



2024 SUMMER SCHOOL AFTER CARE PARENT HANDBOOK

YMCA OF ST. JOSEPH



AGE GROUPS

YMCA Summer School After Care is available for children ages K - 6th grade. We strive to provide an atmosphere that encourages children to express themselves, learn new skills, and socialize positively with their peers.

ALLERGIES

Medical History form includes a space for you to list your child's allergies. In addition, you are asked to attach a separate sheet that clearly describes the nature of your child's allergies, symptoms to watch for that might indicate exposure to an allergen, and detailed instructions for how staff should respond. Please sign and date this attachment and return it with your child's registration packet.

If your child has allergies with serious or life-threatening consequences that require immediate intervention (such as exposure to peanuts/tree nuts, insect stings, etc.) please contact the Director prior to your child's first day of attendance to discuss this in detail.

Food Allergies and Sensitivities

Be aware that **YMCA Summer School After Care is a peanut-free and tree nut-free space**. As the children attending YMCA Summer School After Care will vary each week, we must avoid the risk of potentially contaminating surfaces or equipment with residue from peanuts or tree nuts, even if no children with allergies are attending in a particular week. To that end, **no peanuts or tree nuts will be allowed on site**. We will not serve foods containing these products

All staff will be notified of Children's food allergies. We will take precautions to avoid exposing your child to food(s) that he or she is not permitted to eat. If the day's snack menu contains an item your child is allergic or sensitive to, we will offer an alternative snack. If your child's allergy or food sensitivity is severe and you are more comfortable providing the food for snacks, you are welcome to provide us with a week-long supply of healthy snacks your child. In such cases, please give the food directly to the Director, who will store it safely and provide it to your child at snack time.

STAFF

YMCA Summer School After Care will maintain a 1:12 staff-to-child ratio throughout the day. At least two staff members will be present at all times.

Staff have been selected based on their experience and ability to relate to school-age children. All staff are certified in First Aid and CPR.

CHILD PROTECTION POLICY

All YMCA staff receive training in the prevention of child abuse. As mandated reporters, staff are trained to recognize possible signs of abuse and/or neglect. Suspected cases of child abuse or neglect will be reported to the Missouri Department of Social Services.

All YMCA staff members are prohibited from having contact with children outside of the YMCA programs in which they are enrolled. This includes, but is not limited to: babysitting, birthday parties, sleepovers, transportation, and any other non-YMCA events or activities. YMCA employees are prohibited from having social media contact with any child enrolled in a YMCA program. Any requests for exceptions to this policy must be provided to the YMCA's CEO in writing and prior to the activity.



CLOTHING, FOOTWEAR, AND EQUIPMENT FOR CAMP

For the comfort and safety of your child, please be sure your child arrives at Summer School After Care dressed for the weather and for active play. Some of our activities will be messy, so please expect your child's clothing may become soiled, wet, etc. Dress your child accordingly in comfortable clothing that you do not mind getting dirty. We will be spending a lot of time outdoors. Be prepared for changing weather and include appropriate layers in your child's backpack each day.

Children **must wear closed-toe shoes that cover the entire foot at all times**. Supportive sneakers/athletic shoes are ideal. Shoes such as sandals, flip flops, or Crocs are not permitted.

Choose clothing that is modest and in keeping with the Y's Character Development philosophy and mission. Avoid clothing with themes, language, images, or logos that are not appropriate for young children, such as foul language, themes related to drugs or alcohol, or images depicting weapons or violence. Shirts for all children must be at least waist length.

Some activities may require specific clothing (such as long pants, athletic shoes, swimwear, etc.). When this is the case, parents will be notified in advance. In the event a child's clothing is inappropriate, parents will be called and asked to provide a suitable change of clothing.

Your child must bring a backpack or sturdy tote bag to Summer School After Care every day. All of your child's belongings should fit in this bag.

Be sure to label all of your child's clothing, jackets, and other belongings with their first and last name. Your child is solely responsible for keeping track of and caring for his or her belongings. The YMCA is not responsible for items that are lost, damaged, or stolen.

CODE OF CONDUCT

We expect and require all Children to abide by the following Code of Conduct. Failure to abide by the Code of Conduct may result in disciplinary actions to be taken, including suspension and/or dismissal from YMCA Summer School After Care. Please discuss these expectations with your Child:

Caring

- Use and care for equipment, toys, and games properly so that everyone can enjoy them
- Treat others with kindness and caring at all times
- Bullying of any kind is not acceptable; Children may not bully others and must tell a counselor if they see others engaging in bullying behavior

Honesty

- Always tell the truth
- Give 100% effort in all activities

Respect

- Treat others as you would like to be treated
- Listen to and always follow camp staff's directions
- Use language that is appropriate and respectful when speaking with other Children and staff; avoid any sort of behavior (language, expressions, gestures, etc.) that is disrespectful or impolite
- Respect fellow Children' belongings and the YMCA's property
- Use resources wisely and avoid waste (food, supplies, water, energy, etc.)

Responsibility

- Arrive with everything needed (appropriate shoes and clothing, sunscreen, insect repellent, water bottle, and backpack)
- Always stay with your group and within sight and sound of camp staff
- Take proper care of your own belongings
- Clean up after yourself and help keep Summer School After Care's spaces neat and clean

GUIDANCE AND DISCIPLINE

The YMCA uses a guidance approach to discipline. Staff provides positive reinforcement of appropriate behaviors and redirects misbehavior, in an effort to maintain a warm and nurturing environment, encourage positive choices, and build children's self-esteem. The YMCA does not permit physical punishment of a child under any circumstances.

If a child engages in behavior that falls outside the rules or the Code of Conduct, staff will first discuss the behavior with the child and redirect that behavior to a more positive choice. Continued misbehavior will result in logical consequences and a follow-up discussion between the child and staff member.

In the event these actions do not resolve the issue, staff will prepare a Behavior Report, which will be sent home to parents. Should the misbehavior continue, a second Behavior Report will be issued. After two Behavior Reports, parents will be asked to meet with the Director to discuss the behavior and future consequences.

When redirection and discussion do not successfully resolve behavioral issues, it may become necessary to suspend or dismiss a child from the program. When this occurs, parents will be asked to find alternative care immediately. In the event of suspension or dismissal from the program, no refunds will be given.

Behavior that endangers the health and safety of the Child, other Children, or YMCA staff will not be tolerated and can result in dismissal from the program. These behaviors include, but are not limited to:

- Excessive disruptive behavior
- Bullying
- Refusal to follow safety rules
- Defacing YMCA or field trip site property or facilities
- Leaving YMCA program premises or going into unauthorized areas
- Engaging in physical or verbal violence
- Stealing or intentionally damaging another Child's property
- Intentionally injuring another child
- Failing to stay with their assigned group

Bullying

Be aware the YMCA has a zero-tolerance policy relating to bullying of any kind. Any behavior by a Child or family member – whether it is in physical, verbal, or electronic form – intended to intimidate or harass another Child or staff member or to cause physical or emotional harm to a person or their property is absolutely unacceptable. Any form of bullying behavior may lead to dismissal from the program.



SUMMER SCHOOL AFTER CARE HOURS

YMCA Summer School After Care dismissal to 5:30 p.m. We expect all Children to be picked up promptly by 5:30 p.m. Staff are not permitted to stay late to care for your child, neither as a YMCA employee nor through a private arrangement.

DROP OFF/PICK UP PROCEDURES

Sign In

A YMCA Summer School After Care staff member will greet you as you enter the Summer School After Care room; this staff member will have the sign-in binder. To sign in, sign your name and the time you are dropping off on your Child's sign-in sheet and on the daily camp roster.



Sign Out

All Children must be signed out by a parent, guardian, or other authorized responsible adult (see below) each day. The person picking up must physically sign their Child out. We will not escort children outside or permit them to walk out on their own for any reason.

To sign out, sign your name and the time you are picking up on your Child's attendance sheet in the binder and the daily camp roster sheet provided by camp staff.

Parents using child care subsidy must also check in their child through the Kinder Smart App-Missouri.

Authorized Adults for Pick-Up

YMCA Summer School After Care staff may only release Children to the parents/guardians and any other authorized adults listed on your Child's registration form. You are encouraged to list all persons authorized to pick up your Child on this form. If your child will need to be picked up by someone who is not listed on this form, we require prior notification and the name and photo of the person you are allowing to pick your Child up. This must be sent from the parent or guardian's mobile phone to (816) 390-5440. Please inform this individual of the pick-up location and procedures and instruct them to be prepared to provide a photo ID that includes their name.

Release of Children to Impaired Persons

YMCA Summer School After Care staff cannot release Children to persons who display signs of being under the influence of alcohol or other drugs or who otherwise appear to be unable to provide safe transportation for the Child. In the event this occurs, the staff member in charge will suggest the individual make alternate arrangements for transportation. If no arrangements can be made or the individual is unwilling or unable to do so, camp staff will attempt to contact the parents and emergency contacts on file. If no one can be reached, staff will contact the Missouri Department of Social Services and the local police department.



Custody Agreements

If your family has shared custody of a Summer School After Career, we must have a notarized copy of the court order that describes the custody arrangements for the child on file. In the event legal custody arrangements for your child change, please be sure to provide us with a notarized copy of the updated court order. Please be aware that our staff cannot legally refuse to release a child to a parent unless the court order we have on file specifically states the individual does not have custodial rights. One parent stating on the enrollment form that another parent may not pick up the child is not sufficient documentation to allow us to refuse.

Late Pick-Up

Summer School After Care ends for the day promptly at 5:30 p.m. If an emergency arises and you know you will not be able to pick up your child by 5:30 p.m., please call the Director at (816) 390-5440.

In the event a child is not picked up by 5:30 p.m. and we have not received advanced notification a parent will be late, we will attempt to contact parents and the emergency contact listed on your Child's registration form. If neither you nor your emergency contacts can be reached, staff will wait with your child for 30 minutes. After that time, the Missouri Department of Social Services and police department will be notified.

A non-negotiable Late Pick-Up Fee of \$25 will be assessed for all incidents of late pick-up (defined as 5:31 p.m. or after). This fee will automatically be drafted from the bank account or credit card you have on file.

Excessive incidents of after-hours pick-up will not be tolerated and may result in dismissal from the program.

FEE PAYMENT

Registration

A nonrefundable registration fee of \$30 and the first week's Summer School After Care fee must be paid at the time of registration.

Weekly Fee Payment YMCA Summer School After Care's weekly fees are as follows:

\$64.00	MEMBER WEEKLY DRAFT*
\$230.00	ENTIRE 4 WEEK SESSION*
\$84.00	COMMUNITY WEEKLY DRAFT*
\$300.00	ENTIRE 4 WEEK SESSION*

*REGISTRATION FEE AND FIRST WEEK MUST BE PAID AT TIME OF REGISTRATION

Beyond the first week of your Child's scheduled attendance at YMCA Summer School After Care, which must be paid at the time of enrollment, all camp fees must be paid using an Electric Funds Transfer (EFT)/bank draft. No exceptions will be permitted; all fee payment must be handled using EFT. This can be set up through either a checking account, savings account, or debit/credit card (Visa, MasterCard, American Express or Discover).

- If your child will be receiving state assistance we will need approval documentation from the state including DCN number.



Weekly Fee Payment Continued...

Bank drafts will take place on the Wednesday of the current week of camp your child is scheduled to attend. Please be prepared for this draft and take care to keep your account information up to date. In the event your account information changes, or you wish to pay your Child's fees using a different account, you must provide this information in writing by submitting a new YMCA Summer School After Care Bank Draft form to the YMCA's Business Office or email hhirter@stjoymca.org no later than one week prior to your next scheduled bank draft. You may contact the Camp Director for a copy of this form.

Late or Unsuccessful Bank Drafts

Should any credit card EFT draft be refused by your financial institution or credit card company for any reason, the YMCA will make one additional attempt to process the payment. You are responsible for any and all charges (due to insufficient funds, inactive account, expired account information, lack of available credit, etc.) associated with these bank drafts/payments. If the attempted redraft is not successful you will be required to provide another form of payment (payable in person at the YMCA's Business Office at 3601 Village Drive) during regular business hours, along with a \$10 service charge.

In the event your payment cannot be successfully processed by the end of the business day on Friday, you will not be permitted to sign your child into camp on your child's first scheduled day the following week until payment in full has been received. You will not receive credit or a refund for days missed.

FINANCIAL ASSISTANCE

The YMCA of St. Joseph is committed to turning no one away due to the inability to pay the stated fees for programs or services. Based on available contributed resources, the Y provides financial assistance on a sliding fee basis to families with financial need who wish to participate. Contact the Y at (816) 671-9622 for further information or to obtain an application for financial assistance.

We also accept reimbursements from the State of Missouri's Child Care Subsidy Program. The Child Care Subsidy Program is available to help financially eligible families pay for all or part of their child care costs. Low-income parents or guardians of a child under the age of 13 (or age 13 or older with a special need) who are working, attending school, in job training, disabled, homeless, searching for a job, being evaluated for training and/or employment, or receiving child welfare services from the Children's Division may be eligible to receive this support.

We ask that families first seek assistance from the Child Care Subsidy Program before applying for the YMCA's financial assistance. To apply for the Child Care Subsidy Program, visit mydss.mo.gov. or call 1-855-FSD-INFO (1-855-373-4636).

HYDRATION

To keep your Child well hydrated at Summer School After Care, all Children must bring a sturdy refillable water bottle every day. Children will always have their water bottle with them and will be encouraged to drink plenty of water throughout the day.

To reduce waste and help to keep our Summer School After Care space litter-free, please do not send your child with disposable plastic water bottles.

Please arrive at camp with the water bottle filled (water only, please). Additional water will be available to refill water bottles as needed throughout the day.

ILLNESS

Communicable Disease

The YMCA follows the Missouri Department of Health and Senior Services' guidelines for the prevention and control of communicable diseases (health.mo.gov/living/families/schoolhealth/pdf/communicable_disease.pdf) This guidance advises the temporary exclusion of children who exhibit symptoms of communicable disease until these symptoms are resolved or are appropriately treated.

To protect Children and staff, children who exhibit the following symptoms may not attend YMCA Summer School After Care:

- Temperature of 100.4 degrees F or higher
- Vomiting/Diarrhea/Mouth sores
- Rash accompanied by a fever or behavior change
- Inflammation or drainage from the eyes
- Unwell to the extent they cannot participate in normal activities
- Head lice (until 24 hours after first treatment AND no live lice are detected)
- Impetigo (until 24 hours after first treatment)
- Ringworm (until treatment has begun)
- Scabies (until 24 hours after treatment has begun)
- Pinkeye
- Staph skin infection (if draining sores are present and cannot be completely covered and contained with a clean, dry bandage or if the Child cannot maintain appropriate personal hygiene)
- Any other symptoms of a communicable disease (until assessed by a medical professional)

Children who exhibit these symptoms or have been diagnosed with a communicable disease may not return to camp until they are absent these symptoms for 24 hours or until the recommended time since the start of treatment has elapsed. In some cases, written clearance from a medical professional may be required before returning to Summer School After Care. We ask that you notify the YMCA Summer School After Care Director (call or text) at (816) 390-5440 to report that your child will be absent due to illness. Fees for days missed due to illness will not be refunded.



Illness During Program Day

Should a Child become ill or exhibit symptoms of illness during the program day, a parent/guardian will be called and asked to pick up the child immediately. The child will be isolated from other Children and kept comfortable until the parent/guardian or other authorized adult arrives.

INCLEMENT WEATHER

In the event of inclement weather, Summer School After Care activities will be moved indoors until it is safe to be outside again. Should severe weather conditions arise, Children will take shelter in the Summer School After Care classroom.

Should weather or other situations arise (extended power outage, loss of running water, fire, weather conditions, etc.) that cause our Summer School After Care location to become unsafe or unusable, the Children will be relocated to a safe location as needed. Parents and/or the persons listed on the registration form as emergency contacts will be contacted via telephone. We will also post information on the YMCA Facebook page, the YMCA website (www.stjoymca.org), local television (KNPN and KQ2) and radio stations (KKJO, Q Country).

In cases of extremely warm temperatures, outdoor activities will be held as early as possible during the day when it is safe to do so; activities will be moved inside until temperatures are within the acceptable range. Camp staff will monitor the heat index and conduct activities indoors when conditions reach "Caution" range (typically above 90 degrees). In addition, on rainy days or days with poor air quality, Summer School After Care will be moved indoors until conditions allow for outdoor activities.



INJURY

All YMCA Summer School After Care staff members are trained in emergency first aid. If your child sustains an injury, staff will assess its severity and take appropriate measures. Should an injury require treatment beyond basic first aid, a parent/guardian will be contacted. In the event a parent/guardian cannot be reached, we will attempt to reach the emergency contacts listed on your registration form. If the injury appears to require immediate medical care, emergency services will be contacted and your child will be transported to the nearest hospital, accompanied by a Summer School After Care staff member.


LOCATION

YMCA Summer School After Care will be held at the following schools:



Pickett Elementary

 Skaith Elementary
 Hyde Elementary

Eugene Field Elementary

 Coleman Elementary

Parkway Elementary

 Carden Park Elementary
 Edison Elementary

Oak Grove Elementary

 Lindbergh Elementary
 Pershing Elementary
 Bessie Ellison Elementary



LOST AND FOUND

Unclaimed or unlabeled items will be placed in our Lost and Found box. Anything left at the end of the final week of summer Summer School After Care will be donated to a local charity. Please note the YMCA is not responsible for lost items.

Please be sure to label all of your child's outerwear, backpack, swimwear, water bottle, sunscreen, insect repellent, lunch bag, and any other items your child brings to Summer School After Care each day. Use your child's full name; initials are not as helpful. This will enable your child and the Summer School After Care staff to help these items find their way home at the end of each day and prevent them from becoming lost.

MEDICATION

Any medications your Child requires during the program day – whether it is prescription medication, inhalers, or non-prescription medications – must be checked in with the Camp Director at drop off time each day. Children's medications will be stored in a locked container used only for medication storage until it is needed. Your Child's medication will be returned to you at the end of every day. With the exception of EpiPens, we will not store *any* medication for your child at the program site. You must bring it to Summer School After Care every morning and take it home with you every day.

In order for any medication to be administered to your Child, we must have a completed and signed Medication Authorization Form on file. If your child's medications change (including changes in the dosage of a current medication), please ask the Camp Director to provide you with a new form and return it to camp with your child's medication.

All medication (whether prescription or over the counter) must be provided in its *original* pharmacy container labeled with your child's name, the name of the medication, dosage, and physician's name. All over-the-counter medication must be clearly and permanently labeled with your child's first and last name and the required dosage.

We will have a refrigerator available on-site. Please notify the camp staff receiving your Child's medication if the medication requires refrigeration.

Our staff is not authorized to administer any over-the-counter medication (such as over-the-counter pain relievers, fever reducers, etc.) to your child to treat illness that arises over the course of the program day.

PARTICIPATION

When planning your Child's day, we have taken care to plan a balance of activities that appeal to a variety of interests, provide opportunities to try new things, and encourage children to socialize and make friends. At times during the day your Child will be able to choose from a selection of activities; other times we will ask all of the Children to engage in the same activity. Children will be encouraged to participate in all activities, as we have found over the years that children enjoy camp most when they are actively engaged.

The activities for each week will be posted near the sign-in clipboard. If we are planning to do an activity your child cannot participate in due to a medical reason, please discuss with the Camp Director the first day your child is scheduled to attend.



PERSONAL PROPERTY

Please do not allow your Child to bring any toys, sports equipment, electronic items, money, jewelry, pocketknives, or anything else of value with them to camp. Please talk with your Child to reinforce this rule, which is in place both to help your child participate fully in all Summer School After Care activities without distraction and to prevent their belongings from becoming lost, damaged, or stolen. The Y will not assume responsibility for any personal belongings.

Mobile Phones and Electronic Devices

Children are not permitted to have or use electronic devices of any kind (including mobile phones, games, tablets, laptops, etc.) during the hours they are signed into YMCA Summer School After Care. If it is *absolutely necessary* for your Child to have a mobile phone (for use after camp hours only), the phone must be checked in with the Director at sign in. The Director will place the phones into a locked container; they will be returned to the child at sign-out. If a child brings any other electronic devices (games, tablets, laptops, etc.) to Summer School After Care, parents will be called and asked to return to Summer School After Care to take the device home.

REFUNDS

No adjustments or refunds will be made for missed days/partially attended weeks for any reason.

REGISTRATION

All participants in YMCA Summer School After Care **must have a complete registration packet on file no later than the 2 days prior to the Child's first scheduled week of Summer School After Care.** You may mail in your Child's registration (3601 Village Drive, St. Joseph, MO 64506 – ATTN: YMCA Summer School After Care) or drop it off in person at the YMCA Welcome Center Desk (same address). If you are mailing registration materials to the Y, we must *receive* these materials on or before the Wednesday prior to the Child's first scheduled week of Summer School After Care.

Registration materials must be accompanied by a \$30 nonrefundable registration fee and payment in full (check or credit card) for the first week of camp. Please complete *every form* provided to you in your Child's YMCA Summer School After Care registration packet. No Child will be allowed to attend camp until *every form* has been received. No drop-in Children will be accepted.

SNACKS AND MEALS

The YMCA will provide your Child with a nutritious snack each day. The snack menu will be posted near the sign-in area. Please *do not* send snacks to camp with your child. Snacks from home are not permitted.

Please be sure to provide your child with a healthy breakfast *before* you arrive at YMCA Summer School After Care. We do not provide breakfast and will not permit children to bring breakfast to eat at Summer School After Care.

Sunscreen

At YMCA Summer School After Care, your Child will be spending a large portion of his or her day outdoors. While we make an effort to provide shade as needed, many of our activities will take place in the sun. To start the day ready to play, we require that every Child arrive at Summer School After Care every day with a layer of sunscreen already applied.

We will regularly take breaks to reapply sunscreen and apply insect repellent throughout the day. Families are required to send an adequate supply of sunscreen – with an SPF of 30 or higher – to Summer School After Care with their child each day. If possible, please provide this sunscreen in a spray-on form. YMCA staff are only permitted to apply sunscreen on children using a spray. Children with cream-based sunscreen must apply it themselves. [An authorization to apply sunscreen is included in the registration packet.](#)

In the event your child runs out of sunscreen during the course of the day, the Y will keep a supply of extra sunscreen on hand and provide it for your child. Please be sure to check your child's backpack each evening and replace empty bottles with a fresh supply when needed.

Insect Repellent

If you would like your child to use insect repellent, please provide it for your child. We ask that you choose a product that is DEET-free and in spray form. Camp staff will help your child apply insect repellent as needed if it is in a spray; Children must apply it themselves if it is cream based. [An authorization to apply insect repellent is included in the registration packet.](#)

Label your Child's bottles!

Be sure to permanently label your child's sunscreen and insect repellent with both first and last names.

WITHDRAWAL FROM SUMMER SCHOOL AFTER CARE

While we hope your child will attend YMCA Summer School After Care during all of the weeks scheduled at the time of enrollment, we understand that occasionally situations arise when families' schedules change. If you must withdraw from the program on the change form or your Child will no longer be able to attend a particular session of camp, you must notify us, in writing, *no later than one week prior to the week your Child will not attend or the last day he or she will attend camp.* This will enable our Business Office staff to adjust your family's automatic bank draft schedule accordingly. Email rvigliaturo@stjoymca.org or hhirter@stjoymca.org.

Failure to notify the Y a week in advance will result in the bank draft being processed. No refunds will be issued.

