

Salt Fork YMCA

After School Program

Parent Packet

2018/2019



Salt Fork YMCA
740 E Yerby Marshall, MO 65340
660-886-9622
Program Director
Tyler Armstrong
armstrong@saltforkymca.org

TABLE OF CONTENTS

Salt Fork YMCA Program Sites	4
Our Area of Focus	5
Program Philosophy	6
<ul style="list-style-type: none">• Philosophy/Goals• Mission Statement/Vision• Y Values	
Program/Activities	7-8
<ul style="list-style-type: none">• Importance of Play• Learning Environment• Enrichment Zones• Y Staff/Volunteers	
Enrollment Process	9
<ul style="list-style-type: none">• Registration Forms• Withdrawing from program	
Fee Information	9-11
<ul style="list-style-type: none">• Program Fees• Fee Payment• Financial Assistance• Division of Family Services-Child Care Reimbursement• Past Due payments• Tax Information	
Your Child and the Y	11-12
<ul style="list-style-type: none">• Absences/Change in Schedules• Late pick-up• Authorized pick-up• Sign-in/Sign out procedures	
Legal Information	12-13
<ul style="list-style-type: none">• Custody/Parenting Plans• Subpoenas/Request for information• Witness/Common Ground Exchange	
Health & Medical	13-17
<ul style="list-style-type: none">• Child injury• Chronic or Severe Health condition• Contagious/infectious disease guidelines• Health Checks• Hygiene• Immunizations• Medication/Testing and other procedures• Medical & therapeutic observations	

Important Information

17 -21

- Behavior/Discipline
- Behavior Management Policy
- Code of Conduct-Adults
- Communication
- Early Out's
- Inappropriate Sexual Behavior
- Indemnity Agreement
- Licensing Review
- Outdoor Play
- Outside agency requests
- Photo/News/Testimonial/Media
- School rules
- School Closings
- Sunscreen/Bug repellent
- Termination
- YMCA Membership benefit

Salt Fork YMCA Program Sites

Benton Elementary School
467 S Ellsworth Ave
Marshall, MO 65340
660-886-2993

Hours: MTWRF 3:00pm-6:00pm

Salt Fork YMCA
740 E Yerby St.
Marshall, MO 65340

Early Out Wednesday 12:30pm-6:00pm



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

Our Areas of Focus

Y's offer the programs we do for a reason. Young people need safe and enriching environments to try new things, develop skills, meet new people and show what they're capable of doing. Achieving and maintaining health in spirit, mind and body makes for a rich life. Giving back to neighbors and those in need is our responsibility as neighbors, colleagues and citizens. The Y defines our areas of focus – the programming you're part of every day – like this:

Youth Development: Nurturing the potential of every child and teen

We believe that all kids deserve the opportunity to discover who they are and what they can achieve. That's why, through the Y, millions of youth today are cultivating the values, skills and relationships that lead to positive behaviors, better health and educational achievement.

Healthy Living: Improving the nation's health and well-being

In communities across the nation, the Y is a leading voice on health and well-being. With a mission centered on balance, the Y brings families closer together, encourages good health and fosters connections through fitness, sports, fun and shared interests. As a result, millions of youth, adults and families are receiving the support, guidance and resources needed to achieve greater health and well-being for their spirit, mind and body.

Social Responsibility: Giving back and providing support to our neighbors

The Y has been listening and responding to our communities' most critical social needs for nearly 160 years. Whether developing skills or emotional well-being through education and training, welcoming and connecting diverse demographic populations through global services, or preventing chronic disease and building healthier communities through collaborations with policymakers, the Y fosters the care and respect all people need and deserve. Through the Y, 500,000 volunteers and thousands of donors, leaders and partners across the country are empowering millions of people in the U.S. and around the world to be healthy, confident, connected and secure.

PROGRAM/PHILOSOPHY

CHILD CARE PHILOSOPHY

The Y believes that childcare should provide opportunities and experiences that stimulate a child's physical, social, intellectual and emotional development.

OUR GOALS

- To provide quality care for all children
- To provide a safe, structured, and free choice environment
- To support and strengthen the family unit
- To help children develop to their fullest potential

PARENTS GOALS

- Respect and support the staff team
- Participate in family program opportunities, conferences, Parent Advisory Committees and fundraising
- Volunteer to assist when able for the support and betterment of the program
- Follow all policies and procedures

STAFF GOALS

- Offer programming that reflects the interest of each child
- Provide developmentally appropriate activities that meet the needs of the whole child
- Promote children's self-esteem
- Provide a positive, creative environment that motivates a love for learning
- Dedication to professional growth

MISSION STATEMENT

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

VISION

The Y commits to the spiritual, mental, and physical growth of all children in the Salt Fork YMCA area.

Y VALUES

Caring – To have the heart to put others before you.

Honesty – To act in such a way that you are worthy of trust.

Respect – To value the work of every person including yourself.

Responsibility – To be accountable for your behavior and obligations.

The Y is an inclusive, family-friendly organization. We expect all our members, program participants and guests to model our values – caring, honesty, respect, responsibility– in their conduct and language. The Y has the right to deny applications for individual or family memberships or participation in programs and to terminate or suspend existing individual or family memberships or participation in all Y programs or activities at our sole discretion if actions or behaviors are not deemed to be in the best interest of the organization. If a membership or program is terminated or suspended, all fees already paid will be forfeited. The Y has sole discretion to reinstate members and participation privileges in Y programs and activities.

PROGRAM/ACTIVITIES

IMPORTANCE OF PLAY= LEARNING

Children at play are actively creating, exploring and establishing relationships, solving problems and developing shared understanding. When children play with each other, they develop their muscles and coordination, gender identity, social power, rebellion against injustice and social rights.

The purpose of play is about learning fairness, following rules, respecting oral contracts and taking action against wrongdoers-things that help children develop a sense of ethical and moral behavior.

One of the most surprising findings from child development research is that children's basic notion of morality appears to stem less from parental discipline or lessons taught in school, and more from social interactions with peers in the natural course of play.

LEARNING ENVIRONMENT

The Y has always been known as a leader in the development of after school programs by consistently meeting the needs of the children and the families in the community. The Salt Fork YMCA program will provide a variety of safe, fun and diverse activities.

Our program is divided into Enrichment Zones with the emphasis on choice. The Y believes that children learn through play and structured recreational activities. In addition, the program will include daily program enhancements. Planned physical fitness activities will be scheduled at least twice a week. Our schedule includes outdoor play each day, weather permitting.

ENRICHMENT ZONES – (EZ's)

Reading Zone- Promotes written and/or oral language experiences which encourage experimentation with and improvement of communication skills through reading aloud, listening to books on tapes, storytelling, role playing, puppetry and extension activities related to literature.

Science/Math Zone – Provides opportunities for observing, predicting, manipulating, questioning and investigating the environment.

Game Zone - Encourages development of critical thinking, problem solving, math, language and social skills.

Construction Zone- Affords the children the time and supplies to manipulate, problem solve, create, experiment and develop their critical thinking, eye-hand coordination and big and small muscle movement.

Art Zone- Fosters creativity, freedom of expression, ability to follow directions, experimentation with a variety of media and also encourages development of basic fine motor skills.

Drama Zone- Provides the opportunity for children to appropriately relate to others through shared experiences through cooperative play, language development, role-playing and pretend play.

Fitness Zone – Focuses on specific movements to help strengthen large and small muscle groups, coordination, following directions, and cooperative participation in group activities.

Homework Zone- -Provides a quiet, organized area where children can accomplish school assignments. Staff members are available to assist as needed.

All Zones are presented as open-ended FUN activities, which encourage children to develop their organizational skills, critical thinking, conflict resolution, as well as their intellectual skills.

Y STAFF

- Staff is carefully and thoroughly screened through the Missouri Family Care and Safety Registry on an annual basis. This includes criminal, sex offender and child abuse screenings.
- Staff must pass a physical and have a TB Test upon hire.
- The Department of Health and Senior Services requires that childcare employees complete 12 clock hours of training per calendar year. The Y requires 25-40 hours of training.
- Training topics include but not limited to: CPR, First Aid, Child Abuse Prevention, Child Development, Behavior Management, Bullying Prevention, Working With Children With Disabilities, Developmental Assets, Emergency Preparedness Plan; State Licensing Requirements, Effective Communication, and Developmental and Age Appropriate Curriculum Planning.
- Each staff team consists of a Site Director and Group Leader(s).
- Volunteers may be a part of the program and must maintain and meet the same requirements as Y staff.
- Staff members and volunteers are prohibited from relating to children in non-Y activities, such as baby-sitting or weekend trips.
- Staff providing direct care for children will be identified by a Y badge and the Y child care approved uniform.
- Staff and volunteers will be alert to the physical and emotional state of all children and any sign of injury or suspected child abuse.
- Y staff are mandated reporters. An employee can make a good faith report to the Child Abuse and Neglect Hot Line (1-800-392-3738) if he or she has a suspicion that child abuse may have occurred. It is the Department of Family Services' (DFS) responsibility to investigate the case.

ENROLLMENT PROCESS

REGISTRATION FORMS

- Registration form registers your child for the program (space permitting).
- Registration holds your child's space through approved start date. Failure to notify your Program Director on delayed start or extended absence will discontinue your registration and child's spot in the program. If discontinued, re-registration will be required and acceptance based upon availability.
- Our YMCA welcomes participation by children with all abilities. The Y provides a recreational environment for children with and without disabilities through added support staff, when needed, to facilitate successful participation in programs, when appropriate. If your child has an Individual Education Plan (IEP) and/or Behavior Management Plan (BMP), or a 504 Accommodation Plan, a copy must be given to the Center Director with additional required paperwork to be reviewed before participation is authorized.
- Enrollment is based on chronological age, not developmental age
- Enrollment is not complete until all forms (including current immunization record) have been completed in full (no blank spaces) and returned.
- Written notification of any changes in address, phone numbers, authorized pick-up etc. is pertinent for your child's welfare.
- Children's files will be kept confidential and viewed only by the YMCA staff, or official State of Missouri representatives, parents or legal guardians and those persons so authorized by parents or legal guardians (after completing the required authorization/notarized forms).
- Per YMCA and Department of Health licensing regulations, children's enrollment files will be retained and remain property of the YMCA.

FEE INFORMATION

Fees:

Early Bird:	Member: \$40	N/A
Program Fee:	Member: \$50	Non-Member: \$60

FEE PAYMENT

- A weekly fee payable the first day. Payment guidelines are strictly enforced.
- The person who signs the Registration Form will be the designated person responsible for paying fees, receive receipts, and be allowed to make inquiries about billing information.
- **A variety of payment options are available for your use: On-line, EFT Draft, Checks/Money Order (made payable to the Y), Cash (*Only accepted at Salt Fork YMCA Building.**
- There will be a process fee for returned checks or EFT drafts. After two incidents, payments will only be accepted by money order.
- Receipts may be picked up at the Salt Fork YMCA Building.
- Fees will not be prorated for illness, suspension, holidays, inclement weather or scheduled school-out days.
- Fees are subject to change.

FINANCIAL ASSISTANCE

It is the mission of the Y to provide services for any person who desires to participate in Y programs. Scholarships are made available through the YMCA Strong Community Campaign for families who meet the Y criteria for financial assistance. Any family seeking financial aid must first apply for assistance with Missouri Department of Social Services. More information about the DSS can be found at: <http://dss.mo.gov/fsd/> or by calling the Dept. of Social Services at (855) 373-4636. Any family that does not qualify for assistance through DSS may apply for financial assistance through the YMCA, but will be required to include proof of their denial with their YMCA financial aid application.

DIVISION OF SOCIAL SERVICES/CHILD CARE REIMBURSEMENT PROGRAM

- The Y accepts Division of Social Services Child Care Reimbursement
- An official letter of acceptance from Division of Social Services must be on file ***prior to your child beginning the program.***
- A registration fee and co-payment for the balance of weekly tuition not covered by the Division of Social Services is required, except in special circumstances as outlined by the Division of Social Services

PAST DUE PAYMENTS

If your payment is not received within 3 business days of the initial payment per billing cycle, your children's participation in the Early Childhood program or any other Y program(s) or services within the Association will be terminated and late fees assessed until your account is current or arrangements have been made with the Y Program Director.

TAX INFORMATION

Please keep all of your receipts for income tax information. Our Federal Tax Identification number is 43-1710180. One complimentary copy of your payment history for your tax return will be provided by January 31st.

YOUR CHILD AND THE Y

ABSENCES/CHANGES IN SCHEDULES

Please call the program if your child will be absent. There may be days you change your child's schedule; please notify Program Director Tyler Armstrong.

Changes in schedules will require submitting a Change Form to your site director. Your Site Director must receive this form two weeks prior to any adjustments in your child's school year.

If your child is absent without notification for two consecutive weeks, the child's enrollment will be discontinued.

There is no change in fees for absence or illness.

LATE PICK-UP

- Your child **MUST** be picked up by program closing time. If you cannot pick up your child by closing, it is your responsibility to make other arrangements. A phone call to the Site location is required.
- Frequent late pick-ups may lead to termination of the child's enrollment. If you are late more than three (3) times your child may be dismissed from the program.
- Any child left at the program for one (1) hour past closing time, police will be notified to assist in locating the parent or guardian.

PERSON'S AUTHORIZED TO PICK-UP

- The person signing your child out of the program must be 18 years of age and show a valid ID.
- A child will only be released to persons authorized by the custodial parent/s on the child's enrollment form. Anyone not on your list or who is not authorized in writing will not be allowed to pick up your child unless an emergency arises. In this situation a phone call will be accepted. You will be required to verify confidential information found on your child's enrollment form and the person picking up your child will be required to show a valid ID and be able to provide the **"Family Password"**.
- Staff will ask for ID until familiar with person picking up your child.
- If the person who has arrived to pick-up the child is judged by the Y staff to be unsafe to drive a vehicle, the Y staff will offer to contact an alternate on the child's enrollment form. If the person becomes uncooperative, the Y staff will contact the police department to assist with the situation.

SIGN-IN/SIGN OUT PROCEDURES

- Parents/guardians are required to escort your child into the program.
- It is required that the parent or an authorized person sign your child in and out every day with the correct date, time and signature
- Please notify a staff member when your child arrives or is leaving
- If a child participates in another activity after school, the parent must provide written approval and state the time of arrival or departure from the program and how the child will arrive and return to that location
- If your child is absent from school for any reason, he/she will not be allowed to attend the Y-Club program.
- Y Staff are not allowed to sign in/out children from program-(only exception would be attendance taken as children arrive after school from classroom to Y program)

LEGAL INFORMATION

CUSTODY/PARENTING PLANS:

- Legal document (copies: court order, divorce decree, parenting plan etc.) **must be on file** and current at the program regarding divorce/custody arrangements.
- In the event of a parent's divorce or separation, we are required to release the child to either parent unless a court order states otherwise.

- Divorced parents should submit a copy of the court order, divorce decree or other legal documentation to prevent an unauthorized pick up by the non-custodial parent. Documentation must be kept in the child's file.
- Any deviation of the child custody agreement will require written formal agreement with notarized signed approval by both parties acknowledging "In Direct Contradiction to the stated court order" prior to allowing pick up.
- In the absence of a court order on file with the childcare program, both parents will be afforded equal access to their child as stipulated by law. The Y program cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, the Y suggests that the parent keep the child with them until a court order is issued.
- A legal restraining order must be on file with the childcare program if an individual is not allowed to pick up the child.
- Custodial parents may visit the site on occasion to see what your child is learning. Your visit will need to be limited to 5-10 minutes as to not disrupt the child's participation in the program and to ensure the safety of all of the children. Exceptions are planned, special events and family functions.

SUBPOENAS/REQUEST FOR INFORMATION:

- I understand that if the YMCA is required to respond (whether to answer, modify, clarify or quash) to a third party subpoena (whether for testimony, documents, appearance, or any combination thereof) or other compulsory legal order or any other process as the result of any legal proceeding of which my child is a party or participant, I will be responsible for both promptly reimbursing the YMCA for its reasonable attorney fees, and the cost of the YMCA's employees and contractor's time and materials (including, but not limited to copying and document redaction costs) spent responding at the YMCA's then current hourly rates. I further understand that failure to promptly reimburse the YMCA will result in suspension or termination of child care services under this YMCA Care Program Enrollment Agreement and could result in the YMCA pursuing a legal action against me for collection, and that I will be responsible for paying all costs, including reasonable attorney fees, incurred by the YMCA for filing of such action
- The YMCA reserves the right to require an official court ordered subpoena for access or release of records. At least a minimum of 10 business days to process the request must be given
- In the case of a legal court order or document the YMCA will follow and enforce the court order stated as written. NO EXCEPTIONS.
- Y staff will not be a mediator in the case of a divorce or custody situation, families may be asked to leave the program until issues can be resolved.

WITNESS/Common Ground Exchange:

YMCA site buildings, parking lots of off-site locations and YMCA staff members are not to be used or involved with any child custody "Witness/Common Ground" exchange programs.

The State of Missouri provides a listing of approved Exchange Site Locations and the YMCA is **NOT** one of them. Parents who need this option may contact the courts to obtain a listing of said exchange locations.

HEALTH & MEDICAL

CHILD INJURY

If a child is injured, an Accident Report will be completed the same day with a copy given to the parent, YMCA office and one retained in the child's file.

- Minor Injuries: Injuries that require no more than washing, Band-Aid, ice pack.
- Major Injuries: Injuries that require more than washing, Band-Aid and ice pack. The staff, after evaluating the situation, will take whatever steps are judged necessary to obtain the appropriate medical attention. This may include the following: contact the parent or an authorized person to pick up the child or transport the injured child to the nearest hospital via ambulance.
- If 911 is called and the child is sent to the hospital, the Director will notify the parents and Executive Director immediately.
- If an emergency is such that the child is transported to the hospital, a Y staff member will accompany the child. Parents will be notified which hospital the child is being transported to
- The YMCA does not provide accident insurance for your child. This will be the responsibility of the parent.

CHRONIC OR SEVERE HEALTH CONDITIONS

To establish a safe environment for your child and our staff members, the following procedures must be followed for your child's medical care and treatment should your child require the use of nebulizers, inhaler's, epipens, diabetes testing, acid reflux or other chronic or severe condition.

- An Identification of and Authorization for Treatment for Child Care Participants With Chronic or Severe Health Conditions form is to be filled out completely **by your physician and/or specialist**.
- A Release and Waiver of Liability for Administering Treatment to Children with Chronic or Severe Health Conditions form completed in full and signed.
- A Department of Health and Medical Authorization form completed in full.
- Children will be accepted for care only after all above items and enrollment processes have been completed
- The YMCA is a recreational/educational not therapeutic program. Failure to disclose all necessary information will void enrollment and be considered falsification of records.

CONTAGIOUS/INFECTIOUS DISEASE GUIDELINES

If a child is sent home from school or YMCA with a communicable/infectious disease, the Y may require a child to be examined by a physician if the Y believes the child can infect others. **The child will be excluded from childcare until a physician provides written authorization determining the child cannot infect others, or until the recommended exclusion period has passed.** (Physicians written recommendation may not supersede YMCA policies or director discretion) Please notify the childcare staff if your child has a communicable/infectious disease.

The following diseases are communicable and/or infectious:

- Chicken Pox-If child has skin eruptions that are not yet scabbed over and with or without a fever.
- Conjunctivitis (Pink Eye)-If the eye is red or swollen and has drainage or is oozing. Is highly contagious and must be medically treated for at least 24 hours before returning.
- Fifth Disease-Child will exhibit a slapped red rash appearance on cheeks. Child is contagious before exhibiting symptoms.
- Giardiasis - is characterized by diarrhea, loose, watery stools, stomach cramps and upset stomach. There is generally a 1 to 2 week incubation period before symptoms appear. Symptoms can last anywhere from 2 to 6 weeks. Doctor's statement required to return to center.
- Hand Foot and Mouth Disease - Mild fever and sore throat; 1 to 2 days later blisters or ulcers inside mouth, tonsils, gums, tongue or cheek. Blisters or red spots appear on hands or soles of feet. Children usually get sick 3 –6 days after exposure.
- Head Lice - If lice or nits are found in the child's hair. The child may return after they have been treated.
- Impetigo - If infected sores or lesions are oozing and/or crusting. It is contagious and must be medically treated for 24 hours before a child may return.
- Measles - If child has a rash accompanied by flu symptoms.
- Mumps- symptoms fever, headache, muscle aches, tiredness, loss of appetite and swollen/tender salivary glands under ears or jaws. Doctor's statement required to return to center
- Novel Influenza A (H1N1) - the symptoms are similar to the regular human flu and include fever, cough, sore throat, body aches, headache, chills and fatigue. Child must be fever free without fever reducing medications for at least 24 hours before re-admittance to the program.
- Pertussis (Whooping Cough)-Cold like symptoms, mild cough possible fever with severe coughing that creates a "whooping" sound after 1-2 weeks. Doctor's statement required to be readmitted to center.
- Pinworm or Ringworm - If child is itching in rectal area, especially at night (pinworm). If child has a raised itchy spot resembling a hoop (ringworm).
- Rash - If the cause of the rash is unknown.
- Rosella - Child has a high fever for 48 hours followed by small red spots
- Scabies - If child has red, itchy areas in finger webbing, on the wrist, or under the armpit and says it also itches at night.
- Shigellosis - will develop diarrhea, fever, and stomach cramps. Diarrhea is often bloody. Shigellosis usually resolves in 5 to 7 days. Some persons who are infected may have no symptoms at all, but may still pass the Shigella bacteria to others. A lab test confirming non contagious will be required to return to program.
- Strep or Possible Strep - Maybe no more than sore throat or fever, tonsils, swollen neck glands, lack of appetite or tiredness.
- Thrush/Candida - If child has creamy white spots or patches on inside of mouth (gums, cheeks or tongue). Can also be found in diaper area by smaller raised red spots or sore pustules.

A parent/guardian will be notified when a child displays any of the above symptoms. If the parent/guardian cannot be reached, the emergency party designated by the parent/guardian on the enrollment form will be contacted. The ill child will be isolated from the other children. **Child must be picked up with-in one hour of call.** The late pickup policy will apply at the end of the one hour grace period. Failure to have your child picked up per guidelines will result in immediate dismissal from the program. **Sign-out is required.**

HEALTH CHECKS

Staff members are required to check your child for illness or injury upon arrival and authorized to deny care for the day if needed. Your child will not be accepted into the site if she/he has symptoms of a contagious/infectious disease, illness or injury that might require medical attention. ***Y Staff have the right to take children's temperatures prior to being admitted for care and have the final authority if the child should be excluded from care.***

Any staff person may evaluate a child exhibiting any of the following symptoms per State Health Communicable Disease guidelines before being accepted or continuing in the program. (ie: health check)

- Fever
- Respiratory Symptoms
- Vomiting
- Diarrhea
- Other Symptoms at the discretion of the Y Staff

HYGIENE

Parents are expected to ensure their child(ren)'s proper hygiene at all times. If there are any concerns the Director will discuss this with the Parent or Guardian confidentially.

IMMUNIZATIONS

As a condition of enrollment, parents must keep current on child immunizations. Failure to do so will be grounds for termination from the program.

MEDICATION/TESTING AND OTHER PROCEDURES

The Salt Fork YMCA provides recreational programs, which are not staffed by individuals trained to perform invasive medical procedures. In order to protect the health and safety of all children and employees, YMCA employees will not perform such invasive procedures including, but not limited to: administering shots, drawing blood, catheterization, diabetes testing, insertion of suppositories and tube feeding. The medical procedures which employees may not perform will be determined at the sole discretion of the YMCA.

Medicine must be handed to a staff member by the parent. **Do not send medication with the child.** Prescription medication or doctor prescribed over the counter medication or specific brand name sunscreen will be administered. A Medication Authorization form must be completed and appropriately filled out by the parent/guardian the day the prescription is brought to the program site (forms are available from the Site Director).

The staff member may dispense only prescribed drugs in the original container, which bears the original label displaying legible information stating the following:

1. Prescription number
 2. Prescription name
 3. Strength and quantity of the prescription
 4. Expiration date of any time-dated prescription
 5. Directions for use
 6. Child's name
 7. Physician's name
 8. Date of original issue, or with refill, most recent date of issue
 9. Name and address of licensed pharmacy issuing the medication
- Each time the medication is given to the child the staff will complete the information on the Medication Authorization Form. When the child is no longer taking the medication, the medication will be returned to the parents and Medication Authorization Form placed in the child's file.
 - If medication is requested to be kept on hand "for emergencies only", i.e. asthma attacks, severe allergies, seizures etc. a Chronic Health Form must be completed and signed by a physician prior to enrollment into the program. Chronic Health Forms can be obtained from the director.
 - Medically prescribed diets for a child enrolled in the program shall be provided as ordered by a physician. Such diets shall be on file and adhered to in preparation and service. Records of food intake shall be maintained when indicated by a physician.
 - Medications not taken during the program will not be stored or transferred by our staff.
 - It will be the **Parent's Responsibility** to monitor and track prescriptions expiration date and replace said medication and educate staff in use of equipment as needed.

MEDICAL & THERAPUTIC OBSERVATIONS

Requests may be made to have child observed for medical concerns, provided therapy or specialist services during the day. See your Director for information required for possible approval.

IMPORTANT INFORMATION

BEHAVIOR/DISCIPLINE

Our program's philosophy is based on respect for the child's self-esteem, setting reasonable limits, and creating an environment that encourages self-discipline, problem solving, and conflict resolution. We see the opportunity to teach values of getting along with others, solving problems in a positive way and learning self-control as the key to a successful program. The staff is dedicated to working together with the children and parents to resolve any concerns that may arise. Discipline methods:

- Setting an appropriate environment for programming.
- Having a well-planned program.
- Redirecting behavior by giving choices.
- Encouraging group consensus on problem solving.
- Discussing problems to discover causes, and guiding the child or group of children to find ways to resolve it.
- Assigning special tasks and responsibilities that will help to build their self-esteem (for example, special helpers, clean up supervisor, snack helper).
- Reflecting children's successes and accomplishments.
- The "Thinking About It" area is a place that a child can choose to get away, be alone, or take time out from activities while in view of Y staff. This is also a space where children can think about what happened and what to do next time. The child chooses to leave this space when s/he feels ready to rejoin the activities or talk.
- Discipline or threat of discipline will not be associated with food, rest or toilet training.
- The use of physical punishment is never permitted

Behavior Management Policy:

It is the goal of the Salt Fork YMCA to guide children in becoming caring, honest, responsible, and cooperative participants in our program. The YMCA uses only positive behavior management techniques to increase participant's self-esteem by helping them to become responsible for their own actions. It is important for participants to grow to respect themselves as well as the rights and feelings of others.

When a conflict arises concerning the rights of other people and/or property, our goal is to work with each participant individually to solve the problem through effective communication and logical consequences. Other behavior management techniques, which include redirecting behavior, removal from a particular activity, and parent consultation, will be used in situations where conflicts continue.

Depending on the severity and frequency of incidents, such as, fighting, inappropriate language, destruction of property, lack of regard for rules, or the possession of inappropriate toys (i.e. play guns, swords, or other weapons), a participant may be suspended or expelled from the program. The following procedures will (***unless severity or repetition of incident requires other action***) be followed concerning suspension and/or expulsion:

1. The participant will be suspended immediately and parents notified.
2. The Program Director will be notified and review the situation.
3. A parent conference will be scheduled with Center/Program Director, Teacher, Parents or Guardian and any other YMCA designated resource person.
4. At the Parent Conference a written Disciplinary Action Plan will be developed. The participant will not re-enter the Program until Parents and staff have agreed upon the Disciplinary Action Plan.

Any participant who is determined at the sole discretion of the YMCA to have intentionally harmed or attempted to harm another participant, staff member or themselves will be immediately suspended from the program and subject to

termination from all YMCA programs after review of the incident by the Program Director and Executive Director or designated YMCA supervisor.

Participants can be removed from the program based upon inappropriate behavior of parent or guardian.

A parent/guardian will be notified immediately when a child displays any of the above issues. If the parent/guardian cannot be reached, the emergency party designated by the parent/guardian on the enrollment form will be contacted. The child will be isolated from the other children. **Child must be picked up with-in one hour of call.** The late pickup policy will apply at the end of the one hour grace period. Failure to have your child picked up per guidelines will result in immediate dismissal from the program. **Sign-out is required.**

CODE OF CONDUCT-ADULT

- The Y requires adults of enrolled children to behave in a manner consistent with courtesy, respect and Y Values. The Y goal is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the staff, but the responsibility of each and every adult who enters the program. Adults are required to behave in a manner that fosters this ideal environment. Adults who violate the Code of Conduct may be dismissed from the program.
- Swearing/cursing: No adult is permitted to curse or use other inappropriate language at the childcare program, whether in the presence of children or not. Such language is considered offensive and will not be tolerated.
- Threatening of staff, children, or other adults: Threats of any kind will not be tolerated.
- Other children: Adults are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no adult may physically punish another adult's child. If an adult should witness another adult's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the adult to direct their concern to the staff.
- Confidentially: It is inappropriate for one adult to seek out another adult to discuss their child's inappropriate behavior. All behavior concerns should be brought to the staff's attention. The staff will address the issue with the other adult. Although you may be curious about the outcome of such a discussion, staff is strictly prohibited from discussing anything about another child with you. All children enrolled in Y programs have privacy rights and are further protected by our Confidentiality Policy.
- Violations of safety policy: Adults are required to follow all safety policies at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the children and staff.

COMMUNICATION

Communication is an important component to providing quality care for your child. We have the following items in place to ensure good communication between you and the Y staff.

- Activity Plan: Weekly/monthly plans are available to preview activities
- Communication Log: a notebook will be on the parent table where parents can leave messages for the staff concerning a change in attendance or other information deemed helpful or important
- E-Mail: to enhance communication, families are requested to provide a current e-mail address to assist in ongoing correspondence between the Y and families. E-mail addresses will be used for Y purposes only.
- Information Boards are important communication areas. Here you will find children's art, photographs of center activities, community resources, articles, calendar of events, lesson plans, Y program information etc.
- Mailbox: Each child will have a mailbox where receipts, artwork, notes, Y brochures and flyers for upcoming Y events etc.
- Snack Menu: A menu will be posted daily snack servings
- Suggestion Box: A suggestion box will be accessible for comments
- Surveys: An important component how we deliver and implement our programs depends on your opinion. Surveys will be sent via email Please take a few moments to share your experiences with us!

EARLY OUTS

We will have Afterschool Program whenever the school releases.

INAPPROPRIATE SEXUAL BEHAVIOR

Inappropriate sexual behavior of any child toward any other child or staff member is strictly prohibited in YMCA Programs. A child is any person enrolled in any YMCA program. Inappropriate sexual behavior is defined as sexual advances, requests for sexual favors, or other physical conduct of a sexual nature made by any child toward another child.

Children, who believe they have been victims of, or have witnessed inappropriate sexual behavior, must report the incident to any Y staff immediately. Parents of a child who believe their child has been a victim of inappropriate sexual behavior or witnessed such an incident must also report the incident to any Y staff immediately. The YMCA staff member who receives the complaint shall promptly inform the person who is designated to address such reports at the site. Each incident will be thoroughly investigated and reported in accordance with the YMCA Child Abuse Policy and with state laws.

INDEMNITY AGREEMENT

I hereby waive any claim of liability and will hold harmless the Young Men's Christian Association of Salt Fork, its officers, directors, trustees, agents, and employees for any bodily injury to me incurred while I am practicing for, or participating in, any contest or exhibition of an athletic nature sponsored by the YMCA. In addition, I understand that the YMCA is not responsible for my personal property nor is my YMCA membership transferable.

LICENSING REVIEW

The Salt Fork YMCA programs are state licensed through the Missouri Department of Health and Senior Services, Child Care Division, (DHSS) and must meet or exceed all state requirements identified for quality child care. You may view your child care program site state compliance and inspection reports by going to www.dhss.mo.gov

OUTDOOR PLAY

The Department of Health Child Care Services requires that children receive outdoor play opportunities each day weather permitting. Please send your children with weather appropriate clothing. On cool/cold day's children will be required to wear jackets or coats (please mark all items with your child's name).

TEMPERATURE GUIDELINES FOR OUTDOOR PLAY

95° and Above	Limited time, quiet activities
90° - 95°	10-15 Minutes (Depending on heat index levels)
32° - 90°	Unlimited time
20° - 32°	10-15 Minutes
10° - 20°	5 Minutes
10° and Below	DO NOT GO OUTSIDE

If you feel your child's health does not permit them to go outside, your child is not healthy enough to be at the YClub program at this time.

OUTSIDE AGENCY REQUESTS

To protect the privacy, confidentiality and safety of all children, the YMCA will NOT allow outside observations or information requests.

PHOTO/NEWS/TESTIMONIAL RELEASE

It is understood and agreed that the YMCA reserves the right to take and utilize pictures, likenesses videos and testimonials of participants for promotional purposes including, but not limited to reports, publications, brochures, emails, our website and other social media. Families may opt out by providing in writing desire to exclude child from above.

SCHOOL RULES

All school policies and rules will be followed and adhered to. Y Club staff is encouraged to communicate with the school office on a daily basis and is encouraged to share progress or information about your child.

SCHOOL CLOSINGS

***If School is closed the YMCA will have Snow Day Care weather permitting.
If it's closed for non-weather issues we will have a Kid's Day Out at the
Salt Fork YMCA Building.***

SUNSCREEN & BUG REPELLANT

Please apply sunscreen to your child prior to arrival at the program. If parents wish for sunscreen to be applied in the afternoon a physician's statement and complete the required form.

- Application of sunscreen will require a completed medical form. Parents will provide the child(s) sunscreen with name written on bottle. No aerosol cans are allowed.
- Expired sunscreen will be removed and not applied.
- The YClub staff will not administer bug repellent. If parents wish to have bug repellent applied to their child, it will need to be administered before arrival to the program.

TERMINATION

The Y reserves the right to terminate children, families and/or parents/guardians from the program as a result of actions or behaviors that are not deemed in the best interest of the organization based on rules, policies, and situations. Fees will be forfeited.