



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA KIDS CLUB

PARENT HANDBOOK 2018/2019



Wood River Community YMCA

Alturas: 208-721-8391

Bellevue: 208-721-7178

Hailey: 208-721-7194

Ketchum: 208-928-6718

Front Desk: 208-727-YMCA

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WELCOME

Our Mission

To build strong kids, strong families and a strong community through programs that develop the whole person in spirit, mind and body.

Our Program

YMCA Kids Club is about learning skills, developing character and making new friends. The program is about being part of a community and developing character through the Y's four core values: Caring, Honesty, Respect and Responsibility. Our program teaches self-reliance and fosters a love for physical, social and educational activities. Through their participation, children learn how to be more independent as well as how to contribute to a group.

Purpose and Goals

The purpose of YMCA Kids Club is to support families in our community by providing a quality, safe, and enriching experience for their children. We structure our program to help children develop positive self-esteem with an emphasis on a healthy spirit, mind, and body.

YMCA Program Goals

- Support and strengthen the family unit
- Help children develop to their fullest potential
- Provide a positive YMCA environment of safety, support, and care

Philosophy

To support the growth of children and families, we have designed a fun after school experience that encourages children to explore their world under the supervision of caring, professional staff. To accomplish our program goals, we offer diverse choices for children when they attend Kids Club. Program diversity means offering activities that meet the needs of different age groups in addition to different personalities. The more choices we provide, the better we are able to engage all children.

Hours of Operation

School days, Monday-Friday, after school until 6:00pm

Child Care for All Day Out school days 8:00 am-6:00 pm at the YMCA

GENERAL INFORMATION

Ages for Program

Alturas	5-10 years	Hailey	5-10 years
Bellevue	5-10 years	Ketchum	5-9 years

Sign in/Out

An adult must come into the facility to pick up your child. Your child will be released only to individuals listed on your authorization form. Identification will be requested if staff are not familiar with the adult. For safety reasons, we will not release a child to any unauthorized individual. Please note that a sibling cannot pick up a youth unless they are over the age of 16 and listed as an authorized pick up.

Password

You are requested to provide a family password upon registration. Staff will not allow a child to leave with an unknown adult if they do not know the family password. Please list any adults that are authorized to pick up your child on your registration form to avoid any confusion.

Personal Belongings

Help us avoid confusion by labeling your child's personal belongings. We discourage children from bringing money or valuable items to the program. Although we will help your child find lost items, we are NOT responsible for the loss of or damage to your child's personal items. Lost and found locations are set up at each site and the Y.

Protecting Your Child

Please send children with warm, durable clothing during winter months including boots, hats and gloves. Outdoor play is a major attraction of the program for the children so we plan to go outside most days unless the weather prohibits.

In the event the children may have been exposed to a communicable illness, a sign will be posted by the sign in/out list. Information regarding the illness and treatment will be obtained from the Health Department and will be posted as well. We do our best to protect your child, and this includes unnecessary exposure to illness. If your child is ill or contagious, please don't send him/her to child care.

COMMUNICATION & CONTACT

Contacting Staff

Site Coordinators are available during regular program hours. The Associate Director of Child Care is available on a regular basis at the Y. Please call 208-928-6718 with any questions or concerns, you can also call the Y at 208-727-9622. The entire Youth Development staff serves to answer questions, accommodate needs and provide a growth-oriented experience for your child. For the well-being and safety of staff members and program participants the Y does not allow staff to babysit or watch program participants outside of the Y. Thank you for your understanding in this matter.

Site Phone Numbers:

Alturas: 208-721-8391

Hailey: 208-721-7194

Bellevue: 208-721-7178

Ketchum: 208-928-6718

Late Pickup

We understand when unforeseen delays occur occasionally, but when they become habitual a fee of \$1.00 per minute is assessed. If a child has not been picked up 15 minutes after dismissal time, Y staff will contact emergency contacts. If a parent or authorized person has not arrived by 6:30 p.m. the Program Coordinator will contact the proper authorities.

Your Important Role

Involvement of parents in the program is essential. Help us keep the line of communication completely open with Y staff. Ask your child about the program each day. You can also volunteer to offer your talents. If interested in volunteering please call our AmeriCorps VISTA Volunteer Coordinator at 208-928-6710.

If your child has trouble at school, it may affect behavior at Kids Club. Please keep us informed of any issues so we can be sensitive to you and your child's needs. Y staff seek to

work as a team with the school and your family, enabling us to provide the best environment for the child's growth and development. We strive to meet the needs of all children.



All Day Out Childcare

Please register for the All Day Out program for no-school days, space is limited so be sure to register in advance with our Welcome Center. It's important that we know how many children are attending; please keep in mind that if we do not have a minimum of 10 children on a day where full day care is needed two days prior to the service date, we will not offer the program. The All Day Out program will run at the YMCA facility only. Parents will be notified if we do not have the numbers to run a program site on no-school days.

ACTIVITIES

Activities

Kids Club offers a program that supports a positive self-image, educational support, recreation, leadership opportunities and exploration. Children are encouraged to participate in all program activities, however staff will never force a child to participate.



We do ask that parents encourage their child to participate in all programs as they will have more fun if they are actively involved. We also offer homework help in our program; please let staff know if your child is struggling in a class so that they can better support your student's academics.

Site Coordinators will distribute a monthly activity schedule for their site. Please connect with your Site Coordinator for a calendar of activities; please note that all schedules are subject to change.

Electronics

Cell phones and electronics (including game players, iPods and e-readers) are not allowed during Kids Club. We strive to create an opportunity for your child to unplug and take a break from electronics.

POLICIES

Child Abuse/Neglect Reporting

A report of suspected child abuse is not an accusation; it is a request for an investigation process to be evoked. Every Y staff member is a mandatory reporter. This means if an incident of child abuse or neglect is not reported, the staff member will be held legally responsible. This can include but not limited to a suspicious bruise, a child chronically being picked up significantly late or a parent picking up their child while smelling like drugs or alcohol.

DISCIPLINE

Philosophy

Our primary form of discipline is "conflict resolution." Our staff will help children resolve their conflicts or concerns through discussion and consequences. Sometimes it is necessary to have a child collect their thoughts and calm down. If we have special concerns regarding your child's behavior, the Site Director will contact you to discuss the situation.

Consistent Discipline Problems

When it becomes evident that a child is in danger of hurting them self or others, has problems with staying with the group and/or continues use of inappropriate language or comments, we reserve the right to terminate the child from the program.

Reasons for Termination

- Failure to observe arrival/pick up times
- Disrespect to staff by parent or child
- Consistent failure to observe policy
- Failure to pay fees
- Parents will be notified immediately if a child is terminated from the program in writing and/or by phone.

Parent Conferences

Our staff is always available to meet with you when you have concerns regarding your child or the program. Parent conferences may be requested at any time by a site coordinator or parent. Please speak to the site coordinator or call the Associate Director of Child Care if you wish to schedule a private conference.

PROGRAM PROCEDURES

Admission

Upon completion of the following steps, children will be admitted to YMCA Kids Club.

- Registration form completed
- Enrollment fee paid with Welcome Center
- Copy of immunization records (preferred)

Medication

Staff are not certified to administer medication to any child. If you have a specific need, please contact the Program Director to discuss your options.

Accidents/Injuries

All of the staff are certified in CPR/AED and First Aid. In an event that a child has an accident, is injured or receives medical attention, parents will be notified by phone or at pick up.

Emergency Procedures

Fires: In case of a fire, an alarm sounds. Staff escort children out of the building. Attendance is taken after they have reached a safe place. The program leader is the last to leave the building.

Blizzard: In the event of a blizzard that prevents parents from picking up their children, staff remain at the site with the children.



FINANCIAL INFORMATION

Fee Schedule

Program fees include regular school day after-school care and early-out days. Days that are NOT included in a regular monthly fees are no-school days and holiday breaks. We do offer care on no-school days and holiday breaks for a separate fee. The YMCA bills on the 1st of each month.

Scholarships

The YMCA is happy to provide financial assistance through our scholarship fund. If you are in need of a scholarship you must go through our Welcome Center team who are highly qualified to assist you with finding a rate that will work the best for you and your family.

Withdrawal Policy

Please provide a written notice at least 2 weeks in advance to terminate child care. Any unpaid fee balance must be cleared. There are no refunds or credits for absences, sickness, mishaps or holidays not observed by the Y.

Due Dates

Payments are due the 1st of each month. A late fee of \$10 is automatically added to accounts if payment is not received. Fees are due regardless of the child's absences. The Youth Development program has limited space in each program area for safety, which involves holding a space for your child through tuition payments. If there is a default payment, restitution must be made or your child's space is forfeited.

Late Registration

A \$20 late fee will be added when registering less than 24 hours in advance of a program. This applies to all youth programs such as All Day Out and Camp days, climbing and swim programs.

Insurance

When participants are enrolled in the Youth Development program, parents must release the Y officers, agents, or employees from all liability, demand or claims from loss, damage or injury resulting from participation in Y activities and must give consent for emergency treatment if deemed necessary by the Y staff. Forms are enclosed in the registration packet.

BILLING SCHEDULE

Kids Club Payment Schedule

Service Date	Due Date
8/28/18-8/31/18	8/28/2018
09/1/18-9/29/18	9/1/2018
10/1/18-10/31/18	10/1/2018
11/1/18-11/30/18	11/1/2018
12/1/18-12/19/18	12/1/2018
01/7/19-1/31/19	1/1/2019
2/1/19-2/28/19	2/1/2019
3/1/19-3/22/19	3/1/2019
04/1/19-04/30/19	4/1/2019
05/1/19-5/31/19	5/1/2019
06/6/19-6/5/19	6/1/2019

No School-Winter and Spring Camps

Service Date	Due Date
9/14/2018	At registration
11/8/2018	At registration
11/9/2018	At registration
11/19/18	At registration
11/20/18	At registration
12/20/18-12/21/18	12/11/2017
12/27/18-12/28/18	12/18/2017
1/2/2019-1/4/19	12/24/2018
2/15/19	At registration
3/25/19-3/29/19	At registration
4/11 & 4/12	At registration



No-school days are run at the YMCA in Ketchum. The fee is \$45 for members and \$55 for non-members. Winter break and Spring break prices vary. Please visit the Y or call the Welcome Center to register. If we do not have a minimum of 10 kids registered two days prior to a service date, we will cancel the program.

KETCHUM KIDS CLUB

2018-19 Program Add-Ons

Climbing

Kids Climbing Club Program

Ages 5-9

Tuesday's **OR** Thursday's
3:30pm-4:30pm

Members: \$50 per month

Non-Members: \$60 per month

All of their climbing equipment
will be provided

Devo Climbing Team

Ages 6 -15

Tuesday **AND** Thursday
4:30-6:00pm

Members: \$85 per month

Non-Members: \$100 per month

All of their climbing equipment
will be provided

Swim Lessons

Beginner through Advanced

Tuesdays **AND** Thursdays
4:00, 4:30, 5:00 and 5:30pm

Package is six 30 minute lessons

Members: \$60 per month

Non-Members: \$80 per month

Music Lessons

Beginner, Intermediate and Advance Drums

Group Lesson Rate

Group is up to 3 children

Members \$20 per child

Non-members \$30 per child

4-Week Group Lesson Package

Up to 3 children, package is 4
lessons - 30 minute lessons

Members \$70

Non-members \$110

Recording Studio

60 minute session

Individuals

Members \$50

Non-members \$75

Group Recording up to 4 children

Members \$40

Non-members \$65





Wood River Community YMCA

101 Saddle Road
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Ketchum, ID 83340

208-727-YMCA
www.woodriverymca.org