



# ENSURING BRIGHTER FUTURES

## 2018-2019 PARENT HANDBOOK MAGIC VALLEY YMCA AFTER SCHOOL PROGRAM

Tammy Lowther  
Afterschool Program Director  
Magic Valley YMCA  
1751 Elizabeth Blvd.  
Twin Falls, ID 83301  
(208) 733-4384 Ext. 111



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY





Dear Magic Valley YMCA Afterschool Program family,

Welcome to the Magic Valley YMCA Afterschool program. This year is certain to be a wonderful experience for your child. Our afterschool program provides a healthy, creative, educational atmosphere that is designed to keep children grades K-5 engaged and excited. Throughout the year students will be guided through activities that help them learn social responsibility and develop a lifetime of healthy habits. As a part of your tuition your children will receive pool time and splash games two days a week! We will also provide them with healthy snacks, homework assistance, guided games and activities, fun themed days, and many more exciting opportunities.

The Magic Valley YMCA Afterschool program is fully licensed and ICCP approved.

The tuition for the Magic Valley YMCA Afterschool program is as follows:

**After-School Registration Fee:** \$50.00

**Weekly Fee:** YMembers: \$50.00 Non-Ymembers: \$55.00

**Half Week Fee:** YMembers: \$30.00 Non-Ymembers: \$35.00

Tuition is due by Thursday before the enrolled week. There is a one-time registration fee of \$50.00 per child to be paid at time of registration. Part time enrollment is based on availability and will be awarded based on the date you enroll and current openings. Once registered your child will be enrolled for the entire 2018-2019 After School Program.

We are so excited that you have chosen the Magic Valley YMCA Afterschool program. By coming together and forming a partnership between the after-school staff and the parents we can accomplish our goal here at the Magic Valley YMCA of helping our community's youth grow spiritually, mentally, and physically.

If you have any questions, please contact me at any time. My information is below.

Thank you,

**Tammy Lowther,  
Afterschool Program Director  
Magic Valley YMCA  
1751 Elizabeth Blvd  
Twin Falls ID 83301  
(208) 733-4384 Ex 111**

## Clothing

We ask that your child wear casual, comfortable, weather-appropriate clothes with closed toed, closed backed shoes. No spaghetti straps or short shorts please. We engage in a lot of active play and do not want your child to experience discomfort because of clothing that slips or rides up.

## Arrival and Departure

Please allow enough time to permit you and your child to be unhurried. Your child needs time to let you go cheerfully. When picking up your child, be sure he/she has time to help clean up and say goodbye to teachers and friends. Your child may be involved in an activity he/she would like to complete. Patiently giving your child a little time will make the transition easier for both of you.

## Personal Items/Electronic Devices

We want you and your child to have a positive experience in our program. We discourage personal items from home such as music players, toys, video games, watches or other materials. Please ask that your child leave such items at home. Cell phones should be stored and left in backpacks. We cannot be responsible for lost, broken, or stolen items.

## **COMMUNICATION**

### Communication at Arrival and Departure

Please feel free to use arrival and/or departure times as an opportunity to exchange messages with the staff. We recommend a minimum of five minutes for this process. For your convenience, you may also make an appointment to speak to the site Coordinator and/or your child's teacher.

### Parent Table and Parent Board

The parent table and board are where you will find information such as the announcements and Y programming flyers.

### E-mail Communication

In our effort to enhance communication, families are requested to provide current email address information to assist in ongoing correspondence. E-mail addresses will be used for YMCA purposes only.

### Emergency Information

Please inform us in writing whenever you have a change of address, phone number, job, insurance, or emergency contact information. Current records help us keep your child safe.

## **ATTENDANCE**

The YMCA After-School Program will follow the Twin Falls school district calendars.

### Signing In and Out

Licensing requires written authorization by the parent or guardian every time they sign a child in and out. This includes a full signature, date, and time.

### "Kid-Safe" Identification Cards

All children at our sites receive a "Kid-Safe" identification card. When each child arrives, the parents or guardians are responsible for removing their child's identification card from the "Kid-Safe" box and handing it to the teacher. The child's teacher carries the card until the child is no longer in his/her supervision. When picking up the child, the parent or guardian must retrieve the card from the teacher and return it to the "Kid-Safe" card box before leaving. This system ensures that both the parent or guardian and the teacher know when the child arrives and departs from the YMCA program each day.

### Tell Us If Someone Else will be picking up Your Child

If you are not going to pick up your child and the person picking up is not on your authorization to pick up form, you are required to give a written note to the Coordinator or teacher that includes the name of the person picking up your child. For safety and liability reasons, **we cannot accept telephone requests for a change in the designated pick-up person.** We will ask for picture identification before releasing your child to anyone. The staff must ask for identification from anyone they have not met before. The staff will NOT allow the child to leave with anyone who does not have picture identification and prior written authorization from the legal guardian.

### Schedule Changes

Submit any changes to your child's schedule on a Schedule Request Form at least two weeks in advance. We need to be sure our staff and accounting office are aware of permanent or temporary changes to your child's schedule.

## **PAYMENT POLICY**

Payment for the Magic valley YMCA afterschool program is due by the Thursday before the registered week.

### Financial Assistance

The Idaho Child Care Program (ICCP) is a state-funded program designed to assist low-income families with child care payments while parents or guardians are working or attending school. ICCP is based on family income and subsidizes child care payments on a sliding fee scale. If you would like to apply for ICCP, please call 334-0850 or the Idaho Care Line at 2-1-1.

### Late Fee

If your account is overdue by more than 5 business days, you will incur a \$20 late fee. Accounts delinquent more than three times will be subject to termination.

### Overtime Charges

To be respectful of YMCA staff, parents or guardians need to pick up children by closing time. Parents or guardians who pick up their child after closing time must pay additional overtime charges of \$1.00 per minute past closing. All overtime charges will appear on the statement for the next billing cycle.

### Withdrawing from the Program

To withdraw your child from the Magic Valley YMCA afterschool program, fill out and submit a Schedule Request Form at least two weeks prior to the last day your child will attend. If you remove your child without first submitting a timely Schedule Request Form, you will be charged the full rate for the two weeks after the official notice date.

## **CHILD DEVELOPMENT STAFF**

All YMCA afterschool program staff must maintain current CPR and First Aid certification. Staff are not allowed to be alone with children that they meet in the Y programs outside of the Y program setting. This includes babysitting, sleepovers and inviting staff members to children's homes unless one of the following conditions exists:

- \* Staff and child's family have a relationship that predates the staff member's employment of the child's enrollment in the program.
- \* Staff and the child's family are related.

## **PARENT OR GUARDIAN PARTICIPATION**

The YMCA welcomes parents or guardians who visit their child at the site. Most children find parent or guardian visits very special and exciting. Pre-visit preparation is especially important if your child has difficulty separating from you.

### Parents as Volunteers

The YMCA welcomes parents to volunteer in the classroom. All parent volunteers are required to meet all the volunteer paperwork/application requirements.

## **HEALTH POLICIES**

To ensure that children in the Magic Valley YMCA afterschool program remain as healthy as possible, we have the following policies. If you have any questions regarding these policies, please speak with your site Coordinator.

## Immunizations

According to state licensing requirements, all children must have appropriate and up-to-date immunizations prior to, and while enrolled in, the Magic Valley YMCA afterschool program. The only exceptions are children exempt due to a medical condition, religious beliefs or personal reasons.

The YMCA requires you to submit a copy of your child's immunization record or an exemption- form within two weeks of registering in the program. The child may not continue to attend the Magic Valley YMCA afterschool program after two weeks unless you have provided a copy of one of the above-mentioned documents.

Additionally, in the event of a disease outbreak, children who are exempt from immunizations must take leave from the program. The period of exclusion may be for a few days or up to several months. Due to this you must disenroll from the program and we cannot guarantee that there will be space when you return. Once medical authorities determine the danger has passed, the exempt children may return to the program provided we have space.

## Allergies

Please inform the staff if your child has dietary restrictions, food allergies, and/or any other types of allergies. Also, be sure to write them on your child's health form for our files.

## Sick Children

Sick children may not be brought to the site. A child is considered ill when he/she has any of the following:

- A communicable disease
- Diarrhea (two or more times within 24 hours)
- A temperature of 101F or higher
- Head lice, including nits (NOTE: Only children completely free from nits can come back to the site)
- Persistent vomiting (two or more times within 24 hours)
- An undiagnosed rash
- Conjunctivitis (pinkeye)
- Inability to participate in the program because of tiredness or listlessness

## Notification

If a child is ill, the parent or guardian must notify the site. We will watch for the same symptoms to occur in other children and inform other parents or guardians if necessary. If a child becomes ill while at the site, a staff member will contact the parents or guardians and require that the child be taken home immediately.

### Picking up Sick Children

Parents or guardians having difficulty picking up a sick child must locate someone to pick up and care for the child as soon as possible. While at the site, sick children will be isolated as much as possible in the site's office area. A staff member will monitor the child's symptoms.

### Returning to the Site

A child may return to the site 24 hours after one of the following:

- being on prescribed medication
- being symptom-free

### Medication

Bring only FDA-approved medication that is in the original container. The medication must have a label with the child's full name, name of the medication, date issued, and administration instructions. Ask for a Medication Consent Form from your child's teacher. Give the medicine container and the completed Medication Consent Form directly to your child's teacher. The teacher will place the medicine in a locked cupboard or box.

### Medical Emergencies

The staff will treat any minor injuries that occur with basic first aid. In the event of a medical emergency, 911 will be called. All efforts will be made to notify you and/or those persons designated by you. Upon the advice of medical personnel, staff will accompany your child to the hospital if necessary.

## **DISCIPLINE POLICY**

YMCA Child Development believes that children can be great at problem solving. We facilitate during conflicts and encourage the children to solve their own disputes in positive ways.

### Positive Guidance Model

We follow the five-step Positive Guidance Model to develop self-discipline in children. Our teachers use positive guidance methods and act as facilitators with the children.

Step 1: Visual Intervention. The teacher moves physically close and attempts to make eye contact with the child.

Step 2: Nondirective Statements. If the behavior continues, the teacher makes a nondirective statement, for example, "You're really angry. Something seems to be wrong."

Step 3: Verbal Question. The teacher asks if the child needs help to think of a solution to the problem.

Step 4: Verbal Directions. If the child does not think of a positive solution, the teacher tells the child exactly what to do rather than what not to do.



Step 5: Physical Intervention. If the behavior continues, the teacher redirects the child to another area of the room. If the behavior continues, the teacher removes the child from the area. The teacher and the child talk and brainstorm possible solutions. If at any time a teacher feels a problem is serious, the teacher contacts the Coordinator and the child's parent or guardian to discuss possible solutions. The YMCA will use every resource to work with the children and their families. If the YMCA concludes we cannot meet the needs of a child and/or family, the YMCA will ask the family to leave the program.

### Aggression Procedure

The teacher will separate any child who is aggressive towards a classmate. The teacher will counsel the aggressive child. The injured child will receive first aid. A staff member will call the parents or guardians of both children. If another aggressive incident occurs, the teacher will arrange for a parent/guardian-teacher conference to take place within the next five days. At this conference, the teacher and parent or guardian will create a specific plan. If there is no improvement within the following two weeks, the teacher, parent or guardian, and Coordinator will meet to create a second action plan. If the next week brings no improvement, the YMCA may require the child be seen by his/her physician to rule out any contributing medical issues. The YMCA will not ask a child to leave the program unless the teacher and Coordinator have determined that the child cannot be successful in the classroom environment.

## **CHILD-SAFETY PROCEDURES**

Safety is our number one concern for your child. The YMCA uses many proven methods to ensure the safety of your child. In addition, the YMCA has safety related trainings for our staff. To maximize the safety of the children in unusual circumstances, the YMCA has also instituted the following procedures:

### Child Left at the Site

If a child remains at the site past closing time and the parents or guardians or other contact persons cannot be reached, YMCA staff will take the following steps:

- Staff will stay at the site with the child.
- If the parent or guardian has not arrived by 6:30 PM, the YMCA staff person will contact the appropriate local public agencies to assist in finding care for the child.
- The Youth Program Coordinator will be notified of the situation and kept informed of all actions taken.

### Closing Due to Bad Weather

If the facility must close during operating hours due to bad weather, the Coordinator will telephone parents or guardians. If weather conditions prevent a parent from picking up the child, the staff will care for the child until the parent or guardian arrives. If children must remain at the site, the staff will use the three-day supply of emergency provisions stored at the site to care for the children.

### Missing Children

In the rare event that a child could not be found, the teacher would contact the co-teacher(s) and the Coordinator. The Coordinator would assess the situation and implement an emergency plan, including a lockdown of the site and/or the entire YMCA facility. All available staff would look for the child, and the Coordinator would notify the parents or guardians. If the child remained missing, the Coordinator would notify the authorities.

### Reporting Signs of Child Abuse

Physical injury that cannot be explained, sexual abuse, neglect, or maltreatment of a child constitutes child abuse. Idaho State law requires childcare providers to report signs of child abuse to Child Protective Services. The YMCA provides staff members with information and training in recognizing and reporting abuse. The YMCA Child Abuse Code of Conduct that all staff read and sign is available on request; please see your site Coordinator for more details. If you suspect or have any concerns regarding a behavior that falls under Child Abuse or the YMCA Code of Conduct please contact your site Coordinator or call 211 immediately.

### Safety Drills and Evacuation Locations

Monthly safety drills are completed at the site each month which include: Fire, Medical Emergency, Lost Child and Evacuation. For the name of the location that your site evacuates to in case of emergency please contact your site Coordinator.

This organization is an equal opportunity provider.