



**FOR YOUTH DEVELOPMENT®**  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# ENGAGE ENCOURAGE ENRICH

Portage Township YMCA Y-Care





**FOR YOUTH DEVELOPMENT**®  
FOR HEALTHY LIVING  
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Dear Parents and Guardians,

It is known that children who start off their day with mentally and physically motivating activities, prepare them better for their busy day. One Harvard Medical School study shows that exercise changes the brain to improve memory and thinking skills. Regular aerobic exercise, the kind that gets your heart and your sweat glands pumping, appears to boost the size of the hippocampus, the brain area involved in verbal memory and learning.

In our Y-Care program, your child will be involved in morning group exercise activities to stimulate their brains and encourage positive interactions with their peers. That's why, through the Y, millions of youth today are cultivating the values, skills and relationships that lead to positive behaviors, better health and educational achievements. Thank you for allowing us to provide a safe nurturing environment for your child to learn, grow and develop social skills before and after school.

We strongly value your belief and trust in the Portage Township YMCA and our staff. We will do everything possible to provide a safe, secure and enriching environment so that your child has a positive place to grow. We value your feedback and would like for you to provide us with your thoughts at anytime throughout the year.

The Y has a financial assistance program to help parents in need send their children to Y-Care and/or Summer Camp. Contributions from local businesses, individuals and our Y members help to fund this assistance, ensuring that all children have the opportunity to participate in these life enriching programs.

Thank you and we can't wait for another wonderful year!

Erin Robles

Interim SACC Coordinator

219-762-9622

[schoolage@ymcaofportage.org](mailto:schoolage@ymcaofportage.org)

## Program Information

Y-Care Program hours are 6:30 am-8:45 am and 3 pm- 6 pm Monday thru Friday during school days. As the children are released from school, they are put into the care of the Ymca's Y-Care program\*. Our optional SOYI Program is from 6:30 am-6 pm here at the Portage YMCA during non-school days.

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

Aylesworth Y-Care site	Jones Y-Care site
Central students	Crisman students
Myers students	Kyle students
Aylesworth students	Jones students
Willowcreek students	

Y-Care is a safe and nurturing place for children kindergarten through 8th grade.

- **Aylesworth Elementary:** located at 5910 Central Avenue; AM/PM drop off/pick up is through the "A" doors **ONLY**. Please park at the west side (between the IT building and playground). 219-764-6511
- **Jones Elementary:** located at 2374 McCool Road; enter the cafeteria door on the South side of building. 219-764-6981

## Child Care Staff Qualifications

The YMCA recognizes the effect a positive experience will have on the development of children and youth. The Y-Care staff is carefully selected based on education, qualifications, work experience, and for their ability to act as positive role models. Each of our staff has demonstrated a strong commitment to caring for children and has passed pre-employment criminal background checks and drug screening. All YMCA childcare staff hold current CPR and First Aid certifications. Our team is a dedicated group that knows the importance of combining a safe and caring environment with a strong curriculum to benefit your child's development.

## Non Discrimination Policy

The Portage Township YMCA does not discriminate against anyone based on race, religion, color, sex, age, national origin, sexual orientation or disability. Every effort will be made to provide reasonable accommodations for mentally and physically challenged children. However, the YMCA is not able to accommodate children who are a danger to themselves, a danger to others, or a disruption to normal activity making it unreasonably difficult for other children to enjoy programs. A parent/guardian must discuss special conditions or circumstances involving their child with the director prior to registration so that a determination of reasonable accommodations can be made.

## Program Outcomes

The Y's Y-Care Development Program is firmly based in its Christian mission and purpose. The specific outcomes of the before and after school developmental program include but are not limited to:

- Demonstrate an appreciation for arts and humanities
- Demonstrate caring, honesty, respect, faith and responsibility
- Demonstrate physical fitness and knowledge about healthy lifestyles through the LAUNCH program
- Complete homework and demonstrate a commitment to learning
- Read for pleasure
- Demonstrate a commitment to learning and using problem-solving skills
- Demonstrate civic leadership and service
- Demonstrate age appropriate social skills, compliance with requests, and problem-solving skills
- Maintain adequate self-esteem
- Avoid engaging in anti-social behavior

## Late Pick Up

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.

### **Sign In/Sign Out Procedures**

Parents may drop their registered children off at their Y-Care site in the morning as early as 6:30 am. We prefer you notify your child's school and teacher that he/she is now participating in our Y-Care program. The afternoon session begins when school is dismissed and closes at 6:00 p.m. Failure to sign the children in will result in termination of services. All children must be signed in when dropped off in the morning. Children must be signed out in the evening from Y-Care by a parent or guardian 18 years of age or older.

### **Authorized Individuals for Pickup**

For their safety, children are released from Y-Care only to authorized individuals. An authorized individual must be listed on the registration form, be 18 years of age, and present photo identification. Changes in authorization must be provided to the director one week prior to implementation. Should an intoxicated or impaired individual arrive at a Y-Care site and insist on removing a child, the staff will immediately call 911 and ask for law enforcement assistance. If a court order exists preventing a particular individual from having contact with a child, a copy of the court order must be provided and on file with the YMCA.

### **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. This program is registration based and needs a minimum of so many students to run each day.

### **School Breaks SOYI**

#### **(School is OUT! Y is IN!)**

During scheduled school breaks the YMCA offers programs that complement the before and after school program. This program is held at the YMCA for kids in Kindergarten through 8th grade and needs a *minimum* of a 10 student enrollment in order for the program to run each day. In order for the staff to prepare for **(School is OUT! Y is IN!)** you **MUST** be registered and paid for **3 days prior** to the start of the holiday. All payments for these programs must be made before the child can attend. Late enrollment is subject to space availability. See program fees for additional information. Absences; please refer above.

#### **CDR (Closures, Delays, & Releases)**

- **Two-hour Delay:** In the event that school is called on a 2 hr 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. There is a charge of \$5.00 per child for this care which is due at the time of drop off. A cold breakfast will be provided before attending school.
- **Closures:** If school is cancelled before the start of the school day, Y-Care will be available from 6:30am – 6pm at the Portage Township YMCA. A cold breakfast, 5-component lunch and a 2-component snack will be provided. Care for no school day is \$20.00 (member) / \$30.00 (non-member) per day per child. When school is cancelled due to weather, your weekly cost will not be prorated; this is act of nature and beyond our control.
- **Early Release:** In the event school closes *during the school day*, all AM/PM, PM & punch card Y-Care children will be bused via Portage Township Schools Transportation to the Portage Township YMCA building where they must be picked up by 6:00pm. If paid for regular AM/PM or PM services, there is no additional charge for early release service. We do not accept AM only serviced children in our early release care. Punch Card users will utilize additional punches depending on time of release.

**Marketing**

On occasion, the YMCA takes photographs, film footage, or tape recordings of our programs. This media may include your child’s image or voice and is used only for purposes of promoting or interpreting YMCA programs. At registration you will be asked for permission to include your child in these promotional materials.

**Program Fees & Payments**

All fees are due and payable weekly on the Friday before service is rendered. There will be a \$20.00 fee assessed if paid after that Friday. For security reasons, no payments will be accepted at the Y-Care site and are to be made in person or called in to the Portage Township YMCA facility. You may also choose to put a card or checking account on file so that you can have the YMCA draft your weekly payment on request; you will need to fill out a Draft Authorization form (attached hereto). We also accept CCDF and have the machines located at both sites.

<b>Portage Weekly Rate</b>	<b>Member</b>	<b>Non-Member</b>
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

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 Y-Care site. 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: 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

**Removal from Program because of Non-payment**

No registration will be allowed for accounts with a past due balance. In the event that an account is past due for two weeks, participation in the program will be discontinued.

**Financial Assistance**

The YMCA does not deny participation or services based on the inability to pay for programs. Assistance must be applied for 4 weeks prior to enrollment and participation in any program for which assistance is needed. A financial assistance application is available at the YMCA Welcome Center and questions concerning income requirements can be addressed by calling the YMCA.

**CCDF: Childcare Development Fund**

We are a provider for this State funded assistance and request that you submit your Provider Form in a timely manner to ensure that any qualifiable subsidies may be applied for services rendered. Any balances not covered by the State are the sole responsibility of the parent and must be paid by the Friday before the week of service. CCDF does not cover single day SOYI’s; only Christmas and spring break (if applicable). Applications for the CCDF voucher program can be attained through your local FSSA location.

**Tax Information**

A report of all YMCA childcare expenses for the previous calendar year will be distributed to parents by February 1st.

**The PORTAGE TOWNSHIP YMCA tax number is 35-1404478**

## **Program Fees**

As a nonprofit organization, the YMCA sets program fees to cover the actual cost of services provided. Program registration fee is \$30.00 per child for Y-Care and \$15.00 for SOYI for the school year.

## **Child Illness**

If your child is sick they should not attend any program where other children may become ill through contact. As a guideline the YMCA suggests that children running a fever of 100 degrees or greater and children with recurring vomiting or diarrhea should remain at home for at least 24 hours after the fever has broken or the vomiting or diarrhea has stopped. If your child has a communicable disease or lice, the parents are urged to notify Y-Care within 24 hours so that the parents of other children may be notified. Children who have had a communicable disease may not return to the program unless they have a **doctor's note stating that they are no longer contagious.**

## **Electronics & Toys**

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

## **Screen Time**

It is estimated that kids spend up to 6 hours per day in front of some type of screen. While your child is in our care we prohibit regular television or movies. If we implement the usage of a TV, it will correlate with instructions toward a fun physical activity or special occasion.

## **Outdoor Play**

Daily opportunities for children to use large muscle skills, learn about outdoor environments, and express themselves freely and loudly, except when the severity of the weather poses a safety hazard, the wind-chill temperature is below twenty-five (25) degrees Fahrenheit, or there is a health-related reason documented by a parent or physician for a child to remain indoors.

## **After School Super Snack**

Snack provided is on a 2-week rotation; monthly menu posted at each site. It will be served as your child enters the program daily and consist of ¼ cup fruit, ½ cup vegetable, a whole grain, protein and 8 oz. serving of milk. No sweetened drinks or fried foods will be served in the Y-Care program. We are here to promote a healthy eating habit for your child.

## **Behavior Management Procedures**

To ensure safety and comfort for all, we ask children to act appropriately while they are participating in Y-Care activities. We expect children to behave in a mature and responsible way and to respect the rights and dignity of others. Y-Care staff will redirect a child's behavior and respond to inappropriate choices on an individual basis. The YMCA teaches the core values of caring, honesty, respect, and responsibility. Children who attend Y-Care are expected to follow the behavior guidelines and to interact appropriately in a group.

- I will keep my hands and feet to myself.
- I will not fight or play fight with my friends.
- I will not use foul words.
- I will be responsible to clean up my space.
- I will be responsible for the toys I played with.
- I will be respectful and listen to Y-Care staff while they give me directions.
- I will line up in the correct bus line.
- I will be quiet during a time out.
- I will use my walking feet while inside the cafeteria.
- I will report inappropriate behavior to our Y-Care staff.
- I will not throw wood chips while on at the playground.
- I will use the playground equipment appropriately.
- I will not leave the room without asking staff first.

I know if I break these rules I will need to sit in a time out for \_\_\_\_\_ minutes and one discipline form will be written informing my parents of my bad choice.

## **Process**

Y-Care will not permit language or actions that can hurt or frighten another child or that fall below a generally accepted standard of conduct. Specifically, this includes:

- Angry or vulgar language including swearing, name calling and shouting
- Physical contact with another person in an angry or threatening way
- Any demonstration of sexual activity or sexual contact with another person
- Harassment or intimidation with words, gestures, body language or other menacing behavior
- Behavior which intends to, or results in, the theft or destruction of property
- Carrying or concealing any weapons or devices that may be used as weapons

## **Behavior Management**

When a child chooses not to follow the behavior guidelines of Y-Care, the following steps will be taken:

- Staff will give a verbal warning and/or redirect the child to more appropriate behavior.
- The child will be reminded of the behavior guidelines and Y-Care rules and a "time out" will be given.
- If the behavior persists, a parent will be notified of the problem.
- The staff will document the situation. The written documentation will include what the behavior problem is, what provoked the problem and the corrective action taken.
- If the behavior continues, staff will schedule a conference that includes the parents, child, staff, and SACC Coordinator. The Coordinator will have all documentation and notes from the previous actions for review.
- If a child's behavior at any time threatens the immediate safety of that child, other children, or staff, the parent may be notified and expected to pick up the child immediately.
- If the behavior persists and the child continues to disrupt Y-Care, the YMCA reserves the right to suspend the child from the program. Expulsion from the program will be considered in extreme cases.

## **Removal from the program for inappropriate behavior**

The following behaviors are NOT acceptable and may result in the immediate suspension of a child as listed below:

- Endangering the health and safety of children and/or staff, members, or volunteers
- Stealing or damaging YMCA, school, or personal property
- Leaving Y-Care without permission
- Continuing to disrupt the program
- Using profanity, vulgarity, or obscenity frequently
- Acting in a lewd manner

**First Offense**-dismissal from current day and the following school day

**Second Offense**- dismissal from the current day and the following three days

**Third Offense**- dismissal from the current day and the following 5 days

**Fourth Offense**- expulsion from the Y-Care Program

Immediate expulsion may occur if a child is in the possession of and/or using tobacco, alcohol, illegal drugs, firecrackers, firearms, knife or explosives.

## **Child Abuse Prevention**

The YMCA is committed to the prevention of child abuse. All Y staff is required to complete child abuse training and are ready to observe the early warning signs and report inappropriate behavior. You can help to ensure your child's safety by taking an active interest in his or her YMCA experience and ask your child specific questions about program activities and staff relationships.

As part of the association's prevention program, YMCA staff is prohibited from babysitting or transporting children at any time outside of the Y-Care program. The YMCA staff does not accept gifts or tips. By law the YMCA must report any suspected cases of child abuse or neglect to the appropriate authorities.

## **\*Additional Medical Needs Communication**

To provide the best service possible, we must have all information pertinent to your child's additional care requirements. We try our best to accommodate and work with parents in giving their child the same chance at before and after school care; to provide that, we require that you supply your child's IEP or documentation providing insight to understanding your child's special needs. For the safety of all students, our behavior policies apply to all Y-Care registrants.



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Dear Parents,

Below is the School Supply List for children who enroll at the beginning or during our school year. These items help to supplement the supplies already offered by the center and most of these things can be found at the local dollar store.

**SCHOOL SUPPLY LIST for Y-Care**

1 Box of Tissues/Towels	Liquid Glue	#2 Pencils (regular)
Scotch Tape	Glue Sticks	Pom Poms
Colored Pencils	Construction Paper	Markers
Brown Paper Bags	Paper Towels	Crayons

**Additional Items Appreciated:**

Play Doh	Duct Tape	Shaving Cream (kids love the experiments)
Balloons	Clothes Pins	Tissue Paper
Cotton Balls	Pipe Cleaners	Paint (acrylic) & Brushes
Beads	Google Eyes	Yarn
Sidewalk Chalk	Glitter	Elastic
Sand	Foam Stickers	Glitter Glue

Thank you for helping to keep our program fun and enjoyable!

**Please sign the following pages.  
This page must be turned into the  
Welcome Center with your child's  
completed registration form.**



# YMCA Y-CARE

## STATE DISCIPLINE / GUIDANCE POLICY

Provider Name: Portage Township YMCA

It is very important a child's development is nurtured through caring, patience and understanding. However, while caring for your children, I may have to respond to your child's misbehavior. Hitting, spitting, hostile verbal behavior and other behaviors which will hurt another child are not permitted.

In response to these behaviors, I will not use:

- Threats or bribes
- Physical Punishment, even if requested by parent
- Deprive your child of food or other basic needs
- Humiliation or isolation

In response to misbehavior, I will:

- Respect your child
- Establish clear rules
- Be consistent in enforcing rules
- Use positive language to explain desired behavior
- Speak calmly while bending down to your child's eye level
- Give clear choices
- Redirect your child to a new activity
- Move your child to a time-out chair for no longer than one minute per year of your child's age, if necessary

If your child's behavior is very disruptive or harmful to himself or other children, I will discuss the issue with you privately. If the situation can be resolved, the child may remain enrolled. If we are unable to resolve the issue, you may be asked to make other child care arrangements.

As a parent, you may have some concerns or wish to offer suggestions. Using the lines below, we may modify the above plan with agreed upon suggestions.

\_\_\_\_\_

Child's Name

\_\_\_\_\_

Date of Birth

Additional techniques to be used with my child:

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Parent Signature \_\_\_\_\_

Date \_\_\_\_\_



## Aylesworth/Jones Y-Care Rules to keep me safe:

- I will keep my hands and feet to myself.
- I will not fight or play fight with my friends.
- I will not use foul words.
- I will be responsible to clean up my space.
- I will be responsible for the toys I played with.
- I will be respectful and listen to Y-Care staff while they give me directions.
- I will line up in the correct bus line.
- I will be quiet during a time out.
- I will use my walking feet while inside the cafeteria.
- I will report inappropriate behavior to our Y-Care staff.
- I will not throw wood chips while on at the playground.
- I will use the playground equipment appropriately.
- I will keep my electronics/video gaming devices in my backpack at all times.

I know if I break these rules I will need to sit in a time out for \_\_\_\_\_ minutes and one discipline form will be written informing my parents of my bad choice.

If my age is 10 and older I will sit out for a time out plus write sentences. I will write sentences the amount of years I am old plus 10 more sentences. One discipline form will be written informing my parents of my bad choice.

### Time Out

- Child's Age + 1 minute= Time out time
- For example child's age 5 years old + 1minute= 6 minutes total
- 12 years old 10 sentences + 10 more= 22 sentences total

Child's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

## Parent Statement of Understanding

The following information is important for the safety and protection of your child. Please read the information and sign below.

I understand that:

1. Children may not be dropped off at the Y-Care before 6:30 am.
  2. Children are released from Y-Care to authorized individuals only. An authorized individual must be listed on the registration form, be 18 years of age, and present photo identification. Changes in authorization must be provided to the coordinator one week prior to implementation.
  3. To ensure your child's safety please take an active interest in his or her YMCA experience. Ask your child specific questions about program activities and staff relationships.
  4. YMCA staff is prohibited from babysitting or transporting children at any time outside of the Y-Care program.
  5. For the safety of children and staff, the police will be contacted immediately if a person arriving to pick up a child appears to be under the influence of drugs or alcohol or in possession of a weapon.
  6. By law the YMCA must report any suspected cases of child abuse or neglect to the appropriate authorities.
- 

Child's Name: \_\_\_\_\_

Y-Care location:    Aylesworth                  Jones

My signature acknowledges I have read and received the Portage Township YMCA Y-Care handbook which includes our behavior policy and severe weather policy.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

Preferred method of  
Communication / Notifications:

Text\*     Email     Phone

\*Text YMCA to 54900 to receive