



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF KINGSTON AND ULSTER COUNTY School's Out Program Parent/Guardian Handbook



YMCA of Kingston and Ulster County

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. This handbook provides parents, guardians and responsible adults with information about our childcare services.

YMCA of Kingston and Ulster County childcare programs are licensed/registered by the New York State Office of Children and Family Services (OCFS).

MISSION

The YMCA is an open, inclusive, interfaith movement which advocates Christian principles through programs that build character, respond to community needs and help build spirit, mind & body for all.

PROGRAM GOALS

- Help children develop a healthy self-esteem.
- Allow children to learn through discovery and play.
- Offer developmentally appropriate activities that help children develop physically, emotionally, intellectually, and socially.
- Help children develop social and living skills in the community.

DIVERSITY AND INCLUSION STATEMENT

Through its many different programs, the YMCA seeks to develop self-confidence, self-respect, celebrate and embrace our differences and similarities, grow as responsible family members and community citizens, appreciate that health of mind and body is a sacred gift, and that physical fitness and mental well-being are conditions to be achieved and maintained, recognize the worth of all persons and work for inter-racial and inter-group understanding develop capabilities for responsible leadership promote positive character development by challenging people to accept and

demonstrate positive values of caring, honesty, respect and responsibility.

REGISTRATION

Registration for our School Age programs can be processed at the Kingston YMCA branch at 507 Broadway, Kingston, or by contacting our Registrar at 845-338-3810 x115

48-hour notice for registration is required before your child's first day of care. We need this time to ensure that all emergency and other information is on-site at the location where we will care for your child.

FINANCIAL INFORMATION

Childcare rates are charged monthly, and are not reduced for scheduled holidays or closures due to weather.

You are responsible for payment when your child doesn't attend on a day she/he's scheduled to attend.

Payment Schedule

Parents/guardians/responsible adults are responsible for submitting payment for the month by the 25th of the month prior to attendance.

A **\$25 late fee** will be charged to all open balances as of the 1st of the month.

AUTOMATIC PAYMENTS

Please consider automatic payments via credit card or bank checking account debits. This gives you the convenience of continuous payment through the electronic transfer of funds directly from your bank or Credit Card Company. **The draft date is the 22nd of each month.**

NON SUFFICIENT FUNDS

A \$10.00 fee will be assessed for any check returned/bounced payment. In addition, we reserve the right to request that payments be made with cash or money order.



CUSTODIAL ISSUES/ DISPUTES

A child may be removed from our care when parents/guardians/responsible adults are unable to resolve issues. YMCA staff is prohibited from any involvement in custodial disputes between a parent/guardian/responsible adult. You are responsible for resolving any custodial issues involving childcare. Staff follows court orders to the best of our ability when official documents and court orders are submitted.

A request for copies of a child's attendance, payment history, etc. can be given to the parent/guardian/responsible adult who is the one to register the child for care. All other requests require a court order.

DEPARTMENT OF SOCIAL SERVICES (DSS) PAYMENTS AND THIRD PARTY BILLING

Third-party eligibility and billing arrangements need to be confirmed before we may provide care. An approval letter must be provided at time of registration. Please allow two weeks for this process.

For Department of Social Services (DSS) or third-party billing questions, please contact:

YMCA Senior Membership Registrar

Kristyn Keller
845-338-3810 x115
kkeller@ymcaulster.org

CHANGE REQUEST

Childcare staff must be notified immediately of any changes regarding the information provided on the Childcare Registration Form, such as changes in address, phone, and medical information.

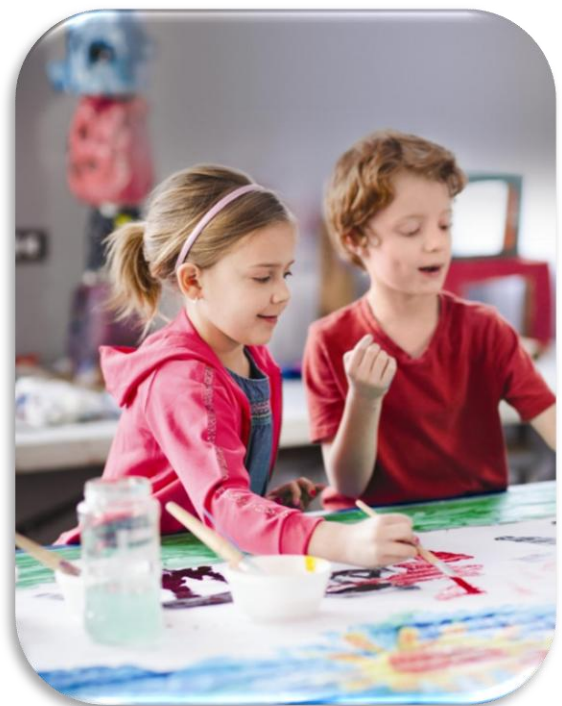
The parent or guardian who completes and signs our registration documents is the only person authorized to make changes, deletions, and/or additions to the YMCA Childcare Registration Form. The parent/ guardian/ responsible adult who enrolls a child is responsible for all changes related to your child's participation, including co-pays and registration fees. This includes families that receive assistance through third party agencies such as DSS or an employer. It's your responsibility to inform our staff of any changes.

LATE PICK UPS

Parents or guardians (or designees) are expected to contact our childcare staff if they're going to be late. Failure to pick up children at closing time will result in a fee of **\$1.00 per minute** (this must be paid in cash within 24 hours). Failure to make this payment or continual lateness will lead to removal of the child from the program.

In the event childcare staff does not receive prior notice from the parent or guardian, the following procedure will be followed:

- YMCA staff will call the parent or guardian for instructions.
- If contact can't be made, YMCA staff will call the emergency numbers in the child's file.
- After one hour passed official closing time with no contact with the child's parent or guardian, or any emergency contacts, a call will be placed to Child Protective Services (CPS), to report an abandoned child. Staff will then follow instructions provided by CPS.



PROGRAM PRACTICES

PROGRAM HOURS/ DAYS

All morning programs open at 7:00 AM, Monday through Friday when school is in session.

All afternoon programs close at 6:00 PM, Monday through Friday when school is in session, with the exception of the Rondout District Programs which end at 5:45 PM.

PROGRAM SCHEDULE

Our school-age childcare curriculum may vary from site to site. The following components are offered in each program in varying degrees. Generally, activities listed take place in one of these contexts:

- Small group and individual activities
- Project Time
- Large Group Activities
- Indoors and Outdoors
- Student Choice

HOMEWORK CLUB

Homework time is offered within the program daily at each of our sites. Homework arrangements need to be made between the parent and child. Y staff will remind your child about homework time, but staff can only encourage your child to complete her/his homework. It's the child's responsibility to stay on task and complete homework on time.

ARRIVALS AND DEPARTURES

Each morning and evening parents/guardians are required to walk their child into the school/program area and complete the attendance roster by signing their name and indicating the time of drop off/pickup.

Parents/Guardians and those who are listed on the pickup authorization and/or emergency contact list will be the only individuals allowed to sign a child out.

All persons who are authorized to pick up children must be at least 16 years of age and will be asked for photo identification until such a time that the staff become familiar with their identity.

The employees are not able to keep a custodial parent from picking up their child unless there is legal documentation on file with the Y. Families who have legal documentation regarding their children should attach the documentation to their child's record at the time of registration. Should a court order take effect following enrollment, the legal documentation should be submitted to the YMCA's Childcare Registrar as soon as it becomes available.

NO SCHOOL TODAY PROGRAMS

During most school holidays, there will be full-day childcare available in Kingston at the YMCA.

All participants must be pre-registered to attend these programs.

The cost for our **No School Today** programs is not included in cost for care and is as follows:

- 1st child: \$35 per day
- 2nd child: \$30 per day
- 3rd child: \$25 per day
- 4th child: \$25 per day

Space is limited due to staff-participant ratios. To ensure you child can attend, please register early with our Registrar at 845-338-3810 x115 or kkeller@ymcaulster.org.

For more information on No School Today, please visit www.ymcaulster.org

HALF DAYS

Please check with your Site Director if we are able to provide half-day programs throughout the year. The ability to hold half-day programs is based on the allowance of the specific school.

UNEXPECTED EARLY DISMISSALS

When school is dismissed early due to worsening weather conditions, we do not provide after-school care. Your child will be sent home on the bus. You should have arrangements for your child in place for these situations through their school.

SNOW DAYS

When school in your school district is closed due to inclement weather, the Y may offer a snow day program at the Kingston YMCA.

Based on the amount of snow days given per school district is the amount of Snow Day Programs that will be offered.

Please check with your Site Director or school on how many snow days are offered.

To check if we are holding a Snow Day Program when a Snow Day is called, please contact the following number:

Kingston YMCA Youth Development Director
Laura Nordstrom: 845-338-3810 x110

SUPERVISION

Staff Ratio

Children are always with competent direct supervision. We always provide a 1:10 staff to student ratio.

STAFF ORIENTATION

Each staff is required 15 hours of training hours within the first 6 months of employment. Within two years of employment each staff must complete 30 hours of training.

CHILD GUIDANCE AND DISCIPLINE

The Y wants all children to be successful in our programs. It is our goal for each child to have a safe and enjoyable time while in our care. To achieve this goal, reasonable limits for behavior must be established by having disciplinary procedures and rules in place. Children are expected to adhere to established rules. We expect parents to work with the program staff to encourage more appropriate behavior. In addition to our expectations and rules all persons on school property must adhere to each school district's Code of Conduct.

Children are responsible for:

- Following the direction of child care employees.
- Respecting each other, the employees, the facility and the property of others.
- Staying in designated program areas.
- Remaining with a Y employee at all times.
- Keeping hands, feet, and other objects to themselves.
- Using acceptable language.
- Controlling their anger so that their actions do not harm anyone.

Childcare employees are responsible for:

- Respecting all children.
- The wellbeing of the children.
- Ensuring that children are safe by following program guidelines.
- Establishing rules along with the children and practicing them on a daily basis.
- Providing an environment that is healthy.
- Ensuring that all children have a fun and enjoyable atmosphere.
- Treating all children equally.

Positive guidance

Behavior management is accomplished through a positive approach that respects the child as an individual. Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive feedback and interaction from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline.

Employees will address normal day-to-day behavior by guiding children to resolve their own conflicts. The following techniques will be used to influence children's behavior: positive role modeling, setting limits, re-direction, and positive behavior alternatives

Depending on the frequency and/or severity of the child's behavior a meeting will be held with the parent(s)/guardian(s), Site Director and Childcare Director. With parental assistance a plan will be devised to help us work with the child. *The Y reserves the right to suspend or terminate a child from the program if behavior does not improve or is severe enough. Any child*

who inflicts physical harm on other children or an employee may be dismissed from the program immediately.

BEHAVIORAL POLICY

At the YMCA of Kingston and Ulster County, our childcare programs are designed to build the capacity for students to succeed. Each school-age childcare program follows the guidelines outlined here. The purpose of our Behavioral Policy is to reflect our four core values of **caring, honesty, respect, and responsibility**. At the Y, our goal is to promote and maintain a positive atmosphere within each school-age childcare program. A child's misbehavior may prevent our staff from fulfilling this goal. A child exhibiting disruptive behavior will be guided using the following guidelines. Please note that children's misbehavior is categorized in two main types: **Minor** and **Major**.

MINOR INCIDENTS

Minor incidents are those minor day-to-day infractions that occur and will be dealt with on the spot by our staff. Examples include:

- Misuse of YMCA equipment
- Disruptive outbursts
- Spontaneous slip of questionable words
- Playground disagreements and squabbles
- Rough Housing

When these types of incidents occur, we focus on problem-solving and helping the child make better decisions for the future. Our staff uses positive working strategies to help a child realize that negative behavior is not productive.

Each child should enjoy activities planned with the understanding that she/he is responsible for her/his actions. With prior knowledge of our basic rules for safety and behavior, we help each child learn to exercise self-discipline, with our guidance. If, however, a child exhibits repeated behavioral problems, you will be notified and encouraged to be actively involved in the process of guiding your child's behavior.

MAJOR INCIDENTS

Major incidents endanger the physical and mental safety of the individual, other children and/or staff. Though most of the following misbehaviors

are not evident in YMCA programs, it's important to be aware of them. Major incidents include, but are not limited to:

- Minor incidents that become repetitive or chronic
- Bullying
- Theft
- Lying
- Leaving supervised area without permission
- Throwing stones, or other projectiles
- Abusive language
- Verbal threats
- Direct disobedience of and/ or defiance toward our staff
- Violation of any school's Code of Conduct

A child exhibiting any of these behaviors will be separated from the group, a Behavioral Report will be completed, and a conference with the Parent/guardian/responsible adult will occur the same day of the incident. For the safety and well-being of the children in our care, we cannot care for children who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activities which may include, but are not limited to:

- Behavior that requires constant attention from staff
- Behavior that inflicts physical or emotional abuse on other children or self
- Behavior that abuses staff and/or ignores or disobeys rules

Activities that involve fighting, assault, vandalism, using illegal substances, or any other endangering behavior, our Childcare Director or Program Director will immediately remove the child from the program and contact you. Expulsion from the program will follow.

PARENT CONDUCT POLICY

Any misconduct by a parent/guardian/responsible adult toward Y staff and/or program participants may result in termination of your child from our program. This behavior includes, but is not limited to, threats, harassment, swearing, and violations regarding picking up your child.

TERMINATION POLICY

All YMCA of Kingston and Ulster County childcare programs require that parents or guardians give two-week written notice when they wish to terminate their child's participation in any program. Parents or guardians who fail to do so will still be liable for payments.

When the health, welfare, and safety of other children and staff are at risk, the YMCA reserves the right to terminate childcare services immediately.

Possible reasons for termination of a child from services include:

- Harassment, violent behavior or threat of such behavior against a staff person or other individual by a parent or guardian or persons associated with the child, such as a family member, family friend, etc.
- Being late to pick up your child after childcare closes
- Extended absenteeism
- Nonpayment, late payment, or non-sufficient funds (NSF) of fees
- Emergency names and phone numbers are incorrect
- Failure to adhere to sign-in and sign-out policies
- Behavior is continually disruptive or dangerous to others and/or self
- Behavior is destructive to property and/or there is a refusal to replace said property
- Any single incident that is deemed by the Childcare Director as dangerous, harmful or disruptive.

COMMUNICATION AND SUPPORT

PARENT/FAMILY ORIENTATION

All families who enroll in a Y childcare program will be provided this School's Out Handbook and a site-specific Welcome Packet via email.

COMMUNICATION BOARD

Each site will have a parent/guardian information board that will include all school and site-specific information from our Y staff.

PARENT/GUARDIAN INVOLVEMENT

YMCA School's Out Programs have an open door policy. Parents/guardians are invited and encouraged to visit the site locations at any time. We ask that you are respectful of the children's routines and programmed activities, as well as the staff's need to be with the children. We encourage you to schedule time with the Site Director to discuss your child's progress and address any other concerns.

VISITOR POLICY

Any person other than parents/guardians who visit the child care program must sign in on the visitor log form and will be asked to provide photo I.D.

PARENT/FAMILY CONFERENCES

Parent/family communication is one of the most important aspects of childcare. Staff communicates with parents/guardians each day to let them know how their child is doing. Parents/guardians can be an asset if staff are having problems with the child/children. They can give insights in resolving behavior problems. Conferences are done as needed. Site Directors can also be reached via phone or email throughout the day. Some of our Site Directors do work during the day, so please give them 24 hours to answer. *You can find this contact information in your Welcome Packet.*

COMMUNITY

PARTNERSHIPS/RELATIONSHIPS

Because our childcare programs play an active role in our communities, we form partnerships with many community individuals, such as, the child's teachers and school staff. As a result, we

create environments where children grow physically, emotionally and mentally.

HEALTH AND SAFETY

At each site there is, at minimum, one staff member that is CPR and First Aid certified each day. Each site is also supplied with adequate first aid supplies.

SICKNESS POLICY

Our staff will notify the Childcare Director, and the parent or guardian, if any child in our care exhibits symptoms of illness. The child must be picked up by a parent or guardian within an hour of notice.

If the doctor places your child on an antibiotic the child shouldn't attend childcare until she/he has been on medication for at least 24 hours, and is fever-free.

EMERGENCY CONDITIONS

Each site has a well-defined plan for emergency evacuations. Drills are conducted each month should an emergency arise at the site. The relocation site and emergency exit routes are posted at each site.

EMERGENCY CLOSING PROCEDURES:

Due to a severe act of nature or other unforeseen factors, the YMCA program may need to close. Unforeseeable circumstances include:

- Loss of power affecting lights and heat/air
- Earthquake
- No lights after dark (during the winter)
- Fire
- No heat
- Concern for children's safety
- Water main break

Parents/Guardians will be contacted via email and/or phone if these closings occur.

EMERGENCY AND ACCIDENT PROCEDURES

Staff will assist children who experience a minor injury or illness, such as a bump, bruise, or upset stomach, noting details in the Medical Log. You will be informed of any first aid given to your child. If symptoms persist, you will be asked to pick up your child.

FIRST AID PROCEDURES AND HANDLING INJURIES

The staff completes a daily health check of each child as they enter our programs. At this time, a decision is made whether the child's condition suggests that he/she is well or ill.

TRANSPORTING CHILDREN

In the event of a major emergency such as a broken bone, puncture wound, etc. your child will be transported by ambulance to the nearest medical facility. A staff member will travel with your child and will bring your child's enrollment file and medical information with them.

MEDICATION ADMINISTRATION

The YMCA School's Out Programs are able to store the following emergency medications at program:

- EpiPens
- Inhalers
- Nebulizers
- Benedryl

If your child will have these kept at program, please contact the Childcare Director at 845-338-3810 x116 to complete the **Individualized Health Care Plan** form.

MEDICAL LOG

We will keep a written record of any medication administration and/or injury, including:

- The name of the child
- Time and date of each administration
- Dose
- The staff member administering the medication
- Details of incident

EMERGENCY EVACUATION DRILLS

Practice Fire Drills are conducted (at minimum) once a month at each site. It is crucial to the safety of our children that they learn proper emergency evacuation procedures.

Please check with your Site Director for the Emergency Evacuation Plan for your childcare site, as well as information about our Shelter in Place Drill.

OUTDOOR WEATHER SAFETY

All children are expected to go outside everyday (weather permitting). Outside play give the child an opportunity to run off excess energy. The YMCA staff will monitor the local weather broadcast to determine whether or not the children should go outside.

Staff will use their discretion on days when it may be:

- Raining
- Snowing
- Frigid temperatures
- Excessively hot outside

HAND WASHING

Children and staff must wash their hands with soap and warm running water as needed. Staff and children will wash their hands whenever hands are contaminated with bodily fluids and always wash:

- After using the toilet
- Before and after caring for a ill child
- Before any food service activity
- Before and after eating

NUTRITION

The Y provides daily snacks at our afternoon programs. The goal of snack time is to help your child gain independence and learn acceptable table manners. For programs offered during school holidays and vacations, please provide a lunch and a few snacks for your child.

Breakfast

For Morning Programs, your tuition includes breakfast provided and served through the child's school cafeteria. This cost covers the full breakfast and each child must receive all components of the breakfast for it to be covered by the YMCA tuition.

APPROPRIATE DRESS

Children should wear comfortable play clothes each day. We try to spend some time outdoors each day. Our staff follows school district weather guidelines regarding outdoor recess. Please prepare your child to be outdoors during the winter by sending her/him in warm clothing with a hat, gloves, snow pants, and boots

PHOTOGRAPHING CHILDREN

Y staff may photograph children to post photos to help us promote our programs. If you would not like your child photographed, please let your Site Director know immediately.

SCREEN TIME POLICY

The YMCA believes that good programming does NOT include TV shows and movies. If any TV shows or movies are shown, it would be limited to 30 minutes per day and would have educational goals in mind.

MANDATED REPORTERS

YMCA staff members are mandated by New York State Law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse, to the child abuse hotline and to cooperate in any investigation for such possible neglect or abuse.

YMCA staff members do not have discretion in this matter, but must make sure referrals whenever we have reasonable cause to believe a child might have been harmed by someone, including a family member, non-family member or staff, and we may be subject to criminal penalties if we fail to report the possibility of such harm. In grievous cases, we may also refer the matter directly to the police.

*If you have any questions regarding any of this information, you may direct them to your Site Director or Youth Development Director
Laura Nordstrom at 845- 338-3810 x110 or
lnordstrom@ymcaulster.org*





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