



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Scottsbluff Family YMCA

School Age Programs

Parent Handbook

After School Program
Out of School Days Program
Summer Day Camps



ymcaofscottsbluff.org

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Welcome

Thank you for allowing us to serve your child in our School Age Programs! School Age programming at the Y is about more than looking after kids. We nurture their development by providing a safe place to learn foundational skills, develop healthy, trusting relationships and build self-reliance through the Y's core values of caring, honesty, respect, and responsibility. We hope our programs meet your needs and prove to be a positive and rewarding experience for your family. Please review and save this handbook for future reference as it outlines the expectations and policies. If you need further assistance or wish to speak to one of our YMCA Directors, please refer to the contact information in this handbook or on our website. As always, we appreciate your feedback and look forward to getting to know you and your family.

Intent of Handbook

This handbook is intended to be used by parents, children, and staff as a guide to the rules, regulations, and general information about the Scottsbluff Family YMCA School Age Programs. Each family is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in understanding and following the expectations of the program. Although the information found in the handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing to cover every situation and circumstance that may arise during the program. This handbook does not create a "contract." The YMCA Program Director reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all participants. The YMCA program staff will be responsible for interpreting the rules contained in this handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the YMCA Program Director will make a decision based upon all YMCA policies and guidelines, applicable school district policies, and state and federal statutes and regulations.

Stronger Together

We know firsthand how difficult it can be to find balance in life. That's why we're here with you every day, making sure that you, your family, and your community have the resources and support needed to learn, grow and thrive. With a focus on developing the potential of kids, improving health and well-being, and giving back and supporting our neighbors, your membership will not just bring about meaningful change in yourself, but in your community too. Being a member of the Y offers many benefits, including, but not limited to: Reduced rates on youth sports, camps, leagues, and childcare programs, access to our 24-hour fitness facility and adult fitness classes, and 4 FREE guest passes per guest; and MUCH MORE! For more information about the Y, please visit www.ymcaofscottsbluff.org.

Financial Assistance

The Y is a community-based organization and believes that its programs and services should be available to everyone regardless of age, background, ability or income. The Y offers financial assistance to participants based on your individual financial situation. Limited financial assistance is available to individuals and families who substantiate a need.

The Scottsbluff Family YMCA Financial Assistance Program, supported in part by our Annual Campaign, uses all available resources to provide support to those who have financial need and qualify for assistance. Financial assistance is based on the individual's ability to pay and the YMCA's ability to fund.

Due to the limited availability of funds, families needing assistance should:

- Complete the YMCA financial assistance application and submit it along with all requested forms of income verification.
- If you are attending a program at a Gering site and are enrolled in Gering Public Schools, complete a Gering Communities for Kids Scholarship Application. This assistance program is for students in pre-school through the 3rd grade only attending Gering Public Schools.

Both applications are available at the YMCA front desk.

Strengthen Your Community

Every day, we work side-by-side with our neighbors to make sure that everyone, regardless of age, income, or background, has the opportunity to learn, grow, and thrive. The Y uses your gift to our Annual Campaign to make a meaningful, enduring impact right in your own neighborhood. Your support saves lives through teaching water safety, builds healthier confident kids through our youth programs, provides affordable high-quality childcare, and gives families an outlet to spend time together, be active and make our community stronger. To learn more about how you can give back to the Y and support the community please visit www.ymcaofscottsbluff.org.

Goals & Objectives of our School Age Programs

The goals and objectives for Scottsbluff Family YMCA School Age Programs are:

- To support and strengthen families and to provide opportunities for each child to grow and develop spiritually, mentally, physically, and socially through safe, fun, and educational programming.
- To enhance appreciation of others and encourage self-confidence.
- To provide opportunities to accept leadership responsibilities and to serve others.
- To promote a deeper appreciation of the environment.
- To recognize and embrace all types of diversity, talents, age and ethnicity.
- To provide children with positive adult role models who will nurture their development.

Core Values of the Y

The Core Values of caring, honesty, respect and responsibility will be taught and emphasized in all our School Age Programs. We feel that these values are important for everyone to possess, regardless of background.

Partnering with Gering Public Schools

The Y counts on our community partnership with Gering Public Schools to provide opportunities for after school programming and summer enrichment opportunities. A collective effort is required to educate and care for students throughout the school day and beyond. We work close with Gering Public Schools Staff at each school to achieve this effort and may exchange information on students to ensure their success in our program and during the school day.

Special Needs, Additional Support & Food Allergies/Intolerances

The Scottsbluff Family YMCA does not discriminate against children with special needs or who need additional support in our programs but requests this information in order to provide a safe and enjoyable experience for each participant. Please note that the terrain of our facilities, program constraints and our activity levels may make it difficult to accommodate participants with certain special needs/additional supports. Should your child need extra supports, this should be described in the medical needs section of the application so that the YMCA is made aware of a participant's additional supports and/or specific special health, dietary, mobility or disability needs and to put in place safety and/or medical accommodations as applicable. The Y will make every reasonable effort to accommodate a participant's special needs/additional supports, but we cannot guarantee that this is possible in all circumstances. If your participant needs more assistance or support than the staff can provide, during their time in our care, we may contact the parent/guardian or the emergency contacts to assist the participant at the program site or over the phone, and if necessary, come and take them home for the day. A meeting with the director is required prior to being accepted into the program to make sure the additional supports can be provided.

Before a Program Begins

Your participant must have a completed application form and acknowledgment that you have access to this handbook and the DHHS Parent Information Brochure (included in this handbook). An ACH card or DHHS subsidy authorization form must also accompany the application prior to receiving care. These are required as part of your participant's enrollment in any School Age Program at the Y. State licensing requires that we have information on file prior to your participant receiving care in our School Age Programs.

Program Fees, Payment Information & Receipts

Please contact the Scottsbluff Family YMCA for detailed information about fees and payment information pertaining to the particular program. Parents/Guardians are

responsible for paying all fees in a timely manner. Program Fees are to be paid, via automatic charge/withdrawal from a credit card, debit card or electronic check. DHHS

Families responsible for a Family Fee, per their DHHS authorization for Childcare Subsidy benefits, are responsible for completing a Direct Draft Authorization for payment. Families who utilize this service will be responsible for paying for any dates of services that DHHS does not cover and are subject to cancellation and no-show fees.

Families will be responsible for any additional charges that may accrue on their account due to late or returned payments. In this case, a participant will be withdrawn from the program and will not be able to enroll in any other YMCA programs until the past due balances are paid. A participant may not be able to return as their spot is forfeited if payment is not received.

Receipts are also available upon request at the Scottsbluff Family YMCA. A tax receipt for childcare for the previous year will be available after January 1. You will need to visit the Front Desk at the YMCA to obtain a tax receipt for your records.

Waitlist Procedures

If a program or course is full, we offer the option to add a participant to the waitlist. Being placed on the waitlist does not guarantee a spot in the program. Please ensure that your contact information is current at the time you are placed on a waitlist, as the Program Director will contact waitlisted individuals on a first come, first served basis if space in the program becomes available. The waiting lists for our programs do not automatically transfer over to the next school year or from session to session.

Photographs

Membership enrollment, entry into facilities or property/grounds, participation in YMCA programs and/or events grants permission and consent for participant(s) to be photographed or videotaped, audiotaped, or recorded and waives any privacy rights with regard to the display of such photographs, broadcasts, recordings, etc. in presentations, publications, websites, social media, news, radio, TV and other means. If you have concerns with the use of these items, you are responsible for personally notifying the Director in writing. The YMCA does not control, regardless of your circumstances, the taking or use of photos/videos, etc. at "public events" such as athletic events, outreach events, etc. where members of the public/community/media are invited.

Parent/Guardian Accessibility

A parent/guardian/emergency contact must be accessible by phone, at all times, during the hours of the program. It may also be necessary for you to come to the site to pick up your participant or have a reasonable plan in place to pick up your participant, within 30 minutes of the Y contacting you. If we are unable to reach an authorized adult, or if you fail to pick up your participant within the 30-minute time frame, staff may contact the police department to assist. Failure to comply with this policy may also result in dismissal from the program.

Late Pick-Up Procedures

To be respectful of our staff and to be in compliance with our licensing requirements, parents must arrive to pick-up and sign their participant out of the program by the time the site closes. Multiple late pick-ups may result in a late fee, or we may ask you to make other arrangements. If you are running late and will be unable to pick your participant up before the set closing time, you must notify the Program Staff or the

Program Director with a phone call as soon as possible. If you do not call and we are unable to reach an authorized adult to pick up your participant, the staff will follow the YMCA safety policies and procedures and contact the local police.

Sign In & Out Procedures

We will utilize specific doors as the entrance to the After School Program, Summer Programs, and Out of School Days Program at Lincoln Elementary in Gering. If you arrive at a school-site program entrance and there is not a staff person present you will need to ring the doorbell and/or call the program cell phone. This information will be shared with you by the Director. We will be checking children in and out of the After School Program at the program entrance/exit of the school site each day. When you arrive to pick up your child, you will meet staff in the same location as you did when you arrived for sign-in. Again, if you arrive and there is not a staff person at the door or no answer when you ring the site doorbell, please call the program cell phone so a staff person can assist you. Anyone dropping off/picking up a participant from our program must physically walk to the building entrance/exit. For the safety and protection of each participant, the staff cannot accept or release any participant before he/she has been checked in or out by an authorized adult. Anyone picking up a program participant may be required to show ID until the staff are able to identify and verify you when they see you. Please remain patient while the YMCA staff retrieve your participant as it may take a few minutes for staff to facilitate.

The YMCA will only release participants to those who are listed on the application as an authorized person to pick up. All adults authorized to check your participant in and out of the program need to be listed. If someone other than those adults listed as authorized will be picking up your participant, it is important that you call the site phone and email the Program Director so that we can add them to the participant's authorized list. If we receive no message and can't reach you, or an emergency contact by phone, we will refuse to let your child go, no matter the circumstances. We are obligated to care for and protect your child, so you must be committed to communicating all changes such as these to the program staff.

Visitation/Observation Policy

Parents/Guardians of a participant enrolled in our programs are welcome to visit and observe the program at any time. * Parents/Guardians who are visiting must check-in with the Site Supervisor/Program Staff upon arrival.

Parents/Guardians/Visitors visiting the program may never be alone with participants in our care and must remain in authorized areas under the supervision of our Program

Staff. We ask that parents/guardians/visitors follow the same guidelines as our employees when it comes to interacting with participants.

Physical Interactions

Physical interactions and physical contact can be easily misinterpreted. Appropriate physical contact in YMCA programs can be defined by:

- Physical contact must be age appropriate: infants, toddlers and preschool age participants have different needs than elementary and middle school age participants. School-age participants may not sit on the laps of adults while in our program.
- Physical contact must be child initiated and non-sexual for both child and adult. Contact may be adult initiated as a means of congratulations (such as High 5, or Fist Bump).
- Physical contact should be with the child's permission and resistance to contact should be respected.
- Gentle Limits: Children (especially young ones) can be affectionate and may need gentle reminders of what is appropriate. As an example, a child might jump in your lap and you might need to gently ask them to sit next to you instead.
- Physical contact should avoid breasts, buttocks, and groin or areas covered by swimsuits (Imagine a person wearing a boy's swimsuit and a girl's 1-piece swimsuit at the same time. Don't touch the areas covered by the suits).
- Employees will make every effort to ensure that no child is punched; pinched; left alone; shaken; slapped; struck with any object; bitten; spanked; handled roughly; isolated in a locked or closed room or closet; denied food; forced to nap.

Verbal Interactions between Parents/Guardians/ Visitors and the Program Participants

We expect that parents/guardians/ visitors be respectful when interacting with other participants, other parents, and employees while they are in our program. We have a responsibility to protect the participants in our programs. No participant should be subjected to derogatory remarks about them or their family; yelled at; screamed at; talked to in a negative tone; and/or talked to with abusive or profane language. Participants of any age must not be exposed to: profanity; sexually explicit material; acts of violence toward a person or animal; or acts of racism.

*Visitation/Observation Policy subject to change based on the direction and guidance of the Panhandle Public Health Department and/or Gering Public Schools.

Impaired Authorized Pick-Up Person Due to Substance Abuse

If a YMCA staff member believes that an authorized pick-up person is intoxicated/under the influence of drugs when they arrive to pick up a program participant, we will let them know we are not comfortable allowing the participant to leave with the person who we believe is intoxicated or under the influence of drugs. We will offer to call another parent/guardian or someone on the emergency contact list to pick up both the participant and the person who we believe may be under the influence. If the person

chooses to leave with the participant, and we believe they are under the influence of drugs or alcohol, the YMCA staff will immediately call the police.

Family Transitions

Children's actions in our program often reflect problems they are experiencing at home (i.e. pet's death, parent divorcing, fight with sibling, etc.) If any such disruptive or traumatic experience should occur, we encourage you to inform the Program Director or Site Supervisor. This will enable us to better meet the needs of your participant.

Child Custody

In the case of divorced, separated or unmarried parents, the Y will assume both adults may give directives in regards to the child. If there is a conflict, the YMCA will take direction from the adult that registers the child.

School Age Programs Staff

The Y believes that staff training is essential to providing quality programs. Y staff members maintain current First Aid and CPR certifications. Each staff member also completes eight hours of pre-service orientation training and an additional 20-30 hours of training per year. All potential employees are required to pass a drug test, criminal background screening and FBI background check which includes fingerprinting. We encourage parents/guardians to get to know the Program Staff and discuss any questions or concerns with them openly.

Staff Relationships Outside of the Y

The Scottsbluff Family YMCA does not sanction, encourage or endorse the use of YMCA employees for non-YMCA childcare activities. The YMCA assumes no responsibility for outside childcare, including legal liability. Y staff members are not permitted to have outside contact with children enrolled in our School Age Programs. Please do not ask staff to babysit, drop off or pick up your child.

Staff and Children Ratios

The Nebraska Department of Health and Human Services requires a minimum of one staff member per 15 children. The Y strives for a ratio of one staff member per 10 children. At the minimum two staff members will be present at all times.

Accidents & Injuries

The health & safety of the children in our care is our top priority. Even with watchful eyes, children often test their physical limits making injuries inevitable and accidents do happen. When a minor accident occurs, Program Staff will inform you verbally or with a written health report at the time of pick up. In the event of a medical emergency or accident that may require medical attention, we will contact you immediately. If we cannot reach you or the emergency contacts listed on your child's application, emergency medical personnel will take the participant to the emergency room via ambulance.

Medication

Because we are a state licensed program, we cannot administer medications without written instruction and consent from the parent. If your participant has medication they need to take, please note this in the health section of the registration form. All medications to be given to your participant must be in the original container and sealed in a clear plastic bag. Medications need to be labeled with the participant's name, doctor, medication name, dosage, and pharmacy. If your participant has an Epi-Pen we will need an Allergy Plan from your participant's doctor. If your participant has an inhaler for Asthma we will need an Asthma Plan from your participant's doctor. All medication is kept in a safe locked box on site.

Safety & Transportation

Every precaution will be taken to be sure participants are safe at all times. If you ever have questions or concerns about safety, please bring them to our immediate attention.

- Fire and tornado drills will be conducted so that emergency procedures are understood and followed.
- In the event of an emergency the YMCA will ensure that all parents and families of the participants in our care are notified of the emergency. Parents/Guardians will be notified via email or phone call. In this email/phone call we will notify you of where you can go to be reunited with your participant(s).
- Staff are CPR, AED and First Aid trained and first aid kits are kept in the facility/on site.
- The 1 to 15 staff/child ratio will be met at all times. In the pool, a 1 to 6 staff/child ratio will be met.
- Employees will never be alone with a single participant.
- Participants may be transported in 12 or 15 passenger vans and/or buses.
- Participants must remain seated in the van at all times and must wear a seat belt and children 7 years of age and younger must use a car seat.
- Van drivers are licensed drivers, at least 21 years of age, with a good driving record. All drivers have been approved with First Student. Drivers follow all speed limits and obey laws.
- While supervising program participants away from the facility, Program Staff must carry a cell phone with them so that they can contact the YMCA Program Director in the event that a participant becomes ill, the vehicle breaks down or is involved in an accident or other emergencies.

Illness Exclusion Policy for School Age Programs

Participants who are sick or who are experiencing illness symptoms are not allowed to be in our programs. If the participant is already on site and they begin to show illness symptoms, the supervisor will place the participant in the isolation area and contact their parent/guardian for immediate pick up. Participants will then need to be excluded for a certain period of time, depending on the symptoms/illness.

Exclusion for Illness Symptoms Outside of COVID-19

Individuals with one or more of the following symptoms/illnesses should be excluded for a minimum of 24 hours:

- Temperature 100°F or greater
- Unexplained Vomiting
- Unexplained Diarrhea
- Unexplained Rashes
- A condition or illness that prevents meaningful participation, presents a health risk to the individual or others, or that requires medical consultation, including but not limited to: persistent congestion and/or runny nose; sore throat; headache; muscle pain; lethargy; persistent crying; persistent cough.

Following normal illness procedures, individuals may return when fever free, without the use of fever reducing medications, for 24 hours and other symptoms have improved.

Exception, if an individual presents with recent loss of taste or smell they should be excluded and tested for COVID-19. If test is negative, they may return when fever free for 24 hours and other symptoms have improved. If they choose not to test, they will be managed as a positive case.

Exclusion for COVID-19

If your participant is identified as close contact exposure to COVID-19 or if the participant tests positive for COVID-19, contact the YMCA Program Director to determine next steps and when they can return to programming. The YMCA will follow local health department guidelines.

Exclusion for Reportable Communicable Disease/ Illness Outside of COVID-19

Participants who are diagnosed with any of the other following illnesses are NOT allowed to be in our programs for varying amounts of time depending on the illness:

- Bronchitis- Persistent cough is resolved without the aid of cough suppressant medication.
- Influenza- Individuals may return when fever free, without the use of fever reducing medications, for 24 hours and all other symptoms have improved.
- Chicken Pox- The rash/sores must be gone or there is a note from a medical provider which says the rash is not contagious to others.
- Measles- May return 4 days after rash onset
- Mumps- May return 5 days after onset of swelling
- Contagious skin infection/disease, such as Impetigo or Scabies or Hand, Foot, & Mouth Disease- The rash/sores must be gone or there is a note from a medical provider which says the rash is not contagious to others.
- Bacterial Conjunctivitis or other Eye Infection- The eyes are clear, with no drainage or a medical provider's note stating the individual is not contagious.

- Strep Throat- 24 hours from the time antibiotic treatment was begun and until they are fever free for 24 hours without the use of fever suppressing medications.
- Head lice. No nits. No live bugs for 24 hours.

These illnesses/conditions must be reported to the YMCA Program Director by the parents/guardians of the ill participant.

Parents/Guardians of all participants enrolled in our program will be notified (via posted signs in a visible place, written note, emails and/or phone call to parents/guardians of participants both in attendance and not in attendance that day) on the same day the program employees were informed of or observed the illness, unless otherwise directed by the local health department.

Help Keep Lice Out of Our Programs

In an effort to help us keep lice and bed bugs out of our programs here are a few tips:

- Participants with eggs/nits, nymphs and/or adult lice on their head must not attend our programs and cannot return to our programs until the participant and all their belongings have been thoroughly treated and there have been no live bugs for 24 hours.
- Discourage your participant from sharing hats, hairbrushes, sweatshirts and/or coats.
- Wash and dry (on high heat) all items you are sending to the Y with your participant.

Attendance & Absence Policy

Regular attendance is important to us as we try to provide quality programming and experiences. Please notify the Program Staff if your participant will be absent from our program. We expect that communication will be initiated by the parent/guardian and/or the participant regarding attendance, which includes late arrivals or absences. We will not contact you in the event that your participant does not report and sign into our program. Please notify the Program Staff by calling the program phone number (leave a message if there is no answer) if your participant will be absent for the day. There will be no reduction of fees due to absences/late arrivals.

If the participant is on scholarship, they can have no more than 3 absences during summer programs and 5 during the school year.

Weather & Outdoor Play

Participants should come to the program dressed ready for the day and appropriately for the weather, as we do try to go outside everyday weather permitting. When deciding if we will go outside each day, we will follow the direction of the school administration at our school program sites. We highly encourage participants to wear tennis shoes or close-toed shoes as it is difficult to play and run wearing sandals, especially flip flops, so please try to avoid these.

Sunscreen Policy

Indoor and outdoor activities are a part of our School Age Programs. Participants in the program will be asked to wear sunscreen when going outside. We ask that parents help their participant(s) apply sunscreen before coming to the program and if possible, send the sunscreen you would like your participant to use with them to the program. Only spray sunscreen is permitted. We will not apply sunscreen lotion on a participant. We will ask participants to reapply sunscreen throughout the day in a group setting. We expect participants to apply sunscreen to themselves, but Program Staff are available to assist them if necessary. Please see the sunscreen permission form in the registration packet.

Swimming

Swimming is a part of many of our School Age Programs. When swimming is part of the program schedule, participants who have permission to participate in swimming activities will be allowed to swim. Those who do not have permission to swim will sit out of swimming activities and be supervised by program staff. Certified lifeguards will be on duty and Program Staff will participate in swimming activities as well. Participants who have permission to swim in water that goes above their head will be required to take and pass a swim test prior to swimming in water that goes over the participant's head. Two employees (at a minimum) will be present in the locker rooms while supervising participants when they are changing before and after swim time. Program Staff will also work to ensure they remain in ratio while in the locker rooms as well.

Snacks & Lunch

During our Out of School Days and Summer Day Camp Programs, an afternoon snack is served, however participants must bring their own lunch during those programs. Lunches must be labeled with the participant's first and last name. Breakfast, lunch, and snack are provided at our Gering location only.

Lunches need to include items from 4 of the 5 food groups (dairy, grains, protein, fruit, vegetable). We have signed an

Alternative Compliance form with DHHS Childcare Licensing and per our licensing agreement that states we will supplement participants' lunches as necessary to ensure that each participant's lunch meets USDA requirements. We will keep food on hand to supplement lunches as necessary and if we do supplement a participant's lunch, their parent/guardian will be notified and reminded of the lunch requirements. We ask that families please avoid sending lunches with common allergens such as peanut butter. Lunches containing common allergens such as peanut butter must be clearly labeled with the words "Contains Peanuts." Soda pop is not allowed in lunches.

When a snack is provided it will meet the state licensing requirements and contain two foods from the basic food groups: meat, fruit, vegetable, grain and dairy. If your student has a food allergy it must be noted on their application. A general snack calendar is posted at the program site. To request a copy please contact the Program Staff.

We are dedicated to celebrating in healthy ways, and if you wish to bring in outside food into programs, all food must be store bought or prepackaged items, to meet Health & Safety Guidelines and must be free of common allergens such as peanuts/peanut butter; must not be fried foods/snacks and should be healthy in nature.

School Age Program Rules

The YMCA is committed to providing a healthy, fun, nurturing environment for children in our care. We believe that program rules and a specific discipline policy for inappropriate behavior are necessary to maintain a positive and safe environment for all program participants. Please read over and talk about the program rules and the behavior management and disciplinary procedures with your program participant so they understand them prior to the start of the program. At all times participants in our School Age Programs should be safe, respectful, responsible, caring, and honest.

Partnering for Success

The Y encourages and supports a team approach to addressing any behavior concerns. We want to help program participants be successful in our Programs. Y staff will communicate with participants and their parent/guardian about any concerns and issues that arise, and we ask that parents/guardians communicate with program staff as well. We will utilize documentation including but not limited to, incident and accident reports, behavior and intervention reports, communication from parents/guardians and behavior and/or additional support plans. Our programs provide a structured recreational and educational environment and when ongoing challenging behavior occurs, it is disruptive and distracting. The Y has a responsibility to respond to challenging behaviors according to the guidelines and procedures outlined in this handbook.

The Y is able to provide the following:

- Care to children with mild-moderate behaviors.
- Individualized behavior support plans as needed.
- Training to all of our staff in general behavior management.

The Y acknowledges the following limitations:

- We are unable to provide one-on-one care.
- We have a no-chase policy, so in the event of a runaway we will contact the police and parents/guardians to arrange immediate pick-up.
- We are unable to offer services to children who pose a significant safety risk to themselves or others.
- We are also not able to provide treatment level care or therapeutic behavioral services.
- We are unable to assist with toileting/diaper changing.

Parent/Guardian Responsibilities Include:

- Parents/Guardians will be involved in their participant's problem-solving process. This includes reading and signing any documentation at pick up and actively participating in problem solving over the phone if needed.

- For the safety of the participant, other participants, and the staff, when a participant has demonstrated extreme inappropriate behavior, or is requiring one-on-one support, a parent/guardian or authorized escort must pick up the child. In these circumstances it may be necessary for you to come to the site to pick up your participant or have a plan to pick-up your participant within 30 minutes of the Y contacting you. If we are unable to reach an authorized adult, or if you fail to pick up your participant within the time frame, staff may contact the Police Department to assist.

Failure to comply with this policy may also result in dismissal from the program.

- Parents/Guardians will be expected to take an active role in the development and implementation of a behavior plan if needed.
- If at any time you have questions, concerns or need support, please reach out to the Program Director immediately.

We are here for you!

Our team wants to partner with parents/guardians, families, and participants to help ensure every participant has a fun, safe and enjoyable experience in our programs. However, the YMCA does reserve the right to terminate care immediately for conduct unbecoming a program participant including but not limited to continued behavior issues, causing harm to another participant or lack of parent cooperation.

Employees will ensure that participants of any age must not be exposed to: profanity; sexually explicit material; acts of violence toward a person or animal; or acts of racism. Staff will also ensure that children are not disciplined for toileting accidents; refusal to take medication; or refusal to eat.

Positive Recognition & Encouragement

At the Y, we highly support and encourage positive behavior in our programs. We will do our best to recognize and acknowledge positive choices being made by our program participants in many ways including, but not limited to:

- Verbal/written praise
- High-fives/pats on the back
- Award coupons & certificates
- Prizes; stamps/stickers; positive behavior tracking charts

Behavior Management and Discipline Procedures

Y Employees will use positive behavior supports when managing and addressing student behavior. The Y encourages and supports a team approach to addressing any behavior concerns. We want to help program participants be successful in our programs. Program Staff will communicate with participants and their parent/guardian about any concerns and issues that arise, and we ask that parents/guardians communicate with Program Staff as well. As a reminder, the Y does partner with Gering Public Schools, and we will exchange information with GPS staff as needed. Employees will complete all documentation including but not limited to, incident and accident

reports, behavior reports, notes on all conversations, messages from parents/guardians and any behavior plans.

1. Staff will make every effort to ensure that no participant is punched; pinched; left alone; shaken; slapped; struck with any object; bitten; spanked; handled roughly; isolated in a locked or closed room or closet; subjected to derogatory remarks about them or their family; denied food; forced to nap; yelled at; screamed at; talked to in a negative tone; talked to with abusive or profane language; and/or threatened with physical punishment. Staff will ensure that the following items are not used when disciplining participants: soap, hot sauce, or other unpleasant food and non-food items; and mechanical restraints.
2. If a participant is demonstrating inappropriate behavior, the Program Staff most familiar with the incident/who witnessed the behavior, should redirect the participant's behavior by getting down on the same level as the participant and speaking with them using clear, calm and direct words. Employees might also need to help the participant engage in an alternative activity. Examples of inappropriate behavior, that will result in discipline or behavior management procedures include but are not limited to:
 - A. Hitting/pinching/ biting/kicking/punching/slapping another participant or staff
 - B. Fighting/arguing with another participant (both participants may need to be disciplined)
 - C. Destruction of property
 - D. Teasing/ bullying/ picking on another participant/ name calling * see Bullying Prevention below
 - E. Intentionally leaving the group/program area/the premises without permission and without supervision *see Runaway Participant Policy below
 - F. Inability to conform
1. If necessary, staff may use time-out- a brief, supervised, break away from the other participants in their group. Also, if necessary, Program Staff may restrict a participant's movements by the use of a physical hold. A physical hold may be used only: when a participant is hurting him/herself, others or property; when the hold does not prevent the participant from breathing or speaking; and until the participant is calm and able to demonstrate reasonable control of their behavior. A Program Director must be notified as soon as it is safe to do so and the Program Director will notify the parents/guardians if a physical hold is used within 24 hours. If it is not safe for an employee to use a physical hold, but the participant is a danger to themselves or others, we will immediately contact the local police department and/or the parent/guardian for the participant to be immediately picked-up from the program.
2. If problems persist, or the incident was very serious, Program Staff will communicate with the parent/guardian via phone call or at the time of pick-up, so they are aware of what happened and how the situation was addressed. If necessary, parents/guardian/emergency contacts may be contacted by the

3. Program Staff and request that the participant who is demonstrating inappropriate behavior and/or requiring one-on-one support be picked-up from the program. If that request is made, arrangements must be made for the participant to be picked up within 30 minutes. It may be necessary to set up a meeting with the Program Staff, Participant Family and Program Director to create a plan to help the participant be successful in our program.
4. Every effort will be made to communicate with parents/guardians to help participants in our program be successful, however, serious behavior incidents and/or continued behavior concerns may require suspension or dismissal from the program. The decision will be made by the Program Director and there will be no proration or refunds. Please see the Suspension and Discharge of Program Participants policy, below, for more information.

Failure to Comply is Not an Option

The Y is committed to providing a healthy, fun, nurturing environment for children in our care. We believe that program rules and a specific discipline policy for inappropriate behavior are necessary in order to maintain a positive and safe environment for all program participants. Please read over and talk about the program rules and the behavior management and disciplinary procedures with your participant so they understand them prior to the start of the program. These items are outlined in this packet and in our handbook. At all times, participants in our School Age Programs should be safe, respectful, responsible, caring and honest. Each behavior intervention puts participants, families and staff at additional risk. To minimize risk for all parties involved, multiple interventions will result in suspensions and/or lead to expulsion from programming. We want to keep our doors open for as many families as possible. Doing so means taking the safety of everyone seriously. The Y reserves the right to discontinue services for any participant/family who fails to comply with our program rules, policies and procedures.

Suspension and Discharge of Program Participants

Chronic Compliance Issues/Concerns

- A. A serious guidance problem is defined as one in which a participant is continually disrupting the smooth flow of the program in any of the following manners:
 - Requiring excessive one-on-one attention
 - Inflicting physical or emotional harm on other participants/staff
 - Repeatedly using foul language and being repeatedly rude and discourteous to staff and peers
 - Inability to conform to the guidelines of the program
- B. Behavior difficulties usually become manageable with cooperative efforts between staff, the parent/guardian, and the participant. The staff will work with the parent/guardian through:
 - Observation and documentation
 - Parent/Guardian/staff conferences
 - Referrals and outside resources

- C. Every effort will be made by the staff to enlist the cooperation of the participant, parents/guardians, and any outside agencies to solve each problem. In the event of continued problems, the following procedure will be followed:
- Staff will inform parents/guardians of specific situations. Staff will seek advice from parents/guardians and work to resolve problems
 - A conference with parents/guardians, staff and participant will be set to establish a mutually agreeable solution for the participant's behavior
 - Participant suspended from the program for the remainder of the day and up to one week, no refund given.
 - Participant terminated from the program.
 - Participant expelled from all Scottsbluff Family YMCA programs.
- D. We will address behavior issues and concerns as they arise, which may lead to changes in program rules and policies without advance notice.

Termination of Childcare Services

The YMCA reserves the right to discontinue childcare services including but not limited to the following conditions:

- Failure to abide by any of the registration agreement conditions as itemized in the Parent Statement of Understanding or failure to fulfill any of the responsibilities or conditions included in the Parent Handbook.
- Severe behavior by the participant which disrupts the program, including repeated instances of failing to listen to the Program Staff or refusal to follow program rules. Excessive use of physical force, including, but not limited to: hitting, pushing, kicking or biting, and verbal abuse or excessive threat to use physical abuse.
- Failure of parents/guardians to treat staff or other parents of participants respectfully. Disrespect includes inappropriate or abusive language, behavior or threats and refusal to partner with the Program Staff in addressing behavior concerns regarding their participant.
- The YMCA childcare programs follow a zero-tolerance policy in regard to weapons or look alike weapons. Any participants, parents/guardians or family and authorized adults that use, possesses, or threatens to use or possess a weapon or a look-alike weapon at any time may be permanently expelled from the YMCA Program.
- Balance overdue two weeks or more of childcare fees.

Communication between Program Staff and Parents

Communication about a participant's progress and behavior will be shared by the Program Staff with parents/guardians generally in person. Other means of communication that Y staff will use to communicate with parents/guardians include phone calls, e-mail, parent newsletters or a note sent home with the participant.

Bullying Prevention

Bullying is any repeated hurtful or aggressive act that is used to intentionally frighten or intimidate others who are weaker or smaller and is often done secretly. Bullying is inexcusable and we will take a firm stance against all types of bullying. Each participant is expected to treat all other participants with respect at all times. We work together to ensure that participants gain self-confidence, make new friends and go home with a positive experience. If a participant has difficulty meeting this expectation, parents/guardians may be called upon to assist. Our staff address all incidents of bullying in a serious manner.

We expect participants to immediately report any incidents to the Program Staff and we expect Program Staff to immediately report incidents of bullying to the Program Director. Staff who witness such inappropriate and/or hurtful acts will take immediate steps to intervene as soon as it is safe to do so. Each complaint of bullying will be promptly investigated in a thorough and confidential manner.

- To ensure bullying does not occur in our programs the YMCA provides training to staff in bullying prevention.
- Staff will discuss bullying in age-appropriate ways with participants and assure them that they need not endure any form of bullying. Students who bully are subject to disciplinary action up to and including expulsion from all Scottsbluff Family YMCA Programs.
- The staff will make reasonable efforts to keep reports of bullying and the results of investigations confidential.

Runaway Participant Procedures

At all times, Program Staff must keep themselves and the participants in our programs safe. If a participant puts themselves in a dangerous situation by running away from the program area, Program Staff and the YMCA property, employees will immediately contact the local police department and the parent/guardian.

Participation

To support safety, positive interactions, quality experiences and good use of resources, participants are to be engaged in the program activities. Participants need to follow directions from the school and YMCA staff, conduct themselves in a positive manner, adhere to school and YMCA expectations, and share concerns in a timely manner with staff.

Participants are encouraged to participate in all program activities. If they cannot participate for medical reasons, a note from the parent/guardian or doctor is recommended. Participants who refuse to participate in group activities make it difficult for other participants in the group to have an enjoyable time. If a participant continually refuses to participate in program activities, we will communicate with you to determine the best course of action.

Personal Belongings

We may request that participants bring some personal items to be used throughout their time in the program. We do ask that participants refrain from bringing money or valuable items. The Y is not responsible for any personal belongings that may have been lost or stolen while participating in our School Age Programs.

Cell Phone/Smartwatch Policy

All our School Age Programs have a phone on site. For the safety and privacy of the participants in our programs the Y does not allow recreational use of personal cell phones/smartwatches during program hours and asks that parents/guardians/participants utilize the program phone when they need to communicate with one another.

Participants may only use their cell phone/smartwatch with permission from the Program Staff. If the cell phone/smartwatch is used improperly and/or inappropriately, or if the use of a cell phone/smartwatch becomes a distraction during the program and/or conflicts with program activities, the Program Staff reserve the right to confiscate the cell phone/smartwatch and hold it until the program participant is picked up.

Nebraska Department of Health and Human Services

By choosing licensed childcare, you and your family join your child in new experiences and relationships. You, the Program director, and the site staff have a responsibility to protect the health, safety, and well-being of your child. The Nebraska Health and Human Services (DHHS) is also a part of this partnership.

A copy of the minimum standards required for licensing school age and after school programs are included on the next page of this handbook. You may also request a copy of these standards from your local childcare office. A list of these offices may be found on the DHHS website:

www.dhhs.ne.gov or by calling the Childcare Information Line at 1-800-600-1289. The operation's most recent licensing inspection report is also available for your review by request at the Scottsbluff Family YMCA.

**DHHS Licensure Unit
Children's Services Licensing
PO Box 94986
Lincoln NE 68509-4986**

**Lincoln: Nebraska State Office Building
301 Centennial Mall South
14th & M Streets, 3rd Floor
Lincoln NE 68508**

DHHS.ChildCareLicensing@nebraska.gov

Contact Information for Child Care Licensing

The following information may be of help in gathering information about Child Care Licensing and includes a mailing address, phone numbers and websites.

For questions regarding Child Care Licensing

800-600-1289 (toll free)
Child Care Licensing
Department of Health and Human Services
PO Box 94986
Lincoln, NE 68509-4986
dhs.ne.gov/publichealth/Pages/crl_childcare_childcareindex.aspx

Review or request a copy of Child Care Licensing Regulations:

dhs.ne.gov/Pages/reg_1391-2.aspx
Phone: 800-600-1289

Request copies of Compliance Reviews, the results of licensing visits to the provider:

Douglas, Sarpy, Washington, Cass
County—402-595-3343
All other counties—800-600-1289

Review Negative Actions:

dhs.ne.gov/publichealth/Pages/crl_monthlydisciplinereports.aspx

Make a complaint:

dhs.ne.gov/publichealth/Pages/crl_childcare_complaints.aspx
Phone: 800-600-1289

Licensed Child Care

You have chosen to use a licensed Child Care provider for the care of your child or children.

According to Nebraska State law (Neb. Rev. Statute 71-1909), the licensing and regulation of Child Care programs exists to protect children and to assist parents in making informed decisions about the enrollment and care of their children in Child Care programs. These licensing and regulatory responsibilities are within the Department of Health and Human Services (DHHS).

Nebraska Law requires anyone providing care to four or more children from different families, for compensation, to be licensed.

The Types of Licensed Child Care in Nebraska are:

Family Child Care Home I
Family Child Care Home II
Preschool
Child Care Center
School-Age Only Center



Roles and Responsibilities of Child Care Licensing

The roles and responsibilities of DHHS Child Care Licensing staff are to ensure that programs are providing proper care for and treatment of the children they serve, and that the care and treatment are consistent with the child's physical well-being, safety, and protection.

Licensed Child Care programs are encouraged to involve you. We urge you to let your Child Care provider's staff know of any concerns. There may be situations where you believe that the program is not responding to your concerns or may not be meeting state licensing standards. This brochure,

Review or request a roster of Licensed Child Care Providers:

dhs.ne.gov/publichealth/Documents/ChildCareRoster.pdf

Phone: 800-600-1289

Additional Resources

These resources may be of additional interest to you.

Child Abuse/Neglect Hotline
800-652-1999

Child and Adult Care Food Program:
800-731-2266
www.education.ne.gov/NS/cacfp/index.html

Child Care Subsidy (ACCESS Nebraska)
accessnebraska.ne.gov

Nebraska Dept of Health and Human Services
dhs.ne.gov

Nebraska Immunization
dhs.ne.gov/publichealth/Pages/immunization_index.aspx

State of Nebraska
nebraska.gov

Child Care Licensing
dhs.ne.gov/publichealth/Pages/crl_childcare_childcareindex.aspx

National Network for Childcare
www.nncc.org/

National Children's Coalition
teenzen.org

which Child Care providers are required to share with you, provides information that might be helpful in those situations. Please complete the receipt section and return it to your Child Care provider. This will be kept with your child's records.

Responsibilities of Licensed Child Care Providers

Licensed Child Care providers should:

Comply with child care regulations for their license type at all times.

Obtain and maintain accurate records for children they have in care, such as Enrollment Forms, Parent Information Brochure Receipts, Immunization Records and Medication Administration records.

Keep accurate and up-to-date records for their license and staff members. Report changes to Child Care Licensing and complete required paperwork to reflect changes.

Allow access to their licensed facility when children are in care at all times to parents, Child Care Licensing representatives and the Fire Marshal.

Develop policies and procedures for their programs.

Communicate with families their needs and concerns for the children in care.

Contact Child Care Licensing with any question or concerns they may have.
800-600-1289
402-471-9278 or
dhs.ne.gov/publichealth/Pages/crl_childcare_childcareindex.aspx

Department of Health & Human Services



Division of Public Health

PARENT INFORMATION BROCHURE FOR LICENSED CHILD CARE



Expectations of Child Care Consumers

As a consumer of Licensed Child Care you should:

Read thoroughly all the information your provider gives you.

Complete your Child's Record Forms and return to your provider before your child begins care. Review and update these records as needed.

Supply your provider with your child's immunization records and keep them updated as needed.

Sign and date the receipt of this Parent Information Brochure for Licensed Child Care and return it to your provider before your child begins care.

Talk to your Child Care provider regularly to address needs and concerns for your children in care and as a parent.

Be informed of the child care regulations. Make sure you know what your licensed child care provider is regulated to do or not do.

Contact Child Care Licensing with any questions or concerns you may have.
800-600-1289
402-471-9278 or
dhs.ne.gov/publichealth/Pages/crl_childcare_childcareindex.aspx



Child Abuse Prevention

The Scottsbluff Family YMCA is committed to keeping all children safe and we make every effort to prevent child abuse. The Y recognizes that child abuse exists in a number of forms, including emotional, physical, and sexual abuse, as well as child neglect. As mandated reporters, it is our responsibility to recognize and report all suspected child abuse to the appropriate authorities.

To help prevent child abuse the Scottsbluff Family YMCA has implemented the following procedures:

1. For the safety of children entrusted in our care, the YMCA conducts and requires a background check and references for all staff, as well as every person employed in or by our centers and programs.
2. Allegations or suspicions of child abuse are taken seriously and are reported to the police and state agencies for investigation.
3. YMCA programs are structured and observed so that staff and volunteers are never the only adult present with children with the possible exception of emergency situations.
4. Evaluations are conducted with parents regarding day-to-day experiences, encouraging reports of any event out of the ordinary.
5. Staff are required to report all incidents and/or the disclosure of abuse.

A key to keeping children safe is a child's ability to seek help. They need to know that there are adults at the Y, and at home, who will listen and respond in a supportive way. It is important to be aware that child abusers can be parents, caretakers, friends, neighbors, or even other youth.

1. Talk to your child – Share with your child that he or she can say “NO” to an adult friend, family member, or an older child, if they act inappropriately.
2. Be Proactive – Create an environment that encourages children to share their views and concerns. Then really listen to them. Establish safety rules online and offline.

If faced with your child disclosing abuse, or if there is a situation where you suspect abuse, but are not sure or don't have proof, call the child abuse helpline and get support. Trust your gut and your instincts and take action immediately. If you would like to report a suspicion that a child has been harmed or is at risk of being harmed by abuse or neglect, call the Child Abuse Hotline: 1-800-652-1999. The website is <https://dhhs.ne.gov/Pages/Child-Abuse.aspx>. IF YOU BELIEVE A CHILD IS IN IMMEDIATE DANGER OF HARM, CALL 911 FIRST. Thank you for helping us keep our children safe.

SPECIFIC INFORMATION REGARDING THE YMCA AFTER-SCHOOL PROGRAM AT GERING PUBLIC SCHOOLS

Eligibility to Attend

Current students attending Gering Public Schools in grades pre-school through 5th grade are eligible to attend. Pre-school children must be toilet trained to attend.

Calendar

During the program session dates, we will follow the Gering Public Schools academic student calendar for elementary students for all breaks and holidays, which can be downloaded from the Gering Public School's website at:

<https://www.geringschools.net/article/1012809>

Schedule & Activities

A general schedule is posted at Lincoln Elementary in Gering. Program staff plan and lead fun and developmentally appropriate activities that foster the child's language and social development and that are educational, creative, challenging and fun. Some of the clubs and activities include arts and crafts, group games, science, hiking, drama, music, daily reading/exploring books, sports and much more. The activities are used to help to develop the whole child: spirit, mind, and body.

Sign In and Sign Out Procedure

We will utilize specific doors as the entrance to the After School Program, at Lincoln Elementary in Gering. These are the cafeteria doors in the front of the building. If you arrive at the school-site program entrance and there is not a staff person present, you will need to ring the doorbell and/or call the program cell phone. This information will be shared with you by the Director. We will be checking children in and out of the After School Program at the program entrance/exit of the school site each day. Anyone dropping off/picking up a participant from our program must physically walk to the building entrance/exit. For the safety and protection of each participant, the staff cannot accept or release any participant before he/she has been checked in or out by an authorized adult. Anyone picking up a program participant may be required to show ID until the staff are able to identify and verify you when they see you. Please remain patient while the YMCA staff retrieve your participant as it may take a few minutes for staff to facilitate.

Transportation

First Student provides all transportation for Geil and Northfield students to Lincoln to attend the after-school program. All transportation concerns should be directed to them. They can be contacted at [\(308\) 635-6214](tel:3086356214). Participants may request transportation to the after-school program through the school district.

Parent Notifications

Parent/guardian notifications may be made in writing via letters, emails, fliers and/or signage at the parent table at check out. Notifications may also be made by phone calls or directly in person by site staff. Open communication is very important to the success of your child's Y experience. Conferences may be requested at any time.

Stay up to date with what's going on by adding us on the Remind App!

Please text **@yasp-g** to the number **81010** to join.

Homework

The YMCA recognizes that academic success is important for children who are enrolled in our after-school program. YMCA staff members support the parents of program participants by encouraging students to take responsibility for completing their homework. Our schedule will include thirty minutes of designated homework time. During homework time staff members will monitor and work with the students at request but will not provide one-on-one tutoring. Students will be allowed to spend additional time doing homework during ACTIVITY CENTERS, at parent request. Electronic devices are allowed for educational purposes only during homework help. Parents must sign YMCA's electronic usage permission form, prior to students being allowed to use technology devices within the program.

Homework guidance from the Y staff will include:

- An explanation of the directions
- Reading instructions and giving examples (this does not include grading or corrections to work as to defer to the school's teaching methods)

Please note that Y staff are not responsible for checking the children's belongings for homework or assignments. We also encourage students and parents to review and complete homework together.

Snack

A healthy snack is provided.

Late Arrival & Absence Policy

Regular attendance is important to us as we try to provide quality programming and experiences. Please notify the Program Staff if your participant will be absent from our program. We expect that communication will be initiated by the parent/guardian and/or the participant regarding attendance, which includes late arrivals or absences. We will not contact you in the event that your participant does not report and sign into our Before/After School program, but you are always welcome to call the Program Staff to check-in and verify if your participant is signed in. Please notify the Program Staff by calling the program phone number (leave a message if there is no answer) if the participant will be absent or late. There will be no reduction of fees due to absences/late arrivals.

Out of School Days Program

The fees for our after-school program are set based per week of care August-May. Out of School days are not included in this rate. Childcare on many out of school days (excluding snow days) is available at Lincoln Elementary through our separate Out of School Days childcare program. Out of School Days is a licensed childcare program offered on some Gering Public Schools non-school days for youth in Pre-School through 5th Grades. Informational brochures and registration forms are available at the Scottsbluff Family YMCA Front Desk, your participants elementary school, or online at www.ymcaofscottsbluff.org.

Early Release Days

Every Wednesday, Gering Public Schools will dismiss early for PLC days. On these days the after-school program will begin immediately when school releases for those enrolled in the after-school program. Families will be notified in advance by posted messages, flyers and/or in the weekly activity schedule. Participants must be able to participate in planned field trips as alternative care will not be available at the site.

School Cancellation Policy

In the event that Gering Public Schools cancels school for an emergency or weather, the after-school program will be closed, and the Out of School Days program will not be offered. No refunds will be given. Listen to or watch your local news for updates on school closings.

Fee & Payment Information

Please contact the Scottsbluff Family YMCA for detailed information about fees and payment information pertaining to this program. Parents/Guardians are responsible for paying all fees in a timely manner. Program Fees are to be paid, via automatic charge/withdrawal from a credit card, debit card or electronic check. Families will be responsible for any additional charges that may accrue on their account due to late or returned payments. In this case, a participant will be withdrawn from the program and will not be able to enroll in any other YMCA programs until the past due balances are paid. A participant may not be able to return as their spot is forfeited if payment is not received.

Receipts are also available upon request at the Scottsbluff Family YMCA. A tax receipt for childcare for the previous year will be available after January 1. You will need to visit the Front Desk at the YMCA to obtain a tax receipt for your records.

DHHS Childcare Subsidy

Childcare Subsidy is accepted. Proof of DHHS Childcare Subsidy authorization and application are required at the time of registration. It is the responsibility of the parent/guardian to ensure that the authorization for care remains current during the dates that the participant attends the Y program and receives care.

Families who utilize this service will be responsible for paying for any dates of services that DHHS does not cover and are subject to cancellation and no-show fees.

If your family is required to pay a Family Fee, in addition to the DHHS Childcare Subsidy you receive, your Family Fee is to be paid via automatic charge/withdrawal from a credit card, debit card or electronic check on the first of the month.

Families responsible for a Family Fee, per their DHHS authorization for Childcare Subsidy benefits, are responsible for completing a Direct Draft Authorization for payment. If payment is past due, families will be responsible for any additional charges that may accrue on their account.

If payment is not collected and is more than two weeks late, the participant will be withdrawn from the program and will not be able to enroll in any other YMCA programs until the past due balances are paid. DHHS Families responsible for a Family Fee, per their DHHS authorization for Childcare Subsidy benefits, but the Family Fee is paid to another childcare provider (not the YMCA) must provide the Y with a receipt of payment or proof of payment letter of payment from the other Childcare Center.

Apply for benefits: <https://iserve.nebraska.gov/>

Please use the following provider number when applying for subsidy:

YMCA AFTER SCHOOL PROGRAM 45359366

SPECIFIC INFORMATION REGARDING THE OUT OF SCHOOL DAYS PROGRAM AT GERING PUBLIC SCHOOLS

Eligibility to Attend

Current students attending Gering Public Schools in grades pre-school through 5th grade are eligible to attend. Pre-school children must be toilet trained to attend.

Calendar

During the program session dates, we will follow the Gering Public Schools academic student calendar for elementary students for all breaks and holidays, which can be downloaded from the Gering Public School's website at:

<https://www.geringschools.net/article/1012809>

A list of Out of School days that we provide care is available with the application and can be found online at www.ymcaofscottsbluff.org.

Schedule, Activities & Field Trips

A general schedule, which MAY include field trips and off-site activities, will be posted at each site. Program Staff plan and lead fun and developmentally appropriate activities that foster the child's language and social development.

Activities include crafts, games, gym time, daily reading/exploring books, field trips and/or swimming. Participants must be able to participate in planned field trips as alternative care will not be available at the site. Field trips and special event activities are included in the cost of the program, and again, are noted on the schedule. Many of the field trips and special event activities will take place during the hours of 9:00 am to 4:00 pm, please plan accordingly. For each Out of School Day program, participants must come to Lincoln Elementary with a swimming suit, towel, and sack lunch.

Program Hours

Program hours are 7:30 am-5:30 pm. You may pick up or drop off your child at any time during the day, however if you will be doing so between 9:00 AM to 4:00 PM, please let us know ahead of time due to the fact that between the hours of 9:00 AM to 4:00 PM your participant's group might be somewhere other than the YMCA at the time you arrive.

Sign In and Sign Out Procedure

We will utilize specific doors as the entrance to the After School Program, at Lincoln Elementary in Gering. These are the cafeteria doors in the front of the building. If you arrive at the school-site program entrance and there is not a staff person present, you will need to ring the doorbell and/or call the program cell phone. This information will be shared with you by the Director. We will be checking children in and out of the After School Program at the program entrance/exit of the school site each day. Anyone

dropping off/picking up a participant from our program must physically walk to the building entrance/exit. For the safety and protection of each participant, the staff cannot accept or release any participant before he/she has been checked in or out by an authorized adult. Anyone picking up a program participant may be required to show ID until the staff are able to identify and verify you when they see you. Please remain patient while the YMCA staff retrieve your participant as it may take a few minutes for staff to facilitate.

Transportation

First Student will not provide transportation on out of school days. Please make arrangements to drop off and pick up your child prior to participant attending the program.

Parent Notifications

Parent/guardian notifications may be made in writing via letters, emails, fliers and/or signage at the parent table at check out. Notifications may also be made by phone calls or directly in person by site staff. Open communication is very important to the success of your child's Y experience. Conferences may be requested at any time.

Stay up to date with what's going on by adding us on the Remind App!

Please text **@yasp-g** to the number **81010** to join.

Meals/Snack

Each participant must bring a sack lunch. A morning and afternoon healthy snack is provided.

Absences Policy & Out of School Days Cancellation Policy

It is the responsibility of the parent/guardian to notify the Program Staff or the Program Director if the participant will be absent from the program, by calling the program phone (leave a message if there is no answer) or personally telling the Program Staff.

A Program withdrawal is required for any Out of School Day cancellation at least 2 business days prior to the program for your YMCA account to be issued a 100% credit. After 2 business days, no credits will issued. No refunds will be given. Please notify the Scottsbluff Family YMCA to withdraw from program.

The YMCA does not offer childcare in the event of a weather-related school cancellation, if the YMCA cancels an Out of School Days program there will be a full refund.

School Cancellation Policy

In the event that Gering Public Schools cancels school for an emergency or weather, the Out of School Days program will not be offered. No refunds will be given. Listen to or watch your local news for updates on school closings.

Fee & Payment Information

Please contact the Scottsbluff Family YMCA for detailed information about fees and payment information pertaining to this program. Parents/Guardians are responsible for paying all fees in a timely manner. Program Fees are to be paid, via automatic charge/withdrawal from a credit card, debit card or electronic check. Families will be responsible for any additional charges that may accrue on their account due to late or returned payments. No late payments for this program are permitted. In this case, a participant will be withdrawn from the program and will not be able to attend.

Receipts are also available upon request at the Scottsbluff Family YMCA. A tax receipt for childcare for the previous year will be available after January 1. You will need to visit the Front Desk at the YMCA to obtain a tax receipt for your records.

DHHS Childcare Subsidy

Childcare Subsidy is accepted. Proof of DHHS Childcare Subsidy authorization and application are required at the time of registration. It is the responsibility of the parent/guardian to ensure that the authorization for care remains current during the dates that the participant attends the Y program and receives care.

Families who utilize this service will be responsible for paying for any dates of services that DHHS does not cover and are subject to cancellation and no-show fees.

If your family is required to pay a Family Fee, in addition to the DHHS Childcare Subsidy you receive, your Family Fee is to be paid via automatic charge/withdrawal from a credit card, debit card or electronic check on the first of the month.

Families responsible for a Family Fee, per their DHHS authorization for Childcare Subsidy benefits, are responsible for completing a Direct Draft Authorization for payment. If payment is past due, families will be responsible for any additional charges that may accrue on their account.

Late payments for this program are not permitted, the participant will not be able to attend unless their balance is paid in full. DHHS Families responsible for a Family Fee, per their DHHS authorization for Childcare Subsidy benefits, but the Family Fee is paid to another childcare provider (not the YMCA) must provide the Y with a receipt of payment or proof of payment letter of payment from the other Childcare Center.

Apply for benefits: <https://iserve.nebraska.gov/>

Please use the correct provider number below when applying for subsidy:

YMCA AFTER SCHOOL PROGRAM 45359366

SPECIFIC INFORMATION REGARDING THE SUMMER DAY CAMP PROGRAMS

Eligibility to Attend

Participants attending the Trails West Camp in Scottsbluff must be entering grades Kindergarten through the 5th grade at time of enrollment. Kinder Camp is also available for participants in Pre-school and Kindergarten. Ask the YMCA Front Desk for more details on this program.

Participants attending the Summer, Sun, Food, and Fun Camp in Gering must be entering grades pre-school through 5th grade and students of Gering Public Schools. Pre-school children must be toilet trained to attend.

Calendar

This program session runs for 10 weeks from June through August.

Program Location and Hours

Programs are located at the YMCA Trails West Camp in Scottsbluff and Lincoln Elementary in Gering. Program hours are 7:30 AM-5:30 PM. You may pick up or drop off your participant at any time during the day, however if you will be doing so between 9:00 AM to 4:00 PM, please let us know ahead of time due to the fact that between the hours of 9:00 AM to 4:00 PM your participant's group might be somewhere other than the program site at the time you arrive.

Sign In and Sign Out Procedure

In Gering sign in and sign out will occur on the playground on the west side of the building. In case of severe weather or if your child is dropped off late or picked up early, check in and check out will occur in the cafeteria on the east side of the building. If you arrive at a school-site program entrance and there is not a staff person present, you will need to ring the doorbell and/or call the program cell phone. This information will be shared with you by the Director.

In Scottsbluff at Trails West Camp, sign in and sign out will be done at the Pavilion. In case of bad weather sign in and sign out will be done in the Kiwanis Lodge or Retreat Center. If you arrive and there is no staff present at the pickup location, you will need to call the program cell phone.

Anyone dropping off/picking up a participant from our program must physically walk to the building entrance/exit. For the safety and protection of each participant, the staff cannot accept or release any participant before he/she has been checked in or out by an authorized adult. Anyone picking up a program participant may be required to show ID until the staff are able to identify and verify you when they see you. Please remain patient while the YMCA staff retrieve your participant as it may take a few minutes for staff to facilitate.

Weekly Schedule & Activities

The weekly schedule will be updated and available each week. The weekly schedule will tell you what your participant will need for each day, the weekly theme, the times and location of activities and any special notes and information. Program Staff plan and lead fun and developmentally appropriate activities that foster the participant's language and social development and that are educational, creative, challenging and fun. Some of the activities include arts and crafts, group games, science, hiking, drama, music, sports, daily reading/exploring books, swimming, and much more. The activities are used to help to develop the whole child: spirit, mind, and body.

Field Trips

Field trips are a part of our program, each week participants may participate in a field trip or special activity. The specific dates and times of the field trips are noted on the schedule. There will be days involving field trips when the groups will not return to the site until 4:00 PM or later. Parents/Guardians will be notified in advance by posted messages, flyers and/or in the weekly activity schedule. Participants must be able to participate in planned field trips as alternative care will not be available at the site.

Transportation

First Student provides all transportation for our summer day camps for field trips. Participants that attend the Gering location may request transportation to and from the camp through the school district.

Parent Notifications

Parent/guardian notifications may be made in writing via letters, emails, fliers and/or signage at the parent table at check out. Notifications may also be made by phone calls or directly in person by site staff. Open communication is very important to the success of your child's Y experience. Conferences may be requested at any time.

Stay up to date with what's going on by adding us on the Remind App!

Gering Day Camp parents please text **@ycamp-g** to the number **81010** to join.

Scottsbluff Trails West parents please text **@ycamp-tw** to the number **81010** to join.

Meals/Snack

At our Trails West location each participant must bring a sack lunch. A morning and afternoon healthy snack are provided. Breakfast, Lunch, and snack is provided at our Gering location.

Fee & Payment Information

Please contact the Scottsbluff Family YMCA for detailed information about fees and payment information pertaining to this program. Parents/Guardians are responsible for paying all fees in a timely manner. Program Fees are to be paid, via automatic charge/withdrawal from a credit card, debit card or electronic check. Families will be

responsible for any additional charges that may accrue on their account due to late or returned payments. In this case, a participant will be withdrawn from the program and will not be able to enroll in any other YMCA programs until the past due balances are paid. A participant may not be able to return as their spot is forfeited if payment is not received.

Receipts are also available upon request at the Scottsbluff Family YMCA. A tax receipt for childcare for the previous year will be available after January 1. You will need to visit the Front Desk at the YMCA to obtain a tax receipt for your records.

At the time of registration, a \$20 deposit for each week registered is due. The \$20 deposit for each week will be credited toward the weekly program fee. The remaining balance for each weekly fee is due two Fridays before the week your participant will attend and will automatically be drafted from your credit/debit card on the due date.

Payments must be set up for a weekly credit/debit card draft. We accept Visa, MasterCard, and Discover. The \$20 deposits are non-refundable and non-transferrable, and we are unable to make any exceptions to this policy. Please see the cancellation policy below for more details and information.

DHHS Childcare Subsidy

Childcare Subsidy is accepted. Proof of DHHS Childcare Subsidy authorization and application are required at the time of registration. It is the responsibility of the parent/guardian to ensure that the authorization for care remains current during the dates that the participant attends the Y program and receives care.

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Apply for benefits: <https://iserve.nebraska.gov/>

Please use the correct provider number below when applying for subsidy:

YMCA AFTER SCHOOL PROGRAM (Gering Summer Camp) 45359366
YMCA OF SCOTTSBLUFF, NE (Trails West Camp) 40431757

Personal Belongings

The YMCA is not responsible for any personal belongings that may become lost or stolen while participating in our Summer Day Camp Programs.

Summer Day Camp Cancellations

Families who cancel/withdraw from a week of camp will forfeit their \$10 deposit for each week they cancel/withdraw. For all cancellations/withdraws made on/after May 13, payment of 1/2 of the weekly fee for each week being canceled will be required at the time of cancellation.

Any change or cancellation must be made at least two weeks prior to the session to avoid being charged the entire weekly fee. The \$10 deposit is non-refundable and nontransferable.

We encourage all families to carefully plan out their Summer Day Camp needs prior to registration. Please take into consideration family vacations, other camps, time spent with family members, etc., so that you only register for the weeks that your participant will need care.

What to Wear/Bring to Day Camp Everyday:

The following items should be brought to the program your participant attends. Please ensure that personal belongings are clearly labeled with your participant's first and last name.

- For safety reasons, participants should come to the program in close-toed shoes or sandals that strap onto their feet, no flip-flops please. Participants should also come wearing old, comfortable clothing each day. Our activities will be fun and could be messy.
- Participants at the Trails West location need to bring a lunch, labeled with their name, every day. Lunches will not be refrigerated or warmed up, so please plan accordingly. Lunches need to include items from 4 of the 5 food groups. Please avoid sending lunches with common allergens such as peanut butter. Soda pop is not allowed in lunches. Free lunch is provided at the Lincoln Elementary site.
- Swimsuit and towel. All program participants will need a swimsuit every day. Even if they are not going to the pool, they may be doing an activity or game that involves water. On swimming days, please pack a bag or backpack with your students' swimsuit or dress them in their swimming suit, under their clothes.
- Spray Sunscreen. We will not apply lotion sunscreens on participants. Program participants will engage in both indoor and outdoor activities every day, and it is important for all program to wear sunscreen every day. Please ensure your participant applies sunscreen before coming to camp and ensure they bring sunscreen with them to camp each day. The program staff will ask participants to apply sunscreen before going outside and in the morning and afternoon, while at the program.
- A small backpack and items such as a change of clothes, water bottle, sunglasses, and bug spray.

School Age Programs Director Contact Information

If you have a compliment, grievance, question, or concern about our programs, we encourage you to address it immediately with the Site Supervisor of the program. You can also contact the Program Director for your site. Please find their contact information below:

Scottsbluff Family YMCA	
Trevor Teichroeb Associate Director Director of School Age Programs (308) 635-2318 (308) 641-9587 Direct Line tteichroeb@ymcaofscottsbluff.org	
Programs	
Childcare Out of School Days Summer Day Camp at Gering Summer Day Camp at Trails West	After-School Lincoln Elementary in Gering