

one handbook per family

youth department parent handbook



YWCA Youth Department

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Welcome to the YWCA Youth Department

Downtown Campus

317 7th Avenue South

Clinton, Iowa 52732

563-242-2110

youth@ywcaclinton.org

YWCA Youth Department Mission

Keeping kids happy, active, and safe, through exploration, imagination, and creativity

Introduction

The YWCA Youth staff welcomes you, parents and children, as part of the YWCA family. We look forward to creating a special place where your child can learn, grow, feel safe, and have fun! We are here to help families in any way we can through our experience.

Services Offered by the YWCA Youth Department

*Youth programming may take place at multiple locations. Locations will be listed on calendars/newsletters.

Hours of Operation

- Afterschool Program – 3:30-5:30pm – serving children in grades K-5
- Wednesday at the YW – 1:00-5:30pm – serving children in grades K-5
- Holiday Camp – 6:30am-5:30pm – serving children in grades K-5 on Clinton Community School District no-school days
- Inclement Weather Late Start/Early Dismissal – programming available for children in grades K-5
- Summer Camp – 6:30am-5:30pm – serving children who have completed K-5th grade

For further details on youth programming services at the YWCA, please call the Youth Director at 563-242-2110 or 563-212-4001. If you need childcare services after 5:30PM contact the YWCA Children's Center staff to enroll your child into our 2nd Shift Child Care Program at 563-244-8340.

YWCA Youth Department General Information & Policies

We are happy that you have chosen the **YWCA Youth Department** for your Afterschool, Holiday/ Summer Camp care needs. Before your child attends the YWCA Youth Department programs, we need:

- 1. Completed enrollment packet at least one business day before services are needed**
- 2. Parent signature of Health Statement (included in the enrollment packet)**
- 3. Immunization Record or Exemption form**

There are also general information forms that need to be completed at least one business day before the child can attend, along with a registration fee.

Program Activities and Goals Afterschool Program/Summer Camp

Age appropriate activities are planned daily. Reading, art, science, fitness, health, team building, etc. will be included in daily programming. Children will have the opportunity to experience a variety of field trips throughout the summer. Our main goal is for the kiddos in our program to be happy, active, and safe through exploration, imagination, and creativity.

Wednesday at the Y

If you sign your child up for our Wednesday at the Y program, your child will NOT be able to attend our program on other school days. We cannot allow this because we need to maintain an appropriate ratio for the number of children in our care, as well as maintain the correct number of children in our programming spaces. The **ONLY** exception to this policy is when the Clinton Community School District has a scheduled early out day or they release students early for Inclement Weather.

Holiday Camp/Summer Camp

We follow the Clinton Community School District calendar. On no-school days we will have Holiday Camp/Summer Camp. Please be sure your child is signed up no later than 10AM on Thursday, for care the following week. During the school year your child will need a sack lunch, swim suit, and towel for our Holiday Camp Program. For Summer Camp, your child will need a swim suit, towel, and sack lunch on specified days. **If your child does not bring a sack lunch, they will not be able to attend the field trip on that day.**

Holiday Closings

YWCA will be closed on the following holidays: **New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day, and the day before or after Christmas (pending census).** Please watch carefully for special scheduling sheets needed during the holiday seasons. If the YWCA Youth Department closes on Christmas Eve we will give parents appropriate notification.

Inclement Weather

We follow the Clinton Community School District calendar and cancellations. When a late start or cancellation of school goes into affect the YWCA Youth Department will be ready to provide a fun filled day for your child! On these days, your child needs to bring a sack lunch, swim suit, and towel. On most occasions, the YWCA will remain open for Youth Programming. Watch **KWQC Channel 6** for closings. **Please call the Youth Phone/YWCA before you leave home if weather conditions are questionable.** For early closings, the YWCA Staff will call you if the YWCA will need to close early due to weather conditions.

Scheduling Your Child

It is very important to our programming that your child's schedule is given to our staff. Your schedule can also be emailed to the Youth Director at youth@ywcaclinton.org for your convenience. **Schedules are due by 10:00AM Thursday for the following week.** This is the **Parents Responsibility** to sign-up for the hours Youth Programming is needed at the YWCA. **By not signing up your child, you are taking the risk that your child's opening in the program will be filled. Should your child not attend the program for two weeks, without prior notice to the Youth Department, your child's spot will be filled.**

The YWCA Youth Department follows these DHS regulations for child-adult ratios.

Ratios are:

1 staff to every 15 children

We reserve the right to turn any parent/child away if the child has not been scheduled in the time frame listed above.

Attendance

We have a 24-hour, 7 days a week voicemail (563-212-4001) that we require you to use to report absences. You can also email the Youth Director at youth@ywcaclinton.org to report an absence. This policy applies to **ALL** families regardless if you are self-paid or receive subsidy. Failure to report absences repeatedly may cause your child to be terminated from the program.

Sign-In / Sign-Out

The YWCA **requires that an adult signs your child in upon arrival and then signs him/her out upon leaving daily.** Other arrangements must be approved by the Youth Director. Children may not sign themselves in or out. **No child will be allowed to walk to or from the YWCA for Youth Programming (no exceptions).**

Release of Child

The Youth Program staff will release a child to individuals specified on the Pick-Up Permission form in the Parent Enrollment Packet. Parent must provide written permission in advance. **Parents may modify the list at any time in writing.**

The Youth staff **will not** release a child if:

- The person is not listed on the Pick-Up Permission Form
- Advanced written notification hasn't been received from the parent to add pick-up persons
- The person has only told staff that the parent will or has called the YWCA Youth Department
- The person does not have identification

Phone calls are not accepted from the parent for a "new" pick-up person, IT NEEDS TO BE IN WRITING. If the person picking up the child appears to be intoxicated, under the influence of drugs, or not on the pickup list, we will not release the child. Youth staff will attempt to keep the child in the Youth Program as long as this action does not put the child or staff in danger. If the staff feels the child would be in danger, if released to that person, staff will notify police immediately.

Communication

Youth Department Communication

Home Station: Downtown Campus; we will likely be located in the Indoor Playground, but could be located in the Dance Room, Colonial Room, Multi-Purpose Room, Babysitting Room, Tea Room or the Gym

Parent Contact Information

- Parents must ensure that YWCA Youth Department has updated information at all times. To make corrections or updates please contact the Youth Director.
- Parents have unlimited access to their child and to the provider caring for their child during the hours of operation or whenever the child is in the care of the provider, unless parental contact is prohibited by a court order.
- Information regarding a child other than authorized personnel is confidential.

Mandated Reporters

We realize that all children get bumps, bruises and scrapes. Please inform us of any unusual injuries or conditions which may have occurred. The Youth Department staff members are mandatory reporters of child abuse. This means that if abuse of a child is suspected: the law requires the Youth staff to report the information to the Departments of Human Services (DHS). The investigators at DHS decide whether or not any abuse has taken place. Reports are made in the best interest of the child and are strictly confidential.

Clothing/Weather Policy

Children should wear clothing that is comfortable, washable and suitable for all activities, including indoor and outdoor play. **Be sure to put your child's name on all of their clothing including coats and jackets.**

We follow the weather chart provided by Healthy Child Iowa to determine the appropriate length of time for outside activities.

Outside Play – weather permitting, children are taken outside daily and should be dressed accordingly for all weather types and all seasons of the year. **Parents are responsible for ensuring their child has outdoor gear (coats, hats, gloves, shoes/boots)** to protect them from cold weather, including snowy days. **During the summer month we will be outside daily, please send your child with a full water bottle daily (no juice or soft drinks).**

Closed Toe Shoes

We require closed toe shoes for the safety of your child. This is a safety standard of best practices, please be sure to send your child in the appropriate shoe for our group settings. Sandals, backless/opened toe shoes, and slippery dress shoes are non-appropriate for our setting when striving to serve you with best practices for your child's safety. We do a lot of walking and we play a lot of physical games. **Please send your child in tennis shoes daily.**

Participation

Your child will be expected to participate in all planned activities, (swim, outside, etc.) unless written notice is received stating a health or religious concern. Documentation from a health care provider may be required. When documentation is received, staff will either provide an alternate activity, unless this is a hardship to the YWCA, or the child will need to be picked up. Individual situations will be assessed by the Youth Director.

Swim Days – We offer **FREE swim lessons** at the YWCA Pool for all children enrolled in our summer camp program. We also take Summer Camp participants on weekly trips to the Clinton Pool, as well as field trips to water parks. We are promoting physical fitness as part of our pool experiences. Please have your child bring a towel and swimming suit in for this activity. Swim day is a part of our programming. If you don't want your child to swim due to illness or any other reason, please make other arrangements for your child on swim days. **The swimming schedule is subject to change.**

Bringing Toys or Electronics

Our staff and your child will be sad if toys or **electronics** should become lost or broken at the YWCA. With this in mind, please keep all toys and **electronics** at home, with the exception of designated days. The YWCA is not responsible for any broken, lost, or stolen things, including but not limited to toys, books, swimsuits, clothing, **electronics**, etc. For lost articles, there is a lost and found located in the Youth Room and the YWCA Downtown Front Desk.

Field Trip Information/Transportation

Procedure

To ensure the safety and well being of each child in the YWCA Youth Department Programs:

- Children involved in all offsite activities will be supervised with appropriate numbers of adults at all times.
- When a field trip consists of leaving the center, we may be using the YWCA van, **Municipal Transit Administration**, and Clinton Community School District Transportation Department.
- The YWCA also reserves the right to transport children in an emergency situation when so directed by the authorities.
- In following the Iowa guidelines for childcare centers, all vehicles used for transporting seven or more children will have two adults present in vehicles when attending field trips.
- In the event of a field trip, other than walks, parents will be notified in advance about departure and return times and the location of the field trip. This is a courtesy notice.
- In the event that the children are late or unable to participate on the field trip that they have signed up for, parents will be responsible for transportation to the location or making other childcare arrangements.

Nurturing Families

We encourage parents to visit with us about any questions or concerns regarding their child, in or out of the Youth Program setting. If requested, our staff can also help find information on programs for parents, families, and children.

Behavior and Discipline

The YWCA Youth Department will use a guidance policy based on positive reinforcement. We set up an environment to create a sense of safety and security for the entire group by modeling and practicing problem-solving skills for a peaceful resolution of conflicts through positive behaviors. The following steps will be used to implement our guidance policy:

1. Positive reinforcement will be used with all children.
2. Redirection to the desired behavior will be used.
3. "Cool Down" will be used if the child continues to have difficulty with redirection.
4. "Time Out" will be initiated when the child does not make the appropriate choice during "Cool Down".
5. During "Time Out" the child will talk with a counselor about the unacceptable behavior. Together, they will come up with a better choice of behavior to choose if the same situation occurs again.
6. For behaviors of concern that reoccur, the staff will document incidents on a Behavior Incident Report and the child will complete his/her own behavior plan.
7. Each child's behaviors will be evaluated on an individual basis.
8. Parents may be asked to come in to conference with staff and director.
9. An open communication form between the school, outside agencies, and the YWCA may be sent home to facilitate communication.
10. A suspension time from the program for the child may occur.
11. If the problem cannot be resolved through all of the above strategies, the parent may be asked to make other arrangements for youth programming needs.

If a parent is notified that their child needs to be picked up from our program for behavior reasons, the parent has 30 minutes to pick them up from the time the parent is reached. If the child is not picked up within 30 minutes, a charge of **\$10.00/half-hour** will be charged to the parent to cover for the two on one staffing. If a parent cannot be reached we will call all emergency contacts on the pick-up list. A parent is required to pick their child up if they have been notified of a behavior issue, even if the behavior has improved.

Three Strikes Rule

For reoccurring behaviors, the YWCA Youth Department follows a Three Strikes Rule. Please keep in mind, we will do our best to make accommodations for struggling children, but cannot provide accommodations that will cause a hardship to our program.

1. Strike One: Parent is notified that their child must be picked up; child is dismissed for the remainder of the day
2. Strike Two: Parent is notified that their child must be picked up; child is dismissed for the remainder of the day, as well as the following day and/or the field trip for that week
3. Strike Three: Parent is notified that their child must be picked up; child is dismissed from the program

Upon enrollment, in order for us to best serve your child, the YWCA Youth Department requests that parents share information on a child's special needs including medical and/or behavioral evaluations. We will make every effort to accommodate the child and to work with parents in meeting the child's needs.

Medical Issues/Illness Policy

The YWCA Youth Department is dedicated to making our program a safe place for all children; this includes precautions to keep our participants healthy. To encourage healthy hygiene, staff and children are encouraged to wash their hands frequently and to use their elbows for sneezing and coughing. In addition, part of our curriculum is focused on health-related topics, such as: getting enough sleep, bike safety, and other topics recommended for K-5 learning.

Your child may not attend the YWCA Youth Department Programs if they exhibit the following symptoms:

- A temperature of 101 degrees or higher
- Vomiting and diarrhea
- Redness of throat or eyes
- A persistent cough or excessive sneezing
- Skin rash or irritations
- Any contagious disease
- “No Nit Policy” for head lice.

Should a child become ill during our program, the parent will be notified and the parents will be expected to pick up the child promptly. If a parent is notified that their child needs to be picked up from our program for illness, our policy is that the parent has 30 minutes to pick them up from the time the parent is reached. If a parent cannot be reached, we will call all emergency contacts on the pick-up list. After **30 minutes of the request to remove the sick child, the parents will be charged an additional child care rate of \$10.00/half-hour** to cover the cost of providing one on one staff care with the isolated child. If a child is sent home from our programs, the child must be free of illness/fever for 24 hours and have a regular temperature of approximately 98.6 degrees F. *Children may not attend our programs if they have had a fever, diarrhea or vomiting within the last 24 hours.* The YWCA Youth Department reserves the right to request a written release from the child’s doctor or emergency room before the child is allowed to return to our programs.

Lice

The YWCA Youth Department maintains a “No Nit Policy” for cases of head lice in which the following steps must be followed:

1. If Youth Department staff determines a child has head lice, we will notify the parent to pick up the child immediately.
2. Your child cannot return until nits and live bugs have been removed.
3. If the nits are present upon re-screening, the Youth Department staff will dismiss the child to the parents for additional treatment.
4. If nits or lice are still present after 21 days of treatment (three treatment cycles of seven days each), the Youth Department will discontinue the child from the program. After the child is completely lice free, you may contact the Youth Department to discuss re-admittance.

Medicine and Topical Products

Medication can be administered to children by the staff only if it is in the factory or pharmacy bottle. The staff cannot distribute improperly labeled medicine. A medication sheet must be filled out and signed fully the day the medication is brought. YWCA Youth Department staff will administer the exact amount as prescribed by the doctor or the factory label. **Medication must also be given to staff to be put in a secure place. It cannot be held by the child. Please do not send the medication with the child in his/her book bag. A parent must bring it in and complete the medication sheet.**

Sunscreen

The Youth Department provides sunscreen when appropriate. The sunscreen used will be at least SPF 15 or higher. There is a place on the permission forms to initial to approve the use of sunscreen for your child. Parents are welcome to bring their own sunscreen.

Insect Repellant

The Youth Department provides insect repellant when appropriate. The repellant used will be DEET-free. There is a place on the permission forms to initial to approve the use of repellant for your child. Parents are welcome to bring their own repellant.

Nutrition Policy

Children will receive two snacks provided by the YWCA Youth Department. Lunch will be provided, on non-field trip days, through the Summer Lunch Program at Jefferson Elementary School. Parents are required to pack a lunch for their children on field trip days or any other days that are specified on the provided calendar. If your child attends camp prior to 7:30AM, feel free to pack a breakfast for them to enjoy prior to the start of their day. To encourage healthy hygiene, staff and children will wash their hands before and after meals in addition to various other times throughout the day.

Approximate Meal Times:

Breakfast (provided by parent) – 6:30-7:30AM
AM Snack – 9:00AM
Lunch – 11:30AM-12:30PM
PM Snack – 3:00PM

A copy of the Snack Menu can be found on the upstairs bulletin board.

Water Availability – water is made available for all children as nutritionally appropriate. A cone dispenser will be placed at sink areas, making water available to children throughout the day and evening.
Food Allergies – Any variation in diet is permitted only in accord with a physician's written order or for religious purposes. You may visit with the Youth Director about these concerns.

Financial Policy and Agreements Tuition/Registration Fee

In May, an annual non-refundable registration fee of \$25.00 will be due before the start of Summer Camp. If your child starts after this date, the \$35 registration is due before your child starts programming. In August, an annual non-refundable registration fee of \$10.00 will be due prior to your child starting Afterschool Program.

Youth Programming will be charged based on the number of hours your child attends care. Please see the following chart for charges.

Programs:	Quarter Time (0-12 hours)	Part Time (12.25-25 hours)	Full Time (25.25-45 hours)	Full Time Extended (45.25+ hours)	Monthly
Youth Programming (Weekly)	\$40.00 (3:30pm-5:30pm + Wed.)	\$61.00	\$125.00	\$175.00	N/A
Wednesday at the Y (Monthly)	N/A	N/A	N/A	N/A	\$50.00

- Youth Program services and registration charges are non-refundable.
- For families with more than one child, discounts may apply depending on the program. See the Youth Director for questions on discounts.
- All meals are to be provided by the parents, with the **exception of Summer School Meal Program**

A \$10.00 late fee will be added every two weeks that your bill is not paid in full. If your account becomes delinquent (according to your chosen contract), your child will not be allowed to return and late fees will accrue until the bill is paid in full. After all attempts for payments are not fulfilled, charges will be turned over to the YWCA collection agency. **If your account is turned over to our collection agency, your balance to the YWCA Youth Department will be doubled due to Service Fees.**

Late Pick-up

If a child is not enrolled in the second shift program, and is not picked up by 5:30PM the parents **will be charged \$25.00 per fifteen minutes late**. This fee must be paid within three business days. If it is not paid, or if late pick-up occurs frequently, your child may be dismissed from the program.

- In the event of unusual circumstances-arrangements can be made with the Youth Director.

Right of Refusal

The YWCA Youth Department reserve the right of refusal for admittance of a child if we feel our program is not suitable for that child.

Termination of Child from the YWCA Youth Department

The YWCA Youth Department Director reserves the right to immediately terminate a child from the program who displays completely uncontrollable behavior that is severe and/or a danger to him/her self, other children, or staff.

1. A child may be terminated from this program based on the following guidelines
 - a. Nonpayment of bill as requested
 - b. Child injurious to self or others/violent behaviorism
 - c. Failure to adjust
 - d. Program unsuitable for needs of the child
 - e. Bullying
 - f. Consistent **failure to schedule** a child (all schedules are due in by 6:00 pm Thursday for the coming week)
 - g. Parents refusal to fill out papers required by Youth Department
 - h. Lack of attendance
2. If your child is dismissed from any local elementary school or bus for any reason, it will be the responsibility of the parent to find alternative care for the day/or time frame the elementary school has dismissed your child.

We at the YWCA stand behind our local school districts policies on the listed above dismissals. If any school or bus dismisses your child for any duration, your child will not be able to attend the YWCA Youth Program or the YWCA Children's Center 2nd Shift program for the same duration.
3. No call/no show termination – We will have no tolerance for parents who do not call in their child's absences and don't show up for the scheduled time. Parents are at risk of losing their child's space in the program. **After three no call/no shows in one month, the child may be terminated or suspended from the center.** You will receive a written notice should this occur.
4. Should your child be terminated from this program, the Youth Director will inform you.
5. At anytime, you may make an appeal to the YWCA Executive Director by calling 242-2110.

Emergency Plan Policy

Emergency plans are posted and available for parents to view in the YWCA Youth Rooms.

Nuclear Evacuations: In case of nuclear evacuations, the YWCA will be informed by the Clinton County Emergency Planning center as to what to do. At this time, they have informed us that they will require the YWCA staff to contact the parents. Parents will be required to pick up their child immediately. If parents are unable to be reached, we will relocate to the Northeast Community School District as directed by authorities.

Downtown Campus

All other Evacuations: In all other emergency evacuations, children will be taken to Hy-Vee, located at 901 South 4th Street, Clinton.

- In the event of an emergency where the downtown area of Clinton needs to be evacuated, children will be relocated to the Erickson Center, located at 1401 11th Avenue North, Clinton. In case of emergency evacuations YWCA staff will follow the direction of the authorities.
- If Youth Department Programs are located at the Lyons Campus, we will follow direction of the Lyons Campus Children's Center.

YWCA Youth Program Supply List

The YWCA Youth Department asks that you bring supplies to help foster our programming on the first day your child attends. These supplies help us to provide the best care and learning experience for your child. Please bring the supplies listed under your child's grade completed. All children need to bring their own backpack, please label with your child's name.

Suggested Donation Items for our Youth Programming:

*Most of these items can be purchased at our Wal-Mart

K-1st Grade Students	2nd-3rd Grade Students	4th-5th Grade Students
1- box of Kleenex	1 Fiskar child size pair of scissors	1-Hula Hoop
1- roll paper towels	1 package of napkins	1 package of 2 Glue Sticks
Water Color Paints	Construction Paper	Colored Pencils
Dress-Up Clothing Items	1 box of Crayola Washable Thick or Thin Markers	Yarn or String
1 of any types of misc. craft Supplies: felt, tissue paper, craft beads, googly eyes, stick and peel shapes, pom poms	1 of any types of misc.- Craft Supplies: felt, tissue paper, craft beads, googly eyes, stick and peel shapes, pom poms	1 box of Band-Aids- please do not send Medicated Type Band-Aids we cannot use them

We are very excited that you have chosen the YWCA Youth Department for your youth programming needs! Any donation listed above will be greatly appreciated. With your generous donation we will be able to provide even more creative experiences for your child. We are looking forward to meeting you and your child. Please feel free to contact the Youth Director for any questions, concerns, or suggestions at 563-242-2110 or youth@ywcaclinton.org.

Our Licensing Consultation is:
Heidi Hungate, MSW
121 6th Ave S. P.O. Box 1180
Clinton, IA 52733-1180
563-242-0573 ext. 418

This program is partially funded by United Way of Clinton County, Iowa
We are so glad that you have chosen us for your youth and/or child care needs.

Welcome to the YWCA family!

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