



Dear Parents:

Welcome to the McPherson Family YMCA Y-Kids Program. We are excited to have your child spend part of their day with us. The philosophy of our program is to provide safe, educational, and affordable care for all children K-5th Grade.

Your child will be cared for by well trained, positive adult role models and participate in activities such as recreation, arts and crafts, character development activities and much more!

The YMCA believes in four-character values of Caring, Honesty, Respect and Responsibility and you will see these values emphasized in each of our Y programs.

This Parent Manual is designed to provide you with an understanding of our basic policies and procedures to ensure a great experience for you, your child, and staff. Please do not hesitate to contact us with any questions, concerns, or ideas!

Y-KIDS PARENT MANUAL AS OF AUGUST 09, 2022

MISSION STATEMENT: The McPherson Family YMCA is united in a common effort to put Christian principles into practice to enrich the quality of spiritual, mental, physical, and social life for our community. We are a non-profit charitable association and we welcome all regardless of race, religion, age, gender, income, and ability to pay.

SCHOLARSHIP PROGRAM: YMCA programs and services are designed to benefit persons of all backgrounds. Y fees are based on cost of providing each program. Financial assistance is available for those who qualify based on gross income and number in the household. The YMCA also contracts with the Department of Children and Families (DCF). You can contact DCF at (620) 241-3802 or 115 East Euclid St, McPherson, KS 67460. Generous donations and United Way funding help make YMCA scholarships available to others that don't qualify for DCF assistance.

- A maximum of 50% YMCA scholarship is available for childcare services. If completed paperwork is not turned in and kept current, the parents will be responsible for payment in full.
- If the DCF Family Share creates a hardship for the family, they can apply for YMCA scholarship and their case will be considered.

ADVISORY COUNCIL: The YMCA Program Committee acts as the Child Care Advisory Council and is made up of board members and YMCA staff. The focus of the Committee is to recommend policies, evaluate the program, and make suggestions for improvement to the YMCA Board of Directors. The Committee meets on an as needed basis to determine necessary changes to the program.

LAWS AND RULES GOVERNING THE Y-KIDS PROGRAM: The YMCA strictly follows the rules and regulations of the Kansas Department of Health and Environment (KDHE). These laws and rules are available for review on request at each child care location or www.kdhe.com.

CONFIDENTIALITY: All family records are confidential. Only authorized staff and regulatory agencies have access to files. No information will be released to any other person or agency without the parent/guardian's written permission.

TAX PREPARATION DOCUMENTS: Tax ID # for the McPherson Family YMCA is 48-0650061. You will need to retain this number and ALL YOUR RECEIPTS for your tax purposes. Tax statements will not be mailed out, but you may ask for a print out at the Front Desk or it is available on your online YMCA account.

YMCA MEMBERSHIP/EVERYONE BELONGS: The Y is a membership based non-profit charitable organization dedicated to youth development, healthy living and social responsibility. Youth memberships are available for \$114.00* per year or \$9.50* per month by bank draft and provide member benefits for reduced rates in most Y programs. YMCA membership is NOT required for enrollment in our Y-KIDS program but is encouraged. If you attend Y-KIDS regularly, **you will save approximately \$300 more per year** by joining the YMCA. For more information, visit the Y website at www.mcphersonfamilyymca.org

* Subject to periodic rate changes with prior notification

Y-KIDS PROGRAM DIRECTOR & SITE CONTACT INFO:

Danielle Horn; YMCA Y-Kids Director	childcare@ymca-mrc.org
Office # 620-241-0363	Cell # 620-245-5642
Lincoln Site	Cell # 620-245-1894
Cell # 620-241-0363	Address: 900 N Ash St
	Door #16
(Lincoln phone will be the primary summer phone)	
Washington Site	Cell # 620-245-1892
YMCA Site	620-241-0363
	Address: 128 N Park St
	Door #4
	Address: 220 N Walnut St

PAYMENT INFORMATION & FEE POLICIES:
 YMCA BOARD APPROVED RATES AS OF July 12, 2022

School Year Weekly Rates			
Member	\$42/Wk.		
Non-Member	\$52/Wk.		
School Year Full Day Rates		School Year Half Day Rates	
Member	\$25/Day	Member	\$13/Day
Non-Member	\$31/Day	Non-Member	\$16/Day
Enrollment Fee *			
Per Child	\$5		
Late Fees			
Late Picking Child Up	\$1/Minute		
Late Paying Weekly Fee	\$5/Wk.		

YMCA BOARD APPROVED RATES AS OF MARCH 04, 2022

Summer Weekly Rates	
Member	\$120/Wk.
Non-Member	\$150/Wk.
Enrollment Fee *	
Per Child/Per Season	\$5
Late Fees	
Late Picking Child Up	\$1/per minute
Late Paying Weekly Fee	\$5/WK.

* Enrollment Fee is not financial aid eligible.

- Payments are made by monthly draft (credit card, checking or savings), weekly payments to the McPherson YMCA Front Desk or through online registration via www.mcphersonfamilyymca.org. Participants on YMCA Scholarship or DCF will NOT be able to pay online and must register through the McPherson YMCA Front Desk.
- Weekly payments are due Friday by 6:00 pm the week prior to care.
- **If balance is not paid by Friday of the second week, your child will not be able to attend Y-KIDS the following school week.**
- **If balance is not paid by Friday of a summer week, your child will not be able to attend Y-KIDS the following summer week.**
- **You will be assessed a late fee. Your child's spot in Y-KIDS may be given to the next child on the waiting list.**
- Payment is required for your child's slot. The YMCA will not prorate for any absences (Illness, Vacation, Holidays etc.) or due to inclement weather.
- Accounts must be current for children to participate in Full Days, during the school year.

DCF PAYMENTS: DCF participants are required to pay the \$15 enrollment fee along with the regular fees until approval confirmation has been received from your caseworker. Instructions for making payments on the telephone are:

1. Call 1-800-997-6666
2. Follow instructions, when prompted, enter the number found on the front of your card.
3. Listen to your child care benefits balance, and then select more options (press 2). Then select the child care option (press 4).
4. Next, select transfer funds to your child care provider (press 2).
5. When asked, enter provider's ID number (YKIDS = C126194). To enter this number via telephone press 2 for C, then enter *126194, followed by the amount you wish to transfer, and your PIN. Make sure when you enter the amount you want to pay you enter the amount and cents. (for example: if you want to pay 132 you need to enter 13200)
6. After you make your payment online or by phone, email deedenelson@ymca-mrc.org how much to apply to each week and/or child. When you receive your childcare allocation on your card at the beginning of each month, you can prepay for that entire month. Otherwise, you will need to transfer the appropriate amount by each Friday at 6:00 pm to cover the cost of the upcoming week's care. Any overage or regular fee, such as field trip costs and late fees, must be paid by the parent at that time. *At any time in which DCF terminates the participant's contract, the family will be required to pay*

from that date forward. Parents are to communicate to the Program Director any changes in work or DCF benefits as they arise. DCF participants that wish to apply for financial aid may do so, but financial aid will only be used on your family share portion.

LATE FEE POLICY:

- If your payment is not received by Friday of the week before care, you will receive an email on Monday notifying you of the balance due. After one week past due, you will receive another note reminding you of the balance due. This notice will account for the previous balance due, as well as any other fees that have accrued since the first letter was given to you.
- Payments that are received after the due date will be subject to a \$5.00 late fee that will be applied on the week/month payment was missed.
- There will be a late fee assessed for children that are picked up late. After a five-minute grace period, a fee of a \$1.00 per minute will be charged.
- The law enforcement will be contacted if a child has not been picked up by 6:30 PM. YMCA staff will make every effort to contact parents, emergency contacts, and additional authorized person to pick up the child before authorities are called.

HOURS OF OPERATION: Our School Year Program is open Monday through Friday from 3:06 pm until 6:00 pm on normal school days. On early release days we begin Y-KIDS at the time of dismissal; which is normally 12:30 pm. On USD 418 planned full days out of school (teacher's in service, some holidays, etc.), we operate out of McPherson Family YMCA from 7:30 AM – 6:00 PM. Y-KIDS is not offered on New Year's Day, All Schools Day, Memorial Day, Labor Day, Thanksgiving, Christmas Eve Day and Christmas Day. The YMCA reserves the right to not provide care on full days if the minimum RSVP's are not met.

- Our Summer Program is open Monday through Friday from 7:30 am until 6:00 pm.
 - Program starts at Lincoln School, please enter through Door #16, west side of Lincoln off Ash street.
 - At 1:30 PM on Monday Tuesday Wednesday and Friday the children will be transported by the USD #418 bus to the YMCA; where children will be until 6:00 PM
 - At 1:30 PM on Thursday (per scheduled dates) the children will be transported by the USD #418 bus to the Water Park, where the children will be until 6:00 PM
 - On Field Trip Thursdays (per scheduled dates) the children will be transported by the USD #418 bus to the out of town field trip and children can be pickup at the YMCA after field trip or by 6:00 PM.

YMCA SNACK: A nutritional afternoon snack is provided each day. On full days at the YMCA, a snack is served in the morning and in the afternoon. The YMCA follows the YMCA of the USA HEPA (Healthy Eating and Physical Activity) guidelines to ensure your child receives a well-balanced and nutritional snack. Starting at the end of July the YMCA will provide a morning and afternoon snack. Menus are prepared by the YMCA and posted.

If your child has special dietary needs or allergies, please notify the Program Director at the time of enrollment. A healthy substitution will be provided on days that they cannot eat what is on the menu.

Starting at the end of July each child will need to bring a sack lunch. See summer calendar for the exact date.

SCHOOL YEAR FULL DAYS:

- Full days are 7:30 AM - 6:00 PM on days in which school is not in session.
- You must RSVP by registering and paying for the full day by the deadline in the notice handed out prior to a full day. There are no refunds if you choose to not attend the full day.
- On full days at the Y, all children need to bring a lunch with a drink. Please avoid foods that need refrigeration or are low in nutritional value, as well as those that have excess sugar. If your child forgets their lunch, the parent will be called to have them bring a sack lunch. If the parent does not respond your child will be provided a peanut butter sandwich and additional items on hand.

SUMMER USD 418 BREAKFAST AND LUNCH: USD #418 will provide breakfast and lunch through the USD #418 Summer Lunch Program. If you choose to send a sack lunch with your child, please adhere to the following guidelines:

- The lunch should be labeled with the name of your child.
- Perishable foods and drinks shall be in an insulated sack or box with a coolant.
- Please avoid foods and/or drinks that need refrigeration or have excess sugar, as well as those that are low in nutritional value.
- Starting at the end of July each child will need to bring a sack lunch. See summer Calendar for the exact dates.

AGES/GROUPS: Kindergarten through 5th grade.

TRANSPORTATION: Children are transported to and from most trips by USD 418 school buses. If a child is left at a school, or whenever necessary, YMCA staff cars may be used to transport children. There will always be two staff members present in these instances. Y-KIDS participants will sit in the back seat with seat belts worn. The YMCA will not provide transportation to or from extracurricular activities. If your child participates in an after-school activity the parent is responsible to find transportation to the program site.

CHECK-OUT PROCEDURES: Parents or an authorized person are required to sign and record the time of pick-up each day on the daily sheet provided. Children will only be released to authorized person listed on the child's enrollment form. Staff will ask for an ID until they become familiar with persons picking up child/children. If, for some reason, a person other than an authorized person will be picking up the child, a note stating that person has permission should be given to the staff person in charge. The signature will be checked against the file and note placed in the child's file and ID is required. **Permission for someone to pick up a child cannot be given over the phone. Permission must be given in writing to the staff.**

No child will leave the site without a parent's authorization. If a child in care is to participate in activities (on site only) the parent should provide written approval stating the time for the child's arrival and departure from the site for the activity. No child can walk or bike home. If a parent wishes a child walk or bike home the parent must come to the site and sign the child out.

PERSONAL BELONGINGS: Please do not send children to child care with knives, matches, action figures/dolls/toys, electronic games, blankets or other equipment unless requested. All belongings should be marked with a child's name. The YMCA does not accept responsibility for articles lost or damaged. If problems are caused by any items brought from home, the child will be asked to put the item away and it will not be permitted to return.

VACATIONS AND HOLIDAYS: Y-KIDS follows USD 418's school schedule. See our payment sheet for dates Y-KID's is closed. Y-KIDS is not offered on New Year's Day, All Schools Day, Memorial Day, Labor Day, Thanksgiving, Christmas Eve Day and Christmas Day.

CLOSURES: The Y-KIDS program will close if

- School is cancelled.
- School closes early other than scheduled early release days.
- Fees will not be refunded because of school closures.

TERMINATION POLICY: A two-week notice is required before removing your child from the program. Less than a two-week notification will require full payment for two weeks. Weeks paid for in advance will not be refunded unless you are paid more than two weeks in advance.

FIELD TRIPS: Parents will be notified in advance of field trips and a field trip release form should be signed and returned by parents before the child can go on the trip.

PERSONNEL: A staff/child ratio of 1:15 is maintained to ensure individual attention and proper supervision. The Site Coordinator and Site Assistant(s) who are responsible for the day-to-day operation of the program, are trained according to state guidelines.

SUPERVISION: Children will always be supervised by a staff member. Whether inside or outside, the staff person will position him/herself so that all children in the area can be easily seen.

DISCIPLINE PLAN: The YMCA's philosophy of discipline is based on respect for the child's self-esteem, setting reasonable limits and consequences, and encouraging increased self-discipline. Only constructive methods of discipline shall be used to promote good behavior. The staff will work with the child and cooperate with parents to resolve any problems that may arise.

When inappropriate behavior occurs, we will:

- Redirect behavior
- Discuss problem with the child to determine cause and help child find ways to resolve it
- Assign a special task or responsibility that will help to build their self-esteem

At times it may be necessary to:

- Separate a child from the group (with supervision) allowing him/her to think about the situation. The child may rejoin the group after he/she has spoken with a staff person and is prepared to cooperate with others.
- Administer time out from play period, free time, or group activities.

If a child does not respond to these consequences, we will:

- Issue a behavior report, which will go to the parent. The report will consist of inappropriate behavior, the consequences, and the child's signature, which indicates he/she fully understand the purpose of the report.
- After two reports the site director will request a conference with the parents and the child.
- After three reports the child will be suspended from the program for one week with a 24-hour notice. A conference will be required before the child is able to re-enter the program.
 - Payment is required for the week of suspension.
- After five reports, the child will be expelled from the program with a 24-hour notice.
 - Payment is required for the week of expulsion.

BULLYING :

The YMCA prohibits bullying in any form by any student, staff member, or parent towards a student or a staff member.

ABSENCES: If a child will be absent from the program for any reason, it is the responsibility of the parent to notify the YMCA before noon at 620-241-0363. You may also leave a message on the site cell phone. Lincoln Site phone number 620-245-1894, Washington Site phone 620-245-1892. You may also contact the Y-Kids Program Director at 620-245-5642 or email the program director at childcare@ymca-mrc.org. The school does not notify the Y of absences During the summer the main contact number for the site will 620-245-1894.

MEDICATION: Medication will be given at the site only when it is necessary. When medication is to be given, the following procedure must be followed.

1. Parent must complete and sign the KDHE Authorization for Dispensing Medication form.
2. Parent should bring the medication in its original container to the site director (medication should not be sent with the child). The medication must remain in staff custody. Parent must also bring in medication information or forms provided by the pharmacy and discuss it with a staff member(s).
3. The prescription label should contain the child's name, date the prescription was filled, the name of the licensed physician or licensed nurse practitioner who wrote the prescription, the expiration date of the medication and specific legible instructions for administration and storage of the medication.
4. The YMCA prefers not to dispense over the counter medications. Please only bring in prescription medications when it is necessary.

Medication will be locked away to ensure that it is only accessible by Y-KIDS staff. When medicine is administered, staff will make certain the child is receiving the correct dosage at the appropriate time, as stated on the bottle and discussed with the parent. Records will be kept for each time medication is administered.

ILLNESS: When a child becomes ill at the site, the parent will be notified to pick up the child as soon as possible. If the parent cannot be reached, the emergency contact persons (listed on child enrollment form) will be called until someone is reached to pick up the child.

COMMUNICABLE DISEASES: If a child has been sent home from school with a communicable disease, the child will not be admitted to the site until after he/she has been readmitted to school. If a child is sent home with chicken pox during the summer child care program, the site director will examine the child when he/she returns to determine if the child can be admitted. With any other communicable disease, a doctor's release may be requested before the child can be readmitted to the program.

When a child is known to have a communicable disease, all the parents at the site will be notified so that they can watch their child closely for symptoms.

HEAD LICE: Head lice are very common today! The following is the YMCA's procedure:

1. If a child is sent home from school for having head lice, the child may not re-enter the program until the school has admitted the child. During the summer, a letter from a doctor or health department will be necessary to re-admit the child.
2. If a child is found to have head lice at the program site, the child will be isolated, and the parent contacted to pick the child up as soon as possible.
3. All parents at the program site will be notified immediately in writing of the presence of head lice.

EMERGENCY PROCEDURES: Parents of all children in YMCA childcare are required to submit a medical release form giving the YMCA permission to seek medical attention for the child in case of an emergency. In case of an accident, the following procedures will be used:

1. A member of the staff will carry out the immediate first aid for minor accidents.
2. In case of serious accidents, a staff member will notify the parents.
3. In case the parents or designated person cannot be reached, the site director will have the authority to call the designated physician and/or call the local emergency unit for treatment and accompany the child to the hospital and stay until the parent/guardian arrives. *(Please make sure the emergency contact listed is close enough in proximity to be able to get the child.)*

Fire Policy: Fire drills are conducted monthly. Y-KIDS Program follows the school policy of administering fire drills. In case of a fire the children will be removed from the site and all parent's or emergency contacts will be notified.

Tornado Policy: Tornado drills are conducted monthly. Y-KIDS program follows the school policy of administering tornado drills. In case of a tornado children will be placed in the safest possible area of the building.

Bus Policy: Bus drills are conducted monthly. Y-KIDS program administers bus drills. In case of a missed bus, the child is to immediately go to the school office and report they missed the bus. School personnel will contact the YMCA and keep the child in the office until YMCA staff arrive to pick up child.

REPORTING SUSPECTED CHILD ABUSE: To ensure the well-being of all children in our care, our staff has the duty under state law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse, to the Department of Children and Families and to cooperate in any investigation of such possible neglect or abuse. All staff members are mandatory reporters and must follow Kansas statute for mandatory reporting. The Y and its staff may be subjected to criminal penalties for failure to report such possible harm. Staff are not allowed to comment to parents, other staff or any other persons about reported child abuse. Parents may not accuse or question staff concerning child abuse allegations. Child abuse investigations are a matter for DCF or local police departments. You can report child abuse anytime at 1(800) 922 – 5330.

MCPHERSON FAMILY YMCA Y-KIDS PARENT / DCF PROVIDER CONTRACT

I have been given a copy of the YKIDS Parent Manual as of August 9, 2022 and understand the policies set within. I agree to uphold and abide by the policies stated therein.

Child's Name (Please Print)

Parent or Guardian (Please Print)

Parent or Guardian Signature

Date

Circle your choice for payment:

Monthly Automatic Draft

Weekly In-Person or Online

EBT Edge Phone In for DCF

YMCA Child Care Director Signature

Date

