

# Youth Program Behavior Policy

It is the goal of the YMCA to provide a healthy, safe, and secure environment for all program participants. The YMCA promotes the character development values of **caring, honesty, respect, and responsibility**. Children 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, facility or personal property
- Engaging in any violent behavior including but not limited to hitting, pushing, biting, etc.
- Leaving the program site or property 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:

1. Staff will redirect the participant to a more appropriate behavior.
2. 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 issue is and the corrective action taken.
3. If behavior requires a consequence beyond redirection, a parent/guardian will be notified that day of the situation by staff.
4. 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.
5. Staff will schedule a progress check or a follow-up conference.
6. If the issue still persists staff will schedule a conference that includes the parent, participant, Administrative Staff and Director. The Staff will have all documentation and the notes from any previous conferences for review. If subsequent conferences have to be scheduled, the Branch Director may also be present.
7. Should a participant exhibit behavior deemed unsafe to themselves, other participants or the Staff by the Director and/or Administrative Staff, or if the behavior becomes so that we are not able to be fully focused on the remaining participants and the duties of running a safe program, the above steps can be skipped, the YMCA of Kingston & Ulster Co. will require a parent/guardian to arrange immediate pick-up of the child from the premises. Should no attempt by a parent/guardian be made to assist in the pick-up of a participant, one phone call to each listed contact on child's application will be made if we are unable to reach the parent/guardian the YMCA of Kingston & Ulster Co. reserves the right to arrange alternate transportation such as police or emergency personnel at no cost or fault to the YMCA of Kingston & Ulster Co.
8. Should a reasonable attempt be made but a parent/guardian is unable to pick-up the camper, transport by taxi will be arranged by the YMCA of Kingston & Ulster Co., at no cost to the YMCA of Kingston & Ulster Co., to a pre-determined location agreed upon by YMCA Staff and parent/guardian. If the parent/guardian prefers a staff member to accompany the child, this will also be at no cost to the YMCA of Kingston & Ulster County.
9. If an individualized plan has been created under the agreement of the parent/guardian and Director, then this policy will be applied. If the behavior it was desired to decrease is continuing, the program Staff and/or Director have the right to implement other methods to decrease and/or eliminate the behavior. The parent/guardian will be notified.
10. Immediate expulsion will occur if a participant is in possession of and/or using tobacco, alcohol, illegal drugs, firecrackers, firearms or other weapons, or explosives.
11. If a problem persists and a camper continues to disrupt the program, the YMCA reserves the right to suspend the child 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. I understand and agree to all of the terms presented in this document.**

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

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

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

Go to [www.ymcaulster.org](http://www.ymcaulster.org) for more information.

Remember you must include Guardian Contract and Immunization Records!

## YMCA Youth Program Parent/Guardian Contract & Statement of Understanding

- 1) I have read, understand and signed the YMCA Youth Program Behavior Policy (on back of this contract).
- 2) 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 campers outside of the YMCA program hours.
- 3) 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.
- 4) 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 registration form, or other arrangements must be made in writing or by calling the YMCA office and speaking directly to the Administrative Staff to make change known. All persons picking up YMCA participants must be prepared to present a photo I.D. to properly identify themselves. The YMCA reserves the right to deny release of any participant if proper identification cannot be provided.
- 5) I understand that should any person who arrives to pick up my child that 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.
- 6) 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, refusing to pick-up a child if requested by YMCA Staff and repeated tardiness when picking up child.
- 7) 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.
- 8) 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 be subject to a late fee. This fee is incurred if lateness occurs at the bus stop or the YMCA Post Care Program.** 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.
- 9) I understand that it is my responsibility to read the Parent/Guardian Registration Packet and other publications sent home for basic program information.
- 10) I understand that it is my responsibility to know the YMCA emergency contact numbers and procedures as stated in the Registration Packet.
- 11) I understand that if I have a concern or comment regarding YMCA programs, I agree to maintain a courteous and civil manner when addressing staff, and that the YMCA Staff will do the same.
- 12) I understand that the YMCA has the right to terminate a child's enrollment for parents/guardians who disregard these statements.
- 13) I give the YMCA permission to use any photographs taken of my child in promotional material for the YMCA.
- 14) I have provided the YMCA Staff with complete and correct information so that they may best provide a safe, happy environment.
- 15) I understand that the above statements pertain to any and all family members and friends who may drop off or pick up my child.

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

Child's Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

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