



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

ENSURE A BRIGHTER FUTURE

**SCHOOL AGE CHILD CARE
JEFFERSON CITY AREA YMCA**

**2010-2011
PARENT HANDBOOK**



TABLE OF CONTENTS

I.	School–Age Childcare Goals; YMCA Mission	pg 3–4
II.	About Y–Care Staff	pg 4
III.	Financial Aspects of Y–Care	pg 5–6
IV.	Y–Care Structure & Communication	pg 7–8
V.	Daily Y–Care Routine	pg 8–9
VI.	Late Pick–Up	pg 9–10
VII.	Illness & Medication Policy	pg 10–11
VIII.	Behavior Management	pg 11–12
IX.	Parent Code of Conduct	pg 12
X.	Early Dismissal Inclement Weather	pg 13
XI.	Holiday Care	pg 13

Jefferson City Area YMCA School Age Childcare Goals & Objectives:

1. To provide a safe and positive environment for all children.
2. To model positive, healthy lifestyles and habits.
3. To provide a variety of activities that will strengthen youth physically, morally and intellectually.
4. To support individual diversity.
5. To allow all children an opportunity for success by giving choices in a supportive environment.
6. To promote educational skills such as literacy and mathematics through weekly themes and curriculum development.
7. To retain and build program participation through excellent member services and programming.
8. To provide an enjoyable and memorable experience for all children in the program.

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

YMCA Four Core Values: Caring, Honesty, Respect, Responsibility

Challenging others to accept and demonstrate positive values is part of our mission and the basis for Character Development. Building values and behavior consistent with Christian principles is one of the eight goals in the YMCA Constitution and all Y's, including ours, agrees to uphold this.

Benefits of Character Development:

- * It is the positive effort our community needs.
- * It gives us focus for all that we do.
- * It differentiates us from other organizations.
- * It ensures we are doing what we say we do.
- * It provides positive role modeling for children and adults.
- * It ensures consistent and fair treatment of all people.

ABOUT Y-CARE STAFF

The Y-Care Program is licensed by the **Missouri Department of Health, Bureau of Child Care Safety and Licensure**. Site Directors are approved by the state and hold 60 or more college semester hours, with 12 of the 60 hours in child-related courses. These courses are in the field of elementary education, special education, psychology, sociology, and physical education. Site directors are trained in First Aid and CPR as well.

Site Assistants are at least 18 years old or older and demonstrate an aptitude for child care.

Both Site Directors and Assistants submit yearly Tuberculin skin tests and physical examinations as a condition of employment. The YMCA also conducts Background Screens on all staff through the Family Care Registry with the Department of Health & Senior Services.

All staff participates in initial and ongoing training in topics relevant to school age child care.

Employee/Child Contact Outside of Y-Care

No employee may have contact with a child in their program away from the YMCA. This includes, but is not limited to, transporting a child home, babysitting, socializing or sports.

Management Team

Jessica Kever	Director of Childcare Services jkever@jcymca.org	761-3196
Isaac Williams	Assistant Director, School-Age Childcare iwilliams@jcymca.org	761-9192

FINANCIAL ASPECTS OF Y-CARE

- Y-Care requires patrons to sign up for Bankdraft services.
- Accounts are drafted by the YMCA on the 5th of every month of service or twice a month on the 5th and 20th. We cannot draft on any other day.
- Late payments or insufficient drafts will result in a \$10.00 late fee.
- Any delinquency in payments (payment not received on the 5th, or 5th and 20th) may result in removal from program.

Fees for the 2010-2011 school year are as follows:

<u>AM AND PM:</u>	<u>\$150/month member</u>	<u>\$175/month nonmember</u>
<u>AM OR PM:</u>	<u>\$120/month member</u>	<u>\$140/month nonmember</u>
Y@Y/Blair Oaks:	\$140/month member	\$160/month nonmember

- Fees are based on the number of days Y-Care is in session for the whole school year, split over the 10 months of school. No months will be prorated.
- We require that you pay for August (1/2 of fee) when you sign up for Y-Care.
- For this first payment, credit card, money order or check will be accepted.
- Registration fees are **waived** for 2009-2010 Y-Care participants.

REFUND/CREDIT AND TRANSFER POLICY:

- \$30.00 Registration fee is non-refundable.
- If you choose to WITHDRAW from Y-Care, you must state your intent **in writing** no less than **10** business days before the next month of service.
- Please turn this intent into the **KNOWLES YMCA** or email to iwilliams@jcymca.org.

FEDERAL ID #: 43-095-3286

OUTREACH CLIENTS: The YMCA provides financial assistance to qualifying families. Please call Melanie Blochberger for information about Outreach through the YMCA at 761-9001.

FAMILY SUPPORT DIVISION CLIENTS: All parents receiving FSD childcare subsidy must initial in and out on the attendance sheet each day as well as sign the form each month. Failure to do so will jeopardize your child's enrollment.

If your child misses more than five days per month, FSD will not reimburse Y-Care for the cost of tuition. If you exceed the five days per month, you will then be charged the standard daily rate.

All FSD clients **must** contact Jessica Keever at 761-3196 prior to beginning Y-Care.

PATRON ACCEPTANCE OF COSTS:

Insufficient bank drafts are assessed a \$10.00 bank fee. Seriously delinquent accounts will be subject to collection activity. If such occurs, the patron agrees that s/he shall be responsible for any and all of the Jefferson City Area YMCA's expenses, including but not limited to collection costs, court costs, and attorney fees whether or not litigation is commenced. Three insufficient bank drafts can result in removal from Y-Care programs.

REQUIRED REGISTRATION INFORMATION

- **Child Registration form, COMPLETED.**
- **Current Immunization record.**
- **CACFP Enrollment Form for Food Program.**
- **Income Eligibility Form (IEF)** for food program if applicable. FSD & Outreach clients MUST complete.
- **Individualized Care Plan** for children with special needs (ex. ADHD, asthma, etc). A special needs form can be obtained from the site or child care office. This must be on file **before** a child begins Y-Care.
- **Bankdraft form**
- **If applicable:** Copy of a child's IEP for behavior/developmental purposes. Educational IEP's (ie reading, speech, etc) are not required.

Y-Care is monitored under the rules and regulations set forth by the State of Missouri. If a child's file is not complete within the first 2 week of enrollment, your child will be ineligible for the program until the information is received.

Parents must re-enroll each school year. The primary parent is responsible for all fees and tuition. Priority is given to families currently enrolled during the spring re-enrollment time.

After early enrollment ends, Y-Care will take registrations on a first-come, first serve basis, regardless of current program participation. New families will not be "bumped" for current families who fail to register during early enrollment.

Waiting lists will be formed if a program is full and a deadline will be given to those who are called off the list. YMCA members will be given priority on waiting lists.

Any parent who desires may request an interview with management staff for the purposes of orientation.

If your child requires a facilitator and/or special assistance at school, contact the office before submitting an enrollment form to discuss your child's needs. Y-Care does not provide facilitators, and children must be able to safely function within a 16:1 staff to child ratio.

Y-CARE STRUCTURE

Y-Care takes pride in providing a fun extension to the school day by planning daily activities with academic components. Activities are varied, and students have the opportunity to choose what they will work on.

Activities

- SPARK Physical Education Program
- Club Boxes
- KidzLit & Independent Reading
- Arts and Crafts
- Dramatic Play
- Manipulatives
- Blocks and Construction
- Science and Sensory
- Music and Movement
- Homework Station

Homework Station

We cannot force your child to complete homework, but we will encourage it if a parent requests. Similarly, if a parent does not want their child working on homework at Y-Care, we will honor their wishes. Staff will make every effort to help children with homework when asked if it does not interfere with staff duties to the other children.

Y-CARE LOCATION

Y-Care sites will use the cafeteria as home base. Your site staff will inform you of any changes in site location. At times Y-Care will be outside on the playground, or in another location to view a movie or complete an activity. The staff will place a sign at the Parent table to indicate where the group is located.

ABSENCE POLICY

- Please inform Y-Care staff of planned absences.
- Fees are not credited for absences from the program.
- Y-Care @ the Y: Parent's MUST inform the YMCA ASAP if their child will not be riding the bus.

ALTERNATE PROGRAM PARTICIPATION

- If your child is enrolled in after-school activities **other than Y-Care**, please send a note to Y-Care granting your child permission to leave Y-Care.
- Staff will not release children from Y-Care without parental permission.
- If your child will be late to Y-Care due to other school activities (ex: Safety patrol), please notify staff in writing.

PARENT RESPONSIBILITY FOR SCHOOL NOTIFICATION

- Schools will not release children to Y-Care unless the **parent** has informed the school of the child's enrollment in Y-Care.
- The YMCA cannot contact the school regarding enrollment status in Y-Care.
- Please inform the school when you enroll in Y-Care in order to avoid any confusion.

COMMUNICATION

Please check the **Parent Table** daily! Staff will use this table for important announcements and newsletters. We use a **Parent Communication** notebook for parents to communicate with staff about issues like authorized pick-ups, late arrivals, etc. If at any time you have questions or concerns, please do not hesitate to contact your Site Director or Management staff.

Receipts

Provided after the bankdraft to your school. Receipts are filed in the Receipt binder. Electronic receipts may be requested by emailing iwilliams@jcymca.org.

Newsletters

There will be a weekly Y-Care Newsletter available on the parent table. This will provide general information about the program, activities, or highlight special activities at some of the sites.

Parent Evaluations

Each year parents will be given the opportunity to provide feedback by filling out an evaluation. Please take advantage of this to tell us of any suggestions, concerns, or things you are happy with. We value your opinion and find these surveys extremely helpful in improving our program.

BELAIR	659-3157	THORPE GORDON	659-3172
CEDAR HILL	659-3162	NORTH	896-5392
LAWSON	659-3178	BLAIR OAKS	636-4066
MOREAU HEIGHTS	659-3182	WEST	659-3197
EUGENE:	498-4002	KNOWLES YMCA	761-0716

Please note: Y-Care staff may not be able to answer the phone at all times. If there is an emergency, please call 761-9015. The Knowles Front Desk associate can contact management staff if needed.

DAILY Y-CARE ROUTINE

AM

Children will only be allowed to leave Y-Care with a teacher if the parent has given prior written approval for the child to be checked out by a specific teacher. The teacher must initial the attendance sheet, indicating that the child will be in his or her care.

- Y-Care does not provide breakfast or A.M. snack.
- Children may bring breakfast items to eat during Y-Care.
- Children may sign up for the school's breakfast program.

PM

- School will dismiss Y-Care children as a group to the cafeteria.
- Children must go to Y-Care immediately upon school dismissal. Once at Y-Care, children will not be allowed to return to their classrooms. This is school policy.
- Children will wash hands and be offered a snack.
- We welcome any "special treats" to celebrate birthdays, holidays, or other events. Any special treats from home must be prepackaged/store bought. Please check with Y-Care staff for an accurate count of children.
- Children may not bring candy or gum to eat at Y-Care.

Snacks

- If your child has a food allergy, please note on the enrollment form, and verbally remind Y-Care staff at your school.
- In order to provide an alternate snack, we must have a completed FOOD SUBSTITUTION FORM on file for your child.
- Children must wash their hands before sitting down to eat snack.
- Children who do not wish to eat the snack must take the snack but are not asked to eat it.
- Menus will be posted at each site at the parent table.

The Y-Care Program is contracted under the Child and Adult Care Food Program (CACFP) through the Department of Health & Senior Services to provide snacks.

Playground Time

The children are allowed to play outside for at least 30 minutes every day, unless the temperature drops below 35 degrees F (including wind chill) or there is a heat advisory over 100 degrees F. Children must wear a coat/jacket when weather is under 50 degrees. MO Childcare Licensing **requires** that children are allowed outside play time when weather permits.

SIGN IN & OUT

- Parents must **physically** accompany their child into Y-Care daily and sign their child into Y-Care. Likewise, parents must walk into Y-Care to sign out and pick up their child. Do not send siblings under 16 to pick up your child.
- If someone other than people listed as **AUTHORIZED PICK-UP** is taking your child from Y-Care, please notify staff using the Parent Notebook.
- Staff will ask for ID when new faces are picking up children.
- Court Documentation is required for any non-custodial biological parents barred from picking up your child.

MO Statutes on Drinking

Chapter 574/Offenses Against Public Order/Section 574.075. Drunkenness or drinking in certain public places prohibited – violation a misdemeanor (574.075). It shall be unlawful for any person in this state to enter any schoolhouse or church house in which there is an assemblage of people, met for a lawful purpose, or any courthouse, in a drunken or intoxicated and disorderly condition, or to drink or offer to drink any intoxicating liquor in the presence of such assembly of people, or in any courthouse within this state and any person or persons so doing shall be guilty of a misdemeanor.

LATE PICKUP

In order to be fair and consistent with all families in our program, Y-Care has adopted a “no exceptions late policy”. Many of our staff have evening classes/obligations as well as families of their own. Please be considerate and arrive on time to pick your child up. The school cafeteria clock will serve as the official Y-Care clock. Please synchronize your timekeeping devices with this clock. Frequent late pickups may result in removal from the program.

Late Fees

\$1.00 per minute will be charged if child is dropped off before 6:45 or picked up after 5:30. Late Fees must be paid before returning to Y-Care the next day. Late Fees must be paid directly to staff member at site.

Late Pick-up with no Parent Contact

5:30 PM: Y-Care staff will attempt to contact parents.

5:45 PM: Emergency contacts called.

6:00 PM: IF NO CONTACT HAS BEEN MADE: Director of Childcare Services contacted; Director will call **Division of Family Services Child Abuse and Neglect Hotline**. Child will be transferred to the care of proper authorities until parent is available.

ILLNESS

Please do not bring an ill child to Y-Care/school. If your child was sent home from school due to an illness, s/he is ineligible for services that day. Should s/he become ill while in Y-Care, you will be called and asked to make arrangements for your child to be picked up as soon as possible. We will call you to pick up your child if s/he has the following:

- Fever of over 100 degrees
- Vomiting
- Diarrhea
- Fainting
- Undiagnosed rashes
- Impetigo
- Ringworm
- Head Lice
- Red, inflamed eyes (Pink eye)
- Chicken Pox
- Strep Throat(without 24-hour medication)

Please help us keep all the children and staff in our program healthy! Do not bring your child to Y-Care if they have not met the following guidelines:

1. Students should be fever-free: temperature under 100 degrees (without the influence of fever reducing medication) for 24 hours before returning to school.
2. Students should be free of contagious coughing.
3. Students should remain at home for 24 hours after the last episode of vomiting or diarrhea.
4. Students should remain at home for 24 hours after taking the first dose of an antibiotic for any infection.
5. If a child has head lice or has been sent home for head lice, they may not return into the program without a release from a physician or Cole County Health Department stating the child is free from lice.
6. If your child is too sick to participate in outside play, they are too sick for Y-Care.

MEDICATION POLICY

If medication is needed during Y-Care hours, parents must follow the following procedures:

- 1) Fill out medication form complete with amount and frequency of dosage.
- 2) Medication must be in original container and marked with pharmacist's label including prescription number, date, child's name and physician's name.
- 3) At the end of any medication period or end of week, parents should take the unused medication home.
- 4) Do not send your child's medication with them in their backpack.
- 5) Medication in children's possession will be confiscated & given back to parent.

BEHAVIOR MANAGEMENT

The YMCA strives to teach the four core values of Respect, Responsibility, Caring and Honesty to all children in our program. We firmly believe in second chances, and use positive techniques such as redirection and “**Think Sheets**” to promote reflection on behavior and provide ways for children to make better choices in the future.

However, some actions are considered too serious to be dealt with by these methods. A child can be sent home or placed in Y-Care in-house suspension for the following behaviors:

- Biting
- Hitting/Punching
- Hurting/threatening to hurt others or self
- Throwing Objects
- Stealing
- Purposefully revealing private body parts, or inappropriately touching another child
- Bringing/using a weapon at Y-Care
- Running away or leaving Y-Care or staff without permission
- Profanity
- Bullying, including ethnic/religious/cultural intolerance

No credits or refunds will be issued if a child is sent home/removed from the program due to disciplinary problems. If a child is sent home from Y-Care for frequent behavior concerns, they will be dismissed from the program. The Assistant Director/Director will make the final determination.

Parent Code of Conduct

We expect all parents in our program to model appropriate behavior for the children we serve. Parent’s who behave in the following manners will be asked to leave the Y-Care program:

- Use of profanity
- Behavior consistent with alcohol/drug use
- Physically threatening staff, children, self or other families
- Emotionally harming/intimidating staff, children or other families
- Attempting to confront/discipline a child other than their own.

Confidentiality

Y-Care will not discuss children’s behavior or behavior consequences with anyone other than that child’s parent. All children have a right to privacy, and Y-Care will not violate that right, regardless of the situation. As part of a cooperative relationship, Y-Care and school officials may share information about the children in the program in order to better serve those children. Such information is also confidential, and shared on a “need to know” basis.

Emergency early dismissal/school cancellation for inclement weather

Y-Care will be closed on these school early dismissal days. You will need to provide alternate care.

HOLIDAY CARE

Take advantage of Holiday Care while school is on break! Children will enjoy themed activities including crafts, games, sports, and swimming at the YMCA. Please be sure to send tennis shoes, bathing suit and towel. Lunch and an afternoon snack are provided.

- Holiday Care fees: Member \$22.00 per day. Non-Member \$27.00.
- Drop off & Pick Up on Bottom floor at Knowles YMCA, 424 Stadium.
- Outreach fees are \$11.00 per day, unless above 50%. See management with questions.
- Hours of operation are 6:45 A.M. until 5:30 P.M.
- Registration and payment must be completed **2 business days prior** to the date. For example, if Holiday Care is on a Monday, you must register by Thursday of the prior week to avoid late payments.
- The YMCA reserves the right to reject late registrations. The YMCA may not be able to adequately provide space and staff for late registrations.
- **IF** late registrations are accepted, an additional \$10.00 charge is added.
- Holiday Care registration dates & forms are available online at www.jcymca.org, at Y-Care or any YMCA front desk.

Thank you for choosing the YMCA Child Care programs! We look forward to working with you and your child during the 2010–2011 school year.