



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



**Y-KIDS BEFORE & AFTER SCHOOL PROGRAM  
PARENT HANDBOOK  
BEAVER DAM UNIFIED SCHOOL DISTRICT,  
HORICON, WAUPUN**

## WELCOME!

Thank you for enrolling your child into our Y-Kids Before & After School Program! We hope this program is a wonderful experience for your child and family.

The team members of the Y would like to welcome you to our program. Each of us hopes your child's experience with us is a positive one. We all share a common goal – to provide a safe, trusting atmosphere in which our children can grow, develop new interests and friendships, and have FUN!

The policies outlined in this handbook are what you may expect from Y-Kids Before & After School Program and what the team members expect from you in return. For your child's experience to be rewarding, we all need to work together.

Please take the time to become familiar with the policies and procedures of Y Child Care Programs. Failure to comply with any policies or procedures may result in dismissal from the Y program.

Please contact us with any further questions; we welcome your input.

Y Program Staff

## HOURS OF SERVICE

Y-Kids Before and After School Program Sites in Beaver Dam and Horicon open at 6:30am, Waupun site only opens at 5:45am and run until school starts (including late start days). The sites open again when school is dismissed and close promptly at 5:45pm. Sites are open Monday through Friday according to the corresponding School District Calendar.

School's Out opens at 6:30am and closes promptly at 5:45pm Monday through Friday. This program runs on days that the Beaver Dam Unified School District is off school (excluding holidays). All sites can join us at the YMCA when dates correspond.

## MISSION

The YMCA of Dodge County is a charitable association founded on Christian principles, open to all, and dedicated to building a healthy spirit, mind, and body through diversified programming.

## PURPOSE

The purpose of the Y-Kids Before & After School Program is to provide a safe, quality, child centered environment for your child/ren, during the times that you cannot be there yourself. Our program is set to accommodate working parents and offers children the chance to grow and develop in a "semi-structured" setting. Our programs are an extension of home activities and foster a positive, educational, and recreational experience for children 4 to 12 years of age.

## PHILOSOPHY

At the Y, we are committed to serving families. Our programs act as an extension to each family by providing support to children in healthy, caring, and safe environments. Each program attempts to meet the needs of each child's physical, intellectual, emotional, and social development.

## NON-DISCRIMINATION POLICY

The YMCA of Dodge County will not discriminate in its intake services or personal hiring practices based on age, race, color, sex, and/or sexual orientation, creed, handicap, political persuasion, national origin, or ancestry. The Y-Kids Before & After School Program is open to all children ages 4 years through 12 years of age and will try to provide reasonable accommodation when needed. The Y-Kids Before & After School Program are non-sectarian, non-profit programs.

## FINANCIAL ASSISTANCE

It is the policy of the YMCA of Dodge County that no person be denied membership or program participation due to inability to pay fees. Funds made available for financial assistance are provided through the United Way and the Y's

Annual Campaign. W2 and other 3<sup>rd</sup> party payments are also accepted, but parents are responsible for any unpaid portion.

## GOALS

1. Foster development of a good self-image.
2. Encourage children to take responsibility for their actions and develop independence.
3. Encourage children to learn appropriate behaviors in social settings and deepen respect for themselves, others, and their surroundings.
4. Foster positive relationships between children and adults.
5. Encourage curiosity, creativity, and open expression of ideas.
6. Offer participation in active learning opportunities according to the children's developmental level of interest.
7. Reflect the cultural diversity of the families within the program and encourage family involvement.
8. Encourage children to become leaders.
9. Encourage children to clarify personal values.
10. Have fun!

## OBJECTIVES

A. To help children develop to their fullest potential by focusing on:

1. Creating an atmosphere which provides understanding and positive communication
2. Self-awareness, confidence, and self-esteem
3. Physical skills
4. Health and nutrition
5. Fun and adventure
6. Developmentally appropriate readiness skills and academic achievement

B. To deliver a high-quality program in a YMCA environment of safety, support and caring by:

1. Having all children be safe and happy in the program
2. Broadening the community, national, and world understanding of the children and parents, including experiences that foster exposure to ethnic and cultural diversity
3. Conducting the program in accordance with the YMCA operating principles and goals

## DELEGATION OF AUTHORITY

The Site Supervisor/Group Leader, under the supervision of the Child Care Director of the YMCA of Dodge County, is responsible for the day-to-day operation of each Y-Kids Before & After School Program site. Each site's operations are developed by the Site Supervisor/Group Leader and administered with the help of the Assistant Leader. (Individual names of staff members in the above classifications are posted at each site.)

## STAFF

The Y-Kids Before & After School Program staff is made up of a group of caring individuals with specialized training in Early Childhood & School Age education. Their guidance and help will provide a relaxed yet stimulating experience for your child. All our staff meets the Wisconsin licensing requirements including CPR/AED training, Shaken Baby Syndrome, SIDS, and First Aid certifications. Staff members must attend a minimum of 15 hours of additional training throughout the year to enhance their professional growth, which needs to be documented by the Child Care Director. Staff are also required to attend paid monthly meetings. The Child Care Director assists Site Supervisors/Group Leaders with curriculum development and provides 1 hour of paid plan time per week.

## OUTSIDE STAFF CHILD INTERACTION

The Y does not allow any of its staff to baby-sit for families in their program. Exceptions to this policy are if the staff member and the family are related, or if the staff member has cared for the family previously, before the staff member or the family had joined the Y.

## SCHEDULED CLOSINGS

Y-Kids Before & After School Program are closed for School District days off as well as:

- New Year's Eve & New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day & Day after Thanksgiving
- Christmas Eve & Christmas Day



## SCHOOL AGE CURRICULUM

It is not the purpose of this Parent Handbook to provide a complete curriculum guide. Specific information pertaining to principles and standards may be obtained from the staff. In general, however, our core curriculum revolves around the child. There is a strong literacy component to our day and emphasis on the Y's core values of respect, responsibility, honesty and caring.

## EARLY MORNING/LATE AFTERNOON CARE

Children that attend early in the morning (before 8:00 a.m.) and late in the afternoon (after 5:00 p.m.) will be provided with a variety of activities, both active and quiet, that differ from those available during the main portion of the day. Breakfast will be provided in the morning. An after-school snack is provided in the afternoon.

## DAILY ACTIVITIES FOR SCHOOL AGE PROGRAMS

Activities are planned to encourage children to explore, experiment, discover, learn, create, increase self-understanding, develop social, motor and language skills, and to acquire new skills. The day is organized to be predictable for the children, yet limits waiting time for them. In addition to the specific learning activities planned for the day, the children's day may also include but are not limited to:

<b>Activity Area for Arts/Crafts</b>	<b>Building</b>	<b>Active Play (Minimum 30 min/day)</b>	<b>Dramatic Play</b>	<b>Games</b>	<b>Quiet Time</b>
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Coloring sheets, crayons, paints, scissors, markers, construction paper, beads	Lego's, Lincoln Logs, Kleenex, craft sticks, wood blocks.	Balls, scooters, bases, jump ropes, hopscotch, parachutes.	Dress-up clothes, puppets, box playhouses	Mastermind, Checkers, Uno, Cards, Sorry, Mancala, Connect 4, Jenga, Guess Who, Monopoly.	Books to read Cross word puzzles
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## DAILY SCHEDULE FOR SCHOOL AGE CHILDREN

Y-Kids Before & After School Program offers seasonal-related activities, such as art projects, dramatic play, and board games. Building sets, organized team play in the gymnasium, and an opportunity to do homework are all made available to the children. Additional activities are planned for late starts or early releases. Please see the individual site's parent board for daily schedules.

When school is closed, the Y offers full day childcare programs for school aged children in the Beaver Dam Unified School District. School's Day Out and Winter/Spring Break are separate programs. Registration is taken in advance and activities include but are not limited to art projects/crafts, board games, computer time, puzzles and building sets. Group games, outside play (pending good weather), swimming/field trips are also a part of our daily schedule.

## TRANSITIONS

Whenever children are being transitioned to another area, Site Supervisor/Group Leader will do a face to name count with the classroom roster. Counts will be done when leaving, returning to classrooms and periodically at each location. Emergency cards will be taken with teachers at all times.

## TRANSPORTATION PROCEDURES

The Y-Kids Before & After School Program school sites do not provide transportation to and from the school sites. If we take a field trip during our School's Out program, our policy for transportation is as follows.

When using any type of vehicular transportation, the center will ensure that the following procedures are followed:

### **Contracted Vehicle (School Bus)**

1. Emergency information will be carried in the vehicle with children's information, including phone numbers of parents, emergency contacts, and names, addresses and phone numbers of physicians.
2. A roster with all children's names will be carried with the Site Supervisor/Group Leader. Once on the bus, the Site Supervisor/Group Leader will do a face-to-name count to ensure all children are present. They will make sure all children are seated properly in their seat (faced forward, back against seat, feet on the floor or dangling towards the floor).
3. Once at destination one Site Supervisor/Group Leader will get off the bus and meet the children and another Site Supervisor/Group Leader will bring up the rear. While getting off the bus, the last Site Supervisor/Group Leader will examine each seat to make sure all children have exited.
4. When everyone is off the bus, and before the bus leaves, the Site Supervisor/Group Leader will do a face-to-name count to make sure all children are accounted for.

## HOLIDAY CELEBRATIONS

As part of our diverse curriculum, we learn about and enjoy a wide variety of holidays. We do not teach about religion, nor force children to celebrate holidays. If you have concerns about your child's participation in a holiday celebration, please speak with your child's Site Supervisor/Group Leader.

## GUIDANCE/DISCIPLINE POLICY

It is the goal of the Y-Kids Before & After School Program to guide children in becoming happy, responsible, respectful participants through positive, non-threatening teaching techniques. The staff works to increase children's respect for themselves by guiding them to become responsible for their own actions and to help them grow in their respect for the rights and feelings of others. We are, however, unable to provide one-on-one care, but will do our best to provide reasonable accommodation as needed.



If conflict should occur, it is our goal to work with the child, listening to what he/she has to say and trying to help resolve the conflict through effective communication. A serious discipline problem is defined as one in which a child is:

- Hampering the smooth flow of the program by requiring constant one-on-one attention
- Is inflicting physical or emotional harm to other children.
- Is inflicting physical or emotional harm to staff/ teachers.
- Is unable to conform to the rules and guidelines of the program.

Persistent discipline problems will result in parents/guardians being asked to attend a conference with the Y staff that will assist in working out an equitable solution to the problem. It is imperative that the Y staff receive **total cooperation** from the family. A parent's/guardian's unwillingness to be cooperative may result in the dismissal of the child from our program.

The Y-Kids Before & After School Program does not tolerate the use of any abusive methods such as, but not limited to, hitting, spanking, slapping, yelling, withholding of food, ridicule, embarrassment, or physical restraint. "Physical Restraint" means the use of physical force to restrict the free movement of all or part of a child's body.

Physical restraint does not include:

- Briefly holding a child to calm or comfort the child.
- Holding a child's hand or arm to escort the child from one area to another.
- Moving a disruptive child who is putting him/herself/others in danger and is unwilling to leave the area when other methods such as talking to the child have been unsuccessful.
- Intervening or breaking up a fight.

Our discipline philosophy means setting limits and expectations, guiding behavior, and helping children to learn appropriate behavior. It is solution orientated and designed to help solve problems. We use the following forms of discipline techniques in our classrooms.

### **Y-Kids Before & After School Program Behavior Management:**

1. Try ignoring minor behavior if it does not interfere with others.
2. Warning
3. Second Warning
  - Logical Consequence
    - Redirect to different activities or area, Review Program Rules
    - Negotiate and Mediate, Discussion with children, Temporary removal from situation.
4. Behavior Report (Oops Sheet)
  - Upon the first Behavior Report, the Child Care Director must be contacted.  
(A behavior report is a documentation of a situation and movement towards a positive future strategy concerning a specific child's behavior. Your Y-Kids Child Care Director can offer advice or look at other resources to help you.)
  - Meet with Family – Probationary Behavior Contract, if necessary
  - Y-Kids Before & After School Program Director will set up meeting with the Site Supervisor/Group Leader and the Family

The Y reserves the right to remove a child from this program for continual disregard of the rules and/or if he/she jeopardizes the safety of other children or staff.

**Physical or verbal abuse will never be used to resolve conflict by the Y staff, even at the parent's request. The Y, therefore, cannot allow others, including parents/guardians or children, to do so within the Y-Kids Before & After School Program.**

## **GENERAL POLICIES AND PROCEDURES**

### **Eligibility**

- Children aged 5 years through 12 years will be accepted in our Y-Kids Before & After School Program and School's Out Programs. The only exception to this is our 4K Wrap care at the Prairie View location.
- Maximum attendance in any one day will never exceed licenses or ratios.

## ADMISSION

### Enrollment Forms

Initial contact must be made with the Y-Kids Child Care Director to receive enrollment paperwork. Efforts will be made to meet with parents/guardians to review a packet of enrollment if the parent/guardian chooses to. These forms, including such things as emergency contact information, authorized persons for pick up, and health information, need to be returned 2 days before the child's first day of attendance. Open House nights will be scheduled to meet with the Y-Kids Before & After School Program staff. Contact the Y-Kids Child Care Director for these dates.

**One of the primary goals of the Y-Kids Before & After School Program is to ensure the safety and well-being of each child. To accomplish this goal, the YMCA has each Parent/Guardian complete the following according to state-required licensing standards:**

- Emergency card
- Enrollment contract
- Child-care enrollment form
- Alternate arrival/ release form
- Y-Kids Before & After School Program Registration Packet Acknowledgement Form
- Immunization Record
- Acknowledgement of Handbook (detached and signed last page of this handbook)
- Bank Draft Form (required)

Y Kids requires an accurate and current record of home, cell, and workplace phone numbers. If you change your phone number or your emergency contact, please let us know immediately.

### Registration Fees

A registration fee of \$30 per child or \$50 per family. In the event of cancellation, the fees are **non-refundable!** There will be an annual registration fee per family each fall for our Y-Kids Before & After School Program.

### Tuition Payments

Payments must be made through automatic withdrawal (bank draft). Bank drafts are required for participation in our program unless a child receives subsidies from an outside party.

The Y accepts 3<sup>rd</sup> party payments, but parents are responsible for any unpaid portion. An automatic withdrawal form must be on file for remaining fee balances. Any family receiving payment benefits from a 3<sup>rd</sup> party will also be required to complete a payment agreement for any remaining fee balances.

The Y Kids Before and After School Program is billed at a flat rate and billed weekly for part-time enrollment (AM or PM session only) and billed monthly for full-time enrollment. Billing cycles will not be pro-rated for days off or for weather-related instances. **All statements are given to the person responsible for picking up or dropping off the child. So please walk your child into their Y Kids School Site to receive them. If parents or guardians do not come in to receive their bill or if a child does not attend on a regular basis, bills will be mailed, but the Y is not responsible for delays caused by the postal system.** All balances must be paid in full to participate in other YMCA programs.

Our School's Out program is included in the registration fee for Y Kids Before & After School Program; however, each day is a separate fee. These amounts are paid upon registering each day. Registration forms are available two weeks before the scheduled School's Out.

For illnesses lasting 3 days or longer, please bring in/fax a doctor's excuse to avoid being charged for the days absent.

For illnesses lasting less than 3 days, you will not be credited.

**Anyone exceeding 2 missed payments will be asked to pay the balance in full or they will not be able to return to any childcare program.**

## WITHDRAWAL/DISENROLLMENT POLICY

### **Parent Termination**

It is the responsibility of the parent/guardian to notify the Y in writing **two weeks** in advance prior to the date of withdrawal.

### **Mutual Decision between YMCA and Parent**

If the Y and the parent/guardian agree that the placement of a child is not in the child's best interest, the written notification of 2 weeks will be waived.

### **Y Termination**

If a parent/guardian and Y staff are unable to come to a mutually satisfying course of action after identifying and processing a problem, the Y-Kids Child Care Director reserves the right to cancel the enrollment of the child for one or more of the following reasons:

1. The child has special needs of which the staff or the facility is unable to meet effectively.
2. A parent/guardian fails to observe the policies set forth by the Y.
3. If the child cannot adequately adjust to the program.
4. Outstanding balances for services that exceed 2 billing cycles.
5. The child is consistently displaying behaviors that jeopardize the safety of the other children and/or the staff.

### **Termination Policy**

The Y-Kids Before & After School Program reserves the right to disenroll a child if his/her behavior is harmful to the other children, the staff, or to him/herself. Steps taken to help the child learn more appropriate behavior will be documented, and parents will be informed, preferably during a parent-teacher conference, that a child's enrollment is in danger of being discontinued if the behavior continues. Decisions regarding enrollment termination (and the timeframe involved in making this decision) are based upon the severity of the behavior, the child's age, the length of time the behavior has been occurring, and the family's willingness to work with Y staff to help the child.

A child may be disenrolled if a parent is not cooperative, fails to pay, fails to submit health forms, or fails to observe hours of operation.

Management reserves the right to terminate a child's enrollment if the child cannot adequately adjust to the program.

## **SCHOLARSHIP POLICY**

The Y believes in providing membership and program services to all who desire to participate in the Y regardless of ability to pay. Financial scholarships are available and are supported with contributions from Y friends through our Annual Campaign and United Way of Dodge County. Please call 887-8811 for more details.

## **ILLNESS**

The site cannot care for an ill child. Site Supervisors/Group Leaders will consult with the Y-Kids Child Care Director, when making the decision that an ill child is to be sent home. Please do not bring your child to the site if they are displaying any of the symptoms listed below, as staff will not allow an ill child to remain at the site. A child is considered ill when observed to have any of the following symptoms:

- Temperature 100.5 degrees or higher
- Vomiting
- Diarrhea
- Symptoms of communicable diseases (COVID-19, RSV, Croup, etc.)
- Constant cough, especially a barking or croupy cough
- Heavy (green) nasal discharge
- Symptoms of a contagious virus (including cold sores)



- Undiagnosed rash
- Discharge from the eye
- Excessive atypical behaviors (whining, crying, tiredness)
- Inability to participate in regular daily activities.
- Lice, nits, or other scalp conditions

A parent or guardian will be contacted to pick up your child. **Your child needs to be picked up within one hour after contact.** We need your cooperation to help our site/center be as healthy as possible. Your child will be isolated from classmates until picked up from the site/center. A child must be symptom-free for a full 24 hours before they may return to the center. **The child cannot be on medications that would mask these symptoms during this 24-hour period. No child shall return to the center until a full 24 hours after fever, vomiting or diarrhea has stopped.**

Communicable diseases (RSV, chicken pox, measles, COVID-19 etc.) will be reported to the Dodge County Health Department according to licensing regulations. Illnesses are also posted when children have been exposed. Children must have a written doctor's permit to return to the program after recuperating from a communicable disease.

## HEALTH CARE

Universal precautions are to be used at all times. Both Y staff and children's hands shall be washed with soap and warm running water before and after handling food and after toileting. Glove usage is recommended, and proper disposal is required. Disinfecting surfaces before and after usage is required by Y staff. Toys are disinfected on a regular basis to avoid the spread of disease.

## HEALTH INSURANCE

Parents are responsible for any medical expenses related to any injury their child incurs while participating in the program. The Y does not carry supplemental health insurance for any of its programs. Please file any medical claims with your personal health insurance company. In the event of an injury, appropriate accident forms must be completed.

## MEDICINE

Our Site Supervisors/Group Leaders are not medical professionals. They are here to teach and nurture your child. We request that parents adjust the timing of their child's medication so that doses are given at home as much as possible. If other arrangements are needed, please see the Y-Kids Before & After School Program Director.

Y Staff will administer medication to your child only under the following circumstances:

1. The prescription is in the child's name and the parent has filled out an **Authorization to Administer Medication Form**. The medicine must be in the original container with labels intact.
2. Over-the-counter medication may be given but must be directed in writing by a physician. Medication must be in its original container with a label intact. Staff will not dispense more than printed recommended dosage. Child's name (first and last) and the dosage must be written on the container. All over-the-counter medications require a physician's authorization slip.
3. All medications will be stored in a locked container at the Y-Kids Before & After School Program site.
4. Cough drops are a choking hazard and will not be allowed.
5. Staff records all medications administered on the Authorization Form and in a Medication Logbook. Parents must write each day/time the medication is to be given for staff to follow.

## FOOD/NUTRITION PROGRAM

Breakfast is available each day prior to 7:30 a.m. Afternoon snacks will be available for school age children when they arrive at the site after school.

All breakfast & snacks are prepared according to licensing guidelines established by the State Department of Health and Family Services. A weekly menu is posted in each of the classrooms.

It is the parent's responsibility to list on the child's enrollment/health forms **any** allergies the child may have. Please keep staff informed as to any new allergies, particularly food allergies. Please let staff know of any other dietary needs your

child may have. We will try to work with you, within licensing regulations, to meet those needs. Physician documentation may be required.

If a caregiver chooses to supply the child with meals from home, our center will provide the caregiver with information about the minimum recommendations specified by the U.S. Department of Agriculture Child and Adult Care Food Program.

If your child's meal does NOT meet the minimum guidelines established by the CACFP, our center will supplement with the missing components that are recommended by the U.S. Department of Agriculture Child and Adult Care Food Program.

Birthdays or other special treats are welcome. Please see your child's teacher regarding any food allergies in the class and a list of healthy snack suggestions. Homemade treats will be packaged and sent home.

**Gum, candy, and/or soda should not be brought to any Y-Kids Before & After School Program sites.**

## MEALTIME ROUTINES

Mealtimes are meant to be a relaxed and social time. Many skills, including language, social and fine motor skills are learned during mealtime. Hands are to be washed before and after each meal and snack with running water. Children will sit at the tables during meals, with teachers joining them as much as possible. Children are encouraged and expected to use age-appropriate table manners. Breakfast & snacks are provided by the Y. Lunch is not, so parents/guardians must provide this for their child when necessary. Children are encouraged, but never forced, to try each type of food provided by the Y and/or parent/guardian. Food is never used or withheld as a punishment. When finished eating, children will discard any uneaten food and disposable products in a covered waste container.

## REPORTING OF CHILD ABUSE/NEGLECT

The staff of the Y-Kids Before & After School Program are required to report incidences of children who appear to be emotionally, psychologically, physically, or sexually abused, or neglected to the Dodge County Child Protective Services or to the police. Suspicions of abuse or neglect will be documented and placed in a confidential record. Staff are trained annually in identifying signs of abuse.

## EMERGENCY PROCEDURES

### Injuries

Minor injuries will be treated using simple first-aid. Parents/guardians will be notified of all minor injuries when picking up their child. If the injury is more severe, we will attempt to contact a parent or guardian first. If a parent/guardian cannot be reached, an attempt will be made to contact the emergency people listed on the enrollment forms. If no one can be reached, the Y will contact the child's physician and/or an ambulance. If a child needs to be transported via ambulance, he/she will be taken to the closest available hospital accompanied by a Y staff member. In case of an extremely serious injury, an ambulance would be called first before the parents are contacted. Ambulance service is provided by the local EMS. Staff are required by state licensing regulations to record all injuries. The Y requires parents to sign the accident report indicating that they have been notified of the injury. If a child is injured or becomes ill while off site, staff will determine if the situation can be safely handled at the site, if the group needs to immediately return to the center, or if an ambulance needs to be called. While on field trips, staff will have a first aid kit and cell phone with them. All Y staff are trained in First Aid, Child/Adult CPR, and the use of universal precautions. Single use disposable gloves shall be worn if there is contact with blood-containing body fluids. Hands will then be washed with soap and water and the gloves will be discarded in a plastic bag.

## MISSING CHILD

If a child is found to be missing; childcare staff will follow these procedures:

- Alert Y-Kids Child Care Director and other staff that a child is missing.
- Staff will immediately search the entire facility and surrounding area.
  - If a child is missing on a field trip, staff should notify the appropriate personnel on the site and an official search of the site, and the surrounding areas will be made.

- If these attempts fail, parents and police will be notified.
- If the child is found within minutes of the search, parents will be notified by the Y-Kids Child Care Director.

## EXTREME TEMPERATURE POLICY

Daily outdoor playtime is a healthy, important part of our program. Children attending should be in good health and therefore be able to go outside. Be sure that your child has **weather-appropriate outerwear**, including a hat, mittens, boots, and snow pants for winter play.

If the temperature with wind chill is below 32 degrees F, the Y staff will use their discretion as to the length of outdoor playtime. There will not be outdoor playtime if the temperature with wind chill is 0 degrees or below. If the temperature with heat index is at 90 degrees or above, the group will not go outside as well. In either situation, gross motor activities or active games will be planned in the building.

Indoor space temperatures will remain between 68 and 72 degrees. If the building loses services including (but not limited to): air conditioning, water, and electricity, all parents will be notified immediately by phone and children will need to be picked up within one hour.

## EMERGENCY PLANS

Fire and/or tornado drills are practiced monthly, with evacuation routes posted at each site/classroom. In case of a building safety concern, such as power outage, no water, furnace not working, etc., building management will decide if the children can be safely cared for, and if not, parents will be called to get their children.

## SCHOOL CLOSINGS

- Late starts due to inclement weather – Programs run but are extended.
- Early Release due to inclement weather – Programs DO NOT operate.
- Cancellations due to inclement weather – Beaver Dam Unified School District

Please listen to 95.3 WXRO for announcements or check the Y's Facebook page.

## PETS POLICY

Occasionally, a classroom may have a class pet. Children learn responsibility and companionship by helping care for the pet in ways such as feeding them. All pets are cared for according to licensing regulations and are included in our insurance policy. If your child has animal allergies or fears, please let the staff know. If pets are added after a child is enrolled, parents will be notified in writing prior to the pet's addition to the center.

## ARRIVAL/DEPARTURE OF CHILDREN

Hours of Operation: The Y-Kids Before & After School Program opens at 6:30 am and closes at 5:45 pm.

When dropping off and picking up your child(ren), check in with your child's Site Supervisor/Group Leader so they can sign them in on the attendance clipboard. If someone else will be dropping off or picking up your child, please make sure you inform them of the proper procedures.

The parent/guardian is responsible **for bringing the child to the classroom where Y staff is available to greet the child**. Parents need to verbally tell the teacher in the room that they are dropping off or picking up their child. At this time, the child will need to put their accountability card "in" to the designated box to ensure that all children are always accounted for throughout the day.

**Children will only be released to authorized parents/guardians or to a person designated on the enrollment form or authorization permission slip.** A photo I.D. must be shown to verify identity. Prior written consent from the

parent/guardian must be on file to release the child to a designated person. Please let us know at drop-off time if someone else will be picking up your child, so we can verify that we have them on file. If your child's arrival time or departure time will vary more than ½ hour from the time contracted by the parent, the site should be notified. Any authorized adult who seems to be under the influence of drugs/alcohol will be brought to the attention of the Y-Kids Child Care Director and proper actions will be taken.

If children are to be picked up during the scheduled outside time, parents need to come out to the group to sign the child out for the day. Children will only be able to leave without a designated adult picking them up if written permission is on file.

Because of licensing rules, a child cannot remain at the site/center after 5:45 p.m. Late pick-up is considered any time after 5:45 p.m. for children in the school-age programs. Late pick-up will result in late fee charges. A penalty of \$1 for each one-minute increment after the stated ending time will be assessed.

## CONFIDENTIALITY

The childcare staff is ethically and legally required to maintain confidentiality for children and families. Please respect this and help us in this matter. This includes, but is not limited to:

- incidences between children
- behaviors of specific children
- teacher/child interactions
- information about other families
- information regarding children with posted illnesses
- information regarding children with special needs whether it be physical, emotional, or cognitive.

Custody changes must be brought to the Y-Kids Child Care Director's attention so the proper actions can be taken. The childcare teachers are responsible for guiding the children's behavior while in our care. Parents may not discipline other children in our program.

## Parent Communication

*Parents are required to notify the center immediately of any changes in address, telephone numbers, employment, authorized pick-up persons, or emergency contacts. We must be able to reach you at all times!*

Please feel free to speak with your child's Site Supervisor/Group Leader on a regular basis. To ensure program quality and safety, it is important that you maintain open lines of communication with the staff regarding your child.

A complete copy of the Y-Kids Before & After School Program Policies and the State of Wisconsin Licensing manual are available at each site should you have further questions. Medical logbooks are also kept at each site and in the classroom.

## PARENT/TEACHER CONFERENCES

Your child's Site Supervisor/Group Leader will be available for communication daily throughout the year and written communication might be used as well. Parent/teacher scheduled conferences will be held every April and November. Individual conferences may be requested by parents or the Y-Kids Before & After School Program staff at any time of the year and efforts will be made to accommodate. This is to be available unless denied by court order.

## NEWSLETTER

A monthly newsletter containing information about upcoming events, reminders, special activities, and curriculum information will be provided to each family typically around the beginning of the month. Additional notes/letters will be handed out when things arise as well. Please read!

## CALENDAR

Each month a blank calendar will be sent home for your family to complete with your child(ren)'s schedule for the upcoming month. Please be sure to return it to the teacher no later than the 15<sup>th</sup> for the upcoming month. Calendars are used to create schedules for our teaching staff, so it is very important for us to have accurate dates of attendance.

## PHONE AND WRITTEN COMMUNICATION

If we are unable to speak with you in person, Y-Kids Before & After School Program staff will notify parents by phone or by written notes whenever a situation arises that we feel you should be aware of. We request that parents keep the Y-Kids Before & After School Program staff informed of your needs, concerns, and feelings as well.

## PARENT BOARDS

Please check the bulletin boards near the room entrance daily. Information regarding upcoming events, lesson plan activities, teacher requests, field trips, rules, the state license, compliances or noncompliances and a summary of the classroom's daily activities will be posted on this board. Stay up to date with what is happening – read the bulletin boards!

## LOST AND FOUND

The Y is not responsible for lost or stolen articles. Please label all belongings and bring only necessities to the center. A lost and found box is located at each Y-Kids Before & After School Program site or at the Welcome Center in the lobby of the Y.

## CLOTHING/ITEMS FROM HOME

The site tries to provide all the materials children need to be safe, busy, and happy while in our care. **Please do not bring toys from home unless okayed by the Site Supervisor/Group Leader.** Your child's teacher may on occasion request materials for special projects (such as shoe boxes or plastic soda bottles). Please be sure to label any items brought to school from home.

As we try to get outside every day, it is necessary to have weather appropriate clothing. Shoes with rubber soles are much safer for everyday activities. It is always better to dress your child with a sweater or sweatshirt that can be removed. Caps and mittens are sometimes necessary for cool spring/fall days, even though they are not needed for the ride to school. Again, please label all outer clothing: boots, coats, mittens, snowsuits, etc.

Out of respect, we do not allow the children to wear hats in the classroom.

Items from home must be well marked with the child's name.

## REVIEW OF PARENT/GUARDIAN RIGHTS AND RESPONSIBILITIES

### Parents/Guardians have the right to:

- Know their child is well cared for in a safe environment, where they are free to select from a variety of learning materials and activities.
- Share concerns with staff about anything that is in the best interest of their child.
- Know about any changes in policies, procedures, and fees.
- Enter the childcare facility at any time during its operating hours, within rules set by the governing facility.

### Parents/Guardians are responsible for:

- Observing the policies of the Y-Kids Before & After School Program.
- Providing written consent to the teaching staff of administering medication, field trip permission, authorizing a pick-up person, etc.
- Completing all enrollment forms and providing current medical reports, phone numbers and emergency contact information.
- Informing staff if a child has had, or has been exposed to, a contagious illness.
- Keeping track of, along with their child, all personal belongings.
- Obtaining their child's bill from the Y-Kids Before & After School Program staff weekly for the Y-Kids Before & After School Program.
- Giving a two-week written notice prior to the last day of attendance of their child.

Please detach and sign this page, then return it with your child(ren)'s registration information.

After reading the handbook, please sign and date below that you have received a copy of the handbook, and that you have read it (or intend to read it). By signing, you agree to follow the policies and procedures outlined in this handbook, or risk your child being unenrolled from this program. Please feel free to ask any questions or concerns that you have many have.

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

Parent's Name: \_\_\_\_\_

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

*Revised July 2023*