



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# **YMCA of DeKalb County, Inc.**

## **School Age Child Care Parent Handbook: Policies & Procedures 2011/12**

**YMCA OF DEKALB COUNTY INC**

Main Street Facility: 310 N Main Street, Auburn IN 46706

North Street Facility: 533 North Street, Auburn IN 46706

**Phone** 260 925 9622 **Main Street Fax** 260 925 6766 **North Street Fax** 260 333 0823 [www.ymcadecalb.org](http://www.ymcadecalb.org)

Dear YMCA of DeKalb County, Inc. School Age Child Care Parents,

Welcome to the Y School Age Child Care (SACC) program!! The SACC Program is a safe, fun and active place where children ages 5 – 12 years old are given the opportunity to participate in many supervised activities. Our program is designed to meet the needs of the children in our community and in our YMCA.

We offer a variety of age-appropriate activities, such as active play, arts and crafts, recreational swimming, sports, board games, group games, outdoor activities, computers, and much, much more.

The program is planned to promote active learning with play as the child's method of discovery. Experiences and activities are introduced so children have an opportunity to make decisions and solve problems. A primary goal is to promote the maximum development of the whole child . . . physical, emotional, social, intellectual, creative and spiritual. By planning a developmentally appropriate environment, the center provides a place for your child to feel significant and successful.

The YMCA, while based on Christian principles and values, is non-discriminatory, accepting children of all faiths and heritages. We promote an anti-biased, multicultural approach to curriculum development where conflict resolution, teamwork and problem solving skills are modeled and taught. Respect for self, others, equipment and the environment are crucial elements of all interactions among children and adults.

The policies and procedures outlined in this booklet have been developed to help define the relationships that exist among children, parents and the YMCA as we work together for the benefit of families. We welcome your comments, concerns and questions and ask you be honest with your information to help us serve you and your child best. It may be necessary to amend or add to the policies described in this handbook. You will be notified of any such changes with a written note available at the parent table. At any time you have questions or concerns about the program, please do not hesitate to call us at 260-925-9622.

We look forward to a school year with you and your child!!

Sincerely,

Jeremy McCord  
Child Care Director

**SACC PROGRAM and PAYMENT OPTIONS**

**To be enrolled in our SACC program, your child must have a current Y membership. Please contact front desk for details on the options for membership.**

| <u>Weekly Program Fee</u>                                  | <u>DeKalb Central</u> | <u>St. Joseph</u> |
|--|-----------------------|-------------------|
| Non refundable Registration fee                            | Free until May 8      | Free until May 8  |
| All paperwork completed & first weeks tuition paid in full | May 9 – on \$30       | May 9 – on \$30   |
| Before School Program: M – F                               | \$10                  | \$12 Before       |
| School: Wednesdays only                                    | \$5                   | N/A               |
| Afterschool Program: M – F                                 | \$35                  | \$35              |
| Afterschool Program: M – F<br>& Wednesday Morning          | \$38                  | N/A               |
| Before School and Afterschool: M – F                       | \$40                  | \$40              |
| Days Out of School   | \$22                  | \$22              |
| Weather Related Delay Days                                 | \$5                   | \$5               |
| Weather Related Wednesday Only                             | \$2.50                | \$2.50            |
| Kindergarten Enrichment Program                            | \$65                  | N/A               |

**PAYMENT OPTIONS**

**\*Option 1** - Automatic drafts can be taken from your Credit Card (by using your routing number) Drafts will be taken out every Thursday. There will be a \$25.00 processing fee charged if the draft is returned for any reason.

**Option 2** - Payments may be made by check, credit card, cash or money order **NO LATER THAN THE THURSDAY BEFORE THE WEEK OF CARE** by 7pm. Please go to the North Street Y front desk to pay bill. One check may be written for all children in the program.

There will be a \$10 fee charged for any late payments. Nonpayment or persistent late payment fees may result in the discharge of your child from the program.

For unscheduled days off or weather related days, the Y will bill you on your next billing cycle. For scheduled days out or holiday camp, pre-registration is needed with payment up front to secure your space.

**TYPICAL SCHOOL AGE CHILD CARE DAY**

The primary purpose of the Y SACC Program is to provide the highest possible quality childcare services for the child/parent. Below is a typical SACC day here at the Y. Please see daily lesson plans on bulletin board.

**Program/Locations: Before School Program-JR Watson & McKenney/Harrison**

6:30 – 7:30am (M/T/Th/F), 6:30 – 8:30am (W)

- Table top activities: board games, arts & crafts

**Program/Location: Afterschool Program: North Street Y, 533 North Street**

**2:50 - 3:15pm**

- Children are bused to the Y
- Check in/wash hands/change clothes
- Snack

**3:15 - 3:30pm**

- Group Huddle

**3:45 - 4:15pm**

- Outdoor Playground/Outdoor Sports Activity
- Weather issue: Gym Activity

**4:15 - 5:15pm**

- Choice Activities
  - Gym/outdoor – sports & active games
  - Room activities – arts & crafts, homework, computers, board games

**5:15 - 6:00pm**

- Room Activities

**Program/Location: Kindergarten Program: North Street Y**

(only serves J.R. Watson and McKenney/Harrison)

Depending on the section of Kindergarten that a child has been selected for, students needing full day care on alternate days will be able to attend a program at the Y, and half days on Fridays. The Y will transport children on Fridays at the lunch hour. The KEP program includes the cost of before and after school program.

**Program/Location: Scheduled/Unscheduled Days off/Holiday Camp: North Y**

Pre-registration and payment is required for scheduled days off and holiday camp!

Unscheduled days due to weather issues, children may show up at North street Y and you will be billed the next week for that/those days. Program times are from 6:30am – 6:00pm. More information will be shared after SACC program begins in the fall.

**Program/Location: Weather Delay Days: J.R. Watson and McKenney/Harrison**

If a weather related day is scheduled the night before, the program will be located at the North Street Y and the DeKalb Central School bus will pick up and drop off at school. If a weather related days happens while your child is already in morning care at one of the schools, then the DeKalb School bus will pick up

and drop off your child at the North street Y when it is safe. The Y will call each family at work on this day.

## **SWIMMING**

The SACC Camp children will have the choice to swim at the Y Pool. More information will be shared the first week of the program. Please have your child(ren) bring bathing suit, towel.

## **ADMISSIONS**

- Any child in 5 – 12 years old is welcome to the Y
- Appropriate forms, registration fee and first week tuition must be completed and paid for before beginning program.
- These forms include:
  1. Enrollment/Emergency Information Form
  2. Medical Form/Physical
  3. Family and Social History
  4. Consent/Release Forms
  5. Parent Statement of Understanding
  6. Parental Release Form
- Children without the proper forms on file will not be allowed to begin using the program.
- Children must be in good physical health and have a state health form completed by a physician on file. No child will be accepted until all completed application forms and the state health forms have been submitted. All information will remain confidential and are the property of the YMCA.

## **FORMS**

The packet of forms attached to this handbook, are required to be on file. Please fill them out completely. Please hand in your completed forms to the YMCA before your child may begin program. We cannot accept your child into this program without them. Emergency information should be kept up to date. You are responsible to notify us of any changes in telephone numbers or extensions, addresses, emergency contacts, or family situation.

## **PROGRAM BASICS**

### **SIGN IN/SIGN OUT PROCEDURES**

The Y takes responsibility for the child while he/she is in our care. Sign in/out with one of the staff of the program at the parent table. Full signatures along with the time in/out are required when signing in/out. **Proper picture identification picture will be required.** If a parent or pick-up person knows that he/she will be late to pick up, please contact the YMCA ***ASAP***. This, however, will not excuse the parent from receiving the appropriate warning or late fee. There is a \$1 per minute late fee per family for pick-ups after 6:00 pm. Only those people designated in writing by the parent will be allowed to pick up a child. The designated person must be at least 18 years of age. If there is an emergency and someone other than you or a designated person needs to pick up your child, please call us so that we can help you make appropriate arrangements to have another person pick up. Please be cooperative in regard to this policy, as it has been designed for the safety of your child.

### **TRUANCY**

In the event that a child leaves the program without permission, the following procedures will be followed:

- The staff will look for the child and notify the parents immediately.
- If parents are not reachable, the police will be called. Following an event when a child runs away, a meeting between the staff, Child Care Director, CEO and parents will be required before coming back into the program.

### **STAFF REQUIREMENTS AND QUALIFICATIONS**

The Y Staff have been chosen on the basis of maturity, patience, leadership qualities, education and experience. Staff have completed YMCA Staff Training, are certified in CPR and First Aid as well as National YMCA Child Abuse Prevention Training. On going trainings and in-services are required throughout the year, as well as attendance at all scheduled staff meetings. Before our staff begins working with children, he or she must be cleared for criminal history through a state background check. Employment to individuals with a criminal history is automatically denied.

### **BREAKFAST AND AFTERNOON SNACK**

Healthy breakfast and afternoon snack are provided daily. We attempt to avoid serving high content fat, sugar or salt foods. If your child has any food allergies, they should be clearly noted on his/her registration form. It is also a good idea to follow this up by talking to the staff.

### **WHAT TO BRING**

All children should bring a bag/backpack labeled with their name, a bathing suit, and towel on Wednesday and Friday if in the afternoon SACC program. Children should wear appropriate clothing for school. Gym shoes and socks are required, no sandals. Appropriate outdoor clothing is required since we go outside daily if the weather permits. If your child does not come with these basics, he/she will not be able to participate in activities.

### **LOST ARTICLES & ITEMS FROM HOME**

The YMCA is not responsible for a child's lost or broken articles. Please remember to label your child's belongings. Children are not allowed to bring possessions from home (i.e. – toys, action figures, dolls, trading cards, etc.). They will be asked to put them away if they do.

### **PHONE CALLS**

Children are not allowed to make or receive phone calls. Please call YMCA if you are in need of something.

### **VENDING MACHINES**

We will not allow children to go to vending machines during the SACC program.

|                            |
|----------------------------|
| <b>HEALTH &amp; SAFETY</b> |
|----------------------------|

### **MEDICAL FORM**

A parent permission form must be signed in order to authorize release of a copy of your child's medical form to the YMCA.

### **ILL CHILD PROCEDURES**

1. For the protection of all the children, your child must be kept at home or will be sent home if he/she shows any of the following symptoms:
  - A. A temperature
  - B. Intestinal disturbance, accompanied by diarrhea or vomiting
  - C. Any undiagnosed rash
  - D. Sore or discharging eyes or ears
  - E. Profuse nasal discharge (green or yellow)
2. Please keep children with active colds at home. Communicable diseases, such as chickenpox, etc., should be reported to the YMCA immediately. A doctor's signed explanation is required to reenter a child because of contagious or communicable illness.
3. You are responsible to call the Y if your child will not be in attendance for the day due to illness or absence. A \$5.00 charge will be assessed if the Y has to call to locate your child. **PLEASE call the Y by 2:00 pm at 925-9622**
4. If any child becomes ill at the program, he/she:
  - A. Isolated under the care of a staff person
  - B. The parent will be notified at once to pick the child up
  - C. If the parent cannot be reached, the emergency names will be contacted
  - D. If the situation demands, your family doctor will be contacted for prompt care
5. If a child is well enough to be in our facility, he/she is considered well enough to participate in full class activities, including outdoor play.

6. Your cooperation with this policy is important. Just as you would not want your child in contact with a child who is ill, please respect other children's health and keep your child home when he/she is ill.

### **INJURIES**

1. While at the program, if a child receives a superficial wound or injury (bumps, bruises, cuts, scratches, splinters, nose bleeds) the staff will administer first aid. The staff will complete an accident report. The parent will be informed of the injury at the time of pick-up and asked to review and sign the accident report.
2. If a serious injury occurs during program hours, the staff will contact the parent. The staff will remain with the child until the parent arrives.
3. For the injury or illness that requires emergency medical attention:
  - ✓ 911 will be called and the child will be taken to the nearest hospital for treatment
  - ✓ A staff member will accompany the child
  - ✓ The parent will be contacted immediately after the ambulance has been called
  - ✓ If the parent cannot be reached, the emergency contacts will be called
  - ✓ If the emergency names cannot be reached the YMCA staff will secure emergency medical care agreed upon in writing prior to enrollment
  - ✓ A written report of accidents requiring a doctor or ambulance will be provided in triplicate – one copy to the parent, one copy for the program, and one copy in reserve if needed for the insurance company

### **MEDICATION**

Medication will be administered by assigned staff and only under the following conditions:

- ✓ Prescribed medication or nonprescription drugs must under the doctor's orders
- ✓ The medication must be in its original container
- ✓ The label must bear the child's name, directions for administering the medication, date, dosage, and doctor's name
- ✓ A medication form must be completed and signed by the parent before medication can be administered. See a staff member for medication form.

It is the goal of the YMCA to guide children in being happy, responsible, cooperative participants through positive, respectful teaching techniques. The staff works to increase children's respect for themselves by guiding them to become responsible for their own actions and help them grow in their respect for the rights and feelings of others.

Our commitment is to make reasonable accommodations to meet the needs of each child. Based on our goal of working in partnership with parents to keep each child safe and happy in our program, we will be honest and respectful in communicating with parents about their children. At the same time, the YMCA expects the full cooperation of parents to ensure that any plan developed to support the child in the program will be successful.

Discipline shall not damage the child's self-image, or embarrass the child who is being disciplined. When possible, the child who is being disciplined shall contribute to resolving the conflict with which he/she was involved. Whenever possible, logical and natural consequences will be used as a format for discipline. Staff shall carry out any disciplinary action only, not by volunteers, observers, or other children.

Staff will document information related to the child's ability to function within the program, noting factors that seem to contribute to the child's success, as well as areas of concern. The YMCA will make reasonable adjustments to accommodate the child's needs. A plan will be developed when specific accommodations are to be made by the program. This plan will also outline indicators of success for the child.

The following factors shall contribute to good behavior management:

1. Modeling by adults
2. Site environment
3. Planned activities
4. Related curriculum
5. Ongoing scheduled evaluations
6. Redirection of children
7. Setting clear limits
8. Development of child's self-image
9. Prohibited punishments

A serious behavior problem is defined as one in which a child is hampering the smooth flow of the program requiring an extraordinary amount of attention: inflicting physical or emotional harm on self or others: or otherwise unable to conform to the rules and guidelines of the program.

Depending on the individual child and the circumstances, a variety of disciplinary measures are to be considered:

- Ignoring may be an effective strategy for minor misbehavior, or for attention-seeking behavior that does not interfere with or harm others

- Logical consequences, which may include repairing the damage or apologizing (if genuine)
- Re direction to a different activity or area
- Review of program rules
- Negotiation and mediation, especially in conflicts between children
- Discussion, including reflective listening
- A brief separation from the group
- Written behavior journals
- Behavior contract, outlining both what the staff can do to help the child and what the child can do to improve behavior
- Termination from the program

|                         |
|-------------------------|
| <b>DISCHARGE POLICY</b> |
|-------------------------|

**YMCA DISCHARGE**

The YMCA tries to meet the needs of each child enrolled in our program. We make every effort to communicate and work with the parent if there are concerns. However, the YMCA reserves the right to terminate enrollment of a child. The decision to terminate a child's enrollment may fall into different categories.

1. In the event that the YMCA and the parents agree that the placement of child is inappropriate and/or not in the best interest of the child, the written notification will be waived and the withdrawal date can be set.
2. In the event that the parent and the YMCA staff are unable to come to a mutually acceptable course of action after identifying and processing a concern, the YMCA reserves the right to terminate the enrollment of the child. Every effort shall be made to work with the child and the family to avoid termination. Termination will occur as a last resort.
3. The YMCA reserves the right to terminate enrollment of one or more of the following reasons:
  - A. The program does not meet the needs of the child. Factors to considered in this decision may include:
    - Consistent problematic and disruptive behavior
    - Extra demands on staff time
    - Behavior detrimental emotionally or physically to the others in the program
    - Child can not adjust to the program's environment
  - B. A parent fails to meet their obligations as set forth by the YMCA including but not limited to the following reasons:
    - Nonpayment or persistent late payment of fees
    - Failure to submit all required admission forms
    - Failure to notify program of child's absence
    - Failure to comply with the procedures for arrival and departure of the child

- Physical or verbal abuse of children or staff by the parent

|                                     |
|-------------------------------------|
| <b>TUITION AND PAYMENT SCHEDULE</b> |
|-------------------------------------|

1. Registration form and \$30 non-refundable registration fee. First week's tuition up front. (Spaces are limited.) (fee waived if registered and all paper work completed and first weeks tuition paid by May 15, 2011.)
2. Complete **ALL** enrollment forms and hand into YMCA **BEFORE** your child can attend.
3. Payment for each week your child will attend SACC and is due Thursday for the following week. A late fee of \$10 will be assessed if payment is received after Thursday, your child may **not** attend SACC until payments are complete.
4. All registration, deposits, and forms are due before child attends. Must enroll **at least 48** hours in advance of time wanted plus there must be openings, **NO** same day enrollments.
5. Any NSF checks or returns will result in a \$25 charge per check.
6. CANI recipients – Parent(s) must pay until case is approved and the YMCA receives payment from CANI. Parents are required to pay co-pay and will need to abide by same procedures.
7. The days you sign up for with your initial packet are the days you will be billed for. Changing of schedule will initiate a \$10 charge with every change.
8. ***No fee adjustments will be made for absences due to illness or your choice of child not attending program.***
9. If your child is picked up after 6:00 pm a late fee of \$1.00 per minute per family will be charged. Payment is due before your child can attend the program again. If you are running even a couple minutes late please contact as soon as possible, however, this does not excuse you from paying the late fee.
10. ***Divorced/Separated parents. The parent/guardian who enrolls the child is responsible for the weekly payments and updating the paperwork. The YMCA will only work with one of these parents on payments and enrollment issues.***
12. ***You are responsible to take care of your records for taxes. The Ys Tax ID number is 35-0868958***

|  |
|--|
| <b>PARENTAL INVOLVEMENT AND RESPONSIBILITIES</b> |
|--|

The staff of the program knows that parents are, first, and most important, teacher/nurturers. Our job is to work in partnership with the families to ensure the welfare of each child. Staff will respond professionally to concerns and questions. We ask that you speak to our staff when they can be responsive

without the responsibility of supervising children. Phone calls are always welcome and will be returned from the staff as soon as possible.

So that we can keep accurate records for the well being of the children, please keep all important information current: addresses, phone numbers, medical forms, personal histories and respond to all requests for information from staff.

There is a parent table located in the SACC room. Please be sure to sign in and out there. Please also look for information that we may send you in regards to upcoming events and days off.

**CONFIDENTIALITY AGREEMENT**

All information contained within your child’s file and all conversation is considered confidential. The program is restricted by law from releasing confidential information on any individual, agency, or school district without first obtaining permission from the parent to do so.

We want to give the best quality of care you’re your child. To do this, there may be times when we may need to seek additional assistance to work with your child. Parent communication will always be our first option when working out a challenge, but if we need additional information, we are providing a Release Form, which will enable us to talk with your child’s teacher, social worker, nurse or principal.

Permission in writing for a child to be photographed for purposes of display at the YMCA or for publicity will be given an appropriate form.

**Financial Assistance Program**

Our GOAL is to “never turned away due to inability to pay”. To make this possible, the YMCA runs an annual campaign, with the help of many community volunteers. The funds raised through this campaign are used to assist those with documented need, enabling them to participate in YMCA programs. To be eligible for this program, the Y first needs a denial letter from CANI.

**CHILD ABUSE / NEGLECT REPORTING PROCEDURES**

Under the Indiana state law, an employee or volunteer at a child care center who knows or has reasonable cause to suspect that a child has been abused or neglected shall immediately contact the county department of social services or human services or a local law enforcement agency. The child care center shall ensure that every employee and volunteer who comes in contact with the children at the child care center has received training in all of the following:

1. Child abuse and neglect law.

2. How it identify children who have been abused or neglected.
3. The process for reporting known or suspected cases of child abuse or neglect.