



YMCA Really Outstanding Club for Kids

2014-2015 Parent Handbook

Mid-Willamette Family YMCA
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www.ymcaalbany.org

"For Youth Development, Healthy Living, & Social Responsibility"

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Dear Y Rock Parent:

Congratulations on enrolling your child in our fun and engaging after school program! We are proud to be a part of the Jefferson community. We will be bringing many exciting activities, games and crafts to keep you child entertained and safe while they are in our care.

We are committed to providing your child with a rewarding and memorable experience. We have hired role models for your children who will help build character, positive experiences and memories that will last a lifetime. Our staff is trained to display and encourage the values of caring, respect, honesty, faith and responsibility throughout daily activities and games of the Y Rock curriculum.

The goal of all YMCA programs is to build strong kids, strong families and strong communities. As a part of the YMCA, the Y Rock program reflects these values and is designed to help our campers grow mentally, physically, and socially within a fun, caring program environment.

This parent handbook is designed to prepare and assist you with sending your child to the Y Rock afterschool program. It contains helpful and pertinent information that will make the program a meaningful experience for your child as well as a valuable service to you, the parent. Please read this handbook carefully and review the program rules and guidelines with your child.

If we can provide you with any additional information or be of any service to you throughout the year, please do not hesitate to contact us.

Sincerely,

Tami Kellar
Senior Program Director
541-926-4488 *320

Y Rock Afterschool Program Information

CAMP LOCATIONS/TIMES

- Jefferson Elementary School 2:45 - 5:30 (Wednesday 1-5:30pm)
- Y Rock program will follow the Jefferson Elementary school days calendar
Any student not picked by 5:30 will be charged a \$1 per minute fee

STAFF

Our staff will consist of highly trained individuals who have a passion for working with children. Our staff members are certified in CPR, First Aid and AED. In addition, they are trained in Child Sexual Abuse Prevention, Hazardous Communication, Slips, Trips, and Falls, Blood Borne Pathogens, Appropriate Touch, Safe Lifting and Sexual Harassment Prevention.

CHARACTER DEVELOPMENT

We plan to provide the best after school program possible. At the YMCA, that means more than just activities. We believe character development is an important challenge for all of us - staff, volunteers, members, participants and parents - to accept and demonstrate the positive values of caring, honesty, faith, respect, and responsibility.

Personal Items

Please label all items the child may bring to Y Rock with the child's first and last name. Staff cannot be held responsible for your camper's personal belongings. Please do not send video games, trading cards, or other items of value to the program. While every effort will be made to locate lost items, the YMCA is not responsible for replacing these items.

COMMUNICATION

Communication between parents and staff is vital to maintaining a fun and engaging program for all involved. Flyers will be sent out with information about program dates and times when the need does arise.

DISCIPLINE

If your child has been receiving assistance in behavior management during the school year, it is imperative that this information be shared with the camp staff. This will enable us to work more effectively and productively with your child. Good behavior will be elicited in a positive and kind way. Children will be given understandable guidelines for their behavior so that they develop internal control of their actions. The staff will work cooperatively with parents, keeping them informed of behavior problems and methods used to teach and guide the child towards socially acceptable behavior. Behavior problems that cannot be resolved may result in the child's dismissal from camp without a refund. Certain abusive behaviors will result in immediate dismissal.

CONDUCT

Our Code of Conduct states that the YMCA is committed to providing a safe and welcoming environment for all of our members and guests. To ensure safety and comfort for all, we ask individuals to act appropriately while they are participating in a YMCA program. We expect persons using the YMCA to behave in a mature and responsible way and to respect the rights and dignity of others.

Our code of conduct does not permit language or action that can hurt or frighten another person or that falls below a generally accepted standard of conduct. Specifically this includes:

1. • Angry or vulgar language including swearing, name calling, and shouting;
2. • Physical contact with another person in an angry or threatening way;
3. • Any demonstration of sexual activity or sexual contact with another person;
4. • Harassment or intimidation with words, gestures, body language or other menacing behavior;
5. • Behavior which intends to or results in the theft or destruction of property;
6. • Carrying or concealing any weapons or devices that may be used as weapons.

Staff are trained and expected to respond to any reported violation of our code of conduct. Please do not hesitate to notify staff if you need assistance. We want to help! YMCA Management will investigate all reported incidents. Dismissal from a program or termination of YMCA Membership privileges may result from any violation of the code of conduct. No refunds will be given.

DISABILITIES

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

FEES

Monthly program participants: \$25 Registration fee

1. Free lunch students.....\$45 per month
2. Reduced lunch students...\$55 per month
3. No discount lunch.....\$65 per month

Wednesday program participants: \$15 Registration fee

- Monthly fee.....\$20

Late fee: Families will be charged \$1.00 per minute for late pick up after 5:30. At the end of the week, a late fee bill will be administered to parents and must be paid by the following Monday. If a parent fails to pay the bill by Monday after pick up, service will no longer be offered until the bill is paid.

LOST AND FOUND

Items left at the Y Rock after school program will be placed in the lost and found box at the end of each day. Ask Y Rock staff members for the location of the lost & found. All items not claimed by the end of each month will be donated.

EMERGENCY PROCEDURES

All precautions will be taken to prevent serious health risk to all our program students. In the event that a minor injury occurs, our certified staff will administer first aid at the site and an Ouch Form will be filled out.

** The following procedures will be implemented in the event of a major injury or health problem:*

1. 911 will be called
2. A First Aid certified staff person will administer immediate first aid at the site until professional services arrive. All efforts will be made by the staff to make your child comfortable.
3. The parent will be contacted, then the emergency contact person if need be.
4. A staff person will accompany the child to the hospital and will remain with the child until the parent or emergency contact person arrives.
5. The incident will be recorded on a YMCA Incident Report Form listing all medical procedures and first aid administered.

* *The emergency procedures for minor injuries are as follows:*

1. First aid will be provided and the incident will be recorded on an Ouch Form.
2. The child will be observed continuously and made as comfortable as possible during and following the treatment period. Parents will be notified.

Special Note:

- All Y Rock Staff members are trained in First Aid/CPR.
- The YMCA does not pay for treatment due to injury at Y Rock. Health cost/treatment is the sole responsibility of the parent.
- It is imperative that parents indicate their health insurance information on their Y Rock program Registration Form prior to the start of camp. Additionally, please assign an emergency contact who can be easily reached.

ILLNESS

If your child is sick, please keep him/her at home. If your child is sent to the after school program with an illness, we will notify you to pick up your child. Children will be sent home for the following reasons: fever, diarrhea, unexplainable rash, lice, upset stomach, and vomiting.

A child, who has been vomiting, has a fever or diarrhea must be kept home for a minimum of 24 hours after the symptoms have subsided. Children with lice must be nit free before returning to the Y Rock program. When a child is sent home with a communicable disease, he/she cannot return without a note from a doctor. Remember, we have the health of all students and staff to consider.

MEDICINE

Y Rock staff members will administer prescription and over-the-counter medications to children *only* when the parent, legal guardian, or physician has completed a written medication form. This includes sunscreen and bug spray, etc. All prescription medications must have a doctor's signature and be in the original container along with the child's name. ***NO EXCEPTIONS!***

PHONE CALLS

Please do not call to speak to your child or staff members during program hours unless it is an emergency. If your child is experiencing problems, we will call you immediately. You may call the Program Director with your questions or concerns at any time. **If your child has a cell phone of their own, it needs to remain off during Y Rock hours.** Please talk with the Program Director if you have any questions.

RULES & SAFETY

Safety is paramount to the Y Rock program. All students **MUST** be signed out by a parent or authorized person. All parents that are unknown to staff members will be asked to show an I.D. when retrieving their child. This helps ensure their safety.

Y Rock rules will be established and taught to the children at the beginning of each session and regularly reviewed to ensure the safety of all campers.

WEATHER

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

Special Notes to Parents

As a provider of children's programs, the YMCA strives to effectively screen and train all staff and volunteers. Our quality programs enrich the lives of thousands of children each year and the safety of every child is a top priority for us. To make sure your child remains safe outside of YMCA supervision and to protect our staff and volunteers, the YMCA encourages your cooperation in the following areas:

- It is a violation of YMCA policy for an employee to baby-sit, host sleepovers, or spend time one-on-one with your child outside of the YMCA programs.
- Talk to your child about the importance of telling you if someone does or says something that makes them feel uncomfortable. Emphasize that adults should not ask them to keep secrets from you.
- Explain to your child that she/he has a basic right to privacy and that no one should touch them inappropriately or compel them to touch someone else inappropriately.
- Instruct your child to always remain part of the group. Stress safety in numbers.
- Be concerned if your child suddenly becomes withdrawn or balks at attending certain activities or being around a particular person. Gently seek to find out why.
- Report any actions by YMCA staff or volunteers that you deem to be inappropriate to the Program Director. If these actions involve suspected child abuse, contact the Child Protective Services Department of your jurisdiction immediately, or call your local police department.

Daily Schedule

Time	Activity
2:45	Opening; Greeting/Roll Call
2:55-3:30	Outdoor recreation
3:30-4:15	Homework help/quiet activities
4:15-4:45	Organized Games, Skits, Board Games
4:45-5:30	Computer Lab/Free time

Wednesday program will involve additional activities including baking/cooking

PLEASE SIGN AND RETURN TO A Y ROCK STAFF MEMBER ON THE FIRST DAY YOUR CHILD ATTENDS THE Y ROCK AFTER SCHOOL PROGRAM

Behavior Agreement

At the YMCA we take the happiness of your children very seriously. We want every day here to become a happy memory for them. Therefore, we work hard at creating an environment that will allow this to happen. Along with our efforts, we need the children to help us create that environment by following some simple, but effective rules. Below is our Behavior Agreement, please read over it with your child and be sure they understand what it is and why they are signing it. This will help us help them have a wonderful experience at Y Rock after school program! Thank you!

- I will listen to the staff and follow their directions.
- I will respect other people's belongings by not touching/using their stuff without permission.
- I will sit properly with my feet facing forward, bottom in my seat and all legs of the chair on the floor.
- I will respect other's person space by keeping my hands and feet to myself.
- I will not hit or fight other people.
- I will not yell while inside the building and will use my inside voice when speaking.
- I will use appropriate language. Which does not include swear words or negative remarks. (I.E. "Shut up," "Stupid", "Dumb", etc...)
- Before leaving the room, I will ask a staff member for permission.
- I will respect other's feelings by having a positive attitude when talking to them.

Not abiding by these rules can result in suspension from the program. All incidents will be handled on a 3 incident system, except hitting/fighting. Hitting/fighting will be an immediate 1-day suspension from the program. All other incidents will be handled as follows:

- 1st Incident: VERBAL WARNING
- 2nd Incident: WRITTEN WARNING/PARENT MEETING
- 3rd Incident: 1-DAY SUSPENSION

At the Program Director's discretion, students that receive 3 written warnings during a session may be asked to leave the program for the remainder of the session.

Parent Signature _____ Date _____

Student Signature _____ Date _____

Parent Acknowledgement

I have read and understand the information contained in this YMCA 2014-2015 Y Rock Parent Handbook. I agree that both I and my child or children will abide by the policies and procedures presented

Printed Name: _____

Signature: _____

Date: _____

Child's Name: _____