

Mexico Area Family YMCA

KEYS

Keep Every Youth Safe
After School Program



Parent Handbook

A-Z Information

ABSENCES

Please call if your child will be absent that day. There is no fee credit for absences or illness.

AGE GROUPS/ RATIOS

KEYS (After School Program) is offered to children Kindergarten through 5th grade. This program maintains a 12:1 ratio for staff/children and provides an opportunity for each child to express herself/himself, be accepted by their peers, and learn new skills. We will follow the guidelines set forth by the CDC and our local Health Officials.

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 are 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 are part of everyday- 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 is 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 more than 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.

KEYS STAFF

YMCA KEYS counselors are selected on the basis of ability, enthusiasm, and concern for helping young people develop into young leaders. All KEYS staff participate in orientation and ongoing training sessions. Counselors are also CPR and First Aid certified, as well as Fingerprinted and background screened.

Outside contact between Staff and Children

Y staff are prohibited from having outside contact with children in Y programs. This includes, but is not limited to, birthday parties, babysitting, sleepovers, transportation, and non-Y events. Any exceptions require a written explanation before the fact and are subject to administration approval.

CHARACTER DEVELOPMENT

The YMCA's mission comes to life through the emphasis of four character values: **Caring, Honesty, Respect** and **Responsibility**. Challenging people to accept and demonstrate these values is the foundation for the development of important character traits that will remain with a child for his/her entire life, to accept and demonstrate positive values is more effective than just treating problems, because it deals with the roots and not just the results.

If everyone exhibited Caring, Honesty, Respect, and Responsibility, what would our community look like? The country? The world?

Character Development is what the YMCA is all about. Make this a summer for your child to grow and develop strong roots and positive values. Talk at home about what they

have learned. Talk in the car about their experiences. Talk about how your family can display these values to others.

CHILD ABUSE PREVENTION & SAFETY

The health and well-being of your child is essential to the YMCA. The YMCA is mandated to report any suspicion of child abuse to Social Services. YMCA staff are trained in the signs of child abuse and the appropriate procedure for responding to the suspicion of abuse, and be alert to the physical and emotional state of all children. When any sign of suspected abuse is detected, the Director will be notified immediately and a report will be made to the appropriate authorities. The YMCA will not release a child to anyone other than authorized parents/guardians or other individuals authorized by the parent/guardian. If you believe your child has been abused, you should seek immediate assistance from your county Department of Social Services. The telephone number for the child abuse and neglect hotline is 1-800-392-3738.

CODE OF CONDUCT-Child

It is the goal of the YMCA to provide a healthy, safe, secure environment for all camp participants. The YMCA Teaches the core values of honesty, caring, respect, and responsibility. Children who attend camp are expected to follow the Code of Conduct below and to interact appropriately in a group setting.

- We are all responsible for our actions.
- We respect each other and our environment.
- Honesty will be the basis for all relationships and interactions.
- We will care for ourselves and those around us.
- No use of profanity, offensive language or name-calling will be tolerated.
- No physical aggression, e.g. hitting, kicking, pulling, fighting, spitting, etc.
- Be enthusiastic, thoughtful, open-minded, and involved.
- Treat others as you would like to be treated.
- Listening & paying attention are mandatory for a safe and fun camp.
- Respect others using YMCA facilities, e.g. YMCA members and program participants.
- Complete respect for all equipment, facilities, and grounds is expected.

CODE OF CONDUCT-Child cont.

Disciplinary Procedures:

When a KEYS participant does not follow the Code of Conduct, we may take the following steps:

1. Staff will redirect the child to more appropriate behavior.
2. The child will be reminded of the behavior guidelines and KEYS rules, and a discussion will take place.
3. The KEYS Director will be notified of the problem and will meet with the child.
4. If the behavior persists, a parent will be notified of the problem.
5. If a problem persists and a child continues to disrupt the program, the YMCA reserves the right to suspend or remove the child from KEYS. If this were to happen, the YMCA will not grant a credit or refund for any KEYS payments.

The following behaviors are not acceptable and may result in the immediate and indefinite suspension of the KEYS participants:

- Behaviors that endanger the health and safety of children and/or staff, volunteers and members.
- Stealing or damaging YMCA, off site, or personal property.
- Leaving the program without permission.
- Continuous disruption of the program with consistent disrespect.
- Refusing to follow the behavior guidelines and/or camp rules.
- Acting in a lewd manner.

Children who are expelled or whose illness prohibits participation must be picked up within **60 minutes** of notification. The Mexico Area Family YMCA reserves the right to modify, repeat, accelerate steps or not use the outlined processes as the situation demands. The Mexico Area Family YMCA is not responsible for Lost, Stolen, or damaged property.

Please also see our **Discipline Procedures**.

CODE OF CONDUCT- ADULT

The Y requires adults of enrolled children to behave in a manner consistent with courtesy, respect and Y values. The YMCA's 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 inappropriate language in a YMCA 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 staff.
- Confidentiality: It is inappropriate for one adult to seek out another adult to discuss their child's 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 our 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.

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

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.

KEYS PHILOSOPHY

The Y seeks to provide each child with enriching, creative, recreational activities that enhance self-esteem and lifelong learning.

Our Goals:

1. Helping youth form positive values for life
2. Strengthen families
3. Improving physical and mental fitness
4. Increasing international understanding and world peace

5. Developing and implementing programs, which strengthen and preserve the family and its values
6. Fostering international, intellectual and interracial communication and understanding
7. Providing affordable and accessible programs for physically, mentally and economically disadvantaged persons
8. Incorporating Christian principles into programs and activities

Mission Statement:

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

DISCIPLINE/REDIRECTION PROCEDURES

The YMCA's philosophy of a discipline/redirection program is a continuous, daily process of love and logic during which:

- Children will be encouraged at all times, and given feasible choices to adjust their behavior
- Responsible behavior will be recognized
- Self-esteem will be built through positive interaction and age appropriate consequences.

The YMCA does not permit corporal or physical punishment of a child.

Difficult Child:

- Occasionally it becomes necessary to inform parents of disruptive behavior that is above and beyond the typically expected range. In events such as this, a behavior report (Parent Communication) is written and submitted to the KEYS Director. A copy is given to the parent along with some discussion from the staff regarding the child's behavior.
- In cases where the child receives two behavior reports, a conference will be scheduled to discuss the child's continued participation in the program.
- In some cases, it becomes necessary to dismiss a child from the KEYS Program. If this occurs, parents will be asked to find alternative care immediately. No child will be dismissed without the benefit of a conference between parent and staff first.

The YMCA reserves the right to bypass the steps listed above and/or terminate a child's enrollment immediately if the child's behavior poses a threat to the safety of

herself/himself or others. If a child is suspended or removed from the program, no refund will be given. Examples of such behavior include, but are not limited to:

- Excessive disruptive behavior
- Bullying
- Refusing to follow the basic rules of the program
- Refusal to participate
- Using foul language or being rude and discourteous to the YMCA staff
- Defacing YMCA property or field trip facilities
- Leaving YMCA program premises without permission, or going into unauthorized areas
- Engaging in physical or verbal violence
- Stealing or defacing another child's property
- Intentionally injuring another child
- Refusing to remain with the group
- Refusing to follow check in and check out procedures
- Bringing or using illegal substances

Bully Procedure:

Bullying is when one or more people repeatedly exclude, physically harm, or verbally abuse another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else.

Parents, please note, bullying can also happen through cyberspace through the use of emails, text messaging, instant messaging, and other less direct methods. This type of bullying can be especially hurtful when people are targeted with meanness and exclusion.

At Mexico Area Family YMCA programs, bullying is inexcusable, and we have firm procedures against all types of bullying. Our philosophy is based on our goal, which is to ensure that every child has the opportunity to feel a sense of belonging, make achievements, and create positive friendships with children and meaningful relationships with staff. We work together as a team to ensure that children gain self confidence, make new friends, and go home with great memories.

If a child or family member demonstrates bullying behavior, the child may not be allowed in the program. Unfortunately, people who are bullied may not have the same potential to get the most out of the Y experience. Our staff addresses all incidents of bullying seriously and trains staff to promote communication with their staff and the child so both staff and children will be comfortable alerting us to any problems during their program experience. Every person has the right to expect to have the best possible

experience, and by working together as a team to identify and manage bullying, we can help ensure that all children and staff have a great time at YMCA programs.

There is no fee refund for any child sent home for disciplinary reasons. Any questions or concerns about your child's behavior should be directed to the camp director.

FEES

YMCA Member Per Month		Non-Member Per Month
1 Child	\$160.00	\$200.00
2 Children	\$300.00	\$380.00
3 Children	\$450.00	\$570.00

****FULL Monthly fees must be paid by automatic draft coming from a credit card, debit card or EFT. Fees will be withdrawn on 1st of each month.**

PAYMENT

*The registration fee for KEYS is **\$30 per child** and must be paid at the time of registration.*

Automatic payment by EFT (electronic funds transfer) or credit/debit card is required to complete registration. A valid payment method must be kept on file for the duration of your child's enrollment in the KEYS program.

Monthly tuition will be automatically drafted according to the payment schedule you select on your registration packet.

****In the event that the YMCA only offers our afterschool program KEYS for 1 or 2 days in a week participants will be charged accordingly.**

***Financial assistance will only be applied to full week attendance. Partial attendance will require full payment.**

ILLNESS

All staff are trained in Red Cross First Aid and CPR. KEYS counselors and other staff watch for signs of fatigue, dehydration, improper eating, etc., that may indicate illness. If a counselor or camper expresses a health concern, they are escorted to the KEYS

director. The Keys Director will contact parents or emergency services when necessary. Parents will be notified immediately if a child has a fever in excess of 100 degrees, has been vomiting, or has evidence of lice. The parent will be asked to pick up the child immediately in any of these instances. Should a child have a communicable disease (i.e. chicken pox, strep throat, etc.), they will be isolated from other campers until the parents pick up the child. In the case of a camper having a communicable disease, parents of all children will be notified. Please notify us if a communicable disease occurs during KEYS. In the event of injury that requires medical attention, the parent will be notified immediately. Arrangements will be made to meet the parents at the hospital, or for the parent to pick up the child, depending upon the severity of the injury. Please be assured that we will always contact parents when there is a concern about a person's health and/or when a situation is not progressing as expected.

If your child shows signs of illness, please keep them home that day and let them return to KEYS when they no longer exhibit signs of illness. Please call the KEYS Director to institute a plan to safeguard the health of all other campers and staff.

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, inhalers, epipens, diabetes testing, acid reflux or other chronic or severe conditions.

- An Identification of Authorization for Treatment for 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 Health and Medical Authorization form completed in full.
- Children will be accepted for care 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 from our KEYS program with a communicable/infectious disease, the Y will require a child to be examined by a physician. **The child will be excluded from KEYS 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 staff if your child has a communicable/infectious disease.

The following diseases are communicable and/or infectious:

- Chicken Pox- If a child has skin eruptions that are not yet scabbed over and is with or without a fever.
- Conjunctivitis (Pink Eye)- If the eye is red or swollen and has drainage or is oozing. This is highly contagious and must be medically treated for at least 24 hours before returning.
- **COVID-19**-If any symptom of this virus is suspected the child or children will not be allowed to be a part of the program until a release from a physician has been received.
- Fifth Disease- Child will exhibit a slapped red rash on cheeks. Child is contagious before exhibiting symptoms.
- Giardiasis- This 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 2-6 weeks. A doctor's statement is required to return to camp.
- Hand Foot and Mouth Disease- A mild fever and sore throat; 1 to 2 days later blisters or ulcers appear inside the mouth and on tonsils, gums, tongue and cheeks. Blisters or red spots appear on hands or soles of the feet. Children usually get sick 3-6 days after exposure.
- Head Lice- If lice or nits are found in a 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 can return to camp.
- Measles- If a child has a rash accompanied by flu symptoms.
- Mumps- Symptoms include fever, headache, muscle aches, tiredness, loss of appetite and/or swollen salivary glands under ears or jaw. A doctor's statement is required to return to camp.
- 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. The child must be fever free without fever reducing medications for at least 24 hours before returning to camp.
- Pertussis (Whooping Cough)- Cold like symptoms and mild cough possible, followed by fever with a severe cough that creates a "whooping" sound after 1-2 weeks. Doctor's statement is required to return to camp.
- Pinworm or Ringworm- If a child is itching in the rectal area, especially at night (pinworm). If a 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 a child has red, itchy areas on finger webbing, on the wrist, or under the armpit and says it also itches at night.
- Shigellosis- The child develops 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 the child is non-contagious will be required to return to camp.
- Strep or Possible Strep- Maybe no more than a sore throat or fever, swollen tonsils and neck glands, lack of appetite or tiredness.
- Thrush/Candida- If the child has creamy white spots on the inside of the mouth (gums, cheeks, tongue).

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 until pickup. **The child must be picked up within 60 minutes of the 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.

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.

INJURY

All Y KEYS staff are trained in emergency first aid. If your child sustains an injury more severe than our skill allow, staff will take whatever steps are necessary to obtain emergency medical care including, but not limited to, the following:

- Attempt to contact a parent, using all numbers for persons provided on the enrollment form.
- If an injury warrants, we will call an ambulance or paramedic and have the children taken to the closest emergency facility in the company of a staff member.

LATE PAYMENTS

If your payment is not received within 3 business days of the initial payment per billing cycle, your children's participation in KEYS 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.

LATE PICK-UP

Late pick-up fees per child:

5:31 p.m.-5:45 p.m.	\$15.00/child
5:46 p.m.-6:00 p.m.	\$30.00/child
6:01 p.m.-6:15 p.m.	\$45.00/child
6:16 p.m.-6:30 p.m.	\$60.00/child

Late fees are to be paid at the front desk at the time of pickup. Children will be walked to the front desk by a KEYS staff member at 5:30 where they will remain until a parent arrives to pick them up. Upon 3 more late pickups your child will be terminated from the program. If you are more than 1 hour late for pickup your child will be immediately terminated from the program.

LOST AND FOUND

Regardless of how careful we are, it is inevitable that some items will be misplaced throughout the year. Properly labeled or marked items are always easier to get back to their owners, so be sure to put your child's name on everything you possibly can. Unclaimed items will be kept by the Y for one week and then donated to local charities. The YMCA is not responsible for the loss of articles; children are encouraged to not bring valuables to KEYS.

MEDICATION

You will need to bring over-the-counter medications such as acetaminophen and ibuprofen; the Y does not keep these in supply. However, only staff may administer them, and the medication must be given to staff **by a parent** at check in. Do not send medication with your child.

Any medications including vitamins, inhalers, and non-prescription medications must be checked in with the KEYS Director. If you are sending any medications at all with your child, you must complete the **Medication Authorization** form and bring it to the Y with the child's name, name of medication, dosage, and time to dispense. Containers will be sent home daily.

Allergies:

Help us keep your child safe by noting ALL known allergies or any special dietary needs based on a medical condition must be in writing on your child's registration forms. Please talk with staff if your child has special or more serious circumstances (example: cannot be near peanut butter or latex).

A **Medication Authorization** form must be filled out and signed for all medications given during KEYS. This form is in the enrollment packet.

PARTICIPATION

Kids are encouraged to participate in all activities. If they cannot participate for medical reasons, a note from a parent/guardian or doctor is recommended. In some areas alternative activities will be offered. Children who refuse to participate in group activities make it difficult for others in the group to have an enjoyable time. If a child continually refuses to participate in activities, staff will discuss with the parents whether this is the right program for them. When applicable, any child not swimming will sit with staff on the pool deck for the swim time or an alternative activity may be scheduled.

PAYMENT

The registration fee for KEYS is \$30 to be paid at the time you register your child.

· **See**

PERSONAL PROPERTY

Please do not have your child bring toys from home, or items of value such as any electronic handheld games, iPods, trading cards, animals or sports equipment. The YMCA is not responsible for any lost, stolen or broken items, so please leave these items at home.

PHOTO/NEWS/TESTIMONIAL RELEASE

It is understood and agreed that Mexico Area Family 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, e-mails, our website and other social media. Families may opt out by providing in writing their desire to exclude a child from the above.

RELEASE OF CHILDREN

Parents are required to sign their children out before leaving. For their safety, children are **not** allowed to sign themselves in or out of KEYS

Authorization to pick up your child is included in the enrollment forms. The list of persons authorized to pick up your child must be current and accurate. Changes must be made in writing and submitted to the KEYS Director. No child in our care will be released to persons not authorized to do so by the enrolling parent. In case of emergency, please contact the Y staff as soon as possible.

If a person picking up a child displays the signs of being inebriated or in some way unable to provide safe transportation for the child, the staff member in charge will suggest alternate transportation. If no arrangements can be made DHS and the local police will be notified.

If we have not heard from you by check-out time, and we cannot reach you by phone, your emergency contact numbers will be called. If neither you nor your emergency contacts can be reached we will keep your child for a half hour. After that time, the police will be notified.

Custody Agreements:

Changes in custody agreements will be accepted only with a copy of the court order specifying the change and the persons named as having legal custody of the child. Y staff cannot legally refuse to release a child to a verified parent unless there is a court order in the child's file stating that the parent does not have custodial rights. Simply writing on the enrollment form that you do not want a parent to pick up your child does not allow the YMCA the legal right to refuse pick up.

TERMINATION

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

TOILET TRAINING

All children enrolled in KEYS must be completely toilet trained due to insurance and legal requirements, unless a specific documented medical/developmental reason exists. The Y understands that a child may have an accident; however, if a child has more than one accident, they must be suspended from the program and not permitted to re-enter the program until they have been completely toilet trained.

WHAT NOT TO BRING TO OUR PROGRAMS

- Electronic devices
- Money
- Snacks (unless needed for a medical reason)
- Toys

Y MEMBERSHIP BENEFIT

Holding a Family or Single Parent Family membership to Mexico Area Family YMCA will provide a reduction of program fees besides all of the other added benefits of being a YMCA member! Please inquire at the front desk for more information.