



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Before/After School Fun Club School's Out Days Registration Packet

Pre-registration is required for all programs.



Mills County YMCA
110 Sivers Road
Glenwood, Iowa
712-527-4352

Mills County YMCA Child Development Center (2017/18)

Child's Name: _____ Grade: _____ Circle Those That Apply

- | | |
|--|--|
| <input type="checkbox"/> Y Member
<input type="checkbox"/> Non-Member
<input type="checkbox"/> State Assistance
<input type="checkbox"/> Before And After School (K-6 th Grade)
<input type="checkbox"/> Before School Plus Wed. Early Outs
<input type="checkbox"/> After School Plus Wed. Early Outs | <input type="checkbox"/> Before School Only (K-6 th Grade)
<input type="checkbox"/> After School Only (K-6 th Grade)
<input type="checkbox"/> School's Out Days (K-6 th Grade)
<input type="checkbox"/> Wed Early Out Only (K-6 th Grade)
<input type="checkbox"/> Before & After School Plus Wed. Early Outs |
|--|--|

**Before School Only (6:00-7:30 a.m.)
NOT including Wednesday Early Outs**

Full Time	1 Child
Member	\$121 Month
Non-Member	\$140 Month

**Before School Only (6:00-7:30a.m.)
INCLUDING Wednesday Early Outs**

Full Time	1 Child
Member	\$147 Month
Non-Member	\$166 Month

**After School Only (3:00-6:00p.m.)
NOT including Wednesday Early Outs**

Full Time	1 Child
Member	\$165 Month
Non-Member	\$200 Month

**After School Only (3:00-6:00p.m.)
INCLUDING Wednesday Early Outs**

Full Time	1 Child
Member	\$178 Month
Non-Member	\$213 Month

**Before & After School
NOT including Wednesday Early Outs**

Full Time	1 Child
Member	\$245 Month
Non-Member	\$280 Month

**Before & After School INCLUDING
Wednesday Early Outs**

Full Time	1 Child
Member	\$258 Month
Non-Member	\$293 Month

**Full Days (No School Days or Early Out Days Before 11)
For Children Registered in our BAFC Program**

Full Time	1 Child
Member	\$20/ Day
Non-Member	\$30/Day

Before School Only DAILY RATE (6:00-7:30 a.m.)

Full Time	1 Child	THERE IS NO SIBLING DISCOUNT ON DAILY RATE
Member	\$12 Per Day	\$12 x how many days per month they register for. This will be billed as a monthly rate.
Non-Member	\$17 Per Day	\$17 x how many days per month they register for. This will be billed as a monthly rate.

After School Only DAILY RATE (3:00-6:00 p.m.)

Full Time	1 Child	THERE IS NO SIBLING DISCOUNT ON DAILY RATE
Member	\$15 Per Day	\$15 x how many days per month they register for. This will be billed as a monthly rate.
Non-Member	\$21 Per Day	\$21 x how many days per month they register for. This will be billed as a monthly rate.

Before And After School DAILY RATE

Full Time	1 Child	THERE IS NO SIBLING DISCOUNT ON DAILY RATE
Member	\$22 Per Day	\$22 x how many days per month they register for. This will be billed as a monthly rate.
Non-Member	\$31 Per Day	\$31x how many days per month they register for. This will be billed as a monthly rate.

Welcome to Mills County YMCA School-Age Child Development Center Program

We are so excited you have decided to enroll your child in our program. Our mission statement is to promote youth development, healthy living and social responsibility. All Y programs incorporate the 4 core values of honesty, caring respect and responsibility.

No child will be discriminated against because of race,color, age, sex, disability or national origin. Any person who believes their child has been discriminated against in a USDA-related activity should write immediately to the Secretary of Agriculture; Washington, DC 20250

BEFORE/AFTER SCHOOL CARE

Our daily schedule includes snack, homework/down time, open gym, swimming, and arts and crafts.

SCHOOL'S OUT DAYS

A fun filled day of activites for school is out for holidays, teacher inservice days, and snow days. Please know we have your child's best interest at heart. To keep you informed on a regular basis, a monthly newsletter will be distributed, but if at any time you have questions, please contact Alexis Unger – Youth & Family Director.

Thank you and WELCOME to the Y FUN CLUB!



What to Know!

What to bring!

What to remember!

Before/After School care is designed to provide quality childcare to enrolled children K-6th grades. Childcare is available Monday thru Friday. Before school kids can be dropped off between 6:00 a.m. and 7:30 a.m. and after school kids may arrive anytime after 3:00 p.m. and must be picked up by 6:00 p.m.

School's Out Days are designed to provide care to enrolled children between K – 6th grades and is available from 6:00 a.m. to 6:00 p.m.

To enroll: Parents must complete and return all required forms along with a \$20 registration deposit and \$5.00 deposit for each additional child. Both of which **MUST** be turned in **PRIOR** to child attending.

Children must be personally escorted into the YMCA childcare room and signed in by parent **EVERY** day. Children must be picked up and signed out by parent or authorized person. Before school participants will be transported from the Y to school by a Glenwood Community School bus. After school children will also be transported by a Glenwood Community School bus to the Y following school and will be checked in by a Y staff member.

The Mills County YMCA Child Development Center will be closed on the following holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, (the day after also) and Christmas. Other possible holiday closings (to be determined by majority planned attendance): the day after Christmas. The Mills County YMCA Child Development Center will close early on Christmas Eve and New Year's Eve. Any other closing by the Mills County YMCA will be given approximately 3-4 days in advance.

Inclement Weather Policy

The Y's Child Development Center will remain open in inclement weather unless the association that governs our branch, YMCA of Greater Omaha, closes their branches in case of severe weather. Parents may call our Y, 712-527-4352 and closings will be posted through the media stating All YMCA's of Greater Omaha. If your child will not be attending due to inclement weather, **please** notify the center.

Fees and Remittances – School's Out Days & Before/After School

A **\$20.00** registration deposit is required (\$5.00 per additional child if you have more than one participating in the program). Monthly payments are **due by the Thursday before the 1st of the month** or the 1st day of care. Monthly fees not paid by the end of the day on the First Monday of the Month are subject to an **"End of Care"** notice. Payment is to be made in full before the "End of Care" date. Only 3 notices are allowed during enrollment of childcare programs before dismissal of the program. SEE THE ATTACHED FEE SCHEDULE for more information.

Late Pick-up Fees

A late pick-up fee of \$1.00 per child for **every minute** will be charged to the parents/guardians whose child has not been picked up by 6:00 p.m. This **MUST** be paid in **CASH** to the staff person upon picking up the child. You will be allowed **2** free late pick-ups. This policy will take effect on your 3rd late pick-up.

Financial Assistance

Within the resources of the Mills County YMCA, financial assistance is available. We ask that you apply for state assistance first. However, if you do not qualify you may then apply for a Y scholarship. For more information, please see Alexis Unger – Youth & Family Director.

Meals and Snacks

All meals and snacks are prepared and served in accordance with the State of Iowa licensing and nutritional guidelines. Breakfast will be served until 8:30 a.m. on no school days only. Breakfast should be eaten at home or at school on regular school days. Lunch must be brought from home and should include a drink. Lunch is **NOT** provided at the YMCA. Afternoon snack will be served at 3:30 p.m. PLEASE NOTIFY THE STAFF IMMEDIATELY if your child has ANY allergies.

Visits

Parents are invited to visit anytime during operating hours. We encourage parent participation.

Supplies

Each child must provide the following items to be kept at the YMCA: Children need a swimsuit and for health/safety children **MUST** wear **closed** (NO flip-flops) toed shoes. All items must be *labeled* with your child's name.

Health/Illness

A child cannot attend the Mills County YMCA Fun Club when they have any communicable illness. This is for the protection of your child, other children and the staff. Fever, nasal (with color) discharge, undiagnosed/contagious rashes, head lice (live bugs or nits), vomiting, severe diarrhea, etc. are illnesses that should be dealt with at home for the comfort of your child. Children are checked upon arrival and observed for signs and symptoms of illness. If a child is ill, he/she will be excluded from the group and the parent/guardian emergency contact person (if parent is not available) will be contacted for immediate pick-up of the child.

Any child with a 100 degree or higher fever will need to leave the child care setting and be picked up as soon as possible. Children will not be permitted to return to the center until they have been fever free for 24 hours (without the use of fever reducing medications) and vomit free for 24 hours...or a doctor's note is provided. Diarrhea must no longer be present upon returning. If a rash is present, a doctor's note declaring it is not contagious will be required for your child to return to the center. If your child will not be present due to illness or any other reason, please notify us.

Lice/Nits

We have a NO NIT policy. If a child comes to their classroom with live nits or lice in their hair, the parents will be called immediately to pick up and treat their child's hair in order to prevent the lice from spreading. Any child sent home with lice or nits will have to have their hair inspected by a staff member upon drop-off the following day.

Medications/Ointments:

Staff can only administer medications once the parent/guardian has completed the medication administration sheet for that specific medicine. The form must be thoroughly completed, including all instructions, any possible side affects, and a signature giving consent. All prescribed medications must be in the original container. Any over the counter medicine can **ONLY** be administered at the center if it is accompanied with a doctor's written note that is signed with credentials, stating the brand and formula of the medicine, the dosage needed, times the medicine should be administered, route the medicine should be administered (orally), and the duration of the medicine should be taken. A medication policy form is included in the enrollment packet.

Ointments such as rash creams, lotions, or sunscreen can be administered at the center if a parent/guardian completes an ointment permission slip stating the brand and formula of the ointment to be applied. This form is not included in the enrollment packet and must be requested from a staff member.

The Y provides sunscreen to use on every enrolled child when we are outside during the summer months. A permission slip to apply sunscreen is included in the enrollment packet.

Lost and Found/Personal Belongings

Please check your child's classroom each day to make sure no belongings are left behind. The YMCA CDC **discourages** bringing items of value or fragile items into the center. Neither the YMCA nor its staff is responsible for broken, lost, or stolen items. Unclaimed items will be given to charity throughout the year.

Accidents

The Mills County YMCA does not have health or accident insurance. All individuals participate at their own risk. Parents will be notified if medical attention is recommended. Parents are required to sign the report to be kept in the child's file. A copy will be given upon request.

Staff

All staff meet the requirements of the YMCA. All staff maintain current CPR and First Aid certifications, receive continued early childhood education classes, and participate in mandatory child abuse reporting education. The Mills County YMCA Child Development Center has a child abuse policy, applicable to its volunteers and staff, which is available upon request.

Smoking

Smoking and the use of tobacco products shall be prohibited in the center, outside the doors of the center, and within the outdoor play area. Our Y grounds are tobacco free.

Intoxicated Parent/Mandatory Reporting

In the event that we feel a parent is intoxicated or otherwise impaired, we will make every effort to distract/detain the parent and offer to call another responsible person to provide transportation. In the event that the impaired person leaves with the child, we will call the police. If a staff member believes a child may be being abused in any way, he/she is obligated by law as a Mandatory Reporter to contact the Department of Human Services.

Notice

Policies listed previously are subject to change at anytime with two weeks written notice.

Discharge Policy

If your child is not yet ready for the group experience and care provided by the YMCA and his/her needs are not being met, we may ask for the removal of your child from our program in a confidential conference. We do not believe any child should remain in the program unless the care is benefiting both the child and the provider. Delinquent fees will result in discharge from the program. Families wanting to discontinue care **MUST** give two weeks notice.

Welcome

We look forward to your child joining us! If you have questions or concerns, please call Alexis Unger – Youth & Family Director at 712-527-4352 x 1003 or email me at aunger@metroymca.org.

YMCA DISCIPLINARY POLICY

Please read this with your child.

This policy will ensure that all children and staff alike will have an enjoyable experience. At the beginning of each day/week, the "Rules of the Y" will be explained to the children and from that point on your child will be expected to follow the rules and take responsibility for their actions when rules are broken. If rules are broken, a disciplinary procedure will be followed.

"Common Sense Rules"

Children should at all times:

1. Respect the YMCA's property.
2. Respect other people's property.
3. Respect all adults in the YMCA. (This means no talking back.)
4. Respect all campers in the YMCA.

"Building Behavior"

Children should at all times:

1. Walk in the YMCA building unless otherwise instructed.
2. Use a normal voice while in the YMCA building unless otherwise instructed.
3. Walk directly to preplanned destination.
4. Refrain from fighting, using profanity, lying, throwing items, or any other inappropriate behavior.

"Meal-Time Rules"

Children should at all times:

1. Refrain from throwing food.
2. Remain seated in assigned areas.
3. Communicate in their normal inside voices.
4. Display proper table manners.

"Playground and Field Trip Rules"

Children should at all times:

1. Stay in assigned areas.
2. Follow the directions of the counselors.
3. Refrain from leaving without permission.
4. Do not stand while the bus is moving.
5. Use playground equipment properly, i.e. sit on the swings and walk up the steps of the slide.
6. Do not throw rocks.

Consequences of Inappropriate Behavior (Breaking Common Sense Rules)

Definition of inappropriate behavior: Any behavior, which fails to support the "Common Sense" Rules of the YMCA.

First Occurrence:

The child will be asked if he/she knows what inappropriate behavior they have exhibited. If they do not know, the teacher will explain it to them. The child will receive a warning at this time.

Second Occurrence:

The child will be asked if he/she knows what inappropriate behavior they have exhibited. If they do not know, the teacher will explain it to them. The child will then be given personal time to rethink his/ her decision and to make a positive choice, depending on the situation.

Third Occurrence: First Written Disciplinary Report

The child will be asked if he/she knows what inappropriate behavior they have exhibited. If they do not know, the teacher will explain it to them. The child will again be given personal time to rethink his/ her decision and to make a positive choice, depending on the situation. A discipline report will be sent home to the parent and **must** be returned **signed** by the parent for the child to participate the following day.

Fourth Occurrence: Second Written Disciplinary Report

The child will be brought to the director's office and a call to the parents will be made. An explanation of the problem will be discussed with the parents. The Director will then ask the parents to come and pick up their child **immediately** from the YMCA. A conference between the parents/Director must be arranged before the child can return.

Fifth Occurrence: Third Written Disciplinary Report

The child will be brought to the director's office and a call to the parents will be made. An explanation of the problem will be discussed with the parents. The director will then ask the parent's to come and pick up their child **immediately** from the YMCA. The child will receive a suspension from the YMCA program for five (5) consecutive days.

Sixth Occurrence: Fourth Written Disciplinary Report

The child will be suspended from the program permanently.

Mills County YMCA Before & After School Fun Club

Parent Handbook

I have received and read a copy of the Mills County YMCA Before & After School Fun Club Handbook. I understand all of the policies and procedures there in and agree to abide by them.

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____