



# Y-CLUB CHILD CARE

State of Indiana

## Parent Handbook • 2021–2022 School Year



The YMCA is the #1 after school provider in the country. The YMCA of Greater Michiana is offering safe, top-quality, enriching after school programs for your child! As a committed organization that is dedicated to addressing the needs of the community, we are providing after school, School's Out, Y's In, and Emergency Closing Care to help provide your child with great opportunities. Staff will greet them warmly with a smile. They will be provided with a nutritious snack and numerous activities to help them grow into healthy, productive, and responsible people.

### Y-CLUB

#### What will my child do during Y-Club?

Under adult supervision, children participate in exciting age-appropriate activities and will experience a variety of programs that promote physical activity, healthy nutrition habits and social responsibility. The primary focus is to promote a safe, exciting, active and fun environment for your student!

#### Will my child be able to work on his/her homework?

Absolutely! The purpose of Y-Club is to promote physical activity and social responsibility, as well as provide opportunity for homework and individual reading. Our goal is to be an added support to parents and their busy lives by allowing time for homework we hope you are able to spend more family time together.

### TABLE OF CONTENTS

Schedule of Operation .....	2
Drop-Off & Pick-Up .....	2
Signing In & Out .....	2
Social Responsibility/Discipline .....	3
Parent Communication .....	4
Dismissal From Program .....	4
Medical Matters .....	5
COVID-19 Screening .....	6
Hand Washing .....	6
Reporting .....	7
Areas of Impact .....	7
Academics .....	7
Financial Assistance .....	7
Food Service Policy .....	8
Payment .....	8
Site Specific Info .....	9
SOYI & Emergency Closing .....	10

If you're interested in your child attending Y-Club please follow registration steps on our website at [ymcagm.org/y-club](http://ymcagm.org/y-club).

**Benton Harbor-St. Joseph YMCA**  
269-428-9622

**Niles-Buchanan YMCA**  
269-683-1552

**O'Brien/YMCA Partnership**  
574-299-3482

## SCHEDULE OF OPERATION

Our Y-Club programs will run in conjunction with the district calendars. Y-Club will run Monday-Friday during normal school days. Program hours are after school dismissal until 6:00 PM.

On planned closings such as holidays or teacher in-services we will offer School's Out, Y's In at the Y. In the event of an unplanned day off, such as a snow day, the Y will offer Emergency Closing Care. Y-Club will be available on Early Dismissal days.

### Daily Activities

- Arrival
- Free Choice
- Y-Ties Development
- Physical Activity
- Snack
- Homework Help

### Does my child need to attend every day?

Attendance is not required every day. However, they will not want to miss out on the fun! Y-Club will be based and paid on a weekly basis. You must have a payment method on file.

## DROP-OFF & PICK-UP PROCEDURES

### After Care

Child pick-up is at the parent or guardians convenience as long as it is before 6:00 PM. If a parent or guardian will be late, they need to contact the YMCA site coordinator or program director to inform them of the situation. When picked up they must be signed out by a parent or guardian. Time and Parent/Guardian signature is required.

### What if I am running late to pick up my child?

The end time of the program is strict. Late pick-up fees will be charged for children not picked up by the grace period of 6:05 PM. There will be a \$1 per minute charge for children not picked up after that time.

A family who picks up after 6:15 PM may be suspended from use of the program for five school days. If late pick-ups reoccur a longer suspension period may be implemented subject to the director's approval. If your child has not been picked up by 6:30 PM and the extended care site has had no contact with parents/guardians, the proper authorities will be notified.

## \*MANDATORY\* SIGNING IN & OUT

**Signing in and out of Y-Club is required by LEEP Facility Standards, and is also required for the purposes of financial assistance through CCDF.**

All children must be signed in and out of program daily by a responsibly adult (18 years or older). The individual signing the child out of the program must be listed on registration information and be prepared to show identification. The child will not be released without written permission from the parent/guardian.

It is a good idea for the family to acknowledge a member of the YMCA Child Development staff, whether they are inside or out, so we can fully acknowledge your presence. This is helpful for our staff to physically see that the children are present as well as taking note from the attendance sheet.

# SOCIAL RESPONSIBILITY DEVELOPMENT & DISCIPLINE

We want your child to enjoy the activities planned, and benefit from his/her experience. Staff will work with them to help them understand the rules and give clear definitions of acceptable and unacceptable behavior.

## Behavior Management Guidelines

It is the Y's goal to provide a healthy, safe, and secure environment for all youth program participants. Children who attend the program are expected to follow the behavior guidelines based on the Y's four core values and to interact appropriately in a group setting.

### Behavior Guidelines:

- We will care for ourselves and for those around us.
- Honesty will be the basis for all relationships and interactions.
- People are responsible for their actions.
- We respect each other and the environment.

### When a participant does not follow the behavior guidelines, we will take the following steps:

1. Staff will redirect the participant to more appropriate behavior.
2. The participant will be reminded of the behavior guidelines and programs rules, and a discussion will take place.
3. If the behavior persists, a parent or caregiver will be notified of the problem.
4. The staff will document the situation. This written documentation will include what the behavior problem is, what provoked the problem, and the corrective action is taken.
5. If the problem persists, the staff will schedule a conference that includes the parent or caregiver, child, staff, and program director. The program director will have all documentation and the notes from the previous conferences for review. If subsequent conferences have to be scheduled, a counselor may also be present.
6. If a child's behavior at any time threatens the immediate safety of that child, other children, or staff, the parent or caregiver may be notified and expected to pick up the child immediately.
7. If a problem persists and a child continues to disrupt the program, the Y reserves the right to suspend the child from the program. Expulsion from the program will be considered in extreme situations.

### The following behaviors are not acceptable and may result in the immediate suspension of a participant for the remainder of the current day and the next day:

- Endangering the health and safety of children or staff, members, and volunteers
- Physically hurting other children or staff, members, and volunteers.
- Stealing or damaging Y or personal property
- Leaving the programs program without permission
- Continually disrupting the program
- Refusing to follow the behavior guidelines or programs rules
- Using profanity, vulgarity, or obscenity frequently
- Acting in an obscene manner

If any of these behaviors persist, a participant may be suspended a second time before expulsion. Immediate expulsion may occur if a child is in possession of or using tobacco, alcohol, illegal drugs, firecrackers, firearms, or explosives.

## Y Ties

We will be using our Y TIES Program to develop our children's social responsibility. This program allows the opportunity for students and staff to make living the Y character values tangible and collective. Children will be able to make individual pledges or goals, demonstrate their pledge, recognize their efforts and success, and reflect on their pledges and goals.

### Expectations

- Follow directions
- Keep hands, feet, and objects to yourself

### Positive Reinforcement

- Praise
- Special privileges
- Group rewards
- Y Bucks

### Consequences

- Warning
- Activity restriction
- Time out/behavior documented
- Parent notification
- Immediate call to parents for pick-up
- Suspension

**\*\*In severe incidences, the site director will determine appropriate consequences. We do not condone use of corporal punishment, making fun of, threatening or yelling at children, using profanity, or leaving student unsupervised. Fighting, hazing of peers and disrespect toward staff will not be tolerated.\*\***

## PARENT/GUARDIAN COMMUNICATION & INVOLVEMENT

The YMCA is committed to maintaining close, positive relationships with the parents of every child enrolled in our program. We strive to include family culture, language, and experiences as part of our curriculum and daily routines. Staff are required to communicate daily with the families and other staff members, in a positive and professional manner. General information as it related to the classroom/program experience should be shared during parent interactions discussing things related to the child's overall experience in programming.

We want to encourage participation and awareness of our program experience. Teams are expected to work collaboratively to send out regular communication. Communication should come in various forms:

- Overall program updates, highlights, and needs (typically done in a newsletter format) monthly at minimum
- Classroom specific curriculum, events, updates, highlight, and needs (typically offered by way of classroom communication areas).
- Memos and notifications for immediate needs and program changes.
- Volunteer opportunities (typically offered in a "Ways to Engage: board/communication area)

## DISMISSAL FROM Y-CLUB PROGRAMS

Families with the following unresolved issues may be dismissed from the after school program:

- Excessive tardiness in late pick-up fee payments or failure to pay fees
- Discipline problems that cannot be solved after repeated attempts
- Disrespect from parents toward staff or youth
- A child's behavior becomes detrimental to him/herself or others
- Repeated late pick-up

# MEDICAL MATTERS

## Children\* should stay home if they:

1. Are feverish or have has a fever in the last 24 hours
2. Have a hacking cough or sore throat
3. Have vomited or had diarrhea in the last 24 hours
4. Have pink eye or symptoms which might be pink eye
5. Have been on antibiotics for strep or other contagious infections less that 24 hours
6. Are too "out of sorts" to participate in class activities

\*These standards apply for staff and volunteers as well

Condition for Exclusion	Condition for Returning
Axillary or ear temperature 100 degrees or greater	Fever free for 24 hours (without the use of fever-reducing medication)
Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrollable coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs)	Until medical evaluation allows inclusion (doctor's written approval for return)w
Abnormally loose, uncontrolled diarrhea, that is—increased number of stools, increased stool water, and/or decreased form that is not contained by a diaper	Diarrhea free for 24 hours
Vomiting	Vomit free for 24 hours and able to eat solid foods or until health care provider determines the illness to be noncommunicable, and the child is not in danger of dehydration
Red or blue in the face, or making high-pitched croupy or whooping sounds after coughing	Until health care provider or health official determines the condition is noninfectious
Unusual spots or rash with fever or behavior change	Until health care provider determines that these symptoms do not indicate a communicable disease
Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge)	Until 24 hours after treatment has been initiated
Untreated scabies, head lice, or other infestation	After treatment and free of infestation, such as lice or nits
Known contagious diseases while still in the communicable stages	Until health care provider determines the condition is noncommunicable

## Medicines

Prescription medication must be in the original container with the original label and current date attached.

If you wish for us to administer prescription or over-the-counter medicine, we must have a doctor's order on file that indicates the dosage, the frequency, the name of the medicine and the symptom. These orders are valid for one full year.

Medications must be signed in by the parent and the staff will complete the form upon administering the medication after a safety check is performed. We must have a signed parent's note if a child should be kept indoors.

# COVID-19 SCREENING

1. Do you have a fever of 100*?	YES	NO
2. Have you experienced a persistent cough?	YES	NO
3. Do you have shortness of breath or difficulty breathing?	YES	NO
4. Have you had contact with anyone known to have a lab-confirmed case of COVID-19?	YES	NO

If you responded "YES" to any of these questions, please know the child will not be permitted to be in care until you are symptom free for an appropriate amount of time.

## When can I return to Y Care (Questions 1-3)?

If you had a fever, cough, or shortness of breath but have not been exposed to someone with COVID-19 and have not tested positive for COVID-19, you should stay home and are not allowed in Y Care until you are fever free (100°F [37.8°C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 72 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

## When can I return to Y Care (Question 4)?

You may return to Y Care 14 days from last contact.

We will work with each school on an individual basis to meet their health and safety standards.

# HAND WASHING

Children are to wash their hands upon entering a classroom, before and after meals, after toileting, before and after the use of sand, water or play-doh, and after wiping a nose, touching mouth, etc.

## The Stop Disease Method of Washing Hands:

1. Turn on water and wet hands
2. Soap for at least 20 seconds outside the stream of water (scrub backs of hands, wrists, between fingers and under fingernails)
3. Rinse
4. Towel dry (or place hands under electric hands-free dryer)
5. Turn off faucet with paper towel (if faucet is not hands-free)

# HOW TO PROPERLY WASH HANDS



**STEP 1**  
Wet hands



**STEP 2**  
Dispense soap



**STEP 3**  
Lather hands  
for 20 seconds



**STEP 4**  
Rinse hands



**STEP 5**  
Towel dry



**STEP 6**  
Turn water off  
with paper towel

## **ACCIDENT, INJURY, AND ILLNESS REPORT**

Any time there is an accident involving your child, whether it be a behavioral incident or physical incident, all occurrences will be documented. These documents are confidential, and are not to be discussed with other families. Our job is to protect all parties involved. When the center observes changes in a child's health, a child experiences accidents, injuries or incidents, or is too ill to remain in the group, parents will be notified via written report or phone call based on circumstance.

If it is a major incident, such as: head injury, broken bone, sever lacerations—parents will be notified immediately. If it is a minor incident, such as: stretch, bruise, bump—parents will receive a report upon pickup at the end of the day.

## **YOUTH DEVELOPMENT**

We believe the values and skills learned early on are vital building blocks for life. Because of the Y, more young people in neighborhoods around the nation are taking a greater interest in learning and making smarter life choices. At the Y, students and teens learn values and positive behaviors and can explore their unique talents and interests; helping them realize their potential. This makes for confident kids today and contributing and engaged adults tomorrow.

## **SOCIAL RESPONSIBILITY**

At Y-Club, youth will be guided to lead productive, responsible and caring lives. Youth will learn the importance of giving back to community and will acquire the skills to become leaders in their community.

## **HEALTHY LIVING**

A healthy lifestyle is achieved through mind, body and spirit and is fostered by more than just physical fitness and nutrition. Youth will find the support they need to help them lead a life that benefits the core of their well-being.

## **ACADEMICS**

All kids have great potential. At the after school, we will help them set and achieve their personal and educational goals. They gain confidence as they recognize the program as a place where they belong and can feel comfortable exploring new interests and passions.

## **FINANCIAL ASSISTANCE**

We recognize that access and affordability to child care can be challenging. Please see your options below for financial assistance.

- Child Care Assistance is available to help you to access our license-exempt programs, like Y-Club, through financial assistance for those who qualify. Learn more on their website Early Ed Connect (in.gov).
- The Y offers financial assistance to those who qualify. Please fill out our financial assistance application, found here, and email it to Zech Hoyt, Executive Director of Youth Programs, at [zhoyt@ymcagm.org](mailto:zhoyt@ymcagm.org).
- In order to qualify for a scholarship from the YMCA, you must first apply to FSSA Child Care Assistance.

We will make sure every child has an opportunity to envision a positive future and take an active role in strengthening the community.

## FOOD SERVICE POLICY

In the afternoon a daily snack will be offered to all participants. Our YMCA will be following the Healthy Eating and Physical Activity (HEPA) standards and will provide healthy options during our snack time. Water will be available at all times while in our care. Children are allowed to have anything that is left from their lunch or that they brought as a special snack\*. If you would like to bring in a special treat for a birthday or celebration, please speak with the site coordinator or director for more details.

**\*The Y-Club program is a NUT-FREE environment. We will not allow children who bring in a snack that has peanuts or a snack that has been processed in a nut environment.**

## ADMISSION AND WITHDRAWAL POLICY

Admission to the YMCA of Greater Michiana Y-Club Program will be made available to children enrolled. Being a State LLEP Facility, we are limited to allowing a certain number of enrollees. Parents/Guardians will need to fill out all of the Child's Information Registration form for the child to be enrolled. Parents will need to fill out both sides of the Child Information Record Form to register their child.

Parents wishing to remove their child from the program may do so with a notice given to the site coordinator or the program director. On rare occasions, the program director may determine that a child be withdrawn from the program due to behavior concerns or other problems that are disruptive to the program. Partial refund determined by participation may be made if payments have already been made and the service is no longer needed or in use.

## PAYMENT SCHEDULE AND FEES

Payments are due two Fridays before the Monday date of service. Payments are set to draft weekly on Fridays. If you need different accommodations please contact our Maycie Wise, youth development director at [mwise@ymcagm.org](mailto:mwise@ymcagm.org). Payment is due before the child can attend.

## ELECTRONIC FUNDS TRANSFER AGREEMENT

- This Program Draft Agreement Form allows the YMCA of Greater Michiana to automatically charge the account listed above according to the billing schedule.
- I understand that the fees will be deducted from my account during the duration of the program or until I withdraw my child following the program withdraw policy and pending approval by Y administrative staff residing over the program. *Separate form.*
- Insufficient funds may be attempted to be collected up to 3 times after the original draft date, by our collection department, and are subject to a late fee.
- Non-payment will result in suspension in the usage of the program, may require payment in full, or alternative means of payment before attendance. All past due balances must be paid before attendance or registering for any other program.
- I understand that it is my responsibility to keep the YMCA of Greater Michiana informed of any changes in billing as well as emergency and personal contact information in relation to the program. *New form required.*

## DEPOSIT AND CANCELLATION AGREEMENT

- For all camps (ex. Spring Break Camp & Winter Break Camp), there is a \$25 non-refundable deposit (per week) due at the time of registration. The deposit goes toward the weekly fee. All remaining balances are drafted one week before the date of service.
- Any cancellations are due in writing one week before the first day of camp. A 50% refund will be issued if less than one week's notice is given to cover costs.



## SITE SPECIFIC PROGRAM INFORMATION

### Holy Cross Catholic School

Y-Club After School Care is held on-site at Holy Cross Catholic School for students in grades Pre-K through 8th.

### St. Anthony De Padua Catholic School

Y-Club Before and after school care is held at St. Anthony de Padua Catholic School for students in grades Pre-K through 8th. Y-Club is only available for students participating in in-person learning.

5-Day Care	End of School-6:00 PM	\$45/week	Fees draft on the Friday preceding the week of care
3-Day Care	End of School-6:00 PM	\$36/week	Fees draft on the Friday preceding the week of care
Daily Drop-In	End of School-6:00 PM	\$15/day	Payment due at time of registration
School's Out, Y's In	7:00 AM-6:00 PM	\$40/day	Payment due at time of registration
Emergency Closing Care	8:00 AM-6:00 PM	\$40/day	Payment due at time of registration

### Holy Family Catholic School

Y-Club After School Care will be provided at Holy Cross Catholic School for students Pre-K through 8th grade. Bussing will be provided for students from Holy Family Catholic School to Holy Cross Catholic School. Parents/Guardians will pick up students at Holy Cross Catholic School.

### Mishawaka Catholic School

Y-Club After School Care will be held at the Mishawaka Catholic School - St. Bravo Campus for students Pre-K through 8th grade. Bussing will be provided for students from St. Joseph and the St. Monica Campuses. Parents/Guardians will pick students up from the St. Bavo Campus.

5-Day Care	End of School-6:00 PM	\$50/week	Fees draft on the Friday preceding the week of care
3-Day Care	End of School-6:00 PM	\$40/week	Fees draft on the Friday preceding the week of care
Daily Drop-In	End of School-6:00 PM	\$15/day	Payment due at time of registration
School's Out, Y's In	7:00 AM-6:00 PM	\$40/day	Payment due at time of registration
Emergency Closing Care	8:00 AM-6:00 PM	\$40/day	Payment due at time of registration

## **SCHOOL'S OUT, Y'S IN (SOYI)**

For scheduled school days off, such as teacher development days, conferences, and some holidays, your child can enjoy programming at the YMCA! SOYI will be held at O'Brien Fitness Center. Please bring a water bottle, gym gear, and lunch. If no participants are registered 24 hours prior care will be canceled for the day. Pre-registration required.

### **Payment**

Payment due at time of registration.

## **EMERGENCY CLOSING CARE**

For unexpected days off, such as snow days, you can have peace of mind knowing your child has Y-Club. This service will be provided subject to a state of emergency. Care is provided at O'Brien Fitness Center. Please bring a water bottle, gym gear, and lunch. If no participants are present by 9:30 AM, care for the day will be canceled.

### **Payment**

Payment due at time of registration.