



YMCA OF GREATER INDIANAPOLIS
Before & After School
Parent Handbook
2017-2018

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PROGRAMMING TO MEET YOUR NEEDS

YOUTH DEVELOPMENT PROGRAM OFFERINGS

BEFORE & AFTER SCHOOL CARE: Located in schools and available from 6:30am* to 6:00pm at over 100 locations across Indianapolis.

*May vary by school district. Please visit indymca.org/youthdevelopment for up to date hours.

SCHOOL’S OUT CAMP: Full day camp at multiple locations during Fall Break, Winter Break, Martin Luther King Jr. Day, Presidents’ Day, Spring Break, and other scheduled school breaks. Visit indymca.org/youthdevelopment for a School’s Out Camp near you!

INCLEMENT WEATHER CARE: When school is out, we are in! Care is available during morning delays, early releases, and when school is cancelled due to inclement weather! Get the latest information when weather strikes at indymca.org/youthvelopment.

SUMMER DAY CAMP: The fun doesn’t stop when summer hits! Join us for camp at any of our 26 Summer Day Camp locations! Full day care is available all day long. Our Camp Guide is available at indymca.org/youthdevelopment.

Every day, we work side-by-side with our neighbors to make sure that everyone, regardless of age, income or background, has the opportunity to learn, grow and thrive.

YOUTH DEVELOPMENT PROGRAM COMPONENTS

YMCA programs foster each child's cognitive, social-emotional and physical development through opportunities and experiences which focus on **achievement, relationships, and belonging**.

Each activity is offered in a **physically and emotionally safe environment** consistent with evidence-based principals of youth development: each child is encouraged to develop at his or her own unique rate by encouraging **skill development** and frequent **leadership** opportunities.

Families are seen as partners in their child's development and are provided opportunities to strengthen the family unit and give the family and the YMCA the opportunity to work, play, learn, and thrive together.

The YMCA collaborates with **other organizations** that are committed to serving the needs of all children and families. It's through these collaborations and a strong youth development focus and assessment that the Y delivers consistent quality programs.

The YMCA's national character building campaign pledges to incorporate the values of **caring, honesty, respect, and responsibility** as part of all youth programming.

Weekly Before & After School **ACTIVITIES** includes...



Arts & Humanities



Character Education



Physical Activity



Healthy Snack



Homework Support



Literacy



STEM



Service Learning



Conflict Resolution

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



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



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



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



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



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

YOUTH DEVELOPMENT PROGRAM COMPONENTS

PROGRAM PROCEDURES

If you are new to our program, please allow extra time at drop-off and pick-up.

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

After School Care: Please send a note to your child's teacher on the first day to ensure your child is sent to the program, and instruct your child to go immediately to the program location to sign in, even if they are involved in another activity (scouts, clubs, etc.).

If your child will be absent from the program, please call the site phone prior to the program start time, in addition to notifying the school.

Only those persons designated on the child's authorized pick-up list will be allowed to sign the child out from the program. Be sure to complete the pick-up authorization on the registration form. All authorized persons must be 18 years of age or older. ID is required until faces become familiar to staff, and ID will be required if there is someone different picking up the child or if there is a substitute staff working at the Y program. Changes, additions, and/or deletions to the pick-up list must be made in person on a Change/Update Form and must be made by the authorized person who registered the child on the current registration form.

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

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

Parents who arrive after 6pm will be assessed a \$1 per minute, per child fee. For consistency, the site clock will be used, and the fee must be included in your next payment. After three late arrivals, we will ask that you make other arrangements for care for your child. If a child has not been picked up by 7pm, and no authorized person has been reached, the staff will follow the YMCA safety policy and procedures and contact the local police.

ITEMS TO LEAVE AT HOME

The YMCA is not responsible for students' possessions that are lost, stolen, or damaged. The best way to prevent this is to leave toys, electronics, expensive jewelry, and other valuables at home.

FAMILY EVENTS

Your YMCA program will have monthly family events, and we encourage you and your family to attend! These events are a great way to get to know staff and other families. Specific details can be found through your site.

ANNUAL CAMPAIGN

The YMCA believes every child should have the opportunity to be part of a program that helps them grow and thrive, regardless of the ability to pay the full rate. To support this belief, the YMCA raises funds through the Annual Campaign. Your child will have the opportunity to participate in service projects to raise funds for this campaign, teaching the importance of helping those in need. If you would like to contribute, please visit our campaign page at www.indymca.org.

UNDERSTANDING SPECIAL NEEDS

The YMCA welcomes families and children with special circumstances. To best serve you and your family, please complete the Accommodation Request Form prior to attending the program. You will be contacted by a Program Director to discuss the individual needs of your child and determine together what accommodations your child may need to be successful in our program.

SCHOOL'S OUT CAMP/INCLEMENT WEATHER CARE

Since parents' work schedules do not always match school days off, continuous care is offered during breaks (minimum enrollment required) at several YMCA and school locations. You may attend any location you choose and any school age child is welcome to attend. More information is available at indymca.org/youthdevelopment.

TYPICAL SCHOOL'S OUT CAMPS

- Fall Break
- Winter Break
- Martin Luther King, Jr. Day
- Presidents' Day
- Spring Break
- Flex Day Schedule
- Balanced Calendar School Intersession Programs

YOUTH DEVELOPMENT HOLIDAY CLOSINGS (NO CAMP)

- Labor Day
- Thanksgiving Day and the following day
- Christmas Day
- New Year's Day
- Memorial Day

SCHEDULED EARLY DISMISSAL / HALF DAYS

During the school year, there may be several scheduled early dismissal or half days. On these days, the After School program will be available at your child's school from the time of school dismissal until 6:00pm.

INCLEMENT WEATHER / SCHOOL DELAYS

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

If school is cancelled during a delay, our program will be cancelled as well. We will offer a program at a designated YMCA location, if locations are open. A parent/guardian or designee will be responsible for picking their child up as soon as possible, and transporting their child to the designated YMCA location, if needed.

If school is released early due to inclement weather, and it is after 1:00pm, the Y will provide staff on site until parents are able to pick up their children. To ensure the safety of our children, families, and staff, please plan to pick up as soon as possible.

If school is closed prior to program start time due to inclement weather, a program will be held at YMCA Center locations and other predetermined school sites. For the most up-to-date information and for program locations visit our Facebook Page at "YMCA Youth Development," or call our weather line at (317) 532-4919.

SCHOOL'S OUT CAMP/INCLEMENT WEATHER DAY PROGRAMMING

Every child should be prepared to be active, have fun, and most likely get a little dirty! Send your child in clothes that can get dirty and tennis/athletic shoes. Sandals are welcome during pool or water play, but closed toe shoes are needed for the rest of the day!

Our program is enhanced by various guests and outside experiences. Field Trips and/or guest speakers and swimming will be offered during Fall Break, Winter Break, and Spring Break at each location. Swim tests will be completed at each camp and pool arrangements will be made based on their results. Swimming at off-site locations may vary due to enrollment numbers and transportation costs. Your child will most likely come home tired, dirty, and smiling!

Registering is easy! Visit our website indymca.org/youthdevelopment or contact the Youth Development office at (317) 484-9622. Please pack a lunch, two snacks, and a water bottle for each day of camp. When swimming, please send a swimsuit and towel.

YOUTH DEVELOPMENT SAFETY INFORMATION

STAFF SAFETY REQUIREMENTS

The YMCA takes pride in the quality staff in our programs. We carefully select and train educated, caring people with a commitment to nurturing every child's potential. Staff have been screened through reference checks, a criminal history check, and checked against the national sex offender list. A drug test and TB test are also required. The YMCA requires all staff to take CPR, First Aid, Child Abuse Prevention, and Safety and Risk Management. Continued education trainings are taken throughout the staff member's employment.

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

1. The staff and child's family have a relationship that predates the staff member's employment or child's enrollment in the YMCA program.
2. The staff and child's families are related.

Children will be actively supervised by qualified YMCA staff with the following ratios.

| Age of Children | Staff to Children Ratio |
|------------------------|--------------------------------|
| 3 years | 1 staff to 10 children |
| 4-5 years | 1 staff to 12 children |
| 6 years and up | 1 staff to 15 children |

SAFE CONDITIONS POLICY

Our program will not allow children in areas that are being remodeled, repaired, or painted. Schools are responsible for maintaining all interior and exterior surfaces, including walls, floors, ceilings, equipment, furnishings, free of sharp points or jagged edges, splinters, protruding nails or wires, loose parts, rusty parts, or materials containing poisonous substances.

The YMCA will be responsible for maintaining all program equipment. Staff will visibly scan all surfaces, equipment and furnishings (exterior and interior) to ensure safe condition, free of sharp points or jagged edges, splinters, protruding nails or wires, loose parts, rusty parts, or material containing poisonous substances. If unsafe conditions are found, staff will avoid the area and report to the building supervisor.

All surfaces are sanitized by YMCA staff or school personnel daily. YMCA staff will sanitize equipment used by children weekly and when they become soiled or contaminated. All sites have a daily cleaning check list.

ACCIDENTS & INJURIES

The safety of the children in our care is our top priority. Children are often testing their physical limits, making accidents inevitable. With minor injuries, YMCA staff will verbally communicate with the parent/guardian. In the event of a medical emergency requiring a doctor's treatment, we will contact a parent/guardian immediately. In the event that they cannot be reached, the signed authorization on the child's registration form will allow the YMCA to secure prompt treatment. Emergency personnel will take the child to the emergency room via ambulance. Injuries requiring ambulance service or medical attention are the financial responsibility of the guardian. There will be a YMCA staff on site who is trained in First Aid and CPR at all times.

ILLNESSES

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

CONTAGIOUS DISEASES

If your child has a confirmed case of a contagious disease, he/she must be kept at home. Please contact the Youth Development office so a general notice (all names will be confidential) can be posted at the program location. At the discretion of the Program Director, we may ask you to submit a doctor's statement prior to your child returning to site. The following conditions are categorized as "highly contagious":

- Strep Throat
- Measles
- Mumps
- Chicken Pox
- Diarrhea
- Scarlet Fever
- Pinworms
- Viral Infections
- Impetigo

YOUTH DEVELOPMENT SAFETY INFORMATION

MEDICATION POLICY

YMCA staff may dispense **medication with a prescription label** (labels for over the counter medications can be obtained at a pharmacy). Any medication dispensed at the program site must be in its original container with the child's name on it. A Medication Authorization form must be completed and signed by the parent/guardian with the following information:

- Child's name
- Type of medication
- Physician's name
- Amount of dosage to be given
- Time to be given
- Number of days to be administered
- Possible side effects

Please note that the YMCA staff are NOT able to give the first dosage of any medication. YMCA staff are not permitted to give medication to control or contain fever. If your child refuses medication, we will contact you for further instructions. YMCA staff may only dispense medication on this form. If Diabetes management assistance is needed, there are additional forms to be completed for checking blood glucose and administering insulin. Complete the YMCA Diabetes Management Forms, available at your Y program site.

WEATHER OR OTHER EMERGENCIES

In the event of a fire, tornado, natural disaster, or other related emergency situations, our YMCA staff will follow the school system or YMCA Center established plans.

BEHAVIOR MANAGEMENT

In our programs, our top priority is to provide a safe and enriching experience for all children. To do this, we must work together to develop the best plan for each individual child.

Program Expectations

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

Behavior Management Guidelines

(Depending on the the behavior, the YMCA reserves the right to utilize these guidelines in any order)

1. Staff will redirect the child and discuss appropriate behavior.
2. Child will be encouraged to take "personal time" to regain composure and/or discuss other choices for behavior. Staff will communicate with parents/guardians regarding the situation to ensure cooperation for the success of the child.
3. A Behavior Improvement Plan may be implemented as a tool for assisting the child, family and staff in creating a successful environment.
4. If additional reminders are given, a behavior report will be written by the Site Director. A copy and communication regarding the situation, will be shared with the person who picks the child up.
5. If a child receives three written behavior reports in any school year, the child will be suspended from the program for five days, and a conference is required before the child may return to the program. The parent is responsible for calling the YMCA to schedule a conference.
6. If a child returns to the program and receives a fourth written behavior report, the Site Director will notify the parent. If necessary, the parent will be asked to pick up the child immediately. The child will be dismissed from the program for the remainder of the year. In most instances, the child is eligible to return the following year.
7. If the behavior is severe enough after the first incident, and the Site Director consults with a Program Director, immediate suspension may occur without following the above steps.

YOUTH DEVELOPMENT ENROLLMENT PROCEDURES

PROGRAM ATTENDANCE OPTIONS

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

*A Before Care program is not offered at all locations. Please visit our website or contact the Youth Development office information.

- School's Out Camp (daily or weekly)
- Inclement weather care (delays, early releases, and snow day camps)

FEES

Program fees may be found on our website at indymca.org/youthdevelopment. Fees for School's Out Camps and snow day camps are **in addition to** regular Before & After School fees. Fees for delays (offered for AM programs only) are **included** in regular Before School fees, and fees for early releases are **included** in regular After School fees. For School's Out Camp, a non-refundable, non-transferable, and non-discountable deposit is required at the time of enrollment. The deposit will be \$5 for one-day camps and \$10 for week-long camps.

ENROLLMENT METHODS

Enrollment for each individual program must take place every year and may be completed online or at a YMCA Center or the Youth Development office. For the safety of the children and staff, no payments are permitted at site.

- Families interested in ongoing enrollment must participate in our automatic payment system (bank draft or credit card), which will draft at midnight the Friday prior to program attendance.
- Families interested in a week to week enrollment must pay by 1:00pm the Friday prior to program attendance through their online account or at a YMCA Center or at the Youth Development office using cash, check, or credit card. All checks should be made payable to YMCA Youth Development.

ENROLLMENT/PAYMENT RESPONSIBILITY

The parent/guardian who enrolled the student is responsible for the payment of fees and ensuring all balances on the accounts are paid in full. There will be one account for the child attending the YMCA's programs. The YMCA will not get involved in financial, custody, or personal disputes between parents or guardians.

ENROLLMENT DUE DATE

Program enrollment (including payment) must be completed by 1:00pm the Friday prior to program attendance. Enrollment occurring after the Friday deadline must be completed through the Youth Development office. A \$10 fee per child will be assessed. If enrollment (and payment) is not complete by the Friday deadline, the child will not be able to attend the program until the account is paid in full.

ADJUSTMENTS/CANCELLATIONS

Families can add to their enrollment through the website at indymca.org/youthdevelopment. Cancellations or adjustments must be made through the Youth Development office by 1:00pm the Friday prior to program attendance in order for a credit (or refund if there are no future enrollments) to be given. If an adjustment is not requested by the Friday deadline, the account will be charged for the original enrolled dates, and no adjustments will be made. Accounts will not be adjusted and credits/refunds will not be given for non-attendance, including illness. Deposits for School's Out Camp will not be credited or refunded.

FINANCIAL ASSISTANCE

Due to the contributions from our generous donors, the YMCA is able to offer a sliding fee scale based on household income. If interested, please contact your YMCA Youth Development Office for more information.

NSF POLICY

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

LIMITED ENROLLMENT

Due to program popularity and space restrictions, a number of our programs have limited enrollment. To ensure availability, we encourage our families to utilize the ongoing enrollment option above. If you have questions about sites with limited enrollment, please contact the Youth Development office.

COMMUNICATION INFORMATION

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

PROGRAM EVALUATION

Families will receive an email evaluation each year in order to help us continuously improve our programs. Please take the time to share your feedback with us! In addition, Program Directors are always open to your feedback.

EXTENDED SCHOOL ACTIVITIES/SPORTS

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

YOUTH DEVELOPMENT CONTACT INFORMATION

WEBSITE: www.indymca.org/youthdevelopment

FACEBOOK: "YMCA Youth Development"

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WE'RE AT A SCHOOL NEAR YOU!

2017/2018 YMCA YOUTH DEVELOPMENT PROGRAM SITES

CENTRAL

**Center Affiliations:
Irsay Family Y at CityWay**

Charter Schools

Avondale Meadows Academy
Paramount School of Excellence
Vision Academy
Irvington Community Elementary
Irvington Community Middle School

Indianapolis Public Elementary Schools

Center for Inquiry (327)
Also Serving:
Louis B. Russell Jr. (48)
William A. Bell (60)
Center for Inquiry (302)
Elder W. Diggs (42)
Eliza A. Blaker (55)
Francis W. Parker (356)
Frederick Douglass (19)
Also Serving: William McKinley (39)
George H. Fisher (93)
George W. Carver (87)
Stephen Foster (67)
Theodore Potter School (74)

EAST

**Center Affiliations:
Benjamin Harrison and Ransburg Ys**

Community School Corporation of Southern Hancock County
Brandywine Elementary
New Palestine Elementary
Sugar Creek Elementary

Greenfield-Central Community School Corporation

Eden Elementary (PM)
Harris Elementary (PM)
Also serving Greenfield Intermediate (PM)
J.B. Stephens Elementary (PM)
Maxwell Intermediate (PM)
Weston Elementary (PM)

Mt. Vernon Community School Corporation

Fortville Elementary (PM)
Also serving Mt. Vernon Intermediate (PM)
McCordsville Elementary
Mt. Comfort Elementary (PM)

Geist Montessori Academies

Geist Montessori Academy - North
Geist Montessori Academy - South

MSD of Warren Township

Brookview Elementary
Creston Intermediate (PM)
Eastridge Elementary
Grassy Creek Elementary
Hawthorne Elementary
Lakeside Elementary
Liberty Park Elementary
Lowell Elementary
Pleasant Run Elementary
Raymond Park Intermediate (PM)
Sunny Heights Elementary
Also Serving: Stonybrook Int. (AM only)

NORTH

**Center Affiliations:
Fishers & Jordan Ys**

Hamilton Southeastern Schools

Brooks School Elementary
Cumberland Road Elementary
Durbin Elementary
Fall Creek Elementary
Fall Creek Intermediate (PM)
Fishers Elementary
Geist Elementary
Harrison Parkway Elementary
Hoosier Road Elementary
HSE Intermediate/Jr High (PM)
Lantern Road Elementary
New Britton Elementary
Riverside Intermediate (PM)
Sand Creek Elementary
Sand Creek Intermediate (PM)
Thorpe Creek Elementary

MSD of Washington Township

Served at: Jordan YMCA (PM)

SOUTH

**Center Affiliation:
Baxter Y**

Beech Grove City Schools

Central Elementary
South Grove Intermediate
AM Program held at South Grove Elem
PM Program held at Central Elementary
Hornet Park Elementary

Franklin Township Community School Corp.

Acton Elementary
Adams Elementary
Arlington Elementary
Bunker Hill Elementary
Kitley Elementary
Middle School West
Also serving Middle School East
South Creek Elementary
Thompson Crossing Elementary

Greenwood Community School Corporation

Northeast Elementary
Also serving:
Isom Elementary and
Northeast Preschool Families
Southwest Elementary
Also serving: Westwood Elementary

MSD of Perry Township

Abraham Lincoln Elementary
Served at Baxter YMCA (PM):
Perry 6th Grade Academy
Southport 6th Grade Academy
Burkhart Elementary
Douglas MacArthur Elementary
Glenns Valley Elementary
Homecroft Elementary
Also serving:
Southport Elementary
Clinton Young Elementary
Jeremiah Gray Elementary
Mary Bryan Elementary
Rosa Parks Elementary
Winchester Elementary

WEST

**Center Affiliation:
Hendricks Regional Health Y**

Avon Community Schools

Avon Intermediate School West
Also Serving:
Avon Intermediate School East
Cedar Elementary
Hickory Elementary
Maple Elementary
Also serving White Oak Elementary
Pine Tree Elementary
River Birch Elementary
Sycamore Elementary

MSD of Wayne Township

Bridgeport Elementary
Chapel Glen Elementary (PM)
Chapelwood Elementary (PM)
Garden City Elementary (PM)
McClelland Elementary
North Wayne Elementary (PM)
Rhoades Elementary (PM)
Robey Elementary
Stout Field Elementary (PM)
Westlake Elementary (PM)

Plainfield Community School Corporation

Clarks Creek Elementary
Also serving:
Brentwood Elementary
Central Elementary
VanBuren Elementary