



**YMCA OF SOUTHWESTERN INDIANA**  
**BEFORE & AFTER SCHOOL**  
**2023-2024 Parent Handbook**

# TABLE OF CONTENTS

|  |           |
|--|-----------|
| <b>PROGRAM OFFERINGS .....</b>                 | <b>2</b>  |
| <b>PROGRAM COMPONENTS .....</b>                | <b>3</b>  |
| <b>PROGRAM GOALS .....</b>                     | <b>4</b>  |
| <b>PROGRAM PROCEDURES .....</b>                | <b>5</b>  |
| <b>PROGRAM LOCATIONS/HOURS.....</b>            | <b>6</b>  |
| <b>ENROLLMENT PROCEDURES .....</b>             | <b>7</b>  |
| <b>INCLEMENT WEATHER/SCHOOL DAY OFF.....</b>   | <b>9</b>  |
| <b>SUPERVISION OF STUDENTS .....</b>           | <b>10</b> |
| <b>BEHAVIOR MANAGEMENT .....</b>               | <b>11</b> |
| <b>SAFETY INFORMATION .....</b>                | <b>13</b> |
| <b>COMMUNICATION/CONTACT INFORMATION .....</b> | <b>14</b> |

## PROGRAMMING TO MEET YOUR NEEDS

**BEFORE & AFTER SCHOOL CARE:** Located in schools and available from 6:30am until school starts and after school until 6:00pm in Warrick County, Posey County, MSD of Mount Vernon, North Gibson, Christ the King, Evansville Lutheran, Resurrection, and St. John the Baptist. Please check your individual school on page 6 for specific hours and locations.

**SCHOOL DAY OFF:** When school is out, we are in! Care is available during school closures, days off, and snow days at both our Dunigan Branch and Ascension St. Vincent Branch.

**WINTER/SPRING BREAK CAMP:** Full day camp is offered at the Dunigan Family YMCA and the Ascension St. Vincent YMCA during Winter Break and Spring Break.

**SUMMER DAY CAMP:** The fun doesn't stop when summer hits! Join us for summer fun at any of our 13 Summer Day Camp programs! Care is available all day long.



# YOUTH DEVELOPMENT PROGRAM COMPONENTS

| COMPONENT   | DOSAGE                             | DESCRIPTION  |
|---|------------------------------------|--|
| <b>21st-CENTURY SKILLS</b>  | 2 times per week                   | Project-based learning aligned with school-day curriculum that involves teamwork, time management, digital moviemaking, STEM, journalism club, or robotics club  |
| <b>ARTS</b>   | 1 hour per week                    | Projects with clear learning objectives that engage youth in planning, implementation, and debriefing  |
| <b>COLLEGE &amp; CAREER READINESS</b>   | 2 times per month                  | Activities that allow participants to explore career paths and higher education opportunities (e.g., career club, trips to local colleges, etc.)   |
| <b>FAMILY AND PARENT ENGAGEMENT</b>   | A minimum of 1 time every 3 months | Multiple ways for parents and families to engage including monthly events, interactions with staff, and volunteer opportunities  |
| <b>GLOBAL LEARNING &amp; INCLUSION</b>  | 1 hour per week                    | Cultural events and projects that explore diverse perspectives, ideas, beliefs, and customs (e.g., "Who I am" activity or Passport Around the World)   |
| <b>HEALTH &amp; WELLNESS</b><br>• Wellness & Nutrition<br><br>• Physical Activity | 2 times per month                  | Nutrition education and other activities related to well-being aligned with the Y's Healthy Eating and Physical Activity (HEPA) standards (e.g., Food & Fun, yoga, body image, hygiene, dental health) |
|   | 30 minutes daily                   | Indoor or outdoor activities that align with the Y's HEPA standards (e.g., CATCH, Food & Fun, dance, team sports)  |
| <b>ACADEMIC ENRICHMENT</b><br>• Homework Help<br><br>• Math or Literacy           | 30 minutes daily                   | A time for small groups or partners by grade to work on homework in the presence of an adult staff member.   |
|   | 30 minutes daily                   | Broad-based conceptual/cognitive learning that may or may not directly relate to school content beyond homework (e.g., KidzLit/KidzMath, Afterschool Math Plus)  |
| <b>LEADERSHIP DEVELOPMENT</b>   | 2 times per week                   | Experiences that intentionally allow participants to plan, develop, and lead program components with staff support (e.g., snack choice, activity planning)   |
| <b>SERVICE-LEARNING</b>   | 1 project per quarter              | Projects with clear learning objectives that engage youth in planning, implementation, and debriefing (e.g., community garden)   |

Activities take place in the following contexts which are balanced throughout the day and week.



**Center Choices:** Children are given a variety of activity options, ranging from center choices to staff-directed learning centers.



**Individual or Small Group:** Activities may be initiated by staff with the expectation that all staff will work on the activity (e.g. homework or quiet time), or they may be initiated by the children themselves.



**Project Time:** Time is set aside for children to begin or return to a long-term project needing specified space, tools, or leadership.



**Large Group:** Activities are designed for large group participation under the leadership of a staff member (e.g. active games or group discussions).



**Indoors and Outdoors:** We strive to balance indoor and outdoor activities, with a minimum of 60 minutes of physical activity and movement each day.

# PROGRAM GOALS

At the YMCA Before and After School program, we will serve your child with compassion, patience, skill and respect. It is our desire that staff and parents become partners to better serve your children. In turn, we ask that you, as a parent, help us. Let us know of any concerns, ideas or thoughts that you may have regarding the Before and After School program. The YMCA is a place for families, and we want to do everything possible to strengthen and support your family.

The staff at the YMCA believe that each child is a unique individual with his/her own rate of development. Our goal is to introduce children to as many new experiences as possible and help each child feel confident and secure in a fun, safe environment. We are dedicated to molding the lives of our kids and creating friendships and memories that will last a lifetime.

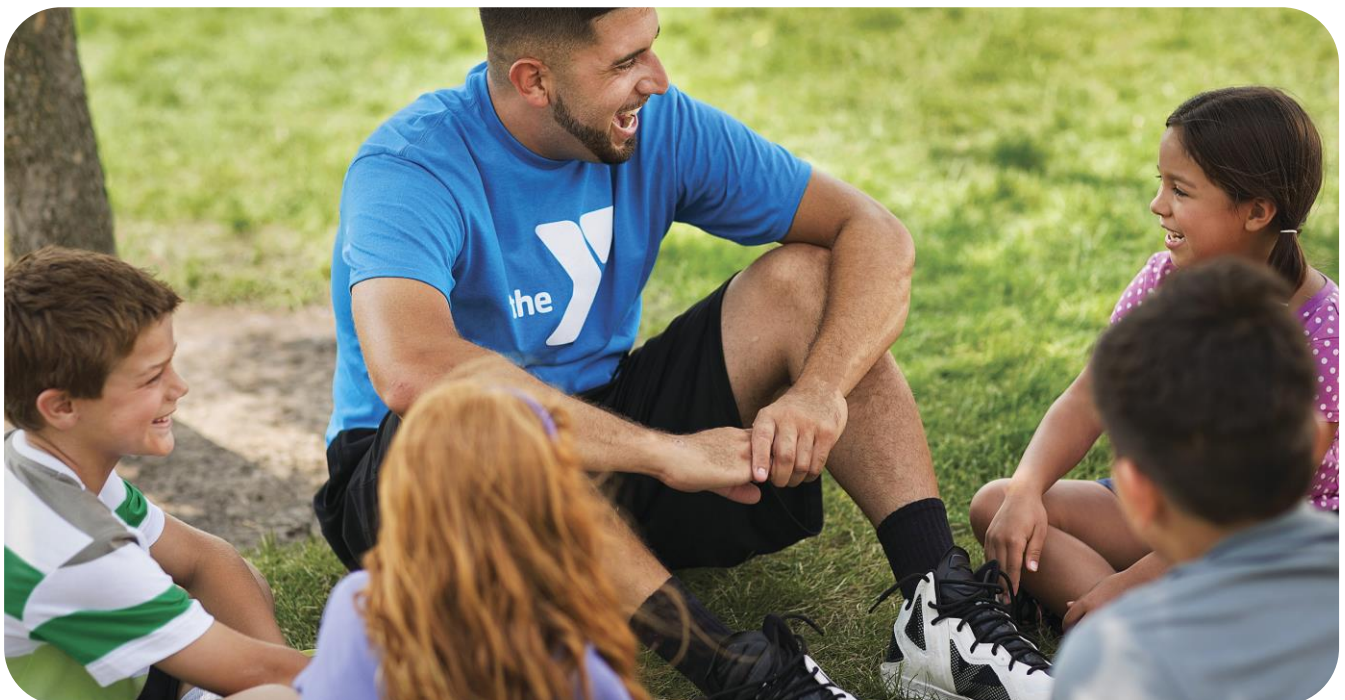
All YMCA Before and After School programs are designed to help children develop to their fullest potential by focusing on:

- Self-Awareness, Self-Confidence, and Self-Worth
- Interpersonal Relationships
- Character Development
- Develop Leadership Ability
- Appreciate Diversity
- Physical Skills
- Health and Nutrition
- HAVE FUN!

## CORE VALUES

The YMCA of Southwestern Indiana works to accomplish its mission by living and sharing the following core values:

- **Caring:** considerate to the needs and feelings of others
- **Honesty:** begin trustworthy and truthful
- **Respect:** treating others, the environment, and yourself with dignity
- **Responsibility:** accepting accountability for your actions and role in the community
- **Faith:** following the example of Jesus Christ





# PROGRAM PROCEDURES

## SIGN IN / OUT PROCEDURES

If you are new to our program, please allow extra time at drop-off and pick-up. You will be required to sign your initials as well as the time that you are signing your child into or out of the program.

**Before School Care:** For the safety of every child, the YMCA requires that all children are properly signed in to the program by an adult.

**After School Care:** Please make sure your child's teacher is aware of their after school plans. Upon arrival to the program area, children will be signed in by a counselor. If your child is involved in another after school activity, please make sure on-site staff are aware.

**Absences:** You do not need to notify the YMCA when your child won't be attending.

**Program Pick-Up:** Only those persons designated on the child's authorized pick-up list will be allowed to sign the child out from the program. All authorized persons must be 16 years of age or older. In order to sign out a child, ***a photo ID must be shown to a staff member.***

**Authorized Pick up List:** Upon enrolling you will be asked to list individuals who are authorized to pick up your child. In addition to the parents listed on your registration form, please add any other authorized adults that might be picking up your child. All authorized persons must be 16 years or older.

If, at any time, someone would need to pick up your child but was not included on the authorized pick up list, please follow this procedure:

- Contact (via phone or email) the Child Care Coordinator for your school (contact information on page 14 of this manual)

**Please Note:** It is our responsibility to see that your child leaves with the appropriate person each day. ***We will ask for identification.*** Please do not be offended, as this is done with the child's safety in mind.

YMCA staff will encourage any adult who appears to be intoxicated or under the influence of drugs to call an emergency contact or a taxi to take them and their child home. If an adult, under the influence, chooses to leave the YMCA program site, staff will contact local police.

In the event of a custody situation where a court order is in place, please contact the Child Care office to set up guidelines regarding the release of your child. A copy of legal documents restricting the release of children must be provided.

**Late Pick-Up:** Parents who arrive after 6:00 pm will be assessed a \$1 fee for the first 5 minutes and \$1 per minute after 6:05pm. This is a per child fee. The fee will be added onto your account. After three late arrivals, the YMCA has the right to suspend or terminate services.

## ITEMS TO LEAVE AT HOME

The YMCA is not responsible for students' possessions that are lost, stolen, or damaged. Please leave toys, **electronics**, expensive jewelry, and other valuables at home.

## ANNUAL CAMPAIGN: PENNY DRIVE

The YMCA believes every child should have the opportunity to be a part of a program that helps them grow and thrive, regardless of the ability to pay the full rate. To support this belief, the YMCA raises funds through the Annual Campaign (Penny Drive). All of our Before and After School sites hold a two week fundraising event, called the Penny Drive, in March. Your child will have the opportunity to help raise money, teaching the importance of helping those in need.



# CHILD CARE LOCATIONS AND HOURS

## 2023/2024 YMCA CHILD CARE PROGRAM HOURS AND LOCATIONS

### POSEY COUNTY

#### **MSD Mt. Vernon**

- **Marrs Elementary School**
  - The YMCA Before & After School Care program is available before school, Monday – Friday from 6:30am until school starts and after school from school dismissal until 6:00pm.
- **West and Farmersville Elementary**
  - Both schools will be at West.
  - West and Farmersville do not have a Before School program. The YMCA After School Care program is available after school from school dismissal until 6:00pm. Farmersville students will be bused from Farmersville to West to attend the after school program.

#### **MSD Posey County**

- **South Terrace and North Elementary Schools**
  - The YMCA Before & After School Care program is available before school, Monday – Friday from 6:30am until school starts and after school from school dismissal until 6:00pm.

### VANDERBURGH COUNTY

- **Evansville Lutheran, Christ the King, Resurrection and Holy Redeemer Schools**
  - The YMCA After School Care program is available Monday – Friday after school from school dismissal until 6:00pm.

### WARRICK COUNTY

- **Loge\*, Oakdale\*, Chandler, Castle, Sharon, Newburgh, Yankeetown, Elberfeld\*, Lynnville, St. John the Baptist\***
  - The YMCA Before & After School Care program is available before school, Monday – Friday from 6:30am until school starts and after school from school dismissal until 6:00pm.
  - \*Elberfeld Elementary and St. John the Baptist do not have a Before School program and will operate after school from school dismissal until 6:00pm
  - \*Loge Before School is held at Oakdale Elementary school; children will be bused from Oakdale to Loge for the start of school. Parents will need to make busing arrangements for their child.
  - \*Oakdale has a Before School program but the After School program is provided by our YMCA REACH Grant, a FREE but separate program from our After School Program. If you would like more information, please contact the Oakdale Elementary School front office.

### NORTH GIBSON COUNTY

- **Princeton Primary School, Princeton Intermediate School**
  - The YMCA Before & After School Care program is available before school, Monday – Friday from 6:00am until school starts and after school from school dismissal until 5:30pm.

## DATES CHILD CARE WILL BE PROVIDED

Child Care will be provided each day there is school. Please take the time to look at the school calendar for your specific school for any other days that school will not be in session. When your school is not in session, the YMCA Before & After School program will not provide care for that day.

If you are interested in care for the days when school is not in session, please see Page 9 for information on our School Day Off program!

# ENROLLMENT PROCEDURES

## PROGRAM ATTENDANCE OPTIONS

- Before\* School Only
- After School Only
- Before\* & After School
- Part-time: 1-2 days per week
- Full-time: 3-5 days per week

\*A Before Care program is not offered at all locations. See program locations and hours on page 6 for specific care at your school.

## FEES

### Part time: 1 or 2 days per week

|                       |         |
|-----------------------|---------|
| Before School Only    | \$25.00 |
| After School Only     | \$37.00 |
| Before & After School | \$43.00 |

### Full time: 3-5 days per week

|                       |         |
|-----------------------|---------|
| Before School Only    | \$36.00 |
| After School Only     | \$54.00 |
| Before & After School | \$65.00 |

### Per child

**FOR EACH  
ADDITIONAL  
CHILD IN THE  
SAME FAMILY, A  
10% DISCOUNT  
WILL APPLY**

*Princeton Primary and Intermediate Schools use full-time weekly rates only.*

Enrollment is open to any child physically attending the school where the YMCA Before and After School program is offered. Children in 6th grade who have moved to middle school may attend, but must arrange their own transportation to their home grade school. Please contact the Y for enrollment for a 6th grade student.

## ENROLLMENT METHODS

Enrollment for each individual program must take place every year and is completed online. For the safety of the children and staff, no payments are permitted at sites.

- Families interested in ongoing enrollment must participate in our automatic payment system (bank draft or credit card), which will draft on Monday of the week prior to the week of program attendance.
- Families interested in a week to week enrollment must pay by Thursday of the week prior to the week of program attendance through their online account or at a YMCA Branch using cash, check, or credit card. All checks should be made payable to the YMCA. Any payment not made by the Thursday prior to the week of care will include a \$10.00 late fee. In addition, if a payment is not received by Thursday of the week prior to the week of program attendance, your child may lose his/her spot in that week.

The parent or guardian that has signed the registration form is the only individual authorized to make changes to the child's account or forms. The YMCA will share documents, including attendance records related to your child, with both parents/guardians, unless court documents warrant otherwise.

**In the event that you update any of your child's forms in your account, please notify the appropriate Coordinator that a change has been made.**

## ENROLLMENT DEADLINE

The deadline for program enrollment (including payment) must be completed by Thursday of the week prior to the week of program attendance. Enrollment occurring after the Thursday deadline must be completed through the Accounts Receivable Specialist. If enrollment (and payment) is not complete by the Thursday deadline (4 days in advance of the week of service), a \$10.00 late fee will be applied to care. Payment must be made upon enrollment or your child will not be able to attend the program until the account is paid in full.

## **NSF Policy**

Failed automatic payments or returned checks will be assessed a \$20 fee, and families will not be able to utilize the program until a payment is made in full. We will attempt to redraft should an automatic payment fail.

## **COURT-ORDERED DOCUMENTS**

Should you have court ordered paperwork for any parties who are not able to have contact with your child enrolled in the YMCA Before and After School program, it is required that the legal custodial parent or guardian provide documentation of any custody and/or guardianship agreement at the time of registration and keep it updated regularly.

## **PAYMENT RESPONSIBILITY**

The parent/guardian enrolling the student is responsible for the weekly payment of all child care programs and related fees and ensuring all balances on the account are paid in full. The YMCA will not get involved in financial, custody, or personal disputes between parents or guardians. By registering the student, the parent/guardian acknowledges that the YMCA of Southwestern Indiana, Inc. is not responsible for carrying out court ordered split payment arrangements or any other court ordered payment details, will not accommodate billing for split payment arrangements, and cannot enforce court ordered split payment arrangement collections on behalf of the individuals named in the court order. The person billed the weekly tuition will be the individual indicated as the "Person Responsible for Payment" on the Before & After School registration form.

## **REGISTRATION CANCELLATION/REFUNDS**

Enrollment in Y programming reserves your child's space, time and staffing whether your child attends the program or not. As such, weekly fees are due and billed regardless of attendance, except under the cancellation policy. This includes absence due to illness, non-attendance and inclement weather.

Families can add to their enrollment through the website. Cancellations or changes to your number of days of care must be made by going to the YMCA website and clicking on Child Care & Camp and then Before & After School Care. The button to adjust or cancel a week of care is at the bottom of the page. You may also click the link below:

<https://ymcaswin.org/child-care-camp/before-and-after-school-care/>

Cancellations and adjustments must be submitted 14 days in advance in order for a credit (or refund if there are no future enrollments) to be given. If an adjustment is not requested by the 14-day deadline, the account will be charged for the original enrolled dates, and no adjustments will be made.

## **FINANCIAL ASSISTANCE**

Due to contributions from our generous donors, the YMCA is able to offer a sliding fee scale based on household income. The Financial Assistance Form is available online on our website and at our program sites. You can turn it in to the program site, a YMCA branch, or scan it to a Program Coordinator.

If you wish to make a contribution to our Annual Campaign, please visit <https://ymcaswin.org/support-the-y/donate/>

## **LIMITED ENROLLMENT**

Due to program popularity and space restrictions, all of our Before & After School programs have limited enrollment. To ensure availability, we encourage our families to utilize the ongoing enrollment.



# INCLEMENT WEATHER CARE

## SCHEDULED EARLY DISMISSALS/HALF DAYS

During the school year, there may be scheduled early dismissal or half days. On these days, the After School program will be available at your child's school from the time of school dismissal until 6:00pm at no additional cost.

## INCLEMENT WEATHER / SCHOOL DELAYS

If the start of school is delayed due to inclement weather, the YMCA staff will make every effort to be at your child's school by the designated start time. On these days, the staff will stay until school begins (YMCA Before School program sites only).

If school is cancelled during a delay, our program will be cancelled as well and staff will begin calling all parents for immediate pick up. Parents will have one hour to pick up their child. **If you have registered** your child for the School Day Off program you may bring them to the YMCA facility site for care 2 hours after school cancellation is announced.

If school is released early due to inclement weather, the After School program will be available at your child's school as soon as school is dismissed. To ensure the safety of our children, families, and staff, we will notify parents to pick up their children immediately.

If school is closed prior to program start time due to inclement weather, the YMCA Child Care program will also be closed. **If you have registered** your children for the School Day Off program at either Y location, you may drop your child off starting at 7:00am.

# WHEN SCHOOL IS OUT, THE Y IS IN!

## SCHOOL DAY OFF/WINTER BREAK CAMP/SPRING BREAK CAMP

Our School Day Off Program is open to all children ages 5-12. Full day care (7:00am-5:30pm) is offered at the Dunigan and Ascension St. Vincent YMCA locations. **Registration for these programs is separate from the Before and After School program.**

### SCHOOL DAY OFF PROGRAM

The School Day Off program covers any day that school is cancelled due to inclement weather, plus select days off as indicated on the Warrick County School Corporation and Evansville Vanderburgh School Corporation calendars. For a list of specific days covered, please visit our website <https://ymcaswin.org/child-care-camp/school-day-off-program/>

### WINTER BREAK / SPRING BREAK CAMP

Camp Programs include Spring Break and Winter Break. Camps are separate from School Day Off and require a separate registration. Our program is enhanced by various guests and outside experiences. Field trips and/or guest speakers and swimming will be offered during Winter Break and Spring Break at both Y locations.

Registering is easy! Visit our website <https://ymcaswin.org/child-care-camp/> or contact either YMCA branch for assistance. Please note, spots fill up quickly so register early!

# SUPERVISION OF STUDENTS

## STAFF SAFETY REQUIREMENTS

The YMCA takes pride in the staff in our programs. We carefully select and train educated, caring people with a commitment to nurturing every child's potential. Staff have been screened through reference checks and a criminal history check. The YMCA requires all staff to take CPR, First Aid, Oxygen, Child Abuse Prevention, and Bloodborne Pathogen trainings. Continued education trainings are offered and taken throughout the staff member's employment.

## STAFF RELATIONSHIPS WITH CHILDREN

Staff members may not be alone with children they meet in YMCA programs outside of the program setting. This includes babysitting and inviting staff members to children's homes. Exceptions may be made only if either of the following conditions exist:

1. The staff and child's family have a relationship that pre-dates the staff member's employment or child's enrollment in the YMCA program. All staff must notify their supervisor if a pre-existing relationship exists.
2. The staff and child's families are related.

## STAFF RATIOS

Children will be actively supervised by qualified YMCA staff with the following ratios. We strive to follow these ratios, but will never exceed 1:20.

| AGE                        | STAFF | STUDENTS |
|----------------------------|-------|----------|
| 4                          | 1     | 12       |
| 5 and up                   | 1     | 14       |
| State of Indiana: 6 and up | 1     | 20       |

## ACCOMMODATION REQUESTS

If your child requires a special accommodation, please inform the YMCA by filling out the "Accommodation Request Form" upon registration. This includes any special circumstances which may affect the child's ability to participate fully and within the guidelines of acceptable behavior, including but not limited to any serious behavioral problems or special circumstances regarding psychological, medical or physical conditions. Upon being informed of such circumstances, the Child Care Coordinator may require a conference with the parent(s)/guardian so that we can work together to develop the best plan for your child. Common occurrences in the before and after school setting are loud noises, bright lights, unpredictable schedules, crowds of people, over stimulation, and losing in a game or activity.

Please be aware that it is the responsibility of the parent/guardian to make full disclosure to the YMCA of any special circumstances which may affect the ability of a child to participate, as described above. It is also the responsibility of the parent/guardian to inform the YMCA of any requested accommodation believed by the parent/guardian to be necessary and readily achievable for such participation; and a full disclosure of any special circumstances is material to the YMCA's evaluation of the child's ability to participate and the YMCA's consideration of any requested accommodation.

## REPORTING SUSPECTED CHILD ABUSE

In order to ensure the well-being of all children in our care, our staff have a continuing duty under state law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse, to the Department of Children Services and to cooperate in any investigation of such possible neglect or abuse. All staff members are mandatory reporters and must follow Indiana's statute for mandatory reporting. We may be subject to criminal penalties if we fail to report such possible harm. Staff are not allowed to comment to parents, other staff, or any other persons on the subject of reported child abuse. Parents may not accuse or question staff concerning child abuse allegations. Child abuse investigations are a matter for DCS or local police departments.

# BEHAVIOR MANAGEMENT

## BEHAVIOR MANAGEMENT PHILOSOPHY

At the YMCA of Southwestern Indiana, our top priority is to provide a safe and enriching experience for all children. To help ensure that all children are able to succeed in a safe and nurturing environment, we implement, and ask every child in our programs to follow our YMCA Child Care Behavior Management Policy.

Our program's philosophy is based on respect for the child's self-esteem, setting reasonable limits, and creating an environment that encourages self-discipline, problem solving, and conflict resolution. We see the opportunity to teach values of getting along with others, solving problems in a positive way and learning self-control as the key to a successful program. The staff is dedicated to working together with the children and parents to resolve any concerns that may arise.

Guidance and discipline are positive and appropriate to the situation and to the child's developmental level. No child will be humiliated, shamed, frightened, or subjected to verbal abuse. Within YMCA programs, children have the resource of the staff to help them solve conflicts. We ask that you encourage your child to go to staff when conflict arises. Staff may consult with the parents about problems that are occurring in the program and encourage parents to discuss any problems they are having at home. It is very important for us to work together for the benefit of the children.

### YMCA Program Expectations

- Speak for yourself
- Use put-ups; not put-downs
- Care for others, the property, and yourself
- Be responsible for yourself
- Listen to others
- Be honest
- Show respect for all
- Do unto others as you would have them do unto you

## Behavior Management Guidelines

When a conflict arises concerning the rights of other people and/or property, our goal is to work with each participant individually to solve the problem through effective communication and logical consequences. Other behavior management techniques, which include redirecting behavior, removal from a particular activity, and parent consultation, will be used in situations where conflicts continue. If you find that you do not agree with our discipline policy, please share your feelings and beliefs with us. We will attempt to work out our differences; however, if you find yourself uncomfortable with our methods and we haven't been able to work out a compromise, you may need to consider other arrangements for your child.

The YMCA Child Care program categorizes misbehavior into two general types.

**Level 1:** Behavior is minor but disruptive and inappropriate. This includes, but is not limited to: profanity, uncooperative behavior, not following staff directions, or being untruthful. Children who engage in such behavior will be guided by our behavior management plan. Ongoing disruptive behavior will result in written documentation and logical consequences. Escalating behavior may result in a meeting with the Child Care Coordinator. Parents may be contacted to discuss behavior or special circumstances.

**Level 2:** Behavior includes, but is not limited to damage or theft of property, assault, verbal abuse, possessing weapons, threat of violence and/or repeated level 1 behaviors. Such behavior will be documented, dealt with immediately, and may result in dismissal from the program. No refunds will be issued.

**Threats of Violence:** All threats of violence towards another child or staff and/or the threat of bringing a weapon to the program will be taken very seriously and will result in immediate suspension. Decisions regarding a child's ability to return to our program after a threat will be made on case by case basis with input from parents, staff, and school personnel (if applicable).

**Property and Equipment Damage:** Parents may be held financially responsible for intentional damage to equipment and facilities caused by their child.



## Behavior Management Process

When a participant does not follow the behavior guidelines, we will take the following steps. Depending on the severity of the behavior, the YMCA reserves the right to utilize these interventions in any order:

1. Staff will redirect the child and discuss appropriate behavior.
2. Child will be encouraged to take "personal time" to regain composure and/or discuss other choices for behavior.
3. If the behavior persists, staff will document the incident on a Behavior Report and a copy will be shared with the person who picks the child up that day. If the child's behavior threatens the immediate safety of that child, another child, or staff, the parent or guardian will be notified and expected to pick the child up immediately.
4. If the behavior continues, the child will receive a 1-3 day suspension. Staff will document the incident on a Behavior Report. The Child Care Coordinator will contact the parent or guardian to discuss appropriate next steps. Follow up contact may be scheduled to evaluate progress.
5. If the problem persists or a child continues to disrupt the program, the Y reserves the right to suspend the child from any YMCA Child Care program, to include both Before & After School Care and Day Camp, for one year. A meeting with the Child Care Director must be scheduled before the child can return to the program. In most instances, the child is eligible to return the following year.
6. In extreme cases where a child's behavior causes a safety concern for other participants or staff, permanent expulsion from the program may be considered.

**Confidentiality Policy:** The YMCA will only discuss a child's behavior/consequences with the parent or guardian of that child. It is inappropriate for one adult to seek out another adult to discuss their child's inappropriate behavior. All behavior concerns should be brought to the staff's attention. The staff will address the issue with the other adult. Although you may be curious about the outcome of such a discussion, staff is strictly prohibited from discussing anything about another child with you.

## ADULT CODE OF CONDUCT

The Y requires adults of enrolled children to behave in a manner consistent with the Y values of caring, honesty, respect and responsibility. The Y goal is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the staff, but the responsibility of each and every adult who enters the program. Adults are required to behave in a manner that fosters this ideal environment. Adults who violate the code of conduct may be asked not to return to the program. Participants can be removed from the program based on inappropriate behavior of parent or guardian.

**Swearing/cursing:** No adult is permitted to curse or use other inappropriate language in a YMCA program, whether in the presence of children or not. This includes phone conversations and email exchanges with staff. Such language is considered offensive and will not be tolerated.

**Threats:** Threats of any kind towards staff, children or other adults will not be tolerated.

**Confrontational Interactions:** While it is understood that parents will not always agree with the staff or the parents of the other children, it is expected that all disagreements will be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

**Addressing Program Participants:** Adults are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. No adult may physically or verbally punish another adult's child. If an adult should witness another adult's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the adult to direct their concern to the staff. Parents are not permitted to spank or slap their own child while at a program site.

**Violations of Safety Policy:** Adults are required to follow all safety policies at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the children and staff.

# SAFETY INFORMATION

## MEDICATION POLICY

YMCA staff may dispense medication with a prescription label (labels for over the counter medications can be obtained at a pharmacy). Any medication dispensed at the site must be in its original container with the child's name on it. An Authorization to Administer Prescribed Medication from Home form must be completed upon enrollment. Please note that YMCA staff are NOT able to give the first dosage of any medication. In addition, YMCA staff are not permitted to give medication to control or contain fever. If your child refuses medication, we will contact you for further instructions. YMCA staff may only dispense medication on the Medication Authorization form.

## ILLNESSES

If your child becomes ill while in the YMCA's care, our staff will contact you to pick him/her up. A sick child is to be kept home for the child's sake as well as others. Children may return to the program after they have been fever-free for 24 hours, without medication, and are symptom free. If your child has a communicable disease, please notify the Y as soon as possible. Due to ratios, if your child is unable to be outside due to illness, we may not be able to accommodate this request.

## COVID-19/CONTAGIOUS DISEASES

We have updated our procedures to keep the health of participants, their families, and our staff as the priority during this time. We will follow school policy for student mask procedures. Additionally, program space will be cleaned and sanitized regularly. You can learn more about specific procedures at your child's site by visiting the Child Care page of our website at [ymcaswin.org](http://ymcaswin.org). If your child has a confirmed case of a contagious disease, he/she must be kept at home. Please contact the Child Care Coordinator for your school so a general notice (all names will be confidential) can be posted at the program location. At the discretion of the Child Care Coordinator, we may ask you to submit a doctor's statement prior to your child returning to site. The following conditions are categorized as "highly contagious": COVID-19, strep throat, measles, mumps, chicken pox, diarrhea, scarlet fever, pinworms, viral infections, and impetigo.

## ACCIDENTS & INJURIES

The safety of the children in our care is our top priority. Children are often testing their physical limits, making accidents inevitable. With minor injuries, the YMCA staff will verbally communicate with the parent/guardian. In the event of a medical emergency requiring a doctor's treatment, we will first contact a parent/guardian; in the case they do not answer, we will contact the emergency contact listed for your child. In the event that they cannot be reached, the signed authorization on the child's registration form will allow the YMCA to secure prompt treatment. Emergency personnel will take the child to the emergency room via ambulance. Injuries requiring ambulance service or medical attention are the financial responsibility of the guardian. There will be a YMCA staff on site trained in First Aid, CPR/AED, and Oxygen at all times. The YMCA warns that children and adolescents with a concussion who return to play before they are completely recovered are at risk for prolonging their symptoms.

## BATHROOM PROCEDURES

All children will take trips to the bathroom with the entire group and/or a small group and Before and After School staff (always in groups of three or more). Children will never go to the bathroom in groups of two. In the case that a child will go to the bathroom by themselves, staff will be sure no one else is occupying the bathroom before sending the child in. Our staff are not authorized or trained to assist in toileting or changing.

## WEATHER OR OTHER EMERGENCIES

In the event of a fire, tornado, natural disaster, or other related emergency situation, our YMCA staff will follow the school's established plans. Staff may take children outside with a wind chill at 32 degrees or higher. If it is snowing or windy, we will not stay outside for more than 20 minutes at a time. All children should be dressed appropriately for outside weather.

## SAFE CONDITIONS POLICY

Staff will visibly scan all surfaces, equipment, and furnishings to ensure safe condition. If there is a mechanical failure of heat, water, power, etc., the YMCA Child Care programs will not provide programming. If a program is already started, staff will contact parents, asking them to pick up their children as soon as possible.

# ADMINISTRATION AND STAFF

Communication is the foundation of the relationship between YMCA staff and families. The YMCA will communicate with families through a variety of outlets, including email communication, and face to face conversations about your child's experience in the program. We also encourage families to inform the YMCA of changes happening in your family which influence the way your child relates to others. Staff members can better provide for a child's needs if they are aware of the situation. We will treat this information with the utmost discretion. We ask that, while your child is in our care, someone is always available by phone for emergency situations.

If you ever have questions, the best way to communicate is with the Program Lead at your child's site. You can do this in person or by calling the site phone number listed on the following page. Each school also has a full time Child Care Coordinator that is always available for questions, concerns and feedback. Contact information can be found below.

## CHILD CARE STAFF CONTACT INFORMATION

**Kelly Boylls**, Child Care Branch Executive Director  
boylls@ymcaswin.org/812.492.6718

**Amy Epley**, Accounts Receivable Specialist  
Registration | Payments | Account Adjustment  
businessoffice@ymcaswin.org/812.492.6728

**Brandon Schu**, Child Care Coordinator  
Evansville Lutheran | Holy Redeemer | Marrs | North | Resurrection | South Terrace | West  
schu@ymcaswin.org/812.491.7710

**Lauren Devine**, Child Care Coordinator  
Chandler | Elberfeld | Loge | Lynnvillle | Oakdale | Princeton Intermediate | Princeton Primary  
devine@ymcaswin.org/812.492.6720

**Kathryn Johnson**, Child Care Coordinator  
School Day Off | Winter/Spring Break Camp | Summer Day Camp  
johnson@ymcaswin.org/812.492.6719

**Dana Rust**, Child Care Coordinator  
Castle | Christ the King | Newburgh | Sharon | St. John the Baptist | Yankeetown  
rust@ymcaswin.org/812.491.7715

## TAX IDENTIFICATION NUMBER

Use the following information for the filing of proper childcare tax credits:

YMCA of Southwestern Indiana  
516 Court Street  
Evansville, IN 47708  
Tax ID Number: 35-0869074

Please keep your receipts for tax purposes, if needed.



# KEEPING YOU INFORMED

## NEWSLETTER

Monthly emails are sent out to the primary email address on your YMCA Account as well as the primary email address on your child's forms. Each email will contain important information, dates, and announcements. If you are not receiving these emails, please check your Spam folder and whitelist the Y as an approved sender. Another reason could be that your email address has been unsubscribed from our system. To re-subscribe, go to our website at [ymcaswin.org](http://ymcaswin.org) and re-subscribe by joining our email list at the bottom of the Home page.

## 2023-2024 PARENT FACEBOOK PAGE

Please join our 2023-2024 Before & After School Facebook page, "2023-2024 YMCA Before & After School Parent Page". Once you request permission to join the page, your account will be reviewed and compared against the child's registration. Only Parents/Guardians will be allowed to join the page. A link will be sent out with Welcome letters prior to the school year.

## EXTENDED SCHOOL ACTIVITIES/SPORTS

If your child will be participating in extended school activities and/or sports during a week that they are in Before & After School care, please communicate with staff at your child's site so we can make sure they get to/from the activity location safely. The YMCA will work with the school, but it is your responsibility to communicate with both the school and the YMCA regarding what activities your child is participating in and their schedule.

# SITE PHONE NUMBERS

### WARRICK COUNTY

J.H. Castle Elementary  
Chandler Elementary  
Elberfeld Elementary  
Loge Elementary  
Lynnville Elementary  
Newburgh Elementary  
Oakdale Elementary  
Sharon Elementary  
St. John the Baptist  
Yankeetown Elementary

### Site Phone Number

812-431-1605  
812-461-7643  
812-205-1535  
812-453-3520  
812-205-5444  
812-449-3793  
812-453-4958  
812-204-7158  
812-205-4942  
812-568-8531

### POSEY COUNTY

Marrs Elementary  
North Elementary  
South Terrace Elementary  
West Elementary

### Site Phone Number

812-319-8290  
812-457-4316  
812-457-5163  
812-204-9141

### VANDEBURGH COUNTY

Christ the King  
Evansville Lutheran  
Holy Redeemer  
Resurrection

### Site Phone Number

812-598-4697  
812-598-4745  
812-319-1814  
812-450-0567

### NORTH GIBSON COUNTY

Princeton Primary

### Site Phone Number

812-431-9341