



Y-CARE

PARENT HANDBOOK

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

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 principals 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 Elementary and Secondary Education (DESE)**. 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 an initial Tuberculin skin tests and physical examination as a condition of employment. The YMCA also conducts Background Screens on all staff through the Family Care Registry and fingerprinting through IdentoGo.

All staff participate 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

Brittany Watkins 573-761-0716 bwatkins@jcymca.org
SAC Director

Dalton Green 573-761-3196 dgreen@jcymca.org
Asst. SAC Director

FINANCIAL ASPECTS OF Y-CARE

Y-Care requires patrons to sign up for EFT (Electronic Fund Transfer) services. Any credit card or bank account will suffice. The PRIMARY PARENT (first parent listed on the registration form) is responsible for all tuition/fees. In order to provide accurate tax statements, payment plans can only be issued to **one** payer.

Accounts are drafted by the YMCA on the 1st of every month of service. We cannot draft on any other day. Insufficient drafts will be assessed additional fees.

Any delinquency in payments (payment not received on the 1st) may result in removal from program.

Fees are as follows:

\$155/month member

\$185/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. **August is the only prorated month.** Registration fee due upon enrollment. August fee drafted on August 1st.

Consistent fees allow parents to budget accurately and provide stability for cafeteria plans.

Registration Fee/Withdrawal Policy:

\$30.00 Registration fee is non-refundable. Fee is waived during our early registration period for returning program participants. All families (including returning families) who register after the early period will be charged the fee.

If you choose to WITHDRAW from Y-Care, you must state your intent **in writing**. Email is a sufficient written notice. Please turn this intent into the **KNOWLES YMCA** or email to bwatkins@jcymca.org. Families who withdraw mid-year and then return to Y-Care are placed at the end of the waiting list, if one exists for that school.

FEDERAL ID #: 43-095-3286

Outreach Clients: The YMCA provides financial assistance to qualifying families. Please call 761-9001 for information about Outreach through the YMCA.

Patron Acceptance of Cost: 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 Enrollment form, COMPLETED-all lines.
- Current Immunization record.
- EFT form for payment
- **If applicable: Individualized Care Plan** for children with special needs (ex. ADHD, asthma, etc). A special needs form can be obtained online or from the child care office. This must be on file **before** a child begins Y-Care. Copy of a child's IEP for behavior/developmental purposes can be substituted. Educational IEP's (ie reading, speech, etc) are not required.
- **If applicable: Food Substitution Form** for food allergies. This form is required to accommodate your child's food needs.

Y-Care is monitored under the rules and regulations set forth by the State of Missouri. If a child's file is not complete upon registration, your child will be ineligible for the program until the information is received. Falsification of records is grounds for expulsion from the program.

Parents must re-enroll each school year. 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 cannot provide facilitators, and children must be able to safely function within a 16:1 child to staff ratio. All children must be self-sufficient in the restroom to participate in Y-Care.

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

Character building activities

Independent Reading

Healthy Eating Physical Activities (HEPA)

Arts and Crafts

Monthly Activity packets

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.

Y-CARE LOCATIONS

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. A Parent Communication Notebook is available on the Parent Table. *Fees are not credited for absences from the program.*

ALTERNATE PROGRAM PARTICIPTION

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. If your child will be late to Y-Care due to other school activities (ex: Safety patrol), please notify staff in writing. Staff will not release children from Y-Care without parental permission.

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/Tax Statements

Available online at www.jcymca.org. If you cannot obtain a receipt online, email bwatkins@jcymca.org for assistance.

Parent Evaluations

Each school 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 enjoy about the program. We value your opinion and find these surveys extremely helpful in improving our program.

SCHOOL PHONE NUMBERS

BELAIR: 659-3157

BLAIR OAKS: 636-4066

CEDAR HILL: 659-3162

LAWSON: 659-3178

MOREAU HEIGHTS: 659-3182

NORTH: 896-5392

PIONEER TRAIL: 632-3400

Y@Y (South/Thorpe): 761-9531

WEST: 659-3197

LC Middle School: 659-3200

TJ Middle School: 659-3250

Please note: If there is an emergency, please call 761-9531. The Knowles Front Desk associate can contact management staff if needed.

DAILY ROUTINE

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.
- Personal snacks are not permitted
- Children may not bring candy or gum to eat at Y-Care.

AM

- Staff will let children in at 7:00am
- Children are allowed to utilize the game and activities in the cabinets on site
- Children are dismissed from Ycare at 8:20

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.
- Outside snacks are not permitted at Ycare
- 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.
- As per USDA/CACFP, all snack must be consumed at the school. Snack may not go home with a child.
- Snacks are not served for AM programs.

The Y-Care Program is reimbursed under the Child and Adult Care Food Program (CACFP) through the Department of Health & Senior Services/USDA 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 a minimum of 30 minutes of outside play time when weather permits.

Sign In/Out

Parents must walk 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.**

Y-Care & Y-Club Operating Hours

Y-Care afterschool operates from 2:45p-5:30p M-F when school is in session. Y-Club operates from 7:00am-8:20am M-F when school is in session.

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

\$2.00 per minute per family will be charged if child is picked up after 5:30. Late Fees must be paid before returning to Y-Care the next day. Late fees can be drafted from your Y-Care account, or payment may be made at the Knowles facility.

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: SAC Director is contacted and 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.

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:

- Students should be fever-free: temperature under 100 degrees (without the influence of fever reducing medication) for 24 hours before returning to school.
- Students should be free of contagious coughing.
- Students should remain at home for 24 hours after the last episode of vomiting or diarrhea. Students should remain at home for 24 hours after taking the first dose of an antibiotic for any infection.
- 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.

If your child is too sick to participate in outside play, they are too sick for Y-Care.

Notice to Parents Regarding Immunizations

On August 28, 2015, a new law regarding immunizations went into effect. Section 210.003.7, RSMo. states, "All public, private, and parochial day care centers, preschools, and nursery schools shall notify the parent or guardian of each child at the time of initial enrollment in or attendance at the facility that the parent or guardian may request notice of whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed. Beginning December 1, 2015, all public, private, and parochial day care centers, preschools, and nursery schools shall notify the parent or guardian of each child currently enrolled in or attending the facility that the parent or guardian may request

notice of whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed. Any public, private, or parochial day care center, preschool, or nursery school shall notify the parent or guardian of a child enrolled in or attending the facility, upon request, of whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed.”

In accordance with Section 210.003.7, RSMo., the parent or guardian of a child enrolled in or attending Y-Care may request notice of whether there are any children enrolled at our facility with an immunization exemption on file. If you would like to request this information, please contact the Jefferson City Area YMCA and the information will be provided to you. Please note, the name or names of individual children are confidential and will not be released. Our response will be limited to whether or not there are children enrolled at our facility with an immunization exemption on file.

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, clip charts 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 (including but not limited to):

- Biting
- Hitting/Punching
- Spitting
- 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.

Special Needs/Accommodation Process

Please inform staff if you or your child has a need that requires an accommodation. This information enables the Y to better meet your needs or those of your child, within available resources and to the extent reasonable.

What We Can and Cannot Accommodate

We strive to be welcoming and inclusive of all participants. We can accommodate several special needs, but not all. We are a recreational program and our staff are not trained or certified in Crisis Prevention (CPI).

We can accommodate the following needs:

- Food allergies or dietary restrictions
- Medication distribution (with Medication Form on file)
- Behavior that requires one-on-one attention for limited time, occasionally

In accordance with the Americans with Disabilities Act, we cannot accommodate children who would pose a direct threat to the health and safety of others, or whose presence or necessary care would fundamentally alter the nature of the program.

This includes, but is not limited to, the following:

- Children who wander, run, or aren't willing to stay with the group
- Children who are violent towards others, themselves, or staff
- Children who require regular one-on-one attention, care or assistance
- Children who aren't able to self-transfer, dress or toilet

PARENT CODE OF CONDUCT

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

Use of profanity

Behavior consistent with alcohol/drug use (see below statute)

Physically threatening staff, children, self or other families

Verbally bullying/intimidating staff, children or other families

Attempting to confront/discipline a child other than their own.

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.

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.

DO NOT BRING

The Y is not responsible for any valuables. Please make sure your child leaves toys, trading cards, video games, iPods, cell phones, candy and gaming systems at home. If a child is sent to Y-Care with these items, they **MUST** remain in the child’s book bag during program hours. Students will not be allowed to use these items at Y-Care.

EARLY DISMISSAL/EARLY SCHOOL CANCELLATION FOR INCLEMENT WEATHER

Y-Care will be closed on these school 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 \$23.00 per day

Non-Member \$28.00.

Drop off & Pick Up on Bottom floor at Knowles YMCA, 424 Stadium.

State childcare subsidy is not accepted for Holiday Care.

Hours of operation are 7 A.M. until 5:30 P.M.

Registration and payment must be completed **1 business days prior** to the start date. For example, if Holiday Care is on a Monday, you must register by Friday the week prior.

The YMCA reserves the right to reject late registrations. The YMCA may not be able to adequately provide space and staff for late registrations.

Holiday Care registration dates & forms are available online at www.jcymca.org or the Knowles YMCA front desk.