



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Y-CLUB

Dakota Valley School District

Parent Handbook

Norm Waitt Sr. YMCA

The Y: Where we make strengthening our community our cause through youth development, healthy living, and social responsibility.

HOURS/LOCATION & CONTACT INFORMATION

Before - 6:30-8:10 AM After - 3:15-6:00 PM

Dakota Valley Elementary School: K-3rd Grade

Dakota Valley Middle School: 4th-5th Grade

Y-CLUB Phone: 402-404-8439

Point of Contact: MacKenzie Daniels
Youth Development Director
mdaniels@nwsymca.org

PROGRAM INFORMATION

The YMCA has been a part of the Siouxland Community since 1884 and we are committed to helping each child learn, grow and thrive! We are cause-driven leaders that provide quality care focusing on the following areas: youth development, healthy living and social responsibility. Our desire is to treat each child as an individual as we seek to implement our four core values: Caring, Honesty, Respect & Responsibility into everything we do for before & after-school programming.

We not only provide affordable, quality care, but also bring parents the opportunity to choose a before & after school program that teaches children about leading a healthy lifestyle. Through the use of Catch (Coordinated Approach to Child Health), your children will create behavior changes by identifying healthy foods, and by participating in recreational sports, swim lessons, dance & theatre classes, volunteerism through social responsibility & so much more.

AREAS OF FOCUS

- Arts & Crafts
- CATCH: Nutritional & Physical Activity Education
- STEM: Science, Technology, Engineering & Math
- Homework: Qualified staff to help children succeed
- Swim Lessons
- Sports & Recreational Activities
- Theatre & Dance Classes
- Cooking
- Service Learning and Entrepreneurship
- & so much more!

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REGISTRATION REQUIREMENTS AND FEES

Before School Only

\$35/week

After School Only

\$65/week

Before & After School

\$90/week

An Annual Registration Fee of **\$40** is due at the time of registration to hold your child's spot. A **10% sibling discount** is applied on each child's weekly fees after the first child. The YMCA believes that everyone should have access to the Y and its programs. Financial Assistance is available.

To register your child, visit nwsymca.org/y-club. This page covers general information about the program and offers a link to the registration page. The registration page will walk you through the step by step process of registering your child for the Y-CLUB.

The following items must be received before your child may begin attending Y-CLUB:

- Y-CLUB Authorization Form**
- A copy of your child's current Immunizations**
- Liability Waiver**
- Medication Consent Form (If needed)**

FINANCIAL INFORMATION

Payments are due one week in advance by phone, in person, or scheduled. Payment for the first week of care must be paid by August 5th, 2019 (to start on August 15th), and payment for week two is due the Monday of the first week your child is enrolled. Subsequent payments are due each Monday. You will not need to make a payment during the final week your child is enrolled in Y-CLUB because of the advance payment schedule.

Late Payment Policy:

A \$25 late fee will be charged if the stated fees are not paid by 6:00PM every Monday. If payment is not received by Wednesday, a Notice of Dismissal will be issued and payment must be made in full by that Friday at 12:00PM for services to continue.

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STAFF INFORMATION

We try to maintain a staff to child ratio of 1:15. All Y-CLUB Staff have completed YMCA orientation, trainings, background checks, Mandatory Reporting and CPR/First Aid/AED certification. Staff are required by state law to report any suspected or known child abuse. Should it be that a Y-CLUB Staff is involved in a child abuse incident or claim, their employment will be put on a temporary hold while waiting for the official investigation. If the investigation proves that child abuse has NOT occurred, the continued employment of the Staff person will be at the discretion of the Youth Development Director. If the investigation proves that child abuse has occurred, the Staff person's employment will be permanently terminated.

Y-CLUB STAFF RESPONSIBILITIES & EXPECTATIONS:

- Create a welcoming, hopeful, determined, genuine and nurturing atmosphere that fosters a sense of belonging among the children and helps them gain confidence through achievement.
- Create and maintain a clean and safe environment both physically and emotionally for all.
- Nurtures children through programming dedicated to building achievement and relationships among youth and within families.
- Provides for upkeep of assigned program facilities and equipment and ensures the physical environment supports a safe and thriving environment including ADA accommodations where appropriate. Follows all procedures and standards.
- Cultivates positive relationships and maintains effective communication with parents. Engages parents as volunteers and connects them to the YMCA.
- Maintains program site, equipment and required program records.
- Demonstrates and supports the objectives of the Y's mission statement and values by maintain the Y-Voice in all that you say and do ~ welcoming, hopeful, determined, genuine, and nurturing.
- Implements curriculum within the established guidelines.
- Organized with the ability to prioritize, multi-task and problem solve.
- Makes sure schedules, supplies, materials, etc. are ready for each day.
- Adheres to policies as stated in the YMCA Employee Handbook.
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COMMUNICATION WITH Y-CLUB STAFF:

Communication between parents/guardians and Y-CLUB Staff provide valuable insight for both. Problems that your child has at home may affect behavior at Y-CLUB. Staff requests that changes at home affecting our child (moving, family member hospitalization, alteration in parents' relationship, etc.) be reported to staff so we can better provide for your child's needs by being aware of the situation. This will enable Y-CLUB Staff to provide the best possible environment for the child's growth and development. Staff may not babysit, transport or care for children other than during program hours. In the event that a significant change happens with center services or policies, parents/guardians will be notified immediately.

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PARENTAL INVOLVEMENT:

Committed to youth development, the YMCA encourages parental involvement and feedback within program development and operational effectiveness for Y-CLUB. It is important to provide the most impactful and safe environment and parental involvement is a key to our success. The YMCA will survey parents both mid and the end of the program to help aid in the continual development of Y-CLUB. At any time, a parent may connect with the Youth Development Director for questions, concerns, ideas and opportunities for Y-CLUB.

Y-CLUB STAFF AGREEMENTS & CONFIDENTIALITY:

- Y-CLUB Staff will under no circumstances release a child to anyone other than those authorized by the parents/guardians in writing, including relatives and siblings of children. Sign in and sign out logs will be maintained and kept on-site. Staff will require any unknown person to show proper identification before releasing your child. Please indicate all possible people who may pick up your child on the registration form.
- Parents will be informed on a regular basis about their child's program participation. Parents should feel free to discuss their child's Y-CLUB experience with Y-CLUB Staff at any time.
- All staff and volunteers will be identified by appropriate Y apparel and name tags.
- All Y-CLUB Staff have completed YMCA orientation, trainings, background checks, Mandatory Reporting and CPR/First Aid/AED certification. Each staff member is a mandatory child abuse reporter. Staff are required by state law to report any suspected or known child abuse.
- All Y-CLUB Staff have completed state required trainings and certifications.
- Y-CLUB Staff does not discriminate in regard to race, religion, national origin, age, sex or disability.

The Y-CLUB values confidentiality as a critical part of the services it provides. In the course of their job duties with the Y, leaders have access to confidential information and records, including registration, financial, medication, and incident reports. Y-CLUB Staff have a duty to keep such information confidential. Information shall only be released to the parent/guardian or other individuals authorized by the parent/guardian. The misuse, unauthorized access to, or mishandling of confidential information will result in disciplinary action which may include verbal or written reprimand, suspension or termination.

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HEALTH & SAFETY

PICK UP:

All students must be picked up by program closing time. Students must be picked up and signed out by a parent, guardian or authorized person. Students will only be released to person(s) listed as authorized to pick up and with a proper ID. Students will not be released to any person who appears to be under the influence of drugs or alcohol. If a student is not picked up by closing time, the Director must be notified and emergency contacts will be called. A \$10 late fee will be charged per every 10 minutes they are left at Y-CLUB. If a child is left more than 30 minutes and we are unable to reach a parent, guardian or emergency contact, the Police Department and Human Services will be notified.

FOOD POLICY

Y-CLUB requires Staff to be trained in the area of food and allergic reaction. Y-CLUB requires parents to list any allergies in their child's registration information. If a parent lists an allergy, they are required to complete a document that details what the allergy is related to; what the signs and symptoms of distress are; and what the process is for assisting the child should they have an allergic reaction. Each Staff person associated with this child is provided an overview of the allergy document and the instructions for preventing a reaction; and instructions for handling a reaction.

Snacks are provided for all students each afternoon. Alternative snack options are provided for students with food allergies. If students wish to bring their own snack, they may do so; however, all snacks must be consumed within the designated snack time.

One of the ways in which CATCH (Coordinated Approach To Child Health) supports child health is through nutritional coordination with school lunchrooms and other food providers. CATCH impresses on students key lessons about the nutritional value of various food groups. CATCH uses a stoplight model to break foods out into three groups: GO, SLOW, and WHOA foods. The goal is to eat more GO foods than SLOW foods, and to eat WHOA foods only in very small amounts. GO describes foods that are whole grain, unprocessed fruits and vegetables, lowest in fat, contain no added sugar, and can be eaten daily. SLOW describes foods that are slightly processed and may have some added salt, fat or sugar. WHOA describes foods that have the highest fat and sugar. A complete list of GO, SLOW and WHOA foods is provided at the end of this Handbook.

We are a "peanut and tree nut free" program and cannot allow peanuts or tree nut products in our buildings. All classroom snacks or party treats (other than fruit) brought in to be shared with other students must be purchased at a store or bakery and are required to have an ingredient label or allergy label so we can verify it is safe for the students who may have an allergy. We appreciate your cooperation as well as your understanding of this policy.

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CHILD ILLNESS, ACCIDENTS & INJURIES:

Y-CLUB is not equipped to care for sick or injured students for an extended period of time. In the case that a student becomes ill during the program, the student will be separated from the other children and a parent or guardian will be contacted to pick up his/her child as soon as possible. If a parent or guardian is unable to be reached, emergency contacts will be notified. It is the responsibility of the parent for guardians to arrange for the student to be picked up from Y-CLUB as soon as possible.

In the case that a child or anyone in the immediate household develops a reportable communicable disease, it is the responsibility of the parent to notify the Y-CLUB within 24 hours or the next business day in order for the Y to take proper action, except in the case of life-threatening disease which must be reported immediately. The Y-CLUB will notify the Department of Health as soon as possible in the event that a child contracts a communicable disease, and will follow recommendations accordingly.

Upon signing Y-CLUB forms, permission is granted for management and Y-CLUB Staff to act according to best judgment in the event of a medical emergency and/or routine medical care. Permission is granted for emergency medical treatment and/or routine medical care by the Y-CLUB Staff, a rescue squad or private physician and/or hospital or emergency health care facility staff, under the same circumstances as above, if needed. Any such action will be taken in the best interest of the child and will be reported to a parent or guardian as soon as possible. Y-CLUB is waved and/or released from any and all liability and/or financial responsibility for any medical expenses occurred.

MEDICATION:

Should your child need to receive medication while at Y-CLUB, parents must:

- Turn medication into Y-CLUB administrative staff in the original container with the student's name, doctor, and drug name on the outside.
- Complete and sign a Medication Consent Form, authorizing Y-CLUB Staff to administer medication to your child.
- Give specific written instruction for dosage amounts and times to be administered.

Medication will be kept in a safe and secure location and staff will complete daily charting for each medication given. No over-the-counter medications will be given without a doctor's name and order. Staff cannot split pills or administer amounts other than specified on the bottle. Staff will not administer the first dose of any medication. Your child must have been on the prescription medication for at least 24 hours before attending Y-CLUB.

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EMERGENCY SITUATIONS:

In the event of emergency situation or allergic reaction, school and/or host site protocol and procedures will be followed. An emergency preparedness and response plan is completed and available upon request.

DISPOSAL OF BIO-CONTAMINANTS

Y-CLUB requires Staff to be trained in the area of Universal/Standard Precautions. These are guidelines issued to prevent disease transmission for people in all walks of life, including child care providers. The Universal/Standard Precautions require Staff to have a barrier between any infectious substance and their skin, eyes, nose and mouth. Y-CLUB requires all Staff who provide care and supervision to the students to follow the Universal/Standard precautions recommended by the Centers for Disease Control and Prevention (CDC) in handling any fluid that might contain blood or other bodily fluids. Universal/Standard Precautions require treating all blood and fluids that may contain blood or blood products as potentially infectious.

BEHAVIOR MANAGEMENT

It is our goal that each student enjoy the activities planned and understand that he/she is responsible for his/her own actions. With prior knowledge of our basic rules of safe and good conduct, each student is expected to know how to exercise self-discipline, that the Y-CLUB Staff is here to help him/her, and that we want each student to succeed.

Y-CLUB Staff believe that discipline should be used as an educational tool and strongly prohibits the use of humiliating and frightening punishment. We will therefore make every effort in our behavior management procedures to reward and recognize good behavior and to teach each student good judgment and life skills. Y-CLUB Staff will use discipline for positive guidance, redirection and offering clear-cut limits. Y-CLUB does not condone peer to peer discipline.

INAPPROPRIATE BEHAVIOR

Anytime that a student is acting inappropriately at Y-CLUB, a "ticket" will be sent home to inform parents or guardians about the behavior and how it was handled. As in any group activity, inappropriate behavior can spoil the experience for the entire group. Therefore, the following conduct policies apply directly to each student and will be used in determining his/her eligibility to continue participation in Y-CLUB.

Y-CLUB is unable to provide one-on-one care for any student, except on an intermittent basis. If your student's behavior is negatively affect other children and/or Staff, the following disciplinary process will normally be followed as appropriate.

Reasoning:

Every effort will be made to help the student understand the inappropriateness of his/her actions. The staff and student will then agree on appropriate action. If conflict is student-to-student, every effort will be made to have them reason together.

Beginning with a verbal reminder, followed by a verbal warning.

Removal from Activity: When reasoning has been pursued and behavior has not changed, a student will be removed from an activity for an appropriate time.

Child/Manager Conference:

When Y-CLUB Staff or Coordinator is not successful in correcting behavior, the Director is consulted and may decide on necessary consequences.

Parent Conference:

If inappropriate behavior continues, a parent conference will be requested. We will make every effort to find a way for the student to remain involved in the program and set written contracts with parents, children and staff, if necessary.

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BEHAVIOR BASICS:

The Y-CLUB Behavior Basics chart will be used as a guide for addressing behavior at Y-CLUB. The infractions listed are examples of misconduct that would be addressed. Staff will handle each situation on an individual basis. Y-CLUB reserves the right to address each situation on an individual basis, and disciplinary actions can be taken in any order.

Y CORE VALUE COLORS:

- Respect- Yellow
- Responsibility- Green
- Honesty- Blue
- Caring- Red

These will be displayed, taught, and implemented within our Y-CLUB!



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ABOVE THE LINE	<ul style="list-style-type: none"> Positive Social Behaviors Listening to Others Acting as a Positive Role Model 	<ul style="list-style-type: none"> Taking Turns Being Productive Following Directions & Rules 	<ul style="list-style-type: none"> Student Receives A Reward From Y-CLUB Staff
BELOW THE LINE	<ul style="list-style-type: none"> Bullying, Teasing, Name Calling Playing with Food Rolling Eyes Cutting in Line Using Inappropriate or Rude Language 	<ul style="list-style-type: none"> Arguing Eating Others' Food Unwillingness to Follow Rules Refuses to Stay with Group Refuses to Participate 	<ul style="list-style-type: none"> Reasoning/Removal from Activity Child & Manager Conference - Parents will be notified of repeated Below the Line Behaviors
BOTTOM LINE	<ul style="list-style-type: none"> Harassment Inappropriate Gestures/Exposure Defiance of Authority Swearing Vandalism Repeated Below the Line Behaviors 	<ul style="list-style-type: none"> Threatens Others Cheating or Stealing Racial Slurs Weapons Causes Injury to Self or Others 	<ul style="list-style-type: none"> Ticket is sent home for each Bottom Line behavior 1st: Parent Conference 2nd: Child will be sent home for the day 3rd: 3 day suspension

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ABSENCES

If a child is ill or will not be attending the program for any reason, the Director must be notified prior to the child's scheduled attendance. If the child is ill for an extended period of time, Y-CLUB must be notified of the days the child will not attend. If a child does not attend Y-CLUB for two consecutive scheduled days without notification from parents, Staff will attempt to contact the parent/guardian. If Y-CLUB Staff is unable to reach a parent/guardian and the child is absent for 5 consecutive scheduled days, it may result in the termination from the program.

SUSPENSION/DISMISSAL:

The activities outlined in the following list are strictly prohibited. Any program participant, staff or volunteer who violates this code is subject to discipline, up to and including removal from the program.

- Abusive language and/or discourtesy or rudeness toward a staff leader, volunteer or another program participant
- Possession or use of alcoholic beverages or illegal drugs on YMCA or school district property and reporting to the program while under the influence of drugs or alcohol.
- Bringing onto YMCA or school district property dangers or unauthorized materials such as explosives, firearms, weapons or other similar items
- Verbal, physical, or visual harassment of another program participant, staff or volunteer
- Actual or threatened violence toward any individual or group
- Conduct endangering the life, safety, health or well-being of others
- Failure to follow any policy or procedure
- Bullying or taking unfair advantage of any program member
- Failing to cooperate with adult staff members or leaders
- Not demonstrating the YMCA values of honesty, caring, respect and responsibility
- Public displays of affection between students and unnecessary roughness

Inappropriate behavior that compromises the safety and positive experience of the Y-CLUB Staff or participants will not be tolerated and may result in immediate suspension or dismissal from the program.

In the event that your student proves unwilling to respect the policies of Y-CLUB, staff will contact a parent or guardian. Depending on the severity, the parent will be expected to:

- Pick up the child immediately from Y-CLUB
- Meet with the Y-CLUB Staff or Coordinator for a conference concerning infraction, during which the time of suspension or dismissal from the program may be discussed.

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