

**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**



**Richmond Family YMCA  
Y-Care Parent Handbook**

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## ABOUT THE YMCA

### The Richmond Family YMCA

The YMCA building opened in 1905 and has provided a variety of youth and family programs since that time. The YMCA is a nonprofit organization owned by the local community and supported solely by those who choose to join and take part in any of the many programs offered, as well as those who choose to make voluntary contributions.

### The YMCA Mission Statement

“To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.”

### Equal Access

The Richmond Family YMCA is committed to the policy that all persons shall have equal access to its programs without regard to race, color, religion, age, gender, ability, national origin or any other classification protected by law. The YMCA will accommodate special needs into existing programs to the extent that financial and physical resources permit.

*“In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

*Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

*To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:*

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW Washington, D.C. 20250-9410;*
- (2) fax: (202) 690-7442; or*
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).*

*This institution is an equal opportunity provider.”*

### Confidentiality

All matters concerning enrolled children are considered to be confidential. The Y-Care Program will seek parental permission before discussing confidential information with anyone.

### Staff Qualifications

The quality and effectiveness of YMCA services for children are directly related to the skills and personal characteristics of the counselors. Recruiting, selecting, training, and supporting the staff are essential, interrelated processes in ensuring the success and integrity of children’s programs. The leaders are required to have experience working with children, knowledge of recreation activities, and must possess certain qualities in order to serve as role models for children.

Counselors are selected for personal qualities (e.g. warmth, empathy, and the ability to relate positively with children). They receive training in many areas: First Aid, CPR, Universal Precautions, Child Abuse & Prevention, child/adult communication, and activities including arts and crafts, games, etc. Background checks are conducted on all staff members. This includes a criminal record background checks, central registry check, reference checks, drug test, and driver’s license record checks.

## YMCA SACC PROGRAM INFORMATION

### Program Philosophy Statement

The YMCA believes that our School Age Child Care program should be more than supervision. We believe that our program should provide opportunities, and experiences that stimulate a child’s physical, social, intellectual and emotional development. The program must meet the developmental needs of particular age groups and, more importantly, the individual needs of each child. Furthermore, we believe that each child should share his or her thoughts and feelings to aid in their emotional, social and language development.

### Program Goals & Objectives

- To provide comprehensive, supervised care for the children and families we serve.
- To create an environment that fosters opportunities for development in the areas of physical fitness/health awareness, self-awareness and confidence, interpersonal relationships, cultural and social awareness, and having fun.
- To support and strengthen the families that we serve by providing a feeling of self-confidence that their child will be in a safe place.

### Registration

Children must be enrolled in kindergarten – sixth grades to be accepted. Registration is at the **Richmond Family YMCA**. Enrollment forms will have to be submitted before the child can begin the program. The YMCA is not responsible for children that are not properly registered for the program. There is a one-time

\$20 per child registration fee per year. Summer Registration Fee for those not currently enrolled in program= \$10.00.

To ensure that all signed paperwork is valid, we require if you are not the parent, to provide us with a copy of court documentation stating that you are the legal guardian and are authorized to make medical decisions on behalf of the child.

### **Locations**

The Richmond Community School that hosts our program is Charles Elementary School. If your child does not attend Charles, he/she will be bussed to the site by RCS bussing system. The program operates out of the school cafeteria and gym. If you attend Union County Schools, the program is at Liberty Elementary School. If your child does not attend Liberty, they will be bussed from College Corner Union and the program operates out of the cafeteria/gym as well.

Summer Care Location Varies due to maintenance on schools

### **Ratio**

The staff to child ratio shall not exceed 1 to 15.

### **Snacks**

The After School program provides a nutritious snack daily. It is approved by the Department of Education and contains food from 2 of the food groups. The snack will be served between 3:30pm and 4:00pm.

### **Required Sign- In and Out Procedures**

For your child's protection, whenever you pick up your child, you must enter the Program area and complete the sign out sheet. The staff members use these sheets to determine which children are in y-care at any given time. **If your child is a part time participant and you do not record the time you pick your child up you will be charged for full time care.**

The YMCA staff will not release your child to any other person than those you have listed on your enrollment forms. For your child's safety, picture identification may be required from those picking up your child. Minimum age to pick up a child from the SACC Program is 16 years of age. **Please do not call with names to add, as we cannot accept them over the telephone.** All changes must be made in writing.

### **Hours of Operation/Late Pick Up**

The Program is in operation Monday thru Friday after school until 6:00p.m. We provide care for all scheduled school dismissals.

**Parents picking their full-time child up past 6:00 pm will be assessed a late charge of \$10 for the first 5 minutes, then \$1.00 per minute thereafter. This will be strictly enforced.**

### **SUMMER Hours: 7:30am-5:30pm**

### **Closures:**

We will not make a separate announcement that Y-Care is closed; however, if school closes due to inclement weather, Y-Care will be cancelled.

### **What to wear/bring to YCare**

**Clothing-** It is suggested that your child bring an extra change of clothing on days they "dress up" for school. Closed toed shoes are recommended for play in the gym.

**SUMMER:** Bring towels, swimsuits, and sunscreen on pool days- typically Tuesdays and Thursdays, weather permitting. For summer programming, we do suggest that you send an extra pair of clothes and underwear in case of accidents.

**Personal Items-** We request that all personal items such as toys, will be the child's responsibility to keep track of. Staff will be helpful as they can be but not responsible for child's items. No electronics allowed. Children carrying cell phones will be asked to leave devices in the student's backpack.

**Lost and Found-** The YMCA is not responsible for lost or stolen items. All unclaimed items will be held for 2 weeks following the session when the item was found, and if left unclaimed, will be donated to a charity.

### **Sick Child/ Illness**

The YMCA does not have facilities to care for sick children. Children with a fever of 100.5 degrees or more will be sent home IMMEDIATELY. Children will also be sent home if they are unable to fully participate regardless of temperature. It is important that there is someone listed on your enrollment form that is available to come quickly for your child when we call. Parents are urged to make alternative plans for care of a sick child in advance, if needed.

Children who have a known or suspected communicable disease should not be left in our care. If your child is exposed to a contagious disease, you must notify the Director immediately.

### **Head Lice**

If head lice are detected while your child is attending our program, we ask that you pick them up immediately.

A child with head lice is allowed to return to the program after treatment. Evidence of treatment includes no lice or nits, clean hair and scalp, and a note from you or a physician stating the treatment used.

### **Medication (Prescription and Non prescription)**

While your child is in our care we can administer prescription medication however, we will not give the first dose of any medication to your child. We do ask you to have your physician try to schedule medication so that it can be given only at home or at school. Medication must be brought to Y-Care in the original container and

must have the prescription on the container stating the child's name, the prescription number, physician's name, and dosage to be given. If your child requires medication while at Y-Care, you must fill out an authorization form. This form allows the staff to administer prescribed medication. A separate form is required for each new medication. Parents should keep the staff informed daily of any continuing medical needs.

### **Minor Injuries**

Minor injuries will be treated as needed, including cleansing, applying band-aids or ice packs. Parent/guardians will be notified upon pick-up and an incident report will be completed.

### **Major Injuries**

In the event of a major injury, the Staff will make the emergency contacts necessary to obtain appropriate medical attention. This may include calling an ambulance to transport the child to the hospital. In order for the staff to proceed with a major injury, you **MUST** fill out the medical release and fill in the medical information on the registration form. Parents/Guardians will be contacted immediately. Again it is important to have enough emergency numbers so the staff can easily contact a parent/guardian.

## **BEHAVIOR MANAGEMENT PROCEDURES**

### **Philosophy**

The YMCA strives to maintain a positive approach to managing children's behavior at all times. "Discipline" is the process of teaching self-control and the ability to live within limitations and agreed upon guidelines. The staff and children establish expected behavior guidelines. Positive behavior is self-rewarding and allows for program activities to occur. When children choose to behave outside of the guidelines, some consequence is required to avoid future problems. The overall safety of all children in the program is our highest priority.

### **Behavior Related Issues**

In addition to behavior management procedures outlined above, parents must be aware that:

- No staff member will ever strike, swear at, abuse, or threaten with physical intimidation either a child or a parent.
- No staff member will allow a child to be stricken, sworn at, abused or physically intimidated by anyone else associated with the program.
- **STAFF WILL REPORT ANY SIGNS OF ABUSE OR NEGLECT TO THE PROGRAM DIRECTOR.** The program director will turn the report into Children's services, the State Department and or Police Investigators. **NO QUESTIONS ASKED!**
- No child will be allowed to continue in the program that becomes a safety hazard to him/herself or others.
- No staff member will ever solicit or accept gratuities in consideration for any treatment of a child.

### **Techniques**

As mentioned previously, when positive behavior is displayed, the consequence is participation and enjoyment of planned activities. In cases of negative or inappropriate behavior, the following techniques may be employed:

- **Reasoning:** Every effort will be made to help the child understand the inappropriateness of his or her actions and agree to an alternate form of behavior. When the conflict is child-to-child, every effort will be made to have them reason together face-to-face with staff facilitating.
- **Removal for the Specific Activity:** When reasoning has been pursued and behavior has not changed, removing the child from the activity involved for an appropriate amount of time is necessary. The denied activity should be related to the misbehavior and the removal should be of an appropriate length of time. Other duty-oriented consequences suitable to the inappropriate behavior may also be utilized at this stage.
- **Discipline Reports:** Parents will receive a written discipline report if a child's behavior is a consistent problem or causes harm to others. Multiple written reports may result in a 1-5 day suspension of Y-Care services.
- **Child/Director Conference:** When the staff is not successful in correcting behavior, the Director is consulted and may decide on longer or stricter consequences.
- **Parent/Director Conference:** If the parent needs to be formally involved in the process, specific changes in behavior will be requested, with specific consequences for non-compliance outlined.

### **Behavior Management**

The safety of a child is the highest priority for setting behavior management procedures.

- When a child has a serious discipline problem (on any ONE occasion), the parent may be called by staff and asked to pick up the child within one hour of the call. (Hitting another child, spitting on another child or injuring another child or staff member is considered a serious discipline problem.)
- Should YMCA staff decide that a child poses a serious discipline problem; the child may be suspended from the program for a period of 1-5 days or may be removed from the program entirely.

## **PAYMENT INFORMATION**

### **Fees**

A \$20 non-refundable registration fee is due upon enrollment. An Electronic Funds Transfer Form (EFT) **MUST** be filled out in order to participate in the program. You will be charged weekly according to attendance, and the withdrawal will happen on Mondays, unless a holiday, then it will be taken next business day. If the payment is declined, we will attempt to call to get a new payment method. A \$10 late fee will be assessed for every week unpaid after 2 weeks. Participants will also not be permitted to attend Y-Care until the balance is paid in full.

**Summer-** Registration fee for those not currently enrolled: \$5.00

**Richmond Rates:**

4 or 5 DAYS until 6:00p.m.

\$45 – Members, \$40 – Non-Members

PART TIME- 1, 2, or 3 days up until 6:00p.m. OR up to 5 days until 4:00pm

\$30 – Members, \$25 – Non-Members

**Union County Rates:**

5 DAYS

\$30 – Members, \$35 – Non-Members

PART TIME

(Must be picked up by 4:30 pm or attends only 3 days per week)

\$20 – Members, \$25 Non-Members

**SUMMER Care All Day Rates:**

**Registration: \$5.00**

3 Day Rate: \$60.00- Members, \$65.00- Non-Members

3 Day Rate Sibling Discount: (first child full price, 2<sup>nd</sup> child- \$10 less)

\$50- Members, \$55- Non-Members

Full Time Rate: \$75- Members, \$80- Non- Members

Full Time Rate Sibling Discount: \$65- Members, \$70 Non-Members

(Rate applies to second child- \$10 less)

Summer Field Trips will occur for a small additional cost. Prices will be announced the week before.

**For questions, comments, concerns, or additional information please contact:**

Richmond Family YMCA

School Age Child Care Director

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Richmond, IN 47374

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