



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

LAUGH LEARN GROW

• School Age •
PARENT HANDBOOK



YMCA of the Fox Cities
Appleton & Apple Creek YMCA

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PROGRAM OVERVIEW

Activities

School Age programs provide each child with age-appropriate experiences which:

- **Encourage self-esteem and develop positive self-image.** Activities include warm staff and child interactions, challenging developmental materials, consistent daily routine, interesting and diverse activities, positive adult/child and child/child communication, and stressing that each child is valued for individual achievements.
- **Encourage social interaction.** Program activities include creative play, group time, mealtime interaction, community programs, planned family activities, teacher and child initiated activities and music, song and dramatic play.
- **Encourage self-expression and communication skills.** Activities for School Age participants include group activities, storytelling, board games, arts and crafts and other teacher/child initiated activities.
- **Foster creative expression.** Activities include providing creative art materials and play equipment, using constructive toys, experiencing the fine arts through the use of community resources.
- **Encourage physical development.** Large muscle development includes group activities, sports, using playground equipment and offering classes at Y facilities. Small muscle development is enhanced through the use of puzzles, beads, creative art experience, finger play games and more.

Schedule

The YMCA School Age Program schedule varies by the age and ability of your child and may include:

- **Large Group Activities:** Children are encouraged to interact in large group motor activities, take turns, participate themselves and allow others to participate with them to develop team building skills.
- **Small Group Activities:** Children are assisted in developing fine motor activities. Skills include arts and crafts, homework assistance, board games and more.
- **Literacy/Academic Time:** Children are exposed to age-appropriate literature and are encouraged to use their imagination, to build vocabulary and to develop listening skills. Children are provided with activities

that stimulate learning as well as time to work on homework.

- **Meal/Snack time:** Children are encouraged to learn group cooperation, language development, personal discipline, positive social interaction, healthy nutrition, and to try a variety of different foods.
- **Social Skills Development:** The Y's core values of caring, honesty, respect and responsibility are reinforced in all activities and built into all lesson plans. Children will also be encouraged to practice personal hygiene and participate in the care of their environment.

Parent Involvement

- Parents are encouraged to be involved in their child's activities by visiting the program or volunteering to help with special events or projects.
- Parents who have a special hobby or talent they wish to share can do so at any time.
- Parents are provided with two opportunities to complete program surveys, parent input is used to help improve our program.

Discipline

Our goal is to guide children in becoming happy, responsible and cooperative participants through positive teaching techniques. In the event that behavior requires discipline:

- Teacher actions will not harm the child's self-image or embarrass the child, rather reinforce a positive self-image.
- Teacher actions will help children learn self-control, make good choices, identify and express their feelings with words and creative expression and develop an understanding and respect for one another's feelings.
- Teachers will communicate regularly with families regarding behavioral concerns and highlights; communication is done verbally, written, and/or by email.
- Every effort will be made by staff to enlist the cooperation of the child along with parents to solve problems as a team.
- Additional information can be found in the YMCA Child Care Policy Handbook which is available at the program center/site.

ADMISSION/ENROLLMENT

The YMCA provides safe, quality care for children at various sites throughout the Appleton area.

- Any child age 5 to 12 years is welcome to participate in the program.
- We encourage the child and their family to visit the site and familiarize themselves with the area.
- The YMCA of the Fox Cities School Age programs does not discriminate by race, color, sex, national origin, creed or special needs.
- All required forms as listed below must be on file by the first day of attendance.
- The program is licensed by the state of Wisconsin under the group child care regulations, and there will be a minimum of two trained and qualified staff available during program hours.
- Before care begins at 6:30 AM and after care ends at 6:00 PM. Care on select days outside of the normal school schedule is available at an additional fee.

School Age Program Required Online Forms

- Before/After school days of attendance
- Health History & Emergency information
- Day Care Immunization record of dates
- Payment Form
 - All fees are due in advance of service by either bank draft or credit/debit card methods.
- Parents should update all information, including additional immunizations, change of address, telephone number or family situations as needed. Please check your online account every six months to make sure all information is current.
 - Additional forms may be required, including Authorization to Administer Medication or Alternate Release/Arrival Plan to come or leave the program from home, school or other activities (only for ages 8-13).
- The YMCA of the Fox Cities believes in providing membership and program services to all who desire to participate. The YMCA's Scholarship Program, supported through contributions to the Annual Campaign, provides membership and program scholarships for those in need within our available resources. Please contact our billing department 920.954.7646 or check our webpage for more information ymcafoxcities.org.

DAILY SCHEDULE AND NEEDS

The following procedures have been developed to ensure effective operation at each of our sites with your child's safety as our main concern.

Arrival (Before School)

- Sign your child in each day on the sheet provided by the center/program.
- Children must be escorted by an adult to the program and signed in on the attendance sheet.
- Inform the site staff of any special needs for the day. If possible, write them on the parent notebook near the sign-in sheet.
- Children may not arrive prior to the scheduled starting time and Y staff must be present to accept the child.

Snacks/Meals

- A morning/afternoon snack will be served with a weekly menu available for review. The nutritional value of our snacks is in accordance with state guidelines.

Clothing

- Please be sure your child has appropriate clothes for indoor and outdoor play (boots, scarf, hat and mittens are required for outdoor winter play).

Supplies

- School Age participants will receive specific information as needed throughout the year.
- The YMCA is not responsible for lost or stolen items.
- Please do not send electronic equipment or cell phones.

Injury/Medical Emergency

- If your child is injured at the site, the staff will take whatever steps are necessary to obtain emergency medical care. These include, but are not limited to the following:
 - Attempts to contact parent or guardian directly/ immediately.
 - Attempts to contact parent or guardian through emergency contact listed on enrollment forms.
- If we cannot contact you, we will do one or both of the following:
 - Call an ambulance or paramedic.
 - Have the child taken to an emergency hospital.
 - In the event of a serious life threatening incident, 911 will be called first.

Departure (After Care)

- Only authorized persons may sign a child out of the program. Please provide a list of authorized people on the online form.
- No child will be released to the care of anyone under 16 years of age.
- Anyone unfamiliar to the staff will be asked for photo identification. For your child's protection there are no exceptions to this policy.
- Please sign your child out each day.

Emergency Evacuation

- Plans for emergency evacuation are specific to each center/site. The plans specify the location to report to in case of a tornado and the exit to use in case of a fire.
- Fire/tornado drills are practiced monthly as required by State of Wisconsin licensing rules.
- If the Y Program receives information regarding a threatening situation from Y authorities, School Administration or other credible source, the Site staff will evacuate the premises based on the situation. Children will be safely escorted from the building, with a copy of the child's file and a first aid kit.
- If the need arises, the children will be transported to safety as soon as possible.
- Parents will be notified as soon as possible with the location of their child. Please note that there are many children in each program and it will take time to contact each parent. A sign will also be placed on the door to notify parents of emergency information. Once the Y staff has been given notice to return to the building, parents will be contacted again.

No School Days

The Appleton Area School District calendar is observed. Care will be available on no school days at the downtown Appleton Y. Children must be registered in advance to attend and fees are separate from before/after school. Registrations are due 5 days in advance of the day of care, unless otherwise noted. Contract for no school days will be available online on a bi-monthly basis beginning in September.

Appleton Area School District Late Start Days (except Montessori/St. Peter)

- The Appleton Y and the Appleton Area School District have worked for several years to provide quality Out-of-School Time programs to a growing number of children and youth. A Late Start Before School Program will be in effect every second Wednesday of the month from 8:00 AM -10:10 AM. Students must arrive no later than 8:30 AM.
- Families must register month by month to allow the YMCA to plan accordingly.
- The deadline to register is the Friday prior to the Late Start date.
- All students must register & only registered students will be allowed to participate.
- Forms will be distributed from and must be returned to your site school office each month.
- Questions about the Late Start Program, please contact your **school office** directly.
- Please note that the Late Start programs are NOT a licensed program.

Summer Care

- Summer School Age/Day Camp for your child is available in a variety of locations. Please call the Y location nearest you or visit www.ymcafoxcities.org for more information.

POLICIES

Fees and Payment

- The Y uses the number of days in an average school year to calculate a flat monthly fee for Before and After school rates.
- Contracts are based on the specific day of week your child needs care (Monday, Tuesday, etc.) Changes to your child's monthly contract are due in writing by the 20th of the month prior to care.
- A registration fee of \$30/child or \$50/family max is required at the time of registration.
- Program fees must be paid each month through by monthly bank or credit card. Fees are taken out the last Friday of the month prior to the month of care.
- No credit will be given for sick, holiday or non-school days. Additionally, no payment will be required for June.
- Two weeks written prior notice to the School Age office is required to terminate the program. Normal fees will run for the 2-week notice.
- A \$30 fee will be charged for returned checks and \$10 for bank draft processing.
- If you are having difficulty with payment, please contact the business office 920.954.7646 and ask about our Scholarship Program. We will work with you on fees.

Before School Fees (monthly rates):

- 1 day/week: \$23 Y Member, \$29 General Public
- 2 days/week: \$40 Y Member, \$50 General Public
- 3 days/week: \$59 Y Member, \$74 General Public
- 4 days/week: \$76 Y Member, \$93 General Public
- 5 days/week: \$93 Y Member, \$115 General Public
- Additional morning session: \$12/session/child

After School Fees (monthly rates):

- 1 day/week: \$34 Y Member, \$43 General Public
- 2 days/week: \$59 Y Member, \$74 General Public
- 3 days/week: \$82 Y Member, \$103 General Public
- 4 days/week: \$108 Y Member, \$135 General Public
- 5 days/week: \$133 Y Member, \$165 General Public
- Additional afternoon session: \$12/session/child

Full Days Off/Snow Day Fees

- \$33/day Y Member, \$45/day General Public

Illness

- Parents should notify the center/site when a child is absent due to illness. School office personnel will not notify our staff if your child is absent from school.
- The Y does not provide sick care. Please do not bring a child who is ill to the program.
- Upon arrival at your site, each child will be observed for symptoms of illness. If a child has any sign of illness and/or fever of 101°F or higher, a parent will be contacted to immediately pick up the child.
- If a child has no apparent symptoms of illness but displays significant behavior changes and is clearly uncomfortable and not able to participate in program activities, a parent will be called to pick up the child.
- If a child becomes ill at the center/site, a parent will be contacted to take him or her home. Until a parent arrives, the child will be isolated, within sight and hearing distance of an adult. If parent cannot be reached, the staff will contact the emergency contact person listed on the child's enrollment form.
- To ensure proper staff/child ratio, ill children may not stay inside during outdoor play time. If your child needs to stay inside for a few days for health reasons, please keep him or her home.
- Medication which needs to be administered should be brought directly to staff in its original container and should contain written instructions as to quantity, time to be administered, name and phone number of doctor and any other directions for use.
 - Authorization to Administer Medication form must be given to the Y to administer medication. Forms are available at the center/site.
 - Any over-the-counter medication must be marked with your child's name and a medication form must be completed. Medication must be in original container.
 - All communicable diseases will be posted for parent information.

Late Pick-Up

- If you are running late, please call us in advance so we can plan appropriate staffing and reassure your child.
- Staff is scheduled to work until 6:00 PM. A fee of \$10 for per 15 minutes will be incurred past the closing time of 6:00 PM. Time will be determined by the cell phone time at the center.
- Chronic late pick-ups will be grounds for dismissal.
- If your child is not picked up by 6:30 PM, the local authorities will be called.

Absences

It is imperative that we are notified if your child will not be in attendance on a normally scheduled day.

- Please notify us by 7:00 AM (before school) and 2:00 PM (after school) using the phone list for each site in the last page of this book. School office personnel will not notify us if your child is sick from school.
- When a child is absent in the afternoon without prior notification, a telephone call will be made within 30 minutes of school dismissal to verify the whereabouts of the child. This call will be documented.
- Failure to follow the notification policy can result in termination from the program.

Snow Emergency

- YMCA Afterschool Program begins on the first full day of school and operates every day that school is in session. The school sites do not operate on days when school is not in session due to weather closings or an unscheduled event that cancels school.
- Emergency closings of any school apply to the Y program within that school.
- In the case of a full day closing, the downtown Appleton Y will offer care beginning at 7:30 AM. Please call the School Age office to notify staff that your child will be attending, 920.954.7641. Participants must supply their own lunch. Full day rates will apply.
- In the case of late/delayed start, the before school program will be closed. After school will operate as scheduled.
- If school close mid-day, the School Age program will close as well.
- If a school announces its closing after children have already been dropped off at the before school program but school has yet to start, parents will be called to pick-up their children.

Transition to Other Y Programs

When a child transfers to a new program, we will transfer all necessary paperwork to the new program site at the Family's request.

Withdrawal/Termination from Program

The Appleton Y reserves the right to withdraw a child from the program if, at the Y's discretion, the enrollment of the child negatively affects the integrity of the program and/or the Y's legal obligations through and under the Department of Children and Family Services. (DCF-251)

• At Parent's Request

- Two-week notice of withdrawal is required in writing to the School Age office.

- Your signature on the enrollment form verifies your agreement and understanding of this policy.

• At the Y's Request

- Notification period prior to withdrawal is not required if the withdrawal is requested by the Y program.
- The Y reserves the option to withdraw a child for any of the following reasons:
 - Non-payment of fees as agreed upon.
 - Repeated failure of parents to notify us of child's absences.
 - Repeated failure to pick child up on time.
 - Failure to provide program with forms or current medical information as stipulated by State Licensing and this handbook.
 - Continuous disciplinary problems.
 - Hostility by parents toward Y staff or volunteers.

Child Abuse Prevention

The health and well-being of your children is essential to the Y. The Y has developed a policy on Child Abuse Prevention that includes the following provisions:

- Parents are encouraged to visit program sites at any time and do not need to make an appointment to do so.
- Parents will be informed about their child's program participation.
- Staff and volunteers will be alert to the physical and emotional state of all children. When any sign of injury or suspected abuse is detected, the director will be notified immediately and a report will be made to the appropriate authorities.
- Y staff will not release a child to anyone other than the authorized parents/guardians or other individuals authorized, in writing, by parents. Sign-in/out logs will be maintained on a daily basis and kept on file at the program site.
- Y staff and volunteers will not physically, verbally or emotionally abuse or punish children.
- Y staff and volunteers will not discipline children by use of physical punishment or by failing to provide the necessities of care such as food and shelter.
- Reference checks on all prospective Y employees will be conducted, documented and filed prior to employment.
- Criminal record checks are conducted on all staff and volunteers working with children.
- Staff training will include information about the signs of Child Abuse and the appropriate procedures for responding to the suspicion of abuse.

Firearms & Concealed Carry

The YMCA prohibits any firearms or concealed weapons from entering all School Age program locations.

YMCA SCHOOL AGE PROGRAM LOCATIONS

APPLETON YMCA

218 E. Lawrence Street
Appleton, WI 54911
920.739.6135

Classical Charter

Site Cell: 920.209.5925
3110 N. Durkee St.
Appleton, WI 54911

Edison School

Site Cell: 920.0160
412 N. Meade St.
Appleton, WI 54911

Edna Ferber School

Site Cell: 920.209.0154
515 E. Capitol Dr.
Appleton, WI 54911

Franklin School

Site Cell: 920.0171
2212 N. Jarchow St.
Appleton, WI 54911

Houdini School

Site Cell: 920.209.0152
2305 W. Capitol Dr.
Appleton, WI 54914

Huntley School

Site Cell: 920.209.0174
2224 N. Ullman St.
Appleton, WI 54911

Janet Berry School

Site Cell: 920.209.0156
3601 S. Telulah Ave.
Appleton, WI 54915

McKinley School

Site Cell: 920.209.0155
1125 E. Taft Ave.
Appleton, WI 54915

Richmond School

Site Cell: 920.209.0169
1441 E. John St.
Appleton, WI 54915

APPLE CREEK YMCA

2851 E. Apple Creek Rd.
Appleton, WI 54913
920.733.6922

Appleton Montessori

Site Cell: 920.209.0101
1545 E. Broadway Dr.
Appleton, WI 54913

St. Peter Lutheran School

Site Cell: 920.470.8973
N2740 French Rd.
Freedom, WI 54913

YMCA BUSINESS/BILLING OFFICE

229 E College Ave
Appleton, WI 54911
920.954.7646



OUR MISSION

To put Christian principles into practice by promoting youth, adult and family activities that build a healthy spirit, mind and body for all.

OUR CAUSE

We are a powerful association of men, women and children, joined together by a shared commitment to nurturing the potential of kids, promoting healthy living and fostering a sense of social responsibility. We believe that lasting personal and social change can only come about when we all work together to invest in our kids, our health and our neighbors. That's why, at the Y, strengthening community is our cause. Every day, we work side-by-side with our neighbors in 10,000 communities to make sure that everyone, regardless of age, income or background, has the opportunity to learn, grow and thrive.

OUR AREAS OF FOCUS

Youth Development: Nurturing the potential of every child and teen

We believe that all kids deserve the opportunity to discover who they are and what they can achieve. That's why, through the Y, millions of youth today are cultivating the values, skills and relationships that lead to positive behaviors, better health and educational achievement.

Healthy Living: Improving the nation's health and well-being

In communities across the nation, the Y is a leading voice on health and well-being. With a mission centered on balance, the Y brings families closer together, encourages good health and fosters connections through fitness, sports, fun and shared interests. As a result, millions of youth, adults and families are receiving the support, guidance and resources needed to achieve greater health and well-being for their spirit, mind and body.

Social Responsibility: Giving back and providing support to our neighbors

The Y has been listening and responding to our communities' most critical social needs for 160 years. Whether developing skills or emotional well-being through education and training, welcoming and connecting diverse demographic populations through global services, or preventing chronic disease and building healthier communities through collaborations with policymakers, the Y fosters the care and respect all people need and deserve. Through the Y, 500,000 volunteers and thousands of donors, leaders and partners across the country are empowering millions of people in the U.S. and around the world to be healthy, connected and secure.