



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# FUN. FRIENDS. FUTURE.

2023-2024  
AFTER SCHOOL CARE  
SCHOOL'S OUT CAMP

Fergus Falls Area Family YMCA

# Welcome!

The Fergus Falls Y has made plans to make this a great school year! YMCA School's Out Camp and After School Care programs are quality school-age childcare programs designed to meet the needs of children and working parents. We provide a safe, creative environment based on the four core values of honesty, respect, responsibility, and caring that are essential for positive character development.

## PROGRAM PHILOSOPHY

YMCA Child Care programs will provide a safe, nurturing atmosphere in which children exercise individual responsibility, social interaction, and activities that promote healthy self-image and enhance the quality of a child's life. The programs will emphasize the development of social, emotional, physical, and intellectual skills within a recreational and educational setting. YMCA Child Care programs are committed to promoting and supporting all aspects of a child's growth in an atmosphere of respect. Children are encouraged to trust, learn to function as a member of a group, and have their individual characteristics recognized and appreciated by the group. Children are encouraged to make individual choices and take responsibility for their choices.

YMCA Child Care programs enroll participants without discrimination of race, religion, creed, color, or national origin. Families needing financial assistance may fill out a scholarship application at the Member Services Desk.

## YMCA MISSION STATEMENT

The Fergus Falls Family YMCA mission is "To put Christian principles into practice through programs that build healthy spirit, mind, and body for all."

## PROGRAM GOALS

The goals of the YMCA are to provide a safe, fun, enriching, and supervised program environment for children ages 5 and up.

Child Care programs strives to provide learning experiences and opportunities to develop relationships, self-confidence, and respect for others. We do this through planned activities that may include arts, crafts, structured games, sports, fitness, reading, swimming, music, science discovery, service learning, outdoor play, homework help and much more. The program's environment will attempt to meet a wide variety of participant needs.

Each child will...

1. Be loved and cared for in a safe, healthy, and fun learning environment.
2. Be given an opportunity to develop their social, emotional, and physical skills.
3. Be respected for their individuality and given experiences to foster a positive attitude about themselves and others.
4. Be given positive, age-appropriate experiences in their environments.

## AGES

5 years old through 6th Grade

## HOURS

Monday - Friday 3:15-5:30

## Early Out Days 12:15-5:30

October 26

November 3

March 22

May 24



## Schools Out Camp

7:15am - 5:30pm (Planned programming running from 9am-4pm each day)

October 19, 20, 27

December 1, 26, 27, 28, 29

January 19

February 19

March 1, 14, 15

## REGISTRATION

Registration opens:

July 17th for Everyone (\$10 discount if you Register in July)

Registration is taken on a first come-first serve basis. There is limited enrollment for AFTER SCHOOL CARE and School's Out Camp.

Register [ONLINE](#)

## Payment/Fees

A non-refundable \$25 registration fee is required for each child. The remaining weekly balances must be paid in full the Friday prior to each week of care. (Must be paid in advanced.) The payment that you sign up with online is the account that the payment will automatically come out of each Friday prior to each weeks care.

## COST-After School Care

This includes ALL Early Out Days as well. Prices will be higher those weeks. The week is prorated if there is an Early Out Day but then extra fees added for the longer day. 5 day week option only unless there is a scheduled No School Day then the week is prorated based on the number of days care is available per program.

\$65 Members

\$75 Potential Members

## COST- No School Day

Once you pay registration fee you will be signed up for all available No School Days and will have to pay for them unless you let us know otherwise a week in advance.

\$35 Members

\$45 Potential Members

## REFUND POLICY

All deposits are non-refundable. The Youth & Family Director must be notified 7-10 days prior to care each week starting. If Director is not notified prior, you will be charged with no refund. There will be no pro-rating or reduction of fees based on missed days. Medical requests must have an accompanying doctor's note.

## FINANCIAL ASSISTANCE

Financial Assistance is available for qualified individuals. Applications must be completed in full and received by May 10 to allow us time to be process application and get paperwork done prior to Summer Camp Starting. If application is not received until camp starts, you will be required to pay full amount of camp until application and paperwork is processed and approved. Applications are evaluated on a first come- first serve basis and available are available at the Member Service Desk.

## DATA PRIVACY PROVISION

Summer Camp Programs comply with State and Federal data privacy laws. Information gathered from the registration and medical forms is shared only with the Summer Camp staff to serve your child properly. Information regarding families who are funded through financial assistance is shared only with the Administrative Staff and the Program Director.

## ENROLLMENT, HEALTH and EMERGENCY FORMS

Enrollment, health, and Emergency Forms must be completed and returned to the YMCA or Youth & Family Director before your child's first day of attendance. It is extremely important to keep your forms up to date. If you change your job, move, or change your phone number, please inform the Youth Dev. Director immediately.



## DAILY ATTENDANCE AND AUTHORIZED PICK-UPS

A parent or an authorized adult must accompany each child in and out of the YMCA Child Care Program site each day. Children will be signed in and out by staff each day. Please call the program cell number when you are dropping your child off or picking them up. (218-671-1453) Children will not be dismissed or released to an unauthorized person. YMCA Staff will ask for identification from the person picking up the child. A photo ID, such as a Driver's License will be required to pick up child each day if staff don't know who you are.

- Authorized adults are only those individuals that you listed on the registration form. No authorized pick-ups will transfer from one program registration to another. Only the adult(s) listed on your membership account will be allowed to add authorized pickups. This must be done in person and the adult must have a photo ID to add authorized pickups. NO EXCEPTIONS!

## LATE ARRIVAL AND PICK UP

Curbside pickup and drop off - Is located in the backside of the YMCA. Call the program cell phone and a staff will come out and get the child/bring them out to you.

Late pickup - If you fail to arrive by 5:35pm to pick up your child, a \$15 late fee will be charged to your account for every 10 minutes you are late. If we have not heard from you by 5:45pm, we will call others that are authorized to pick up, if we cannot get a hold of anyone, we will notify social services and law enforcement.

For the safety of the children, if a parent/guardian has established to pick up a child under the influence of alcohol or drugs staff will contact law enforcement.

## MEDICAL /HEALTH INFORMATION

The Fergus Falls YMCA School Aged Child Care is a Minnesota certified program. That being said if your child has any health or medical concerns, you will be asked to fill out an additional form to provide to Director or Manager to help keep the kids safe. This is a Minnesota Certification Requirement.

## IMMUNIZATION RECORDS

The State of Minnesota requires us to have a current immunization record on file for each child in our program. You will be given a form that must be filled out prior to child care starting. We will need an updated forms on a yearly basis.



## **ADMINISTRATION OF MEDICATION**

We encourage if at all possible that you can give medication to child before or after programming. If that is not the case the YMCA is required by the state of Minnesota to have written permission obtained from the child's parent or legal guardian before administering prescription medicine, diapering product, sunscreen lotion, and insect repellent. Nonprescription medicine, diapering product, sunscreen lotion, and insect repellent are administered according to the manufacturer's instructions unless provided written instructions by a licensed health professional to use a product differently.

The center will ensure all medicine is:

- Kept in the medicine's original container with a legible label stating the child's first and last name;
- Given only to the child whose name is on the label and not given after an expiration date on the label;
- Returned to the child's parent or legal guardian or destroyed, if unused.
- Will be kept in a locked box out of reach of the children.
- The center will document in the child's record the administration of medication, including: child's first and last name; name of the medication or prescription number; date, time, and dosage; and name and signature of the person who administered the medicine.
- The center will store medicines, and insect repellents, according to directions on the original container.

## **PREVENTING and RESPONDING TO ALLERGIES**

The YMCA will require that before admitting a child for care, the center must obtain documentation of any known allergies from the child's parent or legal guardian. This form will be in available once registered.

The YMCA will maintain current allergy information in each child's record. The allergy information will include: a description of the allergy, specific triggers, avoidance techniques, and symptoms of an allergic reaction; and procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information. The YMCA will inform staff of each child's current allergy information. At least annually and when a change is made to allergy-related information in a child's record, the certified center must inform staff of any change. Documentation that staffs were informed of the child's current allergy information will be kept on site. A child's allergy information will be available at all times including on site, when on fieldtrips, or during transportation. Food allergy information will be readily available to staff in the area where food is prepared and served to the child.

## **ACCIDENT and EMERGENCY POLICY**

In the event of a medical emergency, staff will take the necessary steps to obtain care for the child. These steps include:

1. Administer first-aid deemed appropriate by staff.
2. Completion of an Accident/Incident Report that is kept in HR files.
3. Informing parent of accident/incident and what type of first-aid was administered. If appropriate, the parent may be asked to pick the child up from the program.

## **SEVERE MEDICAL EMERGENCY**

If immediate care of a physician or paramedic is required, staff will:

1. Call 911 immediately. Parents will be contacted immediately after 911 has been called.
2. If a parent cannot be reached, staff will attempt to contact an authorized person located on the Emergency Contact Form.
3. In the event that a child will need to be transported to a medical facility, the YMCA staff reserves the right, with the assistance of paramedics, to determine if the child will be transported by an emergency vehicle.
4. Families will be responsible for any expenses incurred due to a child's injury.

Because accidents can happen to all children, it is important that the YMCA has current phone numbers where parent/guardians can be reached during the day, as well as the numbers for the authorized persons listed on the Emergency Contact Form.

## **INSURANCE LIABILITY**

Medical coverage for children will be the responsibility of the parents.



## CHILDCARE ILLNESS POLICY

Children who come with any of these symptoms are not allowed into the Y or off site location.

1. Fever of 100 degrees or greater- child must be without fever for 24 hours before they can return to care. – without fever reducing medication
2. Vomiting and diarrhea-children must be without vomiting and diarrhea for 24 hours before they can return. Diarrhea is defined as an increased number of stools, increased water in the stool, and/or decreased form to the stool that cannot be contained by clothing.
3. Bacterial infections-children with bacterial infections must have antibiotic treatment for 24 hours before returning to childcare for:
  - Strep throat
  - Scarlet fever
  - Conjunctivitis (pink eye)
  - Impetigo
  - Bronchiolitis
  - Skin infections – such as draining burns/wounds
4. Generalized rashes, including those covering multiple parts of the body. These rashes must be evaluated by a health provider to determine cause before they can return to childcare.
5. Chickenpox-children with chickenpox cannot attend childcare until the sores dry up (usually 5-7 days).
6. Symptoms of severe illness, whether they would otherwise be excluded. Examples: Uncontrolled coughing, breathing difficulties or wheezing, stiff neck, irritability, poor food or fluid intake, or a seizure. Such children must be evaluated by a healthcare provider before they may return to childcare.
7. A child need not be excluded for a nasal discharge unless the discharge is green and accompanied by a fever. Such symptoms may indicate an infection. Children with such discharge must be evaluated by a physician and authorized to return.
8. If a child develops symptoms of illness after the parent or guardian has left, the childcare center must do the following:
  - Isolate child immediately
  - Contact and inform parent/guardian, as soon as possible and request him or her to pick up the child.
9. Head Lice: If your child has or had head lice, all nits and eggs must be completely gone before a child can return to camp. Sometimes multiple treatments and combing through is required to ensure all nits and eggs are gone.
10. COVID- 19: If your child has been diagnosed or exposed to someone with COVID we ask that you follow the local health department recommendations.



## EMERGENCY PREPAREDNESS

### EVACUATION PROCEDURES

The children are cared for on the main level of the YMCA only. Children will exit through the closest emergency exit door with staff. All groups will meet in the back of the parking lot in the winter months, and the back of the building by the apartments when there is not snow.

- Fire drills, tornado drills and lock down drills will be done on a regular basis.

### OFF SITE EVACUATION

If there is an emergency that the YMCA has to shut down to an emergency and everyone has to be evacuated, the kids will be evacuated to THE NAZ CHURCH (1319 North Cleveland Fergus Falls) The YMCA will try and get Otter Coaches/ Otter Express to help with the evacuation. If evacuation transportation is not available kids will be led by staff down the street to the church.

- Parents will be notified by program cell phone if this happens via phone call or text.



# PROGRAM INFORMATION

## PARTICIPATION IN ACTIVITIES

Children are encouraged to participate in all program activities. Opportunities for exercise and improved fitness are available daily. Our staff will never force a child to participate; however, we ask that parents assist by encouraging their child to at least try the activity or game before saying they don't want to do it. Full participation in all activities is highly encouraged for all children.

## LUNCH /SNACKS

All program participants must bring a non-perishable lunch on each No School Day. The YMCA will provide an afternoon snack to all the kids each day.

- Please note, the Y Child Care program areas are "PEANUT FREE". (Please don't send any peanuts with your child for lunch)

## STAFF /GROUP RATIOS

We strive to keep all kids safe and supervised at all times. We schedule one staff per 10-15 kids, depending on age group.

## STAFF TRAININGS

All Child Care staff are trained in Child Abuse Prevention, CPR/AED. First Aid certified, Mandated Reporting, Emergency Preparedness and Response, as well as child development training. Our staff has a combination of experience and/or educational backgrounds.

- Note, that any suspicion of child abuse will be reported to the State of Minnesota.

## What NOT to send with your Child:

- please do not send personal toys with your child to play with
- No electronics, including cell phones, smart watches, gaming systems of any kind.



## BEHAVIORAL GUIDANCE POLICY

Our number one priority is to ensure the safety and well-being of your child each day. We have basic expectations of behavior from all children. Our staff are trained to be patient and redirect with positive reinforcement as much as possible. When the children don't follow the following expectations, it can cause an unsafe environment from the rest of the children. These are the YMCA values that we teach the kids in our programs.

### Pillars for Successful Behavior

Caring	Honesty	Responsibility	Respect
Be sensitive to the well-being of others. Accept one-another. Listen to everyone and what they are telling you. Safety In/ Out of the SACC/SDC room. Keep hands/feet to oneself Watch out for one another. Open eyes with surroundings.	Tell the truth. Act in such a way that you are worthy of trust. Make sure choices match your values. Carry out what you say and do.	Do what is right. Obey and follow the Rules. Staff, kids and parents be accountable for their behavior and obligations. Understand and know the mission of the YMCA. Watch out for the safety of the staff, children and parents.	Treat others the way you want to be treated. Value the worth of every person including themselves. Respect what is being asked. Listen, Understand, and Respect what each other are saying.

**When any of the above concerns arise, we will proceed with the following steps:**

- 1) Initial Warning to child
- 2) Think time (usually 5-10 minutes)
- 3) Loss of activity
- 4) A Private conference with child and leader
- 5) Director has conversation with the child
- 6) Phone call to parent, conference set and a written warning issued.
- 7) Probation: Parent will be notified and will be asked to pick up child immediately from the program, Child can return to program 3-5 days depending on situation
- 8) Expulsion from Program
  - Depending on the severity of the situation, the YMCA reserves the right to suspend and or exclude a child from the program at any time.





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**FERGUS FALLS YMCA MANAGEMENT STAFF**

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