



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA AFTER SCHOOL & OFF SCHOOL PARENT HANDBOOK

WHERE KIDS EXCEL
AFTER THE BELL

DAVIS FAMILY YMCA
YMCAyo.org
45 McClurg Road
Boardman OH 44512



TRANSPORATATION AVAILABLE FOR STUDENTS IN BOARDMAN SCHOOLS ONLY

TABLE OF CONTENTS

Introduction, Our Mission, Our Goals.....	3
Payment Schedule, Parent Communication.....	3
Daily Schedule, Discipline Policy.....	4
Swim and Water Safety.....	5
Child Abuse Policy, Sex Offender Notification.....	6
Medical Emergency, Management Of Communicable Disease.....	7
Snacks, Personal Belongings.....	7
Dress, What Not to Bring, Allergies Behavior Expectations.....	8

INTRODUCTION

When child(ren) enter our YMCA programs, a whole new world of imagination and growth opens to them. Children will participate in interactive learning models that engage critical thinking skills, get assistance with their homework from trained YMCA staff, have a chance to socialize with each other, and form long-lasting friendships that enhance their development, growth and self-confidence. Our curriculum is based on a program model that focuses on learning enhancement, health and recreation, and building competence and confidence in children.

OUR MISSION

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

OUR AREAS OF FOCUS

To strengthen the foundation of community through youth development, healthy living, and social responsibility.

OUR VALUES

We build character by promoting our values of caring, honesty, respect, and responsibility.

PROGRAM PHILOSOPHY

Our philosophy for the YMCA of Youngstown, as well as the YMCA of the USA, is to help participants grow in spirit, mind, and body through a variety of activities that promote character development, sportsmanship, and teamwork. Under the guidance of well-trained staff, the YMCA After School and Off School programs can give children an experience that will last a lifetime.

OUR GOALS

At the YMCA, strengthening community is our cause. We believe that lasting personal and social change can only come about when we all work together. While in our program, children participate in physical activities, play games, work on homework, build friendships, and more. While in our care, parents and guardians can be reassured that their children are in a safe and fun environment with caring and supportive staff members. We help students grow personally, clarify values, improve personal and family relationships, appreciate diversity, become better leaders, develop specific skills and have fun!

REGISTRATION PROCESS

After School and Off School is for children ages 6–12. Transportation is provided for students in Boardman Schools.

Children are enrolled on a first come, first served basis. The requirements of special needs children will be discussed with the coordinator and the child's parents. Efforts will be made to accommodate students with high functioning circumstances. Please see the Director for more information on our accommodation for those with special needs. Our programs will not discriminate in the employment of staff or the enrollment of children based on race, color, religion, sex, or national origin.

To complete the enrollment of your child, you will need to fill out and return the following information:

- Handbook Acknowledgement
- Swim/Video Release
- Child Enrollment and Health Information
- Escort Form
- Transportation Form
- Student Behavior Guidelines
- Child Medical Statement
- Request for Administration of Medication (even if they don't need meds, please fill out and put N/A)

PAYMENT SCHEDULE

- Payment is due in full upon registration.
- All fees must be paid no later than the Friday before the week or month you wish your child to attend.
- Payment can be completed at the Service Desk or online.
- \$20 late fee will be applied if registration isn't completed on time.

CALAMITY DAYS

No refunds will be given due to unscheduled calamity days. We follow Boardman Local Schools closings.

WITHDRAWAL POLICY

Because we have secured staff and supplies to provide a quality experience for your child, please notify the director by the Friday before the week your child was scheduled to attend. If the director has not been notified during that time, no refund will be given.

ABSENCES

The YMCA is a non-profit institution. We base our operating costs on annual registration projections. To continually ensure the highest quality of staff, equipment and supplies, we cannot offer fee reductions for absences due to illness or otherwise.

EXTRA CHARGES

1. Returned checks result in a \$20 minimum charge. Recurrent returned checks result in "cash-only" payment terms.
2. A late fee of \$10 is charged for a period of 10 minutes after program ends and one dollar per minute thereafter. After three offenses, the parent will be required to meet with the director to discuss possible solutions to the problem or unenrollment from the program.
3. A late fee of \$20 per child will be added if registering after Friday for the upcoming week of after school. Late registration is at the Director's discretion.

PARENT COMMUNICATION

We will be communicating via the **BAND** app and need all parents/guardians to sign up for this app notification. Parent Letters will be handed out during drop-off and pick-up times and can be picked up any day during the week in the classroom.

It is important that parents familiarize themselves with the program. All concerns about your child's care should be directed to the Director or program coordinator. Communication and current phone numbers are recommended to stay in touch with everyone.

STAFF

We care about your child and safety is our top priority. Our staff are experienced, responsible, nurturing and fun. You can count on us to provide:

- Programs led by the onsite Director and Coordinator.
- YMCA staff are selected through an intense interview process that includes a background and reference check.
- Staff receive over 30 hours of YMCA training that includes Child Abuse Prevention, basic First Aid and CPR.
- A 1:12 staff to child ratio that ensures two staff members are always present.
- Programs are licensed by the Ohio Department of Job and Family Services.

Our caring staff do everything from jumping rope to singing songs to playing freeze tag on the playground. They also lend a helping hand with homework or reading time.

AFTER SCHOOL PROGRAM OPERATIONS

After School Activities run from 2:30 - 6:00pm Monday – Friday

DAILY SCHEDULE

Time	Activity	Location
3:00-4:00 PM	Sign In/Snack	YLC
4:00-5:00 PM	Enrichment Activities	MPR/ Art Room/ Indoor Pool/ Gym 1
5:00-6:00 PM	Homework Help / Clean Up / Sign Out	YLC

*Healthy snack will be provided daily by the CHA (Children's Hunger Alliance)

**Swimming will only take place on Tuesday and Thursday

ARRIVALS AND DEPARTURES

All children must be signed in by a staff person or parent upon arrival and signed out when departing. Proper photo identification is required for all pick-ups. If your child is not arriving or departing at normal time, please notify staff so we can be prepared to accommodate your schedule.

- Parents/Guardians must pay for the whole week or month, even if the child can't attend each day to hold their spot in the program.
- Drop-off/pick-up will be done in the Youth Learning Center.

To promote a sense of independence and age-appropriate socialization, we suggest that parents encourage their children to meet new friends and enjoy an after school-like atmosphere by taking part in all activities.

DISCIPLINE POLICY

We believe that children need to become independent, self-sufficient individuals with the ability to engage in active problem solving; therefore, we encourage the development of self-discipline skills by:

1. Setting realistic limits for children based on individual developmental needs.
2. Planning an environment that is developmentally appropriate and encourages children to develop responsibility and independence within appropriate limits for their age.

The following approaches are unacceptable:

1. Using physical restraint to confine children.
2. Humiliating and/or shaming children.
3. Using profane language or other verbal abuse.
4. Delegating discipline to any other child.
5. Discipline shall not be imposed on a child for failure to eat or for toilet accidents.
6. Placing children in time out for more than 5-10 minutes.
7. Using unusual, harsh and/or cruel punishments.
8. Staff shall not abuse or neglect children and shall protect children from abuse and neglect while in their care.

In rare cases where children exhibit inappropriate behavior, we will redirect the child's activity or remove the child from the situation for a very short time. If a child uses aggressive behavior towards another child and/or staff, parents will be notified. If the behavior cannot be resolved, your child will be withdrawn from the program.

HEALTH & SAFETY

All common and reasonable efforts to ensure safety are made at all times.

1. Emergencies and accidents will be handled according to the submitted emergency forms.
2. No child shall be left alone or unsupervised.
3. There is always immediate access at all times to a working telephone.
4. There is a Fire Emergency and Weather Alert plan for each site, which explains action to be taken and staff responsibilities in case of fire emergency and weather alerts. (The plan shall include a diagram showing primary and secondary evacuation routes where Youth Learning Center is located)
5. We have a plan for water safety, including swimming lessons and other water activities.
6. When walking near the parking lot, extreme caution must be taken.
7. When an accident or injury occurs, the YMCA shall complete an incident or accident report. Every attempt will be made to contact the parent or legal guardian if a child is seriously injured.
8. After School Director/Coordinator will have emergency information on display in after school location, digitally or on paper, at all times.
9. Planning an environment which is developmentally appropriate, and which encourages children to develop responsibility and independence within the appropriate limits for their age.

The following approaches are unacceptable:

1. Using physical restraint to confine children.
2. Humiliating and/or shaming children.
3. Using profane language or other verbal abuse.
4. Delegating discipline to any other child.

SWIMMING AND WATER SAFETY

Safe Pools Have Rules

TEST- All children 12 and under who want to swim in water deeper than their chest must pass the swim test. Deep Water Test (All students ages 6-13 years). Any child wanting to swim in water over their head or go off the diving board must pass a deep-water test. All children who want to swim in water deeper than their chest must pass the swim test. The YMCA reserves the right to test any swimmer regardless of age. The steps are as follows:

STEP 1: Jump into shallow end of lap pool and swim down to the opposite end unassisted and without resting. Swimmer maintains a horizontal body position.

STEP 2: Tread water for 20 seconds while keeping ears and face above water.

STEP 3: Perform a back float with ears under water and chest near the surface.

MARK- All children 12 and under must wear a swim band that correlates with his/her swimming ability.

- Red= Non-swimmer whose chest height is lower than 42" and has not passed the swim test this year
- Yellow= Non-swimmer whose chest height is 42" or higher, and has not yet passed the swim test this year
- Green= Swimmer who has passed the swim test this year

PROTECT- All non-swimmers must remain in shallow water. If the water in the shallow end is deeper than a non-swimmer's armpits, then they must also have one of the following layers of protection:

- Must be within arm's reach of a parent or guardian (16+) -max kids per adult= 3
- Must be wearing a Coast Guard approved lifejacket.
- Non-swimmers ages 5 and under must be within arm's reach of a parent or guardian regardless if they are wearing a Coast Guard approved lifejacket or if they have passed the swim test.
- Children must meet the height requirement in order to enjoy our water slide.

There shall be written permission from the parent or legal guardian of a child, before a child shall be permitted to swim or otherwise participate in water-based activities. The written permission sheet shall be signed, dated, and shall include the following:

1. The child's name
2. A statement indicating whether the child is a swimmer or a non-swimmer
3. That the parent or legal guardian grants permission for the child to participate in water activities

Indoor Pool Rules

1. Swimming without a lifeguard present is prohibited
2. Obey the lifeguard at all times
3. Do not enter the water if you are experiencing or recovering from diarrhea
4. Do not swim with open wounds, sores, boils, contagious rashes or infections
5. Appropriate, modest, and properly fitting swim attire must be worn at all times
6. Children not yet toilet trained must wear a swim diaper in the water
7. Shower completely with soap before entering pool
8. Children 5 and under must be actively supervised by an adult in the water within arm's reach; no more than 3 children per adult
9. Children 7 and under must have an adult in the pool area
10. Children 12 and under must pass a swim test in order to swim in water above their armpits; exceptions may be made for children who are within arm's reach of a parent or guardian (16 years or older)
11. Only Coast Guard approved flotation devices are permitted
12. Enter the water feet first facing forward
13. The following activities are prohibited: running, pushing, dunking, roughhousing, diving, flips, twists, backward jumps, throwing balls or other objects, prolonged breath-holding, and hanging on lifelines or lane markers.
14. The following items are prohibited in the pool area: food, gum, glass containers, street shoes
15. Do not swim in slide area when waterslide is in use
16. Chairs must be kept away from edge of pool
17. Specialized equipment such as kickboards, fins, and snorkels are only permitted in lap lanes; children using such equipment must be directly supervised by an adult
18. During adult swims, all children under the age of 18 must exit the pool
19. In the event of inclement weather, the pools will be closed, and the deck cleared for at least 30 minutes after the last observation of lightning
20. YMCA not responsible for lost or stolen items

Water Slide Rules

1. All riders must be wearing a yellow or green band
2. Only one rider at a time
3. Riders must enter and exit the slide feet first facing forward
4. The following activities are prohibited: standing, kneeling, rotating, stopping, forming trains, or wearing lifejackets
5. Pregnant women or individuals with heart or back conditions should not use this slide
6. Move away from the bottom of the slide and use the nearest exit immediately

The YMCA shall provide enough staff members during swimming and water play activities. A certified lifeguard will also be present when the children are participating in a swimming activity.

POOL RATIOS

YUSA and Ohio Bathing Code dictates that minimum ratios of 1 lifeguard to 25 participants on duty for each aquatic activity, not including After School staff that will also be on duty.

CHILD ABUSE AND NEGLECT

A staff member shall immediately notify his or her supervisor when the staff member suspects that a child has been abused or neglected. A child will always be safe from any form of abuse or neglect when in the care of the YMCA. No YMCA staff are permitted to babysit members that they meet while working at our program. No child will be released to a parent/guardian who appears to be intoxicated or under the influence of any drug. Police will be contacted.

SEXUAL OFFENDER NOTIFICATION

As of July 1, 1997, Ohio law requires that sex offenders register with the Sheriff of the county in which they reside. Following such registration, the Sheriff must provide in writing certain information to a variety of entities including childcare providers. And if notices are received, they will be placed with the sign in/out sheet at the applicable site. More information can be obtained by calling your local sheriff's office or visiting their website.

Listed below are the phone numbers for Mahoning and Columbiana Counties:

Boardman Police Department (330) 726-4144

Mahoning County Sheriff (330) 740-2370

MEDICAL EMERGENCY PLAN

First Aid Kits are available and are always accessible to staff. A First Aid kit will be available by at least one staff member present during activities. **Emergency Phone Numbers: Emergency 911 – Davis YMCA (330) 480-5656**

After School has staff that is trained in First Aid/CPR during the hours of operation:

In case of an emergency, the Director and the Coordinator are to be notified immediately. If the Director is not available, then the next senior staff member is to be notified. The Director will then immediately notify the parent or legal guardian and make contact with the appropriate emergency phone contact. If the parent or legal guardian cannot be reached, the requested adult and child's physician will be notified. If necessary, the child will be transported by the first responders to the hospital indicated in the Child Enrollment and Health Information sheet provided.

In case of illness of a child, he/she will be cared for by either the Youth Program Director or another staff member while the parent or legal guardian or requested adult is notified and in route.

The Ohio Department of Human Services' Dental First Aid chart is available at the site. After School staff members will follow procedures indicated on the Dental First Aid chart in case of dental emergency.

MANAGEMENT OF COMMUNICABLE DISEASE

1. A staff person will be trained to recognize the common signs of communicable disease and other illness through First Aid training and "Communicable Disease" training certified by the Red Cross, a licensed physician, or a registered nurse. All staff will be trained in the proper hand washing and disinfecting procedures. A staff trained person as explained above will observe each child during the program.
2. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to the parent or legal guardian:
 - a. Diarrhea (more than one abnormally loose stool within a twenty-four (24) hour period)
 - b. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
 - c. Difficult or rapid breathing
 - d. Yellowish skin or eyes
 - e. Conjunctivitis
 - f. Temperature of one hundred (100) degrees Fahrenheit taken by the auxiliary method when in combination with any other sign of illness
 - g. Untreated infected skin patch(es)
 - h. Unusually dark urine and/or gray or white stool
 - i. Stiff neck
 - j. Unusual spots or rashes
 - k. Sore throat or difficulty in swallowing
 - l. Elevated temperature
 - m. Vomiting
 - n. Evidence of lice, scabies, or other parasitic infections
3. A child will be readmitted after he/she has been checked by a staff member trained in communicable disease, or another authorized person. There must be a twenty-four (24) hour period free of symptoms, including fever, before the child can return.
4. Parents will be notified in writing of any communicable disease that is present.
5. Those children experiencing minor common cold symptoms, or if the child does not feel well enough to participate in activities, but is not exhibiting any symptoms specified above, are classified as a mildly ill child. It is our policy to care for mildly ill children as long as the parent has been notified of the child's condition. The child will be watched for conditions or other symptoms that would result in the child's discharge.
6. Administration of Medicine forms for medication, sunscreen, bug spray, special diet, and vitamins are included in the registration packet.
7. Staff will not work in any capacity with children if they have symptoms of communicable disease unless a physician states that their illness is not contagious.

SNACKS

Healthy snacks will be provided daily by the CHA (Children's Hunger Alliance)

PERSONAL BELONGINGS

The YMCA is neither responsible nor liable for any articles lost or stolen. We encourage students to leave valuables at home. If students bring money, please bring it in a labeled envelope to give to their staff for safe keeping. All valuables or personal belongings (including electronics) that are brought out during the program will be confiscated and returned to parent/guardian at the end of day. If the issue persists, the valuable will be confiscated to the end of the year.

DRESS

Each day children should dress for active/outdoor play. Comfortable clothing and shoes made for running and climbing are a must. Please avoid thongs and open-toe sandals. Wear weather appropriate clothing. Since children will be running around and using water, paint, and other messy materials, it is best if children do not wear expensive or dressy clothing. The YMCA is not responsible for clothing that may become stained or dirty. On Tuesdays and Thursdays, we swim! Please make sure your child has a swimsuit and towel on these days each week.

Students should bring a backpack that they can carry on their own with a beach towel and backup set of clothing. Please label all clothing and personal items.

WHAT CHILDREN SHOULD NOT BRING FROM HOME

Please do not bring alcohol, drugs, weapons of any kind, personal sports equipment, animals, money, iPods, phones, electronic games, etc.

ALLERGIES

If your child has an allergy to anything including, but not limited to, food or medication, it must be stated on the Enrollment Form as well as the Medical Care Plan and Administration of Medication forms.

FINANCIAL ASSISTANCE

Through generous contributions made to our Annual Campaign, the YMCA is able to provide financial assistance to those in need. Application forms for Financial Assistance are available via our website or at the Service Desk. It takes 1-2 weeks to process a Financial Assistance application so early registration is encouraged.

BEHAVIOR EXPECTATIONS AND DISCIPLINE POLICY

Studies show that children thrive when they feel safe. Our philosophy is to create defined boundaries for acceptable behavior and offer continuous positive support to reinforce our core values. Children in our programs are expected to conduct themselves in a manner that is cooperative with the group. Children must be able to interact in a group and take directions. Efforts are made by Y staff to work within the appropriate social developmental stages for each individual child. A child's consistent refusal to follow directions given to them by the staff creates an atmosphere that is disruptive to the program and unsafe. If behavior issues arise, staff will follow the steps outlines below:

1. Staff will provide a warning and redirect the child to appropriate behavior.
2. Staff will place the child in a "time out" for no more than five minutes or will take away a privilege (such as playing with a specific toy)
3. Staff will document the behavior issue and parents will be informed
4. After 3 documented behavior reports, the child will be removed from the program. If the parents do not wish for their child to return to the program, they must notify the Director to make a system credit/refund arrangement. If parents wish for their child to continue attending the program, they will need to request a meeting with the Director to determine why the child is having difficulty and what co-operative efforts might be made between the staff, parents, and child to modify the child's behavior.
5. After such time, should the behavior issue(s) continue, the child may be disenrolled from the program.

Extreme behavior issues, verbal abuse, or violent physical actions that threaten the safety of other children, staff or the child themselves, may be grounds for immediate dismissal from the program. In which case, the procedure detailed above may be voided.

Children need more instruction than they need criticism. Discipline means training which enables the child to develop self-control and orderly conduct in relationships to peers and adults. Discipline shall be clear and understandable to the child, consistent, and explained to the child before and at the time of any disciplinary action. Discipline shall include positive guidance, re-direction, and the setting of clean-cut limits, which foster the child's own ability to become self-disciplined. Our discipline practices are designed to encourage the child to be fair, honest, and caring; to respect property, and to assume personal responsibility and responsibility for others. Positive discipline will include brief, supervised separation from the group (time-outs) or withdrawal of special privileges (for example, losing the privilege to play with a toy if the child is mistreating the toy). It is our policy to use "time-out" as a last resort and for short intervals, "Time-out" may be necessary after one or more reminders and use of the other positive discipline techniques outlined above. Separation from the group shall not be done in any humiliating manner and shall be in any humiliating manner and shall be in the open view of the supervising adult(s) for the safety of the child.

The following disciplinary actions are prohibited by the Y

- Physical punishment of any type
- Withdrawal of food, rest, or bathroom opportunities
- Abusive or profane language
- Unsupervised isolation of the child
- Any other type of punishment that is hazardous to the physical, emotional, or mental health of the child