YOUTH & FAMILY PARENT POLICIES

This handbook is reviewed, and changes are made as needed on a yearly basis. Please check periodically for any updates and revisions to the handbook.



We raise the **B.A.R**
One child at a time

Belonging. Achievement. Relationships.

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Welcome to the Day Camp Program:

The YMCA of Greater Oklahoma City welcomes you and your child. We are honored to be your partner and stand committed to creating opportunities for your child to learn, grow and thrive.

Take a minute to learn more about the Y and how we will help your child explore, connect, and discover while staying safe this summer. If you have any questions, concerns, or suggestions, please feel free to contact staff at any time.

Sincerely,

YMCA of Greater Oklahoma City
Youth and Family Directors

Operating hours

After School Program: 2:00-6:00
All day care: 7:00-6:00
Drop off is from 7:00-8:30

Chain of command for any concerns/issues

- → C.E.O of YMCA Greater Oklahoma City
- → C.O.O of YMCA Greater Oklahoma City
- → Branch Executive Director
- → Youth and Family Director
- → Youth and Family Coordinator
- → Youth and Family Staff/Counselors

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

Our Cause
At the Y, strengthening community is our cause. Every day, we work side-by-side with our neighbors to make sure everyone, regardless of age, income, or background has the opportunity to learn, grow and thrive.

Hours of operation
After School Program 2:00-6:00pm
All day care / Summer Camp 7:00-600pm
Drop off is from 7:00-8:30am

Areas of Focus
Youth Development: Nurturing the potential of every child and teen
We believe that all kids deserve the opportunity to discover who they are and what they can achieve. That makes for confident kids today and contributing and engaged adults tomorrow.

Healthy Living: Improving the nation's health and well-being
The Y is a leading voice on health and well-being and plays an important role in the education and prevention of obesity in Oklahoma. We bring families closer together, encourage good health and foster connections through fitness, sports, fun and shared interests.

Social Responsibility: Giving back and providing support to our neighbors. The
YMCA of Greater Oklahoma City has been listening and responding to our communities' most critical social needs for 130 years. Whether we are developing education skills, welcoming foreign exchange camp counselors, or preventing chronic disease through collaborations with policymakers, the Y fosters the care and respect all people need and deserve.

Why Choose the Y?
The Y is, and always will be, dedicated to building healthy, confident, connected, and secure children, adults, families, and communities. We believe the values and skills learned early on are vital building blocks for quality of life. Because of the Y community, kids in the Oklahoma City area and neighborhoods around the nation are taking more interest in learning and making smarter life choices. Every day our impact is felt when an individual makes a healthy decision, when a mentor inspires a child and when a community comes together for the common good. Together we make a difference.

PROCARE

We know how important it is to stay up to date on your child's learning journey, which is why we're excited to be using Procare Solutions' best-in-class parent app. NEW this year- all of our camps are using ProCare, a required app to sign your child in and out, parent communication, and other important information.

What Can I See on the App?

Once you download the Procare mobile app, you can stay up to date on your child's daily activities, messages, newsletters, and more! We can send you photos and videos of your child, as well as keep you in the loop on upcoming events and time-sensitive information.

The app also offers several ways to check your child in and out.

How do I get the app?

You will receive an email from Procare with a unique 10-digit code and instructions on how to create an account. You will need to download the free Procare childcare mobile app from the Apple or Android stores.

We think you will really enjoy this new way for us to stay connected!

A-Z ADDITIONAL INFORMATION

ABSENCES

It is imperative that we are notified if your child will not be in attendance on a normally scheduled day. If your child will be absent, please leave a message **no later** than 9 a.m. If this is due to illness, please let us know symptoms and child's status. ProCare is the preferred form of communication. Parents/guardians of children not in attendance without prior notification, will be contacted via ProCare. No refunds will be given due to non-attendance.

If your child has any of the following symptoms in the last **24 hours**, they will not be able to attend our program:

- Temperature of 100 or above
- Severe Cough or Sore Throat
- Chills/repeated shaking with chills
- Nausea, vomiting or diarrhea
- A new rash that has not been diagnosed
- Or other illness related symptoms

A contagious illness such as strep, covid, flu, etc. must remain home using doctor's instructions.

ADMISSION POLICY

The YMCA of Greater Oklahoma City admits children ages 4-12 years of age. The Y is open to all youth regardless of race, gender, sexual orientation, religious beliefs, or income. The Y will address children who are physically challenged or have special needs on a per request basis with the hope that we can serve all children who come to us.

Admission Requirements:

- **Completed enrollment forms**
- **Current and updated immunization records**
- **Any legal documents (Custody, protective orders, ect)**
- **Tuition fees**

AGE GROUPS

Children are assigned to groups according to their ages. This atmosphere provides an opportunity for each child to express themselves, be accepted by their peers, and learn new skills. *We typically cannot take special requests to keep siblings or relatives together. We cannot guarantee your child will be placed with a particular staff member.*

ALLERGIES

All known allergies or any required special dietary needs based on a medical condition must be in writing on your child's registration. Please talk to staff if your child has special or more serious circumstances, i.e., cannot be near peanut butter or latex. An authorization to administer medication form must be filled out and signed for all medications given during programs. This form is available online from the Director at your site.

AMERICANS WITH DISABILITIES ACT

The YMCA is committed to enforce and implement all required provisions of the Americans with Disability Act, in both policy and practice. If your child needs reasonable accommodation to participate, requests may be made. Upon reasonable notice, efforts will be made to accommodate your request. The safety and well-being of all children and staff must be maintained.

BUS RULES/ TRANSPORTATION

Bus are provided for field trips and off-site trips and swimming. All bus drivers are 21 years of age and have state issued licenses. All students must be in a seat and buckled up at all times. There will be a second teacher on the bus if possible. All students will be checked in and out of the bus when getting on and off the bus.

CAMP COUNSELORS/SCHOOL AGE STAFF

Staff are trained in CPR, AED, First Aid, child abuse prevention, emergency procedures, water safety, and how to conduct activities including songs and games that incorporate values and education. See staffing. Staff are 16 years old and older. Each member of staff has been through the proper background checking in order to be left alone with any child. All staff are required to complete an orientation and trainings within their first 90 days of employment.

CANCELLATION

Written notification of your intent to withdraw from the program must be given at least two weeks prior to your intended last day. No refunds will be given if notification is not received within two weeks of the registered program.

CHARACTER DEVELOPMENT

The YMCA has four core values that we strive to model and teach our children daily: caring, honesty, respect, and responsibility.



Our mission comes to life through the emphasis of these character values. Challenging people to accept and demonstrate these values is the foundation for the development of important character traits that will remain with a child for his/her entire life. Challenging people to accept and demonstrate positive values is more effective than treating problems because it deals with the roots and not just the results.

If everyone exhibited **caring, honesty, respect,** and **responsibility,** what would this community look like? The country? The world?

That is what the YMCA is about. Make this a summer for your child to grow and develop strong roots and *positive values*. Talk at home about what they are learning. Talk in the car about their experiences. Talk about how your family can display these values to others.

CHILD ABUSE PREVENTION & SAFETY

The health and well-being of your child is essential to the YMCA. The YMCA staff are trained in the signs of abuse and the appropriate procedures for responding to the suspicion of abuse and will be alert to the physical and emotional state of all children/adults. When any sign of suspected sexual, physical,or emotional maltreatment or abuse of a staff, volunteer and or parent is detected, the Leadership Staff will be notified immediately, and a report will be made to the appropriate authorities. The YMCA will not release a child to anyone other than the authorized parents/guardians or other individuals authorized by the parent/guardian.

CLOTHING/DAILY ATTIRE

Children should wear simple, non-restrictive clothing that you do not mind getting dirty, muddy, wet, etc. Children should wear closed-toe shoes. A pair of athletic shoes are recommended. This is both for the child's safety and comfort as programs are highly active. Label all belongings. Please do not wear articles of clothing, including swimwear, which are not in good taste or appropriate for camp or clothing that does not appropriately cover the body. Participant swimwear should also be a properly fitting swimsuit. All clothing is at the discretion of the Director and/or Leadership staff. For School Age programming, children should follow school dress codes. The YMCA is not responsible for loss of belongings. See lost and found.

Camp T-Shirts

Camp shirts are given to each child who attends Summer Camp.

COFIDENTIALITY/ DATA PRIVACY

Discussion of children in the program, other than one's own, is not allowed. Staff are held to the same standard and sign a contract once hired to keep our children and family information confidential as well. Records concerning your child: enrollment forms, health records, observation records, and written parent/teacher conference reports and all other information about your child is confidential information. This information will only be available to the parent/guardian, the Director, staff, and a person designated by the state licensing department to review our records for licensing purposes

COMMUNITY OUTREACH

The Greats Plains family YMCA has a Facebook page where we share any upcoming events and or updates on programs in facility. These include youth sports, holiday/ community events, blood drives, etc. Parents are encouraged to check our Facebook for any openings in our program as well as open positions for potential employment. Any information that is specific to the school age program is sent via ProCare.

CURRICULUM

The Great Plains School Age Program follows the Early learning Guidelines. Each assistant Teacher works under the guidance of a Lead Teacher to ensure continuity of curriculum goals for the children in care as well as following health and safety policies. The curriculum includes aspects of social, emotional, cognitive, language, and physical development. To ensure continuity of curriculum goals, each Assistant Teacher works under the guidance of a Lead Teacher. Lesson plans are made with all cultures in mind. During our daily routine and schedules we assure each child is able to meet their developmentally appropriate learning goals as based off the curriculum plan and are able to revisit experiences/concepts over time if needed.

DHS LICENSING COMPLIANCE FILE

A compliance file is located in the childcare resource area. The file contains monitoring visit reports, licensing correspondence, Notice to Comply, licensing complaints, and Child Welfare Investigations Summary Notification to Child Care Licensing Services. With findings confirmed, for one year from the completion of investigation

DISCIPLINE POLICY

All efforts will be made to guide children to appropriate behavior. Respect for your child will be demonstrated, and the same respect will be expected from your child for his/her peers and the Y staff. Children are made aware of the rules and expectations while in Y programs. Redirection, suggestions from parents on what they have discovered works at home, as well as natural consequences may be used when appropriate.
When disciplinary action is necessary, age-appropriate methods will be implemented. If the behavior is not corrected, the following steps will be taken:

! A form will be completed and may require the signature of a parent/guardian.

! If the child continues to demonstrate inappropriate behavior, he/she may be suspended for one or more days.

! The next serious infraction could result in a three (or more)-day suspension.

! If the behavior has not improved, the child may be removed from the program for its duration.

***Policy infractions may require immediate pick up from programs.
***The Y reserves the right to bypass the steps listed above and/or terminate a child's enrollment immediately if the child's behavior poses a threat to the safety of himself or others. If a child is suspended or removed from the program, no refund will be given.
***If a child is suspended from school or the school bus, they also cannot attend Y before or afterschool programs.
The Y reserves the right to terminate your child's attendance for such things as, but not limited to excessive disruptive behavior, emotional problems, or disabilities that we are not equipped to handle, or that are a safety risk to themselves or others in the program.

DRILLS/ EMERGENCY PROCEDURE

- Roll calls are taken, and all children are accounted for.
- First aid will be administered. First aid kits are located throughout the CDC and will be taken on any trip.
- Parents will be notified via text or ProCare during emergency or disaster. The YMCA's address telephone number and emergency numbers are posted in the classrooms.
- In the event the YMCA building has to be evacuated, the children will be taken next door to the main YMCA building or elsewhere depending on the situation.
- The Oklahoma State Department of Human Services Licensing Worker will be notified regarding any incident requiring emergency medical attention.
- Tornado drills and fire drills are practiced monthly. Evacuation, Intruder, Lockdown, and Shelter-in-Place drills are practiced annually
- Site Evacuation Procedure: Staff will communicate with parents via Procare or phone to determine where the saftest meeting spot is.
- If cell service is unavailable staff will use office phones to contact emergency Mangement personnel.

DROP OFF/ PICK UP LOCATION

Pick up and drop off locations vary by site. If you are picking up or dropping off your child outside the designated times provided by your camp, you must make arrangements ahead of time with the Day Camp Site Coordinator.

DEATH OF A CHILD/STAFF MEMBER

In the event of child or staff death, due to an accident or a prolonged illness, will be handled on a case-by-case basis. The YMCA will utilize outside counseling resources to aid in the process.

EXTRA ACTIVITIES/ ENHANCEMENT

The Weatherford YMCA offers extra activities for our children. We offer Sport Camps, Swim Lessons, Community Involvement, Health & Physical Wellness, Nutrition, Life Skills, and Promoting Multicultural Activities along with Native American culture.

Physical activities

Physical activity in childcare offers numerous benefits for children's physical, cognitive, social, and emotional development. Physical activity is anything that increases a child's heart rate. Physical activities promote physical health, build motor skills, and aid in maintaining a healthy life style. Additionally, it fosters social skills, enhances cognitive function, and improves mental well-being.

The School Age program provides two teacher led physical activities per day. Activities range in duration depending on the activities. Examples include Four square, climbing, jump roping, dancing, playing all forms of tag, yoga, helping sweep the gym, etc.

EMERGENCY LOCKDOWN/INTRUDER ALERT PROCEDURE

From time to time, schools and childcare centers have been faced with the threat of unauthorized individuals entering the facility. An intruder is defined as any visitor who, through act or deed, poses a perceived threat to the safety and welfare of children and employees.
If a person(s) comes into the facility, the Director or designee will assess the situation. If they are uneasy or suspicious of the person(s), 911 will be called immediately.
If no weapon is suspected, the Director will approach the intruder in a non-confrontational way to gain information.
If it is determined that the safety and health of children and staff are in jeopardy:
If the intruder is already inside the building, staff will communicate via text message to notify other staff and someone will call 911.
If the suspected intruder is not yet in the building, an announcement will be made to alert the staff of potential danger.
If children are outside when an announcement is called, or shots are heard/fired, teachers will quickly direct and move children back into the facility and into the nearest classroom for lockdown.
<u>Upon hearing the chosen lockdown announcement, the following steps must be implemented:</u>

1.Staff will maintain (as best they can) a calm atmosphere in the room, keeping alert to the emotional needs of the children.

2. Staff will keep all children in the location until an all-clear signal has been given.

3. Director or designee will immediately call 911 and stay on the phone until help arrives. Children will not be released to parents until an "all clear" has been called.

4. When "All Clear" is heard, the director will apprise the staff of the situation and counsel with chil-dren. When the threat has been eliminated, normal activities should be resumed as soon as possible as instructed by the Director.

Director will apprise parents of all "lockdowns," whether practice or real.
Director will report the incident to the licensor.
Director will complete a written incident report at the earliest opportunity.

ENROLLMENT

A new enrollment form is required for each child who will be participating in each program at the time of enrollment. In addition to the enrollment form, a current immunization record, current photograph and paid program fee are required. A $40 registration fee is required to hold each child's place in school-year programs. A $10 per week deposit is required for each child at Summer Day Camp. Deposits and Registration Fees are non-refundable. All registrations are accepted online. Any changes to the information originally provided on the registration form must be given to the staff in a written document via email.

EXTENDED CARE (Day Camp and School Break Care Days)

Extended care is included in your Day Camp fee. Starting at 7 a.m. (early at some sites) campers will have supervised activities to participate in while other children are being dropped off. The rest of the day will be planned activities for your child's age group. From 4-6 p.m. children will also have supervised activities to participate in while campers are being picked up.

FAMILY PARTNERSHIP

The Weatherford YMCA understands the importance of FAMILY. We know that the first and most important thing for children and his/her education is their family. We want to have a great partnership with each family member. There are numerous ways to be involved here at the YMCA. Just a few are: policy to our parents, eating lunch with your child/ren, reading to our children, and painting. Families are invited to share any cultural traditions at any time. (Speak with the director)

FIELD TRIPS

Field Trips may be subject to change at any time. Make up field trips are not guaranteed. Changes in field trips will be communicated to parents/guardians.
Campers are required to wear a location specific current camp T-shirt on all field trips.

Staff cannot stay behind with children on field trip days, so it is important that you arrive on time or make other childcare arrangements.

FINANCIAL ASSISTANCE

The Y is a community building organization for all. Our financial assistance program ensures anyone can participate in Y programs, despite the inability to pay the full program or membership fees.

- Assistance is awarded on a need and case-by-case basis. Each applicant's approval is based on income and the number of people in the household. If you feel you may qualify, please complete the Financial Assistance application, and bring it, along with proof of income, to one of our branches. Proof of income can be your most recent 1040, or other tax or government documents. If you are not sure if you qualify, we encourage you to apply.

FOOD POLICY

Your YMCA Staff is dedicated to giving your child a fun, healthy time. The YMCA follows all the recommendations of the State Department of Education Child Nutrition Program. We contract with the Child and Adult Food Program and an application must be filled out on all families and enrollment forms for each child at enrollment time. Our program provides breakfast, lunch, and an afternoon snack. Breakfast is 8:00 am to 8:30 am for all children. Lunch is served at 11:00 am for everyone. Snacks are served from 2:45 pm to 3:45 pm. Meals will not be served after these times. It is the parent's responsibility to provide meals to children not in attendance during these times. Menus are posted weekly. We do not allow food brought in the facility during drop off time. If you

would like to, you can send some cookies or crackers for snacks for birthday parties. Etc. All food brought into the center must be store bought. No homemade items will be fed to the children.

HANDWASHING

Children's hands will be washed before and after every meal, when coming inside after outdoor play as well as using the restroom. Teachers will assist children to ensure the proper handwashing policy is being followed.

HAZARDOUS/TOXIC MATERIALS

All toxic materials are always kept out of reach in a locked closet or cabinet. This includes cleaning supplies, laundry detergent, mop supplies, etc. All medication is kept in the directors off and is only given out by someone with MAT training.

HEALTH SCREENING

Staff will conduct a health screening on each child on an as needed basis. Teachers may recommend children be screened for vision, speech, hearing, special needs or any other health concerns

HOLIDAYS & INCLEMENT WEATER

Care is not provided on days when schools are closed due to inclement weather, nor is care provided on holidays. If a school/district cancels afterschool activities the Y will cancel programs or close early. Holidays and inclement weather have been factored into the price of programming.

Each school age program has a list of 18 days (about 2 and a half weeks) school break care days included in your program. Additional school break care dates are available for an additional fee. Please check with your director on your school break care schedule.

IMMUNIZATION

Your child must be up to date on immunizations as required by the Oklahoma Department of Human Services prior to enrollment to the center. After admission to the center, you are responsible for regularly updating your child's health files to reflect new immunizations. If your child does not receive immunizations then you are required to bring us documentation

ILLNESS

The health and safety of your child is a priority for us. A sick child or a child with any symptoms is to be kept at home. At check in, we will visually check your child to make sure they appear well and ask additional questions as needed. If your child becomes ill in our program, we will isolate your child from others, and we will call you. You must then arrange to pick up your child immediately, no later than one hour after the initial call. If we send your child home with an illness, they may not return until they have been without an illness for **24 hours**. Call the Y by 9 a.m. on the days when your child is ill or will be absent from Day Camp. We need to know where your child is every day for the child's own safety and accountability. The Y should be informed about the nature of any illness. If your child has a communicable disease, tell us when it first appeared.

If your child has any of the following symptoms in the **last 24 hours**, they will not be able to attend our program:

- Temperature of 100+
- Cough
- Shortness of Breath
- Nausea, vomiting, or diarrhea
- A new rash without a diagnosis
- Taken a fever reducer in the last 24 hours

Lice and Bed Bugs

Due to the contagious nature of lice and bed bugs, we ask that you check your child before sending to Y programs/facilities. Both are very detectable and treatable. Please know that children with lice or bed bugs are not allowed to return until completely nit or bug free.

Parents will be notified of communicable diseases, head lice or any other infestation exposure. The Y uses Oklahoma State Health Department resources such as the Good Health Handbook as a guide for illnesses and/or communicable diseases.

Note Please report any significant illness or injury to your child since the last day of attendance.*

Illness guidelines are subject to change with federal, state, and local direction.

INJURY/ EMERGENCY

All staff are trained in emergency first aid. If your child sustains an injury more severe than our skills allow, the staff will take whatever steps are necessary to obtain emergency medical care including, but not limited to, the following:

- Attempt to contact a parent or guardian, using all numbers for persons provided on the enrollment form.
- If injury warrants, we will call an ambulance or paramedic and have the child taken to the closest emergency facility in the company of a staff member.
- An Incident Form will be completed.

**Parents/guardians are required to notify staff of any previous injuries that staff should be aware of.

The Director oversees emergency procedures and all health/safety issues within the program. Upon the Director's absence, the Assistant Director, Carmen Martinez, or Master Teachers will assist in the procedures. The Director will be notified immediately for further assistance. The Director's duties include overseeing day-to-day program-level health and safety issues, serving as an additional resource for families when they have health concerns or needs, and ensuring that program-level health and safety concerns are addressed/resolved.

LATE FEES

A late fee of $1 per minute will be assessed for each minute after 6 p.m. that your child remains in care. Late fees will be drafted from the account on file at the time they are assessed. If there is no account on file, late fees must be paid at the member services desk before your child may return to the program.

LOST AND FOUND

Unclaimed lost and found items at the end of each day will be placed in a bin or designated spot. Anything not picked up within one week will be discarded. Please only send essential, required items that are labeled.
We provide a well-rounded activity schedule, which does not require additional toys, equipment, phones, games, etc., from home. Please do not send any of these items, unless specifically requested. Any of these items found with your child will be held and returned to the parent at the end of the day. Lost items are not the responsibility of the Y.

LOST/MISSING CHILD

In the event a child is missing, the plan should follow:

1. Staff will check the area where the child was last seen and all restrooms.

2. The director/assistant director/all other staff will be informed immediately.
3. Aquatic staff will be notified to check pool or swimming areas if at the YMCA.
4. The building will be locked down and all program participants will be in their classrooms.
5. We will first call 911 and then the missing child's parental guardians.
6. While some staff remain in ratio, the remaining staff will search the building and outdoor premises.
7. Once the child is located, 911 and the child's parents will be notified, and a report will be written to determine how the child managed to leave his/her group.
8. The Director will report the incident to the licensor and Child Protective Services.
9. The Director will complete a written incident report

MEDICAL, DENTAL, AND MENTAL HEALTH

Serious life-threatening emergencies will proceed as follows:

- Staff will do a thorough check of the child
- Staff will administer first aid
- Staff will call 911
- Staff will notify the director or assistant director. The director will notify parents/guardians
- Staff will keep other children away from the sick/injured child
- Staff will continue first aid and keep the child comfortable until EMS arrives
- The director will notify parents of the hospital their child is being transported to.
- An incident report will be completed as soon as possible.

Serious non-life-threatening emergencies will proceed as follows:

- Staff will do a thorough check of the child
- Staff will administer first aid
- Staff will notify the director or assistant director.
- The director will notify parents/guardians to pick up the child.
- If parents/guardians are not able to pick up the child immediately YMCA staff may transport the child to the nearest hospital. This is in extreme emergencies only. Upon enrollment parents sign a DHS form authorizing the YMCA staff to transport a child during an emergency.
- An incident report will be completed as soon as possible.

NOTE: If a child needs to be taken to a physician's office in a non-life-threatening emergency, it is the responsibility of the parents to provide the transportation.

MEDICATION & OVER THE COUNTER SKIN PRODUCTS

Medication will be dispensed to children only under the following conditions:

! All medications must be accompanied by a completed Authorization to Administer Medication Form which includes the dosage, date, and time the medication is to be administered. This form is available from your Y Youth & Family Director.

! Prescription and non-prescription medications must be in the original container and labeled with the child's name, date, directions, and physician's name (prescription only). All prescription and nonprescription medications will be administered in accordance with label directions.

! Each time a child is given any medication an entry will be made in the Medication Administration Log.

! Medication and medical waste are either returned to the parent or disposed of properly when it is out-of-date, or the child has withdrawn from the program.

All medication will be kept secure. While we strive to fulfill your requests, we cannot be responsible for missed doses. We are not required by law to administer medication and only do so as a service to parents. Please understand that it may not always be possible to administer medications as requested.

Over-the-Counter Skin Products

Y staff are only permitted to apply sunscreen and insect repellent to children if there is a medication form authorizing staff to do so. Cream products will be self-applied by children. Parents are responsible for sending all sunscreen and insect repellent. The Y will keep a supply of products on hand. Should you forget yours, there is a $2 per day charge to use ours. Sunscreen will be applied every day of Summer Day Camp to protect your child from painful sunburns. This fee will be automatically drafted from the account we have on file. Please make sure your sunscreen is less than one year old, as expired sunscreen may magnify the sun rays and can result in a severe burn.

ORIENTATION PLAN

During orientation the director will see if an interpreter is needed. Parents and children will get a tour of the facility. Parents and children will be introduced to all teaching staff, which includes the child/ren's teacher/s. Teachers, parents and child/ren will be able to speak about the child/ren needs and parents' expectations. Parents are given the opportunity to share any cultural traditions during orientation/ enrollment form. Parents will receive a parent handbook via ProCare documents. The behavioral management policy will be discussed with families and children of appropriate ages upon enrollment.

OUTDOOR PLAY

Activities in which large muscles are used in outdoor play are beneficial to a child's development and health, so outdoor time is planned daily unless the weather is severe. Children should be dressed properly for outdoor play. No flip flops will be allowed. All children will go outside daily, if they are too sick to go outside, they are too sick to come to school. Outside play schedules are posted in each classroom in the parent information area and on the playground cabinet area. When children are unable to go outside due to weather problems, the main YMCA building can be utilized as an inside play area. Boundaries are established for the children's play area. Outside lesson plans are used at the YMCA gym. Attendance is taken upon any major transition times outside play, coming in and out of the building.

PARENT VISITS

Parents are invited and encouraged to visit the program at any time but must take care not to interfere with or disrupt ongoing activities. Parents are encouraged to volunteer in various ways throughout our programs.

PARENT / TEACHER CONFERENCE

The school age program does not require parent teacher conferences. Parents and families are encouraged to ask for a meeting with the director at any time. However, teachers are encouraged to talk to parents daily to discuss their child's day.

PARTICIPATION

Children are encouraged to participate in all activities. If they cannot participate for medical reasons, a note from the parent/guardian or doctor is recommended. When applicable, any child not swimming will sit with the staff on the pool deck for the swim time or an alternative activity may be scheduled.

PAYMENT POLICIES

1. Acceptable payment methods are Credit/Debit Card, Electronic Funds Transfer (EFT), DHS subsidy, Tribal subsidy or advance payments made in full.
2. To secure your child's spot, a $10 per week non-refundable deposit is due at the time-of-day camp registration. $40 registration fee for school age.

3. Drafts will be made by the close of business on Wednesday for the following week of care. Drafts will be made each week unless a two-week written notification has been provided for vacation week or for cancellation of registration.
4. Please keep any and all canceled checks, payment receipts or bank statements as documentation of childcare payments. You can also login and look up all payments on your YMCA account. Reach out to the Y if you need help with your online account.
5. No adjustments in the weekly fee will be made for partially attended weeks, when care is not provided due to holidays, program closures, or inclement weather days.
6. Refunds are typically not given. A Refund Request Form may be obtained from, and returned to, the Member Service Desk and all refunds are at the discretion of the Director.
7. If your childcare payment is returned, it will be reprocessed within 48 hours of the original draft date, an additional service fee may be collected. Payments must be collected in full before the start of each enrolled session in order for your child to remain in our program.
8. A late pick-up fee of $1.00 per minute will be assessed for each minute after 6 p.m. that your child remains in our care. This fee will be drafted from the account on file. If there is no account on file, this charge must be paid at the Y Member Service Desk, and your child will not be allowed to attend until the amount due is satisfied.
9. If you are registered for the All-Summer Day Camp Bundle and a payment or week is missed, the discount on the last week will no longer apply.
10. Written notification of your intent for a vacation week or a camp cancellation form, for any portion of camp, must be given at least two weeks prior to your intended last day.

FINANCIAL ASSISTANCE

Financial Assistance is available to those who qualify. See Financial Assistance for more information.

REFUNDS

No adjustments will be made for missed or partially attended weeks. When you enroll, you are reserving the time, space, staffing, and provisions for your child, whether he or she attends. School and program closings due to inclement weather, holidays, power outages and other similar occurrences have been considered in the pricing. See #6 above for more information.

PERSONAL PROPERTY AND REGULATIONS

Children are not allowed to bring unnecessary items, or items of value such as any electronic hand-held games, iPods, phones, trading cards, animals, or sports equipment (unless for a special event). This also includes cell phones, iPads, tablets, smart watches, or any other electronic items. The YMCA is not responsible for any lost or stolen items, so please leave these items at home.

POSITIVE GUIDANCE TECHNIQIES

The goal of using guidance techniques in early childhood programs is to help the children develop safe and appropriate ways of interacting with others, with their environment and to move toward controlling their own behaviors. One of the goals of discipline is to help children develop tools to problem solve.
Our staff is trained to help your child, by word and example, to realize that the following actions are prohibited behaviors.
- Hitting or harming others
- Teasing or name calling
- Leaving the group without accompaniment by a staff person or parent Children are not expected to immediately understand or immediately fully comply with all the rules. Rather, they are reminded and redirected, encouraging them to make good choices and the use of alternative choices.

Guidance and discipline techniques that will be used with the children include:
- Setting clear and enforceable limits
- Modeling acceptable behaviors
- Recognizing each child’s individual needs
- Structuring the environment and schedules to maximize good behavior
- Recognize the children’s efforts - Anticipate and eliminating potential problems

- Redirection
- Planning a daily schedule in such a manner as to follow the children a successful mixture of choice and structure
- Use of natural and logical consequences
- Use of alternatives

PROHIBITED SUBSTANCE

The YMCA will not allow smoking, prohibited substances, or firearms upon the premises at any time. Failure to follow this policy could mean the exclusion of a child(ren) from the center.

QUALITY IMPROVMENTN

The Great Plains YMCA constantly strives to improve the quality of our Programs. We use a multitude of ways to make improvements. We use parent/staff surveys, program/staff evaluations, annual STARS self-assessment, Equipment inventory and Environmental checklist to create program goals. We use these goals to enhance our programs each year.

SEARCH AND REMOVAL

A child, and/or the child's belonging may be searched by administrators at any time. If another camper's item goes missing, we may look in other camper's bags to look for the item as items can get mixed up. Whenever staff have a reasonable suspicion that the child has violated or is violating either the law or program rules bearing on order or safety and that the search will produce evidence of the violation (i.e. child has in their possession either drugs, alcohol, stolen items, matches/lighters, weapons, etc.) the staff will conduct a search. The child will be invited to be present for the search when feasible. Any items found in violation of the law or program rules will be confiscated and may be turned over to the appropriate authorities. Our primary concern is to maintain the integrity of the program environment and the protection of our children and staff.

SERVICES OFFERED (Daily activities)

In the School Ae Program, we follow a weekly themed lesson plan. The lesson plan activities within our program may include arts and crafts, physical activities, outdoor play, open ended activities, small/large group activities, music/movement, etc.

Parents are encouraged to check the information wall/display regularly for community services offered.

SOCIAL SERVICES INFORMATION

The Great Plains Family is a Family Resource Center. All families in the community/ in our programs have access to resources. If you are interested or in need of specific resources, you may set up an appointment with the Family Resource Director. These services may include health care, utilities, hygiene, mental health, food/ nutrition, DHS subsidy/Tribal subsidy, etc.

Family Resource Director:
Marissa Murley
MMurley@ymcaokc.org

RELEASE OF CHILDREN POLICY (SIGN IN/OUT)

Teachers are encouraged to speak to the child's parents regularly to discuss the child's day and or report any unusual occurrences and or special success.

Parents are required to sign their children in upon arrival and sign them out before leaving each day using our ProCare system. Children are not allowed to sign themselves in or out of the program. The Y cannot be held responsible for your child if we are uncertain of his/her presence. All children must arrive by 9 a.m. each day. Campers should be dropped off and picked up during designated times unless prior arrangements are made with the Site Coordinator.

Authorization to pick up your child is included on the ProCare app. The list of persons authorized to pick up your child must be current and accurate. Changes must be made in writing and submitted to

the Site Coordinator or Youth and Family Director. **Photo identification is required for any person picking up a child**. No child in our care will be released to persons not authorized to do so by the enrolling parent. In the case of an emergency, please contact Y staff as soon as possible.

If a person picking up a child displays signs of being inebriated or in some way unable to provide safe transportation for the child, the staff member in charge will contact other authorized guardians listed on form to pick up the children and the local police and DHS will be notified.

If we have not heard from you by closing time, and we cannot reach you by phone, your emergency numbers will be called and one of those contacts will be asked to come pick up your child. If neither you nor your emergency contacts can be reached, we will keep your child for a half hour. After that time, DHS and/or the police will be notified.

CUSTODY AGREEMENTS

Changes in custody agreements will be accepted only with a copy of the court order specifying the change and the person named as having legal custody of the child. A staff cannot legally refuse to release a child to a verified parent unless there is a court order in the child's file stating that the parent does not have custodial rights. Simply notifying us that you do not want a parent to pick up your child does not give us the legal right to refuse pick-up. If disputes are taking place at the Y, we may call authorities to sort out the situation.

REST & RELAXATION/QUIET TIME

All groups may have rest and relaxation time each day. Children may bring their own books from home (make sure they are labeled). During this time children will have the opportunity to engage in quiet, restful activities.

SANITATION

In the case of exposure to communicable disease, the area exposed will be disinfected with soapy water and then disinfected with bleach water. Toys are sanitized daily. Documentation of all diseases is kept in the Director's office. A physician note may be required for re-entry to the program. Cleaning is conducted by staff daily. Deep cleaning is conducted weekly and monthly. Cleaning is done nightly to ensure the health and safety of children. Rugs are cleaned on a regular basis. Floors are stripped and waxed approximately twice a year.

SCHEDULES

Activities may vary daily including group games, STEM (Science, Technology, Engineering, and Mathematics), character development, arts and crafts, table games, spots, skits, songs, swimming, outdoor education, and more. See Y staff for more detailed schedules.

SIGN IN/SIGN OUT

Parents are required to sign their children in upon arrival to the program and sign them out before leaving each day. Please see Release of Children Policy for more information.

SNACK & LUNCH INFORMATION (FOOD POLICY)

Your YMCA Staff is dedicated to giving your child a fun, healthy experience, but we need your help! The YMCA focuses on healthy eating and lifestyles.

Great Plains YMCA follows CACFP policies and guidelines to ensure all meals provided are age-appropriate healthy and nutritious meals. If you are sending food with your child, please send a nutritious lunch, drink, and snack on each of those days to give your child more energy during the day (i.e., whole grains, fresh fruit, and veggies, minimal or no trans-fat products, reduced sugar).

Refrigeration is not available, so food items need to either be non-perishable, or kept cool in an insulated lunch sack. Microwaves are not available. Soda, fried food, and money for vending are not allowed in our programs.

Any food allergies, special diets or dietary needs based on medical conditions must be included in your child's Registration and Health Form. See Allergies.

STAFFING

Our staff is chosen based on responsibility, ability to relate to children, sensitivity to the children's individual needs, and recreational skills. Our staff meet or exceeds requirements set by the YMCA of the U.S.A., and the State of Oklahoma. Staff members receive training in CPR-Pro, AED, First Aid, and Child Abuse Prevention. Staff work with small groups of children to build a positive rapport and develop mutual trust and respect.

OUTSIDE CONTACT BETWEEN STAFF AND CHILDREN

Y staff are prohibited from having outside contact with children in Y programs. This includes, but is not limited to, birthday parties, babysitting, sleepovers, transportation, and any non-Y events.

SANITATION

In the case of exposure to communicable disease, the area exposed will be disinfected with soapy water and then disinfected with bleach water. If needed, bedding will be bleached also. Mouthed toys are sanitized daily. Documentation of all diseases is kept in the Director's office. A physician note may be required for re-entry to the program. Cleaning is conducted by staff. Daily, weekly, monthly cleanings are documented. Cleaning is done nightly to ensure the health and safety of children. All the toys in the 1's and 2's classrooms are bleached daily. Bedding is bleached weekly. Rugs are cleaned on a regular basis. Floors are stripped and waxed approximately twice a year

STAFF SAFTEY

Y Staff are prohibited from having outside contact with children in Y programs. This includes, but is not limited to birthday parties, babysitting, sleepovers, transportation, and any non-Y event. Any exceptions require a written explanation before the fact and are subject to administrator approval.

SWIMMING

Children will have the opportunity to swim. Each pool is staffed by either Y lifeguards, City Parks and Recreation lifeguards, or lifeguards at a facility. All children will be given a swim test prior to open swim. Any child that does not complete the test will be required to wear an approved flotation device. Items will be sanitized. We ask that children bring a swimsuit and towel on each swim day so that they may participate. Children will only be allowed to swim in a swimsuit, no exceptions. Please do not wear articles of clothing, including swimwear, which are not in good taste or appropriate for camp or clothing that does not appropriately cover the body. Participant swimwear should also be properly fitting. All clothing is at the discretion of the Director and/or Leadership staff.

SUPERVISION OF CHILDREN (Sight and Sound)

Supervision of children means the function of observing, overseeing, and guiding a child or group of children. This includes awareness of and responsibility for the ongoing activity of each child and being near enough to intervene if needed. It requires physical presence, knowledge of activity requirements and children's needs, and accountability for their needs.

1. Each child is assigned a staff person responsible for him or her who is aware of the details of the child's habits, interests, and special problems, if any, and staff have access to each child's records at all times.
2. When shared play areas are accessible to the public, boundaries are identified to children.

3. When the child care center provides or arranges for activities off the premises, an adult staff member from the child care center is required to be with each group. Appropriate staff ratios and a written plan of supervision are maintained.
4. Preschool-age children. At nap time when preschool-age children are resting quietly, at least one staff person is required to be within sight and hearing of children. Other staff are required to meet staff-child ratios remaining in the building.
7. School-age children: School-age children are generally required to be within sight of or sound of staff. Staff may assess whether a small group of five or fewer children, who have a good understanding of the center's rules and policies regarding appropriate behavior, may be permitted to take part in a short-term activity that is not within sight or hearing or staff. In these instances, staff make personal contact with the children at least every ten minutes. Staff is required to a. Be able to provide immediate intervention if needed b. Know the whereabouts of each child at all times and the nature of his or her activities and c. Provide supervision when children are playing on stationary playground equipment
8. Staff/Child Ratios – The number of children in a group is limited to facilitate staff – child interaction and constructive activity among children. a. Staff are required to be present with the children to correspond with the chronological age and grouping of the children present.
A substitute staff member is present in the absence of regular staff.
b. The staff-child ratio and maximum group size listed in Appendix L-4.

TERMINATION OF CARE

The YMCA attempts to meet the individual needs of each child, as well as the needs of the group. If we cannot meet your child's needs, or if we cannot meet the group's needs, we will not be able to care for your child. We reserve the right to dismiss children from the program for the following situations:
- When the child has needs that we cannot meet
- When the child hurts children and/or staff - When the child needs medical services
- When the child's behavior cannot be controlled by techniques commonly used for normal children
- We cannot keep the child safe - When the child destroys equipment or materials
- Biting 3 consecutive times per day/or break skin
- Non-payment for childcare services and/or lack of adherence to our tuition payment policies
- Abusive behavior and/or verbal threats by parents toward program staff or other parents
- Parents disciplining, in any way, children (other than their own), while at the center

VACATION

Children enrolled in the Year-Round program receive one-week vacation during the school year AND one week during the summer. Written notification of intent to take a vacation week must be given at least two weeks in advance.

VOLUNTEERS

Please contact your Y for volunteer opportunities.

WATER

Water is the ultimate hydrator and our primary drink during the day. All water used by our programs is from public water systems. We recommend sending your child with a filled reusable water bottle each day.

WHAT TO BRING EACH DAY- ALL ITEMS MUST BE LABELED

- ✓ swimsuit and towel (Only on Friday)
- ✓ A filled reusable water bottle
- ✓ Sunscreen & insect repellant
- ✓ Good attitude & a smile everyday

Children will have a designated spot for their own items during the day. Please label all items.

YMCA CHARACTER GUIDELINES & CODE OF CONDUCT



BEHAVIOR MANAGEMENT

Our program's goal is to provide an atmosphere for children to develop a variety of skills and relationships, while enjoying healthy activities. Throughout the year we continue with our Character Development of **Caring, Honesty, Respect** and **Responsibility,** among our children. As a family, please read and discuss our bullying policy and the Character Contract together. You will see several examples below.

Caring: It is important to use and care for equipment, toys, and games properly so that other children can enjoy them too. We will care for the property of the YMCA, of other children and of the YMCA staff.

Caring Conversation & Language: Children will not be allowed to discuss inappropriate topics or contribute to demeaning conversations about other children or staff. Children must refrain from using obscene language or gestures for any reason.

Anti-Bullying Policy: see next page

Honesty: To be open with the Y staff and always tell the truth.

Respect: When asked to do or not do something, a child needs to follow directions the first time given. This is for the safety of all children. Please speak to staff and other children with respect.

Responsibility: All children need to remain with their group and within sight and sound of their staff. This applies while we are on YMCA grounds, school sites and on offsite field trips. We want children to be safe at all times. Children are responsible for their own belongings.
AND HAVE FUN & PLAY! We want children to have fun and participate 100% of the time. Positive attitudes make the Y experience fun and exciting for yourself and others.

Prohibited behavior: The following behavior

The following guidelines have been read and discussed.

ANTI-BULLYING POLICY

Bullying is when one or more people repeatedly exclude, physically harm, or verbally abuse another person with the intent to hurt another. Bullying happens when a person or group of people wants to have power over another and use their power to get their way, at the expense of someone else. Parents, note, bullying can also happen through cyberspace: through emails, text messaging, instant messaging, and other less direct methods. This type of bullying can be especially hurtful when people are targeted with meanness and exclusion.

At summer day camp and school age programs at of the YMCA of Greater Oklahoma City, bullying is inexcusable, and we have a firm policy against all types of bullying. This includes discriminatory behavior regarding another individual's actual or perceived race, religion, gender, gender identity, sexual orientation, income, abilities, and any other discriminatory behavior towards an individual or group in our program. Our philosophy is based on our goal which ensures that every child feels a sense of belonging, reaches achievements, creates positive friendships with children, and meaningful relationships with staff. We work together as a team to ensure that children gain self-confidence, make new friends, and go home with great memories.

We have a **zero-tolerance policy** for any sort of bullying (this may include but is not limited to name calling, singling out, hitting, shoving, and aggressive behavior). Zero Tolerance means that your child may have to be picked up immediately if any sort of bullying occurs. This zero-tolerance policy includes parental behavior towards staff. The child may not be allowed in the program if there is poor behavior from anyone (including parents/guardians). Documentation of behavior from previous programs may be considered as a reference during circumstances.

People who are bullied may not have the same potential to get the most out of their Y experience. Our staff address all incidents of bullying seriously. Staff are trained to promote communication with other staff and children so all will be comfortable alerting us to any problems during their program experience and between seasons. Every person has the right to expect to have the best possible experience, and by working together as a team to identify and manage bullying, we can help ensure that all children and staff have a wonderful time at the YMCA of Greater Oklahoma City programs.

Stop and Think Sheet (example)

Child's Name: _____ Date: ___ / ___ / ___

WHAT WAS I DOING?


YELLING


THROWING


HITTING


KICKING


MEAN WORDS
Words used: _____


RUNNING


OTHER:_____

I WAS FEELING...


FRUSTRATED


ANGRY


CONFUSED


SAD


EMBARRASSED


WORRIED


UNSURE

What did you want:

- ☐ Attention
- ☐ To cause a problem
- ☐ Control
- ☐ To get out of an activity
- ☐ To challenge a counselor
- ☐ To get even/ revenge
- ☐ To talk to a camp staff
- ☐ Other: _____

Describe what happened/how did I make others feel:

_____

_____

Did you try a calming/coping strategy? If yes, which one? If no, what could you have tried?

- ☐ Take 3 deep breaths
- ☐ Count backwards from 10
- ☐ Move somewhere else
- ☐ Think calm thoughts
- ☐ Ignore
- ☐ Self-talk
- ☐ Talk to a staff
- ☐ Do something else
- ☐ Chill- - take a break

What do you need to do now to correct the problem?



Apologize



Ask for help


Use my words



Be careful


Clean up


Problem solve/
Make a plan


Finish



Stop and do
something else

Which of the YMCA's Core Values would help in the future.


CARING


RESPECT


RESPONSIBILITY


HONESTY

Child's Signature: _____ Date: ___ ___ /___ ___ /___ ___

Y Staff Signature: _____ Date: ___ ___ /___ ___ /___ ___

Parent's Signature: _____ Date: ___ ___ /___ ___ /___ ___

POSTIVE VALUES AWARD

CONGRATULATIONS, _____!

You were caught displaying one or more of the Y's core values.



HONESTY

- ☐ Good Teamwork
- ☐ Tells the truth.
- ☐ Owns up to mistakes.
- ☐ Plays fairly.
- ☐ Shows integrity.
- ☐ Other:

_____



RESPECT

- ☐ Positive Attitude
- ☐ Follows Directions
- ☐ Gives thanks.
- ☐ Takes turns.
- ☐ Uses manners.
- ☐ Listens well.
- ☐ Other:

_____



RESPONSIBILITY

- ☐ Sees it. Owns it.
- ☐ Cleans up.
- ☐ Set good expectations for others.
- ☐ Made a difference.
- ☐ Stays on task.
- ☐ Other:

_____



CARING

- ☐ Includes everyone.
- ☐ Helpful.
- ☐ Welcoming.
- ☐ Shows kindness.
- ☐ Shows appreciation.
- ☐ Other:

_____

You were recognized by _____

Notes: