



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 in 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 YMCA 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 May 1, 2024

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-Kids 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 E. 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 childcare 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 printout at the Front Desk, or it is available on your online YMCA account.

YMCA MEMBERSHIP/EVERYONE BELONGS: The YMCA is a membership based non-profit charitable organization dedicated to youth development, healthy living, and social responsibility. Youth memberships are available for \$126.00* per year or \$10.50* per month by bank draft and provide member benefits for reduced rates in most YMCA 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 YMCA website at www.mcphersonfamilyymca.org

* Subject to periodic rate changes with prior notification

Y-KIDS PROGRAM DIRECTOR & SITE CONTACT INFO:

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

PAYMENT INFORMATION & FEE POLICIES:

YMCA BOARD APPROVED RATES AS OF February 20, 2024

School Year Weekly Rates			
Member	\$55/Wk.		
Non-Member	\$85/Wk.		
School Year Full Day Rates			
Member-	\$19.00/Day	Member	\$15.00/Day
Non-Member- Drop in	\$21.00/Day	Non-Member	\$19.00/Day
Enrollment Fee *			
Per Child	\$10		
Late Fees			
Late Picking Child Up	\$1/Minute		
Late Paying Weekly Fee	\$5/Wk.		

YMCA BOARD APPROVED RATES AS OF February 20, 2024

Summer Weekly Rates	
Member	\$150/Wk.
Non-Member	\$190/Wk.
Enrollment Fee *	
Per Child/Per Season	\$10
Late Fees	
Late Picking Child Up	\$1/minute
Late Paying Weekly Fee	\$5/Wk.
Field Trips	
Summer Field trips cost is sperate from weekly cost and need to be paid the week prior for child to attend.	

* Enrollment Fee and Field trips are not financial aid eligible.

Payment Structure: Automatic payments from a financial institution account (i.e., checking or savings account, credit and debit cards do not qualify) will be processed bi-weekly on Friday or on the 10th of each month for the entire month. Any check or automatic draft returned to your account must be paid for within 10 days or a \$10.00 fee will be assessed. If your family chooses to participate in the automatic draft, you will receive a one-time coupon per family for \$30.00 off a YMCA activity of your choice (i.e., Swim Lessons, Gymnastics, Youth Fitness, Y-Kids or YMCA Youth Sports) at the end of the Y-Kids session. (Session = School Year or Summer).

- 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.
- 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 \$10 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 childcare benefits balance, and then select more options (press 2). Then select the childcare option (press 4).
4. Next, select transfer funds to your childcare provider (press 2).
5. When asked, enter the 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 deedeenelson@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 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 or text on Friday notifying you of the balance due. After one week passed due, you will receive a phone call 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.**
- **Fee of \$1.00 per minute is charged for children picked up AFTER 6:00pm. The late fees must be paid before the child can return to care. Written receipt provided upon request.**
- 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 M, T, TH, F from 3:06 pm until 6:00 pm and Wednesday 2:30 pm – 6:00 pm. 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 (teachers in service, some holidays, etc.), we operate out of McPherson Family YMCA from 7:30 AM – 6:00 PM. Y-Kids will not be 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 of 15 is 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 M-F the children will be transported by the USD #418 bus to the YMCA, where 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 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 posted prior to a full day. There are no refunds if you choose not to attend the full day.**
- On full days at the YMCA, all children need to bring 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 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.

SWIM TEST: Children 12 years and younger must take and pass a swim test to go down the slide for safety. To pass the swim test you must swim across the pool continuously.

- Swim the width of the pool on their front without stopping, maintaining horizontal positions, (can't stop and stand and rest).
- Complete the swim with a supportive kick and their head up or using rotary breathing without assistance. Children will be given the opportunity to test each Monday throughout the summer program and on all full days that swimming is offered during the school year.
- Children who successfully complete the swim test will be provided a wrist band from a staff member. The lifeguard reserves the right to retest any individual that shows cause for concern swimming.
- Children who do not pass the swim test must wear a properly fitted US Coast Guard approved life jacket.

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 for finding 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 app Playground. Children will only be released to authorized person listed on the child's enrollment form.

Parent/guardian or other authorized adult will be required to show Photo ID at pickup. PLEASE BE PREPARED FOR THIS.

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 & Prohibited items:

- Cell Phones, smart watches, cameras, go-pros, electronic games, tablets, I-Pads, or similar device, games, Pokémon cards, toys or other personal items not pre-approved by the Program Director.
- All Cost are included in the program weekly fee. Please do not send money.
- YMCA has a zero-tolerance policy for real OR toy weapons, matches or lighters, tobacco products, alcohol, and drugs of any kind.
- Violations of this policy will result in immediate termination from the program. Youth that bring prohibited items including cell phones will be required to turn them over to staff and/or parents/guardians will be called to pick up the items. Repeated violations may result in suspension or dismissal from the program.
- 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 problems with the child to determine the cause and help the 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 the child to think about the situation. The child may rejoin the group after the child has spoken with a staff person and is prepared to cooperate with others.
- It may be necessary for the parent/guardian to pick the child up for the day. Once a phone call is made, we request that you arrive to pick the child up within 30 minutes.
- 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 and a conference with the parent/guardian. The report will consist of inappropriate behavior, the consequences, and the child's signature. Once the conference takes place the parent/guardian will sign acknowledgement of the report and be given a copy.
- After two reports the Child Care Coordinator and Program director will request an in-person conference with the parents and the child.
- After three reports the child will be suspended from the program for 48 hours with a 24-hour notice. A conference will be required before the child is able to re-enter the program.
- After four reports the child will be suspended from the program for 1 week with a 24-hour notice. A conference will be required before the child is able to re-enter the program.
- After five reports, the child will be suspended from the program for 30 days with a 24-hour notice. A conference will be required before the child is able to reenter the program.
- After six reports, the child will be expelled for one full year from the program with a 24-hour notice.

Things that equal a write up after two warnings are but are not limited to:

- Throwing chairs, flipping tables or benches, running out of specified areas or out of the building, hitting peers or staff, cursing, or yelling at peer or staff.

NOTE: Consequences may be altered based on each individual situation at the discretion of the School Age Coordinator, Program director, and CEO.

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 or you may leave a message on the site cell phone. Lincoln Site phone number 620-245-1894, Washington Site phone 620-245-1892. 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 YMCA of absences. The main contact number for summer will be 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. Parents 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. Parents 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: The YMCA follows KDHE guidelines for exclusion of children who are ill and/or show one or more signs or symptoms of illness. While fevers of 100.4 or higher alone do not always indicate a serious condition, it is unreasonable and inappropriate for child care staff to determine this for participating children. This is reasonable of the child's legal guardian, with the help of the child health care provider. Parents/Guardians will be notified anytime a child has a fever without additional symptoms.

The Child will be excluded from the program when:

- The illness prevents the child from participating comfortably in activities.
- The illness results in a greater care need than the childcare staff can provide without compromising the health and safety of other children.
- The child exhibits signs or symptoms of illness, including but not limited to:
 - The presence of fever and other signs of illness or behavioral change.
 - An acute change in behavior including lethargy, irritability, and or persistent crying.
 - Uncontrolled coughing, rash, diarrhea, vomiting, abdominal pain, mouth sores, pink or red eyes.
 - Untreated head lice, scabies, or other infestations.
 - Known or suspected contagious diseases while in the communicable stage.

Please note: Children with fever, vomiting, and or diarrhea must be symptom free, without medications for 24 hours before returning to the program. Ill children will be monitored and isolated with a necessary supervisor until a parent/guardian or authorized adults picks them up. Parents/Guardians will be asked to promptly pick up their child within 30 minutes of notification. All Families will be notified by posted signage, and in a social media group if a participant or staff has a confirmed communicable disease/illness. Confidentiality will be maintained. (Individuals will not be named)

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 childcare 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.

Heat Policy: Daily outdoor activity schedules will be adjusted as appropriate when the heat index reaches 100 degrees Fahrenheit. Participants are given frequent water breaks. They are encouraged to re-apply sunscreen throughout the day.

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 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 parents, 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 the 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 YMCA 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 Y-Kids Parent Manual as of May 1, 2024, 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