

# *School Age Child Care Family Handbook*



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

Child Care Services Branch  
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Dear Parents/Guardians,

The YMCA Child Care Services Branch is extremely pleased to provide a Before/After School program, for your family. By selecting the Y, you are giving your child(ren) the opportunity to benefit from a quality program that has a foundation of YMCA traditions and many years of experience in serving children and their families.

The Y is also committed to providing warm, nurturing care in a safe environment. Your child will have daily opportunities to play with new friends, learn new skills, build self-confidence, and enjoy many fun and challenging activities designed to meet his or her developmental needs. Our mature and experienced staff will also focus on incorporating the Y's core values of: Caring, Honesty, Respect, and Responsibility into this program.

Theme-related materials and activities are introduced regularly to bring together relevance and meaningful interactions. Staff members are trained in age-appropriate guidance and curriculum implementation. Our overall goal is developing the whole child.

This parent handbook has been designed to answer your questions, promote communication between our staff and your family, and to assist you in understanding our policies and procedures. The policies outlined in this booklet are intended to protect your child(ren) and to ensure that his /her experience at the program is positive and rewarding. If you have additional questions, please contact your site director.

Once again, welcome and thank you for choosing the Child Care Services Branch. We look forward to working together to create an exceptional learning experience for your child.

***"A person's a person no matter how small."***

*Dr. Seuss*

Sincerely,

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## **About the Y**

The Y is the nation's leading nonprofit committed to strengthening the foundation of communities through youth development, healthy living and social responsibility.

## **Our Cause**

Strengthening the foundations of community is our cause. Everyday, we work side-by-side with our neighbors to make sure that everyone, regardless of age, income, or background, has the opportunity to learn, grow and thrive.

## **How We Do It**

We are the nation's leading nonprofit committed to strengthening communities through youth development, healthy living and social responsibility. Through our three areas of focus, the Y nurtures the potential of every child and teen, improves the nation's health and well-being and provides opportunities to give back and support our neighbors.

## **Our Impact**

The Y is, and always will be, dedicated to building healthy, confident, connected and secure children, adults, families and communities. Every day our impact is felt when an individual makes a healthy choice, when a mentor inspires a child and when a community comes together for the common good.

## **Our Promise**

The YMCA of Greater Fort Wayne has made a promise to our community to turn no one away due to the inability to pay.

## **Child Care Facilities:**

The Y leases facilities located on elementary school campuses, and program participants of the Y pay the School District for use of the facilities and other costs through program fees. This progressive agreement and positive relationship provides for a high level of service to all members of the Allen County Community, under a structure that is locally controlled and operated on a non-for-profit basis, and has leadership provided by members of the community.

## **The YMCA Mission Statement:**

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

## **Character Development**

Y's throughout the USA strive to implement our character development program exemplifying our core values of: CARING, HONESTY, RESPECT, RESPONSIBILITY, and FAITH.

These core values provide a foundation that guide all Y programs, staff trainings, and operations. It is our job to give youth and adults experiences that help them develop a set of positive values, morals, and ethics to live by. The School-Age Child Care Staff strives to provide an environment focused on these Y core values. Students will be taught these core values on a consistent basis. Each child will be taught expectations of conduct while in the School-Age Child Care Program. Teaching the core values will allow students in our care to form a foundation that will provide a stable, secure base on which to build their lives.

### **Child Care Staff Qualifications**

The quality and effectiveness of Y services for children are directly related to the skills and personal characteristics of the staff. Recruiting, selecting, training, and supporting the staff are essential, interrelated processes in ensuring the success and integrity of children's programs. The leaders are required to have experience in working with children, knowledge of recreation activities, and must model the Y's core values.

All Y staff are first aid and CPR certified. Background checks are conducted on all staff members. This includes a criminal background check, national sex offender public registry check, drug screen, and reference checks. We take pride in our staff training, which includes: emergency procedures, program planning, child abuse awareness, and other areas pertaining to child development.

### **Admissions Criteria**

Participants must be between the ages of 5 and 12 years old (and enrolled in an elementary school). Parents must complete, in its entirety, the YMCA of Greater Fort Wayne Child Care Services Program Registration, Health Forms, Payment Contract, and Registration Policy & Release of Liability Agreement before the child's first day of participation. It is also our policy that every child be fully toilet trained and capable of using the facilities without assistance. We understand that accidents can occur, in which case, we would require that parents pick up their children immediately or provide clean attire. Due to staffing policies and training, if accidents begin to occur on a regular basis, the child may not be able to attend our programs.

### **Equal Access**

The YMCA of Greater Fort Wayne, in keeping with its mission to help all people realize their fullest potential, encourages and supports the participation of all children in Y Child Care Programs. We serve all children regardless of gender, race, color, nationality, religion, ethnicity, or disability. Consideration is given to the individual needs of every child and the ability of the program to meet those needs.

## **Diverse Abilities (Adaptive Services)**

If your child has diverse abilities, or adaptive needs (including disabilities, medicinal requirements, behavioral conditions, or child custody concerns etc.), please indicate these on the health form and notify the staff. A copy of the child's IEP is also requested to better serve your child. The IEP will only be shared with the appropriate staff members.

Reasonable accommodations will be made for children who have diverse abilities. One-on-one aides are not provided by the Y, but will be accommodated if the family provides them, and they meet our hiring and volunteer criteria. Unless a family-provided personal aide accompanies them, children must possess the ability to self-monitor, be independently mobile, and the ability to reasonably foresee the consequences of their actions.

No child will be denied acceptance unless his or her presence would pose a significant risk to himself or herself, or to the general population, as determined by the staff. However, if the Y cannot meet the child's need through reasonable accommodations, the placement cannot be accepted. Decisions are made on a per case basis. Upon inquiry the Y can direct you to a professional resource in the community. Visit: <https://www.indianadisabilityresourcefinder.org/home> for more resources available in Indiana.

## **Program Information**

### **Program Goals**

- Provide an environment of safety, support, and care
- Focus on instilling the core values in each student
- Develop the interpersonal skills of each student
- Provide an environment that increases the self-confidence and the feeling of self-worth for each student
- Focus on teaching each student how to be effective members of a group
- Improve the ability of parents and children to communicate with and understand each other
- Support a child's education

### **Before/After School Program Hours of Operation**

Before Care begins at 6:30 am and runs until school begins. After Care begins at school dismissal and continues until 6:00 pm. Schedules will vary at each site. Please check with your Site Director if you have any questions.

### **Full Day Schedules**

On days when school is not in session, full day care is offered at Harrison Hill and Harris, (When FWCS is closed) from 6:30 am-6:00 pm. During Winter and Spring

Break, full day camps are also available from 6:30 am-6:00 pm at Harrison Hill, and Harris School. Please call the office to choose the location you will use. Children are required to pack a sacked lunch on a full day schedule. There is an additional fee for unscheduled school closings.

**Holiday Schedule** (subject to change)

The Childcare Program does not operate on the following days:

New Year’s Eve	Labor Day
New Year’s Day	Thanksgiving
Day after Thanksgiving	4 <sup>th</sup> of July
Good Friday	Christmas Eve
Memorial Day	Christmas Day

\* 2 In-Service Days (February & October), more info to come.

**Toys/Electronics from Home:**

We do not allow children to bring personal items from home (including electronic devices, cell phones, fidget spinners, sharp objects, weapons, firearms, explosives etc.). We are not responsible for any of these items should a child make the poor choice to bring them. Due to the nature of our program damages and theft of personal items is possible. If participants are caught with any of the above items the staff reserves the right to confiscate them.

**Newsletter**

You will be emailed a monthly newsletter that will review important information about your child’s Y program. Please read the newsletter carefully.

**Evaluations**

Parent communication is one of the most important aspects in our programs. One tool we use to facilitate this is the parent evaluation. Evaluations will be conducted yearly. It is very important that you provide us with your current e-mail address so we can send you the evaluation link. Your input is very valuable to us.

**Marketing**

On occasion, the Y takes photographs, film footage, or tape recordings of our programs. This media may include your child’s image or voice and is used only for purposes of promoting or interpreting Y programs. On the registration form you will be asked for permission to include your child in these promotional materials.

### **Staff Relationships Outside of Y Program**

For the safety and protection of your child and our staff, Y employees are not allowed to babysit for program participants, spend time outside of program with our families, transport children in their private vehicles, or contact families by personal phone, social media, email, or internet. Please do NOT put our staff at risk of losing their position with us by asking them to do so.

### **Curriculum**

The Y is committed to helping children develop into healthy, caring and responsible adults. As a result, we have adopted the Search Institute’s 40 Developmental Asset Model along with our own core curriculum components. To learn more about the Developmental Assets visit the website at: [www.search-institute.org](http://www.search-institute.org).

### **Core Curriculum Components**

The Y of the USA School-Age Curriculum Framework was developed in partnership with the Y and the National Institute on Out-of-School Time. Following are the curriculum areas that we use in our activity planning: Arts, 21 Century Skills (Literacy, STEM), Health & Wellness, College Readiness, Global Learning & Inclusion, Leadership Development, Service Learning, and Family Engagement.

### **Academic Enrichment**

Homework support is a core component of the Y School Age Curriculum. Each after school care site will provide your child the opportunity to do homework for a minimum of twenty minutes Monday through Thursday of each week. Staff will be available at this time to assist your child when needed. Please encourage your child to take advantage of the scheduled academic enrichment time. If your child does not have homework, or chooses not to work on homework during the scheduled time, the staff will provide your child with alternative educational and enriching activities. Please note that we do not provide one-on-one tutoring during this time.

### **Emergency Procedures & Inclement Weather**

Keeping your children safe is always our first priority. Staff members are trained in basic emergency procedures and they are all CPR and First Aid certified. Necessary responses to issues regarding tornados, fire escapes, lock downs, and evacuation are addressed in staff training. Monthly drills are also conducted at the sites, so please make sure your children are dressed appropriately for the weather conditions.

### **2 Hour Delays**

We do not currently offer two hour delay care.

## **Emergency Closing Procedures**

In the event of severe weather, power outages, loss of water, bomb threats, or other unforeseen reasons the program may need to close without prior notice. All child care participants are encouraged to have a backup plan for emergencies. The Y will make every attempt to provide care, however, the Y cannot guarantee that staff will always be able to get to the site if an emergency arises. Due to the large number of children attending our programs, the Y will not call you to pick up your child unless the program has already begun and needs to close. Please stay tuned to local TV or radio for information and updates (some will send texts if you sign up).

## **Snow Closings**

If FWCS closes due to inclement weather, The Y Childcare site in that school will close. Harrison Hill and Harris for FWCS will be open unless there is a state of emergency declared for Allen County. Transportation on snow days is the parent's responsibility. To make use of the snow day, parents must provide a lunch and send appropriate winter clothing for outside play. Please bring ID to pick up and be prepared to show it to the staff. There is an additional fee for unscheduled school closings.

## **Heat/O-zone Advisories**

At the Y we are committed to the safety of all children. All precautions will be taken to prevent heat related injuries. Staff are trained to do the following for your child:

- Make sure there are frequent water breaks
- Lower physical activities
- Act as role models, applying sunscreen & wearing hats outside
- Make sure children are in the shade or indoors whenever possible
- Make sure there are opportunities for children to reapply sunscreen
- Watch for the signs of heat exhaustion

## **Sign-In and Sign-Out Procedures**

The safety of every child is a priority of the Y. Following Sign-In and Sign-Out procedures helps ensure the safety of your child and allows staff to determine which children are present at any given time.

### **Sign-In**

For your child's safety, please park in designated parking spaces. An adult (at least 18 years old) must walk all children to the designated Y Care door. Then, use the Y Care doorbell or call the Y site phone and wait for the staff to sign the child in on the tablet. Under no circumstances may a child be dropped off without being walked up to the designated Y care door. If this occurs, the parent/guardian will be called and required to come to the Y Care site door to check their child into the program.



## **Sign-Out**

All children must be signed out of the program by a parent/guardian or an authorized adult (at least 18 years old). When a child is picked up from the program the parent/guardian or authorized adult must come to the designated Y Care door and ring the Y doorbell or call the Y site phone. Parents/guardians will let the staff know which child they are there to pick up and the staff will get the child. All adults picking up children must be prepared to show I.D. so staff can verify their identity. For your child's protection, anyone without proper I.D. will be stopped from taking a child from the program and the parent/guardian will be contacted immediately.

**Parents must keep staff notified and their Daxko account updated with: phone number changes, authorized pick-ups, and emergency contacts at all times. We do not receive this information from the school.**

**Any restricted individual must have the appropriate paperwork (restraining order, court documents etc.) on file with the director.**

If staff are uncomfortable releasing a child to you or an authorized pick up who appears to be incapacitated due to drug or alcohol use, they will call a different person on the authorized pick up list. If you decline this, and you leave with the child, we will call the police immediately.

## **Absences**

If your child is going to be absent, it is very important that you call your Childcare Site and leave a message on the site phone or send a text message. Tracking a missing child takes staff time and resources from the program and other children at the site, therefore, repeated failure to notify the program staff of your child's absence may result in your child being dismissed from the program and/or an additional fee.

## **Late Pick-Up**

Y childcare ends at 6:00 p.m. and our staff is scheduled to leave. If you are running late, please notify your site director. A late pick up fee of \$1.00 per child, per minute starting at 6:05 p.m. will be assessed after the program closes.

Parents who have not notified the director they will be late can expect the following sequence of events to occur. These steps are necessary to ensure the safety of the child as well as Y staff members:

- 6:00 p.m. Program closes. Staff member in charge begins calling parent work numbers to check for problems or miscommunications. If contact is not made, alternative contacts listed on the registration form will be called.

- 6:30 p.m. Staff member in charge contacts program director, and local authorities to apprise them of the situation.
- 6:45 p.m. If there is no contact from the parent and no other safe option, the child will be turned over to the city or county police department.

You risk dismissal from the program if:

- You fail to pay the late fee.
- You are late picking up your child three times within a 30-day period.

## **Payment Procedures & Policies**

### **Program Fees**

All monthly payments will be set up on auto draft at the time of registration. Payment is due the first Monday of the month (except August, first day of school) You will be charged for all months registered, regardless of: attendance, illness, scheduled/weather closings, suspension for school or program etc. Monthly contracts include scheduled closings.

### **Cancellation**

If you want to cancel your child's registration, it will require a two week notice to the Child Care office. As a courtesy to those on the waitlist, if your child does not attend for 3 weeks or more, you will automatically be unenrolled.

### **Delinquent Accounts**

When payment on an account falls two weeks behind, the parent/guardian will be notified that their child will be unenrolled from program without further notice. Your child may return when the account is brought current and you have re-enrolled at: [www.fwymca.org](http://www.fwymca.org). Please keep in mind that your child will be put on a waitlist and moved back into the program when there is availability. If parent/guardian has been notified of delinquent account and sends their child to the program anyway, staff will call to have the child immediately picked up.

### **Insufficient Funds**

If payment to the childcare program is returned due to insufficient funds, a returned payment fee will be added based on the amount of the payment. The Y will attempt to collect the original amount plus the returned fee up to three times in the next ten business days.

- \$1-14.99 payment= \$10 returned payment fee
- \$15-\$29.99= \$15 returned payment fee
- \$30 and above payment= \$30 returned payment fee

## **CCDF Vouchers**

We do accept CCDF Vouchers at designated locations. If you need an 805 form completed, we ask that you call and request it at least 5 business days before your appointment. The Child Care Development Fund (CCDF) allows parents the opportunity to maintain employment and complete educational goals without the overwhelming financial burden of child care costs. Parents must be working, going to school, or receiving job training to qualify for this program.

## **Financial Assistance**

We believe that no one should be turned away due to inability to pay. The YMCA of Greater Fort Wayne is a non-profit organization committed to strengthening the foundations of our community, one child at a time. Our Annual Campaign is a Y initiative that provides scholarships for programs and memberships to children and families in need. Those families unable to pay the full cost of participation (and aren't already receiving CCDF funds) are encouraged to apply, please call the Child Care office @ 449-8464 or download an application from the website. Once approved, you will receive an award letter. It is your responsibility to keep your original copy as proof of your scholarship amount. You will be charged for any additional copies.

## **Personal Information**

The Y participates in local, federal, and state grants. Some of these grants require family information such as: income, ethnicity, diversabilities, housing info etc. You may be asked to complete additional information to remain enrolled in our program.

## **Tax Information**

Statements will **not** be mailed to you. They are available online at: [www.fwymca.org](http://www.fwymca.org) (instructions are at the end of the handbook). Our tax ID number is: 35-0886850.

## **Health & Safety**

### **Medication During Program**

Any medication that needs to be administered during program hours must:

- Be accompanied by "Permission to Medicate" form. (Available at each site)
- Be brought directly to the director in its original container with the child's name, physician's name, and drug name on the container.
- Have specific doctor instruction for dosage, times, etc. The Y can only administer medication according to original instructions on label. If direction from parent is different, the parent must provide a physician's written change.
- No over-the-counter medication, including aspirin, cough medicine etc will be

given without a doctor's written consent.

- Staff cannot administer amounts other than specified on bottle or split pills.
- Medication will not be administered past expiration date.

### **Child Illness**

For the sake of your child and others, if a child has a temperature of over 100.4 degrees, is vomiting, or shows other signs of illness, parents are asked to keep the participant at home. Parents must notify their Y Site of the absence and the nature of the illness. If this happens during program hours we will call you and ask that you pick your child up within one hour.

### **Illness/Injury Occurring During Program Hours**

The Y does not aim to exclude children from the program unnecessarily. The Y's illness/injury policies are based on the following criteria:

- Preventable public health practices
- The comfort and safety of the sick child
- The staff's ability to accommodate or care for a sick child
- The protection of the other students, staff and parents from communicable disease conditions

If your child becomes ill/injured, they will be isolated from the other children and you will be contacted to pick him or her up with in one hour of notification (depending on the severity of the injury or illness). The YMCA is not equipped to handle ill/injured children beyond securing their immediate comfort. If you cannot be reached, we will contact someone you've authorized from your emergency contact on the Health and Registration form for immediate pick up. Please be sure to keep the YMCA and your Site Director informed of any changes in your work or emergency phone numbers. In an emergency, medical aid will be sought immediately.

**For the safety of your child, gym shoes (closed toe/heel) are required.**

### **Communicable Disease**

Communicable diseases are diseases that are transmitted from one individual to another and easily spread among children. Common communicable diseases among children are head lice, pink eye, ringworm and chickenpox. The following policies have been created to reduce the spread of communicable diseases.

### **Head Lice**

The Y reserves the right to inspect your child's head in the event lice is suspected in order to protect all of the other students, staff, and parents

- In the event nits/head lice are found among your child, a parent/guardian must pick up the child with in one hour of the notification.

- The Y will notify all parents of all head lice/nits cases when found or reported.
- If nits/head lice are found outside of the Y care, parents/guardians must contact the Site Director immediately so proper notification can be made to the other parents.
- Students with nits/head lice must not return to Y care until 24 hours after first treatment is complete.

Same policies apply to all other communicable diseases. If school policies differ from Y policies, the school policies will be followed.

### **Confidentiality**

Student's records are kept within groups, as staff needs to access them regularly. Any information in a child's record that is sensitive will be kept in a secure place.

## **Behavior Management Procedures**

### **Philosophy**

The Y strives to maintain a positive approach to managing children's behavior at all times. "Discipline" is the process of teaching self-control and the ability to live within limitations and agreed upon guidelines. The staff and children at each site establish expected behavior guidelines. Positive behavior is self-rewarding and allows for program activities to occur. When children choose to behave outside the guidelines, some consequence is required to avoid future problems. The overall safety of all children in the program is our highest priority.

### **Children's Rules**

It is our intent that each child enjoys the planned activities by understanding that they are responsible for their actions. With prior knowledge of our basic rules of safety and good conduct, each child is made aware of how to exercise self-discipline and to understand that we are here to assist her or him and that we expect them to succeed. Rules for behavior are posted at every Y site. Character Development is an important part of our program.

### **Process**

When positive behavior is displayed, the consequence is participation and enjoyment of planned activities. In cases of negative or inappropriate behavior, the following process will be employed.

- **Redirection:** Every effort will be made to help the child understand the inappropriateness of his or her actions and agree to an alternate form of behavior. When the conflict is child-to-child, every effort will be made to have them reason together face-to-face with staff facilitating.

- **Removal from the Specific Activity:** When redirection has been pursued and behavior has not changed, removing the child from the activity involved for an appropriate amount of time is necessary. The removal time will be age appropriate. Other duty-oriented consequences suitable to the inappropriate behavior may also be utilized at this stage.
- **Behavior Communication:** When the child is not successful in correcting the behavior, or the behavior is of a serious nature, a behavior communication form will occur. This form will be discussed with the child and parent, and requires a parent signature. Depending on the severity, a Parent Conference may be required.
- **Removal from the Program:** If the above process has not resulted in corrected behavior, the child may be removed from the program.

### **Serious Behavior Issues**

When a child has a serious discipline problem, on any one occasion, the parent may be called by staff and asked to pick up the child within one hour of the call. Should it be decided by Y staff that a child poses a serious problem, the child may be suspended from the program for a period of one to five days or may be removed from the program entirely. No child will be allowed to continue in the program who becomes a safety hazard to him/herself or others. In addition to behavior management procedures outlined above, parents must be aware that a child may be released from the program, without refund, for the following misconduct (but not limited to):

- Leaving Y care premises without permission, or going into unauthorized areas
- Using foul language, being rude or discourteous to staff and other children
- Defacing property
- Physical Violence (fighting, biting, putting hands on another child, threatening)
- Bringing or using any illegal substances and weapons
- Any demonstration of sexual contact/words
- Any behavior that jeopardizes the safety of staff or participants
- Stealing
- Bullying

### **Other Behavior Related Issues**

No staff member will ever, strike, swear at, abuse, or threaten with physical intimidation either a child or parent. No staff member will allow a child to be stricken, sworn at, abused or physically intimidated by anyone else in the program. No staff member will deprive a child of food or basic needs. No staff member will ever solicit or accept gratuities in consideration for any treatment of a child.

## **Parent Conferences**

Informal or formal conferences may be requested by staff or parents regarding their child's behavior. Typically, conferences are requested after multiple behavior communication forms or extreme changes in a child's demeanor. We cannot emphasize enough how important it is that you share changes occurring at home or at school. Staff can better provide for a child's needs when we are aware of changes. The Y partners with local agencies to provide you with resources (skills coaches, counselors etc.). You will be provided these resources at the time of the conference if needed.

## **Parent Code of Conduct**

Some of the most important principles upon which the YMCA is founded, the basis for how our programs operate and that children are expected to follow, are our four core values of caring, honesty, respect and responsibility. In order to create an optimal environment for each child it is essential that all parents and visitors be aware of their responsibilities and adhere to the expected code of conduct set forth below by the YMCA Child Care Services Branch.

### **Parents are expected to:**

- Recognize that the success of children is a joint responsibility of the parents and YMCA Child Care staff.
- Inform YMCA staff of changes in their home situation that may affect student conduct or performance.
- Observe all rules set forth by the YMCA when visiting or volunteering at one of the YMCA Child Care sites.
- Treat all Y staff, parents, and children with respect and therefore set a good example in their own speech and behavior.
- Inform Y staff of ways they can help to resolve any issues of concern.
- Be respectful in all communication and ensure issues are resolved through calm dialogue between the parties directly involved while respecting the dignity of others.

### **Conduct Prohibited:**

- Disruptive behavior which interferes or threatens to interfere with the operation of any child care programs.
- Using loud, offensive or profane language or displaying a temper including:
  - Abusive or threatening emails, texts, voicemails, phone messages, social media posts or other written communication.
  - Yelling, taunting, threatening or derogatory remarks.
- Approaching another child, parent or guardian while in the program to discuss issues or chastise them. Parents may approach Y staff and privately discuss a situation to seek a peaceful resolution.
- Intentionally damage or destroy school property, YMCA property or any other person lawfully on school property or YMCA property.

- Refuse to comply with any reasonable request made by Y staff.

### **Parent Conflict Resolution**

As our parent community, you deserve the best and most responsive communication we can provide. We want to actively address any concerns and ensure that all concerns are dealt with fairly, appropriately, and effectively for all. We believe:

- Your child/ren and a positive environment are the focus of our work, and communication that concerns your child's well-being and progress is a priority.
- Parent communication regarding your child/ren should first and foremost occur with the Y staff that works directly with the child.

The parent should arrange a meeting with Y staff to discuss any concerns and attempt to come to a mutually agreed upon solution. The Program Director assigned to the designated program should be included in these communications.

If a mutually agreed on solution is not reached, the parent may arrange a meeting with the Executive Director. The Executive Director, at their discretion, may invite the staff member(s) to be present.

### **Persons in violation of the Code of Conduct**

Should a parent/guardian or visitor fail to heed the Code of Conduct set forth by the YMCA Child Care Services Branch, we reserve the right to enact the following:

- Issue a verbal warning with actions that are in direct violation of our Code of Conduct.
- Depending upon the severity of the incident:
  - Prohibit from school or YMCA grounds and participation in any child care programs.
  - Pursue legal action against any person violating the code.

### **HEPA (Healthy Eating & Physical Activity) Standards**

The YMCA Child Care Services Branch implements a series of healthy eating and physical activity standards in our afterschool program as part of the Y's national commitment to combat childhood obesity and ensure that all those who participate in Y programs live healthier, balanced lives. Specific ways we implement these standards:

- Parent Education- programs and information for parents about physical activity and nutrition as it relates to the health of their children.
- Physical Activity- minimum 30min. of physical activity each day, including a mix of moderate and vigorous activities. The entire group will be outdoors whenever possible.
- Screen Time- no access to television or movies. Limit digital device time to less than one hour per day. Digital device use is limited to homework or programs that actively engage children in activity.



- Food- we will commit to serving fruits, vegetables, and 100% juice for each snack with water being the primary beverage.

The standards are based in part on years of research supported by collaborations with the Harvard School of Public Health, University of Massachusetts at Boston, the Healthy Out of School Time Coalition and the National Institute for Out of School Time.

## **Snack/Lunch Guidelines**

Nutrition is a very important aspect of each day. At each location we serve snacks that follow the association and Y of the USA standards/guidelines. Water will be available during snack time at the table. The monthly schedule will be posted for your convenience. If your child does not like the snack provided or can't have it due to dietary restrictions or allergies, please send something with them. **If your child has an allergy please be sure to inform the staff of the specific details including the severity.** Y care is a candy, junk food and soda pop free zone.

Tips for packing a healthy snack:

- Do NOT pack sugar sweetened drinks
- Choose whole grain foods with zero Trans fat
- Pack fruits or vegetables

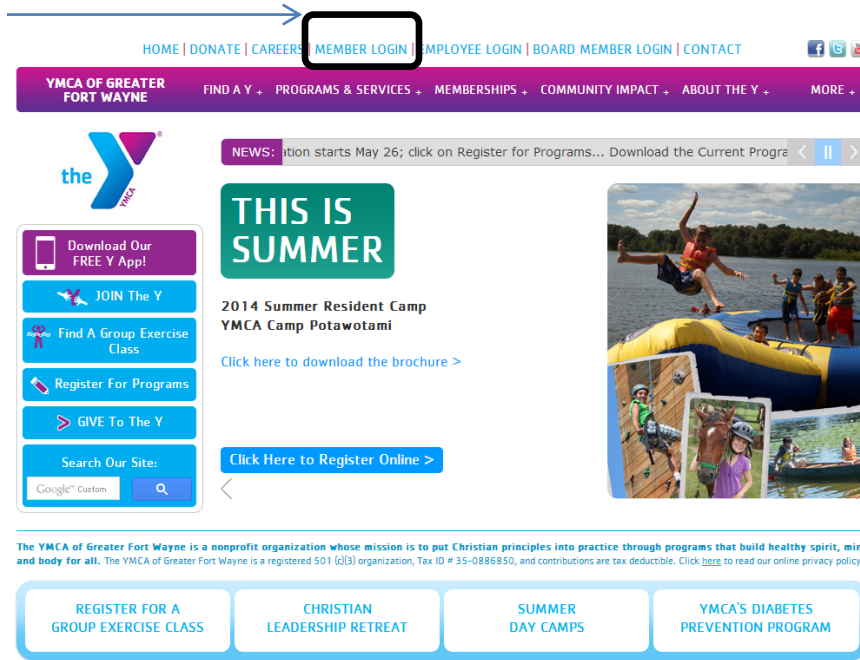
Suggestions: granola bars, dried/fresh fruits, raw vegetables with hummus, whole grain crackers with peanut butter, string cheese, whole grain cereal, and applesauce.

Research shows that physical activity is an essential part of children's lives. Our programs help children become less sedentary by: engaging children in physical activity (a minimum of 30 minutes before/after school care, 60 minutes all day program), staff will never withhold the entire time allowed for physical activity as a form of punishment (the rule is 1 min. per year old), no access to television or movies, limiting digital device time to less than 1 hour per day (homework or physical activity only), playing outdoors whenever possible.

# Child Care Online Account Instructions

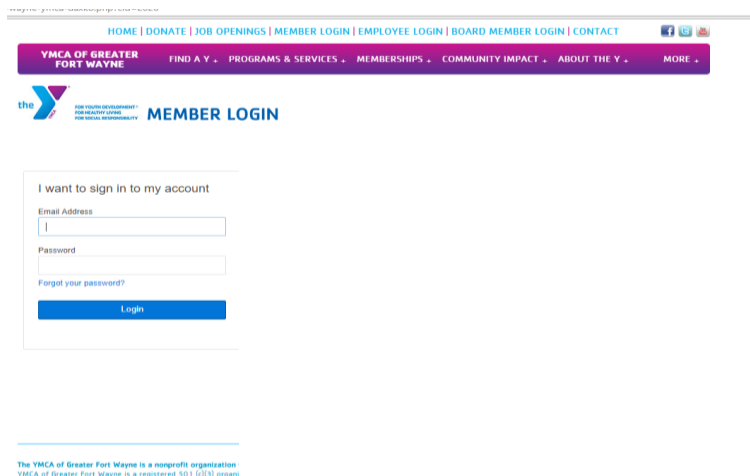
## Log in/Set up Account

To log in to your online account, go to our website, [www.fwymca.org](http://www.fwymca.org) and click on "MEMBER LOGIN" at the top of the page.



You now have three options to log in.

- Because you are registered for childcare/camp programs, you do already have an account in our system so please do NOT use the option on the right or it will not be tied to your registrations.
- If you have never used the online system before, please use the middle option to set up online access for your account. You will be asked to search for yourself and set up an email address and password.
- If you already have your email address and password on file, please use the option on the left to sign in to your account.



## Manage your account

- On the main page you can **update contact or billing info, change your password (email pencil), view tax statements, update authorized pick ups and more!**

MEMBER LOGIN

Welcome, Elizabeth McCann

**COMP STAFF Membership**  
0221477  
Active

Elizabeth McCann  
3255 E US 224  
Cossian, IN 46777 US  
(260) [redacted]  
Bom [redacted]@gmail.com

Last check-in: Apr 12, 2018 5:18 PM

**Billing Info**  
Billing Cycle: Monthly  
Next Draft: 05/01/2018

**Additional Members**

Terry McCann	Adult (26-64)	Active
[redacted]	Young Adult (18-25)	Active
[redacted]	Youth (17 and under)	Active
[redacted]	Young Adult (18-25)	Active

MEMBER LOGIN

Welcome, Elizabeth McCann

**COMP STAFF Membership**  
0221477  
Active

Elizabeth McCann  
3255 E US 224  
Cossian, IN 46777 US  
(260) [redacted]  
Bom [redacted]@gmail.com

Last check-in: Apr 12, 2018 5:18 PM

**Billing Info**  
Billing Cycle: Monthly  
Next Draft: 05/01/2018

**Additional Members**

Uanica Burson	[redacted]	Active
Rebecca McCann	[redacted]	Active
Madison McCann	Young Adult (18-25)	Active

The YMCA of Greater Fort Wayne is a nonprofit organization whose mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. The YMCA of Greater Fort Wayne is a registered 501 (c)(3) organization, Tax ID # 35-0886850, and contributions are tax deductible.

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PROGRAM REGISTRATION INFORMATION | FIND A Y NEAR YOU | SERVICE IMMERSION TRIP TO CHILE | YMCA'S DIABETES PREVENTION PROGRAM

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## Viewing Payments & Receipts

- Click "Payment History" under the "My Account" menu at the top of the page then choose the date range.

MEMBER LOGIN

Welcome, Elizabeth McCann

**COMP STAFF Membership**  
0221477  
Active

My Account

- View Account
- My Balance \$0.00
- Payment History**
- Registrations

MEMBER LOGIN

Welcome, Elizabeth McCann

**Payment History**

View payment history for: Custom Range | From: 2/2/2018 | To: 2/7/2018 | View


Date Paid	Description	Amount
02/07/18 09:42 am	3rd xxxxxxxxxxxxxxxx6851 (39988837)	\$76.00

Payment Total: \$76.00

- To see detail of a payment click on that line.
- To print the transaction click on the printer icon and you will get a printer friendly receipt.

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 **MEMBER LOGIN**

Welcome, Elizabeth McCann Programs My Account

### Payment History

View payment history for: Custom Range | From: 2/2/2018 | To: 2/7/2018 | View

Date Paid	Payment Description	Amount	
02/07/18 09:42 am	MasterCard xxxxxxxxxxxx6851 (99988837)	\$76.00	
Date Charged	Item Description	Fee Amount	Paid Amount
02/06/18 03:45 pm	(Caylor-Nickel Foundation Family YMCA) Rentals - Birthday Party (12 children max) - (01/01/18 - 12/31/18)	\$100.00	\$50.00
02/06/18 03:45 pm	(Caylor-Nickel Foundation Family YMCA) Rentals - Rental Deposit - (01/01/18 - 12/31/18) - Cancel	\$25.00	\$25.00

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[PROGRAM REGISTRATION INFORMATION](#) | [FIND A Y NEAR YOU](#) | [SERVICE IMMERSION TRIP TO CHILE](#) | [YMCA'S DIABETES PREVENTION PROGRAM](#)

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