



YMCA

We build strong kids,
strong families, strong communities.

YMCA of Greater Salt Lake

PARENT INFORMATION BOOKLET 2009-2010



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YMCA Mission: To build strong kids, strong families and strong communities.

WELCOME

YMCA MISSION AND VISION

Welcome to the *YMCA After-School Program* quality, school-age youth care program. The out of school time program is designed to provide youth, kindergarten through ninth grade, with a safe, nurturing and educational environment, to instill in youth a passion for learning, and to further develop character and social skills helping participants to become responsible citizens in a global community.

Youth are encouraged to pursue their own interests, develop friendships, and grow in confidence, independence and respect for themselves and others in a fun, homelike atmosphere.

GOALS OF YOUTH AND FAMILY

The objectives of the program are:

1. Increase Literacy by Providing Academic Enrichments
2. Develop Social and Interpersonal Skills
3. Strengthen Family Relationships
4. Develop Community Service Learning Projects
5. Provide Youth with Multiple, Diversified Club Experiences
6. Develop Physical and Recreational Activities
7. Reduce Juvenile Crime and Violence
8. Increase English Language Proficiency
9. Provide Parenting Support
10. Integrate Out-of-School Activities with the Regular School Program

HEALTH & SAFETY POLICY

The YMCA Program is committed to the meeting the health and physical needs of youth; therefore the following policies have been adopted.

A current registration form with emergency and medical treatment information will be kept on file for each student. It is the parent's responsibility to keep the program informed of any change in their child's emergency, medical or physical conditions.

In all cases of injury or illness, attempts will be made to contact parents immediately and involve them in the decision regarding treatment. In case of serious illness or injury, the staff will follow parental instructions written on the student's registration form. However, in all cases, staff will deal with serious emergencies in the most expeditious way possible. It is in the best interest of your child and the other children if you keep your child at home when he or she is ill to avoid the spread of carrying contagious diseases. Children with fever, diarrhea, vomiting will not be admitted to the program. If a student is sick, the staff cannot devote the time necessary to comfort and care for this student. If a student becomes ill while at the program, the parent will be called immediately to pick up the child. It is vital to the health of all youth that ill students not have the chance to spread an illness. Parents will be notified regarding contagious illnesses. Children will be readmitted when they are no longer contagious and officially cleared by a physician. Until the parent arrives, the student will be excluded from activities with the other youth. The student will rest in the "quiet area" secluded from the main program area supervised by a staff member.

In accordance with the state law we will not dispense **any** type of medication to any youth without advance written consent from the parent/guardian and physician. Prescription medication may be given only to the student for

whom it is prescribed. Over the counter medication must have the child's name clearly printed on the container. If a student is to receive any medication during the hours of the YMCA program, the site manager must have the following information:

- ◆ Written, signed request from the parent/guardian.
(Permission to Administer Medication Form)
- ◆ Written directions detailing method, amount, and time schedule. This must be filled out and signed by the physician ordering the medication.
- ◆ Medication in its original container as delivered by the pharmacy.

As a further safety precaution:

Fire procedures will be reviewed every month and disaster procedures will be reviewed twice a year.

SIGN IN/OUT & TRANSPORTATION POLICY

Parents are required to provide their own transportation for the student's pick-up each day. Whenever a student is picked up, (or dropped off for morning programs) a responsible adult must go in and sign the student out (in for morning programs) on their student's sign-in/out sheet.

Only persons authorized in writing by the parents may pick up the student. This is for the student's protection. The staff will require photo identification for anyone that is unfamiliar to them and check their authorization to pick up a student. If someone else is picking up the student, notification to the site manager is required in writing. In cases where one parent is restricted or denied the right to pick up a student, the enrolling parent must provide the YMCA Program with a copy of the court order, which supports the restriction to be enforced.

Utah State licensing requirement states that youth 5 to 10 years of age need supervision in walking home from a youth care center. Youth 10 years and older may walk home with parents approval. The walking release needs to be authorized by a parent or guardian on the registration form. If walking release permission is given and the student is not picked up by the end of program time, the student will be released to walk home.

If any person (including the parents) try to pick-up a child from the YMCA program and appear to be under the influence of alcohol or drugs (according to the YMCA staff), the YMCA staff will contact another person on the authorized list to pick-up the child. If the person under the influence insists on taking the child, the YMCA staff will contact the police immediately.

DRESS POLICY

As students participate in activities, it is important for them to have proper dress for the occasion. Please make sure you provide appropriate clothing for weather activities. Additionally you could be asked to provide cover-up clothing for certain activities.

The YMCA program will uphold school dress code policies for students.



GUIDANCE POLICY

The YMCA Program hires and trains staff who have experience in elementary, secondary, or early childhood education, recreational programs, or other related child care experiences. Additionally, staff members are certified in CPR, first aid, food handling, child abuse identification and prevention and YMCA policies and procedures. Staffing is based on the ratio of one adult to 10-12 youth. The *after-school* staff consists of a site manager, who supervises the program leaders and program, and program leaders who take a lead in activity and curriculum planning and work directly with the youth. Our staff is committed to providing an environment that encourages the growth and learning of youth.

It is the goal of the YMCA program to guide youth in becoming happy, responsible, cooperative participants in this program through positive, non-threatening teaching techniques. We want to promote the YMCA's values of honesty, respect, responsibility and caring. It is our policy to avoid forms of discipline that might impair the youth's self-respect. The staff's role is one of a strong leader helping students grow towards self-discipline and self-direction. For this purpose, the Code of Conduct was developed to be used in the YMCA program. Every effort will be made to obtain information that will help us understand your student. This may include conferences with parents, classroom teachers, program director, site managers, program leaders and school principal. When behavior problems arise, students will be given options. We will find out what works best for each student.

DISCIPLINE POLICY

Inappropriate behavior includes:

Disrespectful actions such as swearing, repeated name calling, physical gestures, harassment, stealing, vandalism, and creating an unsafe environment that are directed toward YMCA staff, students and property will result in the following procedures:

- ❖ Should inappropriate behavior occur, the concern will be discussed with the student, and a written warning will be given. (The incident will be documented)
- ❖ Should inappropriate behavior continue, a second warning will be given and the parents will be notified. (The incident will be documented)
- ❖ Should inappropriate behavior still continue, a third warning will be given, the program director will be notified and student may be suspended for up to 3 days. (The incident will be documented)
- ❖ Continued behavior problems may result in permanent dismissal. (Refunds will not be given.)

“SEVERE CLAUSE”: If a student's actions cause a threatening situation to a peer or a staff member, or serious disruption of normal program proceedings, the student's parents will be called. The incident will be documented, the school will be notified and the student will be temporarily suspended from the program. If the student has three documented incidents and every effort has been exhausted to solve the problem, the child may be permanently dismissed from the program.

FEE POLICY

The YMCA Program is a non-profit organization. It is our intent to provide the highest quality service at the lowest cost to parents. The program is subsidized through Federal and State Grants, Local Foundations, and program fees.

At YMCA sites that charge program fees, fees are due on a monthly or yearly basis. Program fees are based on registration form enrollment; there are no discounts for vacations or absences. We accept checks, money orders, cash or credit cards. Automatic credit/debit card withdrawal plans are available. Any returned checks are subject to a \$5.00 returned check charge. If we receive two returned checks, we will require cash or credit card payments only.

All checks are to be made out to: YMCA

When funds are available, the YMCA will provide scholarships based on household income, household size or school enrollment. Scholarships are made possible through grants from local foundations, donations, annual support campaigns and fund-raisers. The Scholarship application process varies according to school enrollment. Please see your scholarship application for more information or contact your YMCA site manager or administrative office with any questions.

Program Fees are due PRIOR to the month where services are provided.

Payments may be mailed to the YMCA Program Office, or given to the site manager at the individual sites. Aid through the Department of Workforce Services is available. Please contact the YMCA Program Office for more information. If program fees are not kept current, a student will be dismissed from the program and your account will be sent to collections. Notices and flyers will be sent to the home prior to any student's dismissal from the program.

The YMCA Program closing time is either 5:30 or 6:00 p.m. depending on the site. If you need to check your child out before this time, please inform the site manager. **Parents...if children remain past closing time, a \$5.00 overtime charge for every 15 minutes late or fraction thereof, per child will be charged. This charge will be added to your monthly program fees.** If there is an emergency, please call and inform the site manager, and/or the YMCA office. Even in cases of emergencies, you may be subject to late fees. Our staff have things to do after their work schedule with the YMCA program, so, after every attempt is made to contact the parent, guardian and every available phone number on the student's registration form for a student that is later than the 5:30 or 6:00 p.m. sign out time, **local police** may be called.

For morning programs, the YMCA program start time is 7:30 a.m. Students will not be admitted to program before start time even if staff members are present. The YMCA is not responsible for your child before this time.

REGISTRATION/PARENT FORMS

Parents must fill out and sign the required forms before any student is admitted to the program.

In order to change your students enrollment (expected weekly attendance), a *change of attendance form* must be submitted to the YMCA site manager or administrative office. This form must be received before your child starts attending on the new schedule and before program fees will be updated.

The YMCA Program will be open on parent conferences, half days, quality teaching workdays, depending on the individual school policy. The extended day program will be closed on holidays observed on the calendar year. If there is a time when the program will not be offered, a written notice will be sent home with the student and it will be displayed on the parent center.

If school closes for reasons of a natural disaster or bad weather conditions, etc. parents or a designated person will be required to pickup the student at an earlier time or the student will be sent home. Parents are required to fill out an emergency form to supply the name and phone numbers of authorized person or persons to call in case of an emergency if parents/guardians are unavailable or unobtainable.

If the student has to leave early, or with someone else, please send a note explaining when and where the student will be going.



PROGRAM INFORMATION

The YMCA Program will provide a daily, nutritious snack. The YMCA program will try to avoid processed food items containing sugar or artificial ingredients. It is the responsibility of the parent to inform the staff if their child has any food allergies or needs. If there are specific needs that we cannot feasibly address such as diabetic and certain allergies, parents will be asked to provide a daily snack for their child.

PARENT COMMUNICATION

Parents are encouraged to participate and volunteer in the program at anytime.

A Parent Center will be available at every program site. It will display parent calendars and newsletters, which will inform parents of what is happening in their child's program, and include tips on parenting. The center will make available information on upcoming events and additional parenting resources.

Parent concerns opinions and suggestions are encouraged at any time. Communication with the program director, site manager, or program leaders is encouraged. Feel free to contact the YMCA administrative office at any time regarding any issues.

Once the YMCA offices have been contacted, official grievances may be filed in writing. You will be contacted within two weeks with a written response addressing the grievance. Follow-up interviews, meetings, or phone calls may be conducted before the official written response is sent.

ABSENCE POLICY

In the event of illness, vacation or other out of school activities on a regularly scheduled attendance day, the *YMCA Program* site manager needs to be notified by parents. A written note or personal phone call is suggested to notify the manager. This is for the safety of your student. If your student does not appear, we will check first with the school to see if your student was absent and then we will call the parent and emergency contact numbers to locate the students. The *YMCA program* staff will assume full responsibility for a student from the time he/she arrives at the program until sign-out. If the student is enrolled in the *YMCA program* and is present during the school day but will not be attending the *YMCA program*, a written excuse should be delivered to the site manager before he/she

leaves the school premises for the day. Students that have five unexcused absences in a month without discussion of absences with site manager may lose their *YMCA program* position. At that time, students on the waiting list may be selected for the program. If your child did not attend school, they may not attend *the extended day YMCA program*.

ENROLLMENT

Enrollment in the program shall be granted without regard to race, sex, religion, color, or national origin. Enrollment is open to any student who has a need for an extended day program. Student ages 5-14 years old are eligible to participate in *YMCA Programs* and are enrolled on a “first come, first served” basis. Kindergarten students that attend full day kindergarten or afternoon kindergarten (morning kindergarten for before school programs) are eligible to attend the *YMCA Program*.

Children with special needs (physical, emotional or mental disabilities) are eligible to participate in the *YMCA Program* as long as existing staff is able to provide adequately for the student’s needs in the extended day school setting. We are not able to accommodate students who do not have age appropriate hygiene skills or those requiring us to have specialized equipment or extra personnel. We also cannot accommodate students who are unable to follow the Code of Conduct. Parents of students with special needs are required to make an appointment with the site manager prior to registering the students in the program.

The *YMCA Program’s* enrollment will be open to all students attending the school site. If the enrollment has not reached capacity students at each site (varies according to site), enrollment may be opened to neighboring schools.

VOLUNTEER INFORMATION

The YMCA Program operates with the help of many volunteers in the community. These volunteers are required to fill out an application. On going volunteers will be subjected to a background check. We do not allow our volunteers, unless a background has been cleared, to be alone with the students at any time. There is always a paid staff present to provide supervision.

INCOME TAX INFORMATION

It is the parent’s responsibility to retain receipts/invoices for IRS purposes. The YMCA tax identification can be found on all YMCA invoices/statements.

ADDITIONAL INFORMATION

All personal belongings, including jackets, sweaters, lunch boxes, back packs etc. should be labeled with your student’s name. If a student chooses to bring games, puzzles, books, and personal items, he/she must be prepared to share them with others, and parents must recognize that the staff cannot be responsible for loss or damage to these belongings.

YMCA PROGRAM CODE OF CONDUCT

As providers, WE agree to:

- ❖ Provide a consistent, quality and respectful program
- ❖ Provide a safe, wholesome and challenging environment
- ❖ Listen to student's concerns and answer their questions
- ❖ Be a role model for the YMCA values of ***Caring, Honesty, Respect & Responsibility***
- ❖ Treat each student with respect and dignity
- ❖ Respect each student and family's confidentiality
- ❖ Not engage in relationships with students and families outside of the YMCA program
- ❖ Transport students in YMCA vehicles only (not staff members personal vehicles)
- ❖ Be sensitive to all cultures
- ❖ Encourage creativity, growth, and foster self-esteem in each student
- ❖ Assist each student in educational and recreational development
- ❖ Provide positive reinforcement and consequences to the students for negative conduct

As a student, I agree to:

- ❖ Listen and abide by program rules and all directions of staff and teachers
- ❖ Be on time
- ❖ Practice respect to ALL other students, staff and property
- ❖ Maintain YMCA values of ***Caring, Honesty, Respect & Responsibility***
- ❖ Stay with my group at all times
- ❖ Try to resolve all conflicts or problems in a productive manner
- ❖ Leave personal belongings at home
- ❖ Remain drug, tobacco and alcohol free
- ❖ Display a positive attitude and show appreciation
- ❖ Abide all other conduct guidelines as outlined in the school's discipline code
- ❖ Have the right to feel safe at the *YMCA program*
- ❖ Not disrupt the program or jeopardize the health and well being of students and staff

Have the choice of how I behave, with the full understanding of the consequences of my choices