

# School Age Childcare Parent Handbook



**FOR YOUTH DEVELOPMENT**  
**FOR HEALTHY LIVING**  
**FOR SOCIAL RESPONSIBILITY**

JOHNSON COUNTY FAMILY YMCA  
101 Klondike Drive, Buffalo, WY 82834  
Phone: 307-684-9558 Fax: 307-684-7532  
Email: [jcfyouth@fiberpipe.net](mailto:jcfyouth@fiberpipe.net)  
Website: [www.jcfymca.org](http://www.jcfymca.org)

Dear Parents/Guardians,

The Y Childcare Program is extremely pleased to provide an After School program and Summer/Day Camps, for your child. By selecting the Y, you are giving your child the opportunity to benefit from a quality program that has a foundation of YMCA traditions and many years of experience in serving children and their families.

We are excited to be able to provide an enriching, safe and fun environment for your child to experience. Our mature and experienced staff will focus on incorporating the Y's core values of: Caring, Honesty, Respect and Responsibility into this program. We will also provide opportunities for your child to learn compassion, build self-esteem and develop lasting friendships.

This parent handbook has been designed to answer your questions, promote communication between our staff and your family and to assist you in understanding our policies and procedures. The policies outlined in this booklet are intended to protect your child and to ensure that his/her experience at the program is positive and rewarding.

Please read the handbook carefully with your child and refer to it as needed. We look forward to a tremendous year!

Sincerely,

A handwritten signature in black ink that reads "Shanda Wright". The signature is written in a cursive, flowing style.

Shanda Wright  
Youth Director

# About the Y

The Y is the nation's leading nonprofit committed to strengthening the foundation of communities through youth development, healthy living and social responsibility.

## **Our Cause**

Strengthening the foundations of community is our cause. Every day, we work side-by-side with our neighbors to make sure that everyone, regardless of age, income, or background, has the opportunity to learn, grow and thrive.

## **How We Do It**

We are the nation's leading nonprofit committed to strengthening communities through youth development, healthy living and social responsibility. Through our three areas of focus, the Y nurtures the potential of every child and teen, improves the nation's health and well-being and provides opportunities to give back and support our neighbors.

## **Our Impact**

The Y is, and always will be, dedicated to building healthy, confident, connected and secure children, adults, families and communities. Every day our impact is felt when an individual makes a healthy choice, when a mentor inspires a child and when a community comes together for the common good.

## **Our Promise**

The Johnson County Family YMCA has made a promise to our community to turn no one away due to the inability to pay.

## **The YMCA Mission Statement:**

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

## **Character Development**

Y's throughout the USA strive to implement our character development program exemplifying our core values of: CARING, HONESTY, RESPECT and RESPONSIBILITY.

These core values provide foundations that guide all Y programs, staff trainings and operations. It is our job to give youth and adults experiences that help them develop a set of positive values, morals and ethics to live by. The Y Afterschool and Summer Camp Childcare Staff strive to provide an environment focused on these Y core values. Students will be taught these core values on a consistent basis. Each child will be taught expectations of conduct while in the Y Afterschool and Summer Camp program. Teaching the core values will allow students in our care to form a foundation that will provide a stable, secure base on which to build their lives.

### **Childcare Staff Qualifications**

The quality and effectiveness of Y services for children are directly related to the skills and personal characteristics of the staff. Recruiting, selecting, training, and supporting the staff are essential, interrelated processes in ensuring the success and integrity of children's programs. The leaders are required to have experience in working with children, knowledge of recreation activities and must model the Y's core values.

All Y staff are First Aid and CPR certified. Background checks are conducted on all staff members. We take pride in our staff training, which includes: emergency procedures, program planning, child abuse awareness and child development.

### **Admissions Criteria**

The Y Afterschool program is designed for youth who are currently attending kindergarten through 5<sup>th</sup> grade. Our Summer Camp program is designed for youth who have completed kindergarten and who will be entering 6<sup>th</sup> grade.

It is also our policy that every child be fully toilet trained and capable of using the facilities without assistance. We understand that accidents can occur, in which case, we would require that parents pick up their children immediately or provide clean attire. Due to staffing policies and training, if accidents begin to occur on a regular basis, the child will be unable to attend our programs.

### **Equal Access**

The Y, in keeping with its mission to help all people realize their fullest potential, encourages and supports the participation of all children in Y Childcare Programs. We serve all children regardless of gender, race, color, nationality, religion, ethnicity, or disability. Consideration is given to the individual needs of every child and the ability of the program to meet those needs.

### **Special Needs**

At the Y we aim to promote an inclusive environment where all children, whatever their needs, can learn and develop in a happy, caring and educational environment. Generally the Y is unable to meet the needs of a child who requires a greater ratio than one staff to fifteen students. These needs include social, emotional, cognitive, language and/or motor development growth. Decisions are made on a per case basis. Upon inquiry the Y can direct you to a professional resource in the community.

# Program Information

## Program Goals

- Provide an environment of safety, support and care
- Focus on instilling the four core values in each student
- Develop the interpersonal skills of each student
- Provide an environment that increases the self-confidence and the feeling of self-worth for each student
- Focus on teaching each student how to be effective members of a group
- Support a child's education

## After School Program

Begins at school dismissal and continues until 5:30 pm. Children need to ride the bus from their school to the Y. Please check with the Youth Director if you have any questions.

## Full Day and Summer Camp Schedules

On days when school is not in session full day care is offered at the Y from 7:30am-5:30pm. Children are required to pack a sack lunch on a full day schedule. This includes Winter Break, Spring Break and Summer Camp.

## Holiday Schedule (subject to change)

The Y Afterschool Program does not operate on the following days:

- New Year's Eve
- New Year's Day
- Memorial Day
- 4<sup>th</sup> of July
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Day after Christmas

## Toys/Electronics from Home:

We prefer children NOT bring personal items from home (including electronic devices, cell phones, CD's, etc.). We are not responsible for any of these items should a child make the poor choice to bring them. Due to the nature of our program, damages and theft of personal items is possible. If participants are in possession of the above items, the staff reserves the right to confiscate them.

## Evaluations

Parent communication is one of the most important aspects in our programs. One tool we use to facilitate this is through surveys. These will be conducted yearly. It is very important that you provide us with your current e-mail address so we can send you the survey link. Your input is very valuable to us.

## **Marketing**

On occasion, the Y takes photographs, film footage, or tape recordings of our programs. This media may include your child's image or voice and we would like to use it for purposes of promoting or interpreting Y programs. On the registration form you will be asked for permission to include your child in these promotional materials.

## **Core Curriculum Components**

The Y of the USA School-Age Curriculum Framework was developed in partnership with the Y and the National Institute on Out-of-School Time. Following are the curriculum areas that we use in our activity planning: Arts & Humanities, Character Development, Health & Wellness, Homework Support, Literacy, Science & Technology, Service Learning, and Social Competence & Conflict Resolution.

## **Homework/Academic Enrichment**

Homework support is a core component of the Y School Age Curriculum. We will provide your child the opportunity to do homework for a minimum of fifteen minutes Monday through Thursday of each week. Your child will be encouraged to work on homework during the scheduled time. Staff will be available at this time to assist your child when needed. Please encourage your child to take advantage of the scheduled homework support time. If your child does not have homework, or chooses not to work on homework during the scheduled time, the staff will provide your child with alternative educational, enriching, and quiet activities. Please note that we do not provide one-on-one tutoring during this time.

## **Inclement Weather**

Outdoor play is an important part of our daily schedule. Parents are asked to dress their children appropriately for all weather conditions.

## **Heat/ UV Index Advisories**

At the Y we are committed to the safety of all children. All precautions will be taken to prevent heat related injuries. Staff is trained to do the following for your child:

- Make sure there are frequent water breaks
- Lower physical activities
- Act as role models, applying sunscreen & wearing hats outside
- Make sure campers are in the shade or indoors whenever possible
- Make sure there are opportunities for children to reapply sunscreen
- Watch for the signs of heat exhaustion

## **Snow Closings**

If the Y and/or the Johnson County Schools close due to inclement weather, The Y Childcare Program will be closed.

## **Sign-In and Sign-Out Procedures**

The safety of every child is a priority of the Y. Following Sign-In and Sign-Out procedures helps ensure the safety of your child and allows staff to determine which children are present at any given time.

### **Sign-In**

For your child's safety, please park in the parking lot adjacent to the building. An adult (at least 18 years old) must walk all children to the designated Childcare area. The adult must sign the child into the program by initialing next to the child's name on the attendance roster.

When children arrive to the Y Afterschool Program, the children will be required to sign themselves in, but will **not** be allowed to sign themselves out.

Under **no circumstances** may a child be dropped off without being signed into the program by an adult during the School-Out days or Summer Camp. If this occurs, the parent/guardian will be called and required to come to the Childcare site to sign their child into the program.

### **Sign-Out**

All children must be signed out of the program by a parent/guardian or an authorized adult (at least 18 years old). When a child is picked up from the program the parent/guardian or authorized adult must come to the designated childcare area and sign the child out of the program by initialing next to the child's name on the attendance roster. No child will be released from the program without an adult initial. All adults picking up children must be prepared to show I.D. so staff can verify their identity. For your child's protection, anyone without proper I.D. will be stopped from taking a child from the program and the parent/guardian will be contacted immediately.

If someone other than the parent/guardian or those on the authorization list needs to pick up your child, you must notify the Y Childcare staff or your child will not be released.

**Any restricted individual must have the appropriate paperwork (restraining order, court document, etc.) on file with the director.**

### **Attendance/ Absences**

We will assume that you and your child have discussed where they need to go after school. Tracking a missing child takes staff time and resources from the program and other children at the Y, therefore, we will only notify you that your child is not here if you have called us to let us know when to expect your child.

### **Late Pick-Up**

Y childcare ends at 5:30pm and our staff is scheduled to leave. If you are running late, please notify the staff. A late pick up fee will be assessed after the program closes. There will be an additional charge of \$1.00 per child, per minute starting at 5:35pm payable to the YMCA. You will receive a receipt for your payment.

Parents who have not notified the staff they will be late can expect the following sequence of events to occur. These steps are necessary to ensure the safety of the child as well as Y staff members.

- 5:30pm Program closes. Staff member in charge begins calling parent/guardian phone number to check for problems or miscommunications. If contact is not made, alternative contacts listed on the registration form will be called.
- 6:00pm Staff member in charge contacts team leader, program director, and local authorities to apprise them of the situation.
- 6:30pm If there is no contact from the parent and no other safe option, the child will be turned over to the city or county police department.

You risk dismissal from the program if:

- You fail to pay the late fee.
- You are late picking up your child three times within a 30-day period.

**Parents must keep the Y office and staff notified of phone number changes for work, home and emergency contacts at all times.**

### **Program Fees**

Full payment is due on Monday of each week or the first day your child attends. Payment is for the entire week and will not be prorated if your child attends less than the entire week.

We accept cash, personal checks and credit card payments.

### **Financial Assistance**

We believe that no one should be turned away due to inability to pay. Scholarships are available for those needing full or partial financial assistance. Please ask the front desk for an application form.

## **Health & Safety**

Please fill out your child's registration form completely. List any special considerations you deem necessary, (i.e. health, medication, allergies, physical limitations, persons other than parent or guardian authorized to pick-up child, etc.).

**Please note:** YMCA staff cannot administer ANY medications.

### **Child Illness**

For the sake of your child and others, if a child has a temperature of over 100 degrees, is vomiting, has a communicable illness, or shows other signs of illness, parents are asked to keep the child at home. If this happens during program hours we will call you and ask that you pick your child up within one hour.

## **Illness/Injury Occurring During Program Hours**

The Y does not aim to exclude children from the program unnecessarily. The Y's illness/injury policies are based on the following criteria:

- Preventable public health practices
- The comfort and safety of the sick child
- The staff's ability to accommodate or care for a sick child
- The protection of the other students, staff and parents from communicable disease conditions

The YMCA is not equipped to handle ill/injured children beyond securing their immediate comfort. If you cannot be reached, we will contact someone you've authorized from your emergency contact on the Health and Registration form for immediate pick up. Please be sure to keep the YMCA and the staff informed of any changes in your work or emergency phone numbers. In an emergency, medical aid will be sought immediately.

*\*Communicable Disease- Communicable diseases are diseases that are transmitted from one individual to another and easily spread among children. Common communicable diseases among children are head lice, pink eye, ringworm and chickenpox.*

## **Confidentiality**

Student's records are kept within groups, as staff needs to access them regularly. Any information in a child's record that is sensitive will be kept in a secure place.

# **Behavior Management Procedures**

## **Philosophy**

The Y strives to maintain a positive approach to managing children's behavior at all times. "Discipline" is the process of teaching self-control and the ability to live within limitations and agreed upon guidelines. The staff and children establish expected behavior guidelines. Positive behavior is self-rewarding and allows for program activities to occur. When children choose to behave outside the guidelines, some consequence is required to avoid future problems. The overall safety of all children in the program is our highest priority.

## **Children's Rules**

It is our intent that each child enjoys the planned activities by understanding that they are responsible for their actions. With prior knowledge of our basic rules of safety and good conduct, each child is made aware of how to exercise self-discipline and to understand that we are here to assist her or him and that we expect them to succeed. Rules for behavior are posted at the Y. Character Development is an important part of our program.

## **Process**

When positive behavior is displayed, the consequence is participation and enjoyment of planned activities. In cases of negative or inappropriate behavior, the following process will be employed.

- **Redirection:** Every effort will be made to help the child understand the inappropriateness of his or her actions and agree to an alternate form of behavior. When the conflict is child-to-child, every effort will be made to have them reason together face-to-face with staff facilitating.
- **Removal from the Specific Activity:** When redirection has been pursued and behavior has not changed, removing the child from the activity involved for an appropriate amount of time is necessary. The removal time will be age appropriate. Other duty-oriented consequences suitable to the inappropriate behavior may also be utilized at this stage. (Examples: time-out, picking up trash, putting equipment away, etc.)
- **Write-ups:** When the child is not successful in correcting the behavior, or the behavior is of a serious nature, a behavior write-up will occur. This write-up will be discussed with the child and parent and requires a parent signature. If a child receives three write-ups a parent conference is required.
- **Removal from the Program:** If the above process has not resulted in corrected behavior, the child may be removed from the program.

### **Serious Behavior Issues**

When a child has a serious discipline problem, on any one occasion, the parent may be called by staff and asked to pick up the child within one hour of the call. Should it be decided by Y staff that a child poses a serious problem; the child may be suspended from the program for a period of one to five days or may be removed from the program entirely. No child will be allowed to continue in the program that becomes a safety hazard to him/herself or others. In addition to behavior management procedures outlined above, parents must be aware that a child may be released from the program, without refund, for the following misconduct:

- Leaving Y care premises without permission, or going into unauthorized areas
- Using foul language, being rude or discourteous to staff and other children
- Defacing property
- Physical violence (fighting, biting, putting hands on another child, threatening)
- Bringing or using any illegal substances and weapons
- Any demonstration of sexual contact/words
- Any behavior that jeopardizes the safety of staff or participants
- Stealing

### **Other Behavior Related Issues**

No staff member will ever, strike, swear at, abuse, verbally intimidate, or threaten with physical intimidation either a child or parent. No staff member will allow a child to be stricken, sworn at, abused or physically intimidated by anyone else in the program. No staff member will ever solicit or accept gratuities in consideration for any treatment of a child.

### **Parent Conferences**

Informal or formal conferences may be requested by staff or parents regarding their child's behavior. Typically, conferences are requested after multiple behavior reports or extreme changes in a child's demeanor. We cannot emphasize enough how important it is that you

share changes occurring at home or at school. Staff can better provide for a child's needs when we are aware of changes.

### **Snack/Lunch Guidelines**

Nutrition is a very important aspect of each day. We will serve snacks daily. Water will be available during snack time. If your child does not like the snack provided or can't have it due to dietary restrictions or allergies, please send something with them. **If your child has an allergy please be sure to inform the staff of the specific details including the severity.**

Research shows that physical activity is an essential part of children's lives. Our programs help children become less sedentary by: engaging children in physical activity (a minimum of 30 minutes after school care, 60 minutes all day program).

# Acknowledgement

Please fill out and return to the Youth Director within one week of your child's attendance.

I acknowledge that I have received, read, and understand the policies and procedures outlined in this Parent Handbook. I am in agreement with the conditions outlined and will abide by the same.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

