



Y-CLUB

Before & After School
Enrichment Program

HANDBOOK

TABLE OF CONTENTS

I. School-Age Childcare Goals; YMCA Mission	pg 3
II. About Y-Club Staff	pg 4
III. Financial Aspects of Y-Club	pg 5-6
IV. Y-Club Structure	pg 7
V. Communication & Daily Y-Club Routine	pg 8-9
VI. Late Pick-Up	pg 9-10
VII. Illness & Medication Policy	pg 10-11
VIII. Behavior Management	pg 11
IX. Parent Code of Conduct	pg 12
X. Early Dismissal Inclement Weather	pg 12
XI. No School Days/Camps	pg 13

Southern Boone Area YMCA School Age Childcare Goals & Objectives:

1. To provide a safe and positive environment for all children.
2. To model positive, healthy lifestyles and habits.
3. To provide a variety of activities that will strengthen youth physically, morally and intellectually.
4. To support individual diversity.
5. To allow all children an opportunity for success by giving choices in a supportive environment.
6. To promote educational skills such as literacy and mathematics through weekly themes and curriculum development.
7. To retain and build program participation through excellent member services and programming.
8. To provide an enjoyable and memorable experience for all children in the program.

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

YMCA Four Core Values: Caring, Honesty, Respect, Responsibility

Challenging others to accept and demonstrate positive values is part of our mission and the basis for Character Development. Building values and behavior consistent with Christian principles is one of the eight goals in the YMCA Constitution and all Y's, including ours, agrees to uphold this.

Benefits of Character Development:

- * It is the positive effort our community needs.
- * It gives us focus for all that we do.
- * It differentiates us from other organizations.
- * It ensures we are doing what we say we do.
- * It provides positive role modeling for children and adults.
- * It ensures consistent and fair treatment of all people.

ABOUT Y-CLUB STAFF

The Y-Club Program is licensed by the **Missouri Department of Health, Bureau of Child Care Safety and Licensure**. Site Directors are approved by the state and hold 60 or more college semester hours, with 12 of the 60 hours in child-related courses. These courses are in the field of elementary education, special education, psychology, sociology, and physical education. Site directors are trained in First Aid and CPR as well.

Both Site Directors and Assistants submit a Tuberculin skin tests and physical examinations as a condition of employment every four years. The YMCA also conducts Background Screens on all staff through the Family Care Registry with the Department of Health & Senior Services.

All staff participates in initial and ongoing training in topics relevant to school age child care.

Employee/Child Contact Outside of Y-Club

No employee may have contact with a child in their program away from the YMCA. This includes, but is not limited to, transporting a child home, babysitting, socializing or sports.

Management Team

Kip Batye	Branch Director kbatye@jcymca.org	573-657-9622 ext. 707
Nabrina Keltner	Child Care Director nabrinas@jcymca.org	573-657-9622 ext. 808
Brian Short	Child Care Assistant Director bshort@jcymca.org	573-657-9622
Faryn Griffin	Administrative Director fgriffin@jcymca.org	573-657-9622 ext. 606
Derek Mordica	Operations Director dmordica@jcymca.org	573-657-9622 ext. 505

FINANCIAL ASPECTS OF Y-CLUB

- Y-Club requires patrons to sign up for EFT (Electronic Fund Transfer) services. Any credit card or bank account will suffice.
- The PRIMARY PARENT (first parent listed on the registration form) is responsible for all tuition/fees.
- Accounts are drafted by the YMCA on the 1st of every month of service. We cannot draft on any other day. Insufficient drafts will be assessed additional fees.
- Any delinquency in payments (payment not received on the 1st) may result in removal from program.

Monthly fees are as follows:

\$145 Y-Member	\$185 Non-Member
Southern Boone School District Parents/Guardians	Free

REGISTRATION FEE/WITHDRAWAL POLICY:

- \$30.00 Registration fee is non-refundable.
- If you choose to WITHDRAW from Y-Club, you must state your intent **in writing** no less than **10** business days before the next month of service.
- Please turn this intent into the **Southern Boone Area YMCA** or email to nabrinas@jcymca.org
- Families who withdraw mid-year and then return to Y-Club during that same school year must pay the registration fee again.

FEDERAL ID #: 43-095-3286

OUTREACH CLIENTS: The YMCA provides financial assistance to qualifying families. Please call Faryn Griffin at 573-657-9622 ext. 606 for information about Outreach through the YMCA.

FAMILY SUPPORT DIVISION CLIENTS: All parents receiving FSD childcare subsidy must initial in and out on the attendance sheet each day as well as provide drop-off & pickup times. Failure to do so will jeopardize your child's enrollment.

If your child misses more than five days per month, FSD will not reimburse Y-Club for the cost of tuition. If you exceed the five days per month, you will then be charged the standard daily rate.

If your FSD assistance expires/isn't authorized the **primary parent** will be responsible for the full tuition amount.

All FSD clients **must** submit their FSD authorization to the YMCA prior to receiving sliding scale rates. FSD rates will be adjusted for the current month of service only. The Y will not file FSD claims for previous months of service.

PATRON ACCEPTANCE OF COSTS:

Insufficient bank drafts are assessed a \$10.00 bank fee. Seriously delinquent accounts will be subject to collection activity. If such occurs, the patron agrees that s/he shall be responsible for any and all of the Southern Boone Area YMCA's expenses, including but not limited to collection costs, court costs, and attorney fees whether or not litigation is commenced. Three insufficient bank drafts can result in removal from Y-Club programs.

REQUIRED REGISTRATION INFORMATION

- **Registration completed on ActiveNet website.**
- **Current Immunization record.**
- **EFT form for payment**
- **If applicable: Individualized Care Plan** for children with special needs (ex. ADHD, asthma, etc). A special needs form can be obtained from the site or child care office. This must be on file **before** a child begins Y-Club. Copy of a child's IEP for behavior/developmental purposes can be substituted. Educational IEP's (ie reading, speech, etc) are not required.

Y-Club is monitored under the rules and regulations set forth by the State of Missouri. If a child's file is not complete upon registration, your child will be ineligible for the program until the information is received.

Parents must re-enroll each school year. The primary parent is responsible for all fees and tuition. Priority is given to families currently enrolled during the spring re-enrollment time.

After early enrollment ends, Y-Club will take registrations on a first-come, first serve basis, regardless of current program participation. New families will not be "bumped" for current families who fail to register during early enrollment.

Waiting lists will be formed if a program is full and a deadline will be given to those who are called off the list. YMCA members will be given priority on waiting lists.

Any parent who desires may request an interview with management staff for the purposes of orientation.

If your child requires a facilitator and/or special assistance at school, contact the office before submitting an enrollment form to discuss your child's needs. Y-Club cannot provide facilitators, and children must be able to safely function within a 16:1 child to staff ratio. All children must be self-sufficient in the restroom to participate in Y-Club.

Y-Club Structure

Y-Club takes pride in providing a fun extension to the school day by planning daily activities with academic components. Activities are varied, and students have the opportunity to choose what they will work on.

Activities

- Healthy Fitness – Exercise, Sports and Group Games
- Literacy Programs & Projects
- Healthy Eating Physical Activities (HEPA)
- MU Extension Partnership -4H, Character & Family Building, Cooking, Gardening
- Guest Speakers – Educational topics
- Arts and Crafts
- STEM activities (Science, Technology, Engineering and Mathematics)
- Homework & Mentoring Support

Homework Station

We cannot force your child to complete homework, but we will encourage it if a parent requests. Similarly, if a parent does not want their child working on homework at Y-Club, we will honor their wishes. Staff will make every effort to help children with homework when asked.

Y-Club Locations

Y-Club will have a designated location at the Southern Boone Elementary School as home base for children. Your site staff will inform you of any changes in site location. At times Y-Club will be outside on the playground, or in another location to complete an activity. The staff will place a sign at the Parent table to indicate where the group is located.

Absence Policy

- Please inform Y-Club staff of planned absences.
- Fees are not credited for absences from the program.
- Parent's **MUST** inform the YMCA ASAP if their child will not be attending the afternoon session of Y-Club.

Alternate Program Participation

- If your child is enrolled in after-school activities **other than Y-Club**, please let YMCA know ASAP
- Staff **will not** release children from Y-Club without parental permission.
- If your child will be late to Y-Club due to other school activities (ex: Safety patrol), please let Y-Club staff know ASAP.

Parent Responsibility for School Notification

- Schools will not release children to Y-Club unless the **parent** has informed the school of the child's enrollment in Y-Club.
- The YMCA cannot contact the school regarding enrollment status in Y-Club.
- Please inform the school when you enroll in Y-Club in order to avoid any confusion.

Communication

Staff will use the **Remind app** to send out important announcements. If at any time you have questions or concerns, please do not hesitate to contact your Site Director or Management staff. Text @sby-club to 81010 to sign up.

Receipts

Available online via www.southernbooneymca.org If you cannot obtain a receipt online, email nabrinas@jcymca.org for assistance.

Parent Evaluations

Each school year parents will be given the opportunity to provide feedback by filling out an evaluation. Please take advantage of this to tell us of any suggestions, concerns, or things you are happy with. We value your opinion and find these surveys extremely helpful in improving our program.

Important Phone Numbers

SOUTHERN BOONE AREA YMCA	573-657-9622
SOUTHERN BOONE CENTRAL OFFICE	573-657-2147
JEFFERSON CITY AREA YMCA	573-761-9530

Please note: Y-Club staff may not be able to answer the phone at all times. If there is an emergency, please call 657-9622. A Southern Boone Area YMCA associate can contact management staff if needed.

Daily Routine

AM

- Y-Club does not provide breakfast or A.M. snack.
- Children may bring breakfast items to eat during Y-Club.

PM

- School will dismiss Y-Club children from the Primary School building where they will be met by a staff member near bus loop. Elementary School children will be assigned an area to report to inside building for Y-Club. Middle School students will be picked up at the bus loop and transported by Y-Club staff member.
- Children will wash hands and be offered a snack.
- We welcome any "special treats" to celebrate birthdays, holidays, or other events. Any special treats from home must be prepackaged/store bought. Please check with Y-Club staff for an accurate count of children.
- Children may not bring candy or gum to eat at Y-Club.

Snacks

- If your child has a food allergy, please note on the enrollment form, and verbally remind Y-Club staff.
- In order to provide an alternate snack, we must have a completed **FOOD SUBSTITUTION FORM** on file for your child.
- Children must wash their hands before sitting down to eat snack.
- Children who do not wish to eat the snack must take the snack but are not asked to eat it.
- As per USDA/CACFP, all snack must be consumed at the school. Snack may not go home with a child.

Playground Time

The children are allowed to play outside for at least 30 minutes every day, unless the temperature drops below 35 degrees F (including wind chill) or there is a heat advisory over 100 degrees F. Children must wear a coat/jacket when weather is under 50 degrees. MO Childcare Licensing requires that children are allowed outside play time when weather permits.

Sign In/Out

- Parents must walk into Y-Club to sign in and sign out and pick up their child. Do not send siblings under 16 to pick up your child.
- If someone other than people listed as **AUTHORIZED PICK-UP** is taking your child from Y-Club, please notify staff using the Parent Notebook.
- Staff will ask for ID when new faces are picking up children.
- Court Documentation is required for any non-custodial biological parents barred from picking up your child.

Late Pickup

In order to be fair and consistent with all families in our program, Y-Club has adopted a "no exceptions late policy". Many of our staff have evening classes/obligations as well as families of their own. Please be considerate and arrive on time to pick your child up.

Frequent late pickups may result in removal from the program.

Late Fees

\$1.00 per minute per family will be charged if child is picked up after 6:00. Late Fees must be paid before returning to Y-Club the next day. Late fees can be drafted from your Y-Club account, or payment may be made at the Southern Boone Area YMCA.

Late Pick-up with no Parent Contact

6:00 PM: Y-Club staff will attempt to contact parents.

6:15 PM: Emergency contacts called.

6:30 PM: **IF NO CONTACT HAS BEEN MADE:** Child Care Director contacted; Director will call **Division of Family Services Child Abuse and Neglect Hotline**. Child will be transferred to the care of proper authorities until parent is available.

Illness

Please do not bring an ill child to Y-Club/school. If your child was sent home from school due to an illness, s/he is ineligible for services that day. Should s/he become ill while in Y-Club, you will be called and asked to make arrangements for your child to be picked up. We will call you to pick up your child if s/he has the following:

- Fever of over 100 degrees
- Vomiting
- Diarrhea
- Fainting
- Undiagnosed rashes
- Impetigo
- Ringworm
- Head Lice
- Red, inflamed eyes (Pink eye)
- Chicken Pox
- Strep Throat (without 24-hour medication)

Please help us keep all the children and staff in our program healthy! Do not bring your child to Y-Club if they have not met the following guidelines:

1. Students should be fever-free: temperature under 100 degrees (without the influence of fever reducing medication) for 24 hours before returning to school.
2. Students should be free of contagious coughing.
3. Students should remain at home for 24 hours after the last episode of vomiting or diarrhea. Students should remain at home for 24 hours after taking the first dose of an antibiotic for any infection.
4. Head Lice: If a child has head lice or has been sent home for head lice, they may not return to camp without a release from a physician or Boone County Health Department stating the child is free from lice. If a child has knits, they may not return to camp without a release from a physician or Boone County Health Department stating the child is able to return to camp.
5. If your child is too sick to participate in outside play, they are too sick for Y-Club.

Notice to Parents Regarding Immunizations

On August 28, 2015, a new law regarding immunizations went into effect. Section 210.003.7, RSMo. states, "All public, private, and parochial day care centers, preschools, and nursery schools shall notify the parent or guardian of each child at the time of initial enrollment in or attendance at the facility that the parent or guardian may request notice of whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed. Beginning December 1, 2015, all public, private, and parochial day care centers, preschools, and nursery schools shall notify the parent or guardian of each child currently enrolled in or attending the facility that the parent or guardian may request notice of whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed. Any public, private, or parochial day care center, preschool, or nursery school shall notify the parent or guardian of a child enrolled in or attending the facility, upon request, of whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed."

In accordance with Section 210.003.7, RSMo., the parent or guardian of a child enrolled in or attending Y-Club may request notice of whether there are any children enrolled at our facility with an immunization exemption on file. If you would like to request this information, please contact the Jefferson City Area YMCA and the information will be provided to you. Please note, the name or names of individual children are confidential and will not be released. Our response will be limited to whether or not there are children enrolled at our facility with an immunization exemption on file.

Medication Policy

If medication is needed during Y-Club hours, parents must follow the following procedures:

- 1) Fill out medication form complete with amount and frequency of dosage.
- 2) Medication must be in original container and marked with pharmacist's label including prescription number, date, child's name and physician's name.
- 3) At the end of any medication period or end of week, parents should take the unused medication home.
- 4) Do not send your child's medication with them in their backpack.
- 5) Medication in children's possession will be confiscated & given back to parent.

Behavior Management

The YMCA strives to teach the four core values of Respect, Responsibility, Caring and Honesty to all children in our program. We firmly believe in second chances, and use positive techniques such as redirection, clip charts and "Think Sheets" to promote reflection on behavior and provide ways for children to make better choices in the future.

However, some actions are considered too serious to be dealt with by these methods. A child can be sent home or placed in Y-Club in-house suspension for the following behaviors:

- Biting
- Hitting/Punching
- Spitting
- Hurting/threatening to hurt others or self
- Throwing Objects
- Stealing
- Purposefully revealing private body parts, or inappropriately touching another child
- Bringing/using a weapon at Y-Club
- Running away or leaving Y-Club or staff without permission
- Profanity
- Bullying, including ethnic/religious/cultural intolerance

No credits or refunds will be issued if a child is sent home/removed from the program due to disciplinary problems. If a child is sent home from Y-Club for frequent behavior concerns, they will be dismissed from the program. The Assistant Director/Director will make the final determination.

Parent Code of Conduct

We expect all parents in our program to model appropriate behavior for the children we serve. Parents who behave in the following manners will be asked to leave the Y-Club program:

- Use of profanity
- Behavior consistent with alcohol/drug use (see below statute)
- Physically threatening staff, children, self or other families
- Emotionally harming/intimidating staff, children or other families
- Attempting to confront/discipline a child other than their own.

MO Statutes on Drinking

Chapter 574/Offenses Against Public Order/Section 574.075. Drunkenness or drinking in certain public places prohibited – violation a misdemeanor (574.075). It shall be unlawful for any person in this state to enter any schoolhouse or church house in which there is an assemblage of people, met for a lawful purpose, or any courthouse, in a drunken or intoxicated and disorderly condition, or to drink or offer to drink any intoxicating liquor in the presence of such assembly of people, or in any courthouse within this state and any person or persons so doing shall be guilty of a misdemeanor.

Confidentiality

Y-Club will not discuss children's behavior or behavior consequences with anyone other than that child's parent. All children have a right to privacy, and Y-Club will not violate that right, regardless of the situation. As part of a cooperative relationship, Y-Club and school officials may share information about the children in the program in order to better serve those children. Such information is also confidential and shared on a "need to know" basis.

Emergency Early Dismissal/School Cancellation for Inclement Weather

Y-Club will be open on school early dismissal days for inclement weather. However, if we are offering 5 hours of care then there will be a No School Day fee associated with that day.

If for some reason, the YMCA has to close it will be posted on:

Facebook – Southern Boone Area YMCA

Twitter - @sb_ymca

Remind - @sby-club

Website – www.southernbooneymca.org

School closings are also posted on local television channels and radio stations.

Regular Early Dismissal/Scheduled

Y-Club is in session during all scheduled early releases (days that are posted on the school calendar prior to the year starting).

No School Days/Camps

Take advantage of No School Days/Camps while school is on break! Children will enjoy themed activities including crafts, games, and sports. Snacks are provided but children need to bring their own lunch.

- Full Day Care Fees: Member \$27.00 per day. Non-Member \$35.00.
 - Parents will be required to sign their child in and then be required to make payment on site.
 - **5 hours** of care is considered a full day of care.
- Hours of operation are 6:30 A.M. until 6:00 P.M.
- The YMCA reserves the right to reject late registrations. The YMCA may not be able to adequately provide space and staff for late registrations.
- If you registered for a no school day and need to cancel, please email the Child Care Director at least 3 days in advance to avoid any charges.

**Thank you for choosing the Southern Boone Area YMCA Child Care program!
We look forward to working with you and your child during the school year.**