



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

**KETTLE MORaine YMCA  
SCHOOL AGE PARENT HANDBOOK**

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## **KETTLE MORAINÉ YMCA MISSION**

To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

The Kettle Moraine YMCA provides:

- Before & After School care for children in K4 through 6<sup>th</sup> grade. Before & After School programs are located at the following sites (Lumen Christi Catholic School accepts K3):
  - On site care at the YMCA is offered Fair Park, McLane, and Green Tree.
  - Decorah Elementary School
  - Holy Angels School (afternoon only)
  - Silverbrook Intermediate School
  - Friess Lake School (afternoon only)
  - Kennedy Elementary
  - Woodview Elementary
  - Thorson Elementary
  - Westlawn Elementary
  - Parkview Elementary
  - Lumen Christi Catholic School (afternoon only)
  - Northern Ozaukee Elementary
  - Lincoln Elementary serving also Dunwiddie Elementary, and Thomas Jefferson Middle School (afternoon only)
  - St. Peters serving Saukville Elementary Dunwiddie Elementary (afternoon only)
  - Feith Family YMCA serving Port Washington Saukville School District (morning only)
- Kids Day Out for children enrolled in Kindergarten (K4) through 6<sup>th</sup> grade (Lumen Christi Catholic School accepts K3). Kids Day Out is full day supervised care at a specified location when there is a scheduled day off of school.

## **ENROLLMENT/ADMISSION POLICIES**

- Registration form with registration fee
- Immunizations
- Emergency Contacts/Health History Form
- Parent Handbook Acknowledgment
- Changes in address, telephone number and emergency contacts must be made at the time of change.
- Other forms may apply per program

The YMCA school age programs are licensed through the Department of Health and Family Services, Division of Children and Family Services for children in K4- 6<sup>th</sup> grade (Lumen Christi Catholic School accepts K3). HFS 46-Licensing rules for Group Day Care Centers will be posted at the center for parent review. A copy will be available upon request at all School Age programs. We don't discriminate on the basis of race, color, religious affiliation, creed, national origin, ancestry, sexual orientation or socio-economic status. Financial support is available based on both the individual's ability to pay and the YMCA's ability to fund and provide services through our Annual Scholarship Campaign. Washington County Department of Human Services must be contacted prior to application for financial support with the YMCA.

Y School Age Programs are open to children of all abilities. Parents have a duty to disclose significant medical, physical or behavioral needs at the time of enrollment. Due to the large-group format of our School Age Programs, the Y is unable to provide one-on-one care. If your child has unique needs that require a more specific type of accommodation, a meeting must be scheduled with the Leadership Team a minimum of 2 weeks prior to attending program. This allows us to identify the most effective ways of serving you and your child. Children are still expected to maintain the standards of the School Age Program to the best of their ability. Any disciplinary actions that would be required would take their ability into account.

## **EDUCATION POLICY**

### **CHILDHOOD PROGRAM PHILOSOPHY**

There shall be a written program of activities planned according to the developmental level of each group of children reflecting the cultural diversity of the children of the community. A monthly newsletter will inform parents as to topics being covered. Lesson plans will be posted weekly. We

believe that the childhood programs should be an extension of the home and should in no way attempt to be a substitute for or in competition with the home. The cooperative experience will set the stage between the child's education and interest and the parent's involvement. Our programs use a variety of theme-based, WMELS, and Creative Curriculum as planned by staff.

The program will provide each child with experiences that encourage the following:

### **Self-esteem and Positive Self-image**

- Through appropriate materials that provide the child with a feeling of success.
- By providing materials that help the child progress and challenge the child's developmental level.
- By encouraging each child to be part of a group and to interact with that group.
- Through the use of staff-directed prepared materials and planned units.
- Through the use of positive communication between adults and children and between children and children.

### **Social Interaction**

- Through creative play experiences such as dress-up corner, puppet shows, dolls, housekeeping area, and show and tell.
- Through group times.
- Through family-style snack and lunch times that are set up to provide interaction at each table.
- Through community programs and field trips that are set up to provide social interaction with outside sources.
- Through planned family activities.
- Through staff-directed planned activities, such as lessons on manners and how to deal with feelings.

### **Self-expression and Communication skills**

- Through group story time in which children participate.
- By acting out stories and plays.
- Through creative play experiences
- Through staff-directed planned activities.
- Through show and tell and other group activities.

### **Creative Expression**

- By access to art materials, clay, play dough, paints, and more.
- Through opportunities to use constructive toys such as blocks and Legos as a creative outlet.
- Through creative play equipment such as dress-up clothes and housekeeping playthings.
- Through fine arts—music, art, creative movement, etc.

### **Large and Small Muscle Development**

- Through use of climbing apparatus; playground equipment, circle time, group activities, and other games.
- Water activities that are closely supervised for safety. Wading pools are not used.
- Through use of puzzles, blocks, art materials, pegs, stacking toys, bead stringing, finger-plays, etc.

### **Intellectual Growth**

- Through planned activities as exemplified in weekly lesson plans.
- With materials that develop cognitive skills.
- Through activities that encourage children's interaction.
- Through community resources and field trips (with parent authorization on enrollment form).

### **Literacy**

- Through activities including vocabulary, print, narrative, letter knowledge and phonics
- Language games, songs, poems, books, finger plays, puppets, etc.
- Literacy tools—pens, pencils, markers, paper, envelopes, etc.
- Creative writing and storytelling opportunities

## **CULTURAL DIVERSITY**

### **Language**

- By exposure to different languages.
- By exposure to expressions of different cultures through music, art, and literature.
- By staff-directed planned activities.

### **Equipment and Materials**

- Equipment and materials will be provided that reflect individual and cultural diversity, such as the following: instruments, books
- Classroom materials from specific cultures.
- Art experiences
- Community resources

## **PROGRAMMING FOR SCHOOL AGE CHILD CARE**

The YMCA believes that school age child care will provide opportunities and experiences that stimulate a child's physical, social, intellectual and emotional development. The program will meet the developmental needs of particular age groups and, more importantly, the individual needs of each child. Each child is given opportunities to develop at his or her own unique rate within the general needs of his or her age group. The curriculum is activity based and offers a safe and social environment. Supervised activities will teach core values, conflict resolution and leadership skills.

## ***ACTIVITIES***

### **Curriculum**

- Large/Small group activities
- Morning/Afternoon snack time
- Team building
- Self esteem/positive self image development
- Social Interaction
- Self expression/communication skills
- Creative expression
- Physical development

### **Swimming Lessons (where applicable)**

- At the start of each session, new children will be tested by the Aquatics staff regardless of past swim experience.
- Progress reports will be provided by the Aquatics staff at the end of the session.
- Swimming suit and towel should be packed. Optional items to pack are comb or brush, plastic bag for wet items and sandals (if desired).
- Multiple absences may result in dismissal from the swim lesson program.

### **Field Trips**

- Parents will receive notice of any field trips to be taken by the program.

## ***ATTENDANCE***

### **Arrival**

- The center will open at 6 A.M.
- Parents MUST accompany children into the building in the morning and need to sign the children in on the appropriate form every day.

### **Departure**

- Parents MUST come into the site to sign their child out by 6:00pm.
- Only authorized individuals listed on your child's emergency contact forms may sign out your child.

- All individuals will be asked for identification until they are recognized by staff. This is for your protection and your child's.

## **Absences**

- It is imperative that we are notified if your child will not be in attendance on a normally scheduled day. We will contact the families within 1 hour of the child's expected time if they aren't in attendance. This is even more important when child is using transportation to and from program. Please call your child's specific site to report an absence.

## **Bus Pick-Up (YMCA locations only)**

### **West Washington YMCA**

- It is imperative that during Before & After School hours you are available at the phone number you list on the bus release form.
- If your child is not in the Before & After School bus line and you have not followed the policy of calling us, then we will take the following steps at the time of pick up:
  - We will contact the school office to see if your child was previously signed out.
  - We will call the phone number on the bus release form.
  - We will call any other emergency contacts.
- If we are unsuccessful on finding out the location of your child after following these steps the bus will then leave the school.

### **Feith Family YMCA**

- If a child doesn't show up on the bus that is scheduled to be in program the staff will do the following:
  - Call the School office
  - Call the Parent
  - Call the other Emergency contacts
- If we are unsuccessful on finding out the location of your child after following these steps the staff will leave voice mails with every emergency contact.

## **School Closing Due to Weather Advisories**

### **West Washington YMCA**

- **YMCA Before & After School Care at West Washington Site** – If school is closed, a full-day program is offered at the Y for an additional fee. If schools close early, have early release or a late start due to weather, the program is offered at the West Washington Branch and transportation will be provided as usual.
- **YMCA Before & After School Care at Decorah, Silverbrook, Holy Angels, and Holy Hill Area School District Sites** – If schools are closed, children may report to the YMCA. If schools close early, have early release or a late start due to weather the individual sites are open.

**No credit for before and after school fees will be given.**

### **Feith Family YMCA**

- **If schools are closed (school district specific) before 6:00am** we will not operate a before or after school (AM or PM) Program. Instead we will run a Kids Day Out program at Parkside Community United Church of Christ in Saukville from 6:00am-6:00pm for an additional fee. No credit for before and after school fees will be given.
- **Late start** (school district specific): We will not operate a Before School (AM) program.
- **Early Closure** (school district specific): We will not operate an After School (PM) program; children will need to be picked up when school is dismissed.

- **After school activities are cancelled** (school district specific): We will still operate an After School (PM) Program as usual. We ask that parents pick up their children as soon as possible.

## **Days Off of School**

- Our Before & After School program does not run when school is scheduled to be closed.
- Kids Days Out is the YMCA's program that operates on these days at specified locations for your school district. It is a separate program from Before & After School and must be registered and paid for separately.
- Registration is due 10 days prior to of Kids Day Out Program. A \$10 fee will be added to the day for registrations after 10 days prior.
- Arrival & Departure Policies and Late Pick-up fees apply.

## **CHILD GUIDANCE POLICY**

All children have the right to be treated with respect and consideration. This will be done in accordance with the Wisconsin Administrative code. Punishment that is humiliating or frightening to a child such as hitting, spanking, shaking, verbal or sexual abuse, withholding of food, or punishment for lapses in toilet training and any other forms of physical punishment and restraint are prohibited. These forms of punishment will never be used even at the request of a parent.

Only qualified child care/4K staff may discipline the children. Discipline will be accomplished by setting clear-cut limits on children's behavior through talking about what kinds of behaviors are acceptable. Through positive guidance, role modeling and re-directing undesired behaviors, discipline will be for the purpose of helping children develop self-control, self-esteem and respect for others. Creative techniques will be used to guide children through transitions smoothly to avoid problems with large groups. If a child is crying, fussing or distraught taking into consideration, the age of the child and the circumstances, some of the techniques used will be rocking, removing them from the area, comforting and consoling them. Classroom equipment, arrangement, materials and programming will be set up in a way to ensure a positive and safe atmosphere.

If further disciplinary action is needed, a child will be required to take a "time out". This will not exceed 5 minutes. If a child requires frequent time outs which prove to be unsuccessful, a meeting with the parent will take place.

If still further action is needed, a written behavioral plan will be implemented.

## **BULLYING BEHAVIOR**

The Kettle Moraine YMCA is determined to provide a safe and fun environment for all participants, free from bullying and other possible negative behaviors that disrupt a positive school age care experience. In the event that a participant exhibits any but not limited to the following negative behavior(s), it may result in a behavior plan and/or dismissal from the program.

- Verbal bullying including but not limited to: derogatory comments, calling another child bad names, or teasing
- Bullying through social exclusion or isolation
- Physical bullying such as hitting, kicking, shoving, and spitting
- Bullying through lies and false rumors
- Having money or other things taken or damaged by students who bully
- Being threatened or being forced to do things by students who bully
- Racial bullying
- Sexual bullying
- Cyber bullying

Please contact your Site Director if you feel any inappropriate behavior is occurring so that it may be addressed immediately.

## **Child Abuse**

- All suspected incidents of child abuse or neglect will be reported immediately to the Department of Health and Social Services as is required by law. Parents are required to inform the staff of any accidents or unusual marks on their child's body.
- Reference Checks on all prospective Y Employees will be conducted, documented and filed prior to employment. Criminal record checks are conducted on all staff and volunteers working with children.
- Staff training will include information about signs of Child Abuse and the appropriate procedures for responding to the suspicion of abuse.

## **Dangerous Items**

Firearms, ammunition and other potentially dangerous items are prohibited in the center. Our premises are also drug, alcohol and tobacco free. We also request that you refrain from cell phone use while in the center.

## **Parent Involvement**

Program sites are always open for visits and observations by parents. The staff is available to talk with parents about their child at pick up or drop off about concerns they may have about any aspect of the program. Additionally, parents and children will be given the opportunity to evaluate the program, staff and facility. If there is a problem at the site, please broach the subject with the appropriate staff person first. If further conversation is needed, please contact the School Age Child Care Director for your region. If you feel the problem is not solved at this level, please feel free to contact the Senior Director of School Age and Day Camp, Matt McCann at 262-247-1056 or email him at [mmccann@kmyymca.org](mailto:mmccann@kmyymca.org).

## **Snacks/Lunch**

- Morning and afternoon snack will be provided with a menu available for review in our Before & After School program and Kid's Day Out program. Please send your child with a bag lunch during Kid's Day Out and days that school is cancelled due to weather advisory as lunch will not be offered. The nutritional value of the meals and snacks we provide will meet Wisconsin state guidelines as we participate in a Government Food Program.
- When sending bag lunches, they must meet Wisconsin state guidelines and contain one meat or meat alternative, at least two servings of vegetable and/or fruit, and a grain/bread.
- Due to the increasing number of nut allergies, please make sure that any food sent with your child containing nuts is labeled.
- Any food allergies should be reported on the Immunization and Health History form and should be verbalized to staff. A substitute snack will be provided or you may bring your own.
- "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability." "To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free 866-632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

## **What Not to Bring**

- Children should not bring toys from home as they could become lost, stolen, broken or mixed up with our equipment. We are not responsible for personal property that is lost, stolen or broken.
- If children need to bring something for school, they will be asked to keep the item in their backpack.

## **Clothing**

- Please be sure that weather appropriate clothing is available for indoor and outdoor play (Coats, boots, snow pants, hat and mittens are required for winter play).
- If your child is prone to accidents, please send additional undergarments, pants and socks.
- Proper shoes for physical activity is required.



# **EMERGENCY & MEDICAL**

## **Injury/Medical Emergency**

- You will be notified at pick-up for minor injuries.
- If your child receives a severe injury at the program, the teacher will take the following steps to obtain emergency medical care. These include, but are not limited to, the following:
  - Attempt to contact the parents or guardian directly.
  - Attempt to contact emergency contacts on forms.
  - If we cannot contact you, we will call an ambulance.
  - In the event of a serious emergency, 911 will be called first.

## **Illness**

- Parents **MUST** notify the center when a child will be absent from the program due to illness.
- The YMCA is not licensed to provide sick child care. Children who are displaying the following symptoms should be kept at home or will be asked to leave the program if symptoms occur after drop off:
  - fever over 101 degrees
  - diarrhea
  - vomiting
  - requiring too much one on one attention or can't participate in physical activity
  - is clearly uncomfortable
  - unexplained rash appears
  - head lice – must be nit and egg free – child will be checked upon re-arrival
- If a child becomes ill at the program, a parent/guardian will be contacted to take him or her home. Until a parent/guardian arrives, the child will be isolated, within sight and hearing distance of an adult. If a parent/guardian cannot be reached, the staff will contact the emergency contact person listed on the child's form. Because we are not licensed to provide sick care, a parent or emergency contact person must pick up the child within one hour after being contacted. Failure to do so will result in a \$20 per hour charge.
- If a child has no apparent symptoms of illness but clearly displays significant behavior changes and is clearly uncomfortable and not able to participate in program activities, a parent will be called to pick up the child.
- To ensure proper child/staff ratio, children may not be able to stay inside during outdoor playtime. If your child needs to stay inside for a few days for health reasons, please keep him or her home.
- If a communicable disease is reported to the program, it will be posted to inform you of its presence and to allow you the opportunity to watch your child for symptoms.

## **Medication**

- Medications (prescription and over the counter) will not be dispensed unless written authorization (state form provided by the YMCA) is filled out.
- Our authorization to administer medication state form must include written instructions as to medication quantity, administration times, name and phone number of doctor and any other directions for use. This form is available on the Kettle Moraine YMCA website ([www.kmymca.org](http://www.kmymca.org)) under Programs/ Child Care/ Before & After School tab or for pick up at your specific childcare site.
- Medication cannot be given "as needed" unless a doctor's note is attached to the Authorization to Administer Medication form.
- Medication must be in the original bottle or packaging, labeled with your child's name.
- Medications must be handed to a teacher to be placed in a secure container. **Please do not leave medications in backpacks.** This includes inhalers, cough drops and Chap Stick.

## **Emergency Evacuation**

- Plans for emergency evacuation are specific to each YMCA site. The plans specify escape routes and shelters in the event of fire or tornado.
- Tornado and fire drills will be held monthly in accordance with Wisconsin licensing regulations.

## **FEE POLICY**

**Payment:** Bank draft (checking or savings) or credit card/debit card draft

**Fees:** All fees are due in advance. No cash will be accepted at any child care site. Auto-Pay form must be submitted indicating banking source. Any changes to your drafted account need to be submitted at least 14 days prior to the effective date.

Part time enrollees will need to pay for the schedule they have signed up for, whether or not your child attends the program. We will be flexible if you need to switch days within the week, if there is space available, and with a two week notice.

**Late pick up fee:** Any child not picked up by the designated site's closing time will be charged \$1.00 per minute. This is a per child charge. Late pick up is also grounds for discharge.

**Payment Options for 3<sup>rd</sup> Party Payments (EBT) – Refer to *Child Care State Assistance Flier***

**Declined Bank Charges:** Should your payment not be honored by your financial institution for any reason, you will be responsible for that amount plus a \$25 decline/NSF fee being added to your account. Repeated NSF occurrences may result in discharge. See the Discharge Policy.

**Financial Assistance:** The Y offers financial assistance to those who qualify.

**Wisconsin Shares:** We participate in Young star and accept Wisconsin Shares Child Care assistance.

**Contact:** If you have any questions regarding billing please contact the Child Care Billing Specialist.

**Full time enrollment:** 5 or more sessions per week (AM or PM)

**Part time enrollment:** 4 or less sessions per week (AM or PM)

**Attendance:** As a courtesy, please call in any absences, or other changes in your child's schedule, by 7:00am for before school care and 12:00pm for afterschool care on the day of the absence.

**Fees:** Vary per site please see specific site information for costs. You will be billed based on your registration schedule. You are required to pay for the schedule you registered for, whether or not your child attends.

**All fees are non-refundable.**

## **DISCHARGE POLICY**

Our policy is to provide the best child care possible to the children entrusted in our program. There is no discrimination for reasons of race, color, religion, ethnic background or income. Staff will communicate with parents over any problem areas and document accordingly. Outside agencies will be contacted if necessary to assist the child, the parents, or the Y.

If your child is removed at the request of the Kettle Moraine YMCA, there may not be a notification period for any of the following reasons:

- 1) A situation arises that prevents staff from realistically serving the child's needs. The Kettle Moraine YMCA may consult with the parent concerning how any problems might be solved before ending the care arrangement. The child may be referred to other community resources.
- 2) Parents are uncooperative: filling out and returning required forms, paying fees or making arrangements to do so, observing the rules of the program, excessive unexcused absenteeism, lack of cooperation of parents to adhere to program policies which are accessible in the program.
- 3) If there is a significant risk of harm to the health or safety of other children or staff.
- 4) Fees have not been paid. The parents will be accountable for any balance due at the time of discharge. Any advanced fee payment will be refunded.
- 5) Repeated failure of parents to pick-up on time.
- 6) Continuous disciplinary action needed. (Please see child guidance policy)
- 7) Hostility by parents toward Y staff, volunteers or participants.

All appeals will be handled by YMCA Management.

Parents may withdraw a child from the program with a two week advance written notice.