



**FOR YOUTH DEVELOPMENT®**  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# LAUGH, LEARN, GROW

**BEFORE & AFTER SCHOOL CARE • PARENT  
HANDBOOK  
2022-2023 SCHOOL YEAR**

**STEVENS POINT AREA YMCA  
AGES 5-12**

# TABLE OF CONTENTS

<b>PROGRAM OVERVIEW</b> .....	3
Activities.....	3
Schedule	
Parent Involvement .....	3
Discipline.....	3
<b>ADMISSION/ENROLLMENT</b> .....	4
<b>DAILY SCHEDULE AND NEEDS</b> .....	5
Before Care.....	5
Snacks/Meals.....	5
Clothing.....	5
Lost and Found/Electronics .....	5
Injury/Medical Emergency .....	5
After Care.....	5
Emergency Evacuation .....	5
<b>POLICIES</b> .....	6
Fees and Payment .....	6
Illness.....	6
Late Pick-Up.....	7
Absences .....	7
Snow Emergency .....	7
Withdrawal – Program.....	7
Child Abuse Prevention.....	7
Concealed Weapons .....	8
<b>OUR MISSION</b> .....	8
<b>YMCA BEFORE &amp; AFTER SCHOOL CARE SITE PHONE NUMBERS</b> .....	9

# PROGRAM OVERVIEW

This information is intended to answer questions about your child's school age before and after care program. Please read the information carefully. If you still have questions, please contact the Stevens Point Area YMCA Child Development Office at 715-342-2999.

## Activities

School Age Program activities provide each child with age-appropriate experiences which:

- **Encourage self-esteem and develop positive self-image.** Activities include warm staff and child interactions, challenging developmental materials, consistent daily routine, interesting and diverse activities, positive adult/child and child/child communication, and stressing that each child is valued for individual achievements.
- **Encourage social interaction.** Program activities include creative play, group time, mealtime interaction, community programs, planned family activities, teacher and child initiated activities and music, song, and dramatic play.
- **Encourage self-expression and communication skills.** Activities for School Age Program participants include group activities, storytelling, board games, arts and crafts, and other teacher/child initiated activities.
- **Foster creative expression.** Activities include providing creative art materials and play equipment, using constructive toys, and experiencing the fine arts through the use of community resources.
- **Encourage physical development.** Large muscle development includes group activities, sports, using playground equipment, and offering classes at Y facilities. Small muscle development is enhanced through the use of puzzles, beads, creative art opportunities, and more.

## Schedule

The YMCA School Age Program schedule may include:

- **Large Group Activities:** Children are encouraged to interact in large group motor activities, to develop skills such as taking turns, team building, balance and coordination, body awareness, and attention and alertness.

- **Small Group Activities:** Children are assisted in developing fine motor skills. Activities include arts and crafts, homework assistance, board games, and more.
- **Literacy/Academic Time:** Children are exposed to age-appropriate literature, are encouraged to use their imagination, to build vocabulary, and to develop listening skills. Children are provided with activities that stimulate learning, as well as time to work on homework.
- **Meal/Snack Time:** Children are encouraged to learn group cooperation, language development, personal discipline, positive social interaction, healthy nutrition, and to try a variety of foods.
- **Social Skills Development:** The Y's core values of caring, honesty, respect, and responsibility are reinforced in all activities and built into all lesson plans. Children will also be encouraged to practice personal hygiene and participate in the care of their environment.

## Parent Involvement

- Parents are encouraged to be involved in their child's activities by visiting the program or volunteering.

## Discipline

Our goal is to guide children in becoming happy, responsible, and cooperative participants through positive teaching techniques. In the event that behavior requires discipline:

- Teacher actions will not harm the child's self-image or embarrass the child, rather reinforce a positive self-image.
- Teachers' actions will help children learn self-control, make good choices, identify and express their feelings with words and creative expression, and develop an understanding and respect for one another's feelings as well as their own.
- Teachers will communicate regularly with families regarding behavioral concerns and highlights. Written documentation is shared on a Character Development Assistance form.
- Every effort will be made by staff to enlist the cooperation of the child along with parents to solve problems as a team.
- Additional information can be found in the YMCA Child Care Policy Handbook which is available at the program center/site.

# ADMISSION/ENROLLMENT

**The YMCA provides safe, quality care for children at various sites throughout the Stevens Point/Plover Area.**

- Any child age 5 to 12 years is welcome to participate in the program.
- The Stevens Point Area YMCA programs do not discriminate by race, color, sex, national origin, creed, or special needs.
- All required forms as listed below must be on file by the child's first day of attendance.
- The program is licensed by the state of Wisconsin under the group child care regulations.
- Our hours of operation are 6:30-8:25AM and 3:25-5:30PM. Care on select days off is available with an additional fee.

## **School Age Program Required Forms**

- All registration information is available online or at the Stevens Point Area YMCA Child Development Office. Parents can revise information in writing with the Child Development Office at the YMCA throughout the school year as necessary.
- All forms must be completed and submitted a minimum of five working days prior to the requested start date.
- Updating all information, including additional immunizations, changes in address, telephone number, or family situation is the responsibility of the parent.
- Staff will not become involved in custody disputes. A copy of the most current-certified-court order must be submitted at the time of enrollment and/or if a change occurs in the structure of the family.
- It is the Before & After School Care policy to try to accommodate as many families as possible. However, due to enrollment capacity regulations, we are capable of serving a limited amount of children during any given AM or PM session.
- Additional forms may be required, including Authorization to Administer Medication or Alternate Release/Arrival Plan to come or leave the program from school or other activities.
- Our objective is to make sure that anyone can enjoy the Y. No one will be denied the benefits of the Y due to their financial situation. Financial assistance is made possible through contributions to our Annual Campaign and support from United Way.

# DAILY SCHEDULE AND NEEDS

The following procedures have been developed to ensure effective operation at each of our sites with your child's safety as our main concern.

## Before Care

- Sign your child in each day on the roster provided by the center/program.
- Children must be accompanied by an adult to the program and signed in on the attendance sheet.
- Inform the site staff of any special needs for the day.
- Children may not arrive prior to the scheduled starting time and Y staff must be present to accept the child.

## Snacks/Meals

- Afternoon snack will be served with a weekly menu available for review. The nutritional value of our snacks is in accordance with state guidelines.

## Clothing

- Please be sure your child has appropriate clothes for indoor and outdoor play. Labeled coats, snow pants, boots, hat, and mittens are required for outdoor winter play. Tennis shoes are required for indoor play.

## Lost and Found/Electronics

- The YMCA is not responsible for lost, stolen, or damaged items.
- Please do not send electronic equipment or cell phones.

## Injury/Medical Emergency

- If your child is injured at the site, the staff will take whatever steps are necessary to obtain emergency medical care. These include, but are not limited to the following:
  - Attempts to contact parent or guardian directly/ immediately.
  - Attempts to contact parent or guardian through emergency contact listed on enrollment forms.
- If we cannot contact you, we will do one or both of the following:
  - Call an ambulance or paramedic.
  - Have the child taken to an emergency hospital.
  - In the event of a serious life threatening incident, 911 will be called first.
- A written accident/incident report will be completed and filed at the center.

- For all minor injuries parents will be notified of the accident upon end of day pick-up or the next day in attendance if not contacted earlier.

## After Care

- Only authorized persons may sign a child out of the program. Please provide a list of authorized people on the Child Enrollment form. This list will be kept on file at the site.
- No child will be released to the care of anyone under 16 years of age.
- Anyone unfamiliar to the staff will be asked for photo identification. For your child's protection there are no exceptions to this policy.
- Please sign your child out each day on the roster provided by the center/program.

## Emergency Evacuation

- Plans for emergency evacuation are specific to each center/site. The plans specify the location to report to in case of a tornado and the exit to use in case of a fire.
- Fire/tornado drills are practiced monthly as required by State of Wisconsin licensing rules.
- If the Y Program receives information regarding a threatening situation from Y authorities, School Administration or other credible source, the Site staff will evacuate the premises based on the situation. Children will be safely escorted from the building, with a copy of the child's file and a first aid kit.
- If the need arises, the children will be transported to safety as soon as possible.
- Parents will be notified as soon as possible with the location of their child. Please note that there are many children in each program and it will take time to contact each parent. A sign will also be placed on the door to notify parents of emergency information. Once the Y staff has been given notice to return to the building, parents will be contacted again.

# POLICIES

## Fees and Payment

- Before & After School Care payments have been divided into 9 equal payments. Although specific dates included in each period may vary from month to month, the payments are equal amounts and are due the 1<sup>st</sup> of each month for 9 months, September through May.
- Your child must attend according to the weekly schedule that you indicated on the registration packet.
- A registration fee of \$25 per child is required at the time of registration which is non-refundable.
- Before & After School Care fees must be paid each month through a monthly bank or credit card draft. Fees are drafted on the 1<sup>st</sup> of every month.
- Vacation at the Y must be paid in full at time of registration. Refunds only given if your child's spot can be filled and will be subject to a \$5 cancellation fee.
- The YMCA reserves the right to cancel sites that do not have sufficient enrollment. A full refund or credit will be issued.
- No refunds/credits given for non-school days.
- No refunds/credits given for individual days missed.
- No refunds/credits given on days cancelled due to weather.
- No refunds/credits given for the first 14-days of any illness or medical related incidents.
- All cancellations and schedule changes must be received in writing 2 weeks prior to the change and are limited to 2 per year. After 2 changes, a \$10 fee per change will be charged. Notify the Child Development Office by one of the following methods: e-mail it to [childdevelopment@spymca.org](mailto:childdevelopment@spymca.org), or drop off directly at the YMCA. Additions will be made based on availability.
- A \$20 fee will be charged for returned checks or bank draft returns.
- If you are having difficulty with payment, please contact the Child Development Office (715-342-2999) and ask about our Scholarship Program.
- Switching one session for another is not allowed.

## BEFORE & AFTER SCHOOL CARE FEES

(Monthly Member Rates):

- 1 session/week: \$35
- 2 sessions/week: \$65
- 3 sessions/week: \$96
- 4 sessions/week: \$123
- 5 sessions/week: \$148
- 6 sessions/week: \$171
- 7 sessions/week: \$199
- 8 sessions/week: \$219
- 9 sessions/week: \$246
- 10 sessions/week: \$263

## BEFORE & AFTER SCHOOL CARE FEES

(Monthly Non-Member Rates):

- 1 session/week: \$52
- 2 sessions/week: \$84
- 3 sessions/week: \$120
- 4 sessions/week: \$152
- 5 sessions/week: \$182
- 6 sessions/week: \$210
- 7 sessions/week: \$243
- 8 sessions/week: \$268
- 9 sessions/week: \$300
- 10 sessions/week: \$322

## VACATION AT THE Y FEES

- \$35/day Member
- \$52/day Non-Member

## Illness

- Parents must notify the Child Development Office and school site when a child will be absent due to illness. School office personnel will not notify our staff if your child is absent from school.
- The Y does not provide sick care. Please do not bring a child who is ill to the program.
- Upon arrival at your site, each child will be observed for symptoms of illness. If a child has any sign of illness and/or fever of 100°F or higher, a parent will be contacted to immediately pick up the child.
- If a child has no apparent symptoms of illness but displays significant behavior changes and is clearly uncomfortable and not able to participate in program activities, a parent will be called to pick up the child.
- If a child becomes ill at the center/site, a parent will be contacted to take him or her home. Until a parent arrives, the child will be isolated, within sight and hearing distance of an adult. If parent cannot be reached, the staff will contact the emergency contact person listed on the child's enrollment form.
- To ensure proper staff/child ratio, ill children may not stay inside during outdoor playtime. If your child needs to stay inside for a few days for health reasons, please keep them home.
- Medication which needs to be administered should be brought directly to staff in its original container and should contain written instructions as to quantity, time for it to be administered, name and phone number of doctor, and any other directions for use.

- Authorization to Administer Medication form must be given to the Y to administer medication. Forms are available at the center/site.
- Medication must be kept at Before & After School Care. **Please do not keep medication in the school office that is intended for use at Before & After School Care.** The office is not open the entire Before & After School Care time which limits our ability to retrieve items from them.
- Any over-the-counter medication must be marked with your child's name and a medication form must be completed. Medication must be in original container.
- All communicable diseases will be posted for parent information. Please notify us if your child has been exposed to or develops any communicable disease.

### Late Pick-Up

- If a child is not picked up by 5:30PM and parents cannot be reached, staff will contact individuals listed as emergency contacts to pick up the child. If unsuccessful, the local authorities will be called.
- Chronic late pick-ups will be grounds for dismissal.
- If a parent or other authorized person appears to be under the influence of alcohol or other drugs, or exhibits behavior that gives staff reasonable concern for the safety of the child, staff will attempt to contact another authorized person listed in the child's file to come pick up the child. If all attempts to contact another authorized person have been exhausted, staff will contact the police and/or social services for assistance.

### Absences

- It is imperative that we are notified if your child will not be in attendance on a normally scheduled day. **If your child will be absent or late in the morning, please call or text the site cell phone number no later than 8:00AM.** Use the phone listing for each site in the last page of this book.
- **If your child will be absent in the afternoon, please call or text the site cell phone number by 3:25PM.**
- If a child who is scheduled to attend an afternoon session is absent, and the absence has not been reported, After School Care staff will contact parents, school staff, and/or other emergency contacts to determine the child's whereabouts. For your child's safety, it is important that you notify your child's school site.
- Failure to follow the notification policy can result in termination from the program.

### Snow Emergency

- There will be no Before & After School Care sessions or Snow Days program held at the YMCA if schools are dismissed early due to weather conditions.

- There will be no Before & After School Care sessions or Snow Days program held at the YMCA if schools close or have a delay due to weather conditions.
- If a school announces it is closing after children have already been dropped off at the Before School program, parents will be called to pick-up their children.

### Withdrawal – Program

The Stevens Point Area YMCA reserves the right to withdraw a child from the program if, at the Y's discretion, the enrollment of the child negatively affects the integrity of the program and/or the Y's legal obligations through and under the Department of Children and Family Services. (DCF-251)

#### • At Parent's Request

- Two-week notice of withdrawal is required in writing to the Child Development Office.
- Two-week notice is required for a schedule change which affects the number of sessions your child will attend the program.
- Your signature on the enrollment form verifies your agreement and understanding of this policy.

#### • At the Y's Request

- Notification period prior to withdrawal is not required if the withdrawal is requested by the Y program.
- The Y reserves the option to withdraw a child for any of the following reasons:
  - It is evident the child cannot adjust to the program's environment
  - A child's behavior becomes emotionally or physically detrimental to the other children enrolled
  - A parent fails to complete and submit required forms
  - A parent fails to pay the fees
  - A parent fails to observe the program's regulations including, but not limited to, departure rules or excessive unreported absences
  - Continuous disciplinary problems.
  - Hostility by parents toward Y staff or volunteers.

### Child Abuse Prevention

The health and well-being of your children is essential to the Y. The Y has developed a policy on Child Abuse Prevention that includes the following provisions:

- Parents are encouraged to visit program sites at any time and do not need to make an appointment to do so.
- Parents will be informed about their child's program participation.
- Staff and volunteers will be alert to the physical and emotional state of all children. When any sign of injury or suspected abuse is detected, the director will be notified immediately and a report will be made to the appropriate authorities.

- Y staff will not release a child to anyone other than the authorized parents/guardians or other individuals authorized, in writing, by parents with legal standing to do so. Sign-in/out logs will be maintained on a daily basis and kept on file at the program site.
- Y staff and volunteers will not physically, verbally, emotionally abuse or punish children.
- Y staff and volunteers will not discipline children by use of physical punishment or by failing to provide the necessities of care such as food and shelter.
- Reference checks on all prospective Y employees will be conducted, documented and filed prior to employment.
- Criminal record checks are conducted on all staff and volunteers working with children.
- Staff training will include information about the signs of Child Abuse and the appropriate procedures for responding to the suspicion of abuse.

The Stevens Point Area YMCA is committed to maintaining a safe and healthy environment for its members and participants. As part of this commitment, the Y's policy is to prohibit weapons of any type from the actual facility, or surrounding areas, where members and participants are located. Employees, customers, and lawful invitees who possess a valid concealed weapons license may keep a firearm inside their privately owned motor vehicle when their vehicle is parked on Y property. Any violation of this policy shall subject the offending person to a potential fine and banning from the Y's premises.

## **Concealed Weapons**

# **OUR MISSION**

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

# **OUR AREAS OF FOCUS**

## **Youth Development: Nurturing the potential of every child and teen**

We believe that all kids deserve the opportunity to discover who they are and what they can achieve. That's why, through the Y, millions of youth today are cultivating the values, skills, and relationships that lead to positive behaviors, better health, and educational achievement.

## **Healthy Living: Improving the nation's health and well-being**

In communities across the nation, the Y is a leading voice on health and well-being. With a mission centered on balance, the Y brings families closer together, encourages good health, and fosters connections through fitness, sports, fun and shared interests. As a result, millions of youth, adults and families are receiving the support, guidance and resources needed to achieve greater health and well-being for their spirit, mind and body.

## **Social Responsibility: Giving back and providing support to our neighbors**

The Y has been listening and responding to our communities' most critical social needs for over 160 years. Whether developing skills or emotional well-being through education and training, welcoming and connecting diverse demographic populations through global services, or preventing chronic disease and building healthier communities through collaborations with policymakers, the Y fosters the care and respect all people need and deserve. Through the Y, 500,000 volunteers and thousands of donors, leaders and partners across the country are empowering millions of people in the U.S. and around the world to be healthy, connected and secure.



# YMCA BEFORE & AFTER SCHOOL CARE SITE PHONE NUMBERS

**Bannach**

Site cell phone number: 715.347.2254

**Jefferson**

No AM or PM Care

**Madison**

No AM or PM Care

**McDill**

Site cell phone number: 715.347.4026

**McKinley**

Site cell phone number: 715.347.4022

**Plover/Whiting**

Site cell phone number: 715.347.4025

**Roosevelt**

Site cell phone number: 715.347.4023

**Washington**

Site cell phone number: 715.347.2251

**YMCA Vacation at the Y**

Phone number: 715.347.2252

**Camp and School Age  
Director  
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