



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA KIDS CLUB

PARENT HANDBOOK 2019/2020



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.

YMCA Kids Club is about learning skills, developing character and making new friends. The Program, like many Y programs, 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 curriculum 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

Monday-Friday

After school until 6:00pm

Childcare for All Day Out: 8:00 am-6:00 pm

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 to whom the child is being released to. 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 the 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 disease, a sign will be posted by the sign in/out list. Information regarding the disease 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 at the sites during regular program hours. The Director of Youth Development is available on a regular basis at the Y. Please call 928-6701 with any questions or concerns, you can also call the Y at 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 both 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

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.

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 special talents. If interested in volunteering please call our Volunteer Coordinator Debbie at 928-6704.

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 team. 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 our Ketchum and staffing permitting, the Hailey Elementary site. 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.

POLICIES

Admission Policy

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

- Registration form completed
- Enrollment fee paid with membership staff
- Copy of immunization records (preferred)

Discipline Policy

We strive to meet the needs of all children in our care and safety is our highest concern. We use the following tactics to lovingly and respectfully redirect children.

1. Reasoning: The child care worker helps the child understand the inappropriateness of his/her behavior and agree on an alternate form of action.
2. Removal from activity: When reasoning has been pursued and has not changed the behavior, the child is removed from the activity for an appropriate amount of time.
3. Duty-Oriented Discipline: This is used to correct an inappropriate behavior. For example, littering may require a task to gather 10 pieces of litter off the ground.
4. Child/Director Conference
5. Child/Parent/Director Conference
6. When all of the above fail: The family will be requested to no longer participate in the program. Tuition balance will be credited or refunded.

NOTE: If at any time a child purposefully and directly hurts another participant or staff the parent will be notified immediately to come pick up their child. That child will not be able to participate in the program and tuition balance will be credited or refunded.

Late Pick Up

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.

Child Abuse/Neglect Reporting Policy

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.

PROCEDURES

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 the 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 escorts 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 them.

Lost Child

Staff take attendance daily and count the children regularly throughout the day. They check the sign out sheets after each session to ensure that every child was picked up. If a child has not been signed out and is not in the room, the staff call the home to ensure that the parent picked up the child. Names from the attendance sheet are often used to group children for activities, line up, etc., making it extremely rare that a child is misplaced.

In the event that a child is discovered missing, the following procedures take place:

1. A staff member searches the area until the child is found and returned to the group.
2. If the child has not been found within 15 minutes, the Director of Youth Development is contacted.
3. Parents will be notified as well as the proper authorities and the Y CEO if the child is not found in 1 hour.



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 every 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 to find a rate that will work 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 24hrs in advance of a program. This applies to all youth programs such as All Day Out and Camp days, climbing and swimming 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
8/19/19-8/31/19	8/19/2019
09/1/19-9/30/19	9/1/2019
10/1/19-10/31/19	10/1/2019
11/1/19-11/22/19	11/1/2019
12/1/19-12/20/19	12/1/2019
01/8/20-1/31/20	1/1/2020
2/1/20-2/29/20	2/1/2020
3/1/20-3/31/20	3/1/2020
04/1/20-04/30/20	4/1/2020
05/1/20-5/31/20	5/1/2020

No School-Winter and Spring Camps*

Service Date	Due Date
10/24/2019-10/25/2019	10/21/2019
11/25/2019-11/26/2019	11/20/2019
12/23/2019	12/16/2019
12/27/2019	12/16/2019
12/30/2019	12/16/2019
1/2/2020-1/3/2020	12/16/2019
1/6/2020-1/7/2020	12/16/2019
3/12/2020-3/13/2020	3/9/2020
3/23/2020-3/27/2020	03/16/2020



*All Day Out care will run on dates where staffing is sufficient and professional development is not needed. Camps will be advertised at least two weeks prior to the program date.

No school days are run at our Ketchum site. 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.

Days Care Will Not Be Provided

9/2/2019

11/27/2019-11/29/2019

1/20/2020

12/24/2019-12/26/2019

2/17/2020

12/31/2019-1/1/2020

5/25/2020

KETCHUM KIDS CLUB PROGRAM ADD-

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: \$95 per month

Non-Members: \$105 per month

Swimming

Swim Lessons

Ages 5-12

Beginner-Advanced

Begins Sept. 10.

Swordfish Swim Team

Ages 5-12

Begins Sept. 9

*Contact Margaret Kraft, Aquatics
Director with questions.
mkraft@woodriverymca.org
208-928-6707*





Wood River Community YMCA

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