

PARENT HANDBOOK



OUT OF SCHOOL TIME PROGRAM 2023-24 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 Director. The best way to communicate with the Program Director is by emailing ost@kokomoymca.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 6:30am daily
 - Pick-up no later than 6:00pm each day
 - Treat YMCA staff of the OST Program with respect and dignity
 - Complete/Update the YMCA OST Program Enrollment Form and Weekly Registration Forms
- A student may be dismissed 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 children

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

A.J. Edwards is the Program Director. As the OST Program Director, A.J. is responsible for supervising all staff, managing program finance and administration, and overseeing licensing requirements. You may contact A.J. at aj.edwards@kokomoymca.org.

The Kokomo Family YMCA leaves the administration of corrective action or dismissal from the program at the discretion of the Program Director.

GETTING STARTED

You may enroll your child in our OST Program by visiting our website at www.KOKOMOYMCA.org. You will need to complete our online enrollment form and pay the enrollment fee. You may schedule payments through EFT or credit/debit card. Your child'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, so you are not able to register if the week has already started. The Y is unable to provide care to children who are not enrolled in our program and registered for that particular week.

Enrollment is open to any child 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.

Prior to your child's first day at the YMCA, we must have the following on file:

- Birth Certificate
- Immunization Records
- Custody Documentation (if applicable)

Please submit these documents to ost@kokomoyymca.org or turn in at our Downtown Y front desk.

HOURS OF OPERATION

YMCA Before and After School Enrichment Care is open on school days. Before School Care starts at 6:30am and continues until the last bus arrives. After School Care begins at 3:00pm and ends at 6:00pm. On days where school is delayed due to inclement weather, our staff will make every effort to be at your child's 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 child from the program as soon as possible.

LATE PICK-UPS

At the YMCA, we understand life does not always go as planned. If you realize that you will be late picking up your child 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 child charged immediately at 6:01pm and an additional \$20.00 per child every 10 minutes thereafter.** To avoid having to pay a late pick-up fee, we strongly urge you to authorize multiple individuals to pick your child up from care. Please remind any authorized signer that a valid photo ID is required to sign your child out of the program. After three late pick-ups, your family will be dismissed from our programs. **Late pick-up fees must be made 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.** Late payments will not be accepted.

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

Payments can be made via EFT or credit/debit card 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 bank or credit card information throughout the term of the program. Should any program draft not be honored by the parent's bank or credit card, 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 due to illness, vacation or when YMCA programs are cancelled due to inclement weather.** All refunds or program credits given for other reasons are issued on a case-by-case basis at the discretion of the Program Director. The YMCA reserves the right to apply any credit due to other outstanding balances. Refunds are issued within 30 days of cancellation. The enrollment fee is non-refundable.

COLLECTIONS

The YMCA is using a third party to assist in the collection of payments. If a bank 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.

CCDF VOUCHERS

If your child has Child Care Development Fund (CCDF) Vouchers for our program, you **MUST** complete your check-ins/outs daily. Because of the way before and after school care is set up timing-wise, a diagram is located next to our CCDF machine that explains how swipes should be completed.

PLEASE NOTE: If your CCDF swipes are not current, our staff will not permit drop-off. Current swipes means completing your swipes each day your child attends, the day your child attends. Consistent failure to complete your CCDF swipes on time will result in dismissal from our programs.

DROP-OFF AND PICK-UP PROCEDURES

The State of Indiana requires that all children must be signed in and out by an authorized parent or guardian. A parent or authorized person must sign each child in and out daily at the time the child is picked up or dropped off. Anyone dropping off or picking up a child must be 18 years or older. **All children must be walked into the YMCA facility and signed-in each day. Drop-off at the door or failure to sign-in/out is not permitted.**

Only authorized individuals listed on your child's enrollment form will be allowed to sign out a child. Proper identification must accompany the individual at pick-up. It is imperative that your registration includes all other appropriate individuals who may pick up your child in the event of unforeseen circumstances. Any changes to the pick-up list must be made in writing with our Site Staff or the Program Director. Only the parent or legal guardian(s) listed on the enrollment form are able to make changes.

Your child's safety is our top priority. At times, we are called to make judgments concerning a child's safety. If a YMCA staff member suspects that a parent, guardian, or other adult authorized to pick up your child is impaired when they arrive, YMCA staff will encourage the adult to call an emergency contact or a taxi to take them and their child home. If an adult chooses to leave the YMCA site, 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 child enrolled in the YMCA Out of School Time Program, it is required that the legal custodial parent or guardian provide documentation of any custody and/or guardianship agreement 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 child to such parent unless a court decree or separation document is on file expressly forbidding a parent from picking up their child from the YMCA.

The parent or guardian that has signed the enrollment form is responsible for paying program fees.

The YMCA will share documents including attendance records related to your child(ren) with both parents/guardians, unless court-ordered 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 Program Director so that we may adjust your account. To withdraw your child, you can email ost@kokomoyymca.org. **You are responsible for payment through the end of your notice.**

HOLIDAY PROGRAMS

Special programs will be offered at an additional fee for most School's Out days and holidays except for: Labor Day, Thanksgiving, the Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day and Memorial Day. You will receive reminders regarding these days early enough to plan ahead. For School's Out days and holiday programs, parents are responsible for providing their child with a lunch. Snacks will be provided. Check with our Site Staff about the availability of care during scheduled school closures.

ILLNESS OR EMERGENCY

To ensure the health and well-being of all children in our program, if a child has a contagious illness, infection or fever of 100 degrees or higher, vomiting or diarrhea, parents must make arrangements for their child to be picked up from the program immediately. It is necessary for the child to be symptom free for 24 hours, without the use of fever reducers, before being allowed to return to the program. If a child has been sent home from school with a communicable disease, the child 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 child is found to have head lice at the site, the child will be isolated with staff supervision and the parent contacted to pick up the child immediately. All parents at the site will be notified in writing. The YMCA will not re-admit children to the program as long as nits are present. A child 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.

If your child becomes seriously ill or sustains any injury in our care, all efforts will be made to contact a parent, guardian or emergency contact immediately. As in any severe emergency, 911 will be called. **Please keep your contact information up to date in case of emergency.**

MEDICATIONS

Medications that need to be administered to a child during OST must be brought in the original prescription bottle with the child'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 will 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 child's enrollment form. Please include any reactions and treatments.

LOST & FOUND

Due to health issues and limited space, lost and found will be cleared out bi-weekly and donated to those in need. Please check the lost and found every day for any belongings your child(ren) may have misplaced. The YMCA assumes no responsibility for the loss or damage 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 Staff in the Emergency Procedures Flip Book. The YMCA conducts regular emergency drills (including Fire, Tornado, and Code Adam).

SAFETY PROCEDURES

All staff will be required to wear staff shirts and YMCA nametags. Site staff will provide direct supervision of children. Only staff and children 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 child out of the YMCA's care.

All YMCA facilities are private facilities. No unauthorized individuals are permitted on our property. Weapons of any kind are not allowed on YMCA property. The YMCA is a tobacco-free environment, including e-cigarettes/vapes. Smoking is prohibited within 8 feet of our facility.

PERSONAL BELONGINGS

Please do not allow your child to bring toys, electronic devices or any other valuable items to the Out of School Time Program. If a child 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.

Cell phones/electronics are NOT permitted. If seen, they will be confiscated by YMCA staff and stored until the parent/guardian arrives to pick the child up. If electronics become a repeated issue, dismissal from the program will follow. The YMCA will not be held responsible for lost or damaged phones.

BEFORE AND AFTER SCHOOL ENRICHMENT CURRICULUM

Our Out of School Time Program follows a curriculum framework based on sound planning principals the following core developmental content areas.

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 child 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 children 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 your child's site. It is our hope that your child enjoys his or her experience at the 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 Thursday for at least 30 minutes per day. While we make every effort to give your child 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 and complete. We encourage parents to follow up on the child'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 per 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 child spends in front of a TV. The YMCA adheres to the healthy eating and physical activity (HEPA) standards and practices limited screen time. *A movie is offered from time-to-time in our programs, but is usually not the sole option for children.*

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 your child's site. **If a child has special dietary needs, it is the parent's responsibility to provide an alternate healthy snack. This MUST be noted on the Enrollment Form.**

POSITIVE REDIRECTION & DISCIPLINE

YMCA staffers wish to work with your child 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 – swearing is not permitted.
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 participant is unable to comply with the behavior expectations, the child will be given an initial warning and his or her parents/guardians will be notified.
2. If a participant's behavior continues to be disruptive, he or she will receive a written notice and parents will be notified and consulted concerning the participant's behavior.
3. The YMCA reserves the right to suspend or dismiss a child from the program if his or her behavior places other participants or staff in immediate harm and/or if his or her behavior places him or herself in immediate harm.

4. Dismissal from the program includes other YMCA programs. There will be no refund of program fees.

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

Behaviors which may result in immediate dismissal 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
8. Biting

Understanding Special Needs

The YMCA welcomes families and children with special circumstances. We request you schedule an individual meeting with our Program Director prior to enrollment in the OST Program to develop the best plan for your child. We will then be able to determine together what accommodation your child may need to ensure their success in our program. You may reach A.J. Edwards, Program Director, at 765-457-4447.

PROGRAM POLICIES

Children's 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 children 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 children enrolled in our programs. Our policy also states that staff members are never to transport any of the children in our programs or communicate with them outside of the Y. This is to help ensure the safety of our children 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@kokomoymca.org for more information.

CONCLUSION

Thank you for taking the time to review the information presented in this handbook regarding our YMCA Before and After School Enrichment Care. We sincerely hope that you and your child 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.

LIMITED ENROLLMENT

Due to program popularity and space restrictions, we do have a limit on the number of children 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

	Before OR After Care	Before AND After Care	All-Day Care
Kokomo Y Members:	\$60.00 weekly	\$120.00 weekly	\$30.00 daily
Community Participants:	\$60.00 weekly	\$120.00 weekly	\$35.00 daily

*There is a one-time enrollment fee of \$25.00 per child due at the time of enrollment. This fee is charged for all participants, including those with CCDF vouchers.

All program fees are due Fridays at noon for the following week. Program fees includes the weekly program fee or CCDF copays. Late pick-up fees are due prior to the child's return to the program.

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. 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 (children, parents, guardians, and caregivers) agree to all policies, procedures and disclaimers included within this parent handbook, as well as those listed in our program enrollment form and waivers, as part of the program enrollment and continued participation.

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