

## YMCA After School PARENT/GUARDIAN CONTRACT & STATEMENT OF UNDERSTANDING

- I have read, understand and signed the YMCA School's Out Behavior Policy (on back of this contract).
- I understand that YMCA staff and volunteers are not allowed to transport children at any time outside of the YMCA Program. The YMCA is not responsible for any contact between its staff and program participants outside of the YMCA program hours.
- I understand that I am not to leave my child at the YMCA program site unless a YMCA staff person is there to receive and supervise my child.
- I understand that my child will not be allowed to leave the program with an unauthorized person. Any person authorized to pick up my child must be listed on the registration form, or other arrangements must be made in writing by calling the YMCA office and speaking directly to the Office Manager to inform us of the change. All persons picking up YMCA participants must be prepared to present a photo ID to properly identify themselves. The YMCA reserves the right to deny release of any participant if proper identification cannot be provided.
- I understand that should any person arrive to pick up my child who appears to be under the influence of drugs or alcohol, staff may choose to not release the child and to call the police for assistance.
- I understand that state law mandates the YMCA to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation. I understand that the definition of "neglect" includes not providing reliable emergency pick-up information, non-treatment of recurring medical/health problems, failure to send child with food and proper clothing, and repeated tardiness when picking up a child.
- I understand that at drop off and pick up times, the safety of YMCA children is of utmost importance and that drivers should proceed with precaution and according to the procedures as directed by staff.
- I understand that if I am late in picking up my child and cannot make other arrangements for another authorized adult to pick them up, I am to call the YMCA as soon as possible to inform them of my situation, and that **I will pay a late fee of \$10.00 cash or check within twenty-four hours for every ten minutes past 6:00.** I also understand that if lateness occurs more than three times, the YMCA can suspend my child's registration until other suitable arrangements are made.
- I understand that it is my responsibility to read the Family Guide, session newsletters and notices at the sign in/out station for basic program information.
- I understand that it is my responsibility to know the YMCA emergency contact numbers and procedures as stated in the Family Guide.
- I understand that if I have a concern or comment regarding any YMCA program, I agree to maintain a courteous and civil manner when addressing staff, and that the YMCA Staff will do the same.
- I understand that the YMCA has the right to terminate childcare arrangements for parents/guardians who disregard these statements.
- I give the YMCA permission to take my child on scheduled field trips of which I have been notified, and to use any photographs taken of my child in promotional material for the YMCA.
- I have provided the YMCA staff with complete and correct information so that they may best provide a safe, happy environment.

My signature below indicates that I have read the YMCA School's Out Family Guide and understand the YMCA policies & procedures.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

**This form must be signed on both sides and returned to the YMCA office before registration can be completed.**

# AFTER SCHOOL PROGRAM BEHAVIOR POLICY

It is the goal of the YMCA to provide a healthy, safe, and secure environment for all School's Out program participants. The YMCA promotes the character development values of caring, honesty, respect, and responsibility. Participants who attend YMCA programs are expected to follow the behavior guidelines and to interact appropriately with staff and other program participants.

The following behaviors are not acceptable in YMCA programs:

- Endangering the health and safety of participants and /or staff members
- Stealing or damaging YMCA, school, or personal property
- Engaging in any violent behavior including but not limited to hitting, pushing, biting, etc.
- Leaving the program site or room without permission
- Continuing to disrupt the program
- Refusing to follow the behavior guidelines or program rules
- Use of profanity
- Acting in a lewd manner

When a participant does not follow the YMCA behavior policy the following action will be taken:

Staff will redirect the participant to a more appropriate behavior.

The participant will be reminded of the behavior guidelines and program rules through a discussion with staff.

The staff will document the incident(s) in writing in the behavior log book on site. This will include what the behavior problem is and the corrective action taken.

A parent/guardian will be notified that day of the problem by staff.

If the inappropriate behavior continues, a conference will be scheduled with the parent/guardian so that together they can determine the appropriate action to take.

Staff will schedule a progress check or a follow-up conference if necessary.

If the problem still persists staff will schedule a conference that includes the parent, participant, Site Director and Program Director. The Program Director will have all documentation and the notes from any previous conferences for review. If subsequent conferences have to be scheduled, a counselor may also be present.

If a participant's behavior at any time threatens the immediate safety of that participant, other participants, or staff, the YMCA may contact the parent/guardian to immediately come to the site remove the participant, and the above steps may be skipped. Reasons for immediate suspension can include refusal to listen to staff, any incident of hitting, kicking, biting, or any other unwanted physical contact. Repeated violent behavior upon returning to program may lead to permanent expulsion.

Immediate expulsion will occur if a participant is in possession of and/or using tobacco, alcohol, illegal drugs, firecrackers, firearms, or explosives.

If a problem persists and a participant continues to disrupt the School's Out program, the YMCA reserves the right to suspend the participant from participation in the program for a specified period of time. Permanent termination from the program will be considered in extreme situations.

## Parent/Guardian Signature Required:

**I have reviewed with my child the Behavior Management Procedures. My signature below indicates that I understand and agree to all of the terms presented in this document.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

