



PARENT HANDBOOK
BEFORE AND AFTER
SCHOOL ENRICHMENT &
KINDERGARTEN PLUS
PROGRAMS
2011-2012



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Welcome:

Thank you for allowing us to serve your child in our before and after school enrichment program. We look forward to the year ahead and hope this information answers your questions. If you need further assistance or wish to speak to one of our YMCA staff team members, please refer to the contact information on the front inside cover.

As always, we appreciate your feedback and look forward to getting to know you and your family.

*YMCA of Greater Indianapolis
Youth Enrichment Branch Staff*



General Information

The YMCA of Greater Indianapolis is a nonprofit, charitable community service organization established in 1854. Essentially, the YMCA is an association of people dedicated to the mission "to put Christian principles into practice through programs that enhance personal growth and improve the health of spirit, mind, and body for all." Our vision is to build strong kids, strong families and strong communities.

Programs for All

The YMCA is unique because your membership rates and your program fees are based on **total household income**. The YMCA is able to offer this sliding fee scale thanks to the generous donors whose contributions to our Strong Kids Campaign enable us to realize our mission of being open and accessible to all. Please call (317) 577-2070 or 1-866-577-2070 for additional information.

Y for All Campaign

At the YMCA, one of our most important goals has always been to enrich the lives of children in our communities. Children develop self-confidence, learn values for the future, and grow up stronger and healthier by participating in YMCA programs. **We believe every child should have the opportunity to be in a before and after school program regardless of their ability to pay the full rate.** By contributing to our campaign, you are making an investment in the future. Your child will have an opportunity to help with service projects to raise funds for this campaign. Please consider how you might help with this important project. Does your company offer matching donations?

The First Day

Program Hours

AM Program: 6:30 a.m. or 7:00 a.m. until school begins. Morning opening times vary by school district. Please call your local YMCA Youth Enrichment Office for information (page 2).

PM Program: School dismissal until 6:00 p.m.

Sign in/out Procedures

If you have not visited the program before, please allow a few extra minutes at drop off and pick up times. You will be greeted by a staff member in a YMCA staff shirt and name tag. Upon arrival, the staff will share the sign in and out process and answer any questions you might have.

For the safety of your child, the staff cannot accept or release any child before he/she has been signed in or out by an adult (18 years old or older).

Morning program – For safety reasons, you must accompany your child into the program and sign them in on the daily attendance sheet.

Afternoon program/Sign-out Procedures – **It's important to send a note for your child's teacher on the first day. They will help make sure your child is sent to the program.** Please instruct your child to go immediately to the program location to sign in, even if they are involved in another activity (scouts, assisting the teacher, choir, etc.). Children will be signed in by a YMCA staff person. If your child will be absent from the program, please call our office or if applicable, your Site Director. If your child does not report to the program AND we are expecting him/her (registration received and weekly payment made), we will first check with the school office to determine your child was at school that day. If so, we will contact you immediately.

If you have not made advanced payments and need to make arrangements for attendance, please contact our office prior to your child's next day of attendance so we can expect him/her to arrive to the program.

What happens when school is out?

Since parent's work schedules do not always match children's school days off, continuous care is offered during these breaks (minimum enrollment required) at several YMCA and school locations. You may attend any YMCA location you choose and any school-age child is welcome to attend. A detailed brochure with more information is available at your site. Our full day rates are: \$34.00 per day/\$129.00 per week for YMCA members and \$39.00 per day/\$164.00 per week for YMCA participants.

Typical School's Out Camps:

- Fall Break
- Winter Break
- Martin Luther King Day
- Presidents Day
- Spring Break
- Flex Day Schedule

YMCA Holiday Closings:

- Labor Day
- Thanksgiving Day and the day after
- Christmas Day
- New Years Day
- Memorial Day

Snow Day Programs

If school is closed prior to 6:30 a.m. due to inclement weather, a program will be held at branch locations and other predetermined school sites. More specific information for the Snow Day Program will be available through your Site Director. If your child participates, please send a sack lunch with beverage. Our full day rates are: \$34 per day for YMCA members and \$39 per day for YMCA participants.

Early Dismissal / Half Days

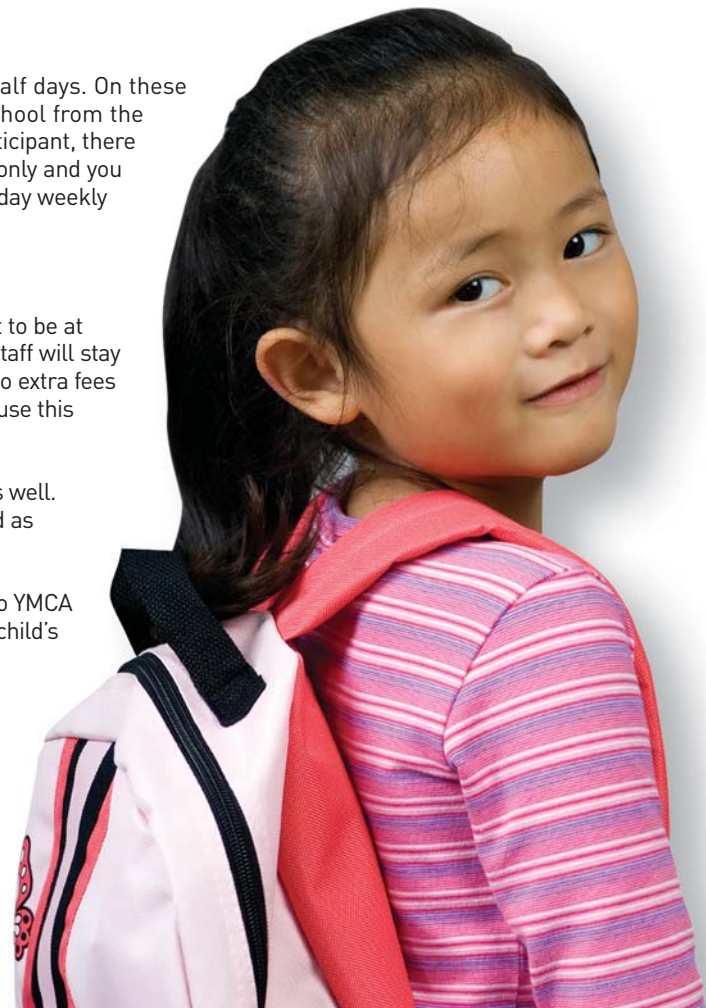
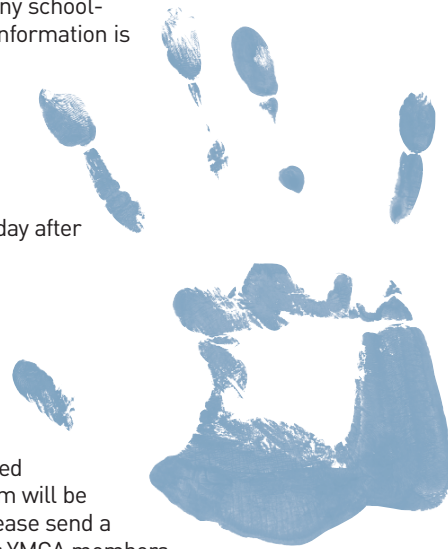
During the school year, there may be several early dismissal or half days. On these days, the after school program will be available at your child's school from the time of dismissal until 6:00 p.m. If your child is an afternoon participant, there are no extra fees for these days. If your child attends before school only and you wish to use this service on these days, you may register for the 1-2 day weekly rate.

Inclement Weather Policy/ School Delays

If the start of school is delayed, the YMCA staff will make every effort to be at your child's school by the designated start time. On these days, the staff will stay until school begins. If your child is a morning participant, there are no extra fees for these days. If your child attends after school only and you wish to use this service, you may register for the 1-2 day rate on these days.

If school is cancelled during a delay, our program will be cancelled as well. Parents or their designee will be responsible for picking up their child as soon as possible.

If school is dismissed early due to weather conditions, there will be no YMCA program. Any exceptions to this will be communicated to you at your child's site.



Health and Safety

Medication Policy

Any medication given to your child at the program site must be in its original container with your child's name on it. A Medication Release Form must be completed and signed with the following information:

1. Child's name
2. Type of medication
3. Physician's name
4. Amount of dosage to be given
5. Time to be given
6. Number of days to be administered
7. Possible side effects

Please note, YMCA staff are NOT permitted to give the first dosage of any medication. Staff may dispense only prescription medication.

If your child refuses medication, we will contact you for further instructions.

Sick or Ill Children

If your child is ill and will not attend the program, please contact the Before and After School Program Office (see front cover for phone numbers) and your Site Director.

Any child displaying or developing symptoms such as a fever, rash, diarrhea or vomiting will be removed from the group and comforted. We will ask you to make arrangements to pick up your child as quickly as possible.

Weather permitting, all children will have a chance to play outside. Due to our ratios, if your child is unable to be outside due to illness, we may not be able to accommodate this request.

Contagious Diseases

If your child has a confirmed case of a contagious disease, he/she must be kept at home. Please contact the YMCA office regarding the illness so a general notice (all names will be kept confidential) can be posted at the program location. At the discretion of the Program Director, we may ask you to submit a doctor's statement prior to your child returning to the site. The following conditions are categorized as "highly contagious":

- Strep throat
- Measles
- Mumps
- Chicken pox
- Diarrhea
- Scarlet fever
- Pinworms
- Viral infections
- Impetigo
- Lice

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.

Accidents and Injuries

The health and safety of the children in our care is our top priority. Even with watchful eyes, young children are often testing their physical limits making injuries inevitable. With minor accidents, YMCA staff will verbally inform you at pick up time.

In the event of a medical emergency or accident requiring a doctor's treatment, we will contact you immediately. If we cannot make contact with a parent, emergency medical personnel will take the child to the emergency room via ambulance.

At all times, there will be a YMCA staff person on site who is trained in First Aid and CPR.

Other Emergencies

In the event of a fire, tornado, natural disaster and other related emergency situations, our YMCA staff will follow the school system or Branch YMCA established plans.

Staff Relationships with Children Outside YMCA-Babysitting Policy

Staff members are not allowed to be alone with children they meet in YMCA programs outside the YMCA program setting. This includes babysitting, sleepovers, and inviting staff members to children's homes unless one of the following conditions exists:

1. Staff and child's family have a relationship that predates the staff member's employment or child's enrollment in the YMCA program.
2. Staff and the child's family are related

If you observe anyone not following this policy, please contact our office immediately.

Special Needs

The YMCA welcomes families and children with special circumstances. We request you schedule an individual meeting with your Program Director to develop the best plan for your child. We will then be able to determine together what accommodations your child may need to be successful in our program.

Other Information

Curriculum

Our curriculum is available for you to review at any time. We are excited to add enriching activities such as our literacy program, "KidzLit," our own National Geographic website and new science activities! Please ask about our homework contracts.

Snacks

The goal of the program is to provide a healthy environment for your child. In support of this, the snacks we provide have no trans fats. Water, 100% juice and milk are offered as the primary drinks. More fresh vegetables and fruits are available. If your child has any allergies or requires a special diet, please make your Site Director aware of this.