

# KOSCIUSKO COMMUNITY YMCA

BEFORE AND AFTER SCHOOL CARE

2021-2022



## HOW TO REGISTER FOR BEFORE AND AFTER SCHOOL CARE

**KIDS' CLUB** | Complete a 2021-2022 Kids' Club registration form at [www.kcymca.org](http://www.kcymca.org) or a paper registration form at the Parkview Warsaw YMCA Welcome Center.

**INCLUSIVE KIDS' CLUB** | If your child has a disability or needs extra assistance throughout the morning or evening of Kids' Club please Complete an online Kids' Club registration form or a paper registration at the Parkview Warsaw YMCA Welcome Center. Additionally, you will need to complete a paper Inclusive Medical History Form at The Parkview Warsaw YMCA Welcome Center.

**S.O.A.R. AFTER SCHOOL CARE** | Complete a paper registration form at the Parkview Warsaw YMCA Welcome Center.

**E-LEARNING , SCHOOL BREAK DAY CAMPS** | E-Learning and School Break Day Camps must be registered for separately from Kids' Club and can be registered for at the Parkview Warsaw YMCA Welcome Center. Please register and pay prior to attendance. Space is limited please register as early as possible.

**SCHOOL CANCELLATION DAY CAMP** | Any child attending before or after school care is eligible to attend School Cancellation Day Camps. There will be an additional \$20 fee for YMCA Members and \$25 fee for Non-Members.



## CONTACT INFORMATION

<b>RACHEL HARDY: DIRECTOR OF CHILDCARE AND INCLUSIVE PROGRAMMING</b>	(574) 269 - 9622 x221
<b>YMCA</b>	(574) 269 - 9622
<b>EISENHOWER</b>	(574) 551 - 3920
<b>HARRISON</b>	(574) 551 - 2598
<b>JEFFERSON</b>	(574) 551 - 3960
<b>LINCOLN (CLAYPOOL)</b>	(574) 551 - 3912
<b>MADISON</b>	(574) 551 - 2594
<b>WASHINGTON</b>	(574) 551 - 3923
<b>PIERCETON</b>	(574) 253 - 8789
<b>MENTONE</b>	(574) 253 - 8746
<b>LEESBURG</b>	(574) 453 - 4121
<b>GATEWAY</b>	T.B.A.

## PROGRAM INFORMATION

### KIDS' CLUB AND INCLUSIVE KIDS' CLUB PROGRAM SCHEDULE

- AGES | ENTERING KINDERGARTEN - 6TH GRADE**

In general, each program site may open as early as 6:00 a.m. and closes no later than 6:00 p.m. Each program site will determine hours of operation based on enrollment and principles of efficient business operation. Claypool will only offer before-school care at Lincoln Elementary. Each program site will inform parents and guardians of their hours of operation. Drop off and pick up will not be available before opening or after closing times. The staff develops curriculum and plan activities based on your drop-off and pick-up schedule, so please be accurate and plan to adhere to your schedule. Kids' Club is for children entering kindergarten through 6th grade. At Mentone, we will provide care for ages 3 to 5 years before school. Preschool children must be potty-trained.

- S.O.A.R. AFTER SCHOOL CARE**

- AGES | 7TH GRADE - 22 YEARS OLD**

New this year is our Inclusive Middle School Kids' Club held at The Gateway Education Center. This program is designed for young people in 7th grade through 22 years old and offers individualized after school care for people with varying abilities.

## E-LEARNING AND SCHOOL BREAK DAY CAMPS

### • AGES | ENTERING KINDERGARTEN - 6TH GRADE

Each program is held at the Parkview Warsaw YMCA and will open at 6:00 a.m. and close no later than 6:00 p.m. Drop off and pick up will not be available before opening or after closing times. These programs are for children entering kindergarten through 8th grade.

## SCHOOL CANCELLATION DAY CAMP/SCHOOL DELAYS

### • AGES | ENTERING KINDERGARTEN - 6TH GRADE

If a school cancellation is announced after the sites open, Kids' Club participants can be transported to the YMCA by the YMCA bus. If a school cancellation is announced before the sites open then children can be dropped off at the Parkview Warsaw YMCA. An all day developmental program will be provided at an additional cost.

## PROGRAM OUTCOMES

The Y's Before and After School Programs are firmly based in its Christian mission and purpose. The specific outcomes include but are not limited to:

1. Children demonstrating an appreciation for arts and humanities
2. Children demonstrating caring, honesty, respect and responsibility
3. Children demonstrating physical fitness and knowledge about healthy lifestyles through the Coordinated Approach to Child Health (CATCH) program
4. Children completing their homework
5. Children reading for pleasure
6. Children demonstrating a commitment to learning and using problem-solving skills
7. Children demonstrating civic leadership and service
8. Children demonstrating age appropriate social skills and compliance with requests
9. Children maintaining adequate self-esteem
10. Children avoiding engaging in anti-social behavior

## ARRIVAL AND PICK UP

**EARLY DROP OFF AND LATE PICK UP** | Children may not be dropped off prior to the arrival of a YMCA staff member at a Before and After School Care site. A late fee of \$1.00 per minute will be assessed after the site closing time until the child is picked up.

**SIGN IN/SIGN OUT PROCEDURES FOR KIDS' CLUB** | Parents may drop off their registered children at the Kids' Club site in the morning after the posted opening time. Please check with the Site Director for the opening time. The afternoon session begins when school is dismissed and closes at 6:00 p.m. The YMCA is not responsible for children in the morning until they are presented and transferred over to Kids' Club by signing in. Failure to sign the children in will result in termination of services. All children must be signed in on the iPad in the morning. Children must be signed out on the iPad in the evening from Kids' Club by a parent or guardian, or an individual 18 years of age or older, or siblings under 18 authorized by the parent on the registration form.



**SIGN IN/SIGN OUT PROCEDURES FOR E-LEARNING , SCHOOL BREAK , SCHOOL CANCELLATION CAMPS |** Check-in will not be in the lobby of the Parkview Warsaw YMCA. Parents will check in their student and staff will escort them to their rooms. We ask that parents not go past the check-in table unless they are planning to use the YMCA facility after check-in. Please practice social distancing while waiting to check-in. Upon check-in, each student's temperatures will be taken and recorded. If a student has a temperature of 100.4 or higher they will not be admitted to camp on that day.

**AUTHORIZED INDIVIDUALS FOR PICK UP |** For their safety, children are released from Kids' Club only to authorized individuals. An authorized individual must be listed on the registration form, be 18 years of age, and present photo identification. A sibling under 18 can pick up his/her siblings as long as they are listed on the registration form as an authorized person to pick up. Changes in authorization must be provided to the director one week prior to implementation. Should an intoxicated or impaired individual arrive at a Kids' Club site and insist on removing a child, the staff will immediately call 911 and ask for law enforcement assistance. If a court order exists preventing a particular individual from having contact with a child, a copy of the court order must be provided and on file with the YMCA.

## **FOOD AND ACTIVITY**

### **KIDS' CLUB MORNING AND AFTERNOON SNACKS**

- All snacks will be served family style (family style means children serve themselves with limited help from adults).
- Children and staff will sit down and eat snacks together.
- Please bring a water bottle.

**E-LEARNING AND SCHOOL BREAK CAMPS |** During scheduled school closures all students must provide their own lunch. Please bring a water bottle.

**SCHOOL CANCELLATION CAMPS |** During unscheduled school closures the Parkview Warsaw YMCA will provide lunch for all students who have arrived at Kids' Club before school closed. If your child is dropped off at the YMCA they will need to have a packed lunch.

**INDOOR PLAY |** Staff and children are encouraged to be active

in the gym as much as possible. Staff will try to offer 30 minutes of play each morning and each afternoon.

### **OUTDOOR PLAY**

- Staff will try to take children outside as much as possible. Please make sure the children are dressed appropriately for the weather; hat, gloves, and coat when the weather is cooler.
- Temperature needs to be 45 degrees or warmer to be outside, staff will take into consideration what the temperature feels like as well.
- Staff will be cautious in taking the children outside if there are heat advisories or warnings issued in our area.
- Weather permitting, the goal is to provide 30 minutes or more of outdoor play daily.

## **SCHOOL BREAKS**

**E-LEARNING DAYS |** E-Learning Day Camps will be held from 6:00 am – 6:00 pm for students in Kindergarten – 8th grade on all scheduled e-learning days. With low staff to student ratios, backup tablets, and a safe setting the Kosciusko Community YMCA will be able to assure that children have the attention and resources they need to continue learning at a high level even when they are not at school.

**SCHOOL BREAKS CAMPS |** During scheduled school breaks, the YMCA offers programs that complement the before and after school program. These programs are held at the YMCA for kids in Kindergarten through the 6th grade and have limited enrollment. Space is limited for planned School Break Camps, in order for you to reserve a spot and for the staff to prepare for School Break Camp, please sign up by the deadline or a late fee will be applied. There may be a chance we cannot register late sign ups.

**SCHOOL CANCELLATION/SCHOOL DELAYS |** Please be aware of Warsaw Community School Corporation's delays and closings. Kids' Club will operate at each program site during delays due to weather. If a school cancellation is announced after the sites open, all Kids' Club participants will be transported to the YMCA by a Warsaw Community School Corporation school bus. If a school cancellation is announced before the sites open then children can be dropped off at the Parkview Warsaw YMCA. An all day developmental program will be provided at an additional cost.

Children must be picked up by 10:00 a.m. to avoid being charged the all day rate. \*Students at Mentone, Pierceton, and

preschoolers will need to be picked up at their school within the hour of school closing. Leesburg children will need to be dropped off at the YMCA.

**FIELD TRIPS |** A few field trips will be scheduled throughout School Break Camps. Parents will be notified of the details prior to departure. Children will leave the YMCA to participate and will only ride in authorized vehicles driven by an authorized driver.

## STAFFING

**CHILD CARE STAFF QUALIFICATIONS |** The YMCA recognizes the effect a positive experience will have on the development of children and youth. The Kids' Club staff are carefully selected based on education, qualifications, work experience, and for their ability to act as positive role models. Each of our staff has demonstrated a strong commitment to caring for children and has passed pre-employment criminal background checks and drug screening. YMCA childcare staff hold current CPR and First Aid certifications. Our team is a dedicated group that knows the importance of combining a safe and caring environment with a strong curriculum to benefit your child's development.

**CHILD ABUSE PREVENTION |** The YMCA is committed to the prevention of child abuse. All Y staff are required to complete child abuse training and are ready to observe the early warning signs and report inappropriate behavior. You can help to ensure your child's safety by taking an active interest in his or her YMCA experience and asking your child specific questions about program activities and staff relationships.

As part of the association's prevention program, YMCA staff are prohibited from babysitting or transporting children at any time outside of the Kids' Club program. The YMCA staff do not accept gifts or tips and should not provide gifts to children. By law the YMCA must report any suspected cases of child abuse or neglect to the appropriate authorities.

## PROGRAM FEES

As a nonprofit organization, the YMCA sets program fees to cover the actual cost of services provided. Kids' Club fees follow:

### KIDS' CLUB

	YMCA MEMBER	NON YMCA MEMBER
<b>FULL WEEK ATTENDANCE IN THE AM ONLY</b>	\$30	\$35
<b>FULL WEEK ATTENDANCE IN THE PM ONLY</b>	\$30	\$35
<b>FULL WEEK ATTENDANCE IN BOTH THE AM AND THE PM</b>	\$50	\$60
<b>ONE DAY ONLY</b>	\$15	\$20

### E-LEARNING, SCHOOL BREAK, SNOW DAY AND SCHOOL CANCELLATION CAMPS

<b>E-LEARNING DAY CAMP</b>	\$20 PER DAY	\$25 PER DAY
<b>SCHOOL BREAK DAY CAMP</b>	\$20 PER DAY	\$25 PER DAY
<b>SCHOOL CANCELLATION DAY CAMP</b>	\$20 PER DAY	\$25 PER DAY

### DISCOUNTS AND FEES

<b>ONE TIME PROCESSING FEE</b>	\$15
<b>DISCOUNT FOR 2ND CHILD</b>	-\$5
<b>DISCOUNT FOR 3RD CHILD</b>	-\$10
<b>DECLINED CREDIT CARDS, RETURNED CHECKS, AND OR NON- SUFFICIENT FUNDS</b>	-\$25

## PAYMENT OF PROGRAM FEES

**REMOVAL FROM PROGRAM BECAUSE OF NON-PAYMENT** | No registration will be allowed for accounts with a past due balance. In the event that an account is past due for two weeks, participation in the program will be discontinued. Efforts will be made to contact parents by phone prior to discontinuation of a child's participation. Please be sure to maintain current contact information with the YMCA.

**MINIMUM/MAXIMUM PARTICIPATION** | The YMCA reserves the right to close Kids' Club sites that do not have participation levels necessary to cover the cost of operation and to put enrollment caps in place when necessary.

**FINANCIAL ASSISTANCE** | The YMCA does not deny participation or services based on the inability to pay for programs. Assistance must be applied for 3 weeks prior to enrollment and participation in any program for which assistance is needed. A financial assistance application is available at the YMCA Welcome Center and questions concerning income requirements can be addressed by calling the YMCA.



**TAX INFORMATION** | A report of all YMCA childcare expenses for the previous calendar year will be distributed to parents by January 31st. There will be a fee of \$10.00 for any additional copies. The YMCA tax number is 35-1068182.

## BEHAVIOR MANAGEMENT PROCEDURES

**PHILOSOPHY** | The Kosciusko Community YMCA is committed to providing a safe and welcoming environment for all children. To ensure safety and comfort for all, we ask children to act appropriately while they are participating in Kids' Club activities. We expect children to behave in a mature and responsible way and to respect the rights and dignity of others. Kids' Club staff will redirect a child's behavior and respond to inappropriate choices on an individual basis. The YMCA teaches the core values of caring, honesty, respect and responsibility. Children who attend Kids' Club are expected to follow the behavior guidelines and to interact appropriately in a group.

**PROCESS** | Kids' Club will not permit language or actions that can hurt or frighten another child or that fall below a generally accepted standard of conduct. Specifically this includes:

- Angry or vulgar language including swearing, name calling and shouting
- Physical contact with another person in an angry or threatening way
- Any demonstration of sexual activity or sexual contact with another person
- Harassment or intimidation with words, gestures, body language or other menacing behavior
- Behavior which intends to, or results in, the theft or destruction of property
- Carrying or concealing any weapons or devices that may be used as weapons

**BEHAVIOR MANAGEMENT** | When a child chooses not to follow the behavior guidelines of Kids' Club, the following steps will be taken:

1. Staff will give a verbal warning and/or redirect the child to more appropriate behavior.
2. The child will be reminded of the behavior guidelines and Kids' Club rules and a "time out" will be given. (This could be different based on a child's needs)
3. If the behavior persists, a parent will be notified of the problem so they can determine the appropriate action to take.
4. The staff will document the situation. The written documentation will include what the behavior problem is, what provoked the



problem and the corrective action taken.

5. If the behavior continues, staff will schedule a conference that includes the parents, child, staff, and Childcare Director. The Director will have all documentation and notes from the previous actions for review.
6. The staff will schedule a progress check or a follow-up conference.
7. If a child's behavior at any time threatens the immediate safety of that child, other children, or staff, the parent may be notified and expected to pick up the child immediately.
8. If the behavior persists and the child continues to disrupt Kids' Club, the YMCA reserves the right to suspend the child from the program. Expulsion from the program will be considered in extreme cases.

### **REMOVAL FROM THE PROGRAM FOR INAPPROPRIATE BEHAVIOR**

The following behaviors are NOT acceptable and may result in the immediate suspension of a child as listed below:

1. Endangering the health and safety of children and/or staff, members, or volunteers
2. Stealing or damaging YMCA, school, or personal property
3. Leaving Kids' Club without permission

4. Continuing to disrupt the program
5. Using profanity, vulgarity, or obscenity frequently
6. Acting in a lewd manner

**First Offense** | dismissal from current day and the following school day

**Second Offense** | dismissal from the current day and the following three days

**Third Offense** | dismissal from the current day and the following 5 days

**Fourth Offense** | expulsion from the Kids' Club Program

Immediate expulsion may occur if a child is in the possession of and/or using tobacco, alcohol, illegal drugs, firecrackers, firearms, knife or explosives.

## **MORE INFORMATION**

**MEDICATIONS** | The YMCA staff are not authorized to administer medication during Kids' Club hours. Any medication sent with your child for use during school hours must be stored and kept consistent with school policy. Please inform our staff of any long/short term medical conditions that your child may have so that appropriate care can be provided.

**CHILD ILLNESS** | If your child is sick, has been asked to be in quarantine or been in direct contact with someone with COVID-19 they should not attend any program where other children may become ill through contact. As a guideline the YMCA suggests that children running a fever of 100 degrees or greater and children with recurring vomiting or diarrhea should remain at home for at least 24 hours after the fever has broken or the vomiting or diarrhea has stopped. If your child has a communicable disease or lice, the parents are urged to notify Kids' Club within 24 hours so that the parents of other children may be notified. Children who have had a communicable disease may not return to the program unless they have a doctor's note stating that they are no longer contagious.

**INJURIES DURING THE PROGRAM** | The YMCA assumes no responsibility for injuries or illnesses which may be sustained as a result of participation in athletic activities, sports programs, and the use of any equipment, exercise or other activities. Parents or guardians assume the risk for any and all injuries and illnesses which may result from participation in these activities.

**EMERGENCY PROCEDURES** | In the event that a parent or guardian cannot be reached in an emergency, YMCA staff will arrange for transportation so that medical personnel can provide appropriate medical treatment. This treatment may include, but is not limited to, routine tests, X-rays and the release of any records necessary for insurance purposes. The YMCA does not carry accident or medical insurance on program participants. Payment for these services is the sole responsibility of the parent or guardian.

**ELECTRONICS** | All electronic devices, kindles, iPods, iPads, DSs, MP3 players etc. will not be allowed unless they school approved E-Learning devices. Cell phones must be on silent and in backpacks. The YMCA is not responsible for these items.

**NON DISCRIMINATION POLICY** | The Kosciusko Community YMCA does not discriminate against anyone based on race, religion, color, sex, age, national origin, sexual orientation or disability. Every effort will be made to provide reasonable accommodations for mentally and physically challenged children. However, the YMCA is not able to accommodate children who are a danger to themselves, a danger to others, or a disruption to normal activity, making it unreasonably difficult for other children to enjoy programs. A parent/guardian must discuss special conditions or circumstances involving their child with the Supervisor of Kids' Club prior to registration so that a determination of reasonable accommodations can be made.

**MARKETING** | On occasion, the YMCA takes photographs, film footage, or tape recordings of our programs. This media may include your child's image or voice and is used only for purposes of promoting or interpreting YMCA programs. At registration you will be asked for permission to include your child in these promotional materials.









PARKVIEW WARSAW YMCA