



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# Live Y'ers Before & After School Enrichment Program Handbook 2022 - 2023

Grant County Family YMCA  
123 Sutter Way, Marion, IN 46952  
[www.gcymca.org](http://www.gcymca.org)

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# WELCOME AND PHILOSOPHY

Thank you for choosing the Grant County Family YMCA Live Y'ers Before & After School Enrichment Program. The YMCA is committed to building strong kids, strong families, and strong communities. Through our Enrichment Program we want to impact the youth in our community while directly supporting the school they attend.

Our program is designed to provide warm, nurturing care in a safe environment. Your child will be given the opportunity daily to grow in a positive setting that is conducive to their development and essential skills. Our mature and experienced staff will also focus on incorporating the Y's four core values of: Caring, Honesty, Respect, and Responsibility into the program.

YMCA school age programs are available for youth enrolled at each of the Grant County Schools who are in Preschool through 12 years of age. Our programs include Before & After School, eLearning and Holiday Camps.

This parent handbook has been designed to promote communication and to assist you in understanding our policies and procedures. The policies outlined in this handbook are intended to protect your child(ren) and to ensure that his/her experience in our program is positive and rewarding.

If you have any questions about our Live Y'ers Enrichment Program or want to know more about volunteering/or helping with the program, please feel free to talk to the Live Y'ers Site Supervisor at your child's school or call the YMCA and talk to our Director of Youth Development-Stephanie Herschberger at 765-664-0544.

***Stephanie Herschberger***  
***Director of Youth Development***

## **ABOUT THE Y**

The Y is the Nation's leading nonprofit organization. We are committed to strengthening the foundation of our communities through youth development, healthy living and social responsibility.

### **The YMCA Mission Statement**

To put Christian Principles into practice through programs that build healthy spirit, mind, and body for all.

### **Character Development**

Y's throughout the USA strive to implement our character development program exemplifying our core values of: CARING, HONESTY, RESPECT, and RESPONSIBILITY. These core values provide a foundation that guide all the Y programs, staff trainings, and operations. It is our job to give youth and our staff experiences that help them develop a set of positive values, morals, and ethics to live by. The School-Age Childcare Staff strives to provide an environment focused on these Y core values.

### **Child Care Staff Qualifications**

The YMCA takes pride in the quality of the staff that works in our program. Our staff consists of mature, enthusiastic individuals who have experience working with children, knowledge of age-appropriate activities, and they must model the Y's core values. All Y staff are First Aid and CPR certified. Background checks are conducted which include national criminal history checks (mandatory fingerprinting) and national sex offender public registry check. Our staff is also required to have a drug test, TB test and child abuse prevention training. Staff will participate in training throughout the year to help assist them in providing age-appropriate activities, curriculum, behavior management and inclusive training.

### **Program Information Program Goals**

- Provide a safe, supportive and caring environment
- Focus on instilling the four core values in each student
- Provide a program that helps to increase the self-confidence and the feeling of self-worth for each student
- To teach each student how to be productive members of a group
- To help improve communication between children and their parents
- Support student's education

## **ENRICHING CURRICULUM**

The YMCA's national character-building campaign pledges to incorporate the values of **CARING, HONESTY, RESPECT** and **RESPONSIBILITY** as part of all youth service programming. Our program provides a resource-rich environment and introduces children to activities that build on what they learned during the school day. YMCA staff implement curriculum in active learning centers.

### **OUR CURRICULUM INCLUDES NINE CORE CONTENT AREAS:**

- Arts and Humanities
- Character Development
- Health, Wellness, and Fitness
- Interest Clubs
- Homework Support
- Literacy
- Science and Technology
- Service Learning
- Social Competence and Conflict Resolution

The specific activities associated with these areas take place in one or more of the following contexts, each of which is balanced throughout the day or week:

- Free Choice
- Small Group and Individual
- Project Time
- Large Group
- Indoors and Outdoors
- Nutritious Choices

### **Before School Program**

Begins at 6:30 am and runs until school begins. If school is delayed due to weather, our staff will make every effort to be at your child's school on time and will remain there through the 2-hour delay. Please Note: Before School Programs are not offered at all schools. Please contact the Director of Youth Development for up-to-date information.

### **After School Program**

Begins at school dismissal and continues until 6:00 pm. Schedules will vary at each site.

## **Holiday and School's Out Policy (subject to change)**

On days that school is not in session, Live Y'ers will not be in session. This includes the school sites and at the YMCA. During Winter and Spring Break, full day camps will be available at the YMCA from 6:30 am to 6:00 pm. Days that Live Y'ers would be closed at all sites include:

Martin Luther King Day	President's Day
Weather Cancellations	Labor Day
New Year's Eve	New Year's
Thanksgiving Day & Day Before & After	Good Friday
Christmas Eve	Christmas Day

## **Inclement Weather / School Delays and Cancellations**

If the start of school is delayed, the Live Y'ers staff will make every effort to be at your child's school by the designated time. On these days, staff will stay until school begins. If school is cancelled during this morning delay, parents will be notified to come and pick up their child from the school and will need to make further arrangements for care. If school is released early due to inclement weather, the Live Y'ers program will not operate at the schools or the YMCA. Children will need to ride the bus home or parents will need to make arrangements to have child picked up at the school.

## **SIGN IN/OUT PROCEDURES**

If you are new to our program, please allow extra time at drop-off and pick-up. You will be greeted by a YMCA staff member. Upon arrival, the staff will share the sign in/out process and answer any questions you might have.

Adults (18 years or over) listed on the registration form will be authorized to pick up the child(ren) unless otherwise noted. Photo ID will be requested during pick-up.

**Morning Program-** For safety reasons, you are REQUIRED to accompany your child into the building and sign them in on the iPad's daily attendance.

**Afternoon Program-** It's important to send a note for your child's teacher on the first day. They will help make sure your child is sent to the program. Please instruct your child to go immediately to the program location to sign in. Children will be signed in by a YMCA staff person. If your child will be absent from the program, please contact our office through email or by phone, or if applicable, your Site Director. If your child does not report to the program, and we are expecting him/her, we will check with the school office to determine if your child was at school that day. If so, we will contact you immediately.

## **LATE PICK-UP**

Parents who arrive after 6:00pm will be assessed a late fee of \$1 per minute, per child. After three late arrivals, we will ask that you make other arrangements. If a child has not been picked up by 6:30 pm, and no authorized contact person has been reached, the staff will follow the YMCA safety policy and procedures.

## **MEDICATION POLICY**

Any medication given to your child at the program site must be in its original container with your child's name on it. A Medication Release form must be completed and signed with the following information:

1. Child's name
2. Type of medication
3. Physician's name
4. Amount of dosage to be given
5. Time to be given
6. Number of days to be administered
7. Possible side effects

YMCA staff are not permitted to give the first dosage of any medication. Staff may dispense only prescription medication. If your child refuses medication, we will contact you for further instructions.

## **Child Illness Policy**

Exclusion from the program is sometimes necessary either to reduce the transmission of illness or because the program is not able to adequately meet the needs of the child.

Reasons for the YMCA to exclude children include (but are not limited to) the following:

- Illness that prevents the child from participating comfortably in program activities, such as going outdoors.
- Illness that results in a greater need for care than our staff can provide without compromising the health and safety of other children.
- Illness that poses a risk of spread of harmful disease to others
- Fever of 100 degrees or above (axillary); 101 or above (orally) or an equivalent measure accompanied by behavior change or other signs and symptoms.
- Diarrhea; child unable to reach the toilet.
- Vomiting
- Rash with fever.
- Purulent conjunctivitis (Pink Eye) - (defined as pink or red conjunctiva with white or yellow eye discharge) until on antibiotics for 24 hours.
- Strep throat (or other streptococcal infection) until 24 hours after treatment has been started.
- Head lice or nits until after first treatment.
- Chickenpox, until all lesions have dried or crusted (usually 6 days after onset of rash).

For your child's comfort, and to reduce the risk of contagion, we ask that children be picked up within 1 hour of notification. Until then, your child will be kept comfortable and will continue to be observed for symptoms.

Children need to remain home for 24 hours without symptoms before returning to the program, unless the center receives a note from the child's medical provider stating that the child is not contagious and may return to the center. In the case of a (suspected) contagious disease, rash, or continuing symptoms, a note from the child's medical provider may be required before the child can return. Children who have been excluded may return when:

- They are free of fever, vomiting, and diarrhea for a full 24 hours.
  - They have been treated with an antibiotic for a full 24 hours.
  - They are able to participate comfortably in all usual program activities, including outdoor time.
  - They are free of open, oozing skin conditions unless the child's medical provider signs a note stating that the child's condition is not contagious, and the involved areas can be covered by a bandage without seepage or drainage through the bandage. If a child is excluded because of a reportable communicable disease, a note from the child's medical provider stating that the child is no longer contagious and may return is required.
- The final decision on whether to exclude a child from the program due to illness will be made by the Director of Youth Development and/or Executive Director.

## **ACCIDENTS & INJURIES**

The safety of the children in our care is our top priority. Even with watchful eyes, young children are often testing their physical limits, making injuries inevitable. With minor accidents, YMCA staff will verbally inform you at pick-up time. In the event of a medical emergency requiring a doctor's treatment, we will contact you immediately. If we cannot make contact with a parent, emergency personnel will take the child to the emergency room via ambulance. At all times, there will be a YMCA staff person on site who is trained in First Aid and CPR.

## **OTHER EMERGENCIES**

In the event of a fire, tornado, natural disaster, or other related emergency situation, our YMCA staff will follow the school system or YMCA Center established plans.

## **STAFF RELATIONSHIPS WITH CHILDREN OUTSIDE THE YMCA SETTING**

Staff members are not allowed to be alone with children they meet in YMCA programs outside of the YMCA program setting. This includes babysitting, sleepovers, and inviting staff members to children's homes. Exceptions may be made only if one or both of the following conditions exists:

1. Staff and child's family have a relationship that predates the staff member's employment or child's enrollment in the YMCA program.
2. Staff and the child's family are related.
3. Notify the YMCA.

If you observe any infractions of this policy, please contact our office immediately.

## **BEHAVIOR MANAGEMENT POLICY**

It is the Y's goal to provide a healthy, safe, and secure environment for all day camp participants. Children who attend the program are expected to follow the behavior guidelines based on the Y's four core values and to interact appropriately in a group setting. Behavior Guidelines:

⇒ We will care for ourselves and for those around us.

⇒ Honesty will be the basis for all relationships and interactions.

⇒ People are responsible for their actions.

⇒ We respect each other and the environment.

⇒ When a child does not follow the behavior guidelines, we will take the following steps:

1. Staff will redirect the child to more appropriate behavior.
2. The child will be reminded of the behavior guidelines and after school rules, and a discussion will take place.
3. If the behavior persists, a parent or caregiver will be notified of the problem.
4. The staff will document the situation. This written documentation will include what the behavior problem is, what provoked the problem, and the corrective action taken.
5. Staff will schedule a conference with the parent or caregiver, so they can determine the appropriate action to take.
6. Staff will schedule a progress check or a follow-up conference.
7. If the problem persists, staff will schedule a conference that includes the parent or caregiver, child, staff, and Program Director. The Director of Youth Development will have all documentation and the notes from the previous conferences for review.
8. If a child's behavior at any time threatens the immediate safety of that child, other children, or staff, the parent or caregiver may be notified and expected to pick up the child immediately.
9. If a problem persists and a child continues to disrupt the after-school program, the Y reserves the right to suspend the child from the program. Expulsion from the program will be considered in extreme situations.

## **Special Needs**

The YMCA will make reasonable accommodations for children with special needs. 1:1 aide's are not provided by the YMCA but will be accommodated if the family provides one for their child, and they meet our hiring or volunteer criteria. Unless a family provided personal aide accompanies them, children must possess the ability to self-monitor, be dependently mobile, and the ability to reasonably foresee the consequences of their actions.

No child will be denied acceptance unless his or her presence would pose a significant risk to himself or herself, or to the other individuals participating in the program. If your child has special needs, please make an appointment with the Director of Youth Development. During this appointment we will go over your child's needs and together determine if our program is the right program for your child. If the YMCA cannot meet the child's needs through reasonable accommodations, the placement cannot be accepted. Decisions are made on a per case basis.

## **Payment Procedures**

### **Program Fees**

Full payment is due on Friday each week prior to your child attending. Payment is made for the entire week unless you have signed up for daily rates. At this time a schedule of which days will need to be submitted on Friday to the Director of Youth Development or the Site Director at your child's school by 6:00pm. You will be required to pay for the days selected regardless of whether your child attended those days. If your account becomes more than **2 weeks** past due this will result in automatic termination of your child or children until account is paid in full.

### **Returned Check Fee**

If your check is returned for insufficient funds, it will be collected electronically by E Cashflow and you will be assessed a minimum fee of \$20. The check writer will be responsible for all subsequent collection's costs through E Cashflow. Once E Cashflow has referred this for collection, the YMCA is not able to receive payment for the returned check.

### **CCDF Vouchers**

We do accept CCDF Vouchers at our YMCA site only. If you need a provider page completed, we ask that you call and request it at least 5 days before your appointment. The Child Care Development Fund allows parents the opportunity to maintain employment and complete educational goals without the overwhelming financial burden of child care costs. Parents must be working, going to school, or receiving job training to qualify for the program.

Parents are responsible for swiping their child in/out on the POS machine for CCDF. If you know you have missed a day, please do a previous check in/out for the day missed. If the YMCA has to apply for a late attendance due to parent not swiping their child in and out, a fee of \$15 per week will be charged for each week there is a missed swipe. If CCDF payment is not made due to parent not swiping card, that payment will be transferred back to the parent/guardian's account and they will be responsible to pay it immediately.

## Financial Assistance

We believe that no one should be turned away due to inability to pay. The Grant County Family YMCA is a non-profit organization committed to strengthening the foundations of our community, one child at a time. Those families unable to pay full cost of participation and who currently are not receiving or do not qualify for CCDF are encouraged to apply for financial assistance through the YMCA or download the application from our website.

### Fees Summary

<b>Registration Fees:</b>	\$25/child	
<b>Weekly Rates:</b>	<u>K-5<sup>th</sup> grade</u>	<u>Pre-K</u>
Mornings only	\$25	\$30
Afternoons only	\$40	\$45
Mornings & afternoons	\$50	\$55
<b>Daily rate:</b>		
Mornings only	\$10	\$12
Afternoons only	\$15	\$17
Mornings & afternoons	\$20	\$22

If for any reason you wish to withdraw from our Live Y'ers program, please notify the Child Care Office in writing at least one week prior to the withdrawal from the program. This will allow for us to process final charges to your account and/or credits can be processed when applicable.

If you have any questions or concerns about our Live Y'ers program, please contact

Stephanie Herschberger  
Director of Youth Development  
stephanieh@gcymca.org  
(P): 765-664-0544  
(W): www.gcymca.org

## **Elementary School Telephone Numbers**

### **YMCA**

Grant County Family YMCA  
Star Financial Building  
123 Sutter Way Marion, IN 46952  
Tel: 664-0544  
(5:00 am - 9 pm, M-F)

### **Marion Community School Corporation**

Allen Elementary	664-7355
Kendall Elementary	662-7364
Riverview Elementary	662-2427
Francis Slocum Elementary	664-0589
Justice Intermediate School	669-0507
Little Giants	651-2080
Transportation	662-2546

### **Mississinewa School Corporation**

Northview Elementary	677-4733
Westview (@ Northview)	677-4437

### **Eastbrook School Corporation**

Eastbrook South	998-2550
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