



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PARENT HANDBOOK

2021-2022 AFTERSCHOOL POLICIES AND PROCEDURES

Peter Blum Family YMCA
Youth Development
561.395.9622
www.ymcaspbc.org



Dear Parents and Guardians,

Thank you for registering your child for our Afterschool Program at the Y! We believe all kids deserve the opportunity to discover who they are and what they can achieve. Our programs provide children with supervised activities that cultivate values, develop skills and nurture relationships.

We are currently securing supplies and implementing procedures that ensure your child's continued safety as we abide by CDC guidelines and follow appropriate distancing measures. Safety is our top priority, and we are committed to making our program just as safe and fun.

The number of staff and children present in each area will allow for social distancing. Our Y staff will intentionally teach and encourage good hand hygiene, respiratory etiquette, and follow a strict sick child/staff policy. For the safety and well-being of others in the program, those who are running a temperature of 100+ degrees cannot attend. Temperature will be checked at morning check in.

An important part of any Y program is the emphasis on Character Development, which focuses on the fundamental values of caring, honesty, respect and responsibility. Daily activities incorporate these values to help participants grow into positive and responsible young people. In addition, your child's relationships with caring adult role models and a well-planned set of activities will also help define a child's experience in the Y program. Our programs provide fun and educational activities designed to allow your children to learn more about the world around them. Activities may include:

- Education – Classwork/Homework Support, Study Time, and "Brain Breaks"
- Arts and Humanities – Drama, Dance, Art, etc.
- Character Development and Social Skills Development
- Health, Wellness, Fitness, Outdoor Play, Sports, etc.

Each child learns in their own special way. In order to continuously stimulate the young person's mind, Y programs vary their format, providing a balance throughout the day or week. Program formats include:

- Children's Choice Activities
- Small Group or Individual Activities
- Project Time
- Large Group Activities
- Indoor and Outdoor Activities

We thank you for choosing the Y for your child, and we welcome you to our family.

Sincerely,

Youth Development Staff

Standard Hours of Operation

Programs will be open in accordance with the Palm Beach County School District Calendar.

Afterschool Program: 2:00pm – 6:00pm (Monday – Friday)

Youth Development Office hours: 9:00am – 6:30pm (Monday – Friday)

Enrollment Procedures

- All parents or legal guardians must COMPLETELY fill out a registration form for EACH child.
- Registration fees and all required fees are due at the time of registration. All registration fees and deposits are non-refundable.
- Please list at least **THREE EMERGENCY CONTACTS** for each child. In the event that you are unable to pick up your child/children, these individuals will be contacted.
- Notify YMCA staff of any allergies, current medications, and current medical conditions. (See Medical Authorization procedure)
- Please list any special need that your child may have.

Financial Assistance

Financial assistance may be awarded based on available funds at the time. A Financial Assistance Application must be submitted with required documentation and must be approved by the YMCA before any fee changes occur. Full program fees are due until such time that you receive notification from the YMCA of your financial assistance award.

Payment Schedule

All afterschool fees must be set up on an automatic draft from a credit card or checking account on the 1st of each month. Please know that your child may not be permitted to continue in the program if a payment is not made within two (2) business days of the due date. If you need to schedule a payment to come out on a different day than the 1st, please contact the Youth Development office to make arrangements.

The YMCA requires advanced notification if your child will be dropping from the program. Written notification must be completed by the parent or legal guardian and submitted within three (3) business days prior to the first of the month. The YMCA will not issue credits or refunds for missed days.

Returned Payments

If a payment is returned two (2) times, then payments will only be accepted in the form of money order.

Cancellation and Hold Policy

If for any reason you wish to cancel and withdraw your child from the Afterschool Program or place your child on hold from the program, written notification must be completed by the parent or legal guardian and submitted within three (3) business days prior to the first of the month. Please know you may only put your child on hold for one month only during the program.

Parent Involvement

Parents and guardians are always welcome at the YMCA. We welcome parents to stop by and visit, however, all visitations must take place in the lobby and parents are not allowed to participate in activities

with their child's group. Please make sure to call us prior if you need to come into the building. We encourage all parents to complete an annual questionnaire regarding their experience at the YMCA.

Inclusion Policy

The YMCA of South Palm Beach County does not discriminate against participation in programs based on race, sex, religion, place of national origin, or physical or mental abilities. Children with special needs will be considered for admission on a case-by-case basis. A YMCA staff member will meet with parents/guardians before enrollment to determine if the program is the right environment for the child. Upon enrollment, staff and parents will continue to meet regularly to monitor the child's progress. It is sometimes necessary to redirect children with special needs, especially if we do not have facilities or staff to help that child.

Each child brings his or her own uniqueness to the program. We will consider the application of any child. If your child will require special services or if additional accommodations need to be made for your child, please contact a YMCA staff member so that we might set up a plan to best serve your child's needs. Children whose limitations create a safety issue or unreasonable risk of harm to themselves, others, or property may not be accommodated.

Child Guidance, Discipline, and Behavior Management

Discipline policies in our program have been established to encourage and strengthen positive behavior through opportunities for the children to interact with people and materials. One of the primary goals of the program is to maximize the learning of appropriate social skills including safety and respect for one's self and others. We do not use any discipline which is severe, humiliating, frightening or associated with food, rest or toileting. Furthermore, no spanking or other physical punishment is used whatsoever as a form of discipline. Children may not be denied active play as a consequence of misbehavior.

Some of the techniques used by the YMCA are as follows:

- 1 to 15 ratio
- Guiding children by setting, clear, consistent, fair limits; or, in the case of older children helping them to set their own limits.
- Valuing mistakes and learning opportunities.
- Redirecting children to more acceptable behavior or activity.
- Listening when children talk about their feeling and frustrations.
- Guiding children to resolve conflicts and teaching skills that help children to solve their own problems.
- Patiently reminding children of rules and rationale as needed.
- Time-out.

If for some reason a child does not respond to the techniques above, the following may be implemented.

- Parent conferences to discuss difficulties and ask for input.
- Implement goal chart, behavior plans, or other incentives.
- Short-term suspension.
- Removal from the YMCA program.

The YMCA does not make it a practice to terminate participation of children from the program. However, the YMCA reserves the right to do so if the child's behavior is not conducive to the health, safety or well-being of other children enrolled in the program, our employees or volunteers, or your own child's personal safety. The YMCA also reserves the right to terminate services for inappropriate behavior by parents or guardians.

Sign Out Procedures

The YMCA is committed to ensuring the safety of children. In general, only the custodial parent or legal guardian of a child will be permitted to sign out a child. A custodial parent or legal guardian may authorize us to release a child to another person by providing the relevant information for that authorized person on the child's registration form. **Full name and identifications will be required for persons signing out a child.** We will not accept telephone calls, faxes, or written notes to change information on the registration form. All changes to a child's registration form must be made on a new registration form by the custodial parent or legal guardian that initially completed the child's registration form. Except in limited circumstances, the YMCA cannot refuse to release a child to his or her custodial parent or legal guardian. Therefore, if any person demonstrating that he or she is the custodial parent or legal guardian of a child is not permitted to pick up the child, then appropriate documentation, including but not limited to a court order, must be provided to the Director.

Pick-Up Procedures

Afternoon curbside pickup will begin at 5:00pm until 6:00pm. We ask that no parents come inside at this time. You will be greeted by a friendly staff member and asked to show your ID, this is for the safety of your child. Once authorization for pickup has been confirmed, your child will be escorted out to you. If you are picking up before 5:00pm, you will need to come up to the Youth Center door to sign out your child.

Please note we are trying to minimize the traffic in the youth center. If you must come in please stay at the door and do not go beyond the desk, someone will be there to greet you. As always, every adult **MUST** wear a mask upon entrance.

If you do not have on a mask **PLEASE STAY IN YOUR CAR**, you will be turned away at the door.

Late Pick-Up

The YMCA program closes at 6:00 pm. Children must be picked up by 6:00 pm. A late fee of \$5 after the first 10 minutes with an additional \$1 for every minute thereafter will be charged. The YMCA reserves the right to terminate participation after three late pick-ups.

If you are more than 30 minutes late and no contact with the Youth Director has been made, the proper authorities will be contacted.

The YMCA will implement the following procedures if a child is not picked up by 6:00pm:

1. The YMCA Director will contact the parent/guardian within 15 minutes after the program closes.
2. If the parent/legal guardian cannot be reached, then the staff will contact the emergency contact listed on the participant's registration form.

3. The Director will continue to contact the parent/legal guardian and emergency contact until someone is reached.
4. Authorities will be contacted if no one can be reached within 1 hour after the program closes.

Mask Policy

It is mandatory for all children to wear masks. Keeping campers as safe as possible is our #1 priority, and we continue to monitor and seek guidance from local health officials regarding our programs and procedures. As such, in addition to daily temperature checks, proper social distancing practices, and diligent hand washing/sanitizing, all participants in our Y's care will be required to wear a facial mask or facial covering while attending Afterschool. Exceptions will include during meal times, water activities and indoor/outdoor physical activities ie. Basketball, Soccer, Volleyball etc.

Lost and Found

The YMCA will not be responsible for items lost at Y Programs. We will make every effort to save items that are found. **Please do not allow your child/children to bring toys, electronic games or jewelry to any Y activity.**

Sick/Illness Policy

If your child is sick during YMCA hours, you will be notified immediately. If there is a possibility of your child infecting other children, you will be asked to pick up your child. Please inform the YMCA staff if your child is ill or if your child has been ill in the recent past. If the YMCA staff is informed that a child has a contagious or communicable disease, we must notify other parents. Please notify the Camp Director if your child's activities need to be restricted due to illness.

If you suspect that your child is not well, please keep him/her at home. If your child becomes ill while in our care, you will be called and asked to come pick him/her up. Children may not be at a YMCA program if they have symptoms or suspected communicable disease, including without limitation:

- Fever of 100.1 degrees or more
- Diarrhea or vomiting
- Discharge from their eyes, nose or ears
- Open, exposed lesions
- Severe coughing or difficulty breathing
- Pink Eye
- Ringworm
- Chickenpox
- Head lice
- Strep throat
- Hand Foot and Mouth Disease
- Influenza
- Any other unusual signs or symptoms of illness.

Your child should not return to the program without medical authorization or until the signs and symptoms of the disease or illness are no longer present for 48 hours.

Health Checks

The staff members are required to check your child for illness or injury upon arrival and authorized to deny care for the day if needed. Your child will not be accepted into the program if she/he has symptoms of a contagious disease, illness or injury that might require medical attention. We are required to notify the local county health department and the child's custodial parent or legal guardian upon any suspected outbreak of communicable disease.

Medication

We cannot administer prescription or non-prescription medication to your child without written authorization to do so by a custodial parent or legal guardian. Any custodial parent or legal guardian desiring that we administer medication should complete, execute and return to us our form of Authorization and Release for Medication. Any medication must be brought by a custodial parent or legal guardian, be in the original container, and be delivered to the Director. Prescription medication must have a label stating the name of the child's physician, the child's name, the name of the medication and medication directions. Over the counter medicine, including without limitation, Aspirin, Tylenol and cough syrup, will not be administered without proper doctor's instructions. Medication will only be dispensed in accordance with the written directions on the prescription label or printed manufacturer's label. You must provide a medicine dropper or measuring spoon. Medication will not be given with a regular spoon.

Participant Attire

Children who are participating in the YMCA programs are asked to wear light clothing, tennis shoes, and clothing suitable for activity play (no sandals please). Swim suits and towels should be packed for swim days. Since some of our activities are outside, sunscreen and hats are recommended. YMCA Staff are only permitted to apply spray-on sunscreen to your child. Please put your child's name on all items brought to the program.

Extra-Curricular Activities

If you sign your child up for any extra activities please make sure to inform the Youth Director. This is to ensure that your child will get to and from their lesson promptly. If you want to pick-up your child during their activity you **MUST sign them out with us before going to meet them. Any children enrolled in an activity that begins at 5:30pm and extends past 6pm must be signed out by the parent/guardian who will then bring the child to their lesson.**

House Rules

YMCA School Age programs have few basic rules. Please review these with your child. Knowledge of the rules is the first step toward good behavior.

- Speak honestly for yourself...not for anybody else.
- Be caring of others...treat others how you like to be treated.
- Be responsible for yourself, our equipment and our facilities.
- Show respect...every person is important.

YMCA Children's Services Program Goals

Grow Personally and Increase Self Esteem

Emphasize Character Development

Focus on Values –caring, honesty, respect, and responsibility

Improve Relationships and Parent Involvement

Appreciate Diversity

Become Better Leaders and Supporters

Develop Specific Skills

Create a Caring World Vision



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