

Parent Handbook Child Care Programs



YMCA OF GREATER OKC



YMCA MISSION

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



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YMCA PHILOSOPHY

At the YMCA we feel it is important that children who participate in our program grow spiritually, mentally, physically, and socially. Trained YMCA staff empower youth with a core value system based around the four values of caring, honesty, respect, and responsibility. Our aim is to give the youth of today the tools they need to be successful tomorrow.

PROGRAM GOALS

Provide a comprehensive program based upon the fundamentals of positive child development in physical, social, and mental growth.

Create a comfortable environment that allows each child to develop self-discipline and a positive self-image through effective use of trained and caring staff.

Give each child the opportunity to develop his/her capacities for leadership and use them responsibly in a group.

Provide a safe, fun, and exciting program for children while in our care and allow the children to have input in the program activities.

Allow each child the opportunity to develop an interest in, a knowledge of, and a respect for the natural world, and to work for conservation.

Serve as an advocate for each child's right to a healthy and happy childhood.

Provide a values-based program that develops awareness, mutual respect and acceptance regardless of race, gender or religious beliefs and to recognize the worth of all persons.

Incorporate the YMCA Character Development Values of caring, honesty, respect, and responsibility into every aspect of the program.

STAFF

Each counselor has been through intensive training in order to work in YMCA childcare programs. Most counselors are furthering their education in child development or leisure service fields. All counselors are trained in CPR and First Aid. They attend our YMCA of Greater Oklahoma City Association training in School Age Child Care programs, where they learn how to effectively teach and incorporate our character development values into every activity. If you have any questions, comments, constructive criticisms, and/or compliments about a counselor or the program as a whole, please feel free to contact the Youth and Family Director at your YMCA.

ACTIVITIES

Activities for your child will include some or all of the following:

Arts & Humanities	Team Building
Character Development	Songs & Skits
Sports & Games	Talent Shows
Homework	Field Trips
Literacy	Swimming
Science & Technology	Challenge Course
Outdoor Living Skills	Service-Learning
Group Games	Social Competence and Conflict Resolution

RECREATIONAL SWIM

All children, 5 years and older, will have the opportunity to swim. Each pool is staffed by either YMCA lifeguards, City of Oklahoma City Parks and Recreation lifeguards, or City of Edmond Parks and Recreation lifeguards. We ask that children bring a swimsuit and towel each day so that they may participate. Children will only be allowed to swim in a swimsuit, no exceptions.

PROGRAM OFFERINGS

YEAR-ROUND PROGRAMS

Year-Round enrollment increases your savings.

Year-Round Childcare

**Must enroll by Oct. 1st*

- Includes before & after-school childcare during the school year, school holidays, and summer day camp.
- Includes 1 week of vacation during the school year and 1 week during the summer, without payment (with proper notification).

Year-Round & 1-Week Camp Classen

**Must enroll by Oct. 1st*

This option gives your child an entire week at Camp Classen, for less than half the cost.

- Includes before & after-school childcare during the school year, school holidays, summer day camp, and 1 week of Camp Classen (traditional resident camp).
- Includes 1 week of vacation during the school year and 1 week during the summer, without payment (with proper notification).

Kids In Action Year-Round

**Must enroll by Oct. 1st*

- Includes before and after-school childcare during the school year, school holidays, and summer day camp. For 4 and 5 year olds in Kindergarten and Pre-K.

SCHOOL-YEAR PROGRAMS

School-Year Childcare

- Includes before & after-school childcare Monday-Friday, and school holidays.
- Includes 1 week of vacation during the school year, without payment (with proper notification).

Drop-In Care

- Includes drop-in childcare Monday-Friday and school holidays (dependent upon availability).

Kids In Action¹ Program

Kids In Action¹ Including Before & After-School

Kids In Action² Full-Day Pre-School

- All Kids In Action Programs include one week of vacation during the school year, without payment (with proper notification). Contact your local YMCA for pricing information. Family and member discounts apply.

1 KIA program and KIA plus Before & After School offered only at the Midwest City YMCA

2 KIA Full Day Pre-school offered only at the Edward L. Gaylord Downtown YMCA

All fees are weekly except Daily Care/Vacation Care

SUMMER PROGRAMS

Full-Summer

- Includes summer day camp only.
- Includes 1 week of vacation during the summer, without payment (with proper notification).

Summer Select

- Allows selection of desired weeks throughout the summer (dependent upon availability).

GENERAL PROGRAM POLICIES & PROCEDURES

The YMCA is dedicated to providing a safe environment for your child to play, learn, and grow. In order to reach this goal, the YMCA has implemented the following policies and procedures. Parental adherence is requested.

What happens if my child is ill?

A sick child is to be kept at home. Though you think it may just be a cold, the child should not attend because:

- It may be a cold, but communicable.
- If it is a cold, other children may catch it.
- Your child's resistance to disease is lowered.

The YMCA should be informed about the nature of any illness. If your child has a communicable disease, tell us when it first appeared.

Call the YMCA by 9:00 a.m. on the days when your child is ill or will be absent for other reasons. We need to know where your child is every day for the child's own safety and accountability.

What happens if my child is injured during the program?

If your child is injured, the staff member in charge will take whatever steps are necessary to obtain emergency medical care including, but not limited to, the following:

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

What if my child is on medication?

Medication will be dispensed to children at the site only under the following conditions:

Prescription and non-prescription medications must be:

- In the original container.
- Labeled with the child's name, date, directions, and physician's name (prescription only).
- All prescription and non-prescription medications will be administered in accordance with label directions.

- All medications must be accompanied by a written statement from the parent with the dosage, date and time the medication is to be administered.
- Each time a child is given any medication an entry will be made in the Medication Administration Log.

Policy on Release of Children

- The list of persons authorized to pick up your child must be current and accurate.
- Changes in persons authorized to pick up your child must be made in writing and submitted to the Site Coordinator or Youth and Family Program Director.
- 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.
- Identification is required by any person picking up a child.
- Persons **MUST** come into the program facility in order for the child to be accepted or released.
- If no contact has been made one hour after close, the Department of Human Services(DHS) and the police will be notified.
- No child in our care will be released to persons not authorized to do so by the enrolling parent. In the case of an emergency, please contact the Site Coordinator or the Youth and Family Director as soon as possible.

- If a person picking up a child displays 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 with a private provider to be paid by the parent. If no arrangements can be made, the Department of Human Services (DHS) and the local police will be notified.
- It is essential that the proper release information be on file with the YMCA at all times.

Discipline Policy

If a child's behavior becomes a problem, we will refer to the discipline report form. Please be assured we will communicate with parents any concerns about their child's behavior each day. All rules and expectations are explained to the children along with the consequences for not abiding by these rules or living up to the expectations. We ask for your support. **If a child is suspended from the program, no refund will be given.**

Staffing

We adhere to a maximum ratio of 1 counselor to 15 for school-age childcare, and 1 to 12 for summer day camps.

Staff are not allowed to transport your child in personal vehicles, nor are they allowed to baby-sit or attend non-YMCA sponsored events at any time.

Holiday Procedures

Care is not provided on the following seven holidays:

- New Year's Day
- Easter Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

The YMCA and all program sites also close early on Christmas Eve and New Year's Eve.

Inclement Weather

Care is not provided on days when the schools are closed due to inclement weather.

FAQ'S & GENERAL INFORMATION

Financial Assistance

Scholarships are available to those who qualify. A sliding-fee scale is used to determine appropriate levels of assistance. To apply for financial assistance:

- Pick up a financial assistance packet at the YMCA.
- Complete the application and return it to the Member Services Desk at the YMCA.
- Attach a copy of your most recent tax return, W-2 form and copies of your two most recent paycheck stubs and a letter explaining why assistance is needed.

You should allow five to ten working days for your financial assistance application to be processed. If you plan for your child to attend the program prior to review of your financial assistance application, you will be required to pay the regular fee until a decision on your application is reached. DHS Tital 20 funds are available for those who qualify.

Program Enrollment and Eligibility

An enrollment form is required for each child who will be participating in the program and must be returned to the Member Services Desk at the YMCA prior to your child's first day. In addition to the enrollment form, a current immunization record and paid program fee are required. A \$25 registration fee is required to hold each child's place in the program. All registrations are accepted at the YMCA. Immunization records and current photograph are required.

The YMCA School-Age Child Care and Summer Day Camp Programs are open to all youth regardless of race, gender, religious beliefs or income.

School-Year, Year-Round & Full-Summer Child Care

How Do I Pay? Payments must be made through Electronic Funds Transfer (EFT). For the year-round pricing program, your EFT may be set on a weekly or monthly schedule. Weekly bank drafts will be made on Wednesday for the following week. Early cancellation of the Full-Summer Program will result in a \$10 fee per week that your child attended, to be drafted at time of cancellation. If your childcare payment is returned for insufficient funds (NSF), your payment amount along with an NSF service fee, will be collected electronically. If an NSF payment is unable to be collected electronically, year-round pricing will no longer apply.

Late Fees A late fee of \$1.00 per minute will be assessed for each minute after 6:00pm that your child remains in care. Late fees will be drafted from the account on file at the time they are assessed.

Vacation

Children enrolled in the School-Year or Full-Summer programs will receive one-week vacation without payment. Children enrolled in the Year-Round program receive one-week vacation during the school year and one week during the summer. Written notification of intent to take a vacation week must be given two weeks in advance.

Cancellation

Written notification of your intent to drop out of the program must be given two weeks in advance of your last week attended.

Summer Select, Daily & Vacation Care

How Do I Pay? You may pay by cash, check, bank draft, or credit card at the YMCA Member Services Desk only, by close of business the Wednesday prior to the week that the child is to attend the program.

Late Fees A late fee of \$10.00 will be charged if payment is made after the day payment is due. A late fee of \$1.00 per minute will be assessed for each minute after 6:00pm that your child remains in care. Late fees must be paid at the Member Services Desk before your child may return to the program.

Refunds

Applies to School-Year, Year-Round, Full Summer, Summer Select, Daily and Vacation Care.

No refunds will be given. No adjustments will be made for missed or partially attended weeks. When you enroll, you are reserving the time, space, staffing, and provisions for your child, whether he or she attends or not.

NOTE: The YMCA does not issue statements for individual tax purposes. Please keep any and all cancelled checks and/or receipts as documentation of childcare payments.

DAILY SUPPLIES AND ATTIRE

Supplies that your child will need to bring every day:

- Cooler-Style Lunch Box
- Lunch & 2 Snacks (full day care only)
- Sunscreen
- Water Bottle
- Swimsuit
- Towel
- Backpack or Shoulder Bag
- Athletic Shoes & Socks

(no open-toed sandals)

Kids In Action children need to bring a lunch or make arrangements with the school for lunch.

Daily Attire

Children should wear appropriate athletic clothing and footwear. Sunscreen will be applied on an "as needed" basis; your child should be dropped off at summer day camp with sunscreen already applied. Make sure all belongings are labeled.

Field Trip Attire

All children should wear Summer Day camp t-shirts on field trip days. T-shirts will be available for purchase at the YMCA.

Miscellaneous

Unclaimed lost and found items will be donated to a local charity after one week. We provide a well-rounded activity schedule, which does not require additional toys, equipment, radios, games, etc. from home, unless specifically requested. Any of these items found with your child will be taken away and returned to the parent at the end of the day. Lost items are not the responsibility of the YMCA.

STRONG KIDS CAMPAIGN

Every year thousands of people benefit from the funds raised through the YMCA's annual Strong Kids Campaign. The campaign's main purpose is to provide funds for scholarships to families and children in our community who may otherwise not be able to afford to participate in programs or as members at the YMCA. As a community, we have the responsibility to our friends, neighbors, and ourselves to make every kid a "Strong Kid." Whether you enjoy raising money, being a coach, or simply contributing to a worthy cause, there is a volunteer position waiting just for you. Contact a Y staff member to learn how you can become a Strong Kids Volunteer.

405-297-7777
www.ymcaokc.org

United Way
Partner Agency

