



BUILDING CONFIDENT, CONNECTED YOUTH

Live "Y"ers After-School Program
SHERIDAN COUNTY YMCA

LAUGH, LEARN & GROW

The professional staff at the Y realizes the ever-increasing need for a quality after-school program. Our goal is to provide activities that increase the potential of each child to succeed by enhancing their overall development and increasing their effectiveness in dealing with their responsibility in school and life.

Our program is designed to provide a fun yet safe atmosphere where your child will feel loved and valued. Our schedule provides a daily balance between activities that focus on strengthening the spirit, mind and body of the participants. In addition, children are expected to develop some basic life skills in the program including such simple tasks as peeling their own oranges by the end of their first year in the program. We are also very sensitive in the design of our



program to support the family both through routine family activity nights and allotted times to help your child with homework during program hours so that weekday evenings are freed up for quality family time.

We, as caregivers, appreciate the difficult job of parenting and wish to partner with you to ensure that your youngster has the opportunity to develop to their greatest potential. We have an open-door policy and parents are encouraged to visit— come swimming or just join us in the gym.

Hours of Operation

Operating hours are from 2:00 pm to 5:45pm Monday through Friday. If you do not pick up your child by closing time (5:45pm), the director will contact those that are authorized to pick up your child. Continually picking

up your child late may result in a meeting to brainstorm other arrangements for your child's pick-up.

After Hours Charge

A LATE CHARGE OF \$5.00 IS ASSESSED FOR ALL LATE PICKUPS. (It is considered late if the child is still in the center at 5:50 pm). Consistent lateness will be cause to terminate child enrollment.

Keep Us Up-to-Date

- It is important that the After-School Program staff is informed of any time periods that a participant will need to leave the program for other extra-curricular activities and return later that afternoon.
- Let us know of any changes in contact information including phone numbers and addresses.

Fees

Monthly Costs are determined by how many days a week you registered your child to attend the after-school program.

2 days/week \$60/month

3 days/week \$65/month

4 days/week \$70/month

5 days/week \$75/ month

* A second family child may sign up for half price

* Note that prices did not increase for the coming school year. However there will be a full charge for the month of December rather than the ½ rate given in the past.

**Remember that you must have an active membership by the end of August and maintain one throughout the school year for your child to attend the program.

A statement reflecting your account balance will be mailed out each month. You can make your payment at the Front Welcome Center of the Y, or by giving your check to Liz or Simone. Please make monthly payments by the 15th day after receiving the billing statement. There are no sick days or daily cancellation rates. A pattern of delinquent payments will result in the disenrollment of your child from the program.

Program Scholarships

Program scholarships will be determined using the membership scholarship form. If you need additional assistance, please contact the Live "Y"ers Program Director.

Sign-In/ Out Procedure

Sign-In:

- When your child arrives at the program, they will check in with their group leader who will record their attendance. Even if a child needs to leave for another YMCA activity soon after their arrival, we require that the child still check-in with their group leader before and after returning from the activity.

Sign-Out:

- Depending on the group activity, your child may be in a variety of locations when you

arrive to pick them up. To ease the confusion, come to the after-school program center where one of the staff will assist you in signing out your child, locating their coat and backpack and retrieving your child from their activity location.

- If someone other than the child's custodial parents or guardian will be picking up the child from the program, prior authorization, in writing, must be given. The parent or guardian is the only person who can authorize the program to release the child to another individual. The parent or guardian should provide the names of at least two other adults who have permission to pick up the child in case of an emergency. The authorization is given on the enrollment form and should be periodically updated in writing.

- The YMCA after-school program staff will ask for proper identification before releasing a child to someone other than his/her custodial parent or legal guardian.

Medication

Our primary concern when administering medications is the safety and optimal health of every child. We have detailed procedures in place to ensure that your child receives the proper dosage of medication. All medications (both

prescription and over-the-counter) must be signed in on our medication form. All medication is stored in a secured area inaccessible to children. A certified staff member in the program will administer your child's medication. The administration of medication will always be witnessed by another staff member and recorded by our staff on the medication form.

Illness during the Program

Children who are ill with a contagious disease or fever may not attend the program. If your child becomes ill while attending the program, we will call you.

The Program Director will determine if a child is too ill to remain at the program. Any child experiencing the following symptoms will be sent home, as required by Wyoming State guidelines:

- ✓ A fever of 101 degrees or higher
- ✓ Contagious skin or eye infection
- ✓ Diarrhea three times in the course of two hours
- ✓ Vomiting
- ✓ Profuse bodily discharge of any kind

Personal Belongings

The YMCA After-School Program cannot assume responsibility for loss or damage to any personal possessions children bring into the program. It is distressing to children to misplace or lose belongings and sometimes difficult for the group to

identify the owner. Therefore, children are encouraged to leave toys, food, money, pets, gum, and candy at home. Please help your child understand why it is not wise to bring toys or other objects that they may not wish to share with the group. In addition, no outside toys can be played with until 5pm when we begin free choice play time.

What to Bring:

We require that all children bring a swimming suit that will remain at the youth activity center during the duration of the school year. This not only alleviates the possibility of forgetting ones suit on swim days but also brings a level of flexibility to our scheduling when additional opportunities arise to bring the groups swimming. Our staff will routinely wash the suits and towels for participants. However, be aware that after an entire year of swimming most suits are worn out.

Children should come dressed for action! We recommend washable, comfortable play clothes that are easy for the children to manage. Children can leave a pair of tennis shoes in their cubby. Please provide your child with weather appropriate clothing and shoes. In the winter, children are taken outside to play, sled and ice skate and need outerwear appropriate for these activities. We do provide aprons when the children use paint or other materials that could possibly stain clothes but it is up to the child to properly wear the aprons and to

avoid staining their clothes and other possessions.

What We Provide:

- Caring and Qualified Staff
- Activity Supplies
- Transportation to and from all field trips
- A healthy daily snack
- Delivery of participants to other Y Programs- we also try to retrieve children from activities but are dependant on staff availability and the consistency of release times from activities.

Lost and Found

If your child is missing anything, please inquire at the program as soon as possible. It is much easier to return a lost item if it is labeled with the owner's last name. Remember to label everything. Unclaimed items are given to charity at the end of Christmas Break and two weeks after school has ended.

Hiring Staff to Baby-Sit

On occasion, parents ask our staff to baby-sit. The YMCA does not authorize or take responsibility for any service that the YMCA employees may provide outside of the YMCA premises or program. The YMCA Executive Director must approve exceptions in writing.

Homework/ Quiet Time

All Live "Y"ers participants will be required to spend 30 minutes working on school homework assignments. If your child does not have homework,

they will be provided with numerous options for quiet individual or small group activities. It is an important component of the program that all children are given a daily opportunity to complete school assignments in a quiet, focused environment with ready assistance from the program staff.

Participation Guidelines

Due to the structure of the YMCA after-school program, participants are required to stay with their group during the structured part of the daily session (3:15–5:00 pm). Participants are not required to participate in any physical game or activity, however they must stay close enough to their group for the group leader to be able to supervise them at the same time as the rest of the participants. At the pool, staying with the group is interpreted to mean being in the water. If the participant chooses not to stay with the group during these session activities, they may not be able to participate in another session of the group leaders choosing.

Pool/Swimming Policies

One of the opportunities offered to the program participants is an open pool time. A signed swimming release must be on file in order for the child to participate. A ratio of one adult for every twenty children in the pool will be observed.

Transportation Policies

Transportation to the Y is available by the school district or the YMCA Shuttle Bus.

A signed transportation release must be on file in order for a child to participate in an activity not on YMCA property. Due to the location of the Y the children and staff can walk to Kendrick Park, the Whitney Commons, and the Library. The Live “Y”ers occasionally take field trips in which transportation in a school bus may be required. The bus will be driven by a certified YMCA bus driver and is equipped with individual restraint belts. Children will be given a YMCA bandana to wear on their arms for easy identification. Most field trips will return to the Y by 4:30 and all field trips involving the bus will be announced far in advance so that parents can alert the director if they do not want their child to participate.

Accident Procedure

You will be informed of all accidents that occur either by phone or in person. If treatment requires your immediate attention you will be asked to pick up your child to get necessary medical care.

In situations we deem to be serious, we will call 911 and begin emergency treatment. We will then call parents to alert them of the situation and advise them of where they need to go to be with their child. For any accident that occurs while your child is in our care, an accident report is filled out and requires your signature upon picking up your child.

Progressive Guidance (Discipline)

The Sheridan County YMCA believes that all children should experience success. We strive for a setting that

provides children with opportunities to explore their environment within consistent, age-appropriate limits. In this atmosphere, most behavioral issues are prevented.

However, if behavior issues occur, our philosophy is to help children learn values and problem solving skills and take responsibility for their choices. The YMCA staff has the right to pull any child out of an activity if negative behaviors continue. The Y will use the following guidelines and techniques:

- I. Ignoring: A child sometimes has negative behavior to get attention. The behavior can be stopped when the child does not get the attention desired. We will use this technique unless safety is an issue.
- II. Redirection/ Distraction: We offer alternatives to children engaged in undesirable behavior by presenting a different toy, suggesting a new activity, engaging the child in an activity with a teacher or another child, or encouraging independent play.
- III. Verbal Intervention: The teacher explains to the child the inappropriate behavior and shows him/ her the appropriate way to handle the situation with words.
- IV. Logical Consequences: The teacher helps the child understand the logical consequences of his/her actions by removing the object or activity the child is engaged in.
- V. Take a Break: The child is separated from the group to allow him/her to relax and calm down, and to help him/her not be influenced by peers. The child will have access to activities and will be supervised while in Take a Break. The child may return to the group as soon as the negative behavior stops or is significantly reduced. If Take a Break occurs two or more times in one day the child's parents will be notified.
- VI. Suspension of General Participation: With the approval of their parents, participants who have had a series of behavioral problems will be placed in Live "Y"ers suspension in which they will not join their regular group but instead will report to the director. While on suspension the child will be expected to do his or her homework and then will be given other tasks such as organizing board games or sweeping the after-school area. Once they have proven that they can be accountable for their actions, the child will be invited to return to their regular group activities.

If these positive guidance techniques are not working effectively and inappropriate behavior persists, the Y will use the following progressive procedures:

- I. We will observe and record the child's inappropriate behavior and what we have done to try to change the behavior.
- II. Parents will be asked to participate in a parent/teacher conference in which a specific action plan will be developed to address the behavior. The action plan will outline all steps the staff will take to try to change the behavior, all steps the parent's will take, and the step toward disenrollment if the behavior persists.
- III. Our staff may suggest outside resources to parents and will work with any outside resources for further guidance in responding to the child's behavior.
- IV. If the inappropriate behavior continues, the parent(s) will be asked to keep the child home for a day or two.
- V. If the behavior continues after the child is kept home for several occasions, the Y will request that the parent(s) disenroll the child.

The YMCA may disenroll immediately any child whose behavior creates a

significant risk of harm to the health or safety of other children or staff, without following the guidance steps outlined above.

The Y does not permit the following forms of discipline: physical exercise, corporal punishment; withholding food, light, warmth, clothing, or medical care; ridicule, embarrassment, or humiliation; and physical restraint, other than the restraint necessary to protect a child or others from harm.

YMCA After-School Program Parent Communications Regarding Behavioral Issues:

- The staff of the YMCA after-school program is responsible for communicating to the parents any misbehavior that has formed a pattern or any issue that could not be resolved to the satisfaction of the participant and/or staff during the course of the group session.
- If the issue was dealt with only in the group setting, then the group leader on duty will be responsible for communicating the situation to the parents.
- If the issue warrants further discussion with the director or assistant director of the after-school program, then the director/ assistant directors will instead take responsibility for communicating the situation to the parents.

- If no one involved in the situation is in a state of danger physically or emotionally, the program staff is directed to wait until the parent arrives at their normal time to inform them of the situation and have a productive dialogue aimed to solve the issue at hand.

Holiday Closures

Closures of the after-school program will follow the school district calendar. On early release school days we will offer extra programming.

For all closures, reminders will be posted on the program doors prior to the closure date. These dates are also listed in the attached schedule.

Unexpected Closures

If the YMCA After-school program environment is unsuitable for the care of the children (due to situations such as lack of power or heat) several steps will be taken by the Y to notify parents as soon as possible. As with public school closings there will be announcements made on the radio. Please tune into one of the following stations if there is a potential for such an occurrence – 1410AM KWYO, 93.7FM KYTI, or 930AM KROE. Alternately, parents can also call in to the Y and ask the desk staff if there is a closing. If the public schools cancel for the entire day, the after-school program will also be canceled. The Back Member Service Desk phone number is 672-7916 – this station is staffed starting at 5:00am and there is no automated answering system

connected to this specific line. If this number is not answered the phone lines are not functioning which is indicative of a power outage. After-School staff will also post signage on the entrance stating the reason for the closure. If it appears that the closure will last longer than a day, you will receive a call from the After-School Program Director.

Dis-enrolling Your Child

To dis-enroll, we ask that you provide us with as much advance notice as possible. Please include the reason for dis-enrolling. You will need to pay for the entirety of the last month your child attended.

The Y reserves the right to dis-enroll any child who presents a risk to the health or safety of other children or staff, or any child whose needs cannot be met in our program. Occasionally dis-enrollment occurs when a parent or child's needs cannot be met. Refusal or inability to follow the YMCA's policies may also result in dis-enrollment.

Checklist for the First Day

- First month's bill is paid.
- The following forms need to be filled out prior to the parent leaving:
 - A registration form
 - Parent consent forms for transportation and swimming and medical emergency.
- A swimming suit to leave at the Y.