

Y-Care Quick Reference Guide | 2018/19



Amber Bardsley
 (219) 762-9622
 schoolage@ymcaofportage.org

Hours of Operation/Service Availability:

YMCA Y-Care:

Monday to Friday: 6:30am-8:45am and 3pm-6pm.

When children are released from school, they are put into the care of the Ymca's Y-Care program*.

* We are not responsible for the routing of the buses; PM arrival times may vary to the Y-Care sites.

YMCA SOYI:

Monday thru Friday (when applicable) 6:30am-6pm.

Aylesworth Y-Care Site (Phone #: 762-4951)	Jones Y-Care Site (Phone #: 762-2899)
Aylesworth	Jones
Central	Crisman
Myers	Kyle
Willowcreek	

Portage Weekly Rate	Member	Non-Member
Y-Care Registration	\$ 30.00	\$ 30.00
SOYI Registration	\$ 15.00	\$ 15.00
Late Fee	\$ 20.00	\$ 20.00
AM	\$ 33.00	\$ 66.00
PM	\$ 44.00	\$ 88.00
AM & PM	\$ 61.00	\$ 122.00
Punch Card	\$ 50.00	\$ 50.00
2-HR Delay (Y-Care)	\$ 5.00	\$ 5.00
SOYI (per kid/per day)	\$ 20.00	\$ 30.00

Late Pickups:

If a parent does not come to pick up a child by 6:00pm, the YMCA staff will call the parent to ensure that someone is on their way. If an authorized individual does not arrive by 6:00pm to pick up the child who was left passed the hours of operation, the Portage Township YMCA will charge \$1 per minute per program participant to your child's account and must be paid to the Portage YMCA in person or over the phone. If no communication is made between authorized individual, emergency contact, parent or guardian with Y-Care staff by 6:30 pm, the Portage Township YMCA will contact the proper authorities. As a law-abiding organization, we are obligated to do so under the Federal and State Laws protecting children from abandonment and neglect.

Payments:

Daily rates for Y-Care are not available. The need for flexible care options can be utilized with punch cards. For security reasons, no payments will be accepted at the Y-Care site and are to be made at or called in to the Portage Township YMCA facility. All payments are due by 9:00pm on the Friday **before** services are rendered. A \$20 late fee will be incurred by any program participant who has not paid for the following week's services by Friday at 9:00pm.

Unless otherwise requested, all receipts will be emailed to the email address on file.

- Services will be suspended for any program participant who falls 2 weeks behind in payment and services will not resume until the past due balance is received in full.
- If a participant's check is returned to the YMCA for insufficient funds, that participant will be responsible to pay, in cash at the YMCA, the full amount of the check and a \$25 NSF fee to the YMCA before the child may re-enter the YMCA Y-Care program.
- If two checks from the same recipient are returned for insufficient funds, the participant will not be permitted to pay by personal check for the remainder of the school year. Acceptable forms of payments are: money order, cash and debit card.
- **Punch Cards: One punch = 1 hour.** Only one child per punch card allowed. Punch cards are now digital, and you will need to initial for every hour your child is in attendance. These cards expire 30 days from the date of purchase and are not usable towards SOYI. PM punch card times immediately begin upon dismissal from school.
 - How punches work:

Child dropped off between:	Child picked up between:
6:30 am – 7:29 am = 2 punches	3 pm – 3:59 pm = 1 punch
7:30 am – 8:30 am = 1 punch	4 pm – 4:59 pm = 2 punches
	5 pm – 6:00 pm = 3 punches

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Absences:

- If your child is absent from the Y-Care Program, it is the responsibility of the parent to contact the Y-Care site and leave a message. There will be no pro-rated fees due to general absences. Refund requests will only be considered for extended absences under extenuating circumstances under the discretion of the Childcare Coordinator.
- If your child is registered for SOYI in advance and does not attend without prior notification/cancellation; at least 1 day before service is rendered, there will be no refund. SOYI is registration based requires a minimum of 10 students to operate each day.

Severe Weather Policy:

In the event of severe weather or snow days, **Y-Care will remain open and available at the YMCA building** unless the Portage Township YMCA building closes. Please listen to the following local radio stations for closing information: AM 1500, AM 720, 105.5FM, 107.1FM, 103.9FM or watch the WGN TV channel 9 News. If you have internet access, go to www.cancellations.com, or www.emergencyclosingcenter.com or visit Portage Townships schools and Portage Townships YMCA Facebook page. Stay in the know on the go, download our mobile app and sign up for text alerts by texting YCARE to 54900.

- In the event that school is called on a **two-hour delay**, you may bring your child to the **YMCA building for Y-Care** as early as **6:30am** and they will be bused from the YMCA building to their home schools. On these 2-hour delays, **we charge \$5.00 per day per child** for this service.
- **If school is cancelled before the start of the school day**, Y-Care will be available from 6:30am – 6pm at the YMCA building. Payment arrangements are to be made by the time you pick up your child from the YMCA building that day. **When school is cancelled due to weather your weekly cost will not be prorated, this is act of nature and beyond our control.**
- **In the event that school closes during the school day**, all Y-Care children will be bussed via Portage Township Schools Transportation to the Portage Township YMCA building where they may be picked up by **6:00pm** (Please refer to Parent Handbook).

Minor & Major Offenses:

Minor offenses are considered to be problems which do not include hurting one's self or others. These offenses include but are not limited to: disrespecting staff or other students, inappropriate behavior, being uncooperative, and not following directions.

Major offenses are considered to be problems in which there is a danger posed to either oneself and/or others. These offenses include, but are not limited to: foul language, destruction of school or YMCA equipment/property, violence (physical, emotional, etc.), and bullying and/or threatening. Any verbal threat of bodily harm to another individual will be taken very seriously. **This is considered a major offense and may result in immediate suspension from the program.** The parents of all children involved will be notified immediately. Any disciplinary action taken by staff will be documented the day it occurs. Parents will be asked to review documentation and to sign the form. Although extreme behavior problems rarely occur, it is important that our discipline system is clear so that parents and children understand our expectations and limitations. Please be sure to carefully review our behavior policies in your Parent Handbook (also available on our Portage YMCA website under childcare).

Electronics Policy:

Y-Care does **NOT** permit the use of cell phones, tablets, video gaming devices, or any other electronic devices. These items will be confiscated and returned to parents upon pick-up if not kept in backpack. The YMCA is not responsible for lost or stolen items.