



**FOR YOUTH DEVELOPMENT®**  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# **QUALITY CARE**

## **WHEN YOU CAN'T BE THERE**

### **Parent Policy Book, 2024–2025**

**Before & After School Enrichment Program (BASE)**  
**KENOSHA YMCA**

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# PROGRAM OVERVIEW

## MISSION

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

## GOALS

To provide a before and after school program where the needs of the children, families and school community are supported.

## PURPOSE

The Y believes all kids have great potential and deserve the opportunity to discover who they are and what they can achieve. Through the Y, children and youth cultivate the values, skills and relationships that lead to positive behaviors, better health, and educational achievement.

## PHILOSOPHY

YMCA Before and After school programs foster the cognitive, social-emotional, and physical development through play and planned opportunities and experiences focused on achievement, relationships, and belonging: We deliver activities in a physically and emotionally safe space We encourage children to develop at their own unique pace. We encourage skills development. We offer youth service and leadership opportunities. At the Y, we consider ourselves allies of families in the development of youth, committed to providing opportunities to strengthen the family unit and learn, grow, and thrive and thrive together.

## CORE VALUES OF CHARACTER DEVELOPMENT

To accomplish our mission, the programming of the Kenosha YMCA Youth and Family Department teaches the 4 Core Values. Building character in young people to help them form positive values has always been the focus of the YMCA Mission. Here at the YMCA, we strive to help kids develop the following character traits in our before and after school programs:

♥ **Caring:** The importance of putting others before yourself; of building more responsive communities.

♫ **Honesty:** The importance of integrity; of telling the truth and keeping promises to yourself and others.

👤 **Respect:** The importance of treating others as you would want them to treat you; of acknowledging and accepting others regardless of differences.

👋 **Responsibility:** The importance of doing what you should; of accepting accountability, pursuing excellence and following through on personal commitments.

## CURRICULUM

The YMCA has a strong proven curriculum that include the following components:

- Character Development (Four Core Values) / Social Emotional Learning
- Service Learning (Helping Others)
- Global Learning (Appreciation & Understanding of Others)
- Healthy Eating Physical Activity
- Academic Assistance (Homework Help & Tutoring)
- STEM
- Arts & Humanities
- Language/Literacy

The YMCA seeks to help children develop a healthy spirit, mind, and body; to build relationships; and experience and explore an array of activities that give them the opportunity to grow and develop as individuals and learn to appreciate others.

### **PROGRAM HOURS**

6:30 a.m. – Start of School

End of School - 6:00 p.m.

### **PROGRAM DATES**

Our Programs follows the school schedule. We are closed on Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday, and Memorial Day. If schools delay programs for inclement weather, we will not offer a morning program.

### **STATE LICENSING**

The Kenosha YMCA Before and After School Program is a Wisconsin State Licensed program. We invite parents to review the State Licensing Policy book located with the Parent Board.

### **FULL DAY PROGRAMMING / KIDS DAY OUTS**

When schools are closed for winter and spring breaks, teacher workdays etc., we offer child care for an additional fee at Kenosha YMCA. Parents will need to pre-register their children by the close of the Registration date (TBD). We provide breakfast, lunch, and an afternoon snack. Children may have the opportunity to swim. Please send a swimsuit and towel. Our program runs from 6:30 a.m. – 6:00 p.m. located in the Community Room (second level of the YMCA; up the stairs at the back of the building and across the track). Look for flyers and registration opportunities. First come, first served program. Registration is online for our currently enrolled children.

### **SNOW DAYS**

When school is closed due to a Snow Day, we will offer services contingent on our staff availability and the number of participants needing care, unless inclement weather closes the building. We will use Brightwheel for communication in regards of our decision.

No credits will be issued.

### **TRANSPORTATION FROM SCHOOL**

We are proud to offer transportation from selected schools that do not offer YMCA programs. Our program location is in the Community Room at the Kenosha YMCA. Space is limited according to our shuttle bus availability, be sure to register as soon as possible. Transportation agreements are included in the enrollment packet.

Children will be transported using the YMCA shuttles. Attendance will be taken as the children are boarding the bus and again upon arrival. After children have exited the bus, the driver will then do a walk through to make sure that all children have departed and turn off the alarm to indicate that all is well.

A copy of each child's enrollment papers will be kept on the bus which includes information concerning emergency contact numbers and medical status and consent for emergency medical treatment. First Aid Kits and other emergency materials are located on each bus.

A binder with routes, directions, and scheduled stops shall also be kept on each bus.

## **GROUP SIZE**

Our programs will keep a 10-child minimum to 15 child maximum group size per staff member. A typical ratio is 1:15 for our school age programs.

## **STAFF**

The Kenosha YMCA takes pride in the staff we hire. We look for people with a strong character, background in education and teaching, motivation to learn new things, and a love of children. All of our staff are fully trained to deal with all aspects of child care including being CPR & First Aid certified.

## **PARENT INVITATION**

We invite parents to visit our programs at any time. Each site has a parent board with an itinerary and weekly activities posted. Our license is posted giving information about our program as well. Feel free to join in the fun or ask questions about our programming.

## **FINANCIAL ASSISTANCE – JOHN & JUDY WAVRO SCHOLARSHIPS**

Available for families with low income that have been declined from the Kenosha County Job Center's Wisconsin Works (W-2) Program. Parents will be asked to submit two income verification statements and the letter verifying the W-2 Program declined services with the scholarship application. Scholarships are processed 1-2 weeks by the Youth & Family Director.

## **ADDITIONAL CLASSES**

Parents can register their child for additional Kenosha YMCA programs while attending the Kenosha YMCA site during program hours: dance instruction, youth sports, etc. Please see staff for more information. We'll be happy to walk them to and from the program area.

## **COMMUNITY PARTNERS**

The Kenosha YMCA teams up with other complimentary organizations to work in our programs. The Kenosha library system, museums, local businesses all help to contribute to the mission of providing quality programming for the children.

## **KENOSHA YMCA MEMBERSHIP**

Each child enrolled receives a free YMCA youth membership. A membership for value of \$30/month. The value of the youth membership can be applied to the family membership for those wishing to join. Membership must be activated at our Member Service Desk.

## **TOYS FROM HOME**

We encourage children not to bring valuable items from home for fear that they may become lost or damaged. The YMCA is not responsible for lost or stolen items. However, we understand that some children need items of comfort and security. Children may bring such items with them to be used in times of distress or challenge. Items are to remain in their backpacks/cubbies/or another location agreed upon by the Site Director/Teacher until needed.

## **CHRISTIANITY IN PROGRAMS**

The YMCA has a foundation in Christian beliefs. Although the Kenosha YMCA does not directly teach Christianity, there may be occasions where Bible verses may appear on artwork and posters throughout our facilities.

## GRIEVANCES

We invite parents to offer suggestions, questions, or concerns. First contact your Site Director on-site. If that does not meet your needs, contact the Youth & Family Director, Keeliah Hampton. In regard to financial concerns contact Assistant Director, Lisa Eckardt.

## CONTACTS

Site Director: Located on-site at each location. Oversees children, site staff, lesson plans, scheduling.

Rhys O’Keefe,  
Forest Park YMCA  
[rokeefe@kenoshaymca.org](mailto:rokeefe@kenoshaymca.org)  
262-515-1805

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Amber Long,  
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262-654-9622 x237

Lisa Eckardt  
Youth & Family Assistant Director  
[leckardt@kenoshaymca.org](mailto:leckardt@kenoshaymca.org)  
(262) 654-9622 Ext. 236  
Overseeing Registration/Enrollments, Billing & Payments

Keeliah Hampton  
Youth & Family Director  
[khampton@kenoshaymca.org](mailto:khampton@kenoshaymca.org)  
(262) 654-9622 Ext. 207  
Overseeing the Youth and Family Department including but not limited to policies, procedures, staffing, and programming.

## BASE HOURS & LOCATIONS

*SITE	ADDRESS	PHONE NUMBER	HOURS OF OPERATION		
			Before	After	Friday
Forest Park Elementary	6810 45th Avenue	654-7415	6:30-7:55	3:16-6:00	12:10-6:00
Prairie Lane Elementary	10717 47th Avenue	942-7304	6:30-8:50	3:56-6:00	12:50-6:00

\*Other schools may use our services, but are not listed. Contact us to get more information!

### \*FEES

Program	Rate
AM	\$8.00
PM	\$14.50
*PM First Hour Only	\$9.00
* Friday and Half Days	\$20.00
Full Day (School Days Out)	\$30.00 ( Separate Registration)

\*\*\*Fees should not prevent families from being able to utilize the program. We will work with families to set up payment arrangements, offer the John and Judy Wavro Scholarship, and discuss other possibilities to enable care to take place.

\*Based on the above school hours. If the school changes their hours, these rates will be adjusted.

\*\*Multiple Child Discount – First child full price; each additional child 10% off

# TYPICAL WEEK

## Before School Program

TIME	MON	TUE	WED	THU	FRI
6:30 - 7:00	Arrival of Children, Board Games, Reading Corner, Free Art & Exploration, Homework				
7:00 - 7:15	Homework, Gym Time				
7:15 - 7:45	Breakfast				
7:45 - 8:00	Clean-up, Finish Homework, Departure of Children from Program				

## After School Program

TIME	Monday	Tuesday	Wednesday	Thursday	Friday
11:30 - 12:30					Arrival of Children/ Attendance/ Centers & Homework Outside Play Time
2:00 - 2:30					
2:30 - 3:00	Arrival of Children/ Attendance/ Centers, Upbeat Game/Dance & Homework	Arrival of Children/ Attendance/ Centers, Upbeat Game/Dance & Homework	YMCA Character Development Activities: Come Over For Dinner	Arrival of Children/ Attendance/ Centers, Upbeat Game/Dance & Homework	Arrival of Children/ Attendance/ Centers, Upbeat Game/Dance & Homework
3:00 - 3:15	Use Restrooms, Wash Hands & Prepare for Snack				
3:15 - 3:30	PM Snack				
3:30 - 4:00	Outside or Gym Time				
4:00 - 4:30	Community Service Clubs Meet Work on Projects	Site Newspaper & Journals Work on Projects	Choose: Paper Bag Family OR Let's Get Together Relays	Choose: My favorite food collages OR Fitness Dodge ball	Create Newspaper Hats AND Wacky Hat Contest
4:30 - 5:00	Choose: Mailbox Mania OR 4 Corners	Choose: Create Pop-Up Books OR Book S.P.U.D.	Choose: Core Value Skits OR Clean Up Your Room	Choose: Fruit Mobile OR Veggie Tag	Choose: Funky Masks -OR- Backwards Kickball
5:00 - 5:30	Reading Corner, Board Games, Free Art & Expression, Homework Time				
5:30 - 6:00	Departure of Children from Program, General Clean-up and Free Time				

**NOTE:** Not all programs start and end times are the same time as the schedule. Please see your school to confirm exact times. \* FRIDAY FIELDTRIPS!!! Each site takes turns coming to the Y to have fun using the pools, Rockwall, and gymnasium!!

## HOMEWORK POLICY & TUTORING PROGRAM

We understand the significance of homework assistance for children and parents. It allows greater quality time at home with the kids. Partnering with the parents, each site has a Homework Center located in a quiet area where staff can assist children as needed with their assignments. Upon request by the parent, YMCA staff help the

students complete their 30 minutes of daily reading time (A.R.). A parent has the option of completing a "Homework Contract" which helps communicate to the YMCA teachers and staff the expectation and need for homework to be completed and subjects/areas needing of focus. It is an agreement between the parent, child, and YMCA staff.

## **KIDS CARE**

One of the qualities of the YMCA curriculum in our School Age programs is the emphasis (requirement) of applying the Core Value of Care. Learning to be givers shapes children's values and provides opportunities to develop kindness, a virtue that improves lives and reduces violence and bullying. Empathy is our ability to recognize and respond to the needs and suffering of others. We can see empathy-in-action all around us and we, the YMCA Youth and Family Staff, intentionally make a way for the kids to take part in that action. Authentic projects and activities are developed and facilitated that give children the opportunity and experience of coming alongside of others whether that is those of their friends, classmates, teachers & counselors, community, and/or friends yet to be made globally. Projects/activities have included but have not been limited to writing cards/letters to those ill or lonely, making "goodie baskets" as a way to show gratitude and appreciation for the efforts of others, collecting items such as shoes and can goods for local shelters, and raising money for our "adopted" school in India. This is just the beginning and as needs are brought to our attention, together, with the children, we shall set out on the privilege and adventure of caring.

## **REGISTRATION & PAYMENTS**

### **OVERVIEW**

Before & After School programming is a first come, first served program. Enrollment/Registration is through our on-line system, Active, located on our Kenosha YMCA website ([www.kenoshaymca.org](http://www.kenoshaymca.org)) under *Childcare & Camps*. All parents/guardians must read the parent policy book and agree to follow all policies and procedures as outlined. The policy book is sent via the confirmation email upon completing the on-line registration and is available in hard-copy at each Before and After School site.

### **ADMISSION**

The YMCA does not discriminate enrollment on the basis of race, color, gender, creed, national origin, ancestry or ability to pay. We are dedicated to being there and coming alongside children and families who are facing hardships. We welcome children in foster care, situations of homelessness & hunger, those who have experienced other forms of trauma, those who deal with autism, ADD/ADHD, OCD, depression, and other emotional/mental challenges. Our staff have been educated and trained to meet the specialized needs of these children. The staff are working in our Youth and Family programs because they genuinely care, and they want to help. All children are welcome.

The YMCA Before and After School program is licensed and therefore, we abide by Wisconsin state licensing meeting capacity, age, and hours of operation requirements. We strive to meet every child's needs; however, all children must be able to work in a 1:18 maximum group size. Past due balances and discipline issues will require a conference before registration.



## **REGISTRATION**

Parents may register at any time, but there are deadlines for each program (Before and After School, Summer Day Camp) for children to attend the first week. Information concerning deadlines are posted on the YMCA website, listed in the YMCA Program Guide, notices at the sites, and via Brightwheel or email from the Site Directors.

The deadline to attend the Before and After School program the first week of school is the week before the school's Open House. YMCA staff attend the Open House at each school site to meet parents and families and introduce the YMCA staff.

## **CUSTODIAL CONCERNS & REGISTRATION/ACCOUNTS**

The YMCA is sensitive to the needs and desires of those in situations of divorce or separation. There are 2 options concerning setting up registration and accounts. The decision of which option to choose is based on the divorce decree and that of the custodial parent(s).

### **Option 1 - Separate Accounts "Mom Account" "Dad Account"**

This option gives each party control of and the ability to schedule and pay for the days they have care of the child(ren). The accounts are private. Access cannot be provided without the permission of the parent who has set up the account.

### **Option 2 - Joint Account**

Both parents have access to the same account. Only the parent designated as "Head of Household" has the ability to schedule and pay. The "Head of Household" may grant permission to the other parent to schedule and pay; otherwise one has control and the other has access.

The YMCA works with parents to help assure that the child(ren) can attend. It is the sole responsibility of the parents to make the decision(s) as to the best option concerning setting up the account. Court documentation must be provided to assure that the decree is being upheld.

The YMCA cannot deny access to the non-custodial parent unless court documentation states explicitly that there is to be no contact. In the case that the non-custodial parent arrives on site to see the child(ren) when such an order states that there is to be no contact, the custodial parent will be notified in real time.

## **PAYMENT POLICY**

The Youth & Family Department requires a pre-payment of services before services are rendered.

## **REGISTRATION FEE**

A non-refundable deposit of \$30 is due at the time of registration. If enrolling multiple children, the first child is \$30, for each additional child there is a 10% discount per child. Parents need to contact Lisa Eckardt, Assistant Director to make arrangements.

## **TRANSPORTATION FEE**

(CFB Location only) For schools the YMCA transports from, a non-refundable deposit of \$50 is due at the time of registration. The transportation fee is \$50 for the entire family. If you enroll more than one child your account will be credited any additional \$50 you are charged once registration is confirmed. The credit will go towards the next payment due.

## **PAYMENT DUE DATE**

Payments are due prior to service or if emergency care, the day of service. Payments are set up at the time the parent/guardian completes the on-line registration creating a payment plan. Site Directors and the Youth and Family Office Assistant, work with families to make sure that the payment plan is feasible for them. All tuition fees must be kept current in order to continue scheduling days of attendance. Child care will be declined if payments have not been met and arrangements have not been made with either the Office Assistant, Site Director, or Youth and Family Department Director.

## **PAYMENT ACCEPTED**

Payments options include On-line and EPay. Consideration is given for unusual and extenuating circumstances. The Site Directors, Youth and Family Office Assistant and Youth and Family Director work with families to help them meet their responsibilities of paying for services.

## **PAYMENT LOCATIONS**

Payments are completed on-line. For extenuating circumstances, arrangements can be made to accept checks, money orders, and cash at the Member Services Desk at the YMCA campus.

## **W-2 PAYMENTS**

We accept all Wisconsin Works (W-2) payments for childcare. An authorization is required from a Kenosha County Childcare Case Worker. The Youth and Family Office Assistant is notified by mail that a family has been approved for subsidies. The Office Assistant emails the Site Director and the parent/guardian to affirm that the authorization has been approved. Instructions as to how to make the first payment utilizing the EBT card is attached to the email.

## **CO-PAYMENTS**

If the W-2 program does not cover all charges, each parent will be responsible for the co-payments. Fees must be kept current for a child(ren) to continue to attend. Discontinuation of care and late fees may apply when there are past due balances that have not been addressed.

### **Process\* (As sited from the W2 Policies)**

There are 2 steps to receive WI Shares payments to help pay for childcare costs.

Step 1 is to be determined eligible.

This is completed by contacting the W2 office located in the Kenosha County Job Center and filling out the initial paperwork. W2 will then contact you to communicate the decision as to whether or not one qualifies for assistance.

Step 2 is to receive authorization whereby reimbursement will begin.

Parents/guardians to contact the W2 office within a given amount of time to request an authorization. \*It is possible to be determined eligible and to be notified of such eligibility, but NOT receive the assistance because one has not contacted the W2 office requesting authorization. Should such an event occur where the parents/guardians have not called the W2 office to make such a request, the Child Care Manual states, "if a family that has been determined eligible for child care assistance does not request an authorization for child care reimbursement (request for authorization) until several months from the time that initial eligibility has been determined, the authorization may be backdated to only the first of the month of the request for authorization."

Parent/Guardians who intend to pay for childcare utilizing W2 assistance must have received not only eligibility, but authorization. Parent/Guardians are responsible for all fees not covered by subsidies.

## **CREDITS**

Credits are issued under the following circumstances:

### **“SICK DAY”**

Children on an Annual Contract or Attendance Agreement are given 3 “sick days” per school year to be used when the child is absent on a scheduled attendance day due to illness. The following criteria must be met in order to request the credit; 1). Doctor’s note is provided, 2). Proof the child was absent from school due to illness, 3). Proof the child was sent home from school due to illness.

### **UNEXPECTED EMERGENCY SITUATION**

The YMCA cares about you and your family. We want to be there to support and encourage you and your family. One of the ways in which we can live out the core values is to care for you by offering credits in times of trouble. When life events occur such as an unexpected death, illness, job loss, etc., please know that we are here to work with you. Please let either your Site Director, the Youth & Family Department Director, and/or the Youth & Family Assistant Director know of your situation so that we can discuss a plan that will help ease the burden during the time of challenge.

### **WHEN OVER PAYMENT OCCURS**

Refunds: Annual Attendance Schedule families, with a 2 week notice, will be issued a refund for the remaining days of the school year should they need to discontinue care. Other refunds for extenuating circumstances are taken into consideration.

For Wisconsin Shares Families, a credit/refund will be issued to the parent if the parent made a payment towards their childcare fees before the state payment has been applied.

### **FEES**

\$5.00 late payment fee per child

\$30.00 fee for all returned checks

\$1.00 per minute fee for pick-up after 6:00 p.m.

### **ADDITIONAL ENROLLMENT FORMS**

Additional forms as listed below are available to download on-line, can be picked up from the Membership Service Desk at the Kenosha YMCA or on-site directly at the schools.

The required forms include:

- Enrollment Form dated 2024-2025
- Emergency Care and Health Form
- Arrival/Departure Permission Form
- Household Income Statement
- Immunization Record-Required upon registration
- Media Release

### **TAXES**

Tax documentation and receipts are available on-line under the parent/guardian’s account. The Kenosha YMCA Fein is #39-0826296.

# ATTENDANCE

## OVERVIEW

Each parent is responsible for turning in the appropriate paperwork on time which notifies the Site Director of their child's attendance.

## ATTENDANCE

Parents have great flexibility when scheduling their child(ren). Through the use of the on-line system, parents may schedule their children for the whole school year (Annual Attendance Scheduling) or may choose based on their need to schedule their child(ren) monthly, weekly, or with 24 hours advance notice, daily if utilizing "drop in care". A 2-week notice is required if circumstances change and there is a need to make a scheduling change; consideration and accommodation is given when an emergency situation has taken place (family tragedy, called into work, etc...). Accommodations are based on space availability. A 2-week notice is required if circumstances have changed and there is the need to dis-enroll.

## ANNUAL ATTENDANCE SCHEDULE

If your schedule of childcare needs does not change, parents may schedule their child for the school year. Simply mark the days of the week your child will be using the program for the year using the on-line registration. You will be responsible for notifying the Site Director for any schedule changes. Only the Youth and Family Assistant Director and the Youth and Family Department Director can modify a schedule once it has been completed and submitted. If continual changes to the schedule are made, parents will be asked to use another option of on-going scheduling. Fees are based on the schedule that parents have submitted. If a child does not attend on a scheduled day, the parents are still responsible to pay the fees.

The benefit to an annual schedule is that of convenience in not having to continually submit a schedule and that of Flex Days. After the first month of attendance, 5 Flex Days will be available to parents that use the Annual Attendance Scheduling. 5 days a year may be used as planned days off whereby a credit will be issued for the given day. A 2-week notice must be given for all planned days off, so the Site Director can plan accordingly.

## FLEXIBLE SCHEDULING

If schedule of childcare needs change, then Flexible Scheduling is your best option. This allows you to indicate your scheduling needs a week, two weeks, or month at a time. Flexible scheduling is due 1 week prior to service. Services may be declined if scheduling is not submitted 1 week from the day of needed service. It is based on availability.

"On Call" is for those who work in professions whereby they are "called in" to work such as substitute teachers. Please make sure to discuss with your Site Director your needs so that they are aware that there may be times when you will not know until the night before that you will need care in the morning or afternoon of the next day. They will make sure that your account is set up such that you can schedule your child(ren) using the on-line system.

Families utilizing either Annual Attendance Scheduling or Flexible Scheduling are offered 3 "sick" days. To activate the credit for sick days, the parent must either: 1) Provide a doctor's note, 2) Prove that the child was absent from school, 3) Prove that the child was sent home from school because of illness.

## OCCASIONAL CARE

If your child needs care a few days a year, drop-in child care is available based on space availability. Complete the on-line registration. Speak with the Site Director so that they are aware of your needs. You will need to give at

least 24-hours in advance before your child can attend by using the on-line scheduling system. Attendance is based on availability. The system will not allow the child(ren) to be scheduled if attendance would exceed the maximum capacity.

### **BEFORE SCHOOL PROGRAM PROCEDURE**

Parents are responsible for walking their child into the program area and signing in on the app. Please notify a YMCA staff member when arriving with your child. Please be sure you are signing in with your own unique code and providing your digital signature for accuracy. At no time should a child be dropped off and allowed to walk into the program area alone.

### **AFTER SCHOOL PROGRAM PROCEDURE**

Children are expected to walk to the program area as soon as the bell rings. If a scheduled child does not come to the program immediately after school, our staff will inquire with the school office and child's teacher for further information. If the child is still not located, a parent or other authorized adult from the enrollment form will be contacted. If no parent or authorized adult can be reached, we will report a missing child to the police. The Kenosha YMCA is not responsible for the child if he/she takes the bus instead of reporting to the program.

### **CALLAHAN FAMILY BRANCH SPECIFIC**

We will use Kenosha YMCA vehicles to pick children up/drop off at selected schools we don't have a program directly in. Staff will have the Brightwheel app in addition to cell phones to contact parents if a scheduled child does not show up. Staff will not be able to answer the phone while driving.

### **AFTER SCHOOL**

The Kenosha YMCA will assume responsibility for a child from the time they arrive in the program until the parent signs them out. If a scheduled child does not come immediately after school, our staff will inquire with the school office and child's teacher for further information. If the child is still not located, we will call parents or other authorized adults. If the child is part of our transported schools, we will continue to the next school. If no parent or authorized adult can be reached, we will report a missing child to the police. The Kenosha YMCA is not responsible for the child if he/she takes the school bus instead of reporting to the program.

### **FIRST DAY AFTER SCHOOL**

On the first day of attendance please instruct your child to wait in the school office for a staff member; the staff member will then show the children the designated area where they are to wait from that day on.

### **PARENT PICK UP**

When departing, the pick-up person will need to use the Brightwheel App and scan a QR Code then enter their 4-digit unique family code and digitally sign. Be prepared to show a picture I.D. each day, corresponding with the authorized names listed on the Brightwheel Account. Parents can add people to their pick-up list on their account and let the Site Director know as well. Those attending Kenosha YMCA will stop at the Membership Desk upon entering the Y to identify themselves as there to pick up their child(ren) before proceeding through the YMCA to the Before and After School site located in the Community Room.

*\*KDO's and Camps (Winter, Spring, Summer) – a Youth and Family Pick Up Pass will be issued the first time entering the YMCA. This pass card will be used for entry into the YMCA building at time of drop off and pick up during KDO's and Camps.*

### **ABSENCE POLICY**

Please contact the site directly if your child will be absent from a scheduled day. Fees apply if the Site Director is not notified of the absence.

## **AFTER SCHOOL ACTIVITIES**

If your child will be participating in after school activities such as assisting a teacher, choir, etc., children must first check-in with YMCA staff before going. Parents must also sign a release waiver prior to child attending. No child will be released outside of our program area without this form signed.

## **LATE POLICY**

Our Wisconsin State License requires all children to be picked up by 6:00 p.m. In an emergency, please contact the site before 6:00 p.m. to make other arrangements. Late fees apply. Parents that cannot pick up their child by 6:30 p.m. will result in the child being escorted by the sheriff or police to: Kenosha Human Development Services, 5407 8th Avenue, Kenosha. 262.657.7188.

## **COMMUNICATION**

Depending on the type of information that needs to be communicated the staff and parents have several options. The Site Director works with the parent to determine the method best suited to them.

- **Brightwheel:** Used to communicate information, observations, concerns, unscheduled situations that may change program format, or to remind parents of irregular program activities, (i.e., Tomorrow is a half day, do not forget to send a lunch with your child), Monthly Site Newsletters (including lesson plans, special recognitions, menus, upcoming events...)
- **Email:** Site and supporting staff have email access they utilize to communicate information, observations, concerns, and/or any other correspondence.
- **Phone:** Each site is equipped with a cell phone so parents may leave messages 24 hours a day, 7 days a week.
- **Daily Personal Contact**
- **Fax:** If a parent needs to fax items to the program the Kenosha YMCA can receive and deliver to sites.
- **Parent/ Counselor Conference:** offered as needed and during Parent/Teacher Conference times.

**Student Portfolios:** Individualized progress of child regarding their goals, samples of activities, and other students/counselor selected items of information. Portfolios are available upon request and used during Parent Conference time.

## **UNDER THE INFLUENCE POLICY**

The Kenosha YMCA has a No Tolerance policy in regard to drugs or alcohol on-site or individuals that are inebriated on-site. Police will be notified if staff suspects anyone is under the influence including parents, family, etc. picking children up.

# **HEALTH & SAFETY**

## **PARTICIPATION**

All children and staff in Kenosha YMCA programs will be free of illness and able to participate in all activities.

## **ILL CHILD**

Any ill child will be isolated from healthy participants and provided with a sleeping bag or mat while a parent is contacted to pick up their child. Parents are responsible for picking up any sick child from the program immediately.

## COMMUNICABLE DISEASE

Any child with a communicable disease, such as, but not limited to whooping cough, diphtheria, meningitis, chicken pox, will be reported to the local public health officer by the Youth & Family Director as the state requires. Parents will be notified of possible exposure through a letter in their child's message thread on Brightwheel.

Condition for Exclusion (not limited to)	Condition for Return
Temperature 100 degrees or greater	Fever free for 24 hours without aid of fever reducing medication
Symptoms of possible severe illness and/or known contagious disease while still in communicable stage	Until medical evaluation allows inclusion (doctor's written approval for return)
Abnormally loose, uncontrolled diarrhea	Diarrhea free for 24 hours
Vomiting	Vomit free for 24 hours and able to eat solid foods or until a health care provider determines the illness to be non-communicable and the child is not in danger of dehydration
Untreated scabies, head lice, or other infestation	After treatment and free of infestation such as lice and nits
Purulent conjunctivitis (Pink Eye)	Until 24 hours after treatment has been initiated

## HAND WASHING

Children and staff are expected to wash their hands before and after snacks/meals, after toileting, before and after the use of common "art" materials (crayons, play-doh, etc.), and after wiping a nose, coughing, etc.

### The Stop Disease Method of Washing Hands:

- Turn on water and wet hands
- Soap for at least 20 seconds (length of time it takes to sing "Happy Birthday") outside the stream of water (scrub backs of hands, wrists, between fingers and under fingernails)
- Rinse
- Towel dry (or place hands under electric hands-free dryer)
- Turn off faucet with paper towel (if faucet is not hands-free)

## HEAD LICE

We adhere to a 'no nit' (eggs) policy. If a child is sent home with lice, the child must be rechecked upon re-entry into program by Youth & Family staff.

## MEDICATION

Parents who would like their child to have prescription medication must:

- Fill out a Medication Authorization form. (See Staff)
- Provide medication in its original container with clear instructions.
- Give medication to Youth & Family staff to put out of reach of children. (Inhalers can be kept with child).

## INJURIES

Parents will be notified of all injuries and asked to sign an Accident Report at the end of the day, verifying notification. Staff will keep a 1st aid kit with them and wear gloves to treat injuries.

## **EMERGENCY CARE**

In the event that 911 is called for an injured child, parents will be contacted immediately. Staff will accompany the child in the ambulance and meet the parents at the hospital. The enrollment form gives authorization for emergency care.

## **SAFETY DRILLS**

All programs do emergency drills the first Friday of each month. Tornado drills will be conducted during tornado season. Our parent board shows a written record of drills, exit plans and a designated safe location. Flashlights & radios are on-site for such emergencies.

In the event of a fire at the CFB building, the children will exit the building through the nearest exit and will meet at the Miracle Field. In the event of a fire at the school sites the children will exit the building through the nearest exit and follow the guidelines of the school.

In the event of a tornado, whether at the CFB site or the school sites, the students will gather in the closest restroom areas.

In cases where children must evacuate the YMCA building and in need of shelter, children and staff will walk to Mahone Middle School where parents will be contacted and given information and instruction as to how to pick-up their child, if the situation warrants it.

## **MANDATORY REPORTER**

The Kenosha YMCA is an advocate for children. Wisconsin State Licensing require that staff contact social services if there is any suspicion of child abuse, which includes physical or sexual abuse and/or neglect.

## **NUTRITIONAL INFORMATION**

### **MEALS**

The YMCA provides a healthy afternoon snack during our regular after care programs. During our Kids Day Out, Full-Day Camps, and Snow days we provide a healthy and delicious breakfast, lunch and an afternoon snack. All snacks and meals follow the Wisconsin State Licensing guidelines and the nutrition standards based on the guidelines of the Institute of Medicine's Early Childhood Obesity Prevention Policy Standards for Healthy Eating and Physical Activity In & Out of School Time Programs, and the "Let's Move" program. These standards include fruits and/or vegetables to be served at every meal/snack, water as the primary beverage during snack times, whole grains, low-fat protein, limited sugar, and no fried foods. These standards exceed state licensing guidelines. Our menu is posted on the Parent Board. Although we try to follow the menu, due to circumstances beyond our control, we may need to make daily changes to it. If this occurs, the changes will be noted on the menu. All food is stored and prepared according to State Licensing guidelines.

Staff in charge of the preparation of meals are trained under the guidelines of the USDA/CACFP program and the National YMCA Healthy Eating and Physical Activity standards (HEPA).

### **SPECIAL DIETARY NEEDS**

If a parent provides a documented special dietary need by the child's doctor stating a required change in diet, we are more than happy to make the necessary accommodations.



## BEFORE SCHOOL PROGRAMS

The YMCA Before School Program does not serve breakfast at the school sites. However, the parent may request that their child be released to eat breakfast in the school cafeteria provided by KUSD.

## HALF DAYS

During half day's programs when school is released early, if the school does not run their lunch program, parents are asked to pack a lunch for their child following Wisconsin State Licensing guidelines and HEPA standards.

### Wisconsin State Licensing Requires:

- Snacks: 2 food groups' choices
- Breakfast: 1 choice from grain and fruit/vegetable
- Lunch: 1 choice from each food group including either a fruit/vegetable or 2 vegetables.

\*1% Milk and water is served with every meal

### Food Group Options

Grain	Meat/Meat Alternative	Milk	Fruit/Vegetable
Whole Grain Bread, Whole Grain Bagel, Crackers, Cereal	Soy Butter, Ham, Turkey, Beans, Egg Yogurt, String Cheese, Sliced Cheese	1% or Skim	Apple, Bananas, Grapes, Carrots, Broccoli

### For example

Breakfast: Whole Grain Muffin, Low-Fat yogurt, and Orange; 1% Milk

Lunch: Deli chicken sandwich, carrot sticks with dip, cheese stick, and banana;

1% Milk

Afternoon Snack: Apple & cheese slices; 1% Milk

## CAFFEINE

We ask that parents refrain from sending their child to the program with soda, energy drinks, coffee and other products that contain caffeine. Any caffeine products will be stored in the child's backpack.

## VENDING MACHINES

Children will not have access to vending machines. (YMCA campus)

## CLEANLINESS

Children and staff are required to wash their hands before and after mealtime and after using the restroom. (See Hand Washing Procedures under "Health" section)

# GUIDANCE AND DISCIPLINE

## OVERVIEW

We believe that children are to be guided and taught how to manage their own behaviors with the support and encouragement of the adults in their lives. We use our YMCA character values for behavior expectations. At each location, children and staff will define these values.

We model and expect:

- Responsibility
- Respect
- Caring
- Honesty

The YMCA Before and After School behavior management plan is based on extending grace and accountability whereby the children grow in their ability to understand and appropriately deal with their emotions and come to realize that their actions have consequences. Staff gain respect and trust of students by developing relationships. YMCA staff guide students to grow in wisdom and give them the tools they need to think for themselves and rely on internal controls rather than be dependent upon external controls. Within our behavior management plan is the essence of our belief in the core values (respect, honesty, responsibility, and caring).

The Youth & Family Department believes children act out and misbehave as a way to communicate a need that is not being met. Our goal is to keep all children safe and understand what each child's needs are in order to prevent misbehavior while teaching communication skills so children can find other ways to express their needs. Therefore, we utilize a plan that effectively helps children grow in their ability to understand and control their emotions

## **PREVENTION**

Our staff and the structure of our programs is set up to help prevent behavioral challenges. If a child's basic needs of physical comfort (food, warmth, personal space...) and emotional security are not met; they may communicate through ways that are unacceptable. Therefore, we make sure that when a child arrives on-site, they are welcomed with acceptance and caring. Snack is offered within the first 30 minutes (and earlier for those who express hunger). We offer the requirements of the state regarding the nutritional guidelines, but if a child is still hungry after eating the "required serving size" they may have more. If a child is tired in the morning arriving early at 6:30 am; then why not let them rest a bit? Our purpose is to treat each child as an individual with care and respect. We have a "set schedule", yet it is flexible because needs come first; not the "rules". If it is on the schedule that the kids are to play a certain game; but the teacher sees that they are tired, or in need of a different type of interaction; then they adjust and find something that the kids will enjoy.

Children want to know what is happening. It gives them a sense of security and control; much like adults. Therefore, we post their schedule and give five to ten-minute warnings when activities are going to change. This enables them to get ready for the change. Our four core values (honesty, respect, responsibility, and caring) are posted in the program area, encouraging positive behavior as behavior expectations are set. Each site and group of children define what the core values mean and what behaviors they reflect. This makes boundaries and expectations clearer and easier for children in the program. At the beginning of the school year, during the first week, the children take part in activities that help them recognize, understand, and apply the core values and principles. Fun interactions such as role playing, brainstorming, and making plans as to how the year should go for everyone helps them to get excited, internalize, and encourage others to grow in the areas of self-control and caring for others.

We offer the kids jobs such as Snack Helper, Center Helper, etc. to give them status, responsibility, and a way to tangibly care for others in their group. Older children may apply to be a Junior Counselor who are assigned to assist staff during announcements/activities and assigned to a younger child to teach them a new game or other additional jobs.

Each site has a place for kids just to spend time alone if they feel the need. "Quiet Boxes" in these areas contain "de-stress" items such as squeeze balls, fidgets, and other small items that enable calmness. Kids are invited to

create their own "Quiet Boxes" and have access to them when they feel a need for them. Bean bag chairs, large pillows, etc. are also available just for comfort where one can sit and read or simply think undisturbed.

The YMCA staff are willing to learn about the varying emotional and behavioral needs of the children in the program. It is not unusual for them to work with parents and specialists in cases of special needs to provide an environment that supports and offers consistency between the home, school and Before and After School program. They have training and experience in trauma sensitive teaching and special needs.

### **GUIDING BEHAVIOR STRATEGIES**

Our intent is to help every child succeed in being part of the "YMCA Family". When times of challenge come, and they struggle to live out the four core values; then the Site Director and staff take the time to help them understand the appropriateness of their choices. Strategies are developed together with the child to help them get on track. We believe that each child is an individual, can take responsibility for their behavior, and are worth, what it takes to help them be successful. We do not practice, the "three strikes you're out" rule. We go the extra mile to help kids succeed.

### **REWARDS AND CONSEQUENCE**

We understand that some may need support to change through external rewards and consequences. They need something tangible to work towards. One of the options is using of the Y Store where the child(ren) earn "Y Dollars" to celebrate meeting their behavioral goals of living out the four core values of respect, honesty, caring, and responsibility. When others have observed them meeting their goals, they earn "Y Dollars". At an appropriate time of the week, the staff "open the store" so that students can purchase various items through the "Y Dollars" that they have earned.

For children that do not show respect, take responsibility, show care, and exercises honesty; the staff guide the child through natural consequences. For example, if one takes something from someone, then they must return it and then give something else in return (this is not limited to tangible items) and possibly a loss of something significant to them (i.e. free time, choice of the next activity, etc.). If one hurts a friend with their words, they must acknowledge and apologize for their words and communicate in a kinder way the message that they were attempting to express.

### **PARENT NOTIFICATION AND FOLLOW-UP**

We believe in working in partnership with parents. Communication regarding how their child is doing is vital. Parents are kept informed through personal conversations, Brightwheel messages, phone calls, written notes placed in child's mailbox/folder, email and other methods. Depending on the age/development of the child; we utilize different "Reflection/Problem Solving" forms. These are given to and signed by the parent, child, and staff before being sent to the Youth and Family Director. If a child continually finds it challenging to make wise choices regarding their behavior; then a meeting with the parent, Site Director, child, and Youth and Family Director will take place. Working as a team we devise a plan for success.

There are times when parents may be called during the incident. If the child finds it too challenging to treat others with respect and care and has resorted to causing physical/emotional harm, the parent will be notified. Violence is not tolerated. Children exhibiting violent behavior (hitting/attacking others; bullying behaviors such as emotional/verbal abuse) will result in the parent being called immediately to be part of the problem-solving process of how to remove the child from the group/site at that time. When the child is removed from the program a parent conference is scheduled to discuss an action plan that will benefit all involved. Suspension is utilized when there needs to be time to put together an effective plan, to gain additional information concerning the situation, or to give the child a time to reflect on his/her behavior. It is at the discretion of the Youth & Family Director when the child can return. We want every child to be successful. It is our desire to have the child return as quickly as possible to give them the opportunity to develop understanding and skills in how to manage their

feelings and behavior. It is the policy of the Youth & Family Director and team to work with the parents/guardian in that decision.

## **TERMINATION**

A YMCA Kid uses positive, uplifting words – not profanity; a YMCA Kid uses positive ways to express their emotions – does not lash out physically or verbally at others; a YMCA Kid respects the property of others and shares – they do not take what is not their own; a YMCA Kid seeks to make friends and help those in need – they do not bully or make fun of others.

Children can be terminated from the program, and their place as YMCA Kid, based on the student or parent's behavior if violent or abusive behavior continues after a plan has been put in place and no positive change has been observed. A timed notice will be given to determine whether the YMCA is able to meet the needs of the child while at the same time being able to effectively meet the needs of the other children in the program. If it is found that needs are not being met a consultation with the parent(s) will take place to decide the time frame whereby the child will not later attend the program. Because all cases are different, and the YMCA upholds the value of respect, the decision for disenrollment will be determined based on the given situation and needs.

We are committed to providing an environment that allows your child opportunities to grow and learn. Our staff is always available to discuss your child's specific needs. We are so glad that you are here!

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

## RECEIPT of ACKNOWLEDGMENT

I have read, understand, and have had an opportunity to ask questions regarding the policies and procedures within the Kenosha YMCA Summer Camp Parent Policy Book.

Date: \_\_\_\_\_

Name(s) (Print): \_\_\_\_\_

By checking this box and typing my name below, I am electronically signing this Receipt of Acknowledgment

Signature(s): \_\_\_\_\_