



**ALBERT LEA FAMILY YMCA
Childcare Programming
PARENT HANDBOOK**

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

Updated 9/15/2022

Mission Statement & Goals

The YMCA's Childcare Programming are out of school programs designed to meet the childcare 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 Childcare Programs 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 Childcare Programming includes afterschool, school holiday/breaks, and summer childcare for children enrolled in grades K-5. The programs do not discriminate in relation to admissions or denial on the basis of race, creed, color, national origin, religion, disability, sex, orientation, 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 each enrollment:

- Registration form (which includes Permission Authorization and Health Care Summary)
- Current immunization records
- Agreement for Services (on the last page of this document).

Additional forms such as a Medication & Allergy form will be needed if noted in the registration form.

ALL forms MUST be turned in at time of registration or staff will not accept the registration. A yearly non-refundable registration fee is also required at the time of registration.

Summer Day Camp and the Afterschool/ Kids Day Off Programs are different programs. Staff cannot make copies of past paperwork and new paperwork will be REQUIRED for each program.

C. Hours & Days

****Please note that we follow District 241's schedule in regards to school holidays/ breaks and snow days. We accept children from other districts but school calendars may not align.****

Program	Days	Times	Where?
Afterschool Program	Monday-Friday	3:00 pm – 6:00 pm	YMCA
Kids Day Off	School holidays/breaks/ snow days	7:00 am – 6:00 pm	YMCA
Summer Day Camp	Monday-Friday	7:00 am – 6:00 pm	YMCA

YOUR CHILD CANNOT BE DROPPED OFF BEFORE 7:00 AM FOR KIDS DAY OFF OR SUMMER DAY CAMP!

Sign up for Kids Day Off requires 48 hours in advance so that staff can better prepare. If registration is made without enough notice, there will be a \$10 late fee per child added to your bill. If children are dropped off without any notice whatsoever there will be a \$15 late fee per child. If your child is signed up and then plans change, please alert the YMCA as soon as possible!

Lastly, all programming ends at 6:00 pm. An additional fee will be added if your child is picked up after this time.

D. School Closings

If the schools are closed for the day due to severe weather, the YMCA will be open for Kid's Day Off 7:00 am-6:00 pm. You will be responsible for getting your child to the YMCA. 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 picked up or 6pm.

E. Field Trips (Kids Day Off & Summer Day Camp)

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.

F. 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.

G. Personal Belongings

Each child will have a designated area for coats, bags, and personal belongings. Live animals, weapons (including pocketknives), toys resembling weapons, and electronic devices (unless otherwise noted) are not allowed at the YMCA. If you want your child to have a phone with them, it **MUST** remain in their backpack during the program. Please refrain from letting children bring personal toys as they cause arguments. Children are responsible for their own personal belongings so please mark your child's name on these items. The Family YMCA is not responsible for lost or stolen items. If your child is missing an item, we ask parents to check the lost and found as staff are not responsible for missing belongings.

H. Discipline

Programs at the Albert Lea Family YMCA do not use any form of physical or corporal punishment. Children will first be taught appropriate and inappropriate behaviors. Children will then be cued and redirected from any inappropriate activity. If the child continues in the behavior, the child will receive consequences. Consequences can include but are not limited to: sitting out for an allotted time, exclusion from activity, free time options limited, etc. The intent is not to be punitive, but to correct wrong behavior and teach right behavior.

In the event of a safety concern (refusal to leave an area with no supervision, endangering other children or themselves, etc.), staff will try to redirect to the best of their ability. However if this is unsuccessful, the Youth Director will safely lift children under the armpits or take them by the hand to remove them from the situation and to a safe area.

If behavioral problems continue, a conference may be arranged with the Childcare Coordinator/ Youth Director. The YMCA 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 Youth Director.

I. Termination of Attendance/ Permanent Withdrawal

The following steps will be taken if problems occur:

1. The Director will talk with the parent(s)/guardian about the problem.
2. Suspension for three days
3. Suspension for a week
4. Termination from program

If program withdrawal is necessary for other reasons, please notify the Youth Director as soon as possible.

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. Absenteeism 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 Childcare Programs either. Please notify the YMCA of any known absenteeism.

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 Youth Director. 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 one of the YMCA's Childcare Programs. 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 Childcare Programs, and must be accompanied by written parental authorization. Medication must be brought in the original pharmacy container with a current, legible label containing the child's name, 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 childcare 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

The YMCA will provide an afternoon snack. There is a possibility of an optional lunch that will be served for Kids Day Off and Summer Day Camp. Staff will notify parents if lunch will be an option for each program.

The food provided may include or may contain milk, fruit, whole grains, nuts, and wheat proteins. If your child has dietary restriction due to religious reasons, we will provide alternatives. If your child has dietary restrictions due to documented health or allergy conditions, please make the staff at the YMCA aware so your child will be allowed to bring their own snack. 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 Youth Director be informed in advance.

III. Parental Policies & Responsibilities

A. Communication

Communication is key! We will have multiple avenues of communication and we ask parents to be a part of them.

Our first avenue is our Communication Station at the front entryway. Parent information will be placed in your child's folder at the sign out area. Important information and notices will be placed in weekly. Please be sure to check your child's folder daily.

Additionally, upon registration, parents' phone numbers will be entered into a communication app. Please accept the invite as this will make contact easier. Please note this app is used to communicate behavior issues, health/safety issues, field trip information, and billing concerns. All other financial questions should be directed to the Front Desk.

Questions or concerns regarding your child, the program or other issues should be addressed to the Youth Director. A formal meeting can be set up if desired.

I. Fees

Please see the program flyer for details about rates. Scholarships are available to those who qualify and we accept county assistance. Please contact the YMCA business office for questions concerning scholarships at (507) 373-8228.

F. Visitation

We ask that all parents stay at the Front Desk area when checking in/ out your children for safety reasons. We ask parents to please sign in/out your child at the Communication Station and to notify the Front Desk that you are here as they will inform staff that it is time for your child to leave.

We invite parents visit at any time to observe what the children are involved in. However, advanced notice is needed and note 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.

J. Payment

The YMCA's Childcare Programs will bill each Monday and add balances to your account. Options to pay are online or at the Front Desk. Paper copies will not be distributed but may be asked for at the Front Desk. Payment for the prior week must be paid by Friday, unless a different payment plan is worked out with the Youth Director. If a Family YMCA's account reaches \$200 past due, children will not be able to attend programming 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 continue on in the YMCA Childcare Programming must have their accounts current prior to the first day of the following program.

K. Late Charge

All Childcare Program close 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 (Non-Sufficient Funds) 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.

AGREEMENT FOR SERVICES

Updated 9/15/2022

Please initial each of the following statement.

I understand and agree,

- _____ 1. That I have read and understand the policies and procedures for the Albert Lea Family YMCA's Childcare Programs and have read the Parent Handbook. That I have discussed any questions regarding these procedures and mutual responsibilities with the Youth Director and will provide the necessary information. I will inform the Youth Director of any changes in address, telephone, health or family situation.
- _____ 2. That I will turn in all proper documentation needed for my child's participation in the Albert Lea Family YMCA's Childcare Programming, including COMPLETED registration forms (and any additional forms), a copy of immunization records, and this page. I also understand each program is different and will need a NEW copy of the above forms and for my account to be current in order for my child to continue in subsequent childcare programming.
- _____ 3. To pay the yearly non-refundable fee that is charged upon registration for each program, with an added \$5.00 per additional child.
- _____ 4. To the hours of operation for each program and understand I cannot drop off before 7:00 am and that additional fees will be added for pick up after 6:00 pm.
- _____ 5. That Kid's Day Off will require 48 hours' notice for registration. If I do not register with enough notice, there will be a \$10 late fee per child added to my bill. If I drop off my child without any notice whatsoever there will be a \$15 late fee. Additionally, I will contact the YMCA if plans change and my child will not be attending Kids Day Off.
- _____ 6. That my child is responsible for their own property and that it is not up to staff to find my child's missing items. My child and I will check the lost and found for missing items. I also understand the YMCA's policy about outside toys and electronics.
- _____ 7. That ONLY in the event of a safety concern (including but not limited to situations such as: refusal to leave an unsupervised area, endangering themselves or other children, etc.) the Youth Director may have to safely lift my child under the armpits or take by the hand/wrist in order to be taken to a safe area.
- _____ 8. To comply with the fee agreement and will pay the Albert Lea Family Y the agreed upon fee for my child's participation in the YMCA's Childcare Programs.
- _____ 9. That I will only be billed for the weeks that my child attends the YMCA's Childcare Programs and that there is a minimum balance for each week. I understand that if I so wish, statements can be printed at the Front Desk. Payments must be received at the YMCA by 6:00 on the following Friday. Payments are required to be made weekly unless arranged in advance with the Youth Director.
- _____ 10. That if my account balance exceeds \$200 the YMCA has the right to suspend my child's enrollment until the balance is paid.
- _____ 11. To comply with the Past Due Payment and NSF Protocols stated below:
 - 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.
 - 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.
- _____ 12. To pay all charges and any debt accumulated (including but not limited to: membership fees, childcare fees, all registration fees for membership or programs, late fees, interest fees, collection fees, or attorney costs in the event that the account becomes delinquent) for services provided by the Albert Lea Family YMCA.

Parent/Guardian Signature: _____ Date: _____

