

Adaptive Support Fitness/Swim



GATEWAY REGION YMCA Parent/Participant Handbook 2023-2024

**Inclusion Services and Adaptive Support
Department**

**Gateway Region YMCA
2815 Scott Avenue, Suite D
St. Louis, MO 63103
314-436-1177**

Program Goals, Philosophy and Values

The Adaptive Support Program provides individual support to enable inclusive physical fitness classes, personal strength training and social opportunities for members of any age with developmental disabilities. The participants are scheduled at regular appointment times, and meet Adaptive Support staff at the YMCA branch of their choice in St. Louis County and City. Upon entry, specific goals are discussed and decided upon by staff and participants and/or guardian. Baseline data is established and progress is charted when appropriate. Support is provided for whatever activity the participant requests and ranges from help with individual health/fitness goals to support in swim class, fitness center, gymnastics class, basketball etc.

Participants are encouraged to make their involvement with the fitness programs an ongoing part of their lives. They are motivated to try higher levels of activity and to set personal fitness goals for themselves. Natural supports (family, friends, support staff, etc.) are encouraged to participate with the member at no additional cost. Adaptive Support staff help the participant choose their personal goals and to become acclimated to the facility, fitness equipment, locker rooms, classes and pool.

This program is provided year-round and participation is scheduled according to class schedules or at a mutually agreeable time for both the participant and the instructor.

IMPORTANT

This program does NOT provide personal care assistance

Adaptive Support Policy

The Gateway Region YMCA will be available to individuals without regard to race, color, religion, national origin, sex, disability, age, military or veteran status, sexual orientation, gender identity or any other factor prohibited by law.

**Gateway Region YMCA
Behavior Management Policy for
Child Care, Camp, Nursery, and Inclusion Services Programs**

It is the goal of the Gateway Region Y to guide members in becoming caring, honest, responsible and cooperative participants in our program. The YMCA uses only positive behavior management techniques to increase participant's self-esteem by helping them to become responsible for their own actions. It is important for participants to grow to respect themselves as well as the rights and feelings of others.

When a conflict arises concerning the right of other people and/or property, our goal is to work with each participant individually to solve the problem through effective communication and logical consequences. Other behavior management techniques, which include redirecting behavior, removal from a particular activity, and parent consultation, will be used in situations where conflicts continue.

Depending on the severity and frequency of incidents such as, fighting, inappropriate language, destruction of property, lack of regard for rules and or Integrated Fitness staff, or the possession of inappropriate toys (i.e., play guns, swords, or other weapons), a participant may be suspended or expelled from the program. The following procedures will (unless severity or repetition of incident requires other action) be followed concerning suspension and/or expulsion:

1. Verbal communication.
2. A verbal/written warning will be given.
3. The participant will be suspended immediately and parents notified.
4. The Director of Inclusion Services will be notified of the situation.
5. A parent conference will be scheduled with the Integrated Fitness Director, staff person, Director of Inclusion Services, Parents or Caregiver and any other YMCA designated resource person.
6. At the Parent/Caregiver Conference a written Disciplinary Action Plan will be developed. The participant will not re-enter the program until parents and staff have agreed upon the Disciplinary Action Plan.

Any participant who is determined at the sole discretion of the YMCA to have intentionally harmed or attempted to harm another participant, staff member or themselves will be immediately suspended from the program and subject to termination from all YMCA programs after review of the incident by the Director of Inclusion Services and Executive Director or designated YMCA Supervisor.

If the participant(s) is terminated from the program due to aggression, the participant(s) enrollment in any future YMCA programs may be compromised.

Conversely, participants continued enrollment in the Integrated Fitness program is contingent upon acceptable behavior while participating in other Y programs. Any reports of misconduct in any other Y activities will result in termination from the Integrated Fitness program.

Failure to disclose any and all pertinent information about each Integrated Fitness participant can lead to termination from the program. Participants can be removed from the program based upon inappropriate behavior of parent/guardian/caregiver.

Grievance Process

If a client or family member has a concern/suggestion they have a right to express those concerns. If a participant has been removed from the program, an appeal can be filed and reviewed.

Contact thy Y Association Inclusion/Adaptive Support Services Department to obtain the Grievance and Appeal Process Steps.

Gateway Region YMCA Child Abuse Reporting Policy

Child abuse is defined as the mistreatment or neglect of a child by another person, resulting in injury or harm to the child. Child abuse may be physical, verbal, emotional or sexual. Child abuse is damage to a child for which there is no "reasonable" explanation. Child abuse includes non-accidental physical injury, neglect, sexual abuse and emotional abuse.

The increasing incidence of reported child abuse has become a critical national concern. It is a special concern of the Gateway Region YMCA because of our organization's role as an advocate for children and our responsibility for enhancing the personal growth and development of both children and adults in all YMCA programs. Based upon our concern for children, parents and Y staff the following standards related to identifying signs of child abuse, reporting procedures, staff hiring practices and a code of conduct for parents and children has been developed.

Reporting Procedures

At the first report of suspicion of child abuse, the staff or volunteer observing the abuse or to whom it has been reported, shall inform the YMCA Director of Inclusion Services. The Executive Director of the branch will then be informed immediately.

As a mandated reporter the Y will make a report to the **Child Abuse and Neglect Hot Line at 1-800-392-3738**. A call is made in "good faith" and is only reporting a suspicion. It is the Department of Family Services (FDS) responsibility to investigate the case.

Should the suspected abuse involve an adult participant, Y staff will immediately contact the appropriate authorities.

Inclusion Service Goals

1. To provide quality care for members, regardless of socio/economic background or level of ability.
2. To support and strengthen the family unit, by helping them to increase their sense of community with other families.
3. To help participants develop to their fullest potential focusing on:
 - a. Creating a caring and understanding atmosphere
 - b. The four core values: Honesty, Respect, Caring, and Responsibility
 - c. Physical Skills
 - d. Health and Nutrition
4. To deliver the program in a positive YMCA environment of safety, support and care.

Responsibilities

Participant Responsibilities

1. Taking care of equipment
2. Cleaning up after themselves
3. Sharing equipment with others
4. Keeping hands to themselves
5. Using appropriate language
6. Being responsible for all personal belongings
7. Keeping themselves and others safe
8. Arriving and Picking up on Time
9. Treating staff with respect
10. Bringing concerns to staff or Director
11. Notifying staff of cancellation in advance of at least 2 hours if possible
12. Knowing about changes in policy
13. Informing staff of illness
14. Adhering to current YMCA policy

Staff Responsibilities

1. Treating participants and parents with respect
2. Providing a safe, caring environment
3. Providing a variety of interesting activities
4. Keeping open communication about changes in policy
5. Keeping accurate records
6. Being a positive role model for the participants
7. Utilizing every effort to make up missed sessions within the unit month

Rights

Participant Rights

1. Being treated with respect.
2. Having a choice of activities.
3. Being in a safe environment.
4. Expressing emotions in an appropriate manner.
5. Having staff members who care about and enjoy having them in our program.

Staff Rights

1. Being treated with respect by participants, parents and staff
2. Having a safe, comfortable work environment
3. Expecting prompt arrival and pickup of participant
4. The right to conclude a session for inappropriate participant/parent behavior

Program Attendance Policy

Regular attendance is expected. If at any time you are unable to make your appointment, please inform your appropriate staff member a minimum of two (2) hours prior to your appointment.

Three instances of not calling, or failure to attend without notice, will result in your timeslot being given to another participant. If you wish to continue with our services, you will be placed on the waiting list, if one exists.

STAFF MEMBERS ARE NOT ALLOWED TO PROVIDE TRANSPORTATION FOR PARTICIPANTS

Late Pick up Policy

All participants are expected to be picked up promptly at the end of their appointments. Because clients are usually scheduled in back-to-back appointments, we must insist on this promptness.

The following steps will be taken when a member is left past the conclusion of their appointment:

- A staff person will call your house or cell number
- Emergency contacts will be called
- After 1 hour the police will be notified that a person has not been picked up , so they can assist in locating the parents/caregiver

Three (3) late pickups may lead to the termination of your enrollment.

Absences

Please call the instructor at least two (2) hours in advance if your child/participant will be absent. If using a punch card, your absence will not be counted against you.

Vacation

Parent/Participant Responsibilities

- Parents/Participants will provide two weeks' notice prior to vacation
- Staff are not obligated to reschedule missed appointments during client vacations/cancellations

Staff Responsibilities

- Staff will provide two weeks' notice prior to vacation
- Staff are obligated to attempt to reschedule missed appointment due to vacation/illness, as schedules can reasonable accommodate (must be completed within the calendar month of the missed appointment)

Health and Medical

Illnesses

Staff members are required to check participants for illness or injury upon arrival and are authorized to deny programming for that day if needed. Participants will not be accepted into the program if they have symptoms of a contagious disease, illness or injury that might require medical attention.

Any staff person may evaluate a participant exhibiting any of the following symptoms per State Health Communicable Disease Guidelines before being accepted or coining in the program (i.e., health check):

- Fever: Fever of 100 or above
- Respiratory Symptoms: Wheezing that occurs suddenly and is unexplained
- Vomiting: If a participant vomits and has any other symptoms such as fever, behavioral change, abdominal pain or diarrhea
- Diarrhea: Loose, water stool, if it is not food related, if it is accompanied by symptoms such as fever, abdominal pain, or vomiting.
- Other Symptoms: Such as fever, rash, swollen glands, vomiting, green mucus discharge or stomach ache that accompanied sore throat.

Staff reserves the right to deny service until a doctor's note is provided stating the participant may return to the program

Contagious Disease Guidelines

If a participant is sent home from school or the Y program with a communicable disease, the participant will not be readmitted without a written physician's note. Please notify the Adaptive Support Director immediately of any communicable disease.

The following diseases are communicable:

- Impetigo: Infected sores or lesions are oozing and/or crusting. It is contagious and must be treated for 24 hours before a participant may return.
- Head Lice: Lice or nits found in the participant's hair. The participant may return after they have been treated and are free of lice and nits and have been readmitted by their school, verified in writing by a physician.
- Roseola: High fever for 48 hours followed by small red spots for a few days.
- Scabies: Red, itchy areas in finger webbing, on the wrist of under the armpit and say it also itches at night.

- Measles: Rash accompanied by flu symptoms
- Pinworm or Ringworm: Itching in rectal area, especially at night (pinworm). Participant has a raised itchy spot resembling a hoop (ringworm).
- Rash: If the cause of the rash is unknown it will be treated as a contagious disease.
- Chicken Pox: Skin eruptions that are not yet scabbed over and with or without a fever
- Conjunctivitis (Pink Eye): Eye is red or swollen and has drainage or is oozing. It is highly contagious and must be medically treated for at least 24 hours before returning
- Strep Throat: May be no more than a sore throat or fever, tonsils swollen in neck glands and lack of appetite or tiredness.
- COVID 19: Fever/chills, cough, shortness of breath, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, nausea, diarrhea. Symptoms are mild to severe and must be quarantined for at least 10 days before returning. Please contact the branch if you have tested positive to the Coronavirus.

Participant Injury

If a participant is injured, an Accident Report will be completed the same day with a copy given to the Branch Executive and the Director of Inclusion Services.

- Minor Injuries: Injuries that require no more than a washing, band-aid or ice pack.
- Major Injuries: Injuries that require more than the care given for minor injuries. After evaluating the situation, the staff person will take whatever steps are judged necessary to obtain the appropriate medical attention. This may include:
 1. Contacting the parent or authorized person to up the participant
 2. Having the injured participant transported to the nearest hospital via ambulance.
 - a. If 911 is called and the participant is sent to the hospital, the Staff will notify the parents/caregiver and the Director of Inclusion services immediately.
 - b. The Y does not provide accident insurance for participants. This will be the responsibility of the parent/caregiver.

Please be assured all participants will be appropriately cared for should an emergency occur.

ALL STAFF ARE CERTIFIED IN CPR AND FIRST AID

Important Information

Staff Supervision of Participants

- Participants will be supervised at all times during appointments
- Staff members and volunteers are prohibited from relating to participants outside of YMCA program time (baby-sitting, weekend trips, phone calls not related to program issues)
- Staff providing direct care for participants will be identified by a Y badge and/or uniform (unless in pool).
- Staff and volunteers should be alert to the physical and emotional state of all participants and any sign of injury or suspected abuse.

Swimming Pool

- We do not teach participants to swim. We do help participants learn how to be safe in the water. We will provide support in scheduled swim classes based up on staff availability. Private swim lessons are available. Please contact the Aquatics Director at your branch for more information.
- If you child is in diapers or is being potty trained, they must wear a swim diaper in the pool. Only water diapers are allowed. Failure to wear a swim diaper may lead to the conclusion of your swim session.

Inappropriate Behavior

Inappropriate behavior toward any other staff or member of the Y is strictly prohibited. A participant is any person enrolled in the YMCA Integrated Fitness Program. Inappropriate behavior includes but is not limited to sexual advances, requests for sexual favors, other physical conduct of sexual nature made by any participant toward another member or staff, or any behavior that is perceived by staff or other members as aggressive or threatening to others.

Participants who believe they have been victims of, or have witnessed inappropriate behavior must report the incident(s) to any staff, the Integrated Fitness Program Director or administrator immediately. Parents or guardians of a participant who believe the participant has been a victim of inappropriate behavior or witnessed such an incident must also report the incident(s) to any YMCA staff or administrator immediately. The staff member who receives the complaint shall promptly inform the administrator who is designated to address such reports. The administrator must investigate the incident.

Any participant accused of inappropriate behavior must be immediately suspended pending the outcome of the investigation. Any participant found to have violated this

policy by committing an act of inappropriate behavior shall be subject to disciplinary action, up to and including expulsion.

Confidentiality will be preserved consistent with applicable laws. If investigation of a participant complaint results in reasonable cause to suspect that the participant has been subjected to abuse or neglect, the matter will be reported in accordance with the YMCA policies and state laws.

Inappropriate Behavior/Sexual Harassment

Sexual harassment is a form of sex discrimination that violates local, state and federal laws. Sexual harassment can be:

- Physical, including unwelcome touching or gesturing
- Verbal, including unwelcome requests for a date or sexual favors or lewd remarks or sounds
- Visual, including unwelcome exposure to sexual photos/videos, cartoons, or drawings

Sexual harassment by any participant toward any other student or staff is strictly prohibited in the YMCA Integrated Fitness Program.

Participants who believe they have been victims of, or have witnessed sexual harassment in any form should report, the incident(s) to an Adaptive Support Program staff person or administrator immediately. Parent/caregivers of a participant who believe their participant has been a victim of sexual harassment or witnessed such an incident should also report the incident(s) to a YMCA Adaptive Support Program staff person or administrator immediately (Director of Inclusion Services). The staff member who receives the complaint shall promptly inform the administrator who is designated to address such reports. The Director of Inclusion Services will investigate the incident. Any participant accused of sexual harassment must be immediately suspended pending the outcome of the investigation. Any participant found to have violated this policy by committing an act of sexual harassment shall be subject to disciplinary action, up to and including expulsion.

Confidentiality will be preserved consistent with applicable laws. If investigation of a participant complaint results in reasonable cause to suspect that the participant has been subjected to abuse or neglect, the matter will be reported in accordance with the YMCA policies and state laws.

Discipline

The YMCA is an inclusive, family-friendly organization. We expect all our members and guests to model our four values ---caring, honesty, respect, and responsibility-- in the conduct and language. Our program's philosophy is based on respect for the

participant's self-esteem, setting reasonable limits and creating an environment that encourages self-discipline, problem solving and conflict resolution. We see the opportunity to teach our values, solving problems in a positive way and learning self-control, as the key to a successful program. The staff is dedicated to working together with the participants and parents to resolve any concerns that may arise. Our methods of discipline are:

- Setting an appropriate environment for programming.
- Having a well-planned program.
- Redirecting behavior by giving choice and/or time out.
- Discussing problems to discover causes and guiding the participant to find ways to resolve it.
- Assigning special tasks and responsibilities that will help build their self-esteem (i.e., putting away equipment, setting own equipment).

There are three specific rules at the YMCA:

1. Act in ways to keep **yourself** safe and unharmed.
2. Act in ways to keep **others** safe and unharmed.
3. Act in ways to keep **property** safe and unharmed.

Should a participant be endangering to themselves or others, they will be promptly and appropriately guided away from the situation. Appropriate policies and procedures will be observed.

THE USE OF PHYSICAL PUNISHMENT IS NEVER PERMITTED.

Termination

The YMCA reserves the right to release or restrict children, families and/or parents/guardians from the program should rules, policies and situations warrant.

Appeals Process for Termination

A written appeal may be submitted to the Director of Inclusion Services. It will then be presented to the Behavior Management Committee within seven days. A meeting will be scheduled within seven days after the receipt of the written appeal. The participants will be notified of the results of the Behavior Management Committee within seven days after the meeting.

The Behavior Management Committee consists of the following personnel:

- The Director of Inclusion Services

- The Senior Vice President of Human Resources
- The head of the agency legal team
- Vice President of Child Care Services
- Director of Child Care Services

None of the members of the committee are affiliated with a specific branch of the YMCA.

All incident reports, documentation of telephone calls and conversations are kept on file in the Inclusion Office.

Contact Information

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Acknowledgement Page

My signature below verifies that I have received, read and understood the YMCA Inclusion Services Parent Handbook. I agree to abide by the policies set forth herein.

Participant Name: _____

Parent/Guardian Name: _____

Parent Signature: _____

Date: _____

This page must be returned to the Inclusion Services Office before returning to or beginning the program.

Items in the Integrated Fitness Participant Handbook are subject to change. Written notification of changes will be provided to parents/caregivers and will supersede handbook.