

YMCA AFTER SCHOOL PROGRAM HANDBOOK

Welcome to the YMCA After School Program! We look forward to an exciting year filled with tremendously fun experiences that only the YMCA After School Program can offer. The Program is specially designed to give young people the opportunity to try new things, learn, grow, and make friendships in a healthy, safe, fun environment where positive interaction with peers and adults help to build strong character. Through after school activities, children will additionally learn about caring, honesty, respect, and responsibility ... our YMCA core values. A YMCA program can make an impression that lasts a lifetime! Whether you are new to the Y or a seasoned member, we are pleased to welcome you to the Program!

This handbook has been created as a reference guide for both parents and children. It contains vital information and policies about our Program. Your child's safety is a top priority, and we take this responsibility very seriously. Please take time to sit down with your child and read the entire handbook. If you have any questions or comments, please call us at (308) 635-2318.

GOALS OF THE YMCA AFTER SCHOOL PROGRAM

The goal of all YMCA programs is to build strong kids, strong families, and strong communities. Our After School Program, as a part of the YMCA, will reflect these values and are designed to help our program members grow mentally, physically, and spiritually within a fun environment. Well-trained staff will lead students in activities that act as a catalyst for their growth.

The goals and principles of the YMCA program are firmly based on the specific objectives from which our Program operates. These principles are related both to self and interactions with others, as well as with the environment:

- Achievement of personal growth in body, mind, and spirit
- Formation and practice of socially constructive habits and attitudes
- Acquisition of and knowledge about skills in outdoor living
- Development of an appreciation of nature and a love of the outdoors
- Strengthening of family relationships through parental participation.

YMCA CHARACTER DEVELOPMENT

At the YMCA, character development and values are a part of who we are; we reinforce the values that you teach at home. We are committed to embracing and demonstrating good character by modelling the four YMCA core values: caring, honesty, respect and responsibility. Our goal is to challenge the children to believe in and act upon these positive values.

- Caring: to love others, to be sensitive to the well-being of others and to help others
- Honesty: to tell the truth, to act in such a way that you are worthy of trust and to have integrity by making sure your choices match your values
- Respect: to treat others as you would have them treat you; to value the worth of every person, including yourself
- Responsibility: to do what is right and be accountable for your words and actions.

DROP-OFF

Children will be signed in by program staff every day they are at the program. The YMCA does not and will not assume responsibility for children that arrive before the start time.

PICK - UP

You will need to sign your child out when you pick them up from the program. Please bring a photo ID with you every day. If someone other than yourself or the persons authorized on the registration form will be picking up your child, a written note must be submitted to staff ahead of time. This person must also bring a photo ID with them when they pick up the student.

SCHEDULE

The YMCA After School Program will operate in cooperation with the Gering Public Schools schedule. It will be available all days that school is in session. During weather and/or emergency closures, the Program will not take place. The schedule will operate as follows:

Each day will include unstructured outdoor play, a healthy snack, a structured activity, supervised free time and homework time. These activities will be planned according to the age, interests, and number of participants. Extended learning opportunities are offered.

M, T, TH, F

3:25-4:00 Check-In/Physical Activity

4:00-4:30 Snack/Homework Help

4:30-5:30 STEM Activities (Science, Technology, Engineering, and Math)

Wednesdays

2:10-3:00 Check-In/Physical Activity

3:00-3:30 Snack/Homework Help

3:30-4:30 Clubs/Community Partner Visits

4:30-5:30 STEM Activities

**ON EARLY RELEASE DAYS, CHILDREN WILL HAVE MORE PHYSICAL ACTIVITY AND S.T.E.M. TIME.*

FEES

All program fees must be paid in advance at the Scottsbluff YMCA. Gering Public Schools will not take any registrations or payments. The cost of the program is \$50 per week or \$15 for Wednesday only.

TRANSPORTATION

Transportation to the After School site (Lincoln Elementary) will be provided by Gering Public Schools. Please fill out appropriate forms for transportation which can be found at the following link: <https://www.geringschools.net/page/transportation>

CONDUCT

Our Code of Conduct states that the Scottsbluff Family YMCA is committed to providing a safe and welcoming environment for all our members and guests. To ensure safety and comfort for all, we ask individuals to act appropriately while they are in our facility or participating in our Program. We expect persons using the YMCA to behave in a mature and responsible way and to respect the rights and dignity of others. Our code of conduct does not permit language or action that can hurt or frighten another person, or that falls below a generally accepted standard of conduct. Specifically this includes: • Angry or vulgar language including swearing, name calling, and shouting • Physical contact with another person in an angry or threatening way • Any demonstration of sexual activity or sexual contact with another person • Harassment or intimidation with words, gestures, body language or other menacing behavior • Behavior which intends to or results in the theft or destruction of property • Carrying or concealing any weapons or devices that may be used as weapons.

Members are also responsible for their own personal comfort and safety and should ask any person whose behavior threatens their personal comfort to refrain. Staff are trained and expected to respond to any reported violation of our Code of Conduct. Please do not hesitate to notify staff if you need assistance; we are here and want to help! Y Management will investigate all reported incidents. Dismissal from a program or termination of Y Membership privileges may result from any violation of the code of conduct. No refunds will be given.

DISABILITIES

In order for the YMCA to provide the best After School experience for your child, we ask that prior to registration, you consult with the program director regarding any special needs of your child. Due to the fact that there are some medical treatments and procedures that YMCA staff is not trained nor legally qualified to perform, children will be enrolled on an individual basis. We will make every attempt to serve ALL children.

DISCIPLINE POLICY

If your child needs to be disciplined, acceptable measure include: verbal warnings, timeout from activities, removal from activities, removal and/or suspension from the program. Unacceptable measures that we do not condone include verbally degrading the camper, physical punishment, isolation without proper supervision. (See below)

BEHAVIORAL GUIDANCE

In order to promote your child's physical, intellectual, emotional, and social well-being and growth, staff will provide needed help, comfort, and support, while • Respecting personal privacy • Respecting differences in cultural, ethnic, and family backgrounds • Encouraging decision making abilities • Promoting ways of getting along and problem solving • Encouraging independence and self-direction • Using consistency in applying expectations.

Behavioral guidance will be constructive in nature, age and stage appropriate, and will be intended to redirect children to appropriate behavior and resolve conflicts. Parents will be notified when persistent behavioral problems are identified.

EXPECTATIONS

Good behavior will be encouraged in a positive manner. The staff will work cooperatively with parents, keeping them informed of behavior problems and methods used to teach and guide the children toward socially acceptable behavior. Behavior problems that cannot be resolved with cooperation from all parties will result in dismissal from the Program. Certain abusive behaviors will result in immediate dismissal.

If your child has been receiving assistance in behavior management during the school year, it is imperative that this information be shared with Program staff. This will enable us to work more effectively and productively with your child.

The YMCA reserves the right to remove a child from any program due to behavioral or other concerns. In the event that this occurs, there will be no refund given. Every attempt will be made to work with children and their families through conferences and direct communication.

SNACKS

The YMCA After School Program will provide one snack daily for program participants.

ADDRESS & TELEPHONE NUMBERS

Please inform the YMCA in writing of all changes to addresses and phone numbers. If your emergency numbers change, it is important that we are notified immediately to ensure the proper notification of parents in case of an emergency. Also, please notify the Y if you are going out of town; this allows us to quickly contact others on your emergency contact list if necessary.

ACCIDENTS & EMERGENCIES

All precautions will be taken to prevent serious health risks to all students.

In the event that a minor injury occurs, First Aid will be administered by trained staff. The following procedures will be followed:

- First Aid will be provided, and the incident recorded.

- The child will periodically be observed after First Aid has been given.

In the event of a medical emergency, immediate action will be taken by the staff as per your orders on the registration form. Please be sure to keep these forms updated at all times. If parents or other responsible adults are unable to be reached, the child will be taken to the nearest hospital for any necessary treatment.

In general, in the event that a major injury or health problem arises and professional medical care is required, the following steps will be taken:

- 911 will be called
- Immediate First Aid will be administered by staff until professional services arrive.
- You will be contacted. If you cannot be reached, the emergency contact person will be notified.
- A staff person will accompany your child to the hospital and remain until you or your emergency contact person arrives.

- The incident will be recorded on the YMCA incident report.

The YMCA does not incur the cost of medical treatment.

MEDICATION POLICY

Our medication policy is primarily established to accommodate the administration of medications(s) commonly prescribed by physicians for the treatment of short-term illnesses. Prescription and "over the-counter" medications will not be dispensed without written consent from the child's parent. • Keep all medication in the original container with the prescription label/direction label attached. Medication must be labeled with the child's name, the name of medication, the dosage amount, and the time or times to be given. • Hand all medication (including inhalers, etc.) to program staff. Students are not allowed to keep medications on their person or in backpacks. • All medications will be given to your child at the prescribed time.

PERSONAL BELONGINGS

Please do not allow your child(ren) to bring personal belongings. The YMCA cannot be responsible for the loss or damage of toys, games, extra clothes, or other personal belongings. Should children need to bring specific items from home for activities, appropriate notice will be given to parents ahead of time.

WEATHER

Outdoor play is an important part of our daily schedule. Parents are asked to dress their children appropriately for the weather conditions.

CHILD PROTECTION POLICY

Our quality programs enrich the lives of thousands of children each year and the safety of every child is a top priority for us. To make sure your child remains safe outside of YMCA supervision and to protect our staff and volunteers, the YMCA encourages your cooperation in the following areas: • It is a violation of YMCA policy for a YMCA employee to baby-sit, host sleepovers, or spend time one-on-one with your child outside of the YMCA programs. • Please do not leave your child at the YMCA facility, school site, or playing field unless a YMCA staff member or volunteer is there to receive and supervise your child. • Talk to your child about the importance of telling you if someone does or says something that makes them feel uncomfortable. Emphasize that adults should not ask them to keep secrets from you. • Explain to your child that she/he has a basic right to privacy and that no one should touch them inappropriately or compel them to touch someone else inappropriately. • Instruct your child to always remain part of the group. Stress safety in numbers. • Be concerned if your child suddenly becomes withdrawn or balks at attending certain activities or being around a particular person. Gently seek to find out why. • Report any actions by YMCA staff or volunteers that you deem to be inappropriate to the Program Director. If these actions involve suspected child abuse, contact the Child Protective Services Department of your jurisdiction immediately, or call your local police department.

WE ARE SO EXCITED TO MEET YOUR CHILDREN AND GET TO KNOW THEM!

PLEASE DON'T HESITATE TO CALL US WITH ANY QUESTIONS THAT YOU MAY HAVE!