



YMCA Management Staff

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

CARING FOR OUR FUTURE

**Fergus Falls Area Family YMCA
School Age Child Care Program
September 6th — June 1st**

Parent Handbook

SACC Information

Philosophy

The YMCA School Age Child Care program is built on the following concepts:

Family We will support, educate, and guide parents to build healthy relationships with their children and continue to develop the family as a unit.

Child We will provide an environment that encourages your child to grow within the four core values of the YMCA: Caring, Honesty, Respect and Responsibility. We will provide trained staff and age appropriate activities.

Community We will design our program to meet the specific needs of its participants as well as the community in which it serves.

Accessibility Your child's care and safety are our primary goals. We will provide the tools necessary to meet those goals regardless of the family's ability to pay.

Participation in Activities

Physical activity is very important to us here at the YMCA, this is another important aspect to the HEPA standards that all YMCAs are becoming involved with. Children are encouraged to participate in all program activities. We will have at least 30 minutes a day of physical activity for the kids. Our staff will never force children to participate; however, we ask that parents assist by encouraging their child to participate fully in programs. Y staff will model active living by participating in physical activities with the children. Should you or your child have any questions in this regard, please contact our Youth & Recreational Director.

Other YMCA Programs

The YMCA offers a wide variety of programs for children and families. We encourage your participation in other YMCA programs such as Youth Sports, Swim Lessons, Parent's Night Out and Family Fun Nights. Program information can be found in the front lobby of the YMCA.

Membership Benefits

Becoming a member of the Fergus Falls Area Family YMCA couldn't be easier! You can get a membership plan for the whole family that provides value added benefits such as:

- Free Child Watch for Single Parent Family and Family memberships
- Discounts on School Aged Child Care and Summer Day Camp fees as well as other YMCA programs.
- Regularly scheduled lap/open swim time
- Regularly scheduled open gym time
- A wide variety of classes and programs to choose from

Fergus Falls Area Family YMCA 1164 N. Friberg Avenue
Fergus Falls, MN 56537 (218) 739-4489
www.fergusfallsymca.org

SACC Information

Registration and Regulations

The YMCA School Age Child Care program serves any child age 5-6th grade. The YMCA does not discriminate against families based on race, age, color, creed, sex or national origin. All children will be required to have the following information completed and on file before starting the program.

1. Registration Form with agreement signature
2. Payment of Registration Fee (per child)
3. Monthly Calendar

Registration is \$15/child through August 15, 2016 and will be \$20/child after August 15th.

This fee is non-refundable.

Snacks

We will provide a healthy afternoon snack and water. We are joining the other YMCA communities across the United States in getting kids to eat healthier and being more active. We will be doing our best to follow the HEPA standards (Healthy eating and physical activity). This means that water will be available to kids whenever they want something to drink and our snacks that we provide won't be fried and will have less than 8 grams of sugar per serving.

Scheduled Days/Calendars and Payments

You are REQUIRED to fill out a calendar for each month (even if you do not plan on coming) and return it by the due date on calendar. Late or NO Calendar can result in your child being refused care. We will staff our program based on children marked for attendance. Please follow the instructions on the calendars to ensure they are being filled out correctly.

Payment **MUST** be made prior to care for your child. All scheduled care must be paid no later than the previous Friday or care for your child may be denied.

If you fall more than three weeks behind on payments at any given time, your child will be denied care until payment is made in full.

YMCA Mission Statement

To put Christian principles into practice through programs that build a healthy spirit, mind and body for all.

FERGUS FALLS AREA FAMILY YMCA

School Age Child Care 2017 – 2018

Accidents and Emergency Care

If we need to fill out an accident report on your child, you will receive a copy. In the event of an emergency, we will do our best to contact you. If your child needs immediate care, we will call 911.

Well Child Policy/Medications

Please refrain from sending your child if they have a fever of 100+ degrees. They are welcome back once their fever has dropped below 99 degrees for 24 hours without the aid of medication. If we are in doubt as to whether your child is contagious, we will call and ask you to pick your child up. If you are in doubt, we ask that you keep them home.

As per the YMCA's new insurance policy guidelines, we are no longer allowed to administer any form of medication to a child that is attending any of our youth programs.

Pick Up

If you fail to arrive by 6:00pm to pick up your child, a \$10 late fee will be charged to your account every 5 minutes your late. If we have not heard from you by 6:15pm, we may notify social services and law enforcement.

For the safety of the children, the YMCA has established a procedure in the event of anyone attempting to pick up a child while under the influence of alcohol or drugs. If a staff person suspects intoxication, they will strongly encourage that someone else should pick up the child. If the individual insists on leaving with the child, the staff will contact law enforcement and advise them of the situation.

Staff/Group Ratios

All staff are CPR/AED and First Aid certified. Our staff has a combination of experience and educational backgrounds. They continue to develop themselves through ongoing training and classes. We have one qualified staff for every 10-15 children.

Sign In/Sign Out and Release of Child

You will be responsible for signing your child out each day. If there is not a sign out time when the day ends at 6pm, someone will call you to be sure your child has been picked up. We are required to keep accurate sign in and out records. All parents must accompany their child in and out of the SACC room.

Children will not be released to anyone other than a parent or those specifically authorized on your registration forms. Please let us know in advance in writing if someone else will be picking up your child. We are unable to release your child without prior written permission. A photo ID will also need to be shown to staff when that person is picking up your child.

Cancelling Care and Refund Policy

- Credits will not be given for individual SACC days missed.
- You must cancel in person at least 3 business days prior to the start of SACC week.
- If you cancel after the deadline, we are not able to issue a credit or refund.

The YMCA reserves the right to change, cancel or combine programs as necessary. If a program is cancelled, a full credit or refund will be issued.

SACC Information

Behavioral Management Policy and Parent Concerns

Our number one priority is to ensure the safety and well being of your child each day. We have some basic expectations of behavior from all children. As you can appreciate, we will not tolerate:

1. *Children not following directions.*
2. *Behavior that is unsafe or endangers another child's safety.*
3. *Misuse of and lack of respect for others' property or vandalism.*
4. *Fighting or inviting a fight.*
5. *Showing disrespectful conduct to adult leaders.*
6. *Using inappropriate language.*

When any of the above occurs, we will proceed with the following steps:

1. *Initial warning to child.*
2. *Think time (usually 3-5 minutes).*
3. *A private conference with child and leader.*
4. *Probation: Phone call to parent, conference set and a written warning issued.*
5. *Child may not return to the School Age Child Care program for 1-3 days.*
6. *Child excluded from the School Age Child Care program.*

- **Depending on the severity of the situation, the YMCA reserves the right to suspend and/or exclude a child from the program.**

Children are expected to follow rules and directions given by YMCA Staff for the safety of themselves and others. When you have a concern, as a parent, please remember that we want you and your child to be happy with our program. We want to encourage an open line of communication between you and the staff. If your concern is the staff, keep in mind that the Coordinator must investigate and talk to the staff directly. This will be handled in a professional manner as a means to improve and enhance our staff.

We hope that your child's experience in our program will help them to become more honest, caring, responsible and respectful of the world around them. If you have any questions, please contact Nicole Washek, Youth & Family Coordinator.