

AFTER SCHOOL CHILD CARE (ASCC)

A GOOD PLACE TO GROW!



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

At the YMCA, kids develop character by learning and practicing the
YMCA's 4 core character values...
Honesty, Caring, Respect and Responsibility.

YMCA Mission – To put Christian principles into practice
through programs that build a healthy spirit, mind and
body for all

It's the 21st century, and has there ever been a harder time to be a kid? So many choices, so many unhealthy options. Luckily, YMCAs are keeping an eye on tens of thousands of school-age kids during the riskiest hours of the day. At the Daviess County Family YMCA After School Child Care Program you'll find caring staff dedicated to offering a structured program that offers a wide range of learning and enrichment activities that promote the physical, emotional, cognitive, and social development of children. Childcare is a familiar scene for working families. For students who attend the YMCA's After School Child Care program, it's about having fun, learning new games and skills, gaining confidence and making friends. For parents, it's knowing that your child is in a safe, nurturing environment that offers educational, and enriching experiences.

In collaboration with the Washington Community School Corporation, the YMCA offers After School Child Care for students in grades K-6. The program meets at North Elementary School with students from all other elementary schools being bussed to North.

Enrichment Program

The YMCA's national character building campaign pledges to incorporate the values of *Caring, Responsibility, Honesty and Respect* as part of all youth services programming. The YMCA seeks to support and strengthen the family unit, help children develop their fullest potential and present programs and services in a positive YMCA environment of safety, support, and care.

While participating in the ASCC program, kids are offered the opportunity to express themselves and participate in a variety of activities such as games, crafts, outdoor and indoor play, study time, movies, special events, special projects and more!

A daily afterschool snack is also served.

Trained Staff

An integral component of the YMCA's quality programming is staffing. Our staff consists of mature and enthusiastic individuals who help us provide a quality, safe, and enjoyable program. A Criminal History Background Check, Mandatory Drug Test, and a TB Test are required for YMCA employees working with children. We also require all school age program staff to take CPR, First Aid and Child Abuse Prevention trainings.

PROGRAM COSTS:

- **Registration Fee:** \$30 per child non-refundable.
- **WEEKLY RATES**

YMCA MEMBERS

5 DAYS	\$39 First Child	\$34 Additional Children, same family
3 DAYS	\$28 First Child	\$25 Additional Children, same family

NON-MEMBERS

5 DAYS	\$50 First Child	\$45 Additional Children, same family
3 DAYS	\$35 First Child	\$32 Additional Children, same family

- **LATE FEE:** Any child picked up after 6:00 pm will be charged \$1 per minute late.

HOLIDAYS & SCHOOLS OUT DAYS
CHILD CARE IS AVAILABLE AT THE YMCA FROM 7 AM TO 6 PM
Registration and advanced payment are required
Bring sack lunch and swim suit & towel!!
COST
Members: \$18 per day for first child.
\$16 per day for additional children in same family.
Non-Members: \$21 per day for first child.
\$19 per day for additional children in same family.
*Based on Washington Community Schools Calendar

NORTH ELEMENTARY SCHOOL POLICY

To protect those in the school building, anyone who needs to get into the building must ring a bell. The bell is located above the doors in the back parking lot by the playground. Someone will come and let you in.

YMCA SWIM DAY ON FRIDAY

Pack a swim suit and towel. We will swim from 4 to 5pm. Please write a note if you are picking up earlier than 5 or do not want your child to swim.

ASCC FEE POLICY: WEEKLY PAYMENTS ARE DUE ON THE FRIDAY BEFORE THE WEEK OF CARE.

Payments made after said Friday are subject to a \$5 late fee. All payments must be made before Wednesday or you will be called and asked to pick up your child.

Payments should be made at the YMCA front desk or mailed into the YMCA and received **PRIOR TO THE WEEK OF CARE.** Payments will not be accepted at the child care site.

FINANCIAL ASSISTANCE

Financial assistance is available subject to qualification of personal need, enrollment limitations, and financial resources of the YMCA. Financial assistance from the state voucher program may be available for those who qualify. To apply for the state voucher program contact Career Choices at 257-0137.

CREDIT DAYS

We cannot deduct missed days from your fee. Your fee pays only for the direct program operating costs such as staff, snacks, supplies, etc. All of these things must be available to your child(ren). When you enroll, you are reserving the time, space, staffing, and provisions for your child whether or not your child attends.

WITHDRAWING FROM THE PROGRAM

Parents/Guardians need to notify the YMCA staff at least 1week in advance when withdrawing from the program.

CHANGE IN SCHEDULE

Parents/Guardians need to notify the YMCA staff at least 1 week in advance of a change in their child's schedule.

***Always** call the YMCA to let us know if your child will be absent on a day we are expecting them!

SIGN OUT

It is very important that you sign your child out of the program every day. This gives us the opportunity to give you any information you may need regarding the program and your child's participation. A child will only be released to persons listed on the enrollment form with proper identification. Please help us keep this information current by updating it as needed.

ASCC DISCIPLINE POLICY & PROCEDURES

YMCA staff are encouraged to use positive reinforcement. When inappropriate behavior occurs discipline will immediately follow the misbehavior.

There are some behaviors or actions that may be cause for *immediate* removal from the ASCC program (1 or more days).

Behaviors such as hitting others, fighting, property damage, or any other act that endangers others, or self will not be tolerated.

The ASCC coordinator, depending on the nature of the behavior, will decide the level of offense. Parents will receive a copy of written discipline reports. The following are general discipline guidelines for varying levels of offenses:

- 1st Offense: Verbal Warning
- 2nd Offense: *Time out during free time or scheduled activity
- 3rd Offense: Suspension from the YMCA ASCC program for one to three days
- 4th Offense: Suspension from the YMCA ASCC program for one week
- 5th Offense: Expulsion from ASCC program for remainder of semester or school year

**Time out – Child is seated away from others and is required to be quiet for a given amount of time. A “time out” is an opportunity for a child to take some distance from an emotionally difficult or conflict-filled situation. Time out is not used as a form of punishment but rather as a part of the process of teaching young people and help them gain coping skills.*

All Children participating in the ASCC program are expected to cooperate in a group setting and obey all rules. Due to the nature of the program, our staffing ratio does not allow for one- on-one supervision for unruly children.

ASCC
SCHOOL and YMCA STAFF RESPONSIBILITIES

School

- ✓ Principal should meet with the ASCC Site Coordinator once a month.
- ✓ Should a problem arise, the Principal should contact the site Coordinator or the YMCA Program Director.
- ✓ If the ASCC area is needed by the school during the program's scheduled time, the Site Coordinator should be given at least a week's notice so other arrangements can be made.
- ✓ Cleaning supplies (broom, mop, dust pan, cleaning solution, rags) should be available for use by ASCC.
- ✓ Should a child's behavior in school affect his/her behavior in the ASCC program the Coordinator should be notified before 3:00 pm that day.
- ✓ A gym schedule should be given to the Coordinator, so that gym activities may be planned.
- ✓ Trash will be taken out by the school custodians.
- ✓ School personnel will review disaster, fire and safety procedures with YMCA staff.
- ✓ Provide emergency telephone numbers for key school personnel.

YMCA

- ✓ ASCC Site Coordinator should meet with the Principal once a month.
- ✓ Should a "school related" problem arise, the Coordinator or Program Director will contact the Principal.
- ✓ If for some reason, ASCC will not be using the school facility the Coordinator will give advance notification to the principal.
- ✓ ASCC use areas will be left in a clean and orderly fashion daily. ASCC staff will wipe off tables, sweep excess mess from floor, wipe up any spills and arrange chairs around tables.
- ✓ ASCC will stay in the areas designated by the school.

PROCEDURES FOR EMERGENCY SITUATIONS

Plan for Injured Child

If your child is injured during the program, the site coordinator or counselor in charge will take whatever steps may be necessary to obtain emergency medical care. (See Medication and Sudden Illness Procedures). If we cannot contact the parent/guardian, and *if the situation warrants*, we will call an ambulance. A staff member will accompany your child and efforts to contact the parent/guardian or alternate emergency contact person will continue until someone is notified. Upon notification, a responsible party is expected to come immediately.

MEDICATION AND SUDDEN ILLNESS PROCEDURES

IF MEDICATION NEEDS TO BE ADMINISTERED DURING THE PROGRAM HOURS, THE MEDICATION MUST BE DELIVERED DIRECTLY FROM THE PARENT/GUARDIAN OR SCHOOL PERSONNEL TO THE SITE COORDINATOR. MEDICATION MUST BE IN THE ORIGINAL CONTAINER.

A COMPLETED MEDICATION REQUEST FORM MUST ACCOMPANY THE MEDICATION AND WILL BE KEPT ON FILE AT THE YMCA. (FORMS ARE AVAILABLE UPON REQUEST.)

ONLY DAILY DOSES WILL BE ACCEPTED. MEDICATION CONTAINER MUST BE SIGNED IN AND SIGNED OUT DAILY.

YMCA STAFF IS ONLY ALLOWED TO ADMINISTER BASIC FIRST AID – SOAP & WATER, BAND-AIDS, ETC.

IF YOUR CHILD FALLS ILL DURING PROGRAM TIMES, THE SITE COORDINATOR OR COUNSELOR IN CHARGE WILL FOLLOW THESE STEPS:

ATTEMPT TO CONTACT PARENT OR GUARDIAN

ATTEMPT TO CONTACT PERSONS LISTED AS EMERGENCY CONTACTS.

IF NECESSARY, CONTACT AMBULANCE OR PARAMEDIC.

IF NECESSARY, TRANSPORT CHILD TO AN EMERGENCY CARE FACILITY IN THE COMPANY OF A STAFF MEMBER.

COMMUNICABLE ILLNESS – PARENTS WILL BE CALLED AND ARRANGEMENTS MUST BE MADE TO PICK UP YOUR CHILD.

LICE OUTBREAKS OCCUR SEASONALLY. THE YMCA HAS A NIT FREE POLICY. RANDOM LICE CHECKS MAY BE GIVEN BY STAFF MEMBERS AT THE DIRECTOR'S REQUEST.

EACH CHILD MUST HAVE A SIGNED IMMUNIZATION RECORD ON FILE BY THE FIRST DAY OF ASCC.

ADA POLICY AGREEMENT

The YMCA Child Care Program welcomes all children. To the extent it is reasonably able to do so, The YMCA Child Care Program will provide services to children with disabilities or special needs in the same manner as services are provided for other children of comparable age.

Minimal monitoring and extra supervision is reasonable as long as it is not fundamentally different from the responsibilities that all group child-care operators have for the safety and well being of their students. The YMCA Child Care Program is, however, unable to provide one-to-one care for any child except on an intermittent basis, such as injuries, immediate disciplinary issues, and certain personal care needs customarily provided to other children.

If it is unclear whether the YMCA Child Care Program can reasonably accommodate the unique needs of a child, we will arrive at a final decision by reviewing the circumstances on a case-by-case basis. Such review will be comprised of most, if not all, of the steps outlined in the YMCA's ADA Policy for Child Care Programs, unless such process would not meaningfully contribute to a final decision.

A copy of the Daviess County Family YMCA ADA Policy for Child Care Programs is available in its entirety upon written request.

AFTER SCHOOL CHILD CARE ENROLLMENT

To enroll your child in the YMCA After School Child Care Program, complete the following forms, and return them to the YMCA front desk.

The \$30 Registration Fee and the First Week's Payment are required at the time of enrollment.

Weekly payments thereafter are due on or by the Friday prior to the week of service.

THANK YOU!

Confidential CHILD INFORMATION

Child's Name _____
Date of Enrollment _____ **YMCA -Member?** Yes No
Address _____
City _____ **State** _____ **Zip** _____
Child's Birth Date _____ **Age** _____ **Sex** _____
Preferred Name _____
Name of School Child Attends _____
School Grade _____

Primary Caregiver _____
Primary Caregiver's Address _____
City _____ **State** _____ **Zip** _____
Phone # _____ **Cell** _____
Place of employment _____ **Phone #** _____
Which should we call first _____

Secondary Caregiver _____
Secondary Caregiver's Address _____
City _____ **State** _____ **Zip** _____
Phone # _____ **Cell** _____
Place of employment _____ **Phone #** _____
Which should we call first _____

Who is responsible to make payments each week? _____

First Day in Program is

- -

Month - Day - Year

Schedule -Pick up Times

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

EMERGENCY INFORMATION

Child's Physician _____ Physician's Address _____ City _____ State _____ Zip _____ Physician's phone # _____ May we call another physician if unable to contact the above? _____

OTHER PERSONS TO BE NOTIFIED IN CASE OF ILLNESS OR ACCIDENT:	
Name _____	Phone # _____
Name _____	Phone # _____
Name _____	Phone # _____
Name _____	Phone # _____

LIST ALL INDOOR/OUTDOOR ALLERGIES:	
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
LIST ALL MEDICAL CONDITIONS AND ANY MEDICATIONS: Example ADHD. This is important for us to know.	
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____

Anyone NOT allowed to pick up _____
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PARENTAL/GUARDIAN SIGNATURE PAGE

(All Sections need to be signed)

Section 1

I have read and understand the YMCA ASCC Discipline Policy and Procedures and have discussed it with my child. Any disruptive behaviors (requiring a “write up”) and resulting discipline will be discussed with parent/guardian.

Parent/Guardian Signature _____

Date _____

Section 2

As parent or guardian of _____
I give permission for pictures of my child to be taken and used in the newspaper, photo collection and/or other publicity/public relations media in regard to the YMCA.

Parent /Guardian Signature _____

Date _____

Section 3

I give permission for my child _____
to watch “PG” rated movies.

Parent/Guardian Signature _____

Date _____

Section 4

I understand my child _____
Is not allwed to bring cell phones, iPods, or other electronic devices.

Parent/Guardian Signature _____

Date _____

**YMCA AFTER SCHOOL CHILD CARE
FINANCIAL AGREEMENT**

I have read the YMCA ASCC PAYMENT POLICY and I hereby agree to pay the YMCA the following charges for my child's participation in the Daviess County Family YMCA's After School Child Care program:

I understand that all weekly payments are due on the Friday BEFORE the week of care and that payments made after said Friday are subject to a \$5 Late Fee. I further understand that there are no refunds for missed days.

CHILD'S NAME _____

Days child will be attending (minimum of 3 days per week)
Please Circle: M T W R F

Payment per week \$ _____

Payment Status: Self _____ State Voucher _____ Other _____

Parent's/Guardian's Name (please print) _____

Parent/Guardian Signature _____

Date _____

ASCC AGREEMENT AND RELEASE OF LIABILITY STATEMENT

I hereby state that my child is physically and mentally capable of safe participation in the YMCA After School Child Care Program. I assume all risks and hazards incidental to the conduct of this program. I also authorize Daviess County Family YMCA staff to obtain medical treatment for my child in the event the parent(s), guardian or emergency contact cannot be reached. This includes permission for YMCA staff to transport child in personal vehicle for emergency medical treatment.

Parent or Guardian Signature _____

Date _____

PARENT ACKNOWLEDGEMENT OF UNDERSTANDING

I, _____, parent/guardian
(print name)
of _____, have read and fully
(child's name)
understand all information contained in the YMCA After School Child

Care Parent Information and Registration Packet, and do hereby

agree to abide by all policies and procedures as set forth therein.

Parent/Guardian Signature _____

Date _____

Daviess County DISCIPLINE/GUIDANCE POLICY
Family YMCA
405 NE 3rd Street
Washington, IN 47501-2062

Provider Name _____

It is very important a child's development is nurtured through caring, patience and understanding. However, while caring for your children, I may have to respond to your child's misbehavior. Hitting, kicking, spitting, hostile verbal behavior and other behaviors which will hurt another child are not permitted.

In response to these behaviors, I will not use:

- Threats or bribes
- Physical punishment, even if requested by the parent
- Deprive your child of food or other basic needs
- Humiliation or isolation

In response to misbehavior, I will:

- Respect your child
- Establish clear rules
- Be consistent in enforcing rules
- Use positive language to explain desired behavior
- Speak calmly while bending down to your child's eye level
- Give clear choices
- Redirect your child to a new activity
- Move your child to a time-out chair for no longer than one minute per year of your child's age, if necessary

If your child's behavior is very disruptive or harmful to himself or other children, I will discuss the issue with you privately. If the situation can be resolved, the child may remain enrolled. If we are unable to resolve the issue, you may be asked to make other child care arrangements.

As a parent, you may have some concerns or wish to offer suggestions. Using the lines below, we may modify the above plan with agreed upon suggestions.

Child's Name

Date of Birth

Additional techniques to be used with my child:

Parent/Guardian Signature _____

Date _____