

PARENT HANDBOOK



OUT OF SCHOOL TIME PROGRAM 2025-26 KOKOMO FAMILY YMCA

YOUTH DEVELOPMENT

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PARENT HANDBOOK

Out of School Time Program

OUR MISSION

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

OBJECTIVES

- To provide a safe and fun learning experience for children that includes a healthy snack, homework time, character development, enrichment, and physical activity
- To develop positive behavior through character development activities that focus on the YMCA core values of caring, honesty, respect and responsibility
- To enhance physical fitness through active games, sports, exercise and education
- To support academic performance by providing daily homework assistance

PARENT COMMUNICATION

Communication is vital to keeping the program innovative, safe and fun. If you have any questions or concerns, please feel free to speak with a member of our Site Staff or contact our Program Coordinator. The best way to communicate with the Program Coordinator is by emailing ost@kokomoyymca.org or calling the YMCA during business hours at 765-457-4447.

ROLES AND RESPONSIBILITIES OF THE PARENT

Parents and guardians are responsible for the following:

- Timely payment of all program fees (due Fridays at noon for the following week)
- Student drop-off is no earlier than 6:30 AM daily
- Pick-up no later than 6:00 PM each day
- Treat YMCA staff with respect and dignity
- Complete/Update the YMCA OST Student Information Form at the time of enrollment

A student may be expelled from the program if a parent does not meet the above responsibilities on a consistent basis.

QUALITY STAFF

All YMCA child care programs are staffed with qualified, professional individuals. They receive comprehensive training and are thoroughly screened, in accordance with state licensing requirements.

Staff to child ratio:

- The YMCA strives to provide a ratio of 1 staff person per 15 students

Out of School Time employees receive training in the following areas:

- Working with Youth
- CPR, First-Aid, and AED certified
- Child Abuse Prevention
- Risk Management
- YMCA Code of Conduct

PROGRAM ADMINISTRATION

Sandi Maynard is the Program Coordinator. As the OST Coordinator, Sandi is responsible for supervising all staff, managing program enrollment and registration, and overseeing licensing requirements. You may contact Sandi at ost@kokomoyymca.org.

The Kokomo Family YMCA leaves the administration of corrective action or expulsion from the program at the discretion of the OST Coordinator.

GETTING STARTED

You may enroll your student in our OST Program by visiting our website at www.KOKOMOYMCA.org. You will need to complete our Student Information Form. You may schedule payments through ACH or credit/debit card. Your student's enrollment must be processed, payment completed and submitted to the YMCA prior to their attendance in the program. Registration is only available for an upcoming week. The Y is unable to provide care to students who are not enrolled in our program and registered for that particular week.

Enrollment is open to any student currently in Kindergarten – 12 years of age and physically attending a school served by the YMCA Out of School Time Program. Schools served by our OST Program are all Kokomo School Corporation elementary and middle schools.

The OST Program takes place at the Downtown YMCA (114 N Union St. Kokomo, IN 46901).

HOURS OF OPERATION

YMCA Before and After School Enrichment Care is open on school days. Before School Care starts at 6:30 AM and continues until the last bus arrives. After School Care begins at 3:00 PM and ends at 6:00 PM. On days where school is delayed due to inclement weather, our staff will make every effort to be at the site on time. We will provide care until the last bus arrives. There is no additional fee for extended care on delay days. On days where school is cancelled due to inclement weather, the YMCA OST Program will also close. If school is cancelled after Before School Care has started, you will need to come pick up your student from the YMCA.

LATE PICK-UPS

At the YMCA, we understand that life does not always go as planned. If you realize that you will be late picking up your student from our care, we ask that you notify the YMCA as soon as possible. If you are late picking up your child, a late pick-up fee will be assessed. **The late pick-up fee is \$20.00 per student charged immediately at 6:01 PM and an additional \$20.00 per student every 10 minutes thereafter.** To avoid having to pay a late pick-up fee, we strongly urge you to authorize multiple individuals (aged 18 or older) to pick up your student from our program. Please remind any authorized adult that a valid photo ID is required to sign out a student from our program. After three late pick-ups, your student(s) will be expelled from our programs. **Late pick-up fees must be paid in full before returning the next day.**

PAYMENT INFORMATION

All payments are due by Friday at noon of every week, **prior to the week of attendance.**

If you do not make payment by Friday before the upcoming week, your child will be unregistered and lose their spot in the program for that week.

Payments can be made via ACH or online by visiting KOKOMOYMCA.org. Automatic payments can be scheduled weekly from credit card or bank accounts. Payments may also be made at the Downtown Y front desk.

It is the parent's responsibility to provide the YMCA with current up to date bank or credit card information throughout the term of the program. Should any program draft not be honored by the parent's bank, for any reason, the parent is still responsible for the payment, plus any applicable service charge assessed by the YMCA. The parent must provide, in writing, any changes to their account information or draft frequency 30 days in advance.

Families may not register for any other programs or membership until any OST outstanding balances are paid.

REFUNDS

Non-attendance does not entitle a participant to a refund. **No refunds or adjustments will be granted for partial weeks missed or when YMCA programs are closed for 2 or fewer days.** All refunds or program credits given are issued on a case-by-case basis. The YMCA reserves the right to apply any credit due to other outstanding balances. Refunds are issued within 30 days of cancellation. Enrollment fees are non-refundable.

COLLECTIONS

The YMCA is using a third party to assist in the collection of payments. If a payment draft is returned for any reason, the account will be debited electronically for the amount of the payment plus a processing fee. A \$25 return fee will be added to all returned payments.

DROP-OFF AND PICK-UP PROCEDURES

The State of Indiana requires that all students must be signed in and out by an authorized parent or guardian. A parent or authorized person must sign each student in and out daily at the time student is picked up or dropped off. Anyone dropping off or picking up a student must be 18 years of age or older. **All students must be walked into the program area and signed-in daily. Drop-off at the door or failure to sign-in/out is not permitted and repeated instances may result in expulsion from the program.**

Only authorized individuals listed on your student's Student Information Form will be allowed to sign out your student. Proper identification must accompany the individual at pick-up. It is imperative that your Student Information Form includes all appropriate individuals who may pick up your student in the event of unforeseen circumstances. Any changes to the pick-up list must be made in person with our Site Staff or the OST Coordinator. Only the parent or legal guardian(s) listed on the Student Information Form are able to make changes.

Your student's safety is our top priority. At times, we are called to make judgments concerning a student's safety. If a YMCA staff member suspects that an individual is impaired when they arrive to pick up a student, YMCA staff will encourage the adult to call an emergency contact or a taxi to take them and their student home. If an adult chooses to leave the YMCA, staff will contact the police department.

COURT-ORDERED DOCUMENTS

Should you have court-ordered paperwork for any parties who are not able to have contact with your student enrolled in the YMCA Out of School Time Program, it is required that the legal custodial parent or guardian provide documentation of any court decrees relating to custody and/or guardianship at the time of enrollment and keep it updated regularly.

In cases of separated or divorced parents, where visitation rights are denied to one parent, we cannot deny the student to such parent unless a court decree or document is on file expressly forbidding a parent from picking up their student from the YMCA.

The parent or guardian that has signed the Student Information Form is responsible for paying program fees.

The YMCA will share documents (including attendance records) with both parents/guardians, unless court documents on file with the YMCA warrant otherwise.

WITHDRAWALS

If at any time you wish to withdraw your child from the program, a **written notice** must be given to the OST Coordinator so that we may adjust your account. To withdraw your child, you can ost@kokomoyymca.org. **You are responsible for payment through the end of your notice.**

SCHOOL'S OUT DAYS

Special programs will be offered at an additional fee for some School's Out Days in accordance with our 2025-2026 Program Calendar. This calendar may be adjusted at any time based on enrollment or staffing.

ILLNESS OR EMERGENCY

To ensure the health and well-being of all students in our program, if a student has a contagious illness, infection or fever of 100 degrees or higher, vomiting or diarrhea, parents must make arrangements for their student to be picked up from the program immediately. It is necessary for the student to be symptom free for 24 hours without the use of fever reducers, before being allowed to return to the program. If a student has been sent home from school with a communicable disease, the student will not be re-admitted to the program until he or she has been re-admitted to the school or provides a written doctor's release.

If a student is found to have head lice at the site, the student will be isolated with staff supervision and the parent contacted to pick up the student immediately. All parents at the site will be notified in writing. The YMCA will not re-admit students to the program as long as nits are present. A student identified as having head lice shall not be permitted to return until the following day and only provided that treatment has occurred and has been verified by YMCA staff.

MEDICATIONS

Medications that need to be administered to a student during OST must be brought in the original prescription bottle with the student's name and instructions for administration clearly printed or labeled. Parents must fill out and sign our Medication Administration Authorization form. This form is good for one week. Please provide the appropriate measuring tools for proper dosage of the medication. The YMCA does not administer over the counter medications. The YMCA only administer medication as prescribed.

ALLERGIES & SPECIAL DIETARY RESTRICTIONS

Allergies to foods, chemicals or other environmental issues (such as nuts, pollen, bee stings) must be listed in the "Health Information" section of the Student Information Form. Please include any reactions and treatments.

LOST & FOUND

Due to health issues and limited space, lost and found will be cleared out weekly and donated to those in need. Please check the lost and found every day for any belongings your student(s) may have misplaced. The YMCA assumes no responsibility for the loss of personal property.

EMERGENCY PROCEDURES

All emergency procedures including building and facility emergencies, bomb threats, fire emergency, missing persons, life-threatening injury, aquatic emergencies, blood borne pathogen control and hazardous materials control are available with the Site Director in the Emergency Procedures Flip Book. The YMCA conducts regular emergency drills.

SAFETY PROCEDURES

All staff will be required to wear staff shirts and YMCA nametags. Site staff will provide direct supervision of students. Only staff and students are permitted in program areas. A federally issued picture ID, such as a driver's license or military ID, must be provided to sign a student out of the YMCA's care.

All YMCA facilities are private facilities. No unauthorized individuals are permitted on our property.

PERSONAL BELONGINGS

Please do not allow your student to bring toys, electronic devices (including cell phones and tablets) or any other valuable items to the YMCA. If a student brings personal items, the YMCA is not responsible for lost, stolen or damaged items. Please label all personal belongings with a permanent marker for identification purposes. If an item is missing, you can check the lost and found at the site, but our staff are not liable or responsible for keeping track of items listed above.

BEFORE AND AFTER SCHOOL ENRICHMENT CURRICULUM

Component	Outcome	Examples
Arts and Humanities	Demonstrate an appreciation for arts and humanities	Program offers arts activities a minimum of three times per week.
Character Development & Leadership	Demonstrate caring, honesty, respect, responsibility and faith as well as social skills that help promote leadership.	Staff and activities teach, celebrate, model, reinforce, and practice character development values on a daily basis. Staff confront behaviors that are inconsistent with the values.
Health, Wellness, and Fitness	Demonstrate physical fitness and knowledge about healthy lifestyles	Program offers 30 minutes daily of physical activity, cooperative games, dance, or sports.
Literacy	Develop skills in reading, writing, vocabulary, and comprehension,	Program offers activities a minimum of two times per week.
Homework and Enrichment Centers	Complete homework and demonstrate a commitment to learning.	Program offers a time for homework and enrichment centers offer additional support.
S.T.E.A.M.	Demonstrate a commitment to learning and problem-solving skills.	Program offers activities a minimum of two times per week.
Swimming	Demonstrate strong swimming abilities.	Program offers participants swim time a minimum of once per week. <i>Frequency of swim time may be adjusted due to aquatic program schedules or staffing.</i>

The specific activities associated with the various curriculum categories generally take place in one or several of the following contexts, each of which is balanced throughout the day or week.

Choice: The student has the option of choosing from among several activities.

Small Group: The activities available can be done either in small groups or alone.

Project Time: Time is set-aside for students to begin or return to a long-term project.

Large Group: Activities are designed for large group participation.

Indoor/Outdoor: All of the contexts and activities above are presented or done in both indoor and outdoor settings. *Outdoor time is limited in our program to summer months on our terrace.*

Please take a few minutes to look at the curriculum calendar that is posted monthly at the site. It is our hope that your student enjoys his or her experience at YMCA OST Program. If you have any questions regarding the curriculum, please do not hesitate to speak with a member of our Site Staff.

Academic Support

Homework time is offered Monday through Friday for at least 30 minutes per day. While we make every effort to give your student appropriate time and support to complete his/her homework, please realize it is not the responsibility of the staff to be sure it is correct or complete. We encourage parents to follow up on the student's homework.

PHYSICAL FITNESS AND WELLNESS

The YMCA implements the CATCH (Coordinated Approach to Child Health) curriculum into our programs.

Researched-based, CATCH activities are offered at least 3 days a week and includes lessons on fitness, wellness, and nutrition.

The YMCA also provides a variety of activities with the intention of reducing the amount of time any student spends in front of a TV. *A move is offered from time-to-time in our programs, but is usually not the sole option for students.*

Nutrition and Snacks

Nutrition is discussed weekly, emphasizing healthy choices.

USDA approved healthy snacks and water are provided daily. A weekly snack menu will be posted at the site. **If a student has special dietary needs, it is the parent's responsibility to provide an alternate healthy snack. This MUST be noted on the Student Information Form.**

POSITIVE REDIRECTION & DISCIPLINE

YMCA staffers wish to work with your student and for you to have the best experience possible. It is important that staff maintain good order and discipline in all programs. Top objectives in all YMCA programs are safety and a positive atmosphere for learning and developing social skills. The YMCA makes every effort to help children understand clear definitions of acceptable and unacceptable behavior.

The YMCA does not condone and will not permit:

1. Corporal punishment
2. Ridiculing, threatening, using an inappropriate loud voice
3. Leaving children unsupervised
4. Use of profanity

A child's behavior is expected to be consistent with the following:

1. Use appropriate language at all times.
2. Cooperate with staff and follow directions.
3. Respect other children and staff, equipment and facilities, and yourself.
4. Maintain a positive attitude.
5. Aggressive behavior and hitting is not allowed.
6. Stay in program areas – running away is not acceptable.

Youth Discipline Policy

1. If a student is unable to comply with the behavior expectations, the student will be given an initial warning and his or her parents/guardians will be notified.
2. If a student's behavior continues to be disruptive, he or she will receive a written notice and parents will be notified and consulted concerning his or her behavior.
3. The YMCA reserves the right to suspend or expel a child from the program if his or her behavior places other students or staff in immediate harm and/or if his or her behavior places him or herself in immediate harm.
4. Expulsion from the program includes other YMCA programs. There will be no refund of program fees.

The YMCA reserves the right to suspend or expel any student from the program who poses serious or continual behavior problems with no fee reimbursement. Infractions deemed "serious" may result in immediate suspension and/or expulsion regardless of previous corrective action. These decisions are made at the discretion of the Program Coordinator or Director.

Behaviors which may result in immediate expulsion include but are not limited to:

1. Any action that could threaten or pose a direct threat to the physical/emotional safety of the child, other children or staff
2. Fighting or hitting
3. Possession of a weapon of any kind
4. Vandalism or destruction of YMCA property or property of others
5. Sexual misconduct
6. Possession of or use of alcohol or controlled substances unless under the prescription of a doctor
7. Running away

Understanding Special Circumstances

The YMCA welcomes families and children with special circumstances. We request that you schedule an individual meeting with our Program Administrators prior to enrollment in the OST Program to develop the best plan for your student. Please call Sandi Maynard or A.J. Edwards at 765-457-4447.

Adult Behavior

The Y requires adults (parents, guardians and caregivers) of enrolled students to behave in a manner consisting of Caring, Honesty, Respect and Responsibility. The Y's goal is to provide the most appropriate environment for students to learn, grow and thrive. Achieving this ideal environment is not only the responsibility of our staff, but also each adult who enters the program. Adults who fail to behave in an appropriate manner may be asked to leave and to not return to the YMCA. Students may be expelled from the program based on the behavior of their parent, guardian or caregiver.

No adult is permitted to curse or use other inappropriate language in the program area, whether in the presence of children or not. This includes phone conversations and emails.

Threats of any kind toward staff, students or other adults will not be tolerated.

Adults are prohibited from addressing or correcting a child that is not their own. Any concerns regarding another child's behavior should be addressed politely with our staff. An adult attempting to question, correct or discipline a child in our program that is not their own will result in expulsion from the program.

PROGRAM POLICIES

Students' actions at our programs often reflect situations they are experiencing at home (i.e., pet's death, divorce, sibling conflict, etc.). If any disruptive or traumatic experience should occur, please inform our Site Staff. Please review the following regarding YMCA policies:

- Parent/Guardian(s) may not leave students at the YMCA unsupervised.
- The YMCA is a mandated reporter of any suspected cases of child abuse or neglect.
- Please do not ask our staff members to babysit or transport your child. The YMCA has a very strict policy that does not allow our staff members to babysit any of the students enrolled in our programs. Our policy also states that staff members are never to transport any of the students in our programs or communicate with them outside of the Y. This is to help ensure the safety of our students and staff members.

ANNUAL CAMPAIGN

Your support of the Annual Y Campaign provides the funds that allow us to offer scholarships to those less fortunate. All contributions remain in our local community, giving children and families a chance to grow stronger in spirit, mind and body at the YMCA. While the need is great, the generosity of people like you can make the difference.

Please consider a tax-deductible donation to the Annual Y Campaign and make a difference by giving your gift today. Contact Lisa Gauger, Chief Development Officer, at lisa.gauger@kokomoyymca.org for more information.

LIMITED ENROLLMENT

Due to program popularity and space restrictions, we do have a limit on the number of students we are able to serve in our OST Program. Because of this, our programs will be placed on a waiting list at times.

PROGRAM FEES

Per Student:	Before OR After Care \$65.00 weekly	Before AND After Care \$130.00 weekly	All-Day Care \$33.00 daily
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CONCLUSION

Thank you for taking the time to review the information presented in this handbook regarding our YMCA Before and After School program. We sincerely hope that you and your student have an incredible Before and After School experience this school year. If at any time you feel as if the program is not meeting your expectations, please do not hesitate to contact the YMCA so we can work together to address your concerns.

DISCLAIMERS

The Young Men's Christian Association of Kokomo, Indiana ("YMCA") is not responsible for any lost, stolen or damaged items. Any items without names will be discarded after each Friday at the end of the day. The YMCA and its staff are mandated by the State of Indiana to report any suspected cases of child abuse or neglect. The YMCA is not responsible for any injury, accident or death that may occur as a result of participation in our programs. The YMCA does not permit any potentially dangerous items to be brought into our facilities or on our property, including alcohol, drugs, tobacco products or vapes. Possession or use of firearms and/or other dangerous weapons is strictly prohibited. For security reasons, the YMCA reserves the right to search the bag, backpack or pocketbook of any individual on our property or in our programs. All YMCA OST community members (students, parents, guardians and caregivers) agree to all policies, procedures and disclaimers included within this parent handbook, as well as those listed in our Student Information Form and waivers, as part of the program enrollment and continued participation.

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