

# Welcome to Portage YMCA Y-Care 2016



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Hours of Operation/Service Availability:

The hours of operation for the YMCA Y-Care are Monday to Friday 6:30am-8:45am and 2:30pm-6:00pm afternoon care is not available at Polk Y-Care site.

Aylesworth Y-Care Site (Phone #: 762-4951)	Jones Y-Care Site (Phone #: 762-2899)	Polk Y-Care Site (Phone #: _____)
Aylesworth	Jones	Polk
Central	Crisman	Bailey
Myers	Kyle	Hamilton
Willowcreek		
Late Pickups:		

If a parent does not come to pick up a child by 6:00pm, the YMCA staff will call the parent to ensure that someone is on their way. If an authorized individual does not arrive by 6:10pm to pick up the child who was left passed the hours of operation, The Portage Township YMCA reserves the right to charge \$1 per minute to any program participant who stays later than 6:00pm. If no authorized individual arrives to pick up the child by 7:30pm, the Portage Township YMCA will contact the proper authorities. As a law-abiding organization, we are obligated to do so under the Federal and State Laws protecting children from abandonment and neglect.

## Payments:

Y-Care fees are based on the availability of our services and not on individual usage. Y-Care payments are to be made via check or money order at the Y-Care site. For security reasons, no cash is accepted at the Y-Care site. All payments are due by 6:00pm on the Friday **before** services are rendered. A \$10 late fee will be incurred by any program participant who has not paid for the following week's services by Friday at 6:00pm. Y-Care is now paper free all receipts will be emailed to the email we have on file.

- Services will be suspended for any program participant who falls 2 weeks behind in payment and will not resume until the overdue balance is received in full.
- If a participant's check is returned to the YMCA for insufficient funds, that participant will be responsible to pay, in cash at the YMCA, the full amount of the check and a \$25 NSF fee to the YMCA before the child may re-enter the YMCA Y-Care program.
- If two checks from the same recipient are returned for insufficient funds, the participant will be required to pay in money order form only for the remainder of the school year.
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## Absences:

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

## Severe Weather Policy:

In the event of severe weather or snow days, **Y-Care will remain open and available at the YMCA building** unless the Portage Township YMCA building closes. Please listen to the following local radio stations for closing information: AM 1500, AM 720, 105.5FM, 107.1FM,

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103.9FM or watch the WGN TV channel 9 News. If you have internet access, go to [www.cancellations.com](http://www.cancellations.com), or [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com).

- In the event that school is called on a ***two-hour delay***, you may bring your child to the **YMCA building for Y-Care** as early as **6:30am** and they will be bused from the YMCA building to their home schools. On these 2 hour delays, **we charge a \$5.00 per day and per child** for this service.
- **If school is cancelled before the start of the school day**, Y-Care will be available from 6:30am – 6pm at the YMCA building. Payment arrangements are to be made by the time you pick up your child from the YMCA building that day. **When school is cancelled due to weather your weekly cost will not be prorated, this is act of nature and beyond our control.**
- **In the event that school closes during the school day**, all Y-Care children will be bussed via Portage Township Schools Transportation to the Portage Township YMCA building where they may be picked up by **6:00pm**

## **Major & Minor Offenses:**

Minor offenses are considered to be problems which do not include hurting one's self or others. Minor offenses include, but are not limited to: not listening, disrespecting staff or other students, inappropriate behavior, being uncooperative, and not following directions.

Major offenses are considered to be problems in which there is a danger posed to either oneself and/or others. Major offense's include, but are not limited to: foul language, destruction of school or YMCA equipment/property, violence (physical, emotional, etc.), and bullying and/or threatening. Any verbal threat of bodily harm to another individual will be taken very seriously. **This is considered a major offense and may result in immediate suspension from the program.** The parents of all children involved will be notified immediately. Any disciplinary action taken by staff will be documented the day it occurs. Parents will be asked to review documentation and to sign the form. Although extreme behavior problems rarely occur, it is important that our discipline system is clear so that parents and children understand our expectations and limitations.

## **Electronics Policy:**

Y-Care will **NOT** allow **ANY** electronics at our sites such as Nintendo DS devices, PSPs, I-pods, MP3 players, etc. These items will be confiscated and returned to parents upon pick-up. The YMCA is not responsible for lost or stolen items.

I and the other Y-Care staff greatly appreciate your cooperation with these guidelines and cannot wait for another fun and exciting school year!

Looking forward to seeing you,

Ashley Otero

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