



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# Extended Care Program

## Parent Handbook



YMCA of Michiana

P 574.287.9622 MICHIANAYMCA.ORG



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
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**St Anthony De Padua Catholic School  
2019-2020**

Dear Parents:

Welcome to the YMCA of Michiana's extended care program!

The philosophy of the YMCA extended care program is to provide safe, educational, and affordable childcare needs for children. Programs are specifically designed to meet the age appropriate needs and interests of school age children and their families and are delivered in a positive environment of safety, support, and care.

Increasingly, the YMCA extended care program is asked to help support the academic needs of your children. Our staff will help your children with their studies and homework. We also believe that children need time to just be kids. We will always work to provide a balance of staff-led and child-led growth opportunities.

All YMCA of Michiana extended care programs emphasize four-character development values; **Honesty, Responsibility, Caring, and Respect** as well as the **Search Institute's 40 Developmental Assets!**

We look forward to meeting you and extend a personal invitation to your child for a school year of fun and friendships! Thank you for choosing our program.

Sincerely,

Maycie Wise  
[mwise@michianaymca.org](mailto:mwise@michianaymca.org)  
574.287.9622  
Youth Development Coordinator  
YMCA of Michiana

## **Our Staff**

The staff of the YMCA extended care program is the most important part of every child's experience. Our programs consist of staff that are enthusiastic, mature, and caring individuals. The staff are selected on the basis of skills, ability to interact and relate to children, experience, love of children and personal warmth. Our staff personnel are well trained, experienced with children and families and knowledgeable about child development needs and activities. They are flexible enough to sway with the children as they assert their emerging independence and are able to change plans with ease. Our staff attend ongoing training and are CPR/FA certified.

## **Program Days/Hours/Activities**

Before school program	6:30am-7:40am
Afterschool program	2:45pm-6:00pm

YMCA extended care programs are offered August – May for approximately 36 weeks of care.

### Late Pick-Up Fees

Late pick-up fees will be charged for children not picked up by the grace period of 6:05pm. There will be a \$1 per minute charge for children not picked up after that time.

\*If your child has not been picked up by 7:00pm and the extended care site has had no contact with parents/guardians, the proper authorities will be notified.

### **A typical YMCA morning**

6:30-7:00	Welcoming activities
7:00-7:30	Scheduled activities
7:30-7:40	Restroom/Drink Break
7:40	Departure for class

### **A typical YMCA afternoon**

3:00-3:10	Welcoming activities
3:10-3:40	Homework help
3:40-3:45	Restroom/Drink Break
3:45-4:15	Free play
4:15-4:55	Organized games
4:55-5:00	Restroom/Drink Break
5:00-5:30	Theme activity
5:30-6:00	Centers

### **Description of activities**

**Afternoon snack:** The YMCA will provide an afternoon snack daily. Parents may pack a drink or alternative snack. All snacks are planned in advance. A weekly snack calendar will be available. Parents must list any allergies or negative

reactions to food on the application. Although nutrition is considered and the YMCA is working with food vendors to order and deliver nutritious (low fat and low sugar) snacks, the YMCA is not responsible for the nutritional value of food provided.

**Homework:** There will be time provided daily for your child to work on homework. Counselors will be available to work with your child if he/she needs help. If your child does not have homework, other quiet activities will be available.

**Free play:** Free play will be unstructured, voluntary, child-initiated activities that allow children to develop their imaginations while exploring and experiencing the world around them.

**Organized games:** The YMCA of Michiana has made a promise to adhere to the Y's healthy eating and physical activity standards for afterschool programs. One of those standards requires ensuring that children engage in at least 60 minutes of physical activity per day (for full day programs), including a mixture of moderate and vigorous physical activities that promote bone and muscle strengthening.

**Theme activity:** Includes non-competitive team sports, games, arts & crafts, science & math activities, reading, journals and performance opportunities, such as talent shows, music, comedy, etc. Other projects will also be implemented that encourage children to use team skills, be creative, and challenge themselves.

**Character development:** The YMCA of Michiana has four-character value traits that are interwoven and emphasized throughout our daily activities; Responsibility, Honesty, Caring, and Respect. Staff is encouraged to teach, model, and reward these character values at all times. Additionally, curriculum activities are designed or chosen to correspond with the Search Institute's 40 Developmental Assets are "40 common sense, positive experiences and qualities that help influence choices young people make and help them become caring, responsible, successful adults."

**Centers:** Children will be able to choose from a variety of board/card games, drawing/writing materials, books, manipulatives, and other supplies.

## **Payment Information**

### **Payment on File**

You will be required to provide a form of payment to be kept on file by the YMCA of Michiana. Payment will be debited on Wednesday preceding week of service.

Payment options

Check/debit card

Credit card (MasterCard/Visa/Discover/AMEX)

Automatic bank draft

### **Delinquent Accounts/Insufficient Funds**

If bank drafts are not honored the account must still be paid plus a \$25 service charge. All accounts with a balance due will also be charged a \$20 late payment fee. Children are not able to attend program until the account is paid in full.

### **IRS Statement**

At the end of the year, upon the request of the parents, the site coordinator will provide a journal of your payments. For your tax records, please use the YMCA of Michiana Tax ID number: **35-0868216**: 1201 Northside Blvd South Bend IN 46615

**Weekly Rate**

Type of Service	1 Participant	2 Participant	3+ Participant
Before Care	\$5	\$7	\$10
After Care	\$50	\$75	\$100
Before and After Care	\$55	\$82	\$110
Drop-In After Care	\$15 daily per participant		
Drop-In Before Care	\$5 daily per participant		

**Financial Assistance**

Our programs are designed to benefit persons of all backgrounds. While participants are expected to pay their fair share, as long as funds are available, the YMCA will assist any individual who wants to participate but cannot afford the fees. Contact our Youth Development Director for more information. Application and prior participation is not a guarantee of award.

Due to limited funds, a scholarship packet must be submitted to the Youth Development Director in advance of enrollment. This packet includes the following: afterschool enrollment registration form, statement of need letter and scholarship application. Additionally, the parent is required to submit proof of all income for the entire household and provide details of expenses. Please call the Youth Development Director for more information or to obtain the needed documents.

**Medical Information**

**Medication**

Any medication to be administered to your child by our YMCA staff must:

Be brought directly to the site director

Be in the original container, with physicians' name/number on the label

A child medication form must be signed by the parent with clear written instructions regarding dosage and time that the medication is to be given.

(Forms are available from site director)

All medication will be kept in a locked box. It is the parents' responsibility to pick up all medication at the end of each day or week.

### **Immunizations**

Your child's immunizations record, including TB test and vision and hearing screening (if required by the school), must be current and on file with the school nurse.

### **Illness/Injury**

Small cuts and scrapes will be treated by our CPR/FA certified staff using standard first aid procedures. In all cases of serious illness or injury, the site director will contact the parent immediately. In the event that the parent cannot be reached, we will contact any or all emergency contacts. The YMCA will contact emergency services at any time it believes is necessary for the safety of a child. This could involve EMS and/or transport to an emergency facility.

Students may not return to the program sooner than 24 hours after the breaking of a fever or the last vomiting/diarrhea event.

\*The YMCA has provided St. Anthony a certificate of insurance listing the YMCA's policy types and coverage.

### **Head Lice**

The YMCA will contact the parents of any child who is found to have head lice. That child must be picked up immediately and will be allowed to return only after a successful treatment which results in the complete removal of live lice and nits. The YMCA will also inform all other parents of the case of head lice. There will be no compensation for days missed.

### **Pink Eye**

Children with pink eye should stay home from the extended care program. Children can return to the program 24 hours after treatment has begun.

## **Program Participants**

### **Behavior Contracts**

Good behavior is important to everyone in daily life. Certain behaviors are expected from the children involved in the YMCA afterschool program and following rules promotes a good learning experience that is safe and secure. When a child ignores or disregards rules, everyone's experience is diminished. A behavior contract is the first formal step to help solve rule violations. The behavior contract involves parents, children and staff and it requires the participation of all parties. If your child's behavior becomes an ongoing problem, then a behavior contract will be issued. A sample contract is available from the YMCA Youth Development Coordinator. Failure to correct behavior may result in suspension or dismissal.

\*Not all of the steps of a behavior contract will be taken every time a child breaks a YMCA rule. Disciplinary action will be determined for each child based on the severity of the action. Violence or issues which compromise the safety of YMCA staff or participants will not be tolerated and can result in immediate suspension or expulsion from the program.

### **Absence Policy**

If your child is absent from the extended care program, it is the responsibility of the parent to contact the YMCA and leave a message. There will be no pro-rated fees due to general absences. Refund requests will only be considered for extended absences, which are accompanied with a doctor's note.

### **Sign In/Out Procedures**

Sign In: After dismissal bell, attendance will be taken by YMCA staff and checked with school office. All children will be accounted for daily.

Sign Out: Parents or authorized pick-ups are required to sign their child out daily. ID's will be checked if the staff is not familiar with the adult. Children will not be released unless they have been signed out and will not be allowed to stay on the premises after being signed out. Children will not be allowed to leave the facility to walk or ride their bike home. All authorized pick-ups must be at least 18 years old and present an ID to sign out a child.

### **Special Needs**

We do not discriminate in our admission standards based on race, sex, religion, place of national origin, or physical or mental abilities. Children with special needs must be able to function in a 1:15 staff to children ratio. In order to meet the needs of your child, we ask that you set up a meeting with the Youth Development Coordinator before enrolling your child. It is very important that parents inform us of any and all special accommodations that your child may require.

### **YMCA Staff Relationships**

Understanding that the YMCA cannot control staff outside of the work setting, staff understand that being alone with children they have met in YMCA programs (e.g. babysitting or inviting children to their homes, transporting them in their own vehicles) puts both themselves and the YMCA at risk and it is thoroughly discouraged by the YMCA. Staff also understands that all parent packets discourage parents from using the YMCA staff for babysitting.

### **Termination Policy**

Participants will be withdrawn from the program for the following reasons:

- Inappropriate behavior of child or parent that endangers the participant, other children or YMCA staff
- Failure to pay program fees
- Consistently late in picking up child

### **Children's Code of Conduct**

The YMCA of Michiana takes seriously the importance of the protection and safety of the children enrolled in programs. As a participant in the YMCA extended care program, I agree to:

- Check into the YMCA extended care program immediately after each school day
- Keep my personal belongings in my storage area during the afterschool program

- Remain seated and quiet during roll call and announcements and answer only for myself
- Follow all extended care program rules during free play, snack time, activity time and emergency drills
- Follow all instructions given by the extended care program staff
- Tell the extended program staff counselors if I am sick or hurt
- Follow the timeout instructions of the extended care program
- Respect all other children and the extended care program counselors at all times
- Respect all extended care program supplies, equipment and property
- Respect all personal belongings of other children
- Help clean up after myself following all activities
- Never leave the extended care program site without permissions from the program staff
- Check out of the extended care program only by signing out with a staff member

### **Parent Statement of Understanding**

- I understand that I am not to leave my child at the YMCA site unless a YMCA staff member is present.
- I understand that my child will not be allowed to leave the program with an unauthorized person or staff.
- Should I or another authorized person appear to be under the influence of drugs or alcohol and seek to sign you your child, staff are empowered to contact local law enforcement authorities and place your child in their custody. Please do not place the staff in a position to make this judgement.
- I understand that the YMCA is mandated by state law to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation. The child abuse hotline is 1.800.252.5400.
- I understand that I will be charged late fees if I fail to pick up my child by the agreed upon stated time.
- I understand that a student behavior contract is the first formal step to help resolve repeated rule violations on the part of a child. A behavior contract involves parents, child, and staff. Refusing to sign behavior contract does not nullify the contract. Failure to correct specified inappropriate behavior may result in suspension or dismissal from the program.
- You will be notified of any future standard changes made by St Anthony's or the YMCA of Michiana via printed or emailed newsletter made available at the childcare site.
- You may request a meeting with the site director and coordinator to ask questions about the afterschool program standards and procedures. You are encouraged to contact the Youth Development Director at 574.287.9622 any time if you have a concern or comment about the operation of the site.
- Parents are encouraged to participate in the activities and special events at the site. Please feel free to come to the site at any time. Be certain to check in with the site director or other staff to find out how you can be involved.



- I understand that I must submit a 30-day written notice in advance to the YMCA office when withdrawing my child(ren) from the program.

### **Discipline and Guidance Standards**

- Individualized and consistent for each child.
- Appropriate to the child's level of understanding
- Directed toward teaching the child acceptable behavior and self-control

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction which include at least the following:

- Using praise and encouragement of good behavior
- Reminding a child of behavior expectations
- Redirecting behavior using positive statements
- Using brief supervised separation or time out from the group.

There will be no harsh, cruel or unusual treatment of any child.

The following types of punishment are prohibited:

- Corporal punishment or threat of corporal punishment
- Punishment associated with food, naps, or toileting
- Pinching, shaking, or biting a child
- Hitting a child with a hand or instrument
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting, or yelling at a child
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet
- Requiring a child to remain silent or inactive for inappropriately long period of time

Report any concerns to the YMCA of Michiana staff immediately. Call the Youth Development Director at 574.287.9622 or email [rgiglio@michianaymca.org](mailto:rgiglio@michianaymca.org)

### **Miscellaneous Site Information**

#### **Open Visitation:**

Parents are encouraged to visit the YMCA extended care site and any time. Please notify staff at time of arrival.

#### **Personal Belongings/Returning to Class:**

Jackets, backpacks, lunchboxes, and other items left at the end of the afternoon will be placed in the YMCA lost and found box. Parents are encouraged to frequently check lost and found. As stated, children are asked not to bring personal items to the afterschool program. For safety reasons, children will not be allowed to return to their classrooms once they are signed into our program.

### **What Not to Bring to extended care:**

Video games, cell phones, electronics not connected to classroom activities, toy guns or weapons of any kind, money or other personal items of high value.

\*The YMCA is not responsible for lost or stolen items.

### **School Suspension**

If your child is suspended from school, your child is not permitted to attend the afterschool program for the duration of the suspension.

### **Custody Issues**

In the unfortunate event of a difficult/dangerous custody situation where a court order is in place, please contact the Youth Development Director at the YMCA. You must have a copy of any court documents regarding the restriction of the release of children in our care.

### **Changes to the Registration Documents**

The parent/guardian who completes and signs the registration documents is the only one authorized to make any changes/deletions/additions, etc., to the information.

### **Pictures & Video**

Periodically, the YMCA takes pictures and/or videos of children and activities for newsletters, promotion of programs in brochures or presentation, and/or for use at family events. If you do not want your child's picture used please complete the enclosed refusal form and return it to your site director.

### **Early Release Days**

The YMCA will provide care for your child on all scheduled early release days at your school.

### **Bad Weather**

If inclement weather changes the regular operating hours of school, the following will be in effect. If the school remains open until the scheduled dismissal time, the YMCA will provide care as scheduled. If the school closes before the scheduled dismissal time, the YMCA will NOT provide care. Parents will be notified that the school will be closing early. Please be aware that you MUST pick up your child at the early dismissal time. There will be no YMCA staff at the site to supervise your child.

\*If the school does not open for class, the YMCA will not provide care on the school campus.

## **SOYI (School's Out Y's In)**

Fall Break, Holiday Break, Spring Break, and Summer Day Camp  
The YMCA of Michiana offers many camps throughout the year. This is a separate program from afterschool care and requires a separate fee. If you have any questions, please call the YMCA at 574.287.9622

### Fall Break

November 27-29

\*No Camp November 28

### Holiday Break

Week 1: December 23-27

\*No camp December 25

Week 2: December 30-January 3

\*No camp January 1

### Spring Break

April 6-10

### Summer Day Camp

Camp registration will begin on March 1, 2020. Weekly camp sessions will begin on June 1, 2020.

St Anthony School out and snow day programs are held at the YMCA of Michiana. There is no additional registration required for children enrolled in the afterschool program to participate. The fee associated with this program will be \$35/participant. Parents are responsible for sending child with lunch.

Camps and SOYI days are held at the Riverview Family YMCA located at 1201 Northside Blvd, South Bend IN 46615. Camp registration information will be made available to YMCA afterschool participants.

For more information please call the YMCA at 574.287.9622 or visit our website at [www.michianaymca.org](http://www.michianaymca.org)