



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# TIME TO EXPLORE

Y CLUB  
BEFORE & AFTER SCHOOL  
ENRICHMENT PROGRAM



Family Handbook  
**COLLINSVILLE, MARYVILLE, TROY**  
YMCA

1 Town Center Drive  
Maryville, IL 62062  
(618) 346-5600

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Proud member of

United Way  
of Greater St. Louis



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## **Important Information**

**17 -22**

- Behavior/Discipline
- Behavior Management Policy
- Code of Conduct-Adults
- Communication
- Early Release
- Inappropriate Sexual Behavior
- Inclusion Observation Process
- Indemnity Agreement
- Licensing Review
- Outdoor Play
- Outside Agency Requests
- Photo/News/Testimonial/Media
- School Rules
- School Closings
- Sunscreen/Bug Repellent
- Toilet Training
- Termination
- YMCA Membership Benefit

## **Y-CLUB PROGRAM SITES**

Morning programs run from 6:30AM until the start of school. Afternoon programs run from the end of school until 6:00PM.

|                             |  |
|-----------------------------|--|
| Dorris Intermediate School  | (AM & PM) AM care begins at Renfro Elementary School |
| Jefferson Elementary School | (PM Only)  |
| Maryville Elementary School | (AM & PM)  |
| Renfro Elementary School    | (AM & PM)  |
| Twin Echo Elementary School | (AM & PM)  |
| Webster Elementary School   | (AM & PM)  |



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## **Our Areas of Focus**

The YMCA is proud to provide programs that center around three areas of focus. The three areas of focus are;

**Youth Development:** Nurturing the potential of every child and teen

We believe that all kids deserve the opportunity to discover who they are and what they can achieve. That's why, through the Y, millions of youth today are cultivating the values, skills and relationships that lead to positive behaviors, better health and educational achievement.

**Healthy Living:** Improving the nation's health and well-being

In communities across the nation, the Y is a leading voice on health and well-being. With a mission centered on balance, the Y brings families closer together, encourages good health and fosters connections through fitness, sports, fun and shared interests. As a result, millions of youth, adults and families are receiving the support, guidance and resources needed to achieve greater health and well-being for their spirit, mind and body.

**Social Responsibility:** Giving back and providing support to our neighbors

The Y has been listening and responding to our communities' most critical social needs for nearly 160 years. Whether developing skills or emotional well-being through education and training, welcoming and connecting diverse demographic populations through global services, or preventing chronic disease and building healthier communities through collaborations with policymakers, the Y fosters the care and respect all people need and deserve. Through the Y, 500,000 volunteers and thousands of donors, leaders and partners across the country are empowering millions of people in the U.S. and around the world to be healthy, confident, connected and secure.

## **PROGRAM/PHILOSOPHY**

### **CHILD CARE PHILOSOPHY**

The Y provides opportunities and experiences that stimulate a child's physical, social, intellectual and emotional development.

### **OUR GOALS**

- To provide quality care for all children
- To provide a safe, structured, and free choice environment
- To support and strengthen the family unit
- To help children develop to their fullest potential

### **PARENTS GOALS**

- To respect and support the staff team
- To participate in family program opportunities, conferences, Parent Advisory Committees and fundraising
- To volunteer and assist when able for the support and betterment of the program
- To follow all policies and procedures

### **STAFF GOALS**

- To offer programming that reflects the interest of each child
- To provide developmentally appropriate activities that meet the needs of the whole child
- To promote children's self-esteem
- To provide a positive, creative environment that motivates a love for learning
- To continue to learn to further professional growth.

### **MISSION STATEMENT**

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

### **VISION**

The Y commits to the spiritual, mental, and physical growth of all children and teens in the Gateway Region YMCA.

### **Y VALUES**

**Caring** – To have the heart to put others before you.

**Honesty** – To act in such a way that you are worthy of trust.

**Respect** – To value the work of every person including yourself.

**Responsibility** – To be accountable for your behavior and obligations.

The Y is an inclusive, family-friendly organization. We expect all members, program participants and guests to model our values of caring, honesty, respect and responsibility in their conduct and language. The Y has the right to deny, suspend or terminate individuals or family memberships. They also have the right to deny participation in programs or activities if actions or behaviors are not deemed in the best interest of the organization. If a membership or program is terminated or suspended, all fees already paid will be forfeited. The Y has sole discretion to reinstate members and participation privileges in programs and activities.

## PROGRAM/ACTIVITIES

### **BEFORE AND AFTER SCHOOL FOUNDATION – A TIME TO EXPLORE**

YMCA before and after school programs foster each child's cognitive, social-emotional and physical development through fun, exciting opportunities and experiences which focus on achievement, relationships, and belonging.

The planning of each activity is offered in a physically and emotionally safe environment consistent with evidence-based principles of youth development: each child is encouraged to develop at his or her own unique rate by encouraging skill development and frequent leadership opportunities. The planning allows for children to have fun and develop necessary skills to succeed in their future.

Families are seen as partners in their child's development and are provided opportunities to strengthen the family unit and give the family and the YMCA the opportunity to work, play, learn and thrive together.

Finally, the YMCA collaborates with other organizations that are committed to serving the needs of all children and families. It's through these collaborations and a strong youth development focus and assessment that the Y delivers consistent quality programs.

### **BEFORE AND AFTER SCHOOL PROGRAM COMPONENTS**

The YMCA Program incorporates nine components as a way to intentionally foster holistic youth development through a range of activities focused on helping youth achieve, build relationships and feel like they belong, all while having fun!

- **21st-CENTURY SKILLS** - Project-based learning complimenting the school-day curriculum that is based on teamwork, time management, technology, STEM, and other enrichment clubs
- **ARTS** - Projects with clear learning objectives that engage youth in planning, implementation, and debriefing
- **COLLEGE & CAREER READINESS** - Activities that allow youth to explore career paths and higher education opportunities
- **FAMILY ENGAGEMENT** - Multiple ways for families to engage including monthly events, interactions with staff, and volunteer opportunities
- **GLOBAL LEARNING & INCLUSION** - Cultural events and projects that explore diverse perspectives, ideas, beliefs, and customs
- **HEALTH & WELLNESS**
  - **Wellness & Nutrition** - Nutrition education and other fun activities related to well-being aligned with the Y's Healthy Eating and Physical Activity (HEPA) standards
  - **Physical Activity** - Indoor or outdoor fun-filled activities that align with the Y's HEPA standards that help develop healthy habits
- **ACADEMIC ENRICHMENT**
  - **Homework Help** - A time for small groups or partners by grade to work on homework in the presence of a staff or volunteer
  - **Math or Literacy** - Broad-based conceptual/cognitive learning that may or may not directly relate to school content beyond homework
- **LEADERSHIP DEVELOPMENT** - Experiences that intentionally allow participants to plan, develop, and lead program components with staff support
- **SERVICE-LEARNING** - Projects with clear stewardship opportunities that engage youth in planning, implementation, and debriefing

## **HEALTHY EATING & PHYSICAL ACTIVITY (HEPA)**

The Y has signed on to be a part of the larger commitment that the YMCA of the USA (Y-USA) to become the *healthiest* childcare provider in the country! Our goal is to make the healthy choice the easy choice for your child while he or she is in our care. We will be working diligently to implement Healthy Eating & Physical Activity (HEPA) Standards within our before and after school programs.

### **Food and Beverage:**

Water is our beverage of choice. It is available at all times and is served all meals and snacks. Fruit or vegetables will have served at every snack.

No partially hydrogenated oils (trans fat), fried or pre-fried foods; whole grain foods, free of sugar as one of the first three ingredients or less than 8 grams of sugar will be served.

### **Family Engagement:**

Newsletters will be sent home with upcoming events, physical activities and healthy recipes to try at home. We look forward to seeing you at our family events which will include physical activities and healthy foods.

### **Snacks served Family Style:**

Child and staff are to eat family style. Children serve themselves and everyone sits at the table to enjoy snack and conversation.

### **Fruits and Vegetables:**

All Y Club programs comply with the Child and Adult Care Food Program (CACFP) and state licensing guidelines for serving sizes, food preparation, storage and service and notes serving sizes for fruit, juice and vegetables is ½ cup for school age children.

### **Physical Activity:**

Outdoor play is an important part of your child's day. We believe that it is vital for the total health of children. We will be going outside every day, weather permitting.

All children in our program participate in a minimum of 30-60 minutes of moderate to vigorous play daily that increases heart rate, requires harder breathing and promotes bone and muscle stretching. Examples: dancing, relay races, basketball, jump rope, hopscotch, jogging, walking, kickball, and playing on the playground equipment

### **Screen Time:**

Our program encourages children to be social and to work on relationship building. Watching TV or movies is will not occur.

Imitation is the greatest form of flattery. Showcase healthy habits you hope your child mimics and adopts.

## **Y STAFF**

- Staff must pass a medical review upon.
- The YMCA requires in depth training of staff.
- Training topics include but are not limited to: CPR, First Aid, Child Abuse Prevention, Child Development, Behavior Management, Bullying Prevention, Working with Children with of All Abilities, Developmental Assets, Emergency Preparedness, State Licensing Requirements, Effective Communication, and Developmental and Age Appropriate Curriculum Planning.
- Each staff team consists of a Site Director and Group Leader(s).

- Volunteers may be a part of the program and must maintain and meet the same requirements as Y staff.
- Staff members and volunteers are prohibited from relating to children in non-Y activities, such as baby-sitting or weekend trips.
- Staff providing direct care for children will be identified by a Y badge and the Y approved uniform.
- Staff and volunteers will be alert to the child's physical and emotional state as well as any sign of injury or suspected abuse.
- YMCA staff are mandated reporters. An employee can make a good faith report to the Child Abuse and Neglect Hot Line if he or she has a suspicion that abuse may have occurred. It is the responsibility of the Department of Family Services (DFS-MO) or Department of Children & Family Services (DCFS-IL) to investigate the case.

## **ENROLLMENT PROCESS**

### **REGISTRATION FORMS**

- The registration form and required registration fee registers your child for the program (space permitting).
- Registration holds your child's spot through the approved start date. Failure to notify the Program Director of a delayed start or extended absence may discontinue your registration and relinquish your child's spot in the program. If discontinued, re-registration will be required and acceptance will be based upon availability.
- The YMCA welcomes participation by children of all abilities. The Y provides a recreational environment for children with and without disabilities through added support staff, when needed, to facilitate successful participation in programs, when appropriate. If your child has an Individual Education Plan (IEP) and/or Behavior Intervention Plan (BIP), or a 504 Student Accommodation Plan, a copy must be given to the Director with additional required paperwork to be reviewed before participation is authorized.
- Enrollment is based on chronological age, not developmental age.
- Enrollment is not complete until all forms (including current immunization records) have been completed in full (no blank spaces) and returned.
- Written notification of any changes in address, phone numbers, authorized pick-up etc. is pertinent for your child's welfare.
- Children's files will be kept confidential and viewed only by the YMCA staff, or official State representatives, parents or legal guardians and those persons so authorized by parents or legal guardians (after completing the required authorization/notarized forms).
- Per YMCA and Department of Health licensing regulations, children's enrollment files will be retained and remain property of the YMCA.

### **WITHDRAWING YOUR CHILD FROM THE PROGRAM**

The Y requires a minimum of two weeks written notice prior to withdrawal. **If proper notice is not given, you will be charged for those two weeks.** Forms may be obtained from your Director.

A child's belongings will be held for one week after leaving the program. After one week they will be donated to a local charity.

Should a child withdraw from the program and wish to return at a later date, the child will be placed on a first come, first served basis with a new registration fee due.

### **PAYMENTS/PROGRAM FEES**

- A weekly/monthly fee payable the first business day of the week/month is required. Payment guidelines are strictly enforced.
- PAST DUE PAYMENTS - If your payment is not received within 3 business days of the initial payment per billing cycle, your children's participation in the YMCA program will be terminated
- The person who signs the registration form will be the person responsible for paying fees, be authorized to make inquiries about billing and will receive receipts.
- A variety of payment options are available: On-line DAXKO, EFT Draft, Checks/Money Order (made payable to the Gateway Region YMCA), Cash (only accepted at YMCA Service Center).  
DAXKO Account Username: \_\_\_\_\_ Password: \_\_\_\_\_
- There will be a process fee for returned checks or EFT drafts. After two incidents, payments will only be accepted by money order.
- The Y utilizes E-Cash flow system as a 3rd party administrator. Once you have written a check that is not honored by your bank, E-Cash flow Systems will continue to seek payment through your bank account until your payment is honored. There is a \$25 fee each time your check is returned unpaid. If E-Cash flow Systems is not able to collect the fees through your account, your check will be sent to collections with a \$25 fee. Please contact E-Cash flow directly at 1-888-339-6062.
- There is a \$25.00 fee for declined credit cards and any credit card draft that is returned.
- Receipts will be placed in your child's folder. If you have not received a receipt for your payment within one week, notify the Site Director.
- Fees will not be prorated for illness, suspension, holidays, inclement weather or scheduled schools-out days.
- Fees are subject to change.
- A child must be included on a YMCA household membership to receive the member rate.

### **FINANCIAL ASSISTANCE – ANNUAL CAMPAIGN**

It is the mission of the Y to provide services for any person who desires to participate in Y programs. Financial assistances are made available through the YMCA Annual Campaign for families who meet the Y criteria for financial assistance. Child Care families who meet the criteria to receive State assistance will be asked to apply for State Assistance. If denied services, your family must present a denial letter from the State with the completed financial assistance application and current tax return statement. For an application packet, contact your Y. Parent is responsible for full payment until financial assistance is approved.

### **STATE ASSISTANCE/CHILD CARE REIMBURSEMENT PROGRAM**

- The Y accepts State Reimbursement Assistance for eligible families.
- An official letter of approval from Division of Social Services must be on file **prior to your child beginning the program.**
- A registration fee and co-payment for the balance of weekly tuition not covered by the State Assistance is required, except in special circumstances.

### **TAX INFORMATION**

Please keep all of your receipts for income tax information. Our Federal Tax Identification number is 43-0653616. You may print off a copy our payments from your Daxko Account.

## **Y MEMBERSHIP BENEFIT**

Holding a Y Household Membership to the YMCA will provide reduction of program fees besides all the added benefits of being a YMCA Member! Please inquire at your YMCA Service Center for more information.

## **YOUR CHILD AND THE Y**

### **ABSENCES/CHANGES IN SCHEDULES**

Should there be a schedule change or a child be absent, please notify the YMCA site office as soon as possible. Changes in schedule will require a Change Form be submitted two weeks prior to any adjustments. There is a \$25.00 charge for each change made.

**If your child is absent without notification for two consecutive weeks, the child's enrollment will be discontinued. There is no change in fees for absence or illness.**

### **LATE PICK-UP**

- All children must be picked up by program closing time. If a child can't be picked up by closing time, the site director must be notified and the parents must provide an alternate person to pick up. Contact the site at:  
If arrangements are made over the phone, family password must be provided.
- There will be a late pick-up fee of \$15.00 for the first 5 minutes and \$1.00 per minute thereafter. Late fees must be paid by check at the time of arrival. Child may not return to the program the following day if payment was not received. Frequent late pick-ups may lead to termination of the child's enrollment. If you are late more than three times your child may be dismissed from the program.
- For any child left at the program for one hour past closing time, police will be notified to assist in locating the parent or guardian and possible charges of child abandonment may be filed.

### **PERSON'S AUTHORIZED TO PICK-UP**

- The person signing the child out of the program must be 16 years of age and show a valid ID.
- A child will only be released to persons authorized by the custodial parent/s on the child's enrollment form. Anyone not on the list or who is not authorized in writing will not be allowed to pick up the child unless an emergency arises. In this situation a phone call will be accepted. Confidential information must be verified and found on the child's enrollment form. The person picking up the child will be required to show a valid ID and be able to provide the "Family Password".
- Staff will ask for ID until familiar with each person picking up. Valid ID should be available at all times.
- If the person who has arrived to pick-up the child is judged by the Y staff to be unsafe to drive a vehicle, the Y staff will offer to contact an alternate person on the child's enrollment form. If the person becomes uncooperative, the Y staff will contact the police department to assist with the situation.

## **SIGN-IN/SIGN OUT PROCEDURES**

- Parents/guardians are required to escort your child into the program.
- It is required that the parent or an authorized person sign your child in and out every day with the correct date, time and signature.
- Please notify a staff member when your child is arriving and departing.
- If a child participates in another activity before or after school, written approval must be provided including the time of arrival and/or departure from the program and how the child will arrive and return to that location.
- If a child is absent from school for any reason, he/she will not be allowed to attend Y Club.
- Y Staff are not permitted to sign in/out children from program. The only exception would be attendance taken as children arrive after school from classroom to Y program.

## **LEGAL INFORMATION**

### **CUSTODY/PARENTING PLANS:**

- Divorced parents should submit a copy of the court order, divorce decree or other legal documentation to prevent an unauthorized pick up by the non- custodial parent. Documentation must be kept in the child's file.
- Any deviation of the child custody agreement will require written formal agreement with notarized signed approval by both parties acknowledging "In Direct Contradiction to the Stated Court Order" prior to allowing pick up.
- In the absence of a court order on file with the childcare program, both parents will be afforded equal access to their child as stipulated by law. The Y cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, the Y suggests that the parent keep the child with them until a court order is issued.
- A legal restraining order must be on file with the childcare program if an individual is not allowed to pick up the child.
- Custodial parents may visit the site on occasion. The visit needs to be limited to 5-10 minutes as to not disrupt the child's participation in the program and to ensure the safety of all of the children. Exceptions are planned, special events and family functions.

### **SUBPOENAS/REQUEST FOR INFORMATION:**

- I understand that if the YMCA is required to respond (whether to answer, modify, clarify or quash) to a third party subpoena (whether for testimony, documents, appearance, or any combination thereof) or other compulsory legal order or any other process as the result of any legal proceeding of which my child is a party or participant, I will be responsible for both promptly reimbursing the YMCA for its reasonable attorney fees, and the cost of the YMCA's employees and contractor's time and materials (including, but not limited to copying and document redaction costs) spent responding at the YMCA's then current hourly rates. I further understand that failure to promptly reimburse the YMCA will result in suspension or termination of child care services under this YMCA Care Program Enrollment Agreement and could result in the YMCA pursuing a legal action against me for collection, and that I will be responsible for paying all costs, including reasonable attorney fees, incurred by the YMCA for filing of such action.

- The YMCA reserves the right to require an official court ordered subpoena for access or release of records. A minimum of 10 business days must be required to process the request.
- In the case of a legal court order or document, the YMCA will follow and enforce the court order stated as written **without exception**.
- YMCA staff will not be a mediator in the case of a divorce or custody situation, families may be asked to leave the program until issues are resolved.

**WITNESS/COMMON GROUND EXCHANGE:**

YMCA buildings, parking lots of off-site locations and YMCA staff members are not to be used or involved with any child custody “Witness/Common Ground” exchange programs. The State of Missouri provides a listing of approved exchange site locations and the YMCA is not one. Parents who need this option may contact the courts to obtain a listing of said exchange locations.

**HEALTH & MEDICAL**

**CHILD INJURY**

If a child is injured, an accident report will be completed the same day with a copy given to the parent, YMCA office and one retained in the child’s file.

- Minor Injuries: Injuries that require no more than washing, Band-Aid and ice pack.
- Major Injuries: Injuries that require more than washing, Band-Aid and ice pack. The staff, after evaluating the situation, will take whatever steps are judged necessary to obtain the appropriate medical attention. This may include the following: contact the parent or an authorized person to pick up the child or transport the injured child to the nearest hospital via ambulance.
- If 911 is called and the child is sent to the hospital, the Director will notify the parents and Executive Director immediately.
- If an emergency is such that the child is transported to the hospital, a Y staff member will accompany the child. Parents will be notified which hospital the child is being transported to.
- The YMCA does not provide accident insurance for your child. This will be the responsibility of the parent.

**CHRONIC OR SEVERE HEALTH CONDITIONS**

To establish a safe environment, the following procedures must be followed should your child require the use of nebulizers, inhalers, epipens, nasal spray, diabetes testing, acid reflux or other treatments for chronic or severe condition.

- An Identification of and Authorization for Treatment for Child Care Participants with Chronic or Severe Health Conditions form is to be completed **by your physician and/or specialist**.
- A Release and Waiver of Liability for Administering Treatment to Children with Chronic or Severe Health Conditions form completed in full and signed.
- A Department of Health Medical Authorization form completed in full.
- Children will be accepted for care only after all above items and enrollment processes have been completed.
- The YMCA is a recreational/educational not therapeutic program.
- Failure to disclose all necessary information will void enrollment and be considered falsification of records.

## **CONTAGIOUS/INFECTIOUS DISEASE GUIDELINES**

If a child is sent home from school or Y-Club 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. The child will be excluded from childcare until a physician provides written authorization determining the child cannot infect others, or until the recommended exclusion period has passed. Physicians written recommendation may not supersede YMCA policies or director discretion. Immediate notification is required if a child is believed to have a communicable/infectious disease.

The following diseases are communicable and/or infectious:

- Chicken Pox- Skin eruptions that are not yet scabbed over and with or without a fever.
- Conjunctivitis (Pink Eye)- The eye is red or swollen and has drainage or is oozing. This is highly contagious and must be medically treated for at least 24 hours before returning.
- Fifth Disease - Slapped red rash appearance on cheeks. Child is contagious before exhibiting symptoms.
- Giardiasis - Diarrhea, loose, watery stools, stomach cramps and upset stomach. There is generally a 1 to 2-week incubation period before symptoms appear. Symptoms can last anywhere from 2 to 6 weeks. Doctor's statement required to return to center.
- Hand Foot and Mouth Disease - Mild fever and sore throat; 1 to 2 days later blisters or ulcers inside mouth, tonsils, gums, tongue or cheek. Blisters or red spots appear on hands or soles of feet. Children usually get sick 3 –6 days after exposure.
- Head Lice - Lice or nits are found in the child's hair. The child may return after they have been treated.
- Impetigo - Infected sores or lesions are oozing and/or crusting. It is contagious and must be medically treated for 24 hours before a child may return.
- Measles - A rash accompanied by flu symptoms.
- Mumps- Fever, headache, muscle aches, tiredness, loss of appetite and swollen/tender salivary glands under ears or jaws. Doctor's statement required to return to center
- Novel Influenza A (H1N1) - Symptoms are similar to the regular human flu and include fever, cough, sore throat, body aches, headache, chills and fatigue. Child must be fever free without fever reducing medications for at least 24 hours before re-admittance to the program.
- Pertussis (Whooping Cough) - Cold-like symptoms, mild cough possible fever with severe coughing that creates a "whooping" sound after 1-2 weeks. Doctor's statement required to be readmitted to center.
- Pinworm or Ringworm - Pinworm symptoms include itching in rectal area, especially at night. Ringworm symptoms include raised itchy spot resembling a hoop.
- Rash - A group of red spots on the skin that is caused by an illness or a reaction to something.
- Rosella - A high fever for 48 hours followed by small red spots
- Scabies - Red, itchy areas in finger webbing, on the wrist, or under the armpit.
- Shigellosis - Diarrhea, fever, and stomach cramps. Diarrhea is often bloody. Shigellosis usually resolves in 5 to 7 days. Some persons who are infected may have no symptoms at all, but may still pass the Shigella bacteria to others. A lab test confirming non contagious will be required to return to program.
- Strep or Possible Strep - Maybe no more than sore throat or fever, tonsils, swollen neck glands, lack of appetite or tiredness.
- Thrush/Candida - Creamy white spots/patches on inside of mouth (gums, cheeks or tongue). Found in diaper area by smaller raised red spots or sore pustules.

A parent/guardian will be notified when a child displays any of the above symptoms and the child will be isolated from the other children. If the parent/guardian cannot be reached, the emergency party designated by the parent/guardian on the enrollment form will be contacted. **Child must be picked up with-in one hour of call.** The late pickup policy will apply at the end of the one-hour grace period. Failure to do so will result in immediate dismissal from the program.

### **HEALTH CHECKS**

Staff members are required to check for illness or injury upon arrival and are authorized to deny care for the day if needed. A child will not be accepted into care if they display symptoms of a contagious/infectious disease, illness or have an injury that may require medical attention. Y Staff have the right to take children's temperatures prior to being admitted for care and have the final authority if the child should be excluded from care.

Staff health check includes evaluating for the following symptoms;

- Fever
- Respiratory Symptoms
- Vomiting
- Diarrhea
- Other Symptoms at the discretion of the Y Staff

### **HYGIENE**

Parents are expected to foster the value of good hygiene to promote health and cleanliness. If there are any concerns the Director will discuss this with the parent or guardian confidentially.

### **IMMUNIZATIONS**

As a condition of enrollment, parents must keep current on child immunizations. Failure to do so will be grounds for termination from the program.

### **MEDICATION/TESTING AND OTHER PROCEDURES**

The Gateway Region YMCA provides recreational programs, which are not staffed by individuals trained to perform invasive medical procedures. In order to protect the health and safety of all children and employees, YMCA employees will not perform such invasive procedures including, but not limited to: administering shots, drawing blood, catheterization, diabetes testing, insertion of suppositories and tube feeding. The medical procedures which employees may not perform will be determined at the sole discretion of the YMCA.

Medicine must be handed to a staff member by the parent. Do not send medication with the child. Prescription medication or doctor prescribed over the counter medication or specific brand name sunscreen will be administered. A Medication Authorization form must be completed and appropriately filled out by the parent/guardian the day the prescription is brought to the program site. Forms are made available from the Site Director.

YMCA staff may dispense only prescribed drugs in the original container, which bears the original label displaying legible information stating the following:

1. Prescription number
2. Prescription name
3. Strength and quantity of the prescription

4. Expiration date of any time-dated prescription
5. Directions for use
6. Child's name
7. Physician's name
8. Date of original issue, or with refill, most recent date of issue
9. Name and address of licensed pharmacy issuing the medication

Each time the medication is given to the child the staff will complete the information on the Medication Authorization Form. When the child is no longer taking the medication, the medication will be returned to the parents and Medication Authorization Form placed in the child's file.

If medication is requested to be kept on hand "for emergencies only", i.e. asthma attacks, severe allergies, seizures etc. a Chronic Health Form must be completed and signed by a physician prior to enrollment into the program. Chronic Health Forms can be obtained from the director.

Medically prescribed diets for a child enrolled in the program shall be provided as ordered by a physician. Such diets shall be on file and adhered to in preparation and service. Records of food intake shall be maintained when indicated by a physician. Medications not taken during the program will not be stored or transferred by our staff.

It will be the parents' responsibility to monitor and track prescriptions expiration date and replace said medication and educate staff in use of equipment as needed.

### **MEDICAL & THERAPUTIC OBSERVATIONS**

Requests may be made to have a child observed for medical concerns, provided with therapy or specialist services during the day. See your Director for information required for possible approval.

## **IMPORTANT INFORMATION**

### **BEHAVIOR/DISCIPLINE**

Our program's philosophy is based on respect for the child, setting reasonable limits, and creating an environment that encourages self-discipline, problem solving, and conflict resolution. We see the opportunity to teach values of getting along with others, 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 children and parents to resolve any concerns that may arise. The following methods are utilized to prevent discipline situations from occurring;

- Setting an appropriate environment for programming
- Providing a well-planned program
- Giving choices and redirecting inappropriate behavior
- Encouraging group consensus on problem solving
- Discussing problems to discover causes, and guiding the child or group of children to find ways to resolve it
- Assigning special tasks and responsibilities that will help to build self-esteem such as Jr. Leaders, special helpers and clean-up supervisors.
- Reflecting on children's successes and accomplishments
- Utilizing the "think about it" area as a place for a child to choose to go, be alone, or take time out from activities while in view of Y staff. This is also a space where

children can think about what happened and what to do next time. The child chooses to leave this space when s/he feels ready to rejoin the activities or talk. Discipline or threat of discipline will not be associated with food, rest or toilet training and the use of physical punishment is never permitted.

### **Behavior Management Policy:**

It is the goal of the Gateway Region YMCA to guide children in becoming caring, honest, responsible, and cooperative participants in the 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 rights 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, 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. The participant will be suspended immediately and parents notified.
2. The Program Director will be notified and review the situation.
3. A parent conference will be scheduled with Center/Program Director, Teacher, Parents or Guardian and any other YMCA designated resource person.
4. At the Parent 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 Program Director and Executive Director or designated YMCA supervisor.

### **Participants can be removed from the program based upon inappropriate behavior of parent or guardian.**

A parent/guardian will be notified immediately when a child displays any of the above issues. If the parent/guardian cannot be reached, the emergency party designated by the parent/guardian on the enrollment form will be contacted. The child will be isolated from the other children. **Child must be picked up with-in one hour of call.** The late pickup policy will apply at the end of the one-hour grace period. Failure to have your child picked up per guidelines will result in immediate dismissal from the program. **Sign-out is required.**

## **CODE OF CONDUCT-ADULT**

- The Y requires adults of enrolled children to behave in a manner consistent with courtesy, respect and Y Values. The Y goal is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the staff, but the responsibility of each and every adult who enters the program. Adults are required to behave in a manner that fosters this ideal environment. Adults who violate the Code of Conduct may be dismissed from the program.
- Swearing/cursing: No adult is permitted to curse or use other inappropriate language at the childcare program, whether in the presence of children or not. Such language is considered offensive and will not be tolerated.
- Threatening of staff, children, or other adults: Threats of any kind will not be tolerated.
- Other children: Adults are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no adult may physically punish another adult's child. If an adult should witness another adult's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the adult to direct their concern to the staff.
- Confidentially: It is inappropriate for one adult to seek out another adult to discuss their child's inappropriate behavior. All behavior concerns should be brought to the staff's attention. The staff will address the issue with the other adult. Although you may be curious about the outcome of such a discussion, staff is strictly prohibited from discussing anything about another child with you. All children enrolled in Y programs have privacy right.
- Violations of safety policy: Adults are required to follow all safety policies at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the children and staff.

## **COMMUNICATION**

Communication is an important component to providing quality care for your child. We have the following items in place to ensure good communication between you and the Y staff.

- Activity Plan: Weekly/monthly plans are available to preview activities.
- Communication Log: a notebook will be on the parent table where parents can leave messages for the staff concerning a change in attendance or other information deemed helpful or important.
- E-Mail: to enhance communication, families are requested to provide a current e-mail address to assist in ongoing correspondence between the Y and families. E-mail addresses will be used for Y purposes only.
- Information Boards: Here you will find children's art, photographs of center activities, community resources, articles, calendar of events, lesson plans, Y program information etc.
- Parent Table: Every room has a designated area set up for the primary purpose of communicating.
- Newsletters: A monthly newsletter will be available to each family, which includes reminders of upcoming events as well as information about the site and your child's experiences.
- Snack Menu: A menu will be posted including daily snack servings.
- Surveys: An important component how we deliver and implement our programs depends on your opinion. Surveys will be sent via email. Please take a few moments to share your experiences with us!

## **EARLY OUTS**

In the event that school is dismissed early, due to an emergency, the YMCA will have staff on site at the school for the Y-Club program. If the early dismissal is due to a non-emergency, the YMCA staff will arrive on an "as needed" basis. Contact the YMCA for clarification.

## **INAPPROPRIATE SEXUAL BEHAVIOR**

Inappropriate sexual behavior of any child toward any other child or staff member is strictly prohibited in YMCA Programs. A child is any person enrolled in any YMCA program. Inappropriate sexual behavior is defined as sexual advances, requests for sexual favors, or other physical conduct of a sexual nature made by any child toward another child.

Children, who believe they have been victims of, or have witnessed inappropriate sexual behavior, must report the incident to any Y staff immediately. Parents of a child who believe their child has been a victim of inappropriate sexual behavior or witnessed such an incident must also report the incident to any Y staff immediately. The YMCA staff member who receives the complaint shall promptly inform the person who is designated to address such reports at the site. Each incident will be thoroughly investigated and reported in accordance with the YMCA Child Abuse Policy and with state laws.

## **INCLUSION OBSERVATION PROCEDURES**

The Gateway Region YMCA is committed to supporting the successful participation of the children in our programs by providing activities to help them grow from their experiences. There may be situations in which participants exhibit difficulties or behaviors that prohibit them from achieving this experience. As with all participants, the YMCA Behavior Management Plan will be followed to ensure that the safety of the children or staff in the program are not compromised. The Gateway Region YMCA is proud to have a dedicated Association Department of Inclusion Services that will help provide families and Y staff teams with some of the tools and processes to assist in rectifying the situation. Observations of our programs are conducted on a regular basis. Should a participant display challenges within the program, the Director of Inclusion Services or the Children's Services Coordinator will conduct an observation of the participant, offer feedback and provide follow up as needed. Observation process under separate cover-see your YMCA Director for more information.

## **INDEMNITY AGREEMENT**

I hereby waive any claim of liability and will hold harmless the Gateway Region YMCA, its officers, directors, trustees, agents, and employees for any bodily injury to me incurred while I am practicing for, or participating in, any contest or exhibition of an athletic nature sponsored by the YMCA. In addition, I understand that the YMCA is not responsible for my personal property nor is my YMCA membership transferable.

## **LICENSING REVIEW**

The Gateway Region YMCA Y Club programs are state licensed through the Missouri Department of Health and Senior Services, Section for Child Care Regulations, (DHSS) and must meet or exceed all state requirements identified for quality child care. You may view your child care program site state compliance and inspection reports by going to [www.dhss.mo.gov](http://www.dhss.mo.gov). The Illinois Y Club Programs are licensed or exempt from licensure through the Illinois Department of Children & Family Services.

**OUTDOOR PLAY**

The Department of Health Child Care Services requires that children receive outdoor play opportunities each day weather permitting. Please send your children with weather appropriate clothing. On cool/cold day's children will be required to wear jackets or coats (please mark all items with your child's name).

TEMPERATURE GUIDELINES FOR OUTDOOR PLAY

|               |   |
|---------------|---|
| 95° and Above | Limited time, quiet activities                    |
| 90° - 95°     | 10-15 Minutes<br>(Depending on heat index levels) |
| 32° - 90°     | Unlimited time                                    |
| 20° - 32°     | 10-15 Minutes                                     |
| 10° - 20°     | 5 Minutes   |
| 10° and Below | <b>DO NOT GO OUTSIDE</b>                          |

**If you feel your child's health does not permit them to go outside, your child is not healthy enough to be at the Club program at this time.**

**OUTSIDE AGENCY REQUESTS**

To protect the privacy, confidentiality and safety of all children, the YMCA does not permit outside observations or information requests.

**PHOTO/NEWS/TESTIMONIAL RELEASE**

It is understood and agreed that the Gateway Region 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 desire to exclude child from above.

**SCHOOL RULES**

All school policies and rules will be followed and adhered to. Y Club staff is encouraged to communicate with the school office on a daily basis and is encouraged to share progress or information about your child.

**SCHOOL CLOSINGS**

School's Out Club (SOC) is held on days when school is not in session. This program is held at the CMT YMCA from 6:30 am – 6:00 pm. There is an additional charge when the program is used. Additional information will be provided on the first day of school.

In the event school is cancelled due to inclement weather, please watch the local TV stations. The SOC program will be held on those days as long as the YMCA is open. Contact the local YMCA for availability (618-346-5600)

### **SUNSCREEN & BUG REPELLANT**

Please apply sunscreen to your child prior to arrival at the program. If a parent wishes for sunscreen to be applied in the afternoon, a physician's statement is required along with a Medication Authorization form.

- Parents will provide the child(s) sunscreen with name written on bottle. Aerosol cans are not permitted.
- Expired sunscreen will be removed and not applied.
- The Y Club staff will not administer bug repellent. If parents wish to have bug repellent applied to their child, it will need to be administered before arrival to the program.

### **TOILET TRAINING**

All children enrolled in the Y Club program must be completely toilet trained due to insurance and legal requirements, unless a specific documented medical/developmental reason exists. The Y understands that a child may have an accident; however, if a child has more than one accident, they must be suspended from the program and not permitted to re-enter the program until they have been completely toilet trained.

### **TERMINATION**

The Y reserves the right to terminate children, families and/or parents/guardians from the program as a result of actions or behaviors that are not deemed in the best interest of the organization based on rules, policies, and situations. Fees will be forfeited.

### **YMCA MEMBERSHIP BENEFIT:**

Holding a Y Household Membership to the CMT YMCA will provide reduction of program fees besides all the added benefits of being a YMCA Member! Please inquire at your YMCA Service Center for more information.