



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA After School Club Parent Handbook

2025/2026



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

WELCOME

Welcome to the YMCA After School Education Program! We are so excited to have your child join our community for a season full of fun, learning, and growth. Whether your family is new to the Y or returning for another year, we look forward to building a strong partnership with you and ensuring your child has a safe and enriching experience every day.

Our Mission

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



GENERAL INFORMATION

Ages for Program

Ages are from 5-9/ K-4

Hours of Operation

Monday-Friday

After school until 5:30pm

Site Phone Numbers:

Hailey: 208-721-7194

Alturas: 208-721-8391

Ketchum: 208-928-6718

Bellevue: 208-721-7178

Sign in/Out

An approved 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, toys, phones 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.

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.



COMMUNICATION & CONTACT

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.

If your child has trouble at school, it may affect behavior at YMCA 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.

Contacting Staff

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. Site Coordinators are available at the sites during regular program hours and distribute a monthly newsletter for their site, however, please note that all schedules are subject to change.

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.

ACTIVITIES

Activities

YMCA 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.



POLICIES

Admission Policy

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

- Registration form completed and all waivers signed
- \$25.00 enrollment fees paid
- Once your enrollment is complete you will receive a confirmation email.

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 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 and implementation of a Behavior Plan.
6. When all of the above fail: The family will be requested to no longer participate in the program.

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 and if this occurs more than 3 times your child maybe removed from the program. If a parent or authorized adult has not arrived by 6:00 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.

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

Transportation and School Dismissal

While we work with the school district to make our program happen on school grounds, we cannot arrange dismissal plans for the kids in our program. If your child is in need of bus transportation to their site, please reach out to your child's teacher and the school to let them know your child's dismissal plan.

BCSD Transportation Department: (208) 578-5420

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.

FINANCIAL INFORMATION

Fees

Program Fees include regular school day after school care following the BCSD School Year Calendar.

The YMCA bills on the 1st of every month and we do not offer refunds or discounts for days not attended. This Includes missed days for illness, family vacation or cancelled school. A late fee of \$10 is automatically added to accounts if payment is not received on time. Fees are due regardless of a child's absences. The Youth Development program has limited space in each program for safety and if there is a default payment, restitution must be made, or your child's space maybe forfeited.

Scholarships

The YMCA is happy to provide financial assistance through our scholarship fund, however, we do ask that all individuals reapply every year with proof of income. If you are interested in applying please reach out.

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.

BILLING SCHEDULE

YMCA After School Club Payment Schedule

Service Date	Due Date
08/25/25 - 08/29/25	08/01/26
09/02/25 - 09/30/25	09/01/26
10/01/25 - 10/30/25	10/01/26
11/03/25 - 11/20/25	11/01/26
12/02/25 - 12/19/25	12/01/26
01/05/26 - 01/30/26	01/01/26
02/02/26 - 02/27/26	02/01/26
03/02/26 - 03/31/26	03/01/26
04/01/26 - 04/30/26	04/01/26
05/01/26 - 05/29/26	05/01/26
06/01/26 - 06/02/26	06/01/26



Wood River Community YMCA

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