



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Warren County YMCA



PARENT GUIDE

2024-2025 AFTER-SCHOOL PROGRAM



www.warrencountyyymca.org

Warren County YMCA
700 West Harlem Ave
Monmouth, IL 61462
309-734-3183

For a better us.
Warren County YMCA



WELCOME

Dear Families,

Welcome to the Warren County YMCA After-School Program. Thank you for choosing us.

The focus of our After-School Program is to provide a safe environment where youth can enhance their achievement, relationships and belonging. Our staff is committed to working with children and hardworking families. Staff continually participate in child development and education training, to ensure your child's safety, health, social, and academic growth.

Our team is passionate about:

- Developing self-confidence and independence
- Communicating Core Values of Caring, Honesty, Respect and Responsibility
- Creating lasting friendships and lifelong memories
- Encouraging fun and healthy decision making
- Infusing learning and exploration into activities each day

Positive relationships among children, staff, and parents are critical for each child's healthy development and social growth. After-School programs work with families to respond to each individual child's feelings, needs, cultures, abilities, and languages. We are grateful to have our after-school program right here at the Warren County YMCA.

We thank you in advance for your continued support and welcome you to our Y family. Your after-school journey begins here!

Sincerely,

Emily Brooks

Membership/Youth Development Director



TABLE OF CONTENTS

About the Y	2
Welcome	3
Directory	4-5
Program Information	6
Criteria & Qualifications	7
For Healthy Living	8-9
Physical Information	
Food Information	
Medication Information	
Safety & Hygiene	
Communication	10
Safety and Procedures	11
Emergency Procedures	12
Fee Policy and Schedule	13
Tuition Payments	
Third Party Payments	
Withdrawal Procedures	
Code of Conduct	14
No Tolerance	
Behavior Rules	15
Personal Belonging	
Prevention of Abuse	

HOLIDAY SCHEDULE

The After-School Program does not operate on the following days. Please follow your school's schedule for additional closures.

- **New Year's Day**
- **Memorial Day**
- **Labor Day**
- **Thanksgiving Day**
- **Christmas Day**

REPORT OF ABSENCE

Parents are requested to inform the program if a child will not be attending on a scheduled day.

Strengthening the foundations of community is our cause. Every day, we work side-by-side with our neighbors to make sure that everyone, regardless of age, income or background, can **LEARN, GROW AND THRIVE.**

OUR PARTNERSHIP WITH YOU

A great program requires a partnership between staff and parents. As a partner in your child's success in our program, you always have free access to all areas of the classroom used by your child. We invite you to become familiar with the staff and encourage you to visit and to participate in the program as often as possible.

OUR FOCUS

We infuse evidence-based activities proven to build dimensions of well-being including:

ACHIEVEMENT

To help children accomplish their passions, talents, and potential.

RELATIONSHIPS

To determine the role positive relationships, play in the well-being of a child.

BELONGING

Where children feel safe, respected, and can express their individuality.

CARING:

Interest and concern - including compassion, friendliness, generosity, kindness, and love.

HONESTY:

Fairness of conduct and adherence to facts-including sincerity, truthfulness, honor, tact, forgiveness, moderation, and orderliness.

RESPECT:

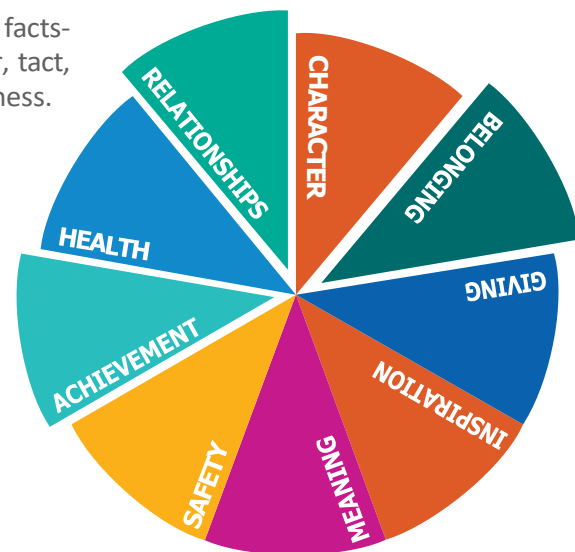
Special regard for others - including assertiveness, consideration, courtesy, gentleness, unity, tolerance, and humility.

RESPONSIBILITY:

Moral, legal and mental accountability - including courage, determination, helpfulness, justice, reliability, loyalty, self-discipline, obedience, cleanliness.

YMCA CORE VALUES

PHILOSOPHY



YMCA After-School programs foster each child's cognitive, social emotional, and physical development through opportunities and experiences which focus on achievement, relationships and belonging.

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

PROGRAM INFORMATION

AFTER-SCHOOL TIME:

We have after-school every day from 3:00pm-5:30pm. We do serve students during early out days. Please send your child(ren) with a sack lunch on 11:30am early outs. It will be a \$10 charge if the Y must provide your child with lunch. All Monmouth-Roseville & ICS students will be picked up by an authorized YMCA after-school staff in the YMCA vans each day. All United students will be dropped off at the YMCA by the school bus.

DAILY SCHEDULE:

- **Check-in** – Hang up coats & backpacks, bathroom break, etc.
- **Snack** – Snack is provided by the YMCA; may include crackers, cookies, pretzels, fruit snacks, granola bars, popcorn, pudding cups, etc.
- **Play time** – Free time outside, in the classroom, or in the gym (when available)
- **Homework or Quiet time (Optional)** – Complete homework, read silently, etc.
- **Check-out** – All children must be picked up by an authorized person by 5:30PM.

**Please know that we cannot force the kids to do their homework. We will always encourage them to get their homework done at the YMCA. We always offer a quiet space and time for the kids to do their homework or reading if they would like.

After-School Program Staff:

The Warren County YMCA hires After School Program staff based on their experience in working with children, personality, and ability to be a positive role model. A background check is done on all staff hired. All staff is trained in CPR, First Aid, child abuse prevention, and emergency procedures. Staff may not be alone with children they meet in YMCA programs outside the YMCA program. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to prior administrator approval.

RISK MANAGEMENT POLICY:

The Warren County YMCA After-School Program follows the Illinois Department of Human Services Rule 50.820 Staff Qualifications for License Exempt School-Age Providers. All staff are professionally and educationally qualified to work with school aged youth. A background check and finger printing are done through the Illinois State Police, FBI, the Illinois Sex Offender Registry, Child Abuse and Neglect Tracking System on all staff hired.

All staff that do not meet the requirements listed above will not be allowed to work for the Warren County YMCA after-school program. All staff is trained in CPR, First Aid, child abuse prevention, and emergency procedures. Staff may not be alone with children they meet in YMCA programs outside the YMCA program. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to prior administrator approval. All staff employed with the Warren County YMCA After-School Program have received copies of our policies. A copy of our insurance coverage is located inside the camp cabinet if needed.

All entry ways of the Warren County YMCA have signs indicating that “No Firearms” are allowed on the premises. Firearms are prohibited from the Warren County YMCA campus.

LICENSE EXEMPTION:

Be advised that the Warren County YMCA Camp Meskwaki Summer Day Camp Program is not licensed or regulated by DCFS. We are a licensed exemption program meaning we only serve students who are Kindergarten-6th Grade.

CRITERIA & QUALIFICATIONS



ADMISSIONS CRITERIA

Participants must be in kindergarten-6th grade. Parents must complete, in its entirety, the Warren County YMCA After-School Enrollment online before the child's first day of participation.

EQUAL ACCESS

The Warren County YMCA, in keeping with its mission to help all people realize their fullest potential, encourages and supports the participation of all children in Y After-School programs.

We serve all children regardless of gender, race, color, nationality, religion, ethnicity or disability. Consideration is given to the individual needs of every child and the ability of the program to meet those needs.

SPECIAL NEEDS

At the Y we aim to promote an inclusive environment where all children, whatever their needs, can learn and develop in a happy, caring and educational environment. We are unable to meet the needs of a child who requires a greater ratio than one staff to twelve students. These needs include social, emotional, cognitive, language and/or motor development growth. Decisions are made on a per case basis.

If during the academic year your child needs additional wrap around support, TSS and other support, your child may not be ready for the Before and/or After School program. In addition, the high levels of activity, noises, varying schedule of activities and routines may be an indicator to consider that your child is not ready for the Before and/or After School program. For further questions please schedule a time to consult with a Y professional and to take a tour of the program site BEFORE registration and enrollment.

SUPERVISION

School-agers are always supervised with appropriate child/staff ratios. School-agers are assigned to a group in the same room as the school-agers using a hands-free identification system. Staff regularly count school-agers (name to face) on a scheduled basis, at every transition, and whenever leaving one area and arriving at another, going indoors or outdoors, to always confirm the safe whereabouts of every child. In addition, staff state how many school-agers are always in their care.

School-agers are permitted to participate in activities outside of the program or off the premises with appropriate adult supervision, written approval by a parent/guardian and by the caregiver. If parents/guardians give written permission for the school-age child to participate in off-premises activities, the facility is no longer responsible for the child during the off-premises activity.

SCHOOL AGE PROGRAM STAFF QUALIFICATIONS

The quality and effectiveness of Y services for children are directly related to the skills and personal characteristics of the staff. Recruiting, selecting, training and supporting the staff are essential, interrelated processes in ensuring the success and integrity of children's programs. The program leaders are required to have experience in working with children, knowledge of recreation activities, clearances, mandated reporter training, and must model the Y's core values.

STAFF RELATIONSHIPS OUTSIDE OF THE Y PROGRAM

For the safety and protection of your child and our staff, YMCA employees are not permitted, under any circumstances, to provide individual transportation for any child or to bring or take a child home. YMCA staff are not allowed to babysit for program participants, UNLESS the staff person and parent sign our Babysitting Form. Please do NOT put our staff at risk of losing their position with us by asking them to compromise this YMCA staff policy.

HEALTHY LIVING



PHYSICAL ACTIVITY AND PROGRAM ELEMENTS

We play outside on the Y playground or inside the Y gym as much as we can to ensure that students are getting the physical activity they need to succeed. When physical activity is not in place, students can color, read, play board games, or do crafts.

SCREEN TIME POLICY

We have a projector where we play movies or kid shows when we are inside due to weather. We do not utilize a lot of screen time. However, since some students have access to computers for homework, up to 30 minutes of monitored time will be available. Because of this policy, school-agers should not bring video games, iPods, earphones, cell phones, tablets, etc. to the program. If any student is seen with their electronics, they will be confiscated immediately. If this continues with any student, parents will be brought in to speak with the Director.

HEALTHY SNACKS / MEALS AND BEVERAGES

We provide an afternoon snack every day at after-school. Our snacks are very simple and snacks that all students usually like. Students are welcome to bring their own snack to after-school if they wish.

PEANUT & FOOD ALLERGIES

To help the Y create a safe environment for children with life-threatening nut allergies, you may be asked to refrain from sending your school-ager with food containing peanut butter or other nuts and/or other food manufactured in a plant that processes nuts

As per “Caring for Our Children” Program Standards, if you have a school-ager who has food allergies, a Food Allergy and Anaphylaxis Emergency Care Plan may be obtained at the time of enrollment. The Emergency Care Plan provides detailed actions to be taken should the school-ager be exposed to specific allergens. The plan is completed by you and your pediatrician prior to the start of the program.

SAFETY & HYGIENE

Staff members and school-agers are taught hand washing procedures and are periodically monitored. Hand washing is required by all staff, volunteers and school-agers to reduce the risk of transmission of diseases to themselves and to others:

- After using the toilet
- After handling body fluids
- Before snacks
- After playing outside
- After messy activities

SICK CHILD PROCEDURES

The Y cannot accept children for After School care when they are ill. Staff will observe each child upon daily arrival. If your child is experiencing any of the symptoms listed below, we will ask that other arrangements be made for his/her care. If your child develops these symptoms after drop-off, parents will be contacted and asked to come pick up their child. We will separate your child from the other children until you can pick them up immediately if they are experiencing the following:

- Vomiting on 2 or more occasions within the past 24 hours
- Too tired or sick to participate in daily activities
- Fever of 101 Fahrenheit or higher
- Draining rashes
- Eye discharge or pink eye
- Diarrhea
- Lice or nits*

The Y reports communicable diseases to the local health department and notifies other parents so that they can take appropriate action to protect their families. Children must have a physician's note to return.

*If your child had lice or nits, he/she must be free of lice or nits to be able to return to the program.



MEDICATION MANAGEMENT

If it is necessary for your child to take medications while he/she is in our care, please give the medication directly to a staff member when you sign in your child. Parents must fill out our online registration allowing consent to give medications to their child. The written parental consent is required for us to administer any medication.

Medications are stored out of the reach of children. We maintain a record of administration on the medication log.

The Program Supervisor or designee will be responsible for administering the medication per a doctor's instructions. All prescription medication must be in its original container and properly labeled with your child's full name, date prescription was filled/or medication's expiration date and legible instructions for administration specified on the manufacturer's instructions or prescription label. All medications are kept locked and out of reach of children.

The following non-prescription medications require written parental consent and can be given only at the dosage, duration and method of administration specified on the manufacturer's label for the age and/or weight of your child:

- Antihistamines
- Non-aspirin fever reducers/pain relievers
- Decongestants or non-narcotic cough suppressants
- Anti-itching ointments or lotions, intended specifically to relieve itching or dry skin
- Sunscreen
- Medicated lip balm/ChapStick
- Mouthwash



A physician's written authorization is required for any non-prescription medication that is:

- Not included in the above list
- To be taken differently than indicated on the manufacturer's label
- Lacks labeled instructions

We cannot give aspirin except with a written authorization from a physician. Any unused medication will be returned to you or properly disposed of.

MEDICAL EMERGENCIES

The Emergency Contact Form includes a medical release giving the Y permission to seek medical attention for your child in case of an emergency. Please update this form as necessary with changes in home, work or medical phone numbers.

In the case of life-threatening emergencies, a member of our staff will immediately call 911, administer First Aid and CPR and we will notify you as quickly as possible. If you cannot be reached, your designated emergency contact will be notified. If transportation to the hospital is needed, a staff member will accompany your child on the ambulance (if possible) and stay with him/her until you arrive.

The YMCA is required to notify the Department of Human Services by phone and in writing of any serious injuries that require professional medical treatment, illness that requires hospitalization, occurrences of food poisoning, and communicable diseases.

COMMUNICATION & DAILY SCHEDULE

At the YMCA we strive to provide you with timely and relevant information on our programs, engaging you as a partner in your child's success. We are always open to suggestions and feel communication is a very important part of caring for your child. Anticipate daily communication at drop off and pick up times. In addition, we schedule parent conferences, but do not wait until then to ask questions or bring concerns to us. Contact the Director or send an email to schedule a meeting. We are happy to meet with you.

We keep you informed through WhatsApp. We encourage you to let us know about any changes in your child's life, comments he/she has made about the day, or anything else that helps us make your child more comfortable and ready to work and learn.

To encourage and increase parents' knowledge, staff will communicate information.

WHATSAPP is a text messaging app used for our after-school program

WHATSAPP is a free, safe, and a simple messaging tool that helps us share important updates and reminders with parents.

Scan the QR Code below to get started. If you need help, please contact the Director.



INCLEMENT WEATHER / EARLY DISMISSAL

The Warren County YMCA makes every effort to provide care on days of inclement weather. Please be familiar with these policies and the line of communication between yourself and the YMCA staff to ensure all information is exchanged properly. Remember, these situations only pertain to days of inclement weather. For program cancellation or delays due to weather, we suggest:

- Subscribing to our text alert system **WHATSAPP**.
- Tune in to your local, radio or TV station for closures/delays.

SAFETY AND PROCEDURES

SAFETY AT PICKUP / DROP OFF

The school-agers are released to the person authorized by the parent(s). A photo I.D. is required when a new person other than the parent or guardian picks the child up.

Parents Should:

- 1 Park their vehicle
- 2 Turn ignition off
- 3 Leave no school-agers unattended in vehicle
- 4 Walk your child to the car and buckle up

AUTHORIZED PICKUP

For the child's protection, only persons authorized in writing (On Emergency Contact Form) by the parents may pick up the child. This is for the child's protection. The staff will question those who are unfamiliar and check their authorization and I.D. (Driver's License or State I.D./Photo I.D. required). Anyone without proper authorization will be stopped from taking the child.

If someone else is picking up the child, the parent must notify the staff in WhatsApp or call the YMCA in case of last-minute pick-up changes. In an emergency, the Site Director or staff may take appropriate action as deemed necessary to ensure the child's safety, health and well - being.

SIGN-IN / OUT INFORMATION

When a child arrives, he/she will be checked in by a staff member. At the end of the day a parent or other authorized adult **MUST** enter the building and sign their child out. Please check for information updates or changes each day in WhatsApp.

LATE PICKUP PROCEDURE

All children must be picked up at the YMCA After School Program location at or before closing time.

If a child remains in our care longer than 15 minutes after the program ends and we have not heard from a parent or guardian, staff members have been instructed to:

- Contact the parent/guardian by phone numbers provided on the emergency contact list
- Call persons listed as emergency contacts
- After 30 minutes, the authorities may be called to ensure the safety of your child

Any violation of our posted hours of operation requires a late pickup charge per child. Parents are held accountable for these additional fees. Late fees are assessed within 24 hours to your account. Habitual lateness could result in removal from the program.

Late Fees are as Follows:

- \$15 if you arrive between 1-15 minutes after the end of the program
- \$30 if you arrive between 16-30 minutes after the end of the program
- \$45 if you arrive between 31-45 minutes after the end of the program
- \$60 if you arrive between 46-60 minutes after the end of the program



EMERGENCY PROCEDURES / EVACUATIONS

Department of Human Services Child Care Regulations require that childcare programs create and implement emergency plans to assure the safety and welfare of the children attending all childcare programs. Our emergency plan provides for response to many types of emergencies.

By regulation, fire/emergency drills are conducted at a minimum of every 60 days. Your child is prepared and reassured during these drills. Staff members receive annual fire safety and emergency evacuation training.

In an emergency, the Director or staff may take appropriate action as deemed necessary to ensure your child's safety, health, and well-being. This is to assure you of our concern for the safety and welfare of the camper attending the Y programs. Depending on the circumstance of the emergency, protective actions are followed.

- IMMEDIATE EVACUATION:** Children are evacuated to a safe area on the grounds of the facility emergencies.
- SUDDEN OCCURRENCES:** Weather or hazardous materials may dictate that taking cover inside the building is the best immediate response.
- EVACUATION:** Total evacuation of the facility may become necessary, if there is danger in the area. In this case, we escort the children to the emergency location as designated in the Emergency Evacuation Plan and sent via **WHATSAPP** when wireless services are operational.
- MODIFIED OPERATION:** May include cancellation/postponement or rescheduling of normal activities.

These actions are usually taken in case of a storm, flooding or building problems (such as utility disruptions) that make it unsafe for children but may be necessary in a variety of situations.

- **DO NOT CALL THE YMCA IN THE EVENT OF AN EMERGENCY.** This will keep our phone line free to make emergency phone calls and relay information. The Y is updated with emergency information and parents will be notified via **WHATSAPP**, the text alert system. Parents may reach out to the Director; however, the Director's priority is to keep the children safe and may not be immediately available, staff included.
- The persons designated to pick up your child are on the emergency contact form. This form is used every time your child is released. Please ensure that only the persons listed on the form can pick your child up from the program.
- You are urged not to attempt to make different arrangements during an emergency. This may create additional confusion and divert staff from their assigned emergency duties.

In order to assure the safety of your children and our staff, we ask for your understanding and co-operation. Should you have any questions regarding our emergency operating procedures, please contact the Director (found on the inside front cover of the After School program guide.)



CODE OF CONDUCT

The YMCA is committed to providing a positive atmosphere that is safe and inclusive to all in our community. Therefore, the Warren County YMCA follows a code of conduct to govern the actions and behavior of all people while in our facilities and while participating in Y programs.

Individuals Are Expected To:

- Uphold the YMCA core values of CARING, HONESTY, RESPECT AND RESPONSIBILITY.
- Provide an atmosphere free of derogatory or unwelcome comments, conduct or actions of a sexual nature or actions based on an individual's sex, race, ethnicity, age, religion, abilities, sexual orientation, or any other legally protected statutes
- Be respectful and cooperative with Y staff and others

NO TOLERANCE POLICY

We ask for your support in maintaining a fun, safe place where children can achieve their potential. Please talk with your child(ren) about the importance of not exhibiting the behaviors described below. Ideally, we want to work with families to prevent these behaviors from occurring.

The following will NOT be tolerated in our programs:

- Abusive, harassing, and/or obscene language or gestures
- Threats of harm, physical aggression, violent acts, or bullying
- Weapons of any kind
- Damaging or defacing YMCA property
- Possession, sale, use or being under the influence of alcohol, tobacco, or illegal drugs
- Offensive and unlawful conduct
- Purposely leaving the area of supervision without permission
- Improper exposure or sexual misconduct

Individuals who experience or observe inappropriate conduct are encouraged to promptly report their concern to Y staff. Every effort will be made to ensure that reports are investigated and resolved promptly and effectively.

Failure to follow this code of conduct will result in disciplinary action, which may include a one-to-three-day suspension. A parent conference will be scheduled to develop a behavior contract for your child to remain in the program. It may become necessary for the benefit of the child, as well as for the safety of the other children, to remove a child from our program. The Y staff reserves the right to suspend or dismiss a child at any time from the program should its staff determine that the child poses a safety risk. We will suspend any child from the program if their parents fail to meet the no tolerance policy as well.

SCHOOL-AGE BEHAVIOR EXPECTATIONS

The After School staff make every effort to ensure each child has a positive experience. The Y staff strongly believes that after school is an exciting, safe community for youth to explore, build confidence, develop skills, and make lasting friendships and memories so they can grow as individuals and leaders. It's a place kids can discover who they are and what they can achieve.

General Behavior Expectations:

- Keep hands, feet and unkind words to yourself
- Ask permission before leaving the room for any reason
- Refrain from opening the door to the building
- Respect yourself, other children, staff, parents, and guests/visitors always
- Follow directions the **FIRST** time given, play safely, and always be a good sport

Unacceptable Behavior:

- Refusing to follow the behavior guidelines or program rules
- Using profanity, vulgarity or obscenity
- Stealing or damaging property (personal or Y property)
- Refusing to participate in activities or cooperate with staff
- Disrupting the program or leaving the program without permission
- Endangering the health and safety of children and/or staff
- Engaging in physical violence, bullying/teasing, or sexual misconduct or abuse toward another person

FEE AND POLICY SCHEDULE

Fees are required to be paid automatically every **MONDAY** starting the first day of the program. If any family needs to make payments on a separate day, only, if necessary, they must speak with the Director to make this change in the system. Missing payment deadlines may result in dismissal from the program and loss of financial assistance, when applicable.

- Cash, personal checks, money orders, and cashier's checks are not accepted.

TUITION PAYMENTS

Payments received 5 days or more after the due date are considered late. A \$25 late fee is charged to the family account for each late payment. Parents pay the standard monthly rate throughout the school year regardless of a child's absences.

Parents have the responsibility to ensure that funds are available for payment method. Parents **DO NOT** receive an invoice for payments due.

THIRD PARTY PAYMENTS

The YMCA accepts state assistance payments from Child Care Resource & Referral (CCR&R) in Moline, Illinois or through the Department of Children & Family Services (DCFS) to those who are eligible. All information and application for state assistance is on our website under the after-school tab at www.warrencountymca.org. Families unable to qualify for state assistance may apply for Financial Assistance. Contact the Director for more information. Please remember that these financial assistance dollars are limited, families pay a portion of the fees.

TAX CREDIT

After School fees are eligible for childcare tax credit. Year-end tax statements are available for each family. Please contact the Director to have yours emailed or printed out.

WITHDRAWAL PROCEDURES

A 14-day written notice for withdrawal from the After-School program is needed. This notice should be emailed to emily@warrencountymca.org. You will be charged the two weeks from the dated notice of withdrawing from the program.

No refunds or credits are given for the program participation fee or the membership/registration fee.

RATES

Y Members:

1 Child: \$70/Weekly
2 Children: \$115/Weekly
3 Children: \$150/Weekly

Y Non-Members:

1 Child: \$85/Weekly
2 Children: \$135/Weekly
3 Children: \$180/Weekly

Registration is strictly online. You may see the front desk for registration as they can help with the process or contact Emily Brooks at 309-734-3183 or emily@warrencountymca.org.

BEHAVIOR RULES

PERSONAL BELONGINGS

School-agers are responsible for their own belongings including backpacks, library books, clothing, toys and other personal items. We discourage school-agers from bringing their own electronic toys, handheld devices, phones other special toys, special books or money. This prevents disappointment over broken or lost items. The Y does not take responsibility to replace any/all items lost, broken or misplaced.

WHEN BEHAVIOR RULES ARE BROKEN

Staff facilitates the development of self-control in YMCA BASE by using positive guidance techniques such as modeling, encouraging expected behavior, redirecting children to a more acceptable activity, or setting clear limits.

Occasionally, staff may use positive incentive programs to assist in the development of the desired behavior. Staff match and respect each child's developing capabilities.

PROGRESSIVE DISCIPLINE

When a school-aged student does not follow the behavior guidelines, we will take the following action steps.

- Staff redirects the child to more appropriate behavior
- If inappropriate behavior continues, the child is reminded of behavior guidelines and after school rules. The Site Director and the school-aged student decide on action steps to correct his/her behavior.
- Staff documents the situation, the inappropriate behavior and the action taken. Parents are notified.
- If the situation is not resolved and inappropriate behavior continues, the YMCA reserves the right to suspend the child for an unlimited amount of time or dismiss the child from the program.

SUSPENSION/EXPULSION

An automatic consequence for behavior such as fist fighting, physical/verbal coercion, sexual misconduct or destruction of property is suspension. Parents are notified that day about the incident. The Site Supervisor and/or Director will meet with the parent(s) to discuss date(s) of suspension.

Depending on the severity of the action the YMCA reserves the right to suspend or dismiss a child from the program and not necessarily in the above order. NO refunds or credits will be given for time missed due to disciplinary action.

These disciplinary steps are subject to change based on the severity of the action(s) or incident(s). No refunds or credits will be given for time missed due to disciplinary action.

STATEMENT FOR PREVENTION OF ABUSE

A principal endeavor of the Y is to provide a healthy atmosphere for the growth and development of youth and children. Thus, the mistreatment or neglect of youth or children and the resulting severe effects are of primary concern to the Y.

Child abuse is mistreatment or neglect of a child by parents or others resulting in injury or harm. Abuse can lead to severe emotional, physical and behavioral problems. Because of its concern for the welfare of children and youth, the Y has developed policies, standards, guidelines and training to aid in the detection and prevention of child abuse.

YMCA employees are screened, and backgrounds checked upon hiring or rehiring. Employees, who have contact with children and youth, receive training in recognizing, reporting, and preventing child abuse. Recognizing signs that a child is being groomed for abuse is part of the training. Some of the guidelines employees are expected to follow are:

- Don't be alone with a single child where you cannot be observed by other staff.
- Don't fraternize with children who participate in YMCA programs outside of Y programs. Don't give personal gifts to program participants or their parents.
- Don't discipline by use of physical punishment or failure to provide the necessities of care. Don't verbally, physically, sexually, or emotionally abuse or punish children.
- Do inform children in a manner that is age appropriate of their right to set their own touching limits for personal safety.
- Do document any information regarding abuse or potential abuse in writing.
- Do, with reasonable cause that child abuse exists, report it to the Department of Human Services and the Camp supervisor or Branch Executive Director.

Confidentiality of information related to child abuse is crucial and should be limited to the immediate supervisor, Branch Executive and designated members of the YMCA Association Office.



Warren County YMCA

PARENT STATEMENT OF UNDERSTANDING

- **I understand** that I am responsible for reading and abiding by the policies put forth in the Association Family Guide for Parents, which is available online and via email request to emily@warrencountyyymca.org
- **I understand** that YMCA staff and volunteers are not allowed to babysit, unless a sign babysitting form is completed, or transport children at any time outside of the YMCA program. The YMCA will take immediate disciplinary action toward staff and volunteers if a violation is discovered.
- **I understand** that I am not to leave my child at the YMCA program site unless a YMCA staff or volunteer is there to receive and supervise my child.
- **I understand** that my child will not be permitted to leave the YMCA after-school program with an unauthorized person. Any person authorized to pick-up my child must either be listed with the YMCA on the updated Emergency Contact form or arrangements must be made in writing, including a signature from the parent to inform them of the change.
- **I understand** that should a person arrive to pick-up my child who appears to be under the influence of drugs or alcohol, staff may have no recourse but contact the police for the child's safety. Please do not place staff in a position where they must make this judgment call.
- **I understand** that state law mandates the YMCA to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.
- **I understand** that no accident or medical insurance is provided with the YMCA before and after school and day camp activities.

BASE POLICY AGREEMENTS

- **CANCELLATION POLICY**
I understand cancellation of service must be done via email to emily@warrencountyyymca.org two weeks prior to my child's departure from the program and I will be charged the two weeks from the dated notice emailed to the Director.
- **LATE PAYMENT/RETURN FEE POLICY**
I understand that a late fee of \$25.00 will be assessed if payment is 5 or more days late. I understand that if my bank or creditor returns my payment for any reason, I will be charged \$25.00 per return.
- **PAYMENT POLICY**
I understand that all payments come out automatically from my debit/credit card or bank account on file unless I speak to the Director about other arrangements.
- **RATE POLICY**
I acknowledge the Warren County YMCA reserved the right to increase childcare rates throughout the school year. Program registration for the entire school year reserved your child's participation in the program but does not guarantee rates. Unforeseen government changes in minimum wage rates, changes in school or facility rules, or organization adjustments may necessitate rate increases.
- **REFUNDS**
I understand that refunds will not be issued for reasons of personal schedule conflict or change of plans. Restrictions due to medical reasons will require documentation.
- **REGISTRATION CONFIRMATION**
I understand that refunds will not be issued for reasons of personal schedule conflict or change of plans. Restrictions due to medical reasons will require documentation.
- **REGISTRATION FEE/DEPOSIT POLICY**
I understand that the registration fee and/or deposits for programs are non-refundable and non-transferable.

I understand that to take part in the Warren County YMCA program, I must agree to and by all of the policy statements above. Failure to do so may result in termination from the program.

Parent/Guardian Signature _____ Date _____