



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

**The Greater Marinette-Menominee**

**YMCA**

**Before/After School Program**

# **Parent Handbook**

2019-2020

# 2019-2020 Before & After School Program Parent Handbook

First and foremost, we'd like to thank you for choosing the Greater Marinette- Menominee YMCA as your child(ren)'s before and/or after school care provider. Child care at the YMCA focuses on nurturing child development by providing a safe and healthy place to learn foundational skill and develop healthy, trusting relationships.

## AGE REQUIREMENTS, FEES, & CAPACITY AT EACH PROGRAM:

Our sites have different capacities & different rooms based on ages, as well as some sites have different hours of operation based on program selected. Our programs run only on days school is in session. We will operate on scheduled early release days from the time of dismissal until 5:30.

School	Ages	Days of the Week Offered	Daily Program Capacity	Program Offered	Hours of Operation	Monthly Fees
<b>Peshtigo</b>	4*-6	Mon-Fri	24	Before & After School	6:00 am - 7:45 am 3:00 pm - 5:30 pm	Member: \$25 Non-Member: \$100
<b>Peshtigo</b>	7 and over	Mon-Fri	30	Before & After School	6:00 am - 7:45 am 3:00 pm - 5:30 pm	Member: \$25 Non-Member: \$100
<b>Marinette High School</b>	4*-6	Program open once our State of Wisconsin Child Care License is active.				Member: \$25 Non-Member: \$100
<b>Marinette High School</b>	7 and over	Mon-Fri	30	After School Only	3:00 pm - 5:30 pm	Member: \$25 Non-Member: \$100
<b>Marinette Middle School</b>	4*-6	Program will open once minimum enrollment is met and State of Wisconsin Child Care License is active.				Member: \$25 Non-Member: \$100
<b>Marinette Middle School</b>	7 and over	Program will open once minimum enrollment is met.				Member: \$25 Non-Member: \$100
<b>Marinette Middle School*</b>	Grades 5-8	Mon-Fri Mon-Thur	Set by MMS	Before & After School	7:00 am - 7:30 am 3:00 pm - 5:15 pm	Fee set by MMS Fee set by MMS
<b>Central Elementary</b>	K- Age 12	Mon-Fri	60	After School Only	3:00 pm - 5:30 pm	Member: \$25 Non-Member: \$100
<b>*Everything for this program is done through Marinette Middle School.</b>	<b>* must be registered the school district's 4K program.</b>					

## ABSENT CHILD & ATTENDANCE METHODS

Unless notified by parents, the YMCA will assume your child will be in care for each of the days you selected during online registration. Please notify us:

- of any scheduled day your child will not in attendance
- If your child is unexpectedly absent due to illness or emergency, please contact your child's site at the number listed below. If you cannot reach anyone, please leave a message with the following info:
  - o child(ren)'s name(s)
  - o site your child(ren) attends
  - o date your child will not be in attendance
  - o whether it's for Before School, After School, or both.
- Please assist us by following the call-in procedures to prevent staff from making an unnecessary search for an absent child.
- There is no reduction in rate for an absent child.

All programs are required to know the number and whereabouts of the children in their care. This is done through the use of sign in/out sheets in each program and classroom. If a child is absent without prior notification the staff will contact the parents to learn the whereabouts of the child within 15 minutes of program start (for the After School Program) or within 30 minutes of contracted drop off time (for the Before School Program). Repeated failure to notify the program of a child's absence could result in denial of program services. The programs can be reached as follows:

School	Age Group	Before or After School	Class Room#	Phone # for Calling in Absences
<b>Peshtigo</b>	4-6	Before & After	45	715-582-3677 ext. 3760
<b>Peshtigo</b>	7 and over	Before & After	52	715-582-3677 ext. 3740
<b>Marinette Middle School</b>	4-6	Program will open once minimum enrollment is met and State of Wisconsin Child Care License is active.		
<b>Marinette Middle School</b>	7 and over	Program will open once minimum enrollment is met.		
<b>Marinette High School</b>	4-6	Program will open when State of Wisconsin Child Care License is active.		
<b>Marinette High School</b>	7 and over	After Only	B103	715-735-1300 ext. 1369
<b>Marinette Middle School</b>	Middle School Students ONLY	Before & After School	Set by MMS	N/A
<b>Central Elementary</b>	K - 12	After Only	Gym	Denise: 715-587-8885 Dawn: 715-923-0932 Breanna: 906-604-3107

## **ARRIVAL AND RELEASE PROCEDURES:**

Parents/guardians must enter the building and sign their children in (for the Before School Program) and out (for the After School Program). This assures for the safety of your child(ren). A photo ID will be required for the release of your child. The child will only be released to his/her parent/guardian and/or those individuals (over the age of 16) whom the parent(s)/guardian specifically designate on the enrollment form. If a parent/guardian is not allowed to pick up a child, the YMCA must have a copy of the court order signed by a judge. Without this documentation, we are obligated to release a child to either parent/guardian, if both are listed on the enrollment paperwork. The Y will only follow what the court order states.

### **Drop off at Marinette Middle School (Before School Program)**

#### **\*When Program Opens\***

When dropping your child off, please use the north door located in the bus driveway. Due to the doors being locked at all time, please call the phone number listed above, or on the sign on the door to have someone let you in. Parents must accompany their children to the classroom and sign them in for the day.

### **Drop off at Peshtigo Elementary School (Before School Program)**

When dropping your child off, please use the door #4 (located between the cafeteria & main entrance). Once inside the door, take a left and the classrooms are the first ones on each side of the hall. The 4-6 year olds are in the room on the right & the 7+ are in the room on the left. Parents must accompany their children to the classroom and sign them in for the day.

### **Pick up at Marinette High School (After School Program)**

When picking your child up, please use door #2 (the right set of doors at the main entrance). If your child is 7+, take a right immediately when entering the building, their classroom is on the right hand side of the hallway just before the ramp. **\*When program opens:** If your child is between the ages of 4-6, take a right immediately when entering the building, their classroom is located at the top of the ramp. If the children are not in the classroom, their whereabouts will be listed on the signage on the classroom door.

### **Pick up at Peshtigo Elementary School (After School Program)**

When picking your child up, please use the door #4 (located between the cafeteria & main entrance). Once inside the door, take a left and the classrooms are the first ones on each side of the hall. The 4-6 year olds are in the room on the right & the 7+ are in the room on the left.

### **Pick up at Central Elementary School (After School Program)**

When picking your child up, please use the gym entrance. If the children are not in the gym, their whereabouts will be listed on the signage on the door.

## **BUSSING:**

If your child attends Marinette or Menominee school district, bussing will be provided. Peshtigo school district does not require any bussing as the students stay within their school. If your child attends Sunrise Elementary, you will be required to contact Westlund Bussing Lines **(715)732-0238** to register your child for transportation before your child can be transported.

### **Marinette:**

#### **Before School Program: *\*when program opens***

if your child is attending the before school program at Marinette Middle School, they will load their respective busses between 7:30 am and 7:35 am to head to their school. The busses are as follows:

<b>School Your Child Attends:</b>	<b>Bus Number</b>
<b>Sunrise</b>	104
<b>Merryman</b>	81
<b>Trinity</b>	103
<b>Park</b>	100
<b>Garfield</b>	94

**After School Program:** if your child is attending the after school program at Marinette High School, they will take the bus from their respective schools to the high school, where they will meet a Y staff outside the building. The busses are as follows:

<b>School Your Child Attends:</b>	<b>Bus Number</b>
<b>Sunrise</b>	104
<b>Merryman</b>	81
<b>Trinity</b>	103
<b>Park</b>	100
<b>Garfield</b>	94

### **Menominee:**

**After School Program:** if your child is attending the after school program at Central Elementary School, they will take the bus from their respective schools to Central Elementary School, where they will meet a Y staff outside the building.

## **DAYS CLOSED/EMERGENCY CLOSINGS:**

- The program will only run on days that school is in session.
- If school is delayed by the district, there will be no Before School Program.
- If school is cancelled by the district, there will be no Before or After School Program in that district.
- If school is released early by the district, there will be no After School Program in that district.

## **CHILDREN'S RECORDS & CONFIDENTIALITY:**

Children's records required for enrollment are kept confidential. Children's records are available to parents upon request. The staff will have access to the children's records (excluding volunteers). This information will not be discussed or disclosed with regard to the children and the facts learned about the children and their relatives. This does not apply to:

- The parents or persons authorized in writing by the parent/guardian to receive such information.
- An agency assisting in the planning for the child(ren) when informed, written consent has been given.

All records need to be accessible to the State Department of Health and Family Services for licensing purposes of our programs serving ages 4-6.

## **ITEMS PROVIDED BY PARENTS**

Items to be provided by parents will include:

- a change of clothes (if your child is prone to accidents)
- weather appropriate outdoor clothing (hats, mittens, snowpants, etc.)

## **DISCHARGE OF ENROLLED CHILDREN POLICY:**

### **Communication:**

Communication between the program and parents/guardians about a child's progress or behavior will be shared in person. Other means of communication used may include email, parent newsletters, notes, and through information on the parent communication board. Program rules and policies are available at the parent communication board or by contacting the program director.

### **Serious Guidance Problems:**

- A. A serious guidance problem is defined as one in which a child is continually disrupting the smooth flow of the program in one of the following manners:
  - a. Requiring excessive one-on-one attention.
  - b. Inflicting physical or emotional harm on other children/staff.
  - c. Using inappropriate language and gestures.
  - d. Inability to conform to the guidelines of the program.
- B. Behavior difficulties usually become manageable with cooperative efforts between staff, parent and the child. The staff will work with the parent through:
  - a. Observation and documentation.
  - b. Parent/staff conferences.
  - c. Referrals and outside resources.
- C. Every effort will be made by the staff to enlist the cooperation of the child, parents and any outside agencies to solve each problem. In the event of continued problems, the following procedure will be followed:
  - a. Staff will inform parents/guardians of specific situations. Staff will seek advice from parents and work with the family to resolve problems.
  - b. A conference with parents and staff will be set to establish a mutually agreeable solution for the child's behavior.
  - c. Child dismissed from the program for a period between one day and one week. No refund given.

d. Child is terminated from the program.

### **Parent Withdrawal/Change to Days Needed:**

- No terminations of care will be accepted verbally.
- It is the responsibility of the parent/guardian to notify the Y in writing two weeks prior to the date of withdrawal. Payment will be due through the end of the current month following the written notice.
- Registration fees are non-refundable.
- Permanent changes to the days of care needed are due in writing and must be taken care of at the Greater Marinette-Menominee YMCA.

### **Mutual Decision Withdrawal:**

In the event that the Y and the parent/guardian agree that the placement of a child is inappropriate, the written notification of two (2) weeks will be waived and the withdrawal date can be set. Any fees paid will be refunded on a pro-rated basis.

### **Y Initiated Withdrawal:**

In the event that the parent/guardian and the staff are unable to come to a mutually satisfying course of action after identifying and processing a concern, the Director/Coordinator reserves the right to cancel the enrollment of the child. Written notification prior to withdrawal is not required if the withdrawal is requested by Y staff.

The Director/Coordinator reserves the right to cancel the enrollment of a child for one or more of the following reasons:

- The program is not contributing to the child's emotional or physical development.
- A parent/guardian fails to observe the policies set forth by the Y, including but not limited to, the following reasons:
  - Non-payment or persistent late payment of childcare fees.
  - Failure to submit all enrollment forms.
  - Failure to comply with the procedures for arrival and departure of the child.
  - Physical or verbal abuse of children or staff by the parent/guardian.
- If the Y should have to close its services, the Y would:
  - Notify parents of closing with as much advance notice as possible.
  - Any unused fees paid would be refunded.

## **FEE PAYMENT AND REFUND POLICY**

### **Fees & Payment Methods**

Fees are listed above. Monthly fees are deducted from a debit/credit card or savings/checking account automatically 5 days before the month of care needed.

### **Late Payments & Late Pick Up Fees**

A late payment fee of \$5 for each week the payment is late could be charged for payments not made within 2 weeks of services provided. A fee of \$5 per 15 minutes for late pick up could be added if the child is not picked up by their program site's close time. Repeated late payments and/or late pick-ups are grounds for dismissal from the program.

### **Contracted Days Needed**

Each program participant is required to fill out all enrollment forms. Participation fees will be withdrawn monthly, regardless of attendance. If the parent/guardian decides to withdraw from the program, they must provide and notify the program director with a 2-week written notice. Acceptance into the program will be on a first come, first serve basis. Waitlists will be utilized if the program fills.

### **Registration Fees**

There is a required annual registration fee per child, per program, and it must be paid in full before the child begins the program.

### **Refund Circumstances**

Refund are determined on a case by case situation and must be approved by the director of the program.

### **Financial Assistance**

Financial assistance is available. Scholarships are available through The Greater Marinette Menominee YMCA Annual Campaign. Forms are available at The Greater Marinette Menominee YMCA. Assistance is based on family size, family income, and the ability to pay for the services.



## **HEALTH & WELLNESS**

### **Medication Policy**

Regular and ongoing medication will not be administered on-site. Arrangements should be made with the school nurse for the child to receive medicine. For emergency medication, please complete an "Authorization to Administer Medication" form which can be provided by the site staff. This form requires the listing of the specific dosage your child is to be given and it must accompany all medications. Medications must also be in the original container with your child's name and all labels intact. If over-the-counter medication must be administered, it must also be accompanied by signed "Authorization to Administer Medication" form, in its the original container, labeled with your child's name, with all labels intact and have a signed doctor's order outlining when the medication should be administered and in what dosage.

### **Child Abuse Prevention:**

The Child Abuse Prevention Code of Conduct details behavior expectations in support of the prevention and detection of child abuse. The Code of Conduct is provided and reviewed with each employee during their initial meeting with the Director or Supervisor along with how to report suspected child abuse or neglect. The employee must sign and abide by the provisions of the Code of Conduct.

### **Observation:**

All children, upon arrival will be observed for signs or symptoms of illness. Any evidence of unusual bruises, contusions, lacerations, or burns must be noted in the medical logbook and reported immediately to the director/coordinator. Food allergies and other special health needs of a child in the program shall be known by all staff having contact with the enrolled children. Allergies and special need are listed on the enrollment information and allergies are posted for the staff to access.

### **Record Keeping**

A record of injuries or accidents will be kept in the child's file and in the program's medical logbook with the following information:

- Date and time of the accident/injury.
- Description of the accident/injury and how it occurred.
- Treatment given or emergency procedures used.
- Time the parents/guardians were notified.
- Signature of the staff member(s) who witnessed the accident or injury.

Records of accidents and injuries in the medical logbook will be reviewed twice a year by the coordinator with staff to ensure that all possible preventable measures are being taken. Parent/guardians have access to their child's entries in the medical logbooks. Confidentiality is maintained at all levels.

### **When should I not send my child to the program:**

- If your child is running a fever.
- If your child is vomiting or has diarrhea.
- If your child has a communicable disease (strep throat, pink eye, chicken pox, etc.)
- If your child does not attend school.
- If you child is too ill to fully participate in the program.

The YMCA is **CANNOT** provide childcare for ill children.

## **When a child becomes ill:**

- ISOLATION:
  - A child who becomes ill while in the care of the program will be isolated from the other children within the room.
  - A child with a sore throat, inflammation of the eyes, fever, lice, rash, or vomiting will be isolated.
  - The child will be provided a mat/cot and a sheet or blanket in the isolation area, with a staff member within sight and sound distance. Isolation shall be used until the child can be picked up by a parent/guardian or other authorized adult.
- PICK-UP OF AN ILL CHILD: The child's parent/guardian (or other authorized person if the parent/guardian cannot be reached) will be contacted immediately following the discovery of the illness. The adult contacted shall plan for the child to be picked up within one hour.
- RE-ADMITTANCE: Children will be re-admitted to the program when they are symptom free or have a note from a physician stating the child is non-contagious and able to participate in the program.

## **Communicable Diseases:**

When a diagnosis of a communicable disease is made, the exposed children shall be watched for symptoms of the disease. Parents will be notified if their child is exposed to a communicable disease through a posting at the site, with respect to the affected child's confidentiality. A child may be readmitted to the program, without a release from a physician, if the child has been absent for the period designated by the Department of Health and Family Services.

## **Medical Logbook:**

A medical logbook will be kept onsite at each location. A Director/Coordinator will review all medical logs at least two times per year to determine that all possible preventative measures are being taken. Medical logs are confidential. Parents have access to all records and medical entries on their child.

## **Parent/Guardian Notification:**

The program staff will contact the parent/guardians:

- If their child has been exposed to a diagnosed or suspected communicable disease reportable and transmitted through normal contact.
- If the child becomes ill or is injured seriously enough to require professional medical treatment.
- When they pick up the child, if the child sustained a minor injury.

## **Special Needs:**

Staff will be made aware of any individual child's special needs as disclosed by the parents. A 2-way communication waiver, for release of information will be encouraged to be signed between all parties needed to help provide a continued plan within the program.

## **First Aid & Injury Procedures:**

All staff are CPR/AED/First Aid trained and will follow first aid protocols.

## **Emergency Medical Treatment:**

Any child with an injury requiring emergency medical treatment will be transported by ambulance to Aurora Medical Center-Bay Area in Marinette.

# **NUTRITION POLICIES**

## **Schedule of Snacks & Meals:**

All children in our After School Program will be provided with a snack. Marinette & Menominee School Districts provide a snack each day for each participant. The Greater Marinette-Menominee YMCA will provide a snack for each of Peshtigo's participants. Marinette and Peshtigo School District offer breakfast to their students each morning.

## **Menu Requirements:**

Each snack will include one item from two of the following food groups:

- Milk, or milk product, cheese
- Fruit, 100% fruit juice, or a vegetable
- Peanut butter, meat product, or protein
- Whole grain, or enriched bread or cereal

Snack schedules will be posted. Snacks may be prepared by the children, with help from the staff.

## **Special Diet Needs:**

- Children's specific needs and allergies must be listed on the enrollment forms and posted in the program area.
- A substitute food will be provided for any child who has an allergy to the foods on the scheduled menu.
- Parents must inform the program if a child requires an additional snack during program hours. In such cases, the parents/guardians will be expected to provide the additional snack. If an emergency or special situation arises, the program will provide the necessary snack.

## **Special Treats**

When special treats are provided, emphasis will be given to healthy food choices. Each site is **Peanut & Tree Nut Free** so please do not send anything containing those items as a snack for your child or the group.

## **Emergency Preparedness:**

Staff members are trained in basic emergency procedures. Necessary responses to issues regarding natural disasters (floods, tornados, etc.), hostile situations and fire escape routes are addressed in staff training and posted in each classroom. Monthly fire and tornado drills are conducted at each sites. Evacuation procedures also address the care of children with limited mobility or who otherwise may need assistance in an emergency, such as children who have mental, visual or hearing impairments. Head counts and sign in/out sheets will be utilized to account for children and emergency contact information for each child will be taken with by a staff member. At all times, our emphasis will be on keeping children safe. In cases of inclement weather, the Y program will follow specific school district recommendations. If the school is closed or all after school extracurricular activities are cancelled due to weather, the Y after school program will also be closed. If the weather begins to worsen during the day, we will ask you to pick up your child as soon as possible so our staff members may get home safely.

**Program Contacts:**

Contact Person	Phone Number	Email Address
<b>Michell Hampton</b>	906-863-9983 - YMCA	<a href="mailto:michell@mmymca.org">michell@mmymca.org</a>
<b>Christina Eggener</b>	906-863-9983 - YMCA	<a href="mailto:ceggener@mmymca.org">ceggener@mmymca.org</a>
<b>Tayah Hampton</b>	906-863-9983 - YMCA	<a href="mailto:tayah@mmymca.org">tayah@mmymca.org</a>