BUILDING THE FUTURE TOGETHER

YMCA OF CENTRAL KENTUCKY
School Age Child Care Programs
Parent Handbook

PLEASE DOWNLOAD A COPY FOR YOUR RECORDS AT
ymcacky.org http://www.ymcacky.org/main/parent-resources/
WELCOME TO YMCA SCHOOL AGE CHILD CARE!

We believe that all kids deserve the opportunity to discover who they are and what they can achieve. That’s why, through the Y, thousands of local youth today are cultivating the values, skills and relationships that lead to positive behaviors, better health and educational achievement.

Our programs support youth in becoming lifelong learners, leaders in their schools, and effective global citizens. We believe that all young people possess the ability to make a strong, positive impact on their peers, communities, and the world around them.
YOUTH DEVELOPMENT

School-age child care programming is designed to help kids in every community succeed, developmentally and academically.

Research shows that children who participate in out-of-school hours child-care programs are more successful in academics, are healthier, and more often maintain positive behaviors. School-age childcare programming at the Y is specially geared to achieve these results.

The Y’s curriculum framework was created in partnership with the National Institute on Out-of-School Time and offers comprehensive, age-appropriate, engaging activities. Y afterschool programming focuses on eight core content areas: arts and humanities, character development, health and wellness, homework support, literacy, STEM (science, technology, engineering, and math), service learning, and social competence and conflict resolution.

HEALTHY LIVING

The Y is one of the nation’s largest providers of childcare and before/afterschool programs. Now we want to be the healthiest. In response to a call by First Lady Michelle Obama and the Partnership for a Healthier America (PHA), the Y has committed to adopting new standards for nutrition and physical activity for the more than 700,000 kids in our early childhood and before/afterschool programs nationwide.

SOCIAL RESPONSIBILITY

At the Y, we believe we have a duty to try to help where help is needed. We believe that with support, resources and guidance, people can improve their own lives and the lives of others. We believe that people want to help and support their neighbors. By ensuring that our programs are affordable to all, we develop a diverse environment dedicated to seeing that all children and families thrive.
FEEL GOOD ABOUT CHOOSING THE Y

It’s given that our programs are affordable, convenient, safe and fun. That’s what you pay for. But we want you to know that we strive to be so much more than what you expect from a childcare provider.

We value the trust you’ve placed in us by giving us your child to care for and we want to build a relationship with your family through communication and involvement in program activities.

As the nation’s leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility, we look forward to working with you to ensure that all families have a positive experience in our programs.
REGISTRATION
A completed registration form, $35.00 registration fee (if not previously enrolled in Y School Age programs for current school year), bank draft information for childcare payments, current photo of your child, and a valid Kentucky immunization form are required to register for the program. Our programs do have a maximum capacity, so register early to reserve a place. We must have all registration information listed above for your child to attend, and we must have it in time to process it and pass along to the Site Director at your child’s school, so please ensure that you allow time for this before the actual day care is needed. Forms can be found on our website at www.ymcacky.org.

TUITION POLICIES
You may enroll your child as a Full Week (3/4/5 days), Part Week (1/2 days), or Emergency Care* participant (*up to 3 times per month, not valid at sites where transportation is provided, payment for 3 visits is due each month regardless of attendance).

Child care payments are continuous and credit is not given for missed days. If dropping from Full Week to Part Week, Emergency Care or un-enrolling, a Change of Status Form must be completed at least 10 business days prior to the draft date. Full tuition is required during those two weeks. Credit is not given for days or weeks that school is out due to inclement weather.

Tuition is due via automatic draft payments that will occur on the Tuesday PRIOR to the week care is provided, or you may choose to have payments drafted monthly on the 1st of each month. If you are unable to pay via bank draft/credit card, we require the full monthly payment on or before the 1st of each month to be paid at a YMCA branch facility. Failure to pay according to our policies will result in discontinuation of care. Children with outstanding balances for any Y program cannot attend until balance is paid in full.

Should your bank for any reason not honor your childcare draft, you must pay the amount of check plus a $15.00 returned check fee (in addition to any service fee your bank may charge). By signing our YMCA Financial Agreement at time of registration, you give permission for the YMCA to automatically re-draft the amount, including the $15.00 return fee, on the Friday following the bad draft. After three returned checks or drafts, only monthly payments via cash/money orders will be accepted at YMCA branch facilities.

Our programs are happy to accept Child Care Assistance Program funding (CCAP). We need a valid contract stating the YMCA as provider and full fees must be paid by parent until the contract is received. Parent is responsible for all costs not covered by CCAP. CCAP arrangements may be discussed with our Business Manager, Paige Wilson at (859) 367-7368 or pwilson@ymcacky.org. In your child is in Foster Care, we do not participate in 3rd Party Billing and require that parents pay the required weekly tuition to the YMCA and seek personal reimbursement from Foster Care. Please contact any YMCA branch for copies of receipts to be emailed or mailed to you, or to receive instructions on how to access your Daxko account online to print receipts at your convenience.

OPEN DOORS
Through the generous contributions of our donors (Y program participants just like you!) the YMCA of Central Kentucky provides financial assistance that enables all members of our community to enjoy Y programs, regardless of income. Sharing the financial responsibility for a Y membership or program will give you peace of mind as well as a sense of ownership and pride. Those who qualify will be asked to pay only a portion of the established rate. Applications may be picked up at any Y Branch or online at www.ymcacky.org. Documentation of 2 consecutive pay stubs for all adults residing in home and most recent tax return or W2 is required. Applications take 5-10 business days to approve and are usually valid for one year before a renewal is required.

DOCUMENTATION

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WHAT WE DO:
We provide children and youth with the building blocks they need to grow up healthy, caring, responsible and globally competent. We do this by providing academic and cultural enrichment opportunities and by providing youth with opportunities to investigate the world around them and build the skills they need to be successful in school, life and their future in the 21st century.

Our dedicated staff guide students towards these goals every day to create an experience that your child will always remember:

- Forming new friendships
- Being curious about other cultures and the world around them
- Trying new things
- Becoming self-reliant
- Being physically active
- Reaching personal goals
- Feeling connected to the program, the Y, our community and our world

HOW WE DO IT:
Our programs are state licensed childcare programs, and we participate in the childcare rating scale STARS for KIDS NOW at all programs.

You’ll find our daily schedule and lesson plan on our parent tables each day, along with our monthly newsletter. We know kids learn best when they are able to be creative and explore new things, so our day is designed to support the school day without duplicating it.

Our before-school programs focus on completion of homework and leisure activities in a social setting. Our afterschool programs are more structured for a variety of experiences. Each day kids will check in, wash hands, eat a healthy snack, and rotate through a variety of activity stations. You may sign your child up for Homework Club and we’ll ensure that he/she has the materials needed for completion.

OUR COMMITMENT TO HEALTHY YOUTH
In the last few decades, childhood obesity rates have soared. Nationally, one in three children is obese or overweight, putting them at risk for chronic diseases often seen in adults, such as high cholesterol, cardiovascular disease, high blood pressure and type-2 diabetes.

The Y is expanding our longtime commitment to children by adopting a set of healthy eating and physical activity (HEPA) standards for our childcare programs. These standards will build a healthier future for our children by providing environments rich in opportunities for healthy eating and physical activity.

Our standards for healthy eating and physical activity are based on the Institute of Medicine’s Early Childhood Obesity Prevention Policies, the National Afterschool Association’s Standards for Healthy Eating and Physical Activity in Out of School Time Programs, and the Let’s Move Child Care Standards.

Detailed information is available at our programs, but here are just a few of our HEPA standards:

- 30 minutes of physical activity per day
- Outdoor play whenever possible
- Limit digital device time to one hour per day
- Serve whole fruits/vegetables weekly and water as the drink of choice.
- Use of nationally recognized curriculum (CATCH, YMCA Food and Fun)
- Mandatory HEPA professional development training hours for staff
MEETING THE NEEDS OF ALL CHILDREN

We know that every child has different needs, whether physical, emotional, mental or behavioral. The more we know about a child’s abilities, the better prepared we are to serve him/her. If your child has a diagnosed special need, we will ask you to fill out an additional form so that we can learn more about him/her.

The Y is open to children of all abilities, but we acknowledge that our school age programs may not be appropriate for every child. Our programs are group based, involve lots of transitions and outdoor activities, and have high levels of “happy and busy noise”. We are not structured to provide one-on-one supervision or care beyond what is typical and age-appropriate, and children must be able to function safely within our 1:15 maximum child to staff ratio at all times.

CHARACTER DEVELOPMENT

The mission of the Y is to put Christian Principles into practice through programs that build healthy spirit, mind and body for all. We demonstrate those Christian Principles through Character Development.

Character Development is our effort to demonstrate and promote the four core values of Caring, Honesty, Respect, and Responsibility.

These values are discussed daily in our programs, and are incorporated into the program’s rules, games, and activities.

PROTECTING OUR YOUTH

We take the following steps to ensure the safety of children and staff involved in our programs:

- All staff and volunteers must submit to a thorough background check including references, criminal history checks, and child abuse and neglect checks.
- Allegations or suspicions of child abuse are taken seriously and will be reported to the State for investigation.
- Programs are structured so that no staff member is left alone with one child.
- Staff and volunteers are prohibited from fraternizing with children outside the programs, including babysitting, transporting children in their personal vehicle, giving gifts and inviting children home.
- Mandatory pre-employment and random drug testing for all staff.
- Staff must complete 15 hours of professional development each year that includes: Preventing, recognizing and reporting child abuse; Pediatric Abusive Head Trauma, Developmentally Appropriate Practices, Basic Health and Sanitation, Purposeful Physical Activity, Bullying Prevention and much more. At least 2 staff on site at all times are certified in CPR and 1st Aid.

Our staff is not permitted to baby-sit or transport in their personal vehicles children who are enrolled in Y programs.Immediate disciplinary action will be taken by the Y toward staff if a violation is discovered. Please do not put staff in difficult situations by asking for these services.

Our program is always open to parents and we encourage you to take the time to just visit and observe the activities and our staff. We want to provide the best program possible for your child, and welcome feedback from you. You may contact any of our Youth and Family Directors from 9am-5pm, Monday-Friday (contact information located on back of Parent Handbook).
PARENTS ARE OUR BEST PARTNERS

FOLLOW PROPER DROP-OFF/PICK-UP PROCEDURES

All Before-School participants must be walked inside the Y site by a parent each day and signed in. Y staff will sign them out and dismiss to their classrooms/lockers at the appropriate time.

All After-School participants are required to report directly to the program area (usually cafeteria) promptly at school dismissal. Children must be signed out each afternoon by an authorized adult over 16 years of age with a picture ID. Please fill in the time and full signature when signing a child in and out.

Please bring your ID every day, as there might be days when different staff will be at the Parent Table. If you are not asked for ID and you feel that the staff person in charge of signing children out did not know whose parent you were, please call the appropriate Youth and Family Director for your child’s site. Check the Parent Table daily for information concerning special events or other important items.

WE LOVE YOUR KIDS, BUT...

...we want them to go home with you each day! Y After-School programs end at 6:00pm. Beginning at 6:01, a late fee of $1.00 per minute will be charged. Emergency contacts will be notified at 6:15pm. If a child remains at the program one hour past closing, we are required to contact the Department of Community Based Services. Consistently late pick up may be cause to find alternate care. Please ensure that your child’s registration form is kept up to date with the appropriate emergency numbers.

ALLERGIES & MEDICATIONS

Please make our staff aware of all allergies your child may have by writing them on the registration form. If your child has severe allergies, please make sure the staff has written instructions on what to do if your child has an allergic reaction.

State regulations require that medication be administered only with written orders from a physician, and DAILY written permission from a parent. The medication must be in its original container and the label must contain the child’s name, expiration date, and dosage instructions. Over-the-counter medications must also be in the original container with the appropriate dosage instructions. A MEDICATION AUTHORIZATION FORM must be completed and written permission to administer must be given daily. Please make sure to include any additional instructions concerning possible side effects or interactions. The Y keeps all medication in a lock box for the safety of your children. Please help to keep our programs safe by giving all medications directly to the Site Director and not allowing your child to carry it with his/her belongings. Medication guidelines apply to prescription and non-prescription medicines, including sunscreen, Epi-Pens, and inhalers. Medication that is left over and not picked up after the program year has ended will be disposed of properly.

ILLNESS

We want to make our programs safe for all participants. Children who are ill can jeopardize the health of other children and Y staff. Your child’s overall health and well-being and sense of comfort is extremely important to us, so if your child exhibits any of the following signs or symptoms of illness, you will be called to pick up your child immediately:

- Vomiting or diarrhea
- Temperature of 101 degrees Fahrenheit
- Evidence of live lice, ringworm, pink-eye, etc.

Children with lice must use a doctor approved treatment and be cleared through the school nurse. Schools may allow children with nits (unhatched eggs) to attend school, therefore we will allow them to stay for the afterschool program. However, we will not allow children with nits to attend Y full day camp programs, so please be aware of this policy for in-service/school’s out days.

When a child has had a communicable disease the Y must be notified immediately. Children may return to the program after providing written permission from their doctor. We appreciate your efforts to arrive at the program promptly to pick up your child in the event of illness.

EMERGENCY PROCEDURES

A staff person is always on duty that is trained in CPR and First Aid. A first aid kit is kept at each program. In the event of an emergency, parents will be contacted immediately. If we feel it is necessary, we will contact the Emergency Medical Service to assist us in first aid procedures, or to transport the child to the hospital. Should a child be transported to the hospital, a Y staff person will accompany him/her. It is very important to keep your child’s registration form updated, as this is where we will obtain our information in an emergency. We carry liability insurance only, and will not be responsible for injuries and accidents while participating in Y programs; families must carry their own accident insurance. Our staff will use Ouch Reports to notify parents of any illness or injury.
SAFE AND FUN FOR ALL
The Y is, and always will be, dedicated to building healthy, confident, connected and secure children, adults, families and communities. We believe that every individual needs to be responsible for his/her actions, and we encourage kids to make choices that are respectful to others as well as to themselves. We help children in recognizing alternatives and consequences, which will help guide them to a more appropriate behavior.

Our first efforts will be toward setting kids up for success:
- Planning the program to meet the needs of the children.
- Keeping staff to child ratios at, or below, state recommended guidelines.
- Being consistent.
- Offering problem-solving assistance.
- Stating directions and rules in a positive way.
- Encouraging feelings of self-confidence.
- Redirecting children.

Immediate action will be taken when a child’s choices become inappropriate:
- Discussing the behavior with the child.
- Removing the child from the group.
- Keeping parents updated.
- Writing a behavior report.
- Working with parents to solve conflicts.

Y programs should be a safe and fun experience for all kids, and we expect that all children in our programs will have respect for other participants, Y staff, and school property. Our programs are group based and are structured very differently from the school day, but we have the same basic behavior expectations. The role of our staff is to guide children through the daily activities and help children to make good behavior choices, not to manage the ongoing misbehavior of one child to the exclusion of the group.

We use Behavior Reports to inform you of unacceptable behaviors, and suspension may occur for repeated behaviors. Immediate suspension or expulsion may occur in the case of severe behavior problems. Children who have been suspended may not attend any Y childcare programs for the specified number of days (tuition is still required). Children who have been expelled may not return to any Y childcare program permanently.

GREAT EXPECTATIONS LEAD TO GREAT EXPERIENCES
To set your child up for success, please go over the following guidelines for Y behavior with him/her:

Acceptable behaviors
- Asking the Y staff if you can have a minute to “cool off”.
- Asking the Y staff to help you resolve a conflict with another child.
- Asking the Y staff to sit down with you and talk about your problems.
- Choosing another activity that is offered.
- Using appropriate words, not physical force, to solve problems with other children.

Unacceptable behaviors
- Bullying in any form (physical, verbal, sexual, emotional, mental).
- Use of profanity, biting, spitting, hitting or sexual misconduct.
- Failure to cooperate with staff’s directions, leaving the group without permission for any reason, or rude and discourteous behavior toward staff.
- Physical violence, or the threat of, towards others. Possession of a weapon of any kind.
- Unsafe behavior while at the program site, on the playground, outside, in the gym, or in the restroom.
- Destruction of property belonging to school, the Y, staff or other children.

IT TAKES A VILLAGE
We believe we have a clear responsibility to protect children and promote positive conflict resolution skills. As a parent, we know you also want to teach your child to resolve conflicts in non-violent and non-aggressive ways. Everyone involved in our programs, whether Y staff or parents of participants, has a responsibility to be a positive adult role model for the children in our community. We expect that staff, parents and visitors will treat each other kindly and with respect, and cannot accept the following behaviors within our program at any time:
- Profanity
- Mental or bodily harm, or destruction of property
- Dishonesty, misrepresentation, threats, intimidation or harassment
- Intoxication
YMCA OF CENTRAL KENTUCKY

CAROL MARTIN GATTON BEAUMONT YMCA—serving Beaumont Middle, Glendover, Jessie Clark, Rosa Parks, SCAPA, Stonewall, Wellington
3251 Beaumont Centre Circle
Lexington, KY 40513
859-219-9622

Youth and Family Director       Business Manager
Jennifer Hubbard               Paige Wilson
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HIGH STREET YMCA—serving Ashland, Clays Mill, Millcreek, Southern Middle
239 E. High Street
Lexington, KY 40507
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Youth and Family Director       Business Manager
Dominique Beard                 Janet Wade
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NORTH LEXINGTON FAMILY YMCA—serving Arlington, James Lane Allen, LTMS, Mary Todd, Winburn
381 W. Loudon Avenue
Lexington, KY 40508
859-258-9622

Operations Director       Business Manager
Amber Serres               Pat Leveque
859.367.7349                   859.258.9622
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SCOTT COUNTY YMCA—serving Scott County Middle, Georgetown Middle, Royal Springs Middle
160 East Main Street
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