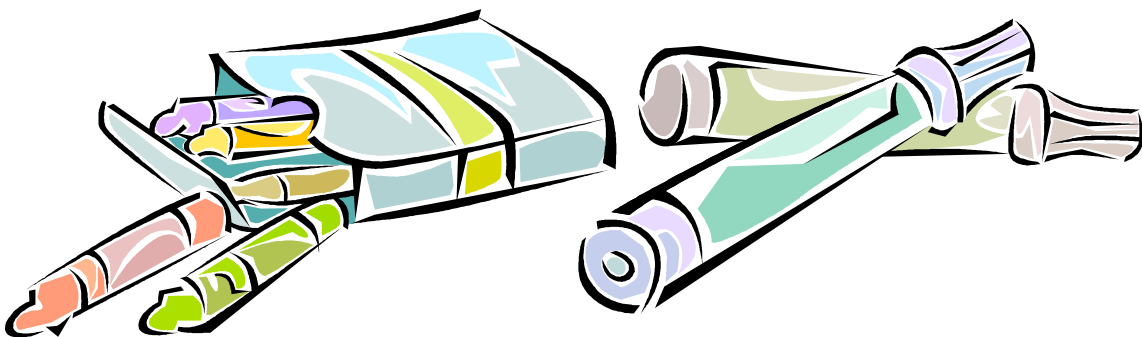


Fair Acres Family YMCA
KIDZ IN MOTION
(KIM)
Afterschool Program

Parent Manual



YSCHOOL AGE™

We build strong kids, strong families, strong communities.

Table of Contents

Introduction

- Philosophy
- Program Goals and Objectives
- Curriculum
- Nurturing a Partnership

Parent and Child Involvement

- Purpose
- Parent Responsibilities
- Character Development/Child's Responsibilities

Operating Procedures

- Hours of Operation
- Arrival and Departure
- Late Policies
- Inclement Weather Procedures

Policies and Procedures

- Safety and Security
- Medication Policy
- Snack
- Discipline Policy
- Tuition Payment Policy
- Important Phone Numbers
- Fees

Introduction

Philosophy

The YMCA has created its programs according to the YMCA's philosophy, which emphasizes the development of spirit, mind and body. The YMCA promotes the development growth of children and helps them to acquire a positive self-esteem. The YMCA believes in providing a quality program that responds to the total family by offering services that attempt to meet the needs of both the parents and children.

Program Goals and Objectives

- To provide childcare programs that maintain acceptable standards, are accessible to families needing the service, are affordable to parents and are available on a yearly basis.
- To provide quality experiences in companionship, activities, supervision, and guidance for the child in a safe and nurturing environment.
- To provide opportunities for children to develop mentally, physically, emotionally, socially and intellectually.
- To aid in the development of positive attitudes and character traits.
- To provide a planned program of developmentally appropriate activities.
- To provide qualified, experienced, and caring staff.
- To provide an ongoing staff training and development to enhance the childcare programs.

Nurturing Partnership

As a working parent you face the difficult challenge of balancing the demands of work with the needs of your family. Finding high quality childcare that is flexible to your work schedule is one of the most difficult

tasks you face.

The YMCA was established to provide high quality, convenient childcare services. When your child attends the YMCA you will feel reassured that a competently trained staff will be taking care of your child.

Purpose & Parent Involvement

The YMCA believes strongly that parent involvement is a key ingredient in a quality childcare program. Visits are encouraged whenever possible. Due to the size of our space and our extensive activity schedule, you may wish to call prior to visiting to locate the group. We do, however, have an open door policy. Your visits may provide an opportunity to discuss any problems or ideas you may have. Also, visiting will permit you to see how your child interacts with staff and other children. To understand each child better, the staff welcomes the opportunity to speak with parents about their child. It is critical that the communication channels between home and the YMCA remain open and actively utilized. If communication is frequent, security and continuity can be better provided.



Parent Responsibilities

Parents are required to be responsible for the following:

- Preparing your child(ren) properly for the day including having read the notices sent home and staying abreast of special events.
- Accurately completing all required forms for the child(ren) and ensuring that these forms are current and remains on file at the childcare office.
- Signing your child(ren) in and out with the childcare staff on duty.
- Ensuring that an authorized adult will pick up the children no later than 6:00 p.m..

- Paying the weekly childcare payment prior to the upcoming week.
- Paying a late charge when the children will be picked up late from childcare.
- Custody disputes: The YMCA will not become involved in custody disputes. In order to comply with a parent's request, we must have a court order on file.
- Complying with all information in the Parent Handbook.

Character Development-Child's Responsibilities

Caring- The child should display a caring attitude towards themselves and other campers. Also taking care of the facilities, equipment and other camper's and staff's belongings is key.

Responsibility- The child should be responsible for themselves and their actions. Being responsible for their belongings can make for a "lost-free" school year.

Honesty- A child should display an honest approach to any situation. Honesty builds a great self-character.

Respect- A child should respect themselves along with other children and staff.

Partnership

The YMCA is committed to providing you with security of knowing you have made a good choice for the care of your child. Our intent is to develop a partnership with you to impact positively on your child's growth and development. The YMCA provides a nurturing, friendly environment, which creates opportunities for cognitive, physical, emotional, and social growth and development. As we begin this partnership, we know you have many

questions concerning our program. This Parent Handbook has been designed to help answer these questions; as well as provide details about enrollment, programming, curriculum, and policies. We all have the same outcome in mind for your child to be happy and well adjusted in his/her environment. Please feel free to call or visit with us if you need further assistance.

Operating Procedures

Hours of Operation

Our hours of operation are from the time school is out &/or shows up at one of our school age sites until 6:00 pm Monday through Friday. You will be notified in advance of any potential changes in specific days or hours.

Arrival and Departure

Arrival- Your child will be responsible for checking in at the designated area at the school site. The YMCA is not responsible for your child until then.

No child may return to a classroom after check-in.

Departure- An authorized adult, in person, must pick up the child(ren) and sign the daily attendance record. We cannot send your child out to the car, you must come in and sign your child out.

Running Late- There will be a \$5.00 late fee assessed for every 10 minutes after 6:00 pm. We will make every effort to contact a parent or authorized person who can pick the child up for any child still remaining after 6:00pm. However, if by 6:30pm we are unable to contact someone to pick-up your child we will have to contact the local authorities to come and get your child. We ask our staff to not remain in the school building any later than 6:30pm and cannot transport your child to any destination.

Daily Schedule

This is an outline of what your child will be doing each day during the

Afterschool program:

Release from school and check in at the KIM program

Roll call, devotion, restroom break and daily announcements

Snack

Help with Homework - if needed

Recreational & other Activities, including free play/outdoor play

Parent/designated person signs out & picks up child(ren)

Closings Due To Inclement Weather

Snow, Ice, Tornado, Flooding

If schools are closed early or closed for the day due to snow, ice, tornado, or flooding, the After School Program WILL NOT operate. The YMCA follows R-9 District dismissal schedule on such days. For the safety of everyone, we feel the school sites should be closed during this time. Please make certain your child knows the procedure he / she should follow in case school is dismissed early due to inclement weather. If the program is already in operation and inclement weather occurs, parents should pick their children up as soon as possible. The YMCA's number is 358-1070.

School Holidays

The YMCA offers full day programs during Spring Break. (depending on enrollment) Hours for the all-day program are 7:00 a.m.-6:00 p.m. Flyers will be made available detailing hours, activities, cost, and special instructions. You must register your child for participation on the out of school days and Christmas & Spring Break camps. All out of school care takes place at the Y at 2600 S. Grand in Carthage.

Policies and Procedures

Dress Code

Busy, creative, learning play can be messy regardless of the child's age. We use washable paints during all art projects and we cannot guarantee that spills or stains will be avoided. Please dress your child in appropriate play clothing so that he or she can enjoy our activities without fear of getting their outfit dirty.

Shoes must be worn. For your child's safety, we ask that children not wear flip-flops. Sturdy shoes, including tennis shoes, will protect your child from injury.

Safety and Security

Our policies and procedures for dealing with emergencies and security are carefully drafted to ensure that your child will be safe.

We do everything possible to minimize accidents through the use of various safety programs, facility inspections, routine maintenance, and consistent policies and procedures.

Children will be released only to authorized adults whom you identify on the enrollment papers. It is your responsibility to notify us and to complete the appropriate forms if there are any changes. If someone who rarely comes to the sites picks up your child, it is best for you to notify the YMCA in writing one day in advance. Please advise friends and relatives that we will ask for identification before a child is released from our custody. Also, be aware that if there are new staff members, they may not recognize you as the parent of the child. Do not be offended if they ask for identification, they are only protecting your child.

A safe environment is one of the YMCA's main objectives. In accordance with these goals, we have several rules that must be followed for the safety of your child:

- All persons entering the YMCA KIM Program may be asked for identification.
- Always notify the staff if someone other than the parent / guardian is going to be picking up a child. Hand-deliver a note, stating the name of the person, to your site director one-day in advance.
- Please keep your child's emergency information up-to-date and let your site director know if your daytime phone number has changed, even if it is only temporary.
- In case of separation or divorced parents, the law stipulates that we cannot determine which parents may pick up the child. WE MUST RELEASE CHILDREN TO EITHER PARENT; REGARDLESS OF WHICH PARENT HAS REGISTERED THE CHILD, UNLESS CUSTODIAL, ENROLLING PARENT HAS A COURT ORDER CONCERNING VISITATION OR PICK-UP. In that case, the YMCA must retain a copy of the court order in our files.
- Establish an emergency back-up plan, including a "code word" with your child.
- Provide clear notification of anyone who is PROHIBITED from picking up or seeing your child.

Medication Policy

If your child is taking any medications or there are any specific things we need to know about your child, please let us know. According to our policies, we are not allowed to administer any type of medication without permission. We will store the medicine in a safe place while the child is in our program.

THE YMCA WILL NOT TRANSPORT MEDICATION FROM ONE CAMP TO ANOTHER, THAT INCLUDES CHRISTMAS CAMP AND SPRING BREAK CAMP.

To authorize us to administer medicine to your child, you must fill out a medication authorization form. You may obtain one of these forms from your site director.

Snack

An afternoon snack is provided daily. We collaborate with R-9, which follows the FDA Snack guidelines. If your child has any allergies or special food requirements, please let us know.

Discipline Policy

Setting the rules for appropriate behavior is the responsibility of the site directors and the counselors. Rules are designed to fit the developmental level of each child and are age appropriate. A variety of methods are used, including; anticipating problems and correcting them before an undesirable situation occurs, redirecting children to a more appropriate activity, reinforcement of positive behavior, taking away of privileges when established rules have been broken, and time out.

If these methods are not successful, a parent conference will be held with the parent. Every attempt will be made to help the child since the YMCA wants his / her experience to be a great one!

The following is the YMCA's general discipline policy:

- We will choose to discipline children in such a way to help them develop internal control of their behaviors without damaging their self-esteem.

- The YMCA staff is trained to help your child, by word and example, to realize that the following actions are not desirable nor acceptable behavior.
 1. Hitting or harming other children or adults
 2. Teasing or name calling
 3. Leaving the group without permission
 4. There will be no toleration for vulgar display verbally or with gestures.
Profanity in any manner is not acceptable.
- No child is permitted to behave in such a manner to hurt him / herself or another person, or damage any property.
- When a child has a physical or emotional outburst, we try to provide comfort and privacy for "time-out." Time-out is not a punishment, but rather a time of thinking for a child who is having trouble at the moment.
- At no time will there be any form of corporal punishment used.

Disciplinary Action

Below is an order of procedures that we use when disciplining a child. Please read very carefully for understanding

****Please notes that any days spent on suspensions or expulsions are NOT eligible for refunds.**

1. Verbal Communication by staff to child and Time-out.
2. Behavior Report: A written documentation - copy given to parent/guardian
3. Second Behavior Report: Copy given to parent/guardian
4. Third Behavior Report/Parent Conference: Required parent conference with Site Director about behavior and intervention. May not return to camp until conference is completed.
5. Suspension: 3 days suspension effective the following day. There will be no reduction in fees for suspension days.
6. Expulsion: The child will be expelled from the program for the remainder of the program and may jeopardize his/her participation in other YMCA childcare programs.

Tuition Payment Policy

In order to ensure that we have adequate child/staff ratios and supplies we require that you pay KIM payments by Friday for the upcoming week. Any payment received after Friday will be assessed a \$5 late fee per week.

Payments received at the school site must be paid by check or money order. If you wish to pay in cash you must make your payment at the Fair Acres Family YMCA at 2600 S. Grand Ave. in Carthage. For security purposes our school site staff members do not have access to any cash funds. Children are classified as either part-time or full-time participants. Part-time participants are those who attend KIM 1-3 days per week. Full-time participants are those who attend 4-5 days per week. Part-time fees are \$20 per week and full-time fees are \$26 per week.

If your child attends at least one day during a week that you have paid weekly tuition for we do not give refunds or pro-rate the payment. If your child does not attend any during a week that you have paid for we can credit that payment to the following week. However, you must request a credit for us to change the payment.

Failure to make payments on a regular basis, will require that we release/dismiss your child(ren) from the program. If there are situations to arise that prevent you make paying on time you will need to make arrangements, please contact the YMCA at 358-1070.

Important Phone Numbers

YMCA - 417-358-1070

Steadley Elementary - 417-359-7065

Columbian Elementary - 417-359-7060

Mark Twain Elementary - 417-359-1080

Fairview Elementary - 417-359-7070

*** Fees**

One time \$15.00 registration fee

Full Time: \$26.00/week (4-5 days/week)

Part-Time: \$20.00/week (1-3 days/week)

Late Payment: \$3.00/day

Late Pick-up Fee: \$5.00/10 minutes

Returned Check: \$20.00

* Financial assistance is available for those who qualify. Contact the YMCA at 358-1070.