



# SCHOOL AGE CHILD CARE PARENT HANDBOOK

**YMCA OF ST. JOSEPH**  
**671-YMCA (9622)**  
**STJOYMCA.ORG**



# A NOTE TO PARENTS

## Dear Parents:

Thank you for choosing the YMCA of St. Joseph's School-Age Child Care program for your child. We are committed to providing before and/or after school care that is safe, fun, and educational for your child. Our staff has been busy planning experiences that will make the most of your child's out of school time, including a balance of creative, active, and academic support activities. With an emphasis on key character values – Caring, Honesty, Respect, and Responsibility – we strive to offer opportunities for children to make friends, express themselves creatively, and explore interests.

The enclosed packet contains all the forms you will need to complete and return to the Y. This includes:

- Child Care Enrollment Form
- School Age Child Health Report
- Medication Authorization Form
- CACFP Enrollment Form
- Income Eligibility Form
- Fee Schedule
- Account Access Authorization
- Extracurricular Activities
- Parent's Informed Consent Agreement
- Statement of Understanding
- Bank Draft Form
- Third Party Responsibility
- Liability Waiver
- Acknowledgment of Receipt of Parent Handbook
- **MUST PROVIDE CURRENT IMMUNIZATION RECORD**

Please note we must receive all the enclosed forms, your non-refundable \$30 registration fee, payment for your child's first week of care, and your child's current immunization records before your child may attend.

The attached YMCA School-Age Child Care Parent Handbook contains important information about our program's policies and procedures and how to prepare for your child's before and after school experience. Please read it carefully. If you have any questions, please do not hesitate to contact me at any time at 816-558-0849 or [droberts@stjoymca.org](mailto:droberts@stjoymca.org).

We look forward to serving you and your family throughout the 2024-2025 school year!

Sincerely,

Darian Roberts  
Childcare Program Director

# TABLE OF CONTENT

About Us .....	Page 1
Program Overview .....	Page 2-3
Enrollment .....	Page 4
Grievance & Appeal Process .....	Page 5
Program Activities .....	Page 6-7
Program Fees - Policies and Procedures .....	Page 8-11
Drop-off and Pick-up Procedures .....	Page 12-13
Guidance and Discipline .....	Page 14
Code of Conduct .....	Page 15
Program Information .....	Page 16-19
Illness .....	Page 20-21
Emergency Preparedness and Weather .....	Page 22
Policy Update .....	Page 22



# WELCOME



# ABOUT US

The YMCA is dedicated to strengthening communities through youth development, encouraging healthy lifestyles, and social responsibility. For over 140 years, the YMCA of St. Joseph has been here for the community, providing programs and services to enhance the quality of life for people of all ages.

**Our Cause:** We believe long-lasting personal and social change can only come about when we all work together to invest in our children, our health, and our neighbors.

**Our Values:** The Y focuses on character development, with a special emphasis on the values of Caring, Honesty, Respect, and Responsibility.

**Our Mission:** The mission of the Y is to put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

## **Our Programs:**

### **Youth Development**

- School-Age Child Care – Before and after school child care for students in Kindergarten-Grade 6, serving 12 St. Joseph School District elementary schools at 7 sites.
- Sports Leagues and Clinics – Offered throughout the year for youth of all ages

### **Healthy Living**

- Physical fitness and wellness programs for all ages. Our Healthy Eating and Physical Activity (HEPA) program teaches children how to make healthful choices and enjoy physical activity and informs our child care programs' approach to snacks, meals, and daily activities.

### **Social Responsibility**

- Volunteer Program – Volunteer coordination and training
- No child or family will be denied access to Y programs and services because of the inability to pay. Financial assistance is available; contact the Y for information and an application.

# PROGRAM OVERVIEW

## **We help children learn, grow, and thrive!**

The YMCA of St. Joseph offers licensed school-age child care for children in grades K-6, serving 12 St. Joseph School District elementary schools at seven on-site locations. We offer care before and after school, including early release days.

At the Y, we strive to fill your child's out-of-school hours with activities that enhance personal, academic, physical and social development while providing a values-centered experience that is fun and safe. We provide a balance of choice-based arts and crafts, active play (indoors and outdoors), character development, and learning experiences, along with essential activities such as homework time and a healthful snack.

## **Ask about the benefits of becoming a YMCA member!**

YMCA members receive discounted fees on school-age child care and many other YMCA activities. Contact our Welcome Center at 816-671-9622 today for information on membership pricing and activities for your child.

<b>Before School Schedule</b>	
6:30 a.m. until school starts	School Breakfast Program available through the elementary school  Structured and unstructured Free Choice activities

<b>Typical After School Schedule</b>	
3:35-3:45 p.m.	Sign-In/Attendance/Handwashing/Meal Time
3:45-4:00 p.m.	Group Time Announcements followed by a Restroom Break
4:00-4:30 p.m.	Meals/Snacks and Free Choice Recreation Activity Period
4:30-5:00 p.m.	Free Choice Recreation Activity Period/ Homework Time
5:00-6:00 p.m.	Choice of Structured (staff-led) and Free Time Activities

Please note: This is a typical day. Activities and timing may vary according to the site directors' lesson plans. Schools with later dismissal times will follow a similar schedule, but with only one Free Choice Recreation Activity Period.

# PROGRAM OVERVIEW

## 2024-2025 SCHOOL-AGE CHILD CARE SITES

Host School	School(s) Served	Hours
Eugene Field Elementary School	Eugene Field Elementary School Coleman Elementary School*	6:30-8:45 a.m. 3:50-6:00 p.m.
Hyde Elementary School	Hyde Elementary School Hosea Elementary School*	6:30-8:45 a.m. 3:50-6:00 p.m.
Oak Grove Elementary School	Oak Grove Elementary School Bessie Ellison Elementary School*	6:30-8:45 a.m. 3:50-6:00 p.m.
Parkway Elementary School	Parkway Elementary School Edison Elementary* Carden Park Elementary*	6:30-8:45 a.m. 3:50-6:00 p.m.
Pershing Elementary School	Pershing Elementary School Lindbergh Elementary School*	6:30-8:45 a.m. 3:50-6:00 p.m.
Pickett Elementary School	Pickett Elementary School	6:30-8:45 a.m. 3:50-6:00 p.m.
Skaith Elementary School	Skaith Elementary School	6:30-8:15 a.m. 3:15-6:00 p.m.
Mark Twain Early Learning Center	Mark Twain Early Learning Center	6:30-7:45 a.m. 2:45-6:00 p.m.
*must meet minimum enrollment		

\*Students attending these schools will be transported to the host school by St. Joseph School District. Parents will pick their children at the host school/program site, not the school their child attends during the school day.

### Licensing

YMCA School-Age Child Care is licensed by the Department of Elementary and Secondary Education.

### Registration Procedure

To fully comply with the standards of the Missouri Department of Health & Senior Services, parents must complete a new set of enrollment forms for each of their enrolled children each school year. In the event any information provided on these forms changes during the school year, parents must provide updated information in writing.

Enrollment is not complete until *all* required forms are **completed in full** and are **received** at the YMCA **no later than the Wednesday prior to the child's first scheduled week of attendance at the school-age child care program**. You may mail in your child's registration materials (PO Box 999, St. Joseph, MO 64502 – ATTN: YMCA School-Age Child Care) or drop them off in person at the YMCA of St. Joseph's Welcome Center (3601 N. Village Drive, St. Joseph, MO 64506). If you are mailing registration materials to the Y, we must *receive* these materials on or before the Wednesday prior to your child's first scheduled week of care.

Registration materials must be accompanied by a \$30 nonrefundable registration fee and payment in full (check, credit card, or money order) for the first week of care, along with your child's current immunization record.

Drop-in attendance will not be permitted under any circumstances.

# ENROLLMENT

**Required Registration Forms** – All participants in YMCA School-Age Child Care must have a complete registration packet on file. This includes:

- **Child Care Enrollment Form** – Our licensing requirements dictate that every section of this form be completed in full, with no blank spaces. In the event an item on this form does not pertain to your child, please indicate this by writing “N/A” in that section.
- **School Age Child Health Report** – This form must be completed and signed by the child’s parents or guardian. If your child has a disability or medical condition, you will also need to submit a Specialized Care Plan – completed by your child’s consult physician. You may request this form from the YMCA’s Youth Development Director.
- **Medication Authorization Form** – This form is to give the YMCA staff permission to administer your child’s medication.
- **CACFP Enrollment Form** – The YMCA School-Age Child Care Program participates in the USDA’s Child and Adult Care Food Program (CACFP), which reimburses the program for a portion of the cost of the meals provided to the children. This form is required by the USDA to document the number of students participating in our program.
- **Income Eligibility Form** – This form is **required** by the USDA as part of our participation in the Child and Adult Care Food Program. It is used to determine the rate at which our food costs are reimbursed.
- **Fee Schedule** – Please complete this form based on your child’s intended participation in the program.
- **Account Access Authorization** – Complete this form if you wish to authorize another party (or parties) to have access to your payment information (such as payment history, amounts due, etc.).
- **Extracurricular Activities** – Complete this form if your child will be participating in any extracurricular activities at the host school during the hours he or she is enrolled in the YMCA School-Age Child Care Program.
- **Parent’s Informed Consent Agreement** – This form authorizes the YMCA to provide First Aid and/or CPR for your child as needed, and to seek medical attention in the event your child becomes seriously ill or injured while attending the program.
- **Statement of Understanding** – This form confirms your understanding and agreement to follow several key policies and procedures outlined in the YMCA School-Age Child Care Parent Handbook.
- **Bank Draft Form** – All families (except for those receiving reimbursements from third party payers) must complete this form.
- **Third Party Responsibility** – This form is required of families who will be receiving third party payments (such as through the Child Care Subsidy Program, Vocational Rehabilitation, etc.)
- **Liability Waiver**
- **Acknowledgment of Receipt of Parent Handbook**

**MUST PROVIDE CURRENT IMMUNIZATION RECORD** – We are required to have an accurate record of your child’s immunizations on file. All enrolled children are required to be up to date on all required vaccinations to participate in the YMCA School-Age Child Care Program.

# YMCA of St. Joseph GRIEVANCE & APPEAL PROCESS

If a participant and/or member has a concern or is removed from a YMCA program or membership they will be offered the right to express those concerns or in the case of a removal from a program appeal that decision.

Following are the steps in that process:

## **Sharing of a Concern/Suggestions:**

Contact the YMCA Director who supervises the program area either through Y branch phone call or e-mail to share concern and/or suggestions. If unable to reach the primary YMCA Director contact the YMCA CEO either through Y branch phone number or email.

## **Appeal for Removal From Program/Membership:**

- Appeal must be completed in writing and submitted to the YMCA Program Director and the YMCA CEO.
- The written appeal is then presented to the YMCA Behavior Management Committee within five (5) working days.
- A meeting of the Behavior Management Committee will be set to be held within five (5) working days after receipt of written appeal.
- Behavior Management Committee meeting will be held to:
  - \*Review written appeal
  - \*YMCA staff involved in the situation will present information
  - \*Questions or clarification of participant/member conducted as needed
  - \*Behavior Management Committee renders a final decision
  - \*Behavior Management Committee notifies participant/member of decision

Should participant/member not agree with decision the written appeal will be sent to a third party (not a Y staff member but familiar with YMCA operations) for additional review, and decision made within ten (10) working days.

## **Behavior Management Committee Representatives:**

- Program Director
- Childcare Director
- Operations Director
- Finance/Human Resources Director
- CEO

All appeal, incident reports, documentation and related subject matter will be kept on file at the YMCA of St. Joseph Administrative Office in confidential, need to know basis.



# PROGRAM ACTIVITIES

## **School Breakfast**

The YMCA does not provide breakfast. We ask that you not bring food from home for your child to eat at the program. We do not permit food brought from home to be consumed at the program site.

You may provide breakfast for your child before leaving home or choose to have your child participate in the school's breakfast program. Please notify the staff at sign in if your child will need to eat breakfast. Any expense related to participation in the school breakfast program will be the responsibility of the parent(s).

## **Meal Time**

Our Y follows the YMCA of the USA's Healthy Eating and Physical Activity (HEPA) standards, which includes guidance for encouraging healthful eating, such as incorporating fruits, vegetables, and whole grains into meals and avoiding foods that are high in sugar and fats.

The YMCA will provide your child with a nutritious warm meal each day. Please *do not* send snacks to school with your child. Snacks from home are not permitted. We also will not allow children to bring money to purchase items from vending machines.

## **Homework**

All children will be asked if they have homework when they sign into the program each day. Children who have homework will be provided an opportunity to work on their schoolwork as part of their Free Choice Activity Period. A staff member will be available at this time to assist your child as needed.

Children who complete their homework before the end of the Free Choice Activity Period will be provided with a quiet activity (such as books or puzzles) they can engage in while others continue to work on their homework.

In the event a child does not complete all homework during this time frame, they will not be required to remain in the homework area. To provide a balanced schedule and allow all children to engage in the fun activities we have planned, we will allow all children to put their homework and study materials away and engage in the next activity after the Free Choice Activity Period. Your child may, however, choose to continue working on homework during the structured/unstructured activity period at the end of the day. Please discuss with your child how you want them to handle the issue of unfinished homework and encourage them to follow through with your wishes. Please understand your child may not complete all of his or her homework in the afterschool program and may still need to work or study at home.

Participants who indicate they do not have homework will not be required to do schoolwork or study in the afterschool program. In the spirit of our YMCA Character Development focus on Honesty, we will trust your child to be truthful about whether they have homework. Please talk with your child about your expectations related to the completion of homework in the program and encourage them to follow through accordingly.

# PROGRAM ACTIVITIES

## Daily Free Choice Activity Period(s)

Our staff takes 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. We strive to make the most of your child's out-of-school time and create an atmosphere of exploration and fun. At times during the program's day your child will be able to choose from a selection of activities; other times we will ask all the children to engage in the same activity. The children will be encouraged to participate in all activities, as we have found over the years that children enjoy the school-age child care program the 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 for any reason, please discuss this with the Site Director prior to the day the activity is scheduled.

## Extracurricular School Activities

If you choose to enroll your child in an extracurricular activity or tutoring program that takes place directly after school and on the school grounds on days your child will attend the afterschool program, the Site Director must be informed in advance. Parents must complete an Extracurricular Activities Form at least one week prior to the start of the activity. This form includes details about the activity (such as the name of the activity; the dates, times, and location of the activity; contact information for the person in charge of the activity, etc.).

Your child **MUST** check in with the YMCA School-Age Child Care Program immediately after school to inform staff they will be attending the extracurricular activity **BEFORE** going to their activity.

At the conclusion of the extracurricular activity, the adult responsible for the extracurricular activity **MUST** escort the child back to the YMCA School-Age Child Care Program and personally sign the child in. To maintain appropriate staff-to-ratios, YMCA staff may not leave the program to escort participants in extracurricular activities to or from the program.

Please be aware the YMCA is not responsible for your child during the time he or she is attending any extracurricular activity. Weekly fees will not be reduced during the times your child is out of the program to attend extracurricular activities.



## Character Development

YMCA School-Age Child Care is built on a foundation that strengthens youth through character development, with an emphasis on four core values: Caring, Honesty, Respect, and Responsibility. The daily activity plan includes lessons and activities to foster positive character development. Staff will model these and other character traits and encourage the children to do so as well.

# PROGRAM FEES – POLICIES AND PROCEDURES

## Registration Fee

A nonrefundable registration fee of \$30 and the first week's child care fees must be paid at the time of registration.

## Weekly Fees

Before and afterschool care is available on either a part-time (1 or 2 days per week) or full-time (3-5 days per week) schedule. Weekly fees are as follows:

	<b>Part-Time (1-2 days) YMCA Member</b>	<b>Part-Time (1-2 Days) Community Participant</b>	<b>Full-Time (3-5 Days) Members</b>	<b>Full-Time (3-5 Days) Community Participant</b>
<b>Before Only</b>	\$26	\$38	\$32	\$44
<b>After Only</b>	\$32	\$48	\$40	\$55
<b>Before and After</b>	\$47	\$69	\$58	\$86

These fees have been calculated using a formula that considers the cost of providing care over the full school term and distributing this amount evenly over the weeks of school. As such, the weekly fee will remain the same, regardless of school release days, extended breaks, and any closures due to inclement weather. Fees will not be prorated for illness, suspension, holidays, school release days, extended breaks, etc.

## Payment of Fees

Beyond the first week of your child's scheduled attendance at YMCA School-Age Child Care (which must be paid at the time of enrollment), all child care 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).

Bank drafts will take place on the Wednesday of each week of care 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 School-Age Child Care Bank Draft form to the YMCA's business office no later than one week prior to your next scheduled bank draft. You may contact you Site Director for a copy of this form.

## Late or Unsuccessful Bank Drafts

Should any 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 the Friday of the week of attendance, you will not be permitted to sign your child into child care on your child's first scheduled day the following week or until payment in full has been processed. You will not receive credit or a refund for days missed.

# PROGRAM FEES – POLICIES AND PROCEDURES

## Absences

If your child will be absent from school or will not be attending the afterschool program for any reason (illness, afterschool activities, appointments, etc.) you must inform the YMCA no later than 12:00 noon on the day the absence will occur. No refunds or prorating of fees will be provided for absences. To report an absence, you must contact your school's number below:

Parkway	816-752-6527
Eugene Field	816-752-6951
Oak Grove	816-752-6073
Pershing	816-752-6465
Pickett	816-273-8922
Hyde	
Skaith	
Mark Twain	

If you reach voicemail, please be sure to provide your child's name, the date the absence will occur, and the site your child attends.

If your child will be absent for an entire week (family vacation, extended illness, etc.) you must notify the YMCA one week in advance in order for your billing to be suspended for that week. Failure to provide a week's notice will result in normal billing for that week.

Please be aware that if you do not report your child's expected absence and your child does not sign into the program as expected after school on that day, staff will initiate the program's "missing child" procedures. Please help us prevent the stress this situation places on both the program staff and school personnel by reporting your child's absence properly and in a timely manner.

In the event a child is absent from the YMCA School-Age Child Care program for two consecutive weeks without prior notification from a parent, the child's enrollment will be discontinued.

## Disenrollment/Changes

If you must change your child's attendance schedule, these changes must be submitted in writing. All changes require a completed Change Form, which must be submitted no later than one week prior to the Monday of the week the change will occur. Verbal notification will not be accepted.

Failure to submit the Change Form in a timely manner will result in your account being billed at the normal amount, with no refunds issued. In the event the change results in a larger weekly fee than originally scheduled, any discrepancy between the amount paid and amount due must be paid before the child can return to the program.

**Failure to notify the YMCA a week in advance of any changes to your child's schedule or enrollment will result in the bank draft being processed the Wednesday prior. No refunds will be issued.**



# PROGRAM FEES – POLICIES AND PROCEDURES

## **Missouri Department of Social Services/Child Care Subsidy Program**

The YMCA accepts reimbursements from the Missouri Department of Social Services 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.

Parents who will be receiving assistance from the Child Care Subsidy Program or Vocational Rehabilitation must provide the YMCA with a copy of their official determination letter from the Missouri Department of Social Services prior to the child's expected first day of attendance in the program. Unless specifically noted otherwise in the letter from the Missouri Department of Social Services, the registration fee will be the responsibility of the parent. These fees are subject to the fee payment policies and procedures outlined above.

We require families to first seek assistance from the Child Care Subsidy Program before applying for the YMCA's financial assistance program (see below). To apply for the Child Care Subsidy Program, visit [childcare.mo.gov](http://childcare.mo.gov) or call 1-573-415-8605.

## **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. Through the generosity of donors to the YMCA's Mission Partners Campaign, financial assistance toward school-age child care fees is available for eligible families with limited financial means on a sliding fee basis. Contact the Y at (816) 671-9622 for further information or to obtain an application for financial assistance.

## **Income Tax Information**

Please keep all your fee payment receipts for income tax purposes. One complimentary copy of your payment history for your tax return will be provided upon request. To obtain your copy, contact the Business Office at 816-671-9622. Please allow 2 business days to process your request.

For tax filing purposes, the YMCA of St. Joseph's Tax ID number for the State of Missouri is 12622273; our Federal Tax ID number is 44-0552491.

# PROGRAM FEES – POLICIES AND PROCEDURES

## **Withdrawal from Program**

While we hope your child will attend the YMCA School-Age Child Care Program throughout the entire school year, we understand that occasionally situations arise when families' schedules or before and after school care needs change. If you must withdraw from the program, you must notify us – in writing using the Change Form (see above) – *no later than one week prior to the week your child will no longer attend*. This will enable our business office to adjust your family's automatic bank draft schedule accordingly.

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

## **Program Staff**

All YMCA School-Age Child Care staff must meet or exceed the requirements set by the Missouri Department of Elementary & Secondary Education. All staff must be at least 18 years of age and be high school graduates. In addition, Site Directors must have at least one year's experience working in a licensed child care setting and/or university-level education in child development, education, or related coursework.

When hiring, we strive to recruit staff who have previous child care or related experience and hands-on knowledge of youth development, along with the enthusiasm, warmth, and maturity needed to interact positively with children. All staff are interviewed in person. Reference and background checks are conducted for all staff before they are permitted to work in the child care program.

All staff participate in ongoing staff development and training activities and are trained in First Aid and CPR.

## **Ratios**

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



# DROP-OFF AND PICK-UP PROCEDURES

## **Hours**

YMCA School-Age Child Care opens at 6:30 a.m. for the Before School Session; the Afterschool Session closes at 6:00 p.m. We will not allow children to be dropped off before 6:30 a.m. for any reason. We expect all children to be picked up promptly by 6:00 p.m. Staff are not permitted to open early or stay late to care for your child, neither as a YMCA employee nor through a private arrangement.

## **Procedures**

### **Before School Session Sign-In**

The YMCA is not responsible for your child until he or she is signed in at the program by a responsible party. All children attending the Before School program must be escorted into the YMCA School-Age Child Care program space ("Home Base") by a parent/guardian or other responsible adult and signed in by that adult. Children will not, under any circumstances, be allowed to walk in on their own or sign themselves in. Please plan ahead to allow sufficient time for drop off.

A YMCA School-Age Child Care staff member will greet you as you enter the program space. 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. Be aware you **MUST** sign both. You must also sign your child in using the designated program tablet.

### **Afterschool Session Sign-In**

Please talk with your child about the importance of reporting directly to the YMCA School-Age Child Care site immediately upon dismissal from his or her classroom at school. Remind your child to take everything they will need at home (outerwear, backpack, school books, homework assignments, etc.) with them when they leave their classroom and sign in at the afterschool site.

Upon arrival at the YMCA School-Age Child Care site, the staff will sign your child into the program. A staff member will greet them and mark them present for the day upon arrival.

### **Afterschool Session Sign-Out**

All groups of children will return (from outdoors, the library, gymnasium, or other program spaces around the school) to Home Base by 5:00 p.m. each day. For your convenience, we encourage you to plan your arrival for afternoon pick up for 5:00 p.m. or after. If you must arrive before 5:00 p.m., you will be responsible for going to your child's activity location at the program site to sign your child out. This location will be posted on the door of the program space whenever any group leaves Home Base. Under no circumstances are staff permitted to leave their group or activity to take a child back to Home Base for pick up.

All children must be signed out by a parent, guardian, or other authorized responsible adult (see below) each day. The person picking up must go to the Home Base and physically sign their child out. Staff will not escort children outside the Home Base 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 provided by the school-age child care staff. You must also sign your child out using the designated program tablet.

# DROP-OFF AND PICK-UP PROCEDURES

## **Authorized Adults for Pick-Up**

YMCA School-Age Child Care staff may only release children to the parents/guardians and any other authorized adults listed on the 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 the site (phone numbers located on page 9 of this handbook). Include in your message the child's full name, site attended, and the name of the person you are authorizing to sign the child out. Please inform this individual of the pick-up location and procedures and instruct them to be prepared to present a photo ID that includes their name.

## **Release of Children to Impaired Persons**

YMCA School-Age Child 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 your 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, 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 an enrolled child, 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**

YMCA School-Age Child Care ends for the day promptly at 6:00 p.m. If an emergency arises and you know you will not be able to pick up your child by 6:00 p.m., please contact the school site your child is attending. (Phone list on pg. 8)

In the event a child is not picked up by 6:00 p.m. and we have not received advanced notification a parent will be late, we will attempt to contact parents and the emergency contacts listed on the child's enrollment 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 6:01 p.m. or after). This fee will automatically be drafted from the bank account or credit card you have on file. Continuous late pick up may result in my child's dismissal from the program.

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



# GUIDANCE AND DISCIPLINE

## 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. Using the YMCA's Character Development focus as a guide, our program staff works with the children to develop and practice **caring** and **respect** for themselves and others by taking **responsibility** for their own actions.

As our goal is to work in partnership with parents to keep all participants in the YMCA School-Age Child Care Program safe and happy, we strive to be **honest** and respectful when communicating with parents about their child's behavior within the program. We respectfully ask parents to do the same, as we partner together to develop plans to help their child participate successfully in the before and afterschool program.

## Procedure for Handling Behavior Concerns

If a participant engages in behavior that falls outside the rules or the Code of Conduct (see below), 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 Childcare Program Director to discuss the behavior and future consequences.

Should redirection and discussion not be successful to 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.

The YMCA does not permit physical punishment of a child under any circumstances.



# CODE OF CONDUCT

## Code of Conduct

All participants in the YMCA School-Age Child Care program are expected to abide by the following Code of Conduct. 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 staff member 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 staff members' directions
- Use language that is appropriate and respectful when speaking with other participants and staff; avoid any sort of behavior (language, expressions, gestures, etc.) that is disrespectful or impolite
- Respect other children's and staff members' belongings and the YMCA's property
- Use resources wisely and avoid waste (food, supplies, water, energy, etc.)

### Responsibility

- Arrive at the program with everything needed (coat/jacket, backpack, homework/study materials, etc.)
- Always stay with your group and within sight and sound of the YMCA staff
- Take proper care of your own belongings
- Clean up after yourself and help keep the program's spaces neat and clean

Failure to abide by the Code of Conduct may result in disciplinary actions being taken, including suspension and/or dismissal from YMCA School-Age Child Care.

### Bullying

Be aware the YMCA has a zero-tolerance policy relating to bullying of any kind. Any behavior by a participant 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 unacceptable. Any form of bullying behavior may lead to dismissal from the program.



# PROGRAM INFORMATION

## **Dismissal Policy**

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 the program's rules
- Defacing YMCA or program 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 or staff member's property
- Intentionally injuring another child
- Failing to stay with their assigned group

Additionally, failure on the part of parents or guardians to meet their obligations, as outlined in the YMCA School-Age Child Care Parent Handbook, may result in a child's dismissal from the program. This includes, but is not limited to:

- Nonpayment or persistent late payment of weekly program fees
- Noncompliance with the program's policies and procedures
- Physical or verbal abuse of any participant or staff member
- Failure to cooperate with staff to resolve issues related to their child's behavior in the program

Depending on the severity of the issue, the child may either be dismissed immediately or with advance warning to allow parents to make alternative arrangements. In the event of dismissal, no refunds or credit will be given for fees previously paid.

## **Health and Safety**

### **Immunizations**

Our licensing agency requires us to have copies of immunization records on file for all enrolled children and for all children to have all of the immunizations indicated for their age. We are required to obtain a new copy of your child's immunization records every year; we are not permitted to use documentation from previous school years.

Parents must submit a copy of their child's immunization records at the time of enrollment. We are not permitted to provide care without this documentation; to do so would place the program out of compliance with the state's regulations for licensed child care.

If your child receives additional immunizations while enrolled in the program, please provide us with an updated copy of his or her records.

If you have chosen not to immunize your child, or your child is unable to be vaccinated due to medical or other reasons, you are required to provide documentation for your child's file. If this applies to your family, please contact the Childcare Program Director (816-558-0849) for details on the materials you must submit to comply with child care licensing requirements.

# PROGRAM INFORMATION

## Allergies

The School-Age Child Health Report form (included in the enrollment packet) provides a space for you to describe your child's allergies. In addition, we ask that you include details that clearly describe the nature of your child's allergies, symptoms to watch for that might indicate exposure to an allergen, and instructions for how staff should respond.

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 Childcare Program Director prior to your child's first day of attendance to discuss this in detail.

## Food Allergies and Sensitivities

Be aware that **YMCA School-Age Child Care is a peanut-free and tree nut-free space**. As the children attending the program will vary from day to day, 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 on a particular day. 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. ***Apart from children who require special consideration due to medical reasons, we will not permit any children to eat food that is not provided by the program.*** For the protection of children with food allergies or sensitivities, please do not send food from home for your child.

If the day's menu contains an item your child is allergic or sensitive to, we will offer an alternative meal item. 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 a week-long supply of healthy snacks for your child on the first day your child attends that week. In such cases, please give the food directly to the Site Director, who will store it safely and provide it to your child at meal time. We ask that you provide the alternative snack in one-serving portions and clearly label each portion with your child's first and last name. As storage space at the school sites is extremely limited, we are unable to store more than a week's supply at one time. Any unused snacks will be returned to you on the last day the child attends in a given week.



# PROGRAM INFORMATION

## **Children with Special Needs**

The YMCA School-Age Child Care Program makes reasonable accommodations to include children with special needs in the before and afterschool program under the guidelines dictated by the Americans with Disabilities Act (ADA). Upon enrollment, the Youth Development Director will meet with parents to discuss the child's needs and work with the parent to develop a participation plan. Decisions related to the enrollment and placement of a child with special needs will be made in partnership with the parents, medical professionals, and (when applicable) the school team involved with the child's Individualized Educational Plan (IEP) at school. The participation plan will be revisited on a regular basis to ensure the child's needs are being appropriately met.

Children who suffer from severe or debilitating medical conditions (including, but not limited to: life-threatening allergies, asthma, diabetes, etc.) must have an up-to-date Specialized Care Plan – signed by your child's physician and/or other care providers – on file. This is a requirement of the Missouri Department of Elementary and Secondary Education.

## **YMCA Child Protection Policy**

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 chief executive officer in writing and prior to the activity.

## **Reporting of Child Abuse and Neglect**

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

In the event a parent of a child enrolled in the program suspects child abuse or neglect, this can be reported to the Missouri Department of Health and Senior Services Hotline at 1-800-392-3738.

## **Protection of Sensitive Information**

Be assured the YMCA will keep your family's contact and other information in a secure place and will not release any of this information without your permission unless doing so is legally mandated.

If your family is experiencing any circumstances that may affect the care of your child in our program (such as custody agreements, restraining orders, changes in family structure, etc.), please arrange a meeting with the Childcare Program Director to discuss strategies to appropriately address your family's needs.

From time to time, it may be necessary for YMCA School-Age Child Care staff to discuss confidential or sensitive information with agencies, educational professionals, case workers, etc. related to the care of your child. In many cases, we will require your permission to do so. If you are aware of service providers that require a signed release to share information concerning your child, please provide a release form at the time of enrollment, or when the need arises. If we do not have this information on file, please understand that having to request this at a later date may delay our ability to address your child's needs in a timely manner.

# PROGRAM INFORMATION

## **Outdoor Play**

Fresh air and active play are an important part of developing children's daily routines. Whenever possible, the YMCA School-Age Child Care Program will offer an option for outdoor play. Children will be encouraged to choose outdoor play as a Free Choice Recreational Activity; however, they must be properly dressed for the weather. To make this experience as safe and enjoyable as possible, we ask that you send your child to school with appropriate outerwear for the season's weather (such as a seasonally appropriate jacket/coat, hat, scarf, gloves, and footwear).

The YMCA School-Age Child Care Program utilizes the State of Missouri's "Child Care Weather Watch" guidelines ([dese.mo.gov/media/pdf/office-childcare-child-care-weather-watch](https://dese.mo.gov/media/pdf/office-childcare-child-care-weather-watch)) when evaluating conditions for outdoor play during all seasons. These guidelines incorporate factors such as air temperature, wind chill, and heat index to determine safety for outdoor play for children of all ages. Staff will monitor weather conditions daily and evaluate them against these guidelines to ensure outdoor play is conducted safely (within the "Green" range, or within the "Yellow" range with appropriate precautions taken).

For example, during warmer months, program staff will monitor the heat index and move activities indoors when conditions reach "Caution" range (typically above 90 degrees). In addition, on rainy days or days with poor air quality, active play will take place indoors.

During the winter months, staff will evaluate air temperature and wind chill to determine whether the children will be able to play outdoors, and the length of time they will be able to do so safely; staff will make adjustments as needed.

## **Lost and Found**

Unclaimed or unlabeled items will be placed in a Lost and Found box kept on-site. Anything left at the end of each semester 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, school supplies, and any other items your child brings to school each day. Use your child's full name; initials are not as helpful. This will enable your child and the school-age child care staff to help these items find their way home at the end of each day and prevent them from becoming lost.

## **Items Brought from Home**

Please do not allow your child to bring any toys, sports equipment, money, jewelry, pocketknives, trading cards, or anything else of value with them to school. Please talk with your child to reinforce this rule, which is in place both to help your child participate fully in all program 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**

If it is *absolutely necessary* for your child to have a mobile phone (for use after school-age child care hours only), the phone must be checked in with the Site Director at sign-in. We ask that the phone stays in your child's pack.

# ILLNESS

## **Communicable Disease**

The YMCA follows the Missouri Department of Health and Senior Services' guidelines for the prevention and control of communicable diseases ([https://health.mo.gov/living/families/schoolhealth/pdf/communicable\\_diseases.pdf](https://health.mo.gov/living/families/schoolhealth/pdf/communicable_diseases.pdf)) These guidelines advise 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 the YMCA School-Age Child Care Program:

- Temperature of 100 degrees F or higher
- Vomiting
- Diarrhea
- Rash accompanied by a fever or behavior change
- Inflammation or drainage from the eyes
- Mouth sores
- 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)
- 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 and deemed not to be contagious)

Children who exhibit these symptoms or have been diagnosed with a communicable disease may not return to the program 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 care.

We ask that you notify the Site Director at your schools number (listed on pg. 8) if 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 participants and kept comfortable until the parent/guardian or other authorized adult arrives.

# ILLNESS

## **Injury**

All YMCA School-Age Child 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 staff member.

## **Medication**

Any medications your child requires during the program day – whether it is prescription medication, or non-prescription medication – must be checked in with the Site Director by the parent when the child is signed in (Before-School Program) or the child when he or she arrives (Afterschool Program) each day. Under no circumstances will children be allowed to keep medication of any kind in their backpacks. All 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. Except for EpiPens and inhalers, we will not store *any* medication for your child at the program site. You must bring it to the program and take it home with you every day.

For any medication to be administered to your child, we must have a completed and signed Medication Authorization Form on file. This form is available from your Site Director. If your child's medications change (including changes in the dosage of a current medication) please ask the Site Director to provide you with a new form and return it with your child's medication.

All medication (whether it is 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.

Our staff is not authorized to administer any over-the-counter medication (such as pain relievers, fever reducers, cough medicine, etc.) to your child to treat illness that arises over the course of the program day. All medication will require a completed and signed Medication Authorization Form.





# EMERGENCY PREPAREDNESS AND WEATHER

## **Closures Due to Inclement Weather**

In the event schools are closed for the day due to inclement weather, the YMCA School-Age Child Care Program **will not** operate. Before-school care **will not** be provided on days the schools start late due to weather conditions.

Should the school district elect to close schools early due to adverse weather conditions, the YMCA School-Age Child Care Program will be open **for a period of 2 hours only** after the schools close.

We will post program-specific information on the YMCA Facebook page and the YMCA website ([www.stjoymca.org](http://www.stjoymca.org)) when applicable. Local television (KNPN and KQ2) and radio stations (KKJO, Q Country) can also be consulted for the operating status of St. Joseph School District schools.

Weekly fees will not be prorated due to weather-related closures or reductions in hours of operation.

## **Facility or Weather Emergency**

Parents are asked to be alert to changing weather conditions and to consult local media outlets (radio or television), the YMCA's Facebook page and website ([www.stjoymca.org](http://www.stjoymca.org)), and your school's website to be aware of the school's status when early closure due to weather may be possible.

In the event of a weather-related emergency or the need to evacuate the building for any other reason (extended power outage, loss of running water, etc.), staff will accompany the children to the area designated by the program site's School-Age Child Care Emergency Plan and the host school. Appropriate precautions will be taken for the safety of the children and the situation will be monitored.

In the event it becomes necessary for the center to close before the typical closing time, parents will be notified and asked to pick their children up. If you cannot be reached, staff will attempt to reach the emergency contacts you listed in your child's enrollment file. [We will also post information on the YMCA Facebook page, the YMCA website \(www.stjoymca.org\), local television \(KNPN and KQ2\) and radio stations \(KKJO, Q Country\).](#)

## **Fire Safety**

Every YMCA School-Age Child Care Program site has an emergency plan in the event of a fire-related emergency. This plan includes evacuation routes from all parts of the school where the program operates and a designated meeting site.

Fire drills are conducted on a monthly basis.

## **Policy Updates**

The YMCA of St. Joseph reserves the right to update the policies and procedures outlined in this handbook, and to add policies and procedures as deemed necessary for reasons including, but not limited to: changes in compliance or regulatory requirements, health and safety needs, etc. In the event of changes to the YMCA School-Age Child Care Parent Handbook, all parents will receive written updates.

# FIND WHAT MATTERS MOST.

Whenever we see a neighbor who needs support, the Y stands ready to help with open arms and caring hearts. Join us and discover what a gift it is to give.

» **LIVESTRONG** – an exercise program to help cancer survivors become more active and get back to a vibrant life

» **SUMMER DAY CAMP** – provides a fun-filled space for kids during the summer, with crafts, STEM activities, field trips and more!

» **YOUTH SPORTS** – our programs focus on teaching the fundamentals while building character and sportsmanship.

» **SCHOOL AGE CHILD CARE** – our before and after school program provides a safe, enriching environment for kids and provides a hot meal to each child every day.

## FIND YOUR REASON TO GIVE.

The YMCA of St. Joseph connects people to a greater sense of purpose and to each other to make our community stronger. Find your connection and discover what a gift it is to give.

# THIS IS Y.

## YMCA HOURS OF OPERATION

Mon - Thur	5:00 am - 8:00 pm
Friday	5:00 am - 7:00 pm
Saturday	6:00 am - 5:00 pm
Sunday	11:00 pm - 5:00 pm

## YOUTH SPORTS

YMCA Youth Sports programs promote healthy kids, families and communities by placing a priority on family involvement, healthy competition, the value of participation over winning and team building. Parents are encouraged to be more than mere spectators by contributing their time as volunteer coaches and team parents as well as being their kid's number one fan.

Ages 3 - 12 years

- Basketball
- Football
- Baseball
- Soccer



## DAY CAMP

At Y summer day camp, each week features a unique theme with fun-filled activities that allow for physical movement, social interaction, educational opportunities, leadership building, personal growth and creativity. Campers are divided into small groups by age with activities appropriate to the interests and needs of each group. Youth day camp at the Y focuses on caring, honesty, respect and responsibility in all of our activities.



YMCA of St. Joseph  
 PO Box 999  
 St. Joseph, MO 64502  
 816-671-YMCA  
[www.stjoymca.org](http://www.stjoymca.org)

## CHANGE FORM SCHOOL AGE CHILD CARE PROGRAM

Child's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
 School Attending: \_\_\_\_\_

### REGULAR MONTHLY SCHEDULE CHANGE

IMPORTANT!!!! One Week Notice must be given.

**Change** my child's enrollment for the remainder of the school year:

**Effective Date:**

\_\_\_\_\_

Please elaborate below:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### New Schedule

#### Current Schedule

- Before School
- After School
- Before & After School

#### New Schedule

- Before School
- After School
- Before & After School

### DISENROLL - ONE-WEEK NOTICE

**Disenroll** my child for the remainder of the school year:

*(My child will be disenrolled from all childcare programs in which they are currently enrolled unless otherwise noted.)*

Last Attendance Date: \_\_\_\_\_

### SIGNATURE REQUIRED

I understand that the changes above may affect my payment amount. The new amount will continue to be charged automatically by electronic funds transfer (EFT), credit or debit card on file at the YMCA.

Responsible Party Name: \_\_\_\_\_

Please return form to one of the following:

1. Hand deliver to: Site Director
2. Email to: [jryan@stjoymca.org](mailto:jryan@stjoymca.org)  
[hhirter@stjoymca.org](mailto:hhirter@stjoymca.org)

OFFICE USE ONLY

