



**ALBERT LEA FAMILY  
YMCA  
SCHOOL'S OUT/  
KID'S DAY OFF PROGRAM  
PARENT HANDBOOK**

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

Updated 2/1/2021

## Mission Statement & Goals

The YMCA's School's Out Program is an after-school program designed to meet the child-care needs of working parents with school-age children. This will be accomplished by providing a safe environment within the YMCA for the children to develop strong emotional, physical, social, cognitive and recreational skills. Children will be encouraged to be responsible for their actions and to respect the rights of others. We believe that treating children with respect and dignity encourages their sense of self-worth. The YMCA's School's Out Program offers school-age children a successful and positive developmental experience. Youth participating in the program build character and self-esteem—learning how to be good leaders and thoughtful supporters. Children have the opportunity to enjoy a nurturing and active environment where they will develop an appreciation for themselves and others. By participating in the fun and age-appropriate activities, children learn the YMCA's four core values: caring, respect, honesty and responsibility.

### I. Admission & Operation Policies

#### A. Program

The Albert Lea Family YMCA's School's Out Program is an after-school child care program for children enrolled in grades K-5. The program does not discriminate in relation to admissions or demission on the basis of race, creed, color, national origin, religion, disability, sex, or ability to pay. All children will be considered for admission, even in the event of no current vacancy; the child's name will be placed on a waiting list and admitted as vacancies occur.

#### B. Pre-Admission

The following forms are required for enrollment: Admission form, Agreement for Services, Permission Authorization, Health Care Summary, and Medication form if needed **before your child can start the program**. Also, a yearly non-refundable registration fee of \$40.00 is required at the time of registration.

#### C. Hours & Days

The YMCA's School's Out Program is open from 3:00 – 6:00 pm Monday through Friday following District 241's calendars. The Y also offers Kid's Day Off on school vacation and snow days. Our program resides at the Albert Lea Family Y. For information on Kid's Day Off, please contact the YMCA.

## **D. Absenteeism & Illness**

If your child is going to be absent from the School's Out Program, please call the YMCA to let the staff know. If your child is not present at the School's Out Program and no phone call has been received, a staff member will contact you to notify you of your child's absence. Long term absence for reason of illness should be discussed with a School's Out Program Counselor and the Childcare Coordinator.

## **E. School Closings**

If the schools are closed for the day due to severe weather the YMCA will be open for Kid's Day Off 7am-6pm you will be responsible for getting your child to the YMCA since busses will not be running. If school is started and then let out early due to severe weather the kids will be bussed to the YMCA and will have Kid's Day Off at the YMCA until 6pm.

## **F. Permanent Withdrawal**

Please notify The School's Out Childcare Coordinator of permanent withdrawal as soon as possible.

## **G. Visitation**

Please feel free to visit at any time to observe what the children are involved in. Advanced notice is needed; however, this will not be the time for the counselor to conference about your child. Please feel free to set up an appointment if a conference time is desired.

## **H. Communication**

Parent information will be placed in your child's folder at the sign out area. Weekly statements will be placed in these folders, as well as other important information and notices. **Please be sure to check your child's folder daily.**

Questions or concerns regarding your child, the program or other issues should be addressed first with the Counselor, then the Childcare Coordinator if necessary. The Childcare Coordinator will assist in arranging a formal meeting if needed or desired.

## **I. Fees**

Please see attached rate sheet for details. A part time fee will be applied for children who attend the YMCA's School's Out Program less than five days in a given week. Scholarships and a sliding fee scale are available to those who qualify. Please contact the YMCA business office for questions concerning scholarships at (507) 373-8228.

## **J. Payment**

The YMCA's School's Out Program statement will be available each Monday at the YMCA in your child's file folder. Payment for the prior week must be paid by Friday, unless a different payment plan is worked out with the director. **If a Family YMCA's account reaches \$180 past due, children will not be able to attend The YMCA's School's Out Program or Kid's Day Off until appropriate payment arrangements have been made.** Past due accounts and NSF checks will be handled according to the

protocols contained at the end of this handbook. Please remember: Any parents wishing to have their children in the YMCA day camp during the summer must have their School's Out Program account current prior to the first day of camp attendance.

### **K. Late Charge**

The YMCA's School's Out/ Kid's Day Off Program closes at 6:00 pm. Please be prompt when picking up your child. **A \$5.00 fee will be charged for each 15 minutes after 6:00 pm.**

### **L. Past Due Payments Protocol**

30 days past due: 3% interest added to amount owed.

45 days past due: additional 3% interest will be added and total will be turned over to collections. Fees double when turned over to the Credit Bureau.

### **M. NSF Protocol**

Immediately upon notification from bank: NSF letter sent with \$30 penalty fee and 3% interest added.

6 days past notification: additional 3% interest will be added.

30 days past notification: additional 3% interest will be added.

45 days past notification: additional 3% interest will be added and total will be turned over to collections. Fees double when turned over to the Credit Bureau.

## **II. Health and Emergency Procedures**

### **A. Accident & Emergency**

In case of an accident requiring more medical attention than routine First Aid, the parent will be contacted to pick up the child. In the case of extreme emergency, 911 will be summoned, the parent or alternate emergency contact will be notified and the child will be transported, if necessary, to the appropriate emergency center.

### **B. Illness**

An ill child should be kept home. This will protect the other children, as well as the ill child. If a child is unable to attend school because of illness, they should not attend The YMCA's School's Out Program either.

Parents or the emergency contact will be informed if the child becomes ill and will be asked to pick up the child within a reasonable period of time. If necessary, the child will be isolated from the other children but within sight of a staff person until the parent or guardian arrives.

If your child has a communicable disease, please notify the Childcare Coordinator. All parents will be notified of any communicable disease. Notices will not indicate any

specific information about the child who presented the illness other than the fact that a child with the noted condition has been in attendance at The YMCA's School's Out Program. Information will also be included about the illness, such as signs, symptoms, and instructions for treatment and care.

### **C. Medication**

Except in case of emergency, written instructions from a doctor or dentist must be provided for each prescription medication to be given during The YMCA's School's Out Program, and must be accompanied by written parental authorization. Medication must be brought in the original pharmacy container with a current, legible label containing the doctor's name, directions, and expiration date (if applicable). The physician's orders must match the instructions as listed on the pharmacy bottle.

### **D. Insurance**

The Albert Lea Family YMCA carries liability insurance but does not carry insurance for participant injury or accident. This is the responsibility of each family. The School's Out staff is trained to ensure the safety and security of all children at all times. Should an accident occur, appropriate steps will be taken, which may include emergency room treatment or hospitalization. Counselors are trained and certified in CPR and First Aid.

### **E. Nutrition**

An afternoon snack will be provided by The YMCA's School's Out Program; the snacks provided may include or may contain milk, fruit, whole grains, nuts, and wheat proteins. If your child has dietary restrictions due to documented health or allergy conditions please make the staff at the Y aware so your child will be allowed to bring their own snack. We request that children not bring their own food to The YMCA's School's Out Program unless approved in advance by the Counselor. If a child would like to bring a treat to share because of a special occasion such as a birthday, it is requested that the Counselor be informed in advance.

## **III. General Policies**

### **A. Discipline**

Programs at the Albert Lea Family YMCA do not use any form of physical or corporal punishment. Children will first be cued and redirected from the inappropriate activity. If the child continues in the behavior, a time out will be given. "Time out" is defined as sitting quietly within sight of the other children and staff for a short period of time (based on age) until they are ready to constructively rejoin the group. The intent is not to be punitive, but to correct wrong behavior and teach right behavior. If the problem continues, a conference may be arranged with a Counselor and Childcare Coordinator. The Y reserves the right to drop children from the program if conflicts or behaviors cannot be resolved; this decision will be made on a case by case basis by the Childcare Coordinator.

## **B. Termination of Attendance**

The following steps will be taken if problems occur:

1. The Counselor will talk with the parent(s)/guardian about the problem.
2. Written letter to parents from the Childcare Coordinator notifying them of the situation and next steps to be taken.
3. Suspension for three days
4. Termination of attendance

## **C. Personal Belongings**

Each child will have a designated area for coats, bags, and personal belongings. Live animals, weapons (including pocketknives), and electronic devices (unless otherwise noted) are not allowed at the YMCA. If you want your child to have a phone on them, it **MUST** remain in their backpack all day. Children are responsible for their own personal belongings so please mark your child's name on these items. The Family Y is not responsible for lost or stolen items. **\*\*The YMCA Summer Day Camp prohibits the possession or use of alcohol or tobacco during all times of the day\*\***

## **D. Clothing**

Since a portion of the day may be spent outdoors (weather permitting), it is necessary for each child to bring appropriate seasonal clothing (i.e. winter – boots, mittens, hats, etc.). Tennis shoes are strongly recommended for indoor play. A child's activities will not be limited due to the type of clothing worn unless participation poses a safety risk to the child. **Children will not go outside to play if the outside wind chill is at or below 10° Fahrenheit.**

## **E. Field Trips**

Occasional excursions will be taken during the year. If we will be taking a field trip, a note will be placed at the Communication Table in advance.