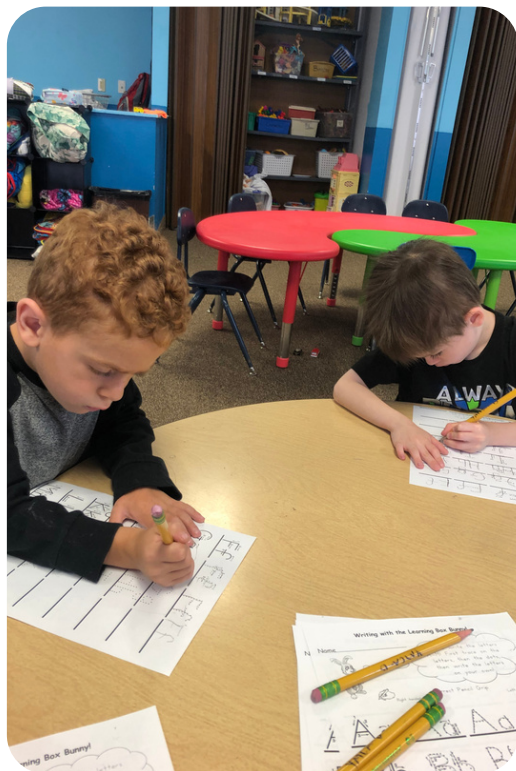




OUT OF SCHOOL TIME

PARENT HANDBOOK





WELCOME

Thank you for entrusting the Family YMCA of Marion & Polk Counties to care for your child(ren). We follow all OHA guidelines, to provide a safe program. We hope that this program can help your child create many new experiences and opportunities to grow into a caring, honest, responsible, and respectful individual. The staff here at the YMCA encourage you to take an active role in your child's program. We welcome you to speak with the staff if you have any questions or concerns about your child's development and involvement in the program.

DIRECTOR'S MESSAGE

Hello families, I am Erin Chambers, Director of Youth Development with the Family YMCA of Marion and Polk counties. I want to thank you for entrusting us with the care of your child(ren) ! The YMCA works hard to provide a safe space and opportunities for our youth to learn and grow. We look forward to serving you and your family and appreciate the opportunities to impact the lives of youth in our community. Thank you for your support, we look forward to creating lasting memories and helping you child(ren) to reach their full potential.



Erin Chambers is the Director of Youth Development and Camping Service. She oversees all Y-Care Afterschool programs.

echambers@theyonline.org | 971.388.7956

Angie Herrman is one of our Multi-Site Coordinators.

aherrman@theyonline.org | 503.881.6586



Suzannah Floyd is one of our Multi-Site Coordinators.

sfloyd@theyonline.org | 971.240.5277

Felicia Fisher is a Youth Development Administrative Assistant. She oversees registration and finances.

ffisher@theyonline.org | 503.399.2788



Y-Care Afterschool DAILY SCHEDULE

2:20pm: Check-in/Wash hands

2:45pm: Daily expectations

3:00pm: Wash hands/Afterschool snack

3:30pm: Homework Zone/Quiet Time

4:00pm: Recreation/group games

4:30pm: Curriculum learning

5:15pm: Centers/games/quiet activities

*Schools with later/earlier dismissal times
operate from school dismissal to 6:00pm*



**We are a tree nut and peanut
free program**

**** On in-service days we may
combine sites as needed ****

**This program begins on the first
day of school and ends on the
last day of school.**

Staff Trainings

- RRCAN (Recognizing and Reporting Child Abuse)
- Concussion Training
- Introduction to Health and Safety
- Foundations for Learning
- Food Handlers
- First Aid/CPR
- YMCA Youth Development

CONTACT FELICIA (FINANCES)

- Auto draft payment
- Cancellation
- Third party billing
- Income based billing
- 2-Week notice of change in circumstance
- Returned payments result in a \$30.00 minimum charge.
- \$20.00 late fee for missing payment

Unexpected Closures

The YMCA follows the school district closures in the school that your child is enrolled. In the event of an emergency or potential closure, look for updates via email, on the YMCA website, Facebook, and Instagram.

DROP OFF/PICK UP PROCEDURES

Drop Off

For your child's safety, parents/guardians **MUST** escort children into the program and sign them in. In the events that your child will not be attending on any particular day, please reach out to the Youth Development Program Directors in order to communicate that with the group leaders.

Pick Up

Parents/guardians are responsible to check children in and out of care.

- Once children are checked into the YMCA Afterschool Care they are not permitted to leave the program without authorization. Children are also not permitted to remain at the program once they are signed out.
- Anyone who is picking up a participant **MUST** check in with YMCA staff to sign the child(ren) out of the program and escort them out of the program.
- Staff will conduct identification checks as needed. Anyone picking up a child must be on the authorized list, provide photo identification upon request, and be at least 16 years old. Under no circumstances will a child be allowed to leave the program with an unauthorized person.
- If anyone authorized to pick up a child appears to be under the influence of drugs or alcohol, staff may use their discretion and call law enforcement or CPS as well as refuse to release the child(ren).



YMCA Statement on play and exploration:
At the YMCA we believe that kids learn and grow when they can challenge themselves and problem solve the world around them. The YMCA encourages participants to play, explore, and engage with their peers and their environment. The YMCA works to set safe limits and will always put safety first. We encourage children to learn from each other and to collaboratively problem solve their issues with their peers.

Late Pick Up

Late pick-up fees will be charged for each child picked up after 6:00 PM. Late fees of \$30 will be added at 6:01 PM and every 15 minutes there will be an additional \$30. Late fees will be added to the following auto draft cycle. Chronic late pick-ups will be grounds for dismissal.

In the event a child is left in our care past 6:00 PM with no contact from a parent/guardian, the following procedure will be followed:

The YMCA Staff will call parents/guardians, emergency contacts and other authorized pick-ups provided on registration form.

- If there is no success in reaching any of the emergency contacts or authorized pick-ups, the YMCA Staff will contact the Youth Development Director and Multi-Site Coordinators.
- The Program Director will stay with the child & YMCA staff and call the appropriate local Police Department to have someone go to the child's home.
- If by 7:00 PM there is no contact with parents/guardians or emergency contacts, the police will take the child to the appropriate police station. The Youth Development Director shall accompany transit.



SAFETY AND HEALTH

Fire/Emergency Evacuation Procedures

In the case of a fire or emergency, the YMCA Afterschool Care Program will evacuate all participants to a safe location. As soon as all participants are within a safe location, parents/guardians will be contacted.

In the unlikely event that the Program's facility is ever severely damaged or declared unsafe, the YMCA staff will evacuate all children to a designated emergency shelter to await the arrival of a parent/guardian. Should such an emergency occur, each family will be notified by YMCA staff.

Reporting Child Abuse

The Family YMCA of Marion & Polk Counties takes the safety and protection of children very seriously. Our staff are all legally mandated reporters. It is their responsibility and duty to report any evidence of abuse or neglect of a child that they may observe or are made aware to Child Protective Services within 24 hours.

Serious Injury

In case of serious illness, accident, or injury the YMCA Staff or Director will contact parents/guardians and the doctor noted on the child's Registration Form. If the doctor cannot be reached or if immediate intervention is necessary, 911 will be called. The 911 response team will provide the emergency care needed and transport the child to the designated hospital



Universal Precautions

The term "universal precautions" is used by health care professionals and means all patients are treated in the same manner, regardless of a known or unknown infectious disease. Anytime YMCA staff administer any type of first aid, universal precautions is used and all persons are treated as if they have an infectious disease to ensure the health and safety of the child and employee.

Illness

In care procedures:	Illness at home:
Y staff will isolate your child	Please keep your child home until they are 48 hours symptom free without medication
Y staff will call guardians for immediate pick-up	Notify Y staff of any symptoms
Child may return when 48 hours symptom	

****Illness qualifies as: temperature over 100.4 degrees, diarrhea, vomiting 2 or more times within 24 hours, blood in urine, jaundiced skin, yellow eyes, or red eyes with discharge, visibly enlarged lymph nodes, rash(es) (not a diaper rash), infected/untreated skin patches or rash lasting more than one day, evidence of head lice**

Medicine

A Medication Management Plan must be completed and signed by the parent/ guardian and medical provider to have any medication be administered. Medication must be brought to staff in its original prescription labeled container. The label must clearly identify the child's name, doctor, date, prescription name, and dosage. Children are NOT allowed to dose medication themselves. All medicine (including inhalers and EPIPENS) must be given to the YMCA Staff and inform them of any special instructions. Please note: The Family YMCA of Marion & Polk Counties does not provide medical or hospital insurance for medical costs incurred by the individual or immediate family as a participant of the YMCA and any of its activities. Therefore, any costs incurred for such treatment will be the responsibility of the individual family.



CODE OF CONDUCT

Four Core Values

We believe that if you live through the four core values, you will be successful in our program.

HONESTY: Being honest, dependable & loyal.

RESPECT: Living the Golden Rule, accepting others, showing courtesy and manners.

RESPONSIBILITY: Being accountable, doing one's best.

CARING: Being kind, compassionate & understanding,

Communication Report

A detailed Communication Report is written when a staff member wants to convey an occurrence that they want the parent/guardian to be aware of. This may be positive or negative. The YMCA staff member will complete the form and both the director and the child's parent must sign the form. You may request a copy of the form.



Behavior Notification

A Behavior Notification will be written in case of a behavior we see as needing immediate attention. This is our way of notifying parents, so that they can review and sign the notification, indicating that they are aware of the behavior. This notification may result in temporary suspension from program, depending on the behavior and/or frequency of behavior.

Removal from Program

The YMCA may remove any child from program, if the leadership staff conclude that the child is not a good fit for the program. We want every child to be successful in our program, but also recognize that we are not the best fit for every child. We will work diligently with families to assist a child in being successful in program before removing them.