



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ENGAGE

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ENRICH

Portage Township YMCA Y-Care: Traditional





FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

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 any time 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!

Brianna Manning

Director of Recreation and Enrichment

219-762-9622

BManning@ymcaofportage.org

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 Information

Virtual Y-Care Program hours are 6:30 AM - 6:00 PM, Monday thru Friday while school is in session. Traditional Y-Care Program hours are 6:30 AM - 8:30 AM and 3:00 PM - 6:00 PM. Upon arrival, the child will have their temperature taken. Only those with temperatures below 100.4 will be permitted into the program. Parents hands will be sanitized, and they will then be required to sign their child in on a tablet using our attendance software.

YMCA
Grades
Kindergarten – 5 th

Y-Care is a safe and nurturing place for children kindergarten through 5th grade.

- **Portage Township YMCA:** located at 3100 Willowcreek Rd., Portage, IN.
- Pick up and drop off will occur in the upstairs classrooms, which will be split up by grade.
- All parents/guardians are required to sign their child(ren) in and out of the program daily.

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

The Y-Care program ends promptly at 6:30 PM. If a child is not picked up by 6:30 PM, the YMCA staff will call the parent/guardian(s) to ensure that someone is on their way. If an authorized individual does not arrive by 6:30pm to pick up the child who was left passed the hours of operation, the Portage Township YMCA charges \$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 late pick-up becomes chronic, you may be asked to find another childcare provider. If no communication is made between authorized individual, emergency contact, parent, or guardian with Y-Care staff by 7:00 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

All children must be signed in when dropped off in the morning. Children must also be signed out in the evening by an authorized pick-up person listed in our system.

Authorized Individuals for Pick-up

For their safety, children are released from Y-Care only to authorized individuals. An authorized individual must be listed on the authorized pick-up list in our system. Changes in authorization can be called into the YMCA, made by the parent/guardian by logging into their child's online YMCA Daxko Account or sent via email to the program coordinator. 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 an 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 and at the discretion of the Childcare Coordinator.

CDR (Closures, Delays, & Releases)

- **Two-hour Delay:** In the event that school is called on a 2 hour delay, those registered for AM Y-Care that week/day will still drop their child off at the Y as early as 6:00am and they will be bused from the YMCA building to their home schools 2-hours later than usual. There is a charge of \$5.00 per child for this extended care and it is due at the time of drop off. No meals are provided by the YMCA and no food is permitted into the Y-Care site. Children must eat BEFORE entering the Y-Care program.
- **Closures:** If school is cancelled before the start of the school day, School's Out, Y's In (SOYI) will be available from 6:00am – 6:30pm at the Portage Township YMCA. A cold breakfast and cold lunch will be provided at no additional cost. You may send your child with a small snack to be eaten after 3pm. Care for SOYI days is \$20.00 (member) / \$30.00 (non-member) per day, per child. When school is cancelled due to weather, your weekly Y-Care fee will not be prorated; this is an act of nature and beyond our control.
- **Early Release:** In the event that school closes early during the school day, those registered for PM Y-Care that week/day will be bused to the YMCA as usual. There is a charge of \$5.00 per child for this extended care and it is due at the time of pick up. All after school participants are served a 5-component meal upon arrival to the program.

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.

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
Weekly		
AM	\$ 40	\$50
PM	\$40	\$50
AM & PM	\$ 62.00	\$ 72.00
Daily		
AM	\$ 10.00	\$12.50
PM	\$ 12.50	\$ 15.00
AM & PM	\$ 15.00	\$ 17.50
2-hr Delay or Early Release	\$ 5.00	\$ 5.00
SOYI (per kid/per day)	\$20.00	\$ 30.00

Program Fees & Payments

All weekly fees are due and payable weekly on the Friday before services are rendered. All daily fees are due before care is provided. There will be a \$20.00 late fee assessed to weekly tuition if paid after the due date. Payments may be made over-the-phone, online, or by coming into the YMCA facility. You may also store a payment method on file in which automatic payments can be scheduled. Automatic payments must be setup online by the parent or arranged with the front desk at the Y. We also accept CCDF and machines are located at all sites.

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.

Removal from Program due to Non-payment

No registration will be allowed for accounts with a past due balance. If an account is past due for two weeks, participation in the program will be suspended and will not resume until the account is paid in full with a \$0.00 balance.

Financial Assistance

The YMCA does not deny participation or services based on the inability to pay for programs. A financial assistance application is available at the YMCA Welcome Center and questions concerning income requirements can be addressed by calling the YMCA. Financial assistance is applied to membership and programs from the application date forward. It will not apply arrear.

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 upon parents' request.

The PORTAGE TOWNSHIP YMCA tax number is 35-14-04-478

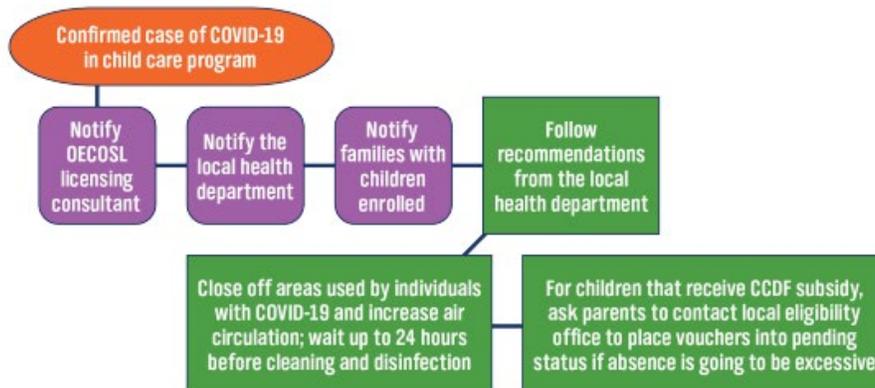
Child Illness

If your child is sick, they should not attend any program where other children may become ill through contact. Children running a fever of 100.4 degrees or greater and children with recurring vomiting or diarrhea must remain at home for at least 72 hours after the fever has broken or the vomiting or diarrhea has stopped or can produce a physician's notice stating their child is not contagious and is well enough for the program. If your child has a communicable disease or lice, the parents are must notify Y-Care within 24-hours so that the Y may follow proper protocol. 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.**

Isolation Procedure for Ill Children

Immediately removed from the program and brought to the site office until parent retrieves the child from program

COVID-19 Positive Cases Procedure°



The below information is meant to outline the procedure that childcare or school age programs should take if a positive case of COVID-19 is identified in their program

Steps a Child Care program should take if a teacher, student, family, or staff member have a confirmed case of COVID-19?

1. Y programs must notify their OECOSL licensing consultant that a positive case of COVID-19 has been identified within their childcare program in an effort to prevent the spread of a communicable disease. A positive case of COVID-19 means that a teacher, staff person, student or family member of a student has reported a positive COVID-19 test result.
2. Y programs will contact their local Health Department to notify them of potential exposure and follow recommendations provided to them from the local Health Department.

3. Parents will be notified of possible exposures and an explanation provided regarding recommendations that were provided by the local health department.
4. The Y will follow any recommendations provided by the local health department regarding deep cleaning and sanitizing. Reference guidance provided by OECOSL under the heading "Maintaining Healthy Operations" found here, for information on cleaning and sanitizing in childcare.
 - Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
5. For children attending the program that receive child care subsidy through the Child Care Development Fund (CCDF), parents are encouraged to reach out to their local eligibility office if action needs to be taken to place their vouchers into a status of pending if the absence from the program is going to be excessive.

Electronics

Y-Care does **NOT** permit the use of cell phones and video gaming devices, or any other electronic devices outside of virtual learning. 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.

Screen Time

With the addition of virtual learning and doing away with paper, kids are spending more time than ever on screens which can have negative impacts on their development. While your child is in our care before & after the school day, we limit their use of screens for all purposes. If we implement the usage of a screen, it will correlate with instructions toward a fun physical or educational activity.

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.

Traditional After School Snack

During traditional before and after school childcare, the YMCA serves a 5-component supper to all students in the program. Supper varies day to day and a menu will be posted at the site. The YMCA promotes healthy eating habits for your child and encourages all children to take at least two bites of all food served.

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 or removal 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 or poses a serious threat or danger and/or causes serious physical injury to other children, themselves or staff.

Child Abuse Prevention

The YMCA is committed to the prevention of child abuse. All Y staff are 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 are prohibited from babysitting or transporting children at any time outside of the Y-Care program. The YMCA staff may 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.

YMCA Y-CARE, SOYI & SUMMER CAMP 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:

Parent Signature _____

Date _____



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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 authorized pick-up list and present photo identification. Changes in authorization may be reported via phone to the YMCA (219) 762-9622, by emailing the program coordinator SchoolAge@ymcaofportage.org or by logging in to your child's online Y account.
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: _____

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