



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

# **ENGAGE**

# **ENCOURAGE**

# **ENRICH**

Portage Township YMCA Y-Care and Summer Camp





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FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

Dear Parents and Guardians,

At the Y, we believe that all kids deserve the opportunity to discover who they are and what they can achieve. That's why, through the Y, millions of youth today are cultivating the values, skills and relationships that lead to positive behaviors, better health and educational achievements. Thank you for allowing us to provide a safe nurturing environment for your child to learn, grow and develop social skills before and after school.

We strongly value your belief and trust in the Portage Township YMCA and our staff. We will do everything possible to provide a safe, secure and enriching environment so that your child has a positive place to grow. We value your feedback and would like for you to provide us with your thoughts at anytime throughout the year.

The Y has financial assistance program to help parents in need send their children to Y-Care and or Summer Camp. Contributions from local businesses, individuals and our Y members help to fund this assistance, ensuring that all children have the opportunity to participate in these life enriching programs.

Thank you and we can't wait for another wonderful year!

Amber Bardsley

SACC Coordinator

219-762-9622

[schoolage@ymcaofportage.org](mailto:schoolage@ymcaofportage.org)

### Child Care Staff Qualifications

The YMCA recognizes the effect a positive experience will have on the development of children and youth. The Y-Care staff is carefully selected based on education, qualifications, work experience, and for their ability to act as positive role models. Each of our staff has demonstrated a strong commitment to caring for children and has passed pre-employment criminal background checks and drug screening. All YMCA childcare staff hold current CPR and First Aid certifications. Our team is a dedicated group that knows the importance of combining a safe and caring environment with a strong curriculum to benefit your child's development.

### Non Discrimination Policy

The Portage Township YMCA does not discriminate against anyone based on race, religion, color, sex, age, national origin, sexual orientation or disability. Every effort will be made to provide reasonable accommodations for mentally and physically challenged children. However, the YMCA is not able to accommodate children who are a danger to themselves, a danger to others, or a disruption to normal activity making it unreasonably difficult for other children to enjoy programs. A parent/guardian must discuss special conditions or circumstances involving their child with the director prior to registration so that a determination of reasonable accommodations can be made.

### Program Information

Aylesworth Y-Care site	Jones Y-Care site
Central students	Crisman students
Myers students	Kyle students
Aylesworth students	Jones students
Willowcreek students	

Y-Care is a safe and nurturing place for children kindergarten through 8th grade.

- **Aylesworth Elementary:** located at 5910 Central Avenue; **AM drop off** is through the "A" doors at the west side (between the IT building and playground) and should be where Y-Care parents are parking in order to bring their kids in and **PM pick up** is at door "C" and walk towards the cafeteria.
- **Jones Elementary:** located at 2374 McCool Road enter the cafeteria door.

### Program Outcomes

The Y's Y-Care Development Program is firmly based in its Christian mission and purpose. The specific outcomes of the before and after school developmental program include but are not limited to:

- Demonstrate an appreciation for arts and humanities
- Demonstrate caring, honesty, respect, faith and responsibility
- Demonstrate physical fitness and knowledge about healthy lifestyles through the LAUNCH program
- Complete homework and demonstrate a commitment to learning
- Read for pleasure
- Demonstrate a commitment to learning and using problem-solving skills
- Demonstrate civic leadership and service
- Demonstrate age appropriate social skills, compliance with requests, and problem-solving skills
- Maintain adequate self-esteem
- Avoid engaging in anti-social behavior

## Late Pick Up

Children may not be dropped off prior to the arrival of a YMCA staff member at the Y-Care sites. A late fee of \$1.00 per minute will be assessed after the site closing time 6:00 pm until the child is picked up.

## Sign In/Sign Out Procedures

Parents may drop their registered children off at their Y-Care site in the morning as early as 6:30 am. We prefer you notify your child's school and teacher that he/she is now participating in our Y-Care program. The afternoon session begins when school is dismissed and closes at 6:00 p.m. Failure to sign the children in will result in termination of services. All children must be signed in when dropped off in the morning. Children must be signed out in the evening from Y-Care by a parent or guardian 18 years of age or older.

## Authorized Individuals for Pickup

For their safety, children are released from Y-Care only to authorized individuals. An authorized individual must be listed on the registration form, be 18 years of age, and present photo identification. Changes in authorization must be provided to the director one week prior to implementation. Should an intoxicated or impaired individual arrive at a Y-Care site and insist on removing a child, the staff will immediately call 911 and ask for law enforcement assistance. If a court order exists preventing a particular individual from having contact with a child, a copy of the court order must be provided and on file with the YMCA.

## 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 only be considered for extended absences, which are accompanied with a doctor's note.

## School Breaks-(School is OUT! Y is IN!)

During scheduled school breaks the YMCA offers programs that complement the before and after school program. This program is held at the YMCA for kids in Kindergarten through 8th grade and needs a *minimum* of a 10 student enrollment in order for the program to run each day. In order for the staff to prepare for (School is **OUT!** Y is **IN!**) you **MUST** be registered and paid for **10 days prior** to the start of the holiday or a late fee will be applied. All payments for these programs must be made before the child can attend. Late enrollment is subject to space availability. See program fees for additional information.

## CDR (Closures, Delays, & Releases)

- **Two-hour Delay:** In the event that school is called on a 2 hr 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. There is an additional charge of \$5.00 per child for this care. A cold breakfast will be provided before attending school.
- **Closures:** If school is cancelled before the start of the school day, Y-Care will be available from 6:30am – 6pm at the Portage Township YMCA. A cold breakfast and one healthy snack will be provided. Your child will need a sack lunch, no refrigeration or reheating of items. Care for no school day is \$20.00 (member) / \$30.00 (non-member) per day per child. When school is cancelled due to weather, your weekly cost will not be prorated; this is act of nature and beyond our control.
- **Early Release:** 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 must be picked up by 6:00pm. If paid for regular PM services, there is no additional charge for early release service.

## Marketing

On occasion, the YMCA takes photographs, film footage, or tape recordings of our programs. This media may include your child's image or voice and is used only for purposes of promoting or

interpreting YMCA programs. At registration you will be asked for permission to include your child in these promotional materials.

### **Payment of Program Fees**

All fees are due and payable weekly on the Friday before service is rendered. There may be a \$20.00 fee assessed if paid after that Friday. For security reasons, no payments will be accepted at the Y-Care site and are to be made in person or called in to the Portage Township YMCA facility. You may also choose to put a card or checking account on file so that you can have the YMCA draft your weekly payment on request; you will need to fill out a Draft Authorization form (attached hereto).

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 Y-Care site. If two checks from the same recipient are returned for insufficient funds, that participant will be required to pay in money order form only for the remainder of the school year.

### **Removal from Program because of Non-payment**

No registration will be allowed for accounts with a past due balance. In the event that an account is past due for two weeks, participation in the program will be discontinued.

### **Financial Assistance**

The YMCA does not deny participation or services based on the inability to pay for programs. Assistance must be applied for 4 weeks prior to enrollment and participation in any program for which assistance is needed. A financial assistance application is available at the YMCA Welcome Center and questions concerning income requirements can be addressed by calling the YMCA.

### **Tax Information**

A report of all YMCA childcare expenses for the previous calendar year will be distributed to parents by February 1st. There will be a fee of \$10.00 for this report, please retain your weekly receipts to avoid this fee. **\*\*Effective 2014-2015 school year.**

**The PORTAGE TOWNSHIP YMCA tax number is 35-14-04-478**

### **Program Fees**

As a nonprofit organization, the YMCA sets program fees to cover the actual cost of services provided. Program registration fee is \$30.00 per child per program.

### **Child Illness**

If your child is sick they should not attend any program where other children may become ill through contact. As a guideline the YMCA suggests that children running a fever of 100 degrees or greater and children with recurring vomiting or diarrhea should remain at home for at least 24 hours after the fever has broken or the vomiting or diarrhea has stopped. If your child has a communicable disease or lice, the parents are urged to notify Y-Care within 24 hours so that the parents of other children may be notified. Children who have had a communicable disease may not return to the program unless they have a **doctor's note stating that they are no longer contagious.**

### **Electronics**

All electronic devices, kindles, ipods, ipads, DSs, MP3 players etc. will not be allowed at Y-Care sites or School is Out! YMCA is Out! Cell phones must be on silent and in backpacks. The YMCA is not responsible for these items. At Y-Care we occasionally use our Xbox Kinect, Xbox Kinect are interactive games that encourage children to move while playing the game. Use of Xbox Kinect is limited to one hour time block per day.

## **Screen Time**

It is estimated that kids spend up to 6 hours per day in front of some type of screen. While your child is in our care we prohibit television or movies.

## **Outdoor Play**

Daily opportunities for children to use large muscle skills, learn about outdoor environments, and express themselves freely and loudly, except when the severity of the weather poses a safety hazard, the wind-chill temperature is below twenty-five (25) degrees Fahrenheit, or there is a health related reason documented by a parent or physician for a child to remain indoors.

## **LAUNCH**

In the last ten years, obesity rates have increased 60%. According to the New England Journal of Medicine, the current generation of American children could be the first to live *shorter lives* than their parents. The Portage Township YMCA developed LAUNCH as a proactive approach to address the recent rise of childhood obesity.

LAUNCH will provide the opportunity for each child in our School Age Child Care program (Y-Care) to eat fresh fruits and vegetables for snack after school at least three days per week, to participate in active play at least one hour each day and to learn about health and nutrition so that they can learn to make positive choices for themselves in the future.

Children at each Y-Care site will participate twice a week with our monthly challenge. The top winner of the monthly challenge will receive a healthy prize and a certificate. Every student who participated in the monthly challenge will receive a certificate.

## **After School Snack**

Snack varies day to day, menu is provided on the monthly newsletter. Snack will be served family style. Snack will consist of ½ cup of fruit or vegetable. Only water will be accessible for snack time. No sweetened drinks and no fried foods will be allowed at Y-Care program including from home or for parties. We are here to promote a healthy eating habit for your child.

## **Behavior Management Procedures**

To ensure safety and comfort for all, we ask children to act appropriately while they are participating in Y-Care activities. We expect children to behave in a mature and responsible way and to respect the rights and dignity of others. Y-Care staff will redirect a child's behavior and respond to inappropriate choices on an individual basis. The YMCA teaches the core values of caring, honesty, respect, and responsibility. Children who attend Y-Care are expected to follow the behavior guidelines and to interact appropriately in a group.

- I will keep my hands and feet to myself.
- I will not fight or play fight with my friends.
- I will not use foul words.
- I will be responsible to clean up my space.
- I will be responsible for the toys I played with.
- I will be respectful and listen to Y-Care staff while they give me directions.
- I will line up in the correct bus line.
- I will be quiet during a time out.
- I will use my walking feet while inside the cafeteria.
- I will report inappropriate behavior to our Y-Care staff.
- I will not throw wood chips while on at the playground.
- I will use the playground equipment appropriately.

I know if I break these rules I will need to sit in a time out for \_\_\_\_\_ minutes and one discipline form will be written informing my parents of my bad choice.

## **Process**

Y-Care will not permit language or actions that can hurt or frighten another child or that fall below a generally accepted standard of conduct. Specifically, this includes:

- Angry or vulgar language including swearing, name calling and shouting

- Physical contact with another person in an angry or threatening way
- Any demonstration of sexual activity or sexual contact with another person
- Harassment or intimidation with words, gestures, body language or other menacing behavior
- Behavior which intends to, or results in, the theft or destruction of property
- Carrying or concealing any weapons or devices that may be used as weapons

### **Behavior Management**

When a child chooses not to follow the behavior guidelines of Y-Care, the following steps will be taken:

- Staff will give a verbal warning and/or redirect the child to more appropriate behavior.
- The child will be reminded of the behavior guidelines and Y-Care rules and a “time out” will be given.
- If the behavior persists, a parent will be notified of the problem.
- The staff will document the situation. The written documentation will include what the behavior problem is, what provoked the problem and the corrective action taken.
- If the behavior continues, staff will schedule a conference that includes the parents, child, staff, and SACC Coordinator. The Coordinator will have all documentation and notes from the previous actions for review.
- If a child’s behavior at any time threatens the immediate safety of that child, other children, or staff, the parent may be notified and expected to pick up the child immediately.
- If the behavior persists and the child continues to disrupt Y-Care, the YMCA reserves the right to suspend the child from the program. Expulsion from the program will be considered in extreme cases.

### **Removal from the program for inappropriate behavior**

The following behaviors are NOT acceptable and may result in the immediate suspension of a child as listed below:

- Endangering the health and safety of children and/or staff, members, or volunteers
- Stealing or damaging YMCA, school, or personal property
- Leaving Y-Care without permission
- Continuing to disrupt the program
- Using profanity, vulgarity, or obscenity frequently
- Acting in a lewd manner

**First Offense**-dismissal from current day and the following school day

**Second Offense**- dismissal from the current day and the following three days

**Third Offense**- dismissal from the current day and the following 5 days

**Fourth Offense**- expulsion from the Y-Care Program

Immediate expulsion may occur if a child is in the possession of and/or using tobacco, alcohol, illegal drugs, firecrackers, firearms, knife or explosives.

### **Child Abuse Prevention**

The YMCA is committed to the prevention of child abuse. All Y staff is required to complete child abuse training and are ready to observe the early warning signs and report inappropriate behavior. You can help to ensure your child’s safety by taking an active interest in his or her YMCA experience and ask your child specific questions about program activities and staff relationships.

As part of the association’s prevention program, YMCA staff is prohibited from babysitting or transporting children at any time outside of the Y-Care program. The YMCA staff does not accept gifts or tips. By law the YMCA must report any suspected cases of child abuse or neglect to the appropriate authorities.



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**Please sign the following page. This page must be turned into the Welcome Center with your child's completed registration form.**



**Parent Statement of Understanding**

The following information is important for the safety and protection of your child. Please read the information and sign below.

I understand that:

1. Children may not be dropped off at the Y-Care before 6:30 am.
2. Children are released from Y-Care to authorized individuals only. An authorized individual must be listed on the registration form, be 18 years of age, and present photo identification. Changes in authorization must be provided to the coordinator one week prior to implementation.
3. To ensure your child’s safety please take an active interest in his or her YMCA experience. Ask your child specific questions about program activities and staff relationships.
4. YMCA staff is prohibited from babysitting or transporting children at any time outside of the Y-Care program.
5. For the safety of children and staff, the police will be contacted immediately if a person arriving to pick up a child appears to be under the influence of drugs or alcohol or in possession of a weapon.
6. By law the YMCA must report any suspected cases of child abuse or neglect to the appropriate authorities.

Child’s Name: \_\_\_\_\_

Y-Care location:    Aylesworth                  Jones                  Summer Camp

My signature acknowledges I have read and received the Portage Township YMCA Y-Care handbook which includes our behavior policy and severe weather policy.

Parent or Guardian Signature

Date

Preferred method of  
Communication / Notifications:

\_\_\_\_ Text\*    \_\_\_\_ Email    \_\_\_\_ Phone

\*Text YMCA to 54900