YMCA Management

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the YMCA

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

2022-2023

Fergus Falls Area Family YMCA School Age Child Care Program
September 6 — June 2

Parent Handbook

FERGUS FALLS AREA FAMILY YMCA School Age Child Care

School Age Child Care (SACC) is a quality enrichment based afterschool child care program for youth in grades K - 6th. Enthusiastic and well-trained staff provide participants an opportunity to express themselves in activities including games & sports, fitness, swimming, character development, homework help and more!

Sessions run weekly with the following options:

5-Day Week

Member: $60
Potential Member: $70

Registration for 2022-2023 Options

MUST REGISTER FOR BOTH TO BE IN BOTH PROGRAMS

No School Day Camp Care ONLY	$15 registration fee/child
After School Care/Early Out Days ONLY	$25 registration fee/child

Please keep this Parent Handbook for your reference. There will be a space on the registration form that requires your signature and will serve as agreement/understanding of the terms and conditions listed.

Halloween Party 2022

Friday, October 28, 2022
Tenative Date

Entrance fee $1

Healthy Kids Day 2023

April 2023 TBD

School's Out Camp

Bring your kids to us on school out days. The kids will enjoy gym activities, arts and crafts, swimming, and more.

Half Day

October 13
November 3
March 24
May 31

$25 Members/ $35 Potential Members

Full Days

October 20, 21
December 21, 22, 23, 26, 27, 28, 29, 30
January 20 (TBD)
February 20, 24 (TBD)
March 2, 3 (TBD)
April 10 (TBD)

$35 Members $45 Potential Members

Typical Afternoon at SACC
Monday - Friday from 3:00 - 5:30

3:15pm-4:00pm	Off the Bus and Snack Time
4:00pm-4:30pm	Structured Gym Games
4:30pm-5:00pm	Homework, Reading, and
5:00pm-5:30pm	Crafts /Choice Time

Rotations will change timing of activities

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 & Family 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

Payment Options

1) Go online each week and pay on your account the Friday prior to care.

2) Automatic payments set up to come out each Friday prior to care.

If you fall behind with payments, more than two weeks, you may be refused care at that point moving forward or until payments are set up and scheduled.

Scheduled Days/Calendars and Payments

Calendars are REQUIRED by both No School Camp kids and After School Care kids. 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.

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.

YMCA Mission Statement

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

FERGUS FALLS AREA YMCA
School Age Child Care 2022 - 2023

Accidents and Emergency Care

If we need to fill out an accident report on your child, we will give 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 99.5 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 5:30pm 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 5:45pm, 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 influe nce of alcohol or drugs. f a staff person suspects intoxication, I they will strongly encourage that someone else should pick up the child. If the individual insists leaving with the child, the staff will on 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

Curbside dropoff and pickup. Designated area on the side of the building/backyard. On No School days drop off time will start at 7:15am and pick up will be at 5:30pm. If nobody is at the drop off or pick up area when you get here please call the program cell number and let staff know you are here. (218-671-1453).

Staff will sign your child in and out each day. If someone else will be picking up your child please email Nicole or Christine. IDs will be checked if staff don't know or recognize the person picking up your child. If they are not on the pickup list and you did not let us know they will not be authorized to take your child.

Cancelling Care and Refund Policy

- Credits will not be given for individual SACC days missed.
- You must cancel 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.
- If we are cancelled due to weather, there will be no refund for weather related cancellations.

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 Director.