td>
<td>CASE: Excluded from school until 24 hours of appropriate treatment has been completed. CONTACTS:</td>
</tr>
<tr>
<td></td>
<td>infested and sensitized. 1-4 days after re-exposure.</td>
<td>inspect for evidence of infestation and refer for treatment if necessary. School exclusion is not</td>
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<td></td>
<td></td>
<td>indicated in the absence of infestation.</td>
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<td>Begins as itchy raised areas around finger webs, wrists, elbows, armpits, belt-</td>
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<td>line, and/or genitalia. Extensive scratching often results in secondary infection.</td>
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<tr>
<td><strong>Streptococcal Diseases</strong></td>
<td>Incubation Period: Variable, often 2-5 days, may be longer. Impetigo: Multiple</td>
<td>CASE: Exclude from school until lesions are healed or until 24 hours of antibiotic treatment has</td>
</tr>
<tr>
<td>(Including Impetigo, Scarlet</td>
<td>skin lesions usually of exposed area (e.g. elbows, legs, and knees), but may</td>
<td>been completed. CONTACTS: Exclusion from school not indicated. Observe carefully for symptoms.</td>
</tr>
<tr>
<td>Fever, and “Strep” throat)</td>
<td>involve any area. Lesions vary in size and shape, and begin as blisters, which</td>
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<td></td>
<td>rapidly mature into brown crusts on a reddened base. Healing from center outward</td>
<td>CASE: Exclude from school during acute illness. Non-communicable after 24 hours of appropriate</td>
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<td></td>
<td>produces circular areas, which may resemble ringworm.</td>
<td>drug therapy. CONTACTS: Exclude on first indication of symptoms. Culturing of school contacts and</td>
</tr>
<tr>
<td></td>
<td>Scarlet Fever: Fever, sore throat, exudative tonsillitis or pharyngitis. Sandpaper-</td>
<td>treatment of carriers not usually indicated.</td>
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<tr>
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<td>like rash appears most often on neck, chest, and skin folds of arms, elbows,</td>
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<td>groin, and inner aspects of thighs.</td>
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<td></td>
<td>&quot;Strep&quot; throat: Sudden onset of fever, sore throat, exudative tonsillitis or</td>
<td>CASE: Excluded from school until 24 hours of antibiotic treatment has been completed. CONTACTS:</td>
</tr>
<tr>
<td></td>
<td>pharyngitis, and enlarged lymph nodes. Symptoms may be absent in some cases.</td>
<td>Exclusion from school not indicated. Observe carefully for symptoms.</td>
</tr>
</tbody>
</table>
Five servings of fruits and vegetables each day provides children the nutrients needed to live healthy every day. Encourage your family to eat more fruits and vegetables by serving them often. Children who see their family members eat fruits and vegetables tend to eat them also.

Two hours or less of screen time daily provides children the opportunity to move more and live healthy every day. Television, video games, smart phones and computers are part of our lives and can help children learn. But too much screen time can be unhealthy.

One hour or more of physical activity each day helps children live healthy every day. Physical activity helps decrease stress, improves sleep, makes bones and muscles stronger, and helps children feel good.

Zero sugary drinks help children live healthy every day. Sweetened sodas, fruit punch, and sports and energy drinks contain a lot of added sugar. Too many sugar-sweetened drinks can lead to problems such as dental cavities and unwanted weight gain.
FORT MONROE YMCA
8 Ruckman Road
Fort Monroe, VA 23651
757 690 7403
Summer Camp only:
• Fort Monroe

GLOUCESTER FAMILY YMCA
6898 Main Street
Gloucester, VA 223601
804 993 4922
School-Age Location:
• Gloucester Family YMCA
Summer Camp Location:
• Gloucester Family YMCA

GREATER WEST POINT FAMILY YMCA
3135 King William Avenue, P.O. Box 1526
West Point, VA 23181
804 843 3300
Summer Camp only:
• Greater West Point Family YMCA

HAMPTON FAMILY YMCA
1 YMCA Way
Hampton, VA 23669
757 722 9044
School-Age Location:
• Hampton Family YMCA
Summer Camp Location:
• Hampton Family YMCA

LUTER FAMILY YMCA
259 James Street
Smithfield, VA 23430
757 365 4060
School-Age Locations:
• Carrollton Elementary, Hardy Elementary
• Westside Elementary, Windsor Elementary
Summer Camp Location:
• Luter Family YMCA

MATHEWS FAMILY YMCA
10746 Buckley Hall Road Route 198
Mathews, VA 23109
School-Age Location:
• Thomas Hunter Middle School
Summer Camp Location:
• Thomas Hunter Middle School/Mathews Baptist Church

MIDDLESEX FAMILY YMCA
11487 General Puller Highway, P.O. Box 524
Hartfield, VA 23071
804 316 9191
School-Age Location:
• Middlesex Family YMCA
Summer Camp Location:
• Middlesex Family YMCA

NORTHERN NECK FAMILY YMCA
39 William B. Graham Court, P.O. Box 1809
Kilmarnock, VA 22482
804 435 0223
School-Age Location:
• Wiley Child Development Center
Summer Camp Location:
• Wiley Child Development Center
• Northern Neck Family YMCA

NORTHERN NECK FAMILY YMCA
39 William B. Graham Court, P.O. Box 1809
Kilmarnock, VA 22482
804 435 0223
School-Age Location:
• Wiley Child Development Center
Summer Camp Location:
• Wiley Child Development Center
• Northern Neck Family YMCA

NORTHUMBERLAND FAMILY YMCA
6348 Northumberland Highway, P.O. Box 146
Heathsville, VA 22473
804 580 8901
School-Age Location:
• Northumberland Family YMCA
Summer Camp Location:
• Northumberland Family YMCA

R.F. WILKINSON FAMILY YMCA
301 Sentara Circle
Williamsburg, VA 23188
757 229 9622
Summer Camp only:
• R.F. Wilkinson Family YMCA

RICHMOND COUNTY FAMILY YMCA
45 George Brown Lane
Warsaw, VA 22572
804 333 4117
School-Age Location:
• Richmond County Intermediate School
Summer Camp Location:
• Richmond County Intermediate School

TOM & ANN HUNNICUTT FAMILY YMCA
7827 Warwick Boulevard
Newport News, VA 23607
757 245 0047
School-Age Location:
• Tom & Ann Hunnicutt Family YMCA
Summer Camp Location:
• Tom & Ann Hunnicutt Family YMCA

VICTORY FAMILY YMCA
101 Long Green Boulevard
Yorktown, VA 23693
757 867 3300
School-Age Locations:
• Bethel Baptist Church
• Poquoson Elementary
Summer Camp Locations:
• Victory Family YMCA
• Poquoson Elementary

WESTMORELAND FAMILY YMCA
18849 Kings Highway, P.O. Box 667
Montross, VA 22520
804 493 8163
School-Age Location:
• Washington District Elementary School
Summer Camp Location:
• Westmoreland Family YMCA

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