



Y-CARE

PARENT HANDBOOK

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

Our Goals:

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

YMCA Mission Statement:

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

YMCA's 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 Ys, including ours, agree 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.

Management Staff

Brittany Watkins School Age Childcare Director 761-0716
bwatkins@jcymca.org

Carlie Bleich Asst. SAC Director, 761-3196
cbleich@jcymca.org

Knowles YMCA Front Desk: 761-9531

About Y-care Staff

The Missouri Department of Elementary and Secondary Education (DESE) licenses the Y-Care Program. The state approves Site Directors, who must have at least 60 college semester hours, including 12 hours in child-related courses. These courses can include subjects such as elementary education, special education, psychology, sociology, and physical education. Additionally, Site Directors receive training in First Aid and CPR.

Both Site Directors and Site Assistants must be at least 18 years old and show an aptitude for child care. As a condition of employment, they are required to submit an initial Tuberculin skin test and a physical examination. The YMCA also conducts background checks on all staff members through the Family Care Registry and fingerprinting through IdentoGo.

All staff participate in both initial and ongoing training in topics that are relevant to school-age child care.

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

Employee Contact Outside of YMCA Programs: No employee may have contact with a child in our program away from the YMCA. This includes, but is not limited to, transporting a child home, babysitting, socializing, or sports.

Y-Care & Y-Club Operating Hours

Y-Care afterschool operates from 2:45 p.m.- 5:30 p.m. Monday-Friday when school is in session.

Y-Club operates from 7:00 am-8:20 am Monday-Friday when school is in session.

We do not offer care on late start days due to inclement weather or early release days.

Financial Aspects

Y-Care requests that all patrons enroll in EFT (Electronic Fund Transfer) services. Any credit card or bank account may be utilized for this purpose. The PRIMARY PARENT, designated as the first parent on the registration form, will be accountable for all tuition and fees. To ensure the accuracy of tax statements, we are only able to establish payment plans with **one** payer.

The YMCA will draft accounts on the 1st of each month. Drafts cannot be scheduled for any other date. August is the only month that is prorated. Please note that any payment delays, specifically those not received by the 1st, may result in the removal of participants from the program. Three insufficient bank drafts can result in removal from Y-Care programs.

Registration Fee: The \$30.00 Registration fee is non-refundable and due at the time of enrollment. The fee is waived during our early registration period for returning program participants. All families (including returning families) who register after the early period must pay the fee.

Withdrawal Policy: The YMCA requires written notice before withdrawing from Ycare. Please note that we cannot process cancellations during the week. If you decide to withdraw from the program, your withdrawal will take effect either the following week or at the start of the new month. To initiate your withdrawal, please provide your intent in writing. An email is acceptable as a written notice. Please email your notice to The School-Age Childcare

If a child withdraws from the program and wishes to return at a later date, they will be placed on a first-come, first-served basis, and a new registration fee will be required.

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

Registration Information

- Enrollment is not complete until all forms (including current immunization records) have been completed in full (no blank spaces) and returned.
- Current Immunization records are required every year
- EFT form for payment
- **If applicable:**
 - **Individualized Care Plan:** for children with special or medical needs (ex. ADHD, can be obtained online or from the childcare office. This must be on file **before** a child begins Y-Care.
 - **Food Substitution Form:** This form is required to accommodate your child's food needs.

Y-Care operates 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. During the spring re-enrollment period, priority is given to families currently enrolled. Once early enrollment ends, Y-Care will accept registrations on a first-come, first-served basis, regardless of whether families are currently participating in the program. New families will not be displaced for those current families that do not register during the early enrollment period.

Waiting lists will be created if a program reaches full capacity. YMCA members will receive priority on these waiting lists. Any parent who wishes to have an orientation interview with the management staff may request one.

If your child requires a facilitator or special assistance at school, please 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 fully toilet-trained and able to independently use the restroom to participate in Y-Care, unless a specific documented medical or developmental reason exists. We understand that occasional accidents may happen; however, if a child has more than three accidents, they may

be suspended from the program and will not be permitted to return until they are fully toilet-trained.

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

Healthy Eating Physical Activities

Monthly Activity packets

Independent Reading

Arts and Crafts

Homework station

Homework Station: We cannot force your child to complete homework, but we will encourage it if a parent requests it. 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 their main base. Your site staff will notify you of any location changes. Occasionally, Y-Care may move to the playground, another area for viewing a movie, or for completing an activity. The staff will display a sign at the Parent table to indicate where the group is currently located.

Parent Responsibility

Schools will not release children to Y-Care unless parents have informed the school about their child's enrollment in Y-Care. Please note that the YMCA is unable to contact the school regarding enrollment status. To avoid any confusion, make sure to notify the school when you enroll your child in Y-Care.

Communication: Please check the Parent Table daily! Staff will post important announcements there. We also have a Parent Communication notebook for parents to communicate with staff about issues such as authorized pick-ups. If you have any questions or concerns, please do not hesitate to contact your Site Director or the Management staff.

Alternate Program Participation: If your child is participating in after-school activities other than Y-Care, please provide a written note to Y-Care granting permission for your child to leave. If your child will be arriving late to Y-Care due to other school activities (e.g., safety patrol), please inform the staff in writing. Please note that staff will not release children from Y-Care without parental permission.

Absences: 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.*

Parent Evaluations: Each school year, parents will be allowed 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.

Receipts/Tax Statements:

To access your receipts follow the steps below.

1. Log in to your YMCA account at <http://www.jcymca.org/sign-in/>
2. Click on TAX RECEIPT (located at the bottom of the Payment and Order Management box)
3. Select ALL available family members and adjust the year if need be
4. Click GENERATE TAX RECEIPT

FEDERAL ID #: 43-095-3286

Daily Routine

AM

- Staff will allow children to enter starting at 7:00 am
- Children may use the games and activities available in the cabinets on-site.
- Children will be dismissed from Y-Care at 8:20 AM

PM

- The school will dismiss Y-Care children to the cafeteria.
- Children are required to go to Y-Care immediately after school dismissal. Once at Y-Care, they are not permitted to return to their classrooms, as per school policy.
- Children will wash their hands and be offered a snack.

Snacks

- If your child has a food allergy, this must be indicated on the enrollment form. Also, please verbally inform the Y-Care staff at your school. For Ycare to provide an alternative snack, a completed Food Substitution Form must be on file for your child.
- Outside snacks are not allowed at Ycare
- Children must wash their hands before sitting down for snack time.
- Children who do not wish to eat the snack must take it but are not required to consume it.
- Per USDA/CACFP guidelines, all snacks must be eaten on school premises. Snacks may not be taken home by the children.
- 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: Children are allowed to play outside for at least 30 minutes every day unless the temperature, including wind chill, drops below 35 degrees Fahrenheit or there is a heat advisory in effect for temperatures over 100 degrees Fahrenheit. Children must wear a coat or jacket when the temperature is below 50 degrees Fahrenheit. According to the Missouri Childcare Licensing, children must be given a minimum of 30 minutes of outdoor playtime when weather conditions permit.

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

Sign In/Out

Parents are required to walk their child into Yclub daily and sign them in. Likewise, parents must personally sign out and pick up their child from Y-Care. Do not send siblings under the age of 16 to drop off or pick up your child.

If a biological parent is restricted from picking up a child, we must have court documentation on file to support this ruling (acceptable documents include court orders, divorce decrees, parenting plans, etc.). If someone not listed as an AUTHORIZED PICK-UP person is coming to pick up your child from the program, please notify the staff using the Parent Notebook. Staff members will request a photo ID when unfamiliar individuals are picking up children.

Subpoena/Request for Information

The YMCA reserves the right to require an official court-ordered subpoena for access to or the release of records. Please allow a minimum of 10 business days for processing the request. In the event of a legal court order or document, the YMCA will comply with the order as stated. **No exceptions.**

In the case of a parent's divorce or separation, we are required to release the child to either parent unless a court order specifies otherwise. Divorced parents should provide a copy of the court order, divorce decree, or other legal documentation to prevent unauthorized pickup by the non-custodial parent. YMCA staff will not act as mediators in divorce or custody situations, and families may be asked to leave the program until these issues are resolved.

Late Pickup Policy

To ensure fairness and consistency for all families in our program, Y-Care has implemented a strict "no exceptions" late policy. Many of our staff have personal commitments, so we kindly ask that you arrive on time to pick up your child. Frequent late pickups may result in removal from the program.

Late Fees: A fee of \$2.00 per minute per family will be charged for pickups after 5:30 PM. Payments will be deducted from your Y-Care account.

Late Pick-up Procedure

5:30 PM: Staff will attempt to contact parents. If no contact, then the emergency contact will be called

5:45 PM: The SAC Director is contacted and will attempt to call the parent/guardian

6:00 PM: IF NO CONTACT HAS BEEN MADE: The SAC Director will contact police to assist in locating the parent/guardian, as well as the possible child abuse/neglect reporting process

Illness

Please do not bring an unwell child to Y-Care. If your child was sent home from school due to illness, they cannot attend Y-Care that day. If your child becomes ill while at Y-Care, we will contact you to arrange for their pickup.

If a child is sent home from Ycare with a communicable/infectious disease, the Y may require a child to be examined by a physician if the Y believes the child can infect others.

We will call you to pick up your child if he/she displays the following:

- Fever (over 100 degrees)
- Vomiting
- Diarrhea
- Fainting
- Undiagnosed rashes
- Impetigo
- Ringworm
- Head Lice
- Red, inflamed eyes
- Chicken Pox
- Strep Throat
- Other Symptoms at the discretion of the Director

Head Lice: If a child has head lice or has been sent home for head lice, they may not return to Y-care without a release from a physician or Cole County Health Department stating the child is free from lice

To help us keep all the children and staff in our program healthy, please follow these guidelines:

- Students should stay home for 24 hours after the last episode of vomiting or diarrhea.
- Students should remain home for 24 hours after taking the first dose of an antibiotic for any infection.
- If your child is too sick to participate in outdoor play, they are too sick to attend Y-Care.

Medication Policy

Parents must hand medication directly to a staff member; do not send it with the child. We will only administer prescription medication or doctor-prescribed over-the-counter medications. A Medication Authorization form must be completed and submitted by the parent or guardian on the day the prescription is brought to the program site.

All medication must be in its original container, labeled by the pharmacist with the following information: prescription number, date, child's name, and physician's name. At the end of the medication period or the week, parents should take any unused medication home. Any medication found in a child's possession will be confiscated and returned to the parent.

Behavioral Management

The YMCA is dedicated to teaching children in our program the four core values: respect, responsibility, caring, and honesty. We believe in providing second chances and utilize positive techniques such as redirection and think sheets to encourage reflection on behavior and make better choices in the future. Participants need to learn to respect themselves as well as the rights and feelings of others.

When conflicts arise concerning the rights of individuals or property, we aim to work with each participant individually to resolve the issue through effective communication and logical consequences. Additional behavior management techniques may include redirecting behavior, removal from an activity, and consulting with parents when conflicts persist.

Depending on the severity and frequency of incidents, a participant may be suspended or expelled from the program for the following behaviors:

- Fighting (hitting, slapping, punching)
- Biting,
- Using Inappropriate language
- Destroying Property
- Stealing
- Throwing objects with the intent to harm people or destroy property
- Hurting or threatening to hurt self or others
- Being physically inappropriate
- Bringing a weapon to the program
- Running away or leaving without permission
- Bullying, including ethnic, religious, and cultural intolerance
- Disregarding rules

If a child is expelled from the program, the SAC Assistant Director or the SAC Director will contact the parent to discuss the circumstances surrounding the decision. We reserve the right to deny future enrollment for any child who has been removed from the program due to disciplinary concerns. Additionally, please be informed that credits or refunds will not be issued if a child is sent home or removed from the program as a result of behavioral issues.

Special Needs/Accommodation Process

Please notify the staff if you or your child require any accommodations. This information is essential for the Y to effectively address your needs or those of your child within the available resources and to the extent that it is 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 (with a Food Substitution form on file)
- Medication distribution (with a Medication Form on file)

In accordance with the Americans with Disabilities Act, we cannot accommodate children who pose a direct threat to the health and safety of others or whose presence or required care would fundamentally alter the nature of the program. This includes, but is not limited to:

- 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 are unable to self-transfer, dress, or use the toilet independently

Parent Code of Conduct

At the YMCA, we ask that all adults accompanying enrolled children demonstrate courtesy, respect, and uphold the organization's core values of caring, honesty, respect, and responsibility. Creating a

safe and positive environment for all children is a shared responsibility between staff and families. Failure to follow this Code of Conduct may result in removal from the program.

- **Appropriate Language**: Profane or inappropriate language is not permitted at any time during YMCA programs. All communication should remain respectful and appropriate.
- **Respectful Behavior**: Threatening, aggressive, or intimidating behavior toward staff, children, or other adults will not be tolerated.
- **Interacting with Children**: Adults may not discipline or address children who are not their own. If concerns arise about another child's behavior, please report them to staff so they can address the situation appropriately.
- **Confidentiality**: To protect all children and families, parents should not approach others regarding behavior concerns. Staff will handle all situations confidentially and cannot share details about other children.
- **Safety Policies**: All adults are expected to follow YMCA safety policies at all times. These procedures are in place to protect everyone in the program.
- **Hygiene**: Families are encouraged to support healthy hygiene practices. If concerns arise, the Director will address them privately with the parent or guardian.

Confidentiality-Ycare 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 to better serve those children. Such information is also confidential and shared on a "need-to-know" basis.

Photo/News/Testimonial Release

It is understood and agreed that the Jefferson City Area YMCA reserves the right to take and utilize pictures, likenesses, videos, and testimonials of participants for promotional purposes, including, but not limited to, reports, publications, brochures, emails, our website, and other social media. Families may opt out by providing in writing their desire to exclude their child from the above.

Do Not Bring

The Y is not responsible for any valuables. Please ensure your child leaves toys, trading cards, electronics, food, or any personal item at home. If a child is sent to Y-Care with these items, they must remain in the child's backpack during program hours. Students will not be allowed to use these items at Y-Care.

Holiday Care and Kids' Night Out

Holiday Care and Kids Night Out registration dates, fees, and hours can be found online at www.jcymca.org

To sign up for events, please do so online at the KNOWLES YMCA front desk

Updated 01/05/2026