

# READY, SET, EXPLORE!



**YMCA OF GREATER INDIANAPOLIS**  
**Before & After School**  
**Parent Handbook**  
**2018-2019**

# TABLE OF CONTENTS

PROGRAM OFFERINGS .....	2
PROGRAM COMPONENTS .....	3
PROGRAM GOALS .....	4
PROGRAM PROCEDURES .....	5
SCHOOL’S OUT CAMP/INCLEMENT WEATHER CARE .....	6
SUPERVISION OF STUDENTS .....	7
BEHAVIOR MANAGEMENT .....	8
SAFETY INFORMATION .....	12
ENROLLMENT PROCEDURES .....	14
COMMUNICATION/CONTACT INFORMATION.....	16
PROGRAM LOCATIONS.....	17

## 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](http://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](http://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/youthdevelopment](http://indymca.org/youthdevelopment).

**SUMMER DAY CAMP:** The fun doesn’t stop when summer hits! Join us for camp at any of our 30 Summer Day Camp locations! Full day care is available all day long. Our Camp Guide is available at [indymca.org/youthdevelopment](http://indymca.org/youthdevelopment).

# YOUTH DEVELOPMENT PROGRAM COMPONENTS

COMPONENT	DOSAGE	DESCRIPTION
<b>21st-CENTURY SKILLS</b>	2X/week	Project-based learning aligned with school-day curriculum that includes collaboration, creativity, critical thinking, & problem solving
<b>ARTS</b>	1 hr/week	Projects with clear learning objectives that engage youth in planning, implementation, and debriefing
<b>COLLEGE &amp; CAREER READINESS</b>	2X/month	Activities that allow participants to explore career paths and higher education opportunities (e.g., career club, trips to local colleges, etc.)
<b>FAMILY &amp; PARENT ENGAGEMENT</b>	Minimum of 1X/3 months	Multiple ways for parents and families to engage including monthly events, interactions with staff, and volunteer opportunities
<b>GLOBAL LEARNING &amp; INCLUSION</b>	1 hr/week	Cultural events and projects that explore diverse perspectives, ideas, beliefs, and customs
<b>HEALTH &amp; WELLNESS</b>		
<ul style="list-style-type: none"> <li>• <b>Wellness &amp; Nutrition</b></li> <li>• <b>Physical Activity</b></li> </ul>	2X/month 30 minutes/day	Nutrition education and other activities related to well-being aligned with the Y's Healthy Eating and Physical Activity (HEPA) standards  Indoor or outdoor activities that align with the Y's HEPA standards
<b>ACADEMIC ENRICHMENT</b>		
<ul style="list-style-type: none"> <li>• <b>Homework Help</b></li> <li>• <b>Math or Literacy</b></li> </ul>	30 minutes/day 30 minutes/day	A time for small groups or partners by grade to work on homework in the presence of an adult staff member  Broad-based conceptual/cognitive learning that may/may not directly relate to school content beyond homework
<b>LEADERSHIP DEVELOPMENT</b>	2X/week	Experiences that intentionally allow participants to plan, develop, and lead program components with staff support
<b>SERVICE-LEARNING</b>	1 project/quarter	Projects with clear learning objectives that engage youth in planning, implementation, and debriefing

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



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



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



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



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



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

# PROGRAM GOALS

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

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

All YMCA BAS programs are designed to help your child(ren) meet the following goals:

- Grow personally
- Learn core values
- Develop specific skills
- Improve relationships
- Develop leadership ability
- Appreciate diversity
- HAVE FUN!

## CORE VALUES

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

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

## 40 DEVELOPMENTAL ASSETS

The Search Institute has identified 40 developmental building blocks, or 'assets' that help young people grow up to be caring, competent, and responsible. YMCA camping programs are designed to give children the support they need to develop into helathy young people.



# PROGRAM PROCEDURES

## SIGN IN/SIGN OUT 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.).

**Absences:** 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.

**Program Pick-Up:** Only those persons designated on the child's authorized pick-up list will be allowed to sign the child out from the program. All authorized persons must be 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.

**Authorized Pick up List:** Upon enrolling you will be asked to list individuals who are authorized to pick up your children. Please don't forget to add each parent/guardian who will be picking up as well as any other authorized adults. All authorized persons must be 18 years or older. You may add or change adults on a child's pick-up list through your online account. Click [here](#) for specific instructions.

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

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

**Late Pick-Up:** 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](http://www.indymca.org).



# 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](http://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](http://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.

# SUPERVISION OF STUDENTS

## STAFF SAFETY REQUIREMENTS

The YMCA takes pride in the staff in our programs. We carefully select and train educated, caring people with a commitment to nurturing every child's potential. Staff have been screened through reference checks, 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 RELATIONSHIPS WITH CHILDREN

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

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

## STAFF RATIOS

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

AGE	STAFF	STUDENTS	GROUP MAX
4	1	12	24
5 and up	1	15	30
State of Indiana: 6 and up	1	20	40

## UNDERSTANDING SPECIAL NEEDS

The YMCA welcomes families and children with special circumstances. We request you schedule an individual meeting with your Program Director prior to enrollment in the program to develop the best plan for your child. We will then be able to determine together what accommodation your child may need to ensure their success in our program. Contact information for your Program Director can be found at the end of this packet.



# BEHAVIOR MANAGEMENT

## BEHAVIOR MANAGEMENT PHILOSOPHY

At the YMCA of Greater Indianapolis, our top priority is to provide a safe and enriching experience for all children. To help ensure that all children are able to succeed in a safe and nurturing environment, we implement, and ask every child in our programs to follow, our YMCA Youth Development Behavior Management Plan.

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

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

## YMCA Program Expectations

- Speak for yourself
- 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 Strategies

- Setting an appropriate environment for programming.
- Having a well-planned program.
- Respecting all children
- Establishing clear rules
- Consistency in enforcement of rules
- Using positive language to explain desired behavior
- Speaking calmly while bending down to a child's eye level
- Giving clear choices
- Redirecting behavior by giving choices.
- Encouraging group consensus on problem solving.
- Discussing problems to discover causes, and guiding the group of children towards resolution.
- Assigning special tasks and responsibilities that will help to build their self-esteem (for example, special helpers, clean up supervisor, snack helper).
- Reflecting children's successes and accomplishments.
- Discipline or threat of discipline will not be associated with food, rest or toilet training.
- The use of physical punishment is never permitted



# BEHAVIOR MANAGEMENT

## BEHAVIOR MANAGEMENT GUIDELINES:

When a conflict arises concerning the rights of other people and/or property, our goal is to work with each participant individually to solve the problem through effective communication and logical consequences. Other behavior management techniques, which include redirecting behavior, removal from a particular activity, and parent consultation, will be used in situations where conflicts continue.

If you find that you do not agree with our discipline policy, please share your feelings and beliefs with us. We will attempt to work out our differences; however, if you find yourself uncomfortable with our methods and we haven't been able to work out a compromise you may need to consider other arrangements for your child.

The Youth Development YMCA categorizes misbehavior into two general types.

**Level 1:** Behavior is minor but disruptive and inappropriate. This includes, but is not limited to: profanity, uncooperative behavior, not following staff directions, or being untruthful.

Children who engage in such behavior will be guided by our behavior management plan. Ongoing disruptive behavior will result in written documentation and logical consequences. Escalating behavior may result in a meeting with the Program Director. Parents may be contacted to discuss behavior or special circumstances.

**Level 2:** Behavior includes, but is not limited to damage or theft of property, assault, verbal abuse, possessing weapons, threat of violence and/or repeated level 1 behaviors.

Such behavior will be documented, dealt with immediately, and may result in dismissal from the program. No refunds will be issued.

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

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

## BEHAVIOR MANAGEMENT PROCESS

When disruptive behavior is demonstrated by a child in our programs, the YMCA staff will take the following steps. Depending on the severity of the behavior, the YMCA reserves the right to utilize these interventions in any order:

- Staff will redirect the child and discuss appropriate behavior.
- Child will be encouraged to take "personal time" to regain composure and/or discuss other choices for behavior.
- If repeated reminders are needed, a behavior report will be written by the Site Director. A copy will be shared with the person who picks the child up that day.
- If a child receives three written behavior reports in any program period (i.e. school year; summer) the child will be suspended at the end of the day and a parent conference is required before the child may return to the program. The parent is responsible for calling the YMCA to schedule a conference.
- 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. After this report, 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.
- Depending on the severity of the behavior, suspension from the program may be effective immediately without following the above steps. The Program Director will notify the parent and the appropriate school personnel.

# BEHAVIOR MANAGEMENT

## ADULT CODE OF CONDUCT

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

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

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

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

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

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

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



# BEHAVIOR MANAGEMENT

## BULLYING

The primary goal of all Youth Development programs is to foster achievement, relationships and belonging. Children will sometimes display behavior inconsistent with our four core values of caring, honesty, respect and responsibility and make another child feel uncomfortable or unwelcome. We realize that these behaviors can range from inadvertent rudeness to bullying. Our staff members work to address each of these behaviors as they occur and with consequences logical to the behavior. We take bullying very seriously at the Y and our staff are trained in how to identify and correct bullying behavior. If your child expresses concern about being bullied, please inform our staff right away so that it can be addressed and corrected. Below is some information from a licensed therapist on childhood behaviors ranging from rude, to mean to bullying.

### RUDE VS. MEAN VS. BULLYING

**Rude** = inadvertently saying or doing something that hurts someone else.

From kids, rudeness might look more like burping in someone's face, jumping ahead in line, bragging about achieving the highest grade or even throwing a crushed up pile of leaves in someone's face. On their own, any of these behaviors could appear as elements of bullying, but when looked at in context, incidents of rudeness are usually spontaneous, unplanned inconsideration, based on thoughtlessness, poor manners or narcissism, but not meant to actually hurt someone.

**Mean** = purposefully saying or doing something to hurt someone once (or maybe twice).

The main distinction between "rude" and "mean" behavior has to do with intention; while rudeness is often unintentional, mean behavior very much aims to hurt or depreciate someone. Kids are mean to each other when they criticize clothing, appearance, intelligence, coolness or just about anything else they can find to denigrate. Meanness also sounds like words spoken in anger — impulsive cruelty that is often regretted in short order. Very often, mean behavior in kids is motivated by angry feelings and/or the misguided goal of propping themselves up in comparison to the person they are putting down. Commonly, meanness in kids sounds an awful lot like:

- "Are you seriously wearing that sweater again? Didn't you just wear it, like, last week? Get a life."
- "You are so fat/ugly/stupid."

**Bullying** = intentionally aggressive behavior, repeated over time, that involves an imbalance of power.

Experts agree that bullying entails three key elements: an intent to harm, a power imbalance, and repeated acts or threats of aggressive behavior. Kids who bully say or do something intentionally hurtful to others, and they keep doing it, with no sense of regret or remorse — even when targets of bullying show or express their hurt or tell the aggressors to stop. Bullying may be physical, verbal, relational, or carried out via technology:

**Physical aggression** was once the gold standard of bullying— the "sticks and stones" that made adults in charge stand up and take notice. This kind of bullying includes hitting, punching, kicking, spitting, tripping, hair pulling, slamming a child into a locker and a range of other behaviors that involve physical aggression.

**Verbal aggression** is what our parents used to advise us to "just ignore." We now know that despite the old adage, words and threats can, indeed, hurt and can even cause profound, lasting harm.

**Relational aggression** is a form of bullying in which kids use their friendship—or the threat of taking their friendship away—to hurt someone. Social exclusion, shunning, hazing, and rumor spreading are all forms of this pervasive type of bullying that can be especially beguiling and crushing to kids.

**Cyberbullying** is a specific form of bullying that involves technology. According to Hinduja and Patchin of the Cyberbullying Research Center, it is the "willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices." The likelihood of repeated harm is especially high with cyberbullying because electronic messages can be accessed by multiple parties, resulting in repeated exposure and repeated harm.

From: [https://www.huffingtonpost.com/signe-whitson/bullying\\_b\\_2188819.html](https://www.huffingtonpost.com/signe-whitson/bullying_b_2188819.html)

# SAFETY INFORMATION

## MEDICATION POLICY

YMCA staff may dispense **medication with a prescription label** (labels for over the counter medications can be obtained at a pharmacy). Any medication dispensed at the site must be in its original container with the child's name on it. 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 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.

## 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 Y as soon as possible. Due to ratios, if your child is unable to be outside due to illness, we may not be able to accommodate this request.

## 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, cytomegalovirus (CMV), and impetigo.

## ACCIDENTS & INJURIES

The safety of the children in our care is our top priority. Children are often testing their physical limits, making accidents inevitable. With minor injuries, 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.

## BATHROOM PROCEDURES

All children will take trips to the bathroom with the entire group and/or a small group and BAS staff (always in groups of three or more). Children will only use bathrooms inspected for safety by staff.

## 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.

## 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.

# ENROLLMENT PROCEDURES

## PROGRAM ATTENDANCE OPTIONS

- Before\* & After Care
- After Care Only
- Before\* Care Only
- School's Out Camp (daily or weekly)
- Inclement weather care (delays, early releases, and snow day camps)
- Full-time: 3-5 days per week
- Part-time: 1-2 days per week

\*A Before Care program is not offered at all locations. Visit our website or contact the Youth Development office for more information.

## FEES

Program fees may be found on our website at [indymca.org/youthdevelopment](http://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 6:00pm 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.

## 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 DEADLINE

Program enrollment (including payment) must be completed by 6:00pm 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.

## REFUNDS

Families can add to their enrollment through the website at [indymca.org/youthdevelopment](http://indymca.org/youthdevelopment). Cancellations or adjustments must be made through the Youth Development office by 6:00pm 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.

## 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.

## **FINANCIAL ASSISTANCE**

Due to contributions from our generous donors, the YMCA is able to offer a sliding fee scale based on household income. We also accept CCDF vouchers at some of our Before & After School locations. For more information on financial assistance and CCDF vouchers, please contact the Youth Development office at (317)484-9622.

If you wish to make a contribution to our Annual Campaign, you may do so by sending your donation to the Youth Development YMCA; Attn: Amanda Correa. Contact Amand at [acorrea@indymca.org](mailto:acorrea@indymca.org) for more information.

## **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.

## **TAX IDENTIFICATION NUMBER**

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

YMCA of Greater Indianapolis  
615 N. Alabama St. Suite 200  
Indianapolis, IN 46204  
Tax ID Number: 35-0868211

Please keep your receipts for tax purposes, if needed. You can access your tax receipt online. [Click here](#) for instructions on how to access this report.



# 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](http://www.indymca.org/youthdevelopment)

**FACEBOOK:** "[YMCA Youth Development](https://www.facebook.com/YMCAYouthDevelopment)"

615 North Alabama Street, Suite 400, Indianapolis, IN 46204 • Ph: (317) 484-9622 • F: (317) 269-6068

### Colleen Horan

choran@indymca.org  
Community Vice President  
(317) 554-1675

### Sara Noyed

snoyed@indymca.org  
Executive Director  
(317) 554-1657

### Amy Panetta

apanetta@indymca.org  
Associate Exec Director  
(317) 558-3209

### Mistie Timmons

mtimmons@indymca.org  
Associate Exec Director  
(317) 865-6476

### Brian Shelley

bshelley@indymca.org  
Sr Program Director- Camp  
(317) 554-1657

## NORTH

### Kierstin Hale

khale@indymca.org  
Program Director  
Hamilton Southeastern  
Schools  
(317) 554-1672

### Ryan McGee

rmcgee@indymca.org  
Program Director  
Hamilton Southeastern &  
Washington Twp Schools  
(317) 504-2450

### Courtney Ferguson

cferguson@indymca.org  
Program Director  
Fishers Y Camps  
(317) 771-1681

## CENTRAL

### Natasha Bellak

nbellak@indymca.org  
Regional Program  
Director  
(317) 558-3209

### Becky Ricks

bricks@indymca.org  
Program Director  
IPS Schools  
(317) 504-8639

### David Battle

dbattle@indymca.org  
Program Director  
Charter & Private  
Schools  
(317) 504-7850

### Bryce Joyner

bjoyner@indymca.org  
Program Director  
Jordan Y Camps  
(317) 607-2334

## EAST

### Katy Yeoman

kyeoman@indymca.org  
Program Director  
Warren Township Schools  
(317) 771-2674

### Erin Shanayda

eshanayda@indymca.org  
Program Director  
Hancock County Schools  
(317) 504-1403

### Sarah Sites

ssites@indymca.org  
Program Director  
Ransburg Y Camps  
(317) 407-4207

### Sophie Marie Brickley

sbrickley@indymca.org  
Program Director  
Benjamin Harrison Y  
Camps  
(317) 771-0750

## SOUTH

### Natasha Bellak

nbellak@indymca.org  
Regional Program Director  
(317) 558-3209

### Joel Hudson

jhudson@indymca.org  
Program Director  
Beech Grove, Franklin  
Township Schools, & St.  
Rose of Lima  
(317) 554-1679

### Erin Neff

eneff@indymca.org  
Program Director  
Greenwood & Perry  
Township Schools  
(317) 558-3206

### Mark Lantz

mlantz@indymca.org  
Program Director  
Baxter Y Camps  
(317) 554-1668

## WEST

### Clarissa Farris

cfarris@indymca.org  
Regional Program Director  
(317) 919-5112

### Dawna Sweatt

dsweatt@indymca.org  
Program Director  
Wayne Twp Schools  
(317) 954-5718

### Damon Workman

dworkman@indymca.org  
Program Director  
Avon & Plainfield Schools  
(317) 607-2333

### Katie Teal

kteal@indymca.org  
Program Director  
Hendricks Regional  
Health Y Camps  
(317) 771-0015

### Taelar Spindler

tspindler@indymca.org  
Asst. Program Director  
Pike & Witham Y Camps  
(317) 383-9918



# WE'RE AT A SCHOOL NEAR YOU!

## 2018/2019 YMCA YOUTH DEVELOPMENT PROGRAM SITES

### CENTRAL

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

#### Charter Schools

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

#### St. Lawrence Catholic School

#### Indianapolis Public Elementary Schools

Center for Inquiry (302)  
Christian Park (82)  
Edison School of the Arts (47)  
Francis W. Parker (356)  
Frederick Douglass (19)  
Also Serving: William McKinley (39)  
PM Only  
George W. Carver (87)  
Ignite Achievement Academy  
Stephen Foster (67)  
Theodore Potter School (74)

#### MSD of Washington Township

Served at: Jordan YMCA (PM)

### EAST

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

#### Community School Corporation of Southern Hancock County

Brandywine Elementary  
New Palestine Elementary  
New Palestine Intermediate  
Sugar Creek Elementary

#### Greenfield-Central Community School Corporation

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

#### Mt. Vernon Community School Corp.

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

#### 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

#### Geist Montessori Academies

Geist Montessori Academy - North  
Geist Montessori Academy - South

### 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 6<sup>th</sup> Grade Academy  
Southport 6<sup>th</sup> Grade Academy  
Burkhart Elementary  
Douglas MacArthur Elementary  
Douglas MacArthur Kindergarten Academy  
Glenns Valley Elementary  
Homecroft Elementary  
Also serving:  
Southport Elementary  
Clinton Young Elementary  
Homecroft Kindergarten Academy  
Jeremiah Gray Elementary  
Jeremiah Gray Kindergarten Academy  
Mary Bryan Elementary  
Rosa Parks Elementary  
Rosa Parks Kindergarten Academy  
Winchester Elementary

#### St. Rose of Lima

### 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  
Also serving: Van Buren Elementary