



YMCA MISSION STATEMENT

To put Christian principles into practice through programs that build a Healthy Mind, Body & Spirit for all.

YMCA After School Child Care 2022-2023

Thank you for choosing the YMCA After School Child Care Program. **Please read over these important policies and procedures.** After School activities and programs are designed for children in kindergarten through sixth grade. Our YMCA After School is here to meet your needs.

CHARACTER DEVELOPMENT

For 74 years Daviess County YMCA has been helping people in all Y programs develop and understand our core values. Our core values, which are sometimes referred to as character, are the basis of who we are, how we live, and how we treat others. When teaching these core values, we will be relating them to scripture, and Bible lessons. School age childcare programs strive to enrich our children through the following four core values:

Caring	Show a sincere concern for others
Honesty	Choosing to be truthful
Responsibility	Proving you can be trusted

Respect

Treat others the way you want to be treated

While participating in the ASCC (After School Child Care) program, kids are offered the opportunity to express themselves and participate in a variety of activities such as games, crafts, outdoor and indoor play, study time, special projects & more!

A daily after-school snack is also served.

Our Staff Cares for Children

An integral component of the YMCA's quality programming is staffing. Our staff consists of mature and enthusiastic individuals who help us provide a quality, safe and enjoyable program. A Criminal History Background Check, Mandatory Drug Test, and a TB test are required for YMCA employees working with children. We also require all school age program staff to take CPR, First Aid and Child Abuse Prevention training.

Program Costs

Registration Fee: \$40 Per Child non-refundable.

Weekly Rates: \$42

ASCC FEE POLICY: WEEKLY PAYMENTS ARE DUE ON THE FRIDAY BEFORE THE WEEK OF CARE.

Payments made after said Friday are subject to a \$5 late fee. All payments must be made before Wednesday, or you will be called and asked to pick up your child. Payments should be made at dcymca.org and received **PRIOR TO THE WEEK OF CARE**. You can make payments online at dcymca.org or in person. ***No refunds for missed days.**

FINANCIAL ASSISTANCE

Financial assistance is available subject to qualification of personal need, enrollment limitations, and financial resources of the YMCA. Financial assistance from the state voucher program may be available for those who qualify. To apply for the state voucher program go online to firefly.in.org for first time applicants. If you have applied before contact (866) 287-2420.

WITHDRAWING FROM THE PROGRAM

Parents/Guardians need to notify the YMCA Youth Coordinator or Youth & Family Director at least 2 weeks in advance when withdrawing from the program. If not, you will be charged for that week.

CHANGE IN SCHEDULE

Parents/Guardians need to notify the YMCA Youth Coordinator or Youth & Family Director at least 1 week in advance of a change in their child's schedule. * ALWAYS call the YMCA and send a Remind message to let us know if your child will be absent on a day we are expecting them!

Payment Policy

You can register online at dcymca.org after you create an account. You can choose to set up online payments to be automatically withdrawn from your banking account. The one-time registration fee of \$40 and at least the first week of attendance must be paid. You can register your child in advance for days they do not have school.

Social Media

During the school year we will be taking photographs at various times of the children during activities. We will be using these photos for our website and various social media accounts.

SIGN OUT

Children must be signed in and out by a parent or authorized adult over the age of 18. Only those adults on your child's Registration Form will be permitted to sign them out unless permission is provided by a phone call for another adult to pick up your child. A picture ID must be presented by another adult at the time of pick-up. This is for the safety and security of your child and your peace of mind.

After school ends at 6:00 pm

Late Pick-Ups will be charged \$1 for every minute past 6:00 p.m. This charge must be paid in full at the time the child is picked up. If you know you will be late, send us a Remind message or call.

Miscellaneous

NO cell phones, electronics, games, toys & misc. items from home are allowed at the After School program.

Discipline Policy

Each child is regarded as a unique individual, who needs to be understood, guided, encouraged and appreciated. Our goal is to help each child develop physically, mentally, and spiritually. We strive to help all children to develop character... *Caring, Honesty, Responsibility & Respect*. Our Counselors use role modeling, encouragement, and positive reinforcement. **If necessary, consequences for unacceptable behavior are issued immediately, following the child's inappropriate behavior. Consequences may include loss of privileges or time-out.**

Parents/guardians will receive verbal notices and/or an "Unacceptable Behavior Notification" to inform them of situations concerning their child's unacceptable behavior. See below.

This notice is to inform you of a situation in need of your immediate attention. Your child's behavior was not acceptable for the following reason(s):

- ☐ Swearing, teasing, or other improper language or gesture
- ☐ Provoking or fighting or bullying with others or other inappropriate physical contact
- ☐ Failing to follow safety or discipline procedures
- ☐ Leaving the premises without permission
- ☐ Talking back to or failing to pay attention to any supervising counselor or leader
- ☐ Possessing a dangerous item or controlled substance
- ☐ Disruption of YMCA activities
- ☐ Misusing YMCA or others' equipment or facilities
- ☐ Endangering others or self

- ☐ Engaging in improper behavior in a YMCA transport vehicle
- ☐ Theft/tampering with someone else's belongings

The supervising staff has taken the following steps:

Discussed inappropriate behavior Removed from current activity

Warning1st Notification

2nd Notification

3rd 24-72 hr. Suspension

One Week Suspension Removal from YMCA Program

PROCEDURES FOR EMERGENCY SITUATIONS

Plan for Injured Child

If your child is injured during the program, the Youth Coordinator or Lead Counselor in charge will take whatever steps may be necessary to obtain emergency medical care. (See Medication and Sudden Illness Procedures). If we cannot contact the parent/guardian, and *if the situation warrants*, we will call an ambulance. A staff member will accompany your child and make every effort to contact the parent/guardian or alternate emergency contact person will continue until someone is notified. Upon notification, a responsible party is expected to come immediately.

MEDICATION AND SUDDEN ILLNESS PROCEDURES

A Medication Authorization Form must be completed and signed by the parent or guardian in order for any medication to be administered. See the form for details. Medication which needs to be administered must be brought directly to staff in its original prescription labeled container. The label must clearly identify the child's name, doctor, date, prescription name and dosage. In addition, a Medication Authorization Form must be completed by the parent that includes the time for and/or directions for administration. Over the counter medications must also be in the original container and labeled with the child's name, dosage, time and/or directions for distribution and accompany a Medication Authorization Form.

In situations where administration of medication requires specific training, please contact your Program Director to determine if a specific plan can be developed that will ensure the safety of your child.

Children are not allowed to self-administer medication; all medicine must be given to the site staff. **Each child must have a doctor's signed immunization record on file by the first day of ASCC.**

Communicable illness-Parents will be called, and arrangements must be made to pick up your child.

Lice Outbreaks occur seasonally. The YMCA has a nit free policy. Random lice checks may be given by staff members at the Director's request.

ADA POLICY AGREEMENT.

The YMCA Child Care Program welcomes all children to the extent it is reasonably able to do so. The YMCA Child Care Program will provide services to children with disabilities or special needs in the same manner as services are provided for other children of comparable age.

Minimal monitoring and extra supervision are reasonable as long as it is not fundamentally different from the responsibilities that all group child-care operators have for the safety and well-being of their students. The YMCA Child Care Program is, however, unable to provide one-to-one care for any child except on an intermittent basis, such as injuries, immediate disciplinary issues, and certain personal care needs customarily provided to other children.

If it is unclear whether the YMCA Child Care Program can reasonably accommodate the unique needs of a child, we will arrive at a final decision by reviewing the circumstances on a case-by-case basis. Such review will be comprised of most, if not all, of the steps outlined in the YMCA's ADA Policy for Child Care Programs, unless such process would not meaningfully contribute to a final decision.

A copy of the Daviess County Family YMCA ADA Policy for Child Care Programs is available in its entirety upon written request.

Parent's Responsibilities

Parents and families have the responsibility to:
Register online at dcymca.org and make an account.

Make payments at least 2 weeks in advance.

If your child will **NOT be attending** the program that day, please call the YMCA or send a Remind message to the Youth Coordinator.

Observe the rules of the After School Program as set forth in this manual and in any other policy statement(s).

Listen to concerns that staff members have about their child's behavior and to work toward an agreeable solution to any problems that might occur.

Know the discipline procedures as set forth in this manual.

Pick child/ren up on time.

Please keep your child's information up to date with changes in phone numbers, addresses and e-mail addresses.

Parent's Rights

Parents and families have the right to:

Know their children are in a safe environment where they are free to select from a variety of activities.

Know what types of programs and activities are being planned, and to be offered feedback on their child's participation.

Know if their child does not report to the program intended.

Know if their child is misbehaving and spend time talking with staff concerning a solution.

Voice special concerns and considerations not covered in this manual and to discuss special cases where occasional exceptions may be needed from the rules as set forth in this manual.