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**FOR YOUTH DEVELOPMENT®**

**FOR HEALTHY LIVING**

**FOR SOCIAL RESPONSIBILITY**



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

**2022-2023**

**Director of After School Care:  
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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, audiotope, 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.

Staff 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 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 an accredited Pre-K (minimum 4yrs old) through 6th grade to be accepted. (Children must be fully potty trained to register. We know that children have accidents from time to time, but they must be able to use the bathroom on their own and not have continuous accidents.) Registration must be submitted to the YMCA Office or Director to be accepted.

**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/\$30 per family registration fee per year. Summer Registration Fee= \$15.00 child/\$25.00 family. To help make sure 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 busing 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 locations may vary due to school availability, maintenance and other factors.

### Safe Conditions Policy

The Richmond Family YMCA strives to create quality, safe, and engaging time with your child while under our care. Below is a list of standards that we will adhere to in order to help keep your child safe, secure environment. You are welcome as parent/guardian to visit the site anytime during operation.

- We operate under a 1 to 15 ratio in our after-school care. There will be no less than one adult per 15 children and no child will be out of sight or sound.
- The doors of the school remain locked until a parent/approved person comes to pick up their child. They will come to the marked door and be let in by a staff person only.
- 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. 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.**
- 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. All medications will be in a locked tub and marked with student's name.

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.

- Children will wash their hands before snack and at scheduled times throughout the day. Temperature checks may be conducted, and children will be asked to social distance as much as possible. Any child who has a temperature over 100.4 will be separated and parent called to pick up.
- Staff are trained in the emergency plan that is available for anyone to see.
- The Space will be observed regularly for any safety hazards. The indoor and outdoor premises of the facility shall be clean, comfortable, and safe. Site is maintained by school janitors.
- There is a designated evacuation area for weather emergencies, lock downs, and fire. There are posted evacuation signs.
- Fire drills are practiced monthly
- We have a tobacco-free environment for children.
- The site has a public phone number through the school, and emergency numbers posted for easy access.
- All staff will receive training in many areas: First Aid, CPR, Child Abuse & Prevention, child/adult communication, and activities including arts and crafts, games, etc. Background checks are conducted on all staff members. Drug Test, TB TEST are included in that. They also receive an orientation of the facility and program before starting.
- 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. It will be kept under refrigeration, if necessary, until the service time and maintained at a temperature of 40 degrees or less.
- 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. First Aid kits are on hand.
- 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.

- 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.

**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.

**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.**

**After School hours: Dismissal-6:00pm**

**SUMMER Hours: 7:30am-6:00pm**

**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 Wednesdays, 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. Electronics allowed ONLY during approved times. Children carrying cell phones will be asked to leave devices in the student’s backpack until designated time.

**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 100.4 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.

**BEHAVIOR MANAGEMENT PROCEDURES- Suspension and Expulsion**

**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.
- Suspension or expulsion will happen as a last resort. Staff are trained through the Huffer CC and R and the Indiana Learning Paths website for coaching and professional development on positive behavioral development and developmentally appropriate behaviors to ensure the children's developmental needs are being met and that suspension or expulsion is limited.

## **PAYMENT INFORMATION**

### **Fees**

A \$20 per child/\$30 per family, non-refundable registration fee is due upon enrollment. An Electronic Funds Transfer Form (EFT) **MUST** be filled out 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. A fee of \$10.00 will also be added for every "insufficient fund" or "returned checks."**

It is the responsibility of the parent/guardian to make sure payment methods Participants will also not be permitted to attend Y-Care until the balance is paid in full.

### **Richmond/Northeastern Rates:**

#### **Registration: \$20 child/\$30 family**

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

\$45 – Members, \$55 – Non-Members

PART TIME- 1, 2, or 3 days up until 6:00p.m.

\$35 – Members, \$45 – Non-Members

### **Union County Rates:**

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

\$40 – Members, \$45 – Non-Members

PART TIME

1, 2, or 3 days up until 6:00p.m.

\$30 – Members, \$35 Non-Members

**\*Sibling rates and scholarships are available for ALL childcare programs. Ask a staff member or Director for a packet.\***

### **SUMMER Care All Day Rates:**

#### **Registration: \$15.00 child/\$25.00 family**

3 Day Rate: \$65.00- Members, \$70.00- Non-Members

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

\$60- Members, \$65- 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. If not further in advance.

**\*Prices Subject to Change at Beginning of each School/Summer Season**

**For questions, comments, concerns, or additional info, please contact the Child Care Director at 765-962-7504.**