GATEWAY REGION YMCA

Y-CLUB: Before & After School Enrichment Program



FAMILY HANDBOOK

the YMCA

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

proud partner of UNITED WAY Greater St. Louis

TABLE OF CONTENTS

Welcome Letter

Our Area of Focus

Program Philosophy
- Philosophy/Goals
- Mission Statement/Vision
- Y Values

Program/Activities
- Y Club Programming
- Healthy Habits
- Y Staff/Volunteers

Enrollment Process
- Registration
- Adaptive Services
- Withdrawing from Program

Fee Information
- Payment/Program Fees
- Y Membership Benefit
- Financial Assistance
- State Child Care Reimbursement
- Past Due Payments
- Tax Information

Your Child and the Y
- Absences/Change in Schedules
- Late Pick-Up
- Authorized Pick-Up
- Sign-in/Sign out Procedures
- Family Password

Legal Information
- Custody/Parenting Plans
- Subpoenas/Request for Information
- Sex Offender Registry
- Witness/Common Ground Exchange

Health & Medical
- Child Injury
- Chronic or Severe Health Condition
- Contagious/Infectious Disease Guidelines
- Health Checks
- Hygiene
- Immunizations
- Medication/Testing and other Procedures

- Medical & Therapeutic Observations

Important Information

- Behavior/Discipline
- Behavior Management Policy
- Code of Conduct-Adults
- Communication
- Early Release
- Grievance Process
- Inappropriate Sexual Behavior
- Responding to Allegations of Abuse & Child Abuse Policie
- Adaptive Support Observation Procedures
- Licensing Review
- Outside Agency Requests
- Outdoor Play/Temperature Guidelines
- Photo/News/Testimonial/Media
- School Rules
- School Closings
- Media Release
- Toilet Training
- Termination
- What Not to Bring

Dear Parents/Guardians:

Welcome to the YMCA Y Club Program! Whether you are returning for another year or signing up for the first time, you and your child will find fun and exciting opportunities offered in this year's before and after school program.

The YMCA has been providing child care opportunities for over 100 years and draws upon that experience to run a quality program that provides a safe and supportive environment. We promise to offer a great experience in an atmosphere that will help your child develop in spirit, mind, and body.

Many exciting activities and adventures await your children this year. We are confident that both you and your children will be very pleased with the YMCA experience. The goal for each day is to allow youth to expand a child's physical, social, intellectual and emotional development.

Y Clubs - Before and After School Enrichment programs operate hours that vary by branch. Please check the website for program details.

On behalf of the YMCA staff, thank you for choosing the Gateway Region YMCA. We look forward to a great year with your children!

Sincerely,

Gateway Region YMCA Staff

OUR AREAS OF FOCUS

Ys offer the programs we do for a reason. Young people need safe and enriching environments to try new things, develop skills, meet new people and show what they're capable of doing. Achieving and maintaining health in spirit, mind and body makes for a rich life. Giving back to neighbors and those in need is our responsibility as neighbors, colleagues and citizens. The has 3 primary focus areas we strive to meet in all our programs.

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 appropriate 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 more than 175 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
- Helping youth form positive values for life.
- To provide a safe, structured, and free-choice environment
- To support and strengthen the family unit
- Improving physical and mental fitness
- Developing and implementing programs that strengthen and preserve the family and its values.
- Fostering international, intercultural and interracial communication and understanding.
- Implementing a holistic approach to health and social needs of youth
- To help children develop to their fullest potential
- Providing affordable and accessible programs for physically, mentally and economically disadvantaged persons.
- Incorporating Christian principles into programs and activities.

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 VALUES

Caring-Red – The heart to put others before yourself
Honesty-Blue – To act in such a way that you are worthy of trust
Respect-Yellow – The golden rule to value the work of every person including yourself
Responsibility-Green – To be accountable for your behavior and obligations

The Y is an inclusive, family-friendly organization. We expect all our 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 applications for individual or family memberships or participation in programs and to terminate or suspend existing individual or family memberships or participation in all Y programs or activities at our sole discretion if actions or behaviors are not deemed to be 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 Y programs and activities.

PROGRAM/ACTIVITIES

Y CLUB PROGRAMMING: 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 unique rate by encouraging skill development and frequent leadership opportunities. The planning allows children to have fun and develop the 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 allow 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. We incorporate the Active Kids Active Minds
- **ACADEMIC ENRICHMENT**
    - Homework Help - A time for small groups or partners by grade to work on homework in the presence of an employee or volunteer
    - Math or Literacy - Broad-based conceptual/cognitive learning that may or may not directly relate to school content beyond homework
    - Reading is encouraged daily in our program
- **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 and Physical Activity Standards

In response to a call by former First Lady Michelle Obama and the Partnership for a Healthier America, the Y has expanded its longtime commitment to supporting healthy living by adopting a set of Healthy Eating and Physical Activity (HEPA) standards. Based, in part, on years of research with key partners, the HEPA standards will build a healthier future for our nation's children by creating environments rich in opportunities for healthy eating and physical activity.

PHYSICAL ACTIVITY: We provide opportunities for moderate and vigorous physical activity as well as bone and muscle strengthening activities for at least 30 minutes per day (60 minutes during full-day programs).

FOOD: Snacks will be free of trans-fats. All snacks made from grains will be whole grains. Snacks will be free of sugar and syrups (high-fructose corn syrup, honey, etc.) to the extent possible but will never have more than 8 grams of added sugar per serving. We will not provide any fried foods and encourage parents to not send food for your children due to allergies and exposure issues that put other children at risk. Food is not allowed to be brought to Y-Club unless a medical notice is filled out by a doctor and provided to the Program Director. Morning snack is not provided for before care as most of our schools serve breakfast before the start of school. We will serve 2 different food groups in the afternoon program. (ex. Apples and String Cheese).

BEVERAGES: Water is accessible and available to children at all times, including at the table during snack. The only beverages served at snack will be water, unflavored low or nonfat milk, or 100%. Sugar-sweetened beverages, including soda and fruit juices with added sugars, will never be served.
SCREEN TIME: Movies or videos will be shown only for special occasions and/or educational purposes. No laptop computers, tablets, hand-held video games or smartphones are allowed by children unless it is needed to do homework.
PARENT ENGAGEMENT: We engage parents/caregivers using informational materials and/or activities focused on healthy eating and physical activity a minimum of once a month.

Y STAFF/Volunteers

- Staff must pass a medical review.
- Background Checks screening.
- State licensing and the YMCA require in-depth training of staff. Annually staff are required to receive a minimum of 12 hours of training.
- 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, 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 babysitting or weekend trips.
- Staff providing direct care for children will be identified by a Y badge and the Y-approved uniform shirt.
- Staff and volunteers will be alert to the child's physical and emotional state as well as any sign of injury or suspected abuse.
- The YMCA enforces a zero-tolerance policy for Child Abuse & Neglect. 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 the Department of Children & Family Services (DCFS-IL) to investigate the case.

ENROLLMENT PROCESS

REGISTRATION

- Registration can take place online or at the Y and requires a registration fee. The fee registers your child for the program (space permitting).
- Registration holds your child's space 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 Y provides a recreational environment for children with and without disabilities. If your child has an Individual Education Plan (IEP), Behavior Intervention Plan (BIP), 504 Student Accommodation Plan, or other support documents from school, a copy must be given to the Director with additional required forms to be reviewed before participation is authorized and additional support staff is hired, if professionally determined necessary.
- 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.
- Per YMCA and Department of Health licensing regulations, children's enrollment files will be retained and remain the property of the YMCA.
- Changes to your registration must be submitted in writing to the Program Director and are subject to space availability.
- The days of the week you register for must remain consistent and cannot be changed on a weekly basis. For example, if you register for Monday and Wednesday, those days cannot be changed to Tuesday and Thursday in a different week.

ADAPTIVE SERVICES

The Gateway Region YMCA welcomes participation by children of all abilities. Every effort is made to provide reasonable accommodation, however, there may be instances where a child's needs may exceed the parameters of the scope of our program.

A current support plan and YMCA Inclusion packet (initial OR repeating) must be turned in prior to the start of the school year. Children who have an IEP/504/BIP/ISP or other support plan are required to have that information on file, and updated yearly. Enrollment will NOT be considered final until all paperwork is on file and fully processed. Due to the number of children we serve, it can take up to a minimum of two weeks, or longer based on the time of year, for the Adaptive Support Department to process paperwork from the time it is received from the Branch. Your child's start date is dependent on the individual Branch's staffing situation, after the paperwork has been processed through the Adaptive Support Services Department. All paperwork is appropriately secured according to HIPPA guidelines. Children who require additional support from the YMCA may be provided staff as needed. Please note all children are held to the same YMCA behavior management guidelines. Forms can be obtained at your YMCA or by emailing your Program Director. For more information please reach out to the Adaptive Support department at inclusionservices@gwrymca.org**.**

WITHDRAWING YOUR CHILD FROM THE PROGRAM

The Y requires a minimum of two weeks' written notice before withdrawal. If proper notice is not given, you will be charged for those two weeks. Registration fees are not refundable. 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. If medication is left at the site the Y will contact you to pick it up and if not picked up within 1 week we will drop it off at a safe medication disposal location. 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.

FEE INFORMATION

PAYMENTS/PROGRAM FEES

- A monthly fee payable on the first business day of the 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 billing inquiries and will receive receipts.
- A variety of payment options are available: Online Amilia, EFT Draft, Checks/Money Order (made payable to the Gateway Region YMCA), and Cash (only accepted at YMCA Welcome Center).

- A process fee is charged for returned checks or EFT drafts. After two incidents, payments will only be accepted by money order.
- The Y utilizes the E-Cash flow system as a 3rd party administrator for returned checks. 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.
- The Y will charge a $25.00 return fee for any electronic draft that is returned.
- Receipts can be obtained through your online Amilia account or requested from your local branch.
- 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 in a current YMCA household membership to receive the member rate.

Y MEMBERSHIP BENEFIT

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

FINANCIAL ASSISTANCE

It is the mission of the Y to provide services for any person who desires to participate in Y programs. Scholarships are made available through the YMCA Annual Campaign for families who meet the Y criteria for financial assistance. To qualify, your family must provide a completed scholarship application and current tax return statement. For an application packet, contact your local YMCA or visit our website at www.gwrymca.org/financial-assistance for more information. Parents are responsible for full payment until the scholarship is approved.

MISSOURI - CHILD CARE SUBSIDY PROGRAM

The Y accepts Missouri Child Care Subsidy Reimbursement. Official State acceptance must be on file before your child begins the program. Daily electronic sign-in/out is required. Parents/Guardians are responsible for the remaining balance of any child care fees that the state does not cover. The only exception to this rule is for Adoptive/Foster families that have authorized us as a provider.

ILLINOIS - CHILD CARE ASSISTANCE PROGRAM & CHILDREN'S HOME AND AID

The Y accepts Child Care Assistance (CCAP) & Children's Home and Society of Illinois (CHASI) Child Care Reimbursement. An official letter of acceptance from CCAP must be on file before your child begins the program.

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 Y Club program or any other Y program(s) or services within the Association will be terminated and late fees assessed until your account is current or arrangements have been made with the Y program director.

TAX INFORMATION

Please keep all of your receipts for income tax information. Our Federal Tax Identification number is 43-0653616. You may access printing your child care tax statement on-line with our online registration system.

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. Schedule changes will require a written notice to be submitted two weeks before any adjustments. For multiple changes in your schedule, a $25 charge for each change can be applied to your account.

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 which includes days schools cancel after school programs due to inclement weather or other emergency closures. If a child can't be picked up by closing time, the site director or program director must be notified and parents must provide an alternate person to pick up and they will be required to produce a drivers license and know your family password. If arrangements are made over the phone, the 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 within one day of the late pick-up for a child to be readmitted to the program. Payments may be by credit card, check, money order or cashier's check made payable to the YMCA.
- Frequent late-pick-ups may lead to termination of your child(s) enrollment in the program. 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 as well as possible child abuse/neglect reporting process will occur.
- If police intervention is required, the child could be dismissed from the Y program immediately without a refund being issued. Repeated late pick-ups can result in the child being dismissed from the association's program. If the child is dismissed from camp a refund will not be issued.

PERSONS AUTHORIZED TO PICK UP

- The person signing your 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 your list or who is not authorized in writing will not be allowed to pick up your child unless an emergency arises. In this situation, a phone call will be accepted. You will be required to verify confidential information found on your child's enrollment form and the person picking up your child will be required to show a valid ID and know the family password.
- Staff will ask for ID or family password until familiar with the person picking up your child.
- 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 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 the program. The only exception would be attendance taken as children depart from Y before care or arrive after school from the classroom to the Y program.

FAMILY PASSWORD

A family password is assigned by you. It is used as an additional safety precaution and must be disclosed to staff when signing out children of the YMCA program

LEGAL ISSUES

CUSTODY/PARENTING PLANS

- Legal documents (copies: court order, divorce decree, parenting plan, etc.) must be on file and current at the program regarding divorce/custody arrangement prior to the start of the program.
- In the event of a parent's divorce or separation, we are required to release the child to either parent unless a court order states otherwise.
- 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 a written formal agreement with a notarized signed approval by both parties acknowledging "In Direct Contradiction to the Stated Court Order" before 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 program 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. Your visit will need to be limited to 5-10 minutes 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 YMCAs then current hourly rates. I further understand that failure to promptly reimburse the YMCA will result in suspension or termination of childcare services under this YMCA Care Program Enrollment Agreement and could result in the YMCA pursuing 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. At least a minimum of 10 business days to process the request must be given.
- In the case of a legal court order or document the YMCA will follow and enforce the court order stated as written. NO EXCEPTIONS.
- Y 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 can be resolved.

SEX OFFENDER REGISTRY

The YMCA conducts regular sex offender screenings on all members, participants, and guests. If a sex offender match occurs, the YMCA reserves the right to cancel membership, end program participation, and remove visitation or pickup access.

WITNESS/COMMON GROUND EXCHANGE

YMCA branch 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 YMCA is not an approved Exchange Site location. Parents who need this option may contact the courts to obtain a listing of said exchange locations.

HEALTH AND MEDICAL

CHILD INJURY

- If a child is injured, the parent will be called immediately and 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 for your child and our staff members, the following procedures must be followed for your child's medical care and treatment should your child require the use of nebulizers, inhalers, EpiPens, diabetes testing, acid reflux, or other chronic or severe conditions.
- An Identification of and Authorization for Treatment for participants With Chronic or Severe Health Conditions form is to be filled out completely 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 Health and Medical Authorization form is to be completed in full.
- Children will be accepted for care only after all the 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 a falsification of records.

CONTAGIOUS/INFECTIOUS DISEASE GUIDELINES

If a child is sent home from any Y program 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 camp 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.) Please notify the childcare staff if your child has a communicable/infectious disease.

The following diseases are communicable and/or infectious

- Chicken Pox - If a child has skin eruptions that are not yet scabbed over and with or without a fever.
- Conjunctivitis (Pink Eye) - If the eye is red or swollen and has drainage or is oozing. Is highly contagious and must be medically treated for at least 24 hours before returning.
- Fifths Disease - Child will exhibit a slapped red rash appearance on checks. Child is contagious before exhibiting symptoms.
- Giardiasis - is characterized by 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 the 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 - If lice or nits are found in the child's hair, the child may return after they have been treated.
- Impetigo - If 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 - If a child has a rash accompanied by flu symptoms.
- Mumps - symptoms fever, headache, muscle aches, tiredness, loss of appetite and swollen/tender salivary glands under ears or jaws. Doctor's statement required to return.
- Novel Influenza A (H1N1) - the symptoms are similar to the regular human flu and include fever, cough, sore throat, body aches, headache, chills and fatigue. Children 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 the center.
- Pinworm or Ringworm - If a child is itching in the rectal area, especially at night (pinworm). If a child has a raised itchy spot resembling a hoop (ringworm).
- Rash - If the cause of the rash is unknown.
- Rosella - Child has a high fever for 48 hours followed by small red spots
- Scabies - If a child has red, itchy areas in finger webbing, on the wrist, or under the armpit and says it also itches at night.
- Shigellosis - Will develop 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 noncontagious will be required to return to the program.
- Strep or Possible Strep - Maybe no more than sore throat or fever, tonsils, swollen neck glands, lack of appetite or tiredness.
- Thrush/Candida - If the child has creamy white spots or patches on the inside of the mouth (gums, cheeks or tongue). Can also be found in the diaper area by smaller raised red spots or sore pustules.
- COVID-19 - Symptoms of COVID-19 are similar in adults and children and can look like symptoms of other common illnesses such as colds, strep throat, or allergies. The most common symptoms of COVID-19 in children are fever and cough, but children may have any of these signs or symptoms of COVID-19: Fever or chills, Cough, Nasal congestion or runny nose, New loss of taste or smell, Sore throat, Shortness of breath or difficulty breathing, Diarrhea, Nausea or vomiting, Stomachache, Tiredness, Headache, Muscle or body aches, Poor appetite or poor feeding, especially in babies under 1 year old.

A parent/guardian will be notified when a child displays any of the above symptoms. If the parent/guardian cannot be reached, the emergency party designated by the parent/guardian on the enrollment form will be contacted. The ill child will be isolated from the other children. Child must be picked up within one hour of the 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.

HEALTH CHECKS

Staff members are required to check your child for illness or injury upon arrival and are authorized to deny care for the day if needed. Your child will not be accepted into the site if she/he has symptoms of a contagious/infectious disease, illness or injury that might require medical attention. Y Staff have the right to take children's temperatures before being admitted to camp and have the final authority if the child should be excluded from the program.

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

- Fever (100.4 degrees Fahrenheit)
- 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 may be grounds for termination from the program. Copies must be provided to the YMCA. **IL Only - A separate physician's immunization verification must accompany all enrollment information before attendance.**

MEDICATION/TESTING AND OTHER PROCEDURES

The Gateway Region YMCA provides recreational programs, which are not staffed by individuals trained to perform invasive medical procedures. 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 available from the site director).

The staff member may dispense only prescribed drugs in the original container that bears the original label displaying legible information stating the following:

- Prescription number
- Prescription name
- Strength and quantity of the prescription

- Expiration date of any time-dated prescription
- Directions for use
- Child's name
- Physician's name
- Date of original issue, or with refill, most recent date of issue
- 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 site 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 parent's responsibility to monitor and track prescription's expiration date, replace said medication and educate staff in the use of equipment as needed.

MEDICAL & THERAPEUTIC OBSERVATIONS

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

IMPORTANT INFORMATION

BEHAVIOR/DISCIPLINE

Our program's philosophy is based on respect for the child's self-esteem, setting reasonable limits, and creating an environment that encourages self-discipline, problem-solving, and conflict resolution. We see the opportunity to teach values of getting along with others, solving problems positively 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.

Discipline Methods:

- Setting an appropriate environment for programming
- Having a well-planned program
- Redirecting challenging behavior by giving choices
- 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 their self-esteem (for example, special helpers, clean up supervisor, snack helper)
- Reflecting children's successes and accomplishments
- The "Thinking About It" area is a place where a child can choose to get away, 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 they feel ready to rejoin the activities or talk.
- Discipline or threat of discipline will not be associated with food, rest, or toilet training
- 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 our program. The YMCA uses positive behavior management techniques to increase participant's self-esteem by helping them to become responsible for their actions. Participants need to grow to respect themselves as well as the rights and feelings of others.

When a concern arises with a participant, family member or a child is removed from the child care program the parent/guardian will be given the right to express those concerns, or in the case of a removal from the program, appeal that decision. Contact your Branch YMCA Program Director or the Gateway Region YMCA Association Child Care Office to obtain the appeal process steps. 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 the severity or repetition of the 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 the Y director and staff, parents or guardians 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 or other authorized adults.

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. The child must be picked up within one hour of the 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 in a YMCA 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 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 inappropriately or is concerned about behavior reported to them by their 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 rights and are further protected by our confidentiality policy.
- 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.
- E-Mail: to enhance communication, families are requested to provide a current email 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, a 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 of 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!
- Lillio: Is a communication software we use to send communication to parents via email and text messages. Please see your branch for instructions on how to get communication set up for your family.

EARLY RELEASE

The Y provides after school programs on early release days. Please reach out to your YMCA Program Director for additional information about Early Release Days registration procedures.

GRIEVANCE PROCESS:

If a participant or family member has a concern or is removed from a Y Club Program the parent/guardian will be given the right to express those concerns or in the case of a removal appeal that decision. Contact your branch YMCA Child Care Program Director or the Gateway Region YMCA Association Child Care Office to obtain the Grievance & Appeal Process steps.

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 per the YMCA Child Abuse Policy and with state laws.

RESPONDING TO ALLEGATIONS OF ABUSE & CHILD ABUSE POLICIES

The YMCA provides our youth and teens with the highest quality services available. We are committed to creating an environment for youth and teens that is safe, nurturing, and empowering, and that promotes growth and success.

All reports of suspicious or inappropriate behavior with youth or teens or allegations of abuse will be taken seriously and investigated.

No form of abuse will be tolerated and any staff, volunteer, member, guest, teen or youth who is accused of abuse of a youth or teen will be immediately removed from the facility and prohibited from all YMCA property and activities for the duration of an investigation. If the investigation establishes that abuse is believed to have occurred, the staff member's employment or the volunteer's ability to volunteer will be immediately terminated. All individuals found to have abused a teen or youth will be permanently prohibited from all YMCA property and activities.

The YMCA will both report to and fully cooperate with law enforcement and the Missouri Department of Social Services or Illinois Department of Children & Family Services regarding allegations of abuse that are made and require investigation.

How the YMCA responds to suspicious or inappropriate interactions, policy violations, and incidents or allegations of abuse can dramatically affect the harm to the individuals involved and the damage to the organization. Once a staff member, volunteer, youth, teen or parent has expressed a concern or made an allegation about the treatment of a youth or teen, swift and determined action must be taken to reduce any subsequent risk to the youth, teen, the accused staff member or volunteer, and to the organization.

Because the YMCA is dedicated to maintaining zero tolerance for abuse, it is imperative that every staff member and volunteer actively participates in the protection of youth and teens. If staff or volunteers observe any suspicious or inappropriate behaviors and/or policy violations on the part of other staff or volunteers, it is their responsibility to immediately report their observations.

As professionals in contact with young children and their families, we at the Gateway Region YMCA are required by law to help the DFS become aware of children who may be abused or neglected. According to the law, public or private school teachers, educational administrators, guidance or family counselors; as well as day care/childcare workers, are mandated reporters. Thus, it is the policy of the Gateway Region YMCA to report any suspected cases of child abuse and/or neglect to DFS immediately by telephone or by online submission.

INCLUSION OBSERVATION PROCEDURES

The Gateway Region YMCA is committed to supporting the successful participation of children in our programs by providing activities to help them grow from their experiences. There may be situations in which participants exhibit challenging or dangerous behaviors that prohibit achieving this experience. As

with all participants, the Behavior Management Policy will be followed to ensure that the safety of the children and staff in the program is not compromised.

The Gateway Region YMCA is proud to have a dedicated Association Inclusion/ Adaptive Support Department that will help provide families and Y staff teams with some of the tools and processes to assist in creating safe, meaningful inclusive opportunities for all. Observations of our programs are conducted at the department's discretion. The department may implement Response to Intervention techniques, conduct observations of the participant, offer feedback, and provide follow-up as needed. See your YMCA Director for more information.

LICENSING Missouri Sites Only
The Gateway Region YMCA Y Club programs are state-licensed through the Missouri Office of Childhood-Child Care & Regulations (OCC). All must meet or exceed all state requirements identified for quality child care. In Missouri, you may view your childcare program compliance and inspection reports by going to https://dese.mo.gov/childhood/child-care.

Licensed Exempt - Illinois Sites Only
The Gateway Region YMCA Y Club program is not licensed by DCFS. We are a license exempt program in the state of Illinois.

OUTSIDE AGENCY REQUESTS
To protect the privacy, confidentiality and safety of all children, the YMCA will NOT allow outside observations or information requests.

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 days children will be required to wear jackets or coats (please mark all items with your child's name).

TEMPERATURE GUIDELINES FOR OUTDOOR PLAY
95º and Above - Limited time, quiet activities
90º - 95º - 10-15 Minutes (Depending on heat index levels)
32º - 90º - Unlimited time
20º - 32º - 10-15 Minutes
10º - 20º - 5 Minutes
10º and Below - **DO NOT GO OUTSIDE**
If you feel your child's health does not permit them to go outside, your child is not healthy enough to be at the program at this time.

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

SCHOOL CLOSINGS
Each Y Club site is specific to school policies, please contact your YMCA to receive site-specific information. Parents will be notified if the YMCA program will not operate for any reason. The YMCA can't operate without electricity or water.

MEDIA 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 the desire to exclude their child from above.

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 may 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. Participants have the right to request a formal appeal review regarding the dismissal. Please contact the YMCA program director for more information.

WHAT NOT TO BRING

Y Club is an opportunity to retreat from electronic technology and to get more in touch with people. Electronic games, cell phones, iPads, iPods, headphones, earbuds and other electronic devices do not fit into this setting. Please leave these at home. Unless requested from the Y all personal toys, cards or valuables should be left at home.Unapproved items will be returned at the end of the child's day.