



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA KIDS' CLUB BEFORE AND AFTER SCHOOL CARE

2019-2020



HOW TO REGISTER FOR KIDS' CLUB

Registration opens July 1

- A completed 2019-20 Kids' Club registration form (pages 9-12) is required for registration.
- Turn the form in at the Parkview Warsaw YMCA, mail it in to 1305 Mariners Drive.
- No payment due at the time of registration, however, the \$15 activity and supply fee per child will be drafted as soon as your registration form is processed.

CONTACT INFORMATION

RACHEL HARDY - YMCA DIRECTOR OF CHILDCARE AND INCLUSIVE PROGRAMMING	(574) 269 - 9622 x221
YMCA	(574) 269 - 9622
CLAYPOOL	(574) 551 - 3920
EISENHOWER	(574) 551 - 3920
HARRISON	(574) 551 - 2598
JEFFERSON	(574) 551 - 3960
LINCOLN	(574) 551 - 3912
MADISON	(574) 551 - 2594
WASHINGTON	(574)551-3923
PIERCETON	(574) 253 - 8789
MENTONE	(574) 253 - 8746
LEESBURG	(574) 453 - 4121

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KIDS' CLUB PROGRAM OUTCOMES

The Y Kids' Club Before and After School Program is 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

PROGRAM INFORMATION

Program Schedule | In general, each program site may open as early as 6:00 a.m. and close 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. 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 develop 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 Claypool, Mentone and Pierceton we will provide care for ages 3 to 5 years before school. There will also be care for ages 3 to 5 after preschool at Pierceton. Preschool children must be potty-trained.

SAMPLE KIDS' CLUB WEEKLY SCHEDULE

(Some sites will have the same schedule with adjusted times.)

Before School Schedule

- 6:00 - 7:15 a.m. | Homework Time if needed/Small Group Games
- 7:15 - 8:00 a.m. | Monday - Health/Nutrition | Tuesday, Thursday - STEM | Wednesday, Friday- Rotation of Global Learning, College and Career Readiness, Leadership Development, Arts and Humanities
- 8:00 - 8:30 a.m. | CATCH Activity or Outdoor Play
- 8:30 - school starts | Snack Time/Clean-up and get ready for school

After School Schedule

- School ends - 4:05 p.m. | Free Time/Snack Time
- 4:05 - 4:35 p.m. | Quiet Time/Homework Time
- 4:35 - 5:15 p.m. | CATCH Activity or Outdoor Play
- 5:15 - 6:00 p.m. | Free Time/Small Group Games/Arts and Crafts

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 the Kids' Club 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 | 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.

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

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.
- Staff will provide water at every snack.
- One morning and one afternoon snack per week will be a fruit or vegetable option only.

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 BREAK CAMP

School Closure | 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. 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. Parents will be notified if roads are too dangerous to pick up kids at Claypool and Leesburg.

School Breaks (Warsaw Community Schools Schedule) | 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. All payments for these programs must be made in person before the child can attend. See program fees page 13 for additional information.

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:

FULL WEEK ATTENDANCE IN THE AM ONLY	\$30	\$35
FULL WEEK ATTENDANCE IN THE PM ONLY	\$30	\$35
FULL WEEK ATTENDANCE IN BOTH THE AM AND THE PM	\$50	\$60
ONE DAY ONLY	\$15	\$20
SNOW DAY	\$20 PER DAY	\$25 PER DAY
SCHOOL BREAK DAY CAMP	\$20	\$25
SCHOOL BREAK CAMP 3 DAYS	\$60	\$75
SCHOOL BREAK CAMP 4 DAYS	\$80	\$100
SCHOOL BREAK CAMP 5 DAYS	\$100	\$125
DISCOUNT FOR 2ND CHILD		-\$5
DISCOUNT FOR 3RD CHILD		-\$10
DECLINED CREDIT CARDS, RETURNED CHECKS, AND OR NON-SUFFICIENT FUNDS		-\$10

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.
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 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 at Kids' Club sites or School Break Camp. 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.

PARENT STATEMENT OF UNDERSTANDING

The following information is important for the safety and protection of your child. Please read the information and sign below.

I understand that:

1. Children may not be dropped off at the Kids' Club site unless YMCA staff are available to receive and supervise.
2. Children are released from Kids' Club to authorized individuals only. 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 sibling 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 prior to implementation.
3. To ensure your child's safety, please take an active interest in his or her YMCA experience. Ask your child specific questions about program activities and staff relationships.
4. YMCA staff are prohibited from babysitting or transporting children at any time outside of the Kids' Club program.
5. The YMCA staff do not accept tips and should not provide gifts to children.
6. For the safety of children and staff, the police will be contacted immediately if a person arriving to pick up a child appears to be under the influence of drugs or alcohol or in possession of a weapon.
7. By law the YMCA must report any suspected cases of child abuse or neglect to the appropriate authorities.

PARENT OR GUARDIAN SIGNATURE

DATE

YMCA KIDS' CLUB BEFORE AND AFTER SCHOOL REGISTRATION FORM

CHILD INFO

Child 1

Child's Name _____ Preferred Name _____

School Being Attended _____

____ Male ____ Female | Date of Birth ____ / ____ / ____ | Grade _____ Age _____

Address: _____

City/ State/ ZIP _____ Phone Number _____

Child 2

Child's Name _____ Preferred Name _____

School Being Attended _____

____ Male ____ Female | Date of Birth ____ / ____ / ____ | Grade _____ Age _____

Address: _____

City/ State/ ZIP _____ Phone Number _____

Child 3

Child's Name _____ Preferred Name _____

School Being Attended _____

____ Male ____ Female | Date of Birth ____ / ____ / ____ | Grade _____ Age _____

Address: _____

City/ State/ ZIP _____ Phone Number _____

Child 4

Child's Name _____ Preferred Name _____

School Being Attended _____

____ Male ____ Female | Date of Birth ____ / ____ / ____ | Grade _____ Age _____

Address: _____

City/ State/ ZIP _____ Phone Number _____

FAMILY INFORMATION

Parent/ Guardian Name _____

Date of Birth _____

Address Same As Child _____ YES _____ NO (If "NO" please provide address below)

Address _____

City /State/ Zip _____

Primary Phone _____ Work Phone _____

Emergency Contacts Name _____

Authorized to pick up child? _____ YES _____

Address Same As Child _____ YES _____ NO (If "NO" please provide address below)

Address _____

City /State/ Zip _____

AUTHORIZED FOR PICKUP

Children will not be released to anyone other than authorized persons with proper identification

Other Persons authorized to pick up child or to call in emergency

Name _____ Primary Phone _____

Other _____ Sibling _____ Yes _____ No _____

Name _____ Primary Phone _____

Other _____ Sibling _____ Yes _____ No _____

Name _____ Primary Phone _____

Other _____ Sibling _____ Yes _____ No _____

Name _____ Primary Phone _____

Other _____ Sibling _____ Yes _____ No _____

HEALTH HISTORY

Doctors Name _____ Phone _____

Dentists name _____ Phone _____

Allergies (list all food, medication, and other allergies) _____

Emotionally, behaviorally, intellectually, or physically challenged (explain) _____

Other special needs _____

Is your child currently under a doctors care? _____ Yes _____ No

Does your child have any fears? _____

Is there any medication your child is taking on a regular basis to maintain good health? _____

Is there anything else we should know about your child that will make their experience better?
(habits, mannerisms, activities, etc.) _____

—

How did you hear about Kids' Club _____

There are 4 session options available. Please select the ONE session your child will attend MOST often:

A full week is 2 or more days a week; fees are drafted weekly, the Friday AFTER the week of attendance; you will not be charged for weeks not attended.

NAME OF EACH CHILD ATTENDING KIDS' CLUB	SCHOOL BEING ATTENDED	SESSION AND PAYMENT OPTIONS	YMCA MEMBER PRICE	COMMUNITY MEMBER PRICE
		FULL WEEK ATTENDANCE IN THE AM ONLY	\$30	\$35
		FULL WEEK ATTENDANCE IN THE PM ONLY	\$30	\$35
		FULL WEEK ATTENDANCE IN BOTH THE AM AND THE PM	\$50	\$60
		ONE DAY ONLY	\$15	\$20
		Please select this option if your child will ONLY attend for Snow Days and School Break Camp	\$20 PER DAY	\$25 PER DAY

Very Important! Registration for School Break camp is done at the Welcome Center before the start of the scheduled camp week. Late registrations will not be accepted after the Friday before the start of camp.

For all Kids's Club Programs a sibling discount is applicable. \$5 off for the 2nd child, and \$10 off the third child.

Do you receive financial assistance or a staff discount? If yes how much? _____

Financial assistance or staff discounts cannot be used in conjunction with other discounts.

IMPORTANT THINGS TO REMEMBER

- There is a one time \$15 activity and supply fee per child that is drafted when we process your registration
- The activity fee is not discounted, is non-transferable and not refundable for any reason
- All accounts are required to have a checking/savings account or credit card on file from which to draft weekly fees
- The YMCA will bill only one party for program fees, we do not split costs between parents and we will not bill two different accounts for fees
- Any returned fees left unpaid or without payment arrangements for more than a week will result in suspension from the program until fees are paid in full
- Please contact sanderson@kcymca.org with any billing updates or changes

PAYMENT INFORMATION – MUST BE COMPLETE AND ON FILE

Primary account holder information: (please print)

Name _____

Address _____ City _____ State _____

Bank Name _____

Bank Transit # _____

Bank Account # _____ Checking _____ or Savings _____

Credit Card Type: Visa _____ Discover _____ MC _____

Credit Card Number _____ Exp. _____

I hereby authorize the Kosciusko Community YMCA to electronically draft my weekly Kids' Club fee on or after the Friday following the week my child attends from the account I have provided. Payments cover Monday through Friday. I must keep the YMCA informed of any changes in address or account information. Changes must be made in writing before the 1st day of the week or will be treated as a returned draft. All returned drafts are automatically sent through a second time. The YMCA charges a \$25 return fee on all unpaid drafts. I will be responsible for any fees charged by the YMCA and my bank.

SIGNATURE _____ DATE _____

PLEASE INITIAL IN THE BLANKS THAT YOU HAVE READ AND AGREE WITH THE FOLLOWING:

___ I understand the activity fee is non-transferable and non-refundable.

___ I understand that KCYMCA assumes no responsibility for injuries or illnesses which my child may sustain as a result of his/her participation in athletic activities, sports programs, the use of any equipment, exercise or other activities. I expressly acknowledge that I assume the risk for any and all injuries and illnesses which may result from his/her participation in these activities. In consideration of the privilege of participating in Kids' Club, I hereby voluntarily release and discharge KCYMCA, its agents, contract services, and employees from any and all claims of injury, illness, death, loss or damage which my child may suffer as a result of his/her participation in these activities.

___ In the event that I cannot be reached in an emergency, I hereby give my permission to the medical personnel selected by KCYMCA to order X-rays, routine tests, treatment, to release any records necessary for insurance purposes, and to provide or arrange necessary related transportation for my child. I understand that no accident or medical insurance is carried on program participants.

___ While KCYMCA will make every effort to provide reasonable accommodations for mentally and physically challenged children, the YMCA will not accept children who are (1) a danger to themselves, (2) a danger to others, or (3) a disruption to the normal activities making it unreasonably difficult for other children to enjoy Kids' Club programs. Any of the above will be grounds for dismissal. A parent/guardian must discuss special conditions or circumstances involving their child with the director prior to registration so that a determination of reasonable accommodations can be made.

___ I hereby give permission to KCYMCA without limitation or obligation, to use photographs, film footage, or tape recordings which may include my child's image or voice for purposes of promoting or interpreting YMCA programs and release the YMCA from any claim of liability to that use.

___ I give KCYMCA permission for my child to leave the school, participate in authorized YMCA trips and to ride in authorized vehicles for the purpose of transportation in connection with the YMCA program. I understand that field trips will be scheduled in advance and parents will be notified of the details prior to departure.

SIGNATURE _____ DATE _____

