

# Welcome to Mattoon/Neal Center YMCA School Aged Programs!

The YMCA staff is excited to launch another great year of school aged programs, and we're glad that your child will be a part of the experience. We recognize that when you register your child for our programs, you are entrusting the care of your child to our dedicated staff team. We have a mutual investment in making sure that your child's physical, social, and mental well-being is enriched through his or her YMCA experience.

Based on decades of administration, we know one thing that ensures a safe and memorable childcare experience: communication between guardians and staff. Please know that your insights and feedback are welcome and encouraged to make sure the YMCA programs meet you and your child's expectations. Please contact me if you have any questions or concerns.

We have a superb group of counselors prepared to work with your child this year. Our staff is trained in child abuse prevention, CPR, emergency procedures, and basic water safety, all to prepare staff for consistent, quality, and engaging instruction.

This program is not licensed or regulated by DCFS. We are a licensed exempt program. Firearms are prohibited on program premises.

## Our Goals

- To provide children with progressive opportunities and activities that are physically and mentally engaging.
- To encourage children to develop skills that will allow them to build positive relationships with others.
- To give children a positive relationship with adult role models.
- To provide opportunities to accept responsibility, develop leadership skills, cultivate a positive self-image, and serve others.
- To help youth appreciate and respect the earth and understand their responsibility for the stewardship of our global community.

On the following pages, you will find information on key topics that you and your child should review together and acknowledge to prepare for a fantastic year!

We hope your child has a great experience!

Sincerely,  
Emily Hayden  
Sr. Director  
[ehayden@mattoonymca.org](mailto:ehayden@mattoonymca.org)  
217-234-9494

# PROGRAM CONTENT

## WHAT TO EXPECT

Our program is designed around promoting our core values: Caring, Honesty, Respect, and Responsibility, and helping to build a healthy spirit, mind, and body for all. It is our commitment at the YMCA to make the experience a positive one by employing staff that are committed to excellence and serving as quality role models for your children.

## CURRICULUM

The curriculum consists of a variety of activities for children to participate in including ice breakers, active games, crafts, team-building activities, service learning projects, community service projects, STEM, and social-emotional learning.

## PERSONAL SCREEN-FREE ZONE

Our programs are a personal screen-free and cell phone-free zone. Personal cell phones, video games, iPads, etc., become disruptive to our programs. If a cell phone, iPod, personal gaming device, etc. comes and is misused, it will be confiscated and kept safe until pick up. The YMCA is not responsible for lost, stolen, or damaged electronics.

## WEATHER

Outdoor play is an important part of our program schedule. We ask that you dress your children appropriately for the weather conditions. Closed-toed shoes and shoes without heels are preferred. We will not play outside if the "feels like" temperature is 25° or colder and 95° or warmer.

# PAYMENT INFORMATION

## PAYMENTS

### PAYMENT SCHEDULES

Payment or a payment method is required at the time of registration. A \$5 fee is due at the time of registration.

*Payments and cost are as follows-*

**Camp** – Fees are drafted on the first day of each camp week

- Cost
  - Part-time (3 days or less a week)
    - Members \$84/ Non-members \$99 per week
  - Full time (4 days or more a week)
    - Members \$140/ Non-members \$165 per week

**Dynamite Days Out** – Fees are drafted on the day of the DDO.

- Cost
  - Members \$28/ Non-members \$33 per day

**School Year** – Fees are drafted the first of each month (except Aug. will be the first day of school attendance)

#### Before School: Mattoon and Cumberland ONLY

Registration	# Days per Week	Cost per Month:	Aug, Dec, April, and May
Full Time	4-5 Days	\$150	\$115
Part Time	3 Days or Less	\$105	\$80
Drop In	Occasional Attendance	\$8 per Morning	\$8 per Morning

#### After School: Mattoon, Cumberland, and Neoga

Registration	# Days per Week	Cost per Month:	Aug, Dec, April, and May
Full Time	4-5 Days	\$210	\$160
Part Time	3 Days or Less	\$145	\$110
Drop In	Occasional Attendance	\$13 per Afternoon	\$13 per Afternoon

There will be no refund or credit given for days missed. Refunds will be made for weather related school closings only upon request of the guardian to the Director.

Discounts: School District Employee Discount: 15% off before and after school.

## **UPDATING METHODS OF PAYMENT**

If you need to update your method of payment, you may do so online or by contacting one of our YMCA facilities. You may add an additional bank account, debit or credit card. You may also stop into a YMCA facility and pay your balance with cash, card or check. The YMCA is not responsible for any overdraft, return or late fees charged by your bank or financial institution. You are responsible for updating your bank information; we do not communicate with your bank. If you wish to stop a payment, you must call or email the director.

## **TAX INFORMATION**

The YMCA encourages you to keep track of your payments. You may need this information for tax purposes on child care deductions. Our FEIN # is 37-1122559. If you need a tax statement, contact the Director.

## **PAST DUE ACCOUNT**

Any parent/guardian owing a past due balance may not continue to register their child or continue to send their child to the program or other YMCA programs until their account balance has been paid in full. The YMCA reserves the right to remove a child from the program due to an outstanding balance.

## **REMOVAL FROM PROGRAMS FOR NON-PAYMENT**

Failure to pay program fees in a timely manner may result in suspension or termination from the program. If services are suspended, it is your responsibility to ensure alternative care is provided at the end of the school day. No further YMCA participation is allowed until the balance is paid in full. We are committed to working with you should you experience financial challenges. You are encouraged to discuss payment issues by emailing Emily at [ehayden@mattoonyymca.org](mailto:ehayden@mattoonyymca.org) before services are suspended or terminated.

## **CANCELLATIONS & PROGRAM WITHDRAWAL**

In order to discontinue scheduled payments or services, parents/guardians must notify the YMCA prior to the due date for payment to be canceled. Refunds will not be given for months not cancelled.

# REGISTRATION

You can register online at [www.mattoonymca.org](http://www.mattoonymca.org), calling (Mattoon 217-234-9494) (NCY 217-235-2500), stopping at the front desk, or emailing Emily at [ehayden@mattoonymca.org](mailto:ehayden@mattoonymca.org).

## CAMP

Camp registration opens on April 1<sup>st</sup> each year.

We offer part-time (3 days or less) or full time (4 days or more) care.

A camper must be registered by a legal guardian for each week planned to attend. Late registration and same-day registration are permitted as space is available. These registrations are not prorated. \*Child cannot be registered or attend camp until all outstanding fees from other programs are paid.

**Failure to communicate non-attendance for more than one week will result in canceled reservations for the rest of the summer. The camp director will reach out in an effort to make contact on the status of attendance.**

## SCHOOL YEAR

School year registration opens on June 1<sup>st</sup> each year.

We offer drop-in, part-time (3 days or less/week), or full-time (4 days or more/week) care before and after school.

The Y's Before & After School Program follows the school calendar in each program district. There is NO program if school is canceled or dismissed early due to weather, but **care IS provided on scheduled early-out days.**

\*Child cannot be registered or attend before and after school until all outstanding fees from other programs are paid.

## DYNAMITE DAYS OUT (DDO)

The YMCA does offer care for most planned days out of school (excluding major holidays and cancellations of school that are not on the school calendar).

**You must register at least one week before the DDO in order to attend.**

Both the Mattoon Area Family YMCA and Neal Center YMCA Facilities host DDOs.

Time: 6:30 AM-5:30 PM.

Who is eligible: Kindergarten through age 12.

What to bring: 2 Snacks (AM and PM), lunch, water bottle, and swim wear/towel.

## FINANCIAL ASSISTANCE

At the YMCA we make access to safe and reliable child care our priority. We believe no one should be denied access to YMCA child care programs based on the inability to pay. Our YMCA offers a variety of childcare financial aid options to suit your family. Every child in each of our programs receives the same quality of care, regardless of whether or not their family receives financial assistance or scholarship.

### CHILD CARE RESOURCE AND REFERRAL PROGRAM (CCR&R OR CCAP)

Our YMCA accepts the IDHS Child Care Assistance Program (CCAP) for school aged child care programs. CCAP provides low-income, working families with access to quality, affordable child care. You may be eligible if you: live in Illinois, are employed and/or going to an eligible educational program, have children younger than 13, are a teen parent or TANF recipient, and have a household income within eligibility guidelines.

Learn more by visiting: <https://www.eiu.edu/ccrr/Parents-Families.php>

You can pick up an application at the YMCA front desk.

### YMCA SCHOLARSHIPS – MEMBERSHIP FOR ALL

We are grateful for the many generous supporters of the YMCA. Through their donations, we are able to offer fee assistance for families experiencing an extreme hardship or other situations that make it difficult to afford safe child care. Award amounts vary and are based on information shared during the application process. (Please note, CCAP-assigned copays are not eligible for fee assistance.) **This option is only available if you have been denied assistance from CCAP.**

For more information about YMCA scholarships, please email Emily at [ehayden@mattoonymca.org](mailto:ehayden@mattoonymca.org).

# ePACT

Mattoon and Neal Center YMCAs are proud to announce the adoption of ePACT Network, a health and safety software to better support all our members and make it easier to submit critical data securely!

ePACT is a secure digital solution that allows you to quickly share the health and emergency information we need and also provides us with powerful communication tools to ensure we have a way to message you in the event of an illness, injury, or larger-scale emergency.

## Why are we using ePACT?

- To save you time - With ePACT, you only need to complete your child's information once, and then verify that it is still correct for additional programs or subsequent years (which can be done in just two minutes)! And if you need to update something quickly, just log in and update it and we'll be notified immediately.
- For better security & privacy- ePACT's high encryption levels and commitment to security means your data on ePACT is safer than on paper- where it can be misplaced or accessible to people who shouldn't have access to it. ePACT allows us to limit and track access.

## How it works?

- You'll receive an email invite to share information with our YMCA.
- Click 'Complete Request' to create a free account, or log in if you already have an existing ePACT account.
- Enter the required information, like medical conditions, and share it with the YMCA so that program staff have access.

ePACT makes it far easier for you to share emergency information with us, while also ensuring we have access to records anytime, anywhere with the mobile app – even without an internet connection.

Rest assured that you always own your account and the information in it. Have questions or feedback? Please contact Emily at [ehayden@mattoonymca.org](mailto:ehayden@mattoonymca.org) or visit [www.epactnetwork.com](http://www.epactnetwork.com).

# PROGRAM INFORMATION & PROCEDURES

## HOURS OF OPERATION

All programs run from 6:30 AM to 5:30 PM. Before school runs from 6:30 am until school starts and after school resumes when school lets out till 5:30 PM.

## SIGN OUT

Please remember to list all of the authorized pickups in ePACT. Please have your I.D. ready every day. Children may not sign themselves out and must be escorted to and from the site by their parent/guardian. This procedure helps to ensure the safety of your child and allows staff to determine which children are present at any given time.

## AUTHORIZED INDIVIDUALS ONLY

For the safety of your child, only persons authorized (18 years or older) may sign out and pick up a child. They will need to be listed as a Guardian, Emergency Contact, or Pick up in ePACT. Authorized Pick Ups must be documented by a full first and last name, and contact phone number. Every pick up should have their ID out and ready for the staff to check. Without a picture ID, we will not be able to release your child. Adults not listed on the child's information and/or without proper identification will not be permitted to remove a child from any program. It is the parent's responsibility to inform all adults of the picture identification requirement. Additionally, any restricted or unauthorized pick-ups must be listed on your child's profile.

## LATE PICK UP FEES

Our programming ends promptly at 5:30 PM. It is your responsibility to have your child picked up by this time. If your child has not been picked up by 5:30 PM, YMCA staff will attempt to contact all emergency & authorized contacts. You will be expected to pay \$1 per minute per child for the time your child remains in our programs. The late fee will be charged to your account during your next billing cycle. Parents receiving financial assistance or receiving funding from third-party agencies are responsible for paying late fees. In instances where an authorized pickup is unable to be reached, the local police or children's service agency will be called.

Parents who have not notified the site of their lateness can expect the following:

1. 5:35 PM - Site Coordinator begins calling parents/guardians/authorized pickups.
2. 5:45 PM - Site Coordinator contacts the Director and local authorities to report that children remain in our care and parent/guardians cannot be contacted.
3. 6:00 PM - Child(ren) is brought to the YMCA or picked up by DCFS or local authorities.

If you are unable to pick up your child, you must arrange for an authorized pick-up to do so. You risk dismissal from the program if you fail to pay the late fee or are late picking up your children consistently. Please keep your child's information up to date with phone number changes for work, home, or emergency contacts. It is the parent's responsibility to ensure the information is kept up-to-date; it is not the responsibility of the school administration to inform the YMCA of changes.



## CHILDREN AT RISK

Authorized pick-ups who arrive at the YMCA or program site to pick-up a child in an incapacitated condition (i.e. alcohol, drugs) present a risk to their child. The staff in charge will contact authorities and a DCFS report will be made.

## EXTRACURRICULAR ACTIVITIES

You are responsible for informing your program site if your child will be participating in an afterschool activity, including school-sponsored events, sports, clubs, etc.

Please provide the following information.

- Start and end date.
- Schedule including days of the week they will be attending the activity.
- Time period (start and end) of the activity.
- Time child is expected to arrive at the program.
- Name of authorized person (teacher, coach, etc.) to pick up/drop off your child.

## LOST AND FOUND

The YMCA is not responsible for lost or broken items. Do not permit your child to bring valuables or treasured items to camp/before and after school. A lost & found area will be maintained. Items in this area will be kept for up to 2 weeks only. Please place your child's first and last name on all personal items. If it is an item lost during the before and after school programs, items will be put into the school lost and found.

## Camp

Camp begins and ends the day at the YMCA. Guardians are required to walk their children in and sign their child in and out each day. During pick up and drop off, we ask that guardians please park in a parking spot for the safety of all and use caution driving through our parking area.

## AGE

Camp is for children between the ages of 5 (must have completed a full-day childcare program) and 12. We divide campers into groups based on the age/grade they are going into next school year.

## FIELD TRIPS

Each camper will receive a camp shirt (sizes not guaranteed). The only days they are required to wear the camp shirt are on **field trip days**. Shirt sizes are given on a first-come, first-serve basis.

If your child is attending a field trip, they must be at camp prior to the departure time listed on the handout. Children CANNOT be dropped off at field trip sites. They also cannot be picked up at a field trip site.

## WHAT TO BRING AND WHAT NOT TO BRING

What to bring on your child's first day: We ask that each family donate one container of the following: These are stored for the summer and used daily for camp activities. If your child has special requirements for any of these, please notify the camp director.

- Bug repellent (Aerosol)
- Sunscreen (Spray of at least SPF 50)
- Baby wipes (Used for cleaning surfaces and hands off-site)

What to Bring Daily: All items need to be clearly labeled with child's name.

- Lunch: Should be labeled with child's name. No microwave or refrigerator provided for lunches.
  - We provide a morning and afternoon snack.
- Swimwear/towel in a bag (optional swim time).
- Water bottle

What NOT to Bring:

- Things from home: Games, toys, balls, electronics, cell phones, money.
- Medications that have not been authorized and submitted to Camp Staff.

What to Wear:

- Comfortable gym shoes. No sandals, crocs, or flip-flops.
- Comfortable and non-restrictive clothing (covers camper's chest, bottom, and midriff) that can get messy.

## School Year

Guardians must check children in for Before School and out of After School.

School	*Before School Drop Off:	*After School Pick Up:
Cumberland Elementary	Main Entrance (use doorbell)	Playground/Main Entrance (use doorbell)
Neoga Elementary	No Before School Program	Main Entrance (use doorbell)
Riddle/Williams (Mattoon)	Riddle – Front Door Williams – Kindergarten Door	Riddle – Front Door/Playground Williams – Gym Door/Playground

\*\*These are all subject to change based on school plans and policies.

## EARLY DISSMISSAL DAYS

The after school program will be held at the elementary schools on preplanned early dismissal days.

## CANCELLATION DUE TO WEATHER

The School Age Child Care Program policy on inclement weather days (i.e. snow days) affecting care will be:

- If school is cancelled, the School Age Child Care Program is cancelled.
- If school begins in the morning but ends early due to weather, the School Age Child Care Program will not be in session for After School. Guardians should make arrangements to have their children picked up or ride the bus home.

## BREAKFAST & SNACK

The YMCA **will not** be providing breakfast to children enrolled in the Before School Program. They may however enroll in the school's breakfast program.

Children will be provided with an afternoon snack during the After School portion of the program. Children with special dietary needs should contact the Director and are able to bring their own snacks.

## DYNAMITE DAYS OUT

DDOs begin and end the day at the YMCA. Guardians are required to walk their children in and sign their child in and out each day. During pick up and drop off, we ask that guardians please park in a parking spot for the safety of all and use caution driving through our parking area.

**What to Bring:** *All items need to be clearly labeled with child's name.*

- Breakfast, lunch, and a snack: Should be labeled with child's name. No microwave or refrigerator provided for lunches.
- Swimwear/towel in a bag (optional swim time).
- Water Bottle

**What NOT to Bring:**

- Things from home: Games, toys, balls, electronics, cell phones, money.
- Medications that have not been authorized and submitted to Camp Staff.

**What to Wear:**

- Comfortable gym shoes. No sandals, crocs, or flip-flops.
- Comfortable and non-restrictive clothing (covers camper's chest, bottom, and midriff) that can get messy.

# STAFFING

## STAFF TRAINING

Our comprehensive training and development program includes behavior management, conflict resolution, inclusive support, planning age-appropriate activities, and risk management. In addition to learning all the policies and procedures of the YMCA, our staff are CPR and First Aid certified. They explore techniques of how to better interact with children, build other's self-esteem and confidence.

## WHO TO SEE WHEN

Site Supervisors will be able to assist you with most questions regarding behavior concerns and curriculum. The Program Director will be able to assist you with questions regarding staffing concerns, serious disciplinary actions and other matters the Site Supervisor is unable to attend to.

## BATHROOM PROCEDURES

No child is ever by themselves or alone with a staff member. All children will take trips to the bathroom with the entire group and/or groups of children escorted by staff. Children will only use bathrooms inspected for safety by staff.

## CHILD ABUSE PREVENTION

The YMCA maintains a policy of Child Abuse Prevention practices, which include procedures related to:

- Employee background checks and fingerprinting.
- Training and supervision requirements for staff.
- Staff relationships with children.

According to the Illinois Mandated Reporter Code, members of the general public may report suspected child abuse and neglect if they choose. However, state law mandates that workers in certain professions must make reports if they have reasonable cause to suspect abuse or neglect. The YMCA adheres to the Mandated Reporter code.

# PARTICIPANT HEALTH

## MEDICATIONS

All YMCA's are required to receive parental authorization to dispense prescribed and over-the-counter medicine to participants. Parents may give authorization by completing the Authorization to Administer Medication section in ePACT. Authorization must be filled out prior to medicine being dispensed to children. Parents must give medication to the staff.

- Keep all medication in the original container with the prescription label/direction label attached.
- Medication must be labeled with the child's name, name of medication, the dosage amount, and the time(s) to be given.
- Hand all medication (including inhalers, etc.) to the staff.
- All medications will be locked up and given to your child at the prescribed time.

**IMPORTANT NOTE:** Children are not allowed to keep medications on their person, in their backpacks or lunch bags unless they have doctor and parent permission to self-carry medication (including EpiPens and over the counter medications). Staff are not allowed to administer any over-the-counter without having written instructions.

## CHRONIC HEALTH ISSUES

We administer medications to children who have asthma, diabetes, who experience allergic reactions, or require blood-glucose tests. Any other substitute foods for raising blood sugar, such as honey, orange juice, or other food substance, will be maintained at the parents' request if we are reasonably able to do so. Parents of children with any potentially life-threatening illness or condition must be reachable by the YMCA staff the entire time the child is at the program.

## Illness

Children should NOT be sent to programs if they have any of the following symptoms 24 hours prior to arrival. Children must be symptom-free without medication for 24 hours before returning to programs.

\*\*The following are general program guidelines.

- Fever: If over 100 degrees or accompanied by other symptoms such as vomiting, diarrhea, etc.
- Respiratory Problems: Severe congestion or unexplained wheezing.
- Vomiting and/or Diarrhea: Which occurs more than once or is accompanied by other flu-like symptoms.
- Rash: If the cause of the rash is unknown, if the rash is not being treated, or is known to be contagious.
- Chicken Pox or Measles: Or other communicable diseases.

## **FIRST AID**

All YMCA staff are CPR and First Aid certified. Any first aid administered will be documented by YMCA staff. The following procedures will be followed: - First Aid will be provided and the incident documented. - The child will periodically be observed after First Aid has been applied.

## **INJURY/ MEDICAL EMERGENCY**

All precautions will be taken to prevent serious health risk to all participants. In the event that a child is injured, sick or in need of emergency medical attention, the parent or guardian will be notified immediately. If he or she cannot be reached, the YMCA will notify the emergency contact list. 911 will be contacted in any event requiring medical attention beyond basic First Aid.

Emergency information is very important for us to provide the safest possible environment for your children. Please notify us right away when there is a new work or home phone number, or if you have moved and have a new address. If your child is sick or injured, it is important for us to be able to contact you right away. Please keep these accurate at all times.

## **EMERGENCY PLAN**

Each site will have an assembly area, facility evacuation plan, notification (sounding of alarms) system, locations of fire extinguishers and first aid kits, etc. Staff are trained and are expected to be well versed in emergency procedures.

## **SCHOOL CLOSING- SEVERE OR INCLEMENT WEATHER**

In the case of severe inclement weather, staff will follow all YMCA safety protocols. If the school closes at any time due to emergencies, the YMCA program will not be provided. You will be responsible for having an alternate plan for childcare for these days.

# KIDS' RULES AND SAFETY

## EXPECTATIONS OF PARTICIPANTS

Participants are entitled to a pleasant and safe environment while participating in the program. In order to keep the program safe, the YMCA has the following expectations of all participants enrolled:

- Participants must be able to refrain from bullying, verbal outbursts, and physically aggressive behaviors. This includes but is not limited to inappropriate or degrading language, biting, scratching, hitting, kicking, and spitting.
- Participants must be able to stay near the group without wandering or running away.
- Participants must be able to comply with verbal and non-verbal instructions.

We know everyone is not always going to get along or agree on things. However, we expect these disagreements will be handled in a non-violent and non-threatening manner. We want everyone to feel they are in a safe environment where they are valued. All participants should use their number one resource when an unexpected altercation happens, which is to self-report to the counselor in charge right away.

If a parent or guardian discloses that a participant cannot comply with these requirements due to a disability, the director may request to meet with the parent/guardian to engage in an interactive process to determine reasonable accommodations based on an individual assessment. Staff will routinely cover and explain student expectations and guidelines. Please review with your child the types of behaviors that we expect (outlined in the following pages) and review their importance in order for your child to have a successful time in the program.

## EXPECTATIONS OF FAMILIES

Our families are our partners and we believe every family is entitled to a safe, inclusive environment. Please be mindful of your actions towards staff and other participants. If a parent/guardian or authorized pick-up, threatens, intimidates, abuses, harms or speaks inappropriately towards a staff member or participant, they risk suspension and/or removal from the program.

A verbal warning may be issued for the first offense, and if the behavior persists, your child will be suspended from the program. The Director will determine the length of your child's suspension based on the severity of the situation, a period of one day to removal. If the behavior persists further, your child could risk removal from program for the duration of the school year. In severe cases a child may be removed from the program immediately.

## CHARACTER DEVELOPMENT POLICY



**CARING** – to demonstrate a sincere concern for others, for their needs, and well-being. Symbolized by the red heart.

- Please use appropriate language to avoid offending others.
- Avoid loud or boisterous behavior that could offend or disturb other people or programs.
- Seek to help or get assistance for those in need.



**HONESTY** – to tell the truth, to demonstrate reliability and trustworthiness through actions that are in keeping with my beliefs. Symbolized by the blue compass, signifies ones moral compass.

- Do not take things that do not belong to you.
- Report any inappropriate or illegal conduct to YMCA personnel immediately.
- Return any lost or misplaced items to YMCA personnel. Refrain from passing or sharing your membership card with anyone else.
- Enter and exit YMCA programs and facilities honestly and appropriately.



**RESPECT** – to treat others as I would want them to treat me, to value the worth of every person, including myself. Symbolized by the yellow sun, signifies the "golden" rule.

- Respect other people's right to participate in the same area.
- Treat others the way you would like to be treated.
- Have fun, but not at the expense of others.
- The YMCA is a smoke-free environment.



**RESPONSIBILITY** – to do what is right—what I ought to do, to be accountable for my choices of behavior and actions and my promises. Symbolized by green young sapling, signifies our responsibility to Earth and one another.

- Follow the safety rules and other guidelines posted in and around the YMCA
- Avoid foul language, arguing, fighting or any other form of harassment, bullying or intimidation.
- Members are responsible for their own behavior and that of their guests.
- The YMCA is a "neutral zone". Displaying gang jewelry, clothing, symbols, hand signs, etc., is prohibited.
- Promptly report any illegal, suspicious or inappropriate behavior to YMCA personnel.



**FAITH** – to have complete trust or confidence in someone or something. Symbolized by the purple closed eyes, signifies prayer or deeper thought.

At the Y, we honor the faith and values of all people.

- When we talk about Faith at the Y, we're talking faith in yourself, others, the world around you, and whatever faith you believe in. When you close your eyes, whatever image of have in your mind, that's what we encourage you to believe.

## BULLYING POLICY

Our program philosophy is based on our mission statement, which ensures every child is accepted. We are open to all to develop their spirit, mind and body. We work together as a team to ensure children gain self-confidence, make new friends, and go home with great memories. Unfortunately, persons who are bullied may not have the same potential to get the most out of their program experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication between themselves and their participants. Both guardians and children should be comfortable alerting us to any problems during their program experience. Every person has the right to have the best possible experience during our programs, and by working together as a team to identify and manage bullying, we can help ensure all participants and staff have a great year.



## DISCIPLINE POLICY

The YMCA teaches the core values of caring, honesty, respect, and responsibility to promote a healthy, safe, and secure environment for all program participants. Children are expected to follow the behavior guidelines and to interact appropriately in a group setting. Ground rules are built around respect for self, others and YMCA property.

This policy is meant to inform parents, staff, and participants of the actions in response to undesirable choices made by participants during their time at program.

Participants are expected to treat fellow children and staff with respect and to abide by program rules. The YMCA is a safe place in spirit, mind and body for all, and we expect our participants to strive for the same. In response to breaking rules including disrespect, bullying, and physical violence, it is our policy to follow a system.

Staff will implement the following disciplinary steps in a fair and consistent manner appropriate to the participant and the situation:

1. **Reasoning and Redirection** - Every effort will be made to help the child understand the inappropriateness of her/his action and agree to an alternate form of behavior. Children may be redirected to alternative activities. When the conflict is child-to-child, every effort will be made to have them reason together face-to-face with staff facilitating.
2. **Removal from a specific activity** - When reasoning has been pursued and has not changed behavior, removing the child from the activity involved for an appropriate amount of time may become necessary. The behavior will also be documented and communicated with the guardian.
3. **Guardian Conference** - If behavior issues continue to happen, the guardian or director may request a meeting to help set up a behavior agreement. If the student still continues to struggle and does not utilize the behavior plan, it can lead to suspension or removal.

There may be times where the behaviors have escalated to a point we feel the child needs to be picked up for the day. The parents/guardians or emergency contacts will be contacted to come pick the child up from the program.

### SUSPENSION FROM THE PROGRAM

Suspension from the program for a period of time will depend on the severity of discipline issues or safety concerns. During summer camp you may be asked to keep your child home from a field trip if we feel it is in the best interest of your child and the rest of the group's safety.

### REMOVAL FROM THE PROGRAM

YMCA staff work as a team with you to develop the best care plan for your child. A teamwork approach is the only way to correct repeated, inappropriate behavior. Your patience, support and follow-through are not only appreciated, but also necessary. If the above process has not resulted in corrected behavior, you will be required to remove your child from programming.

Removal will be decided at the discretion of the Site Supervisor and Director if a child exhibits one or more of the following behaviors:

- Any action that could pose a direct threat to the physical/emotional safety of the child, other children or staff (bullying, running away, or biting).
- Physical or verbal altercations (includes fighting, shoving, pushing and/or any intimidating act towards a staff or program participant).
- Possession of a weapon of any kind.
- Vandalism or destruction of YMCA property or property of others.
- Inappropriate sexual conduct.
- Failure by child or guardian to comply with the School Age Child Care Program procedures and policies, or to respect the program staff.