

OUR MISSION

TO PUT CHRISTIAN PRINCIPLES INTO PRACTICE THROUGH PROGRAMS THAT BUILD A HEALTHY SPIRIT, MIND AND BODY FOR ALL.



The Y ACADEMY

BEFORE & AFTER SCHOOL CHILDCARE 2023-24 SCHOOL AGE SERVICES PARENT/GUARDIAN GUIDE



Learn. Grow. Thrive

FINANCIAL ASSISTANCE

All kids deserve the opportunity to discover who they are and what they can achieve. That's why our Y nurtures the potential of local children by cultivating the values, skills and relationships that lead to positive behaviors, better health and educational achievement. Because of the generous gifts of our donors, The Y was able to provide financial assistance to our members and participants.

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Welcome to **The Y Academy**, Before & After School Childcare 2023-24

The Ozarks Regional YMCA, School Age Services provides an extension of the school day and supplement of the home environment, to care for children in a safe and creative manner. Please read this guide to assist you with any questions you may have about The Y Academy, Before & After School Childcare Program. Thanks for being a part of the Y family!

About Our Program

The Y Academy Mission

Our mission is to provide quality, safe and nurturing before and after school care that develops the whole child – mind, body, and spirit – leading to success in school, society, work, and personal achievement.

The Y Academy program offers a fun and unique experience that gives children the opportunity to cultivate new friendships, discover new interests, be physically active, and become confident in themselves, while creating memories and strengthening skills that will last.

Our Goals

- Helping youth form positive self-image and values
- Strengthening families
- Improving physical and mental fitness
- Developing responsibility and safe choices
- Helping children prepare to be healthy and productive citizens
- Providing accessible programs for all

Y Core Values

Caring –The heart to put others before yourself
Honesty –To act in a way that you are worthy of trust
Respect –The golden rule to value the work of every person including yourself
Responsibility –To be accountable for your behavior and obligations

Department Contact Information:

School Age Services YMCA Phone # 417-862-8962 / Office Email YMCASAS@orymca.org
 Vice President of Youth Development – Megan Outersky, moutersky@orymca.org /Ext. 2108
 Business Manager – Amanda Black, ablack@orymca.org / Ext. 2128
 Administrative Assistant – Crystal Manning, cmanning@orymc.org / Ext. 2141

Senior Program Directors:

Courtney Carpenter, ccarpenter@orymca.org / Ext. 2145
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23-24 Y-Academy Sites				
SPS Tier 1 Sites		SPS Tier 2 Sites	SPS Tier 3 Sites	Other Sites
AOE @ Hillcrest	Jeffries	Ag Academy	HAS @ Pershing	Clever
Bingham	Mann	AFPA @ Phelps	Pershing	Greenwood
Cowden	McBride	Pittman		IC
Delaware	Rountree	WOLF @ Ag Academy		Phelps
Disney	Sequiota			St. Agnes
Field	Sunshine			St. Elizabeth
Gray	Twain			
Hickory Hills	Wilder			
Holland				

2023-24 Hours, Registration & Rate Information

Hours of Operation

Before School Programs begins at 6:30 a.m. until school starts and immediately after school until 6:30 p.m.

		CHILDCARE		Rates
District	SPS Tier / School Times	AM Open Time	PM Close Time	Bi-Monthly Mem/Non-Mem
Springfield	1 (7:20a-2:20p)		6:30 PM	\$78/\$95
	2 (8:10a-3:10p)	6:30 AM	6:30 PM	\$72/\$88 ea.
	3 (9:00a-4:00p)	6:30 AM	6:30 PM	\$68/\$85 ea.
	Phelps (2:30p)		6:30PM	\$30*
Clever			6:30 PM	\$72/\$88
Catholic Schools			6:30 PM	\$72/\$88
		*Phelps Only. If registered for another YMCA site, Phelps's fee is \$0		

Registration & Forms

- Registrations are done online at <http://www.orymca.org/> under the Programs tab, Y Academy
 - Select the School Program that your child will attend
- **Registration must be made at least 3 business days prior to child's start date**
- Every field of the registration application MUST be completed in its entirety per state law
- All Registrations require immunization records to be submitted, either on the registration portal or via email to YMCASAS@orymca.org
- Before & After School is based upon chronological age, not developmental age.

Tuition is due semi-monthly on the 1st and 16th. You will not receive a bill/statement by mail. Please make sure your e-mail address is current to receive electronic mailings. If you need to update your email address, please contact: ablack@orymca.org. Please include your child's legal first and legal last name in your email. You may set up autopayments or make payments at any time, in your online account.

Payment Options:

Online: www.orymca.org

Phone: 417.862.8962 Ext. 2128 – Amanda Black

In Person: At Pat Jones YMCA, Welcome Center desk

Autopay: This can be done in your online account. For assistance, call Amanda Black (# above)

If you require additional time to make a payment, you must contact the business office, before the payment is due to set up a payment plan. Any payment plan that is not followed will result in suspension of care and full bill due immediately. Additional fees may be assessed.

State of Missouri Child Care Assistance:

The Y accepts State of Missouri Child Care Assistance for Before & After School. Your child must have an official approval letter on file with the Y. Your child's account will be adjusted according to the letter. A registration fee and co-payment for the balance of the Before & After School rate, not covered by the state, is required (except in special circumstances as outlined by the state).

Financial Assistance

Y financial assistance is available to those who qualify. For more information, contact Amanda Black at ablack@orymca.org or call 417.862.8962 ext. 2128

You are responsible for all tuition rates until we receive your approval letter from the state, or your scholarship has been approved. Any credit on account after approvals will be applied to your child's account.

If you are needing your DVN number to send to your caseworker, please contact us.

Rate Agreement

The person who signs the registration form will be the designated person responsible for keeping the child(ren)'s account current.

Rates will not be prorated for illness, suspension, or days missed (for whatever reason). A 2-week notice is required to end care and rate responsibility.

If rates are not kept current, participation in ALL Y programs will be terminated until balance has been paid.

Insufficient Funds and Returned Auto Drafts

In the event your childcare payment is returned unpaid, this payment will be electronically collected, and the maximum fee allowed by law may be assessed. If collection activity is not successful after the first attempt, your child(ren) will be dropped from The Y Academy until payment is received in full.

Springfield Public Schools – SHINE Program

You can learn more about shine at [sps.org/shine](https://www.sps.org/shine) & obtain SPS FAQ sheet on SHINE at <https://www.sps.org/SHINE>

SHINE scholarships MUST be approved by SPS and are available for those who qualify for free and reduced meals. Approval is also based upon site capacity and funding availability. For students in Tier 1 and Tier 2, SHINE Scholarships would be available for PM care only. For students in Tier 3, SHINE Scholarships would be available for AM care only. (The cost for students who do not qualify for free and reduced meals and/or who attend the non-SHINE portion would be the normal rate.). **SPS requires ALL those enrolling in childcare, regardless of SHINE eligibility, to complete their online form in the Home Access portal. You can access this at the website above.**

Attendance

Sign-In/Sign-Out Procedures

It is required that parent/guardians or an authorized person sign your child in/out every day. Attendance will be kept electronically, and parents will use the iPad on site. Separate directions will be given at site. Those families approved for State Childcare Assistance will need to use a specific tablet/app or scan code.

Records of attendance are internal documents and only in cases of divorce or child support matters, will they be released by court subpoena. A reasonable length of time to process the request must be given.

Persons Authorized to Pick Up

A child will only be released to persons authorized on the child's registration form. Anyone not on the list or who is not authorized in writing, will not be allowed pick up a child, even if your child appears to know the person.

In this situation the Y Before & After School Staff will notify the parent/guardian to gain permission for the unauthorized person to take the child. Staff will verify the person's identity via a photo ID. A password may also be required, so parent/guardians should establish that with the party picking up children.

Y staff may, at any time, ask for identification from **any** person picking up a child.

Children will not be released to anyone under the age of 16.

If the person who has arrived to pick-up the child is deemed by the Y leader to be unsafe to drive a vehicle due to the influence of alcohol or drugs, the Y leader will express concern and will offer to contact someone on the child's registration form. If the person becomes uncooperative, we will call law enforcement.

Custodial Separation & Documentation

In the event of a parent/guardian's divorce or separation, we are required to release the child to either parent/guardian unless a court order states otherwise.

Divorced parent/guardians should submit to the Business Office, a copy of the court order, divorce decree or other legal documentation to prevent an unauthorized pick up by the non-custodial parent/guardian. Documentation must be kept in the child's file. This will be kept confidential and on a "need to know" basis strictly enforced by the Y.

Any deviation of this child custody decree will require formal written approval acknowledging "in direct contradiction to stated court order" signed by both parties and notarized prior to pick up.

A legal restraining order must be in the child's file if biological/adoptive parent/guardian is not allowed to pick up child and no other court order exists.

In the absence of a court order on file with the Y, both parent/guardians will be afforded equal access to their child as stipulated by law. The Y program cannot, without a court order, limit the access of one

parent/guardian by request of the other parent/guardian, regardless of the reason. If a situation presents itself where one parent/guardian does not want the other parent/guardian or other designated authorized pick-up person to have access to the child the Y will remove the child from the program until all parties come to a mutual agreement that will be in writing, on file at the Y.

Late Pick-Up

Your child must be picked up before 6:30 PM. Late fees will be assessed for any child picked up after 6:30 PM at a rate of \$1/minute. The official time will be based on the site cell phone. It is your responsibility to make other arrangements if you cannot pick up your child. The staff will submit a late pickup form and the fee will be added to your next tuition payment.

The following steps will be taken when a child is left at the program past closing time:

- Calls will be made to parents/guardians and emergency contacts listed on the child's registration form.
- If the parent/guardian or the emergency contact cannot be reached within 30 minutes, the child(ren) will be considered abandoned, and a hotline call will be made.

Frequent late pickups (late more than 2 times) may lead to the termination of your child's enrollment.

Additional Program Information

Dress Code

Children are asked to dress according to the weather and days' activities. Tennis shoes are always advised, so no activity will be missed. Standard school dress code rules apply for our programs.

Technology Policy

For safety and liability purposes, program participants are not allowed to bring or use personal electronic devices! **No phones, no tablets, no gaming systems, or computers!** Staff are not able to effectively monitor what content children access. In addition, the Y cannot be responsible for broken, stolen, or abused electronic devices.

Any violation of this policy will result in staff collecting the device and holding it until the parent picks it up. Additional violations will result in termination from the program.

Nutrition

The Y participates in the Child and Adult Care Food Program (CACFP). Children will be provided an afternoon snack or light meal that meets all CACFP regulations and state Licensing requirements. Please notify staff of any food allergies. Sugared beverages, fried foods, fast food, candy, and similar foods are not permitted per food program regulations. Children are allowed to bring their own snack, but the above guidelines apply.

Parent/Guardian Visitation

Parent/Guardians are always welcome to visit the program at any time. We would love to have you come and share your job skills or hobbies. Please check with your Program Leader for a date if you wish to share your skills/hobbies with the Before & After School Program.

Curriculum – our staff plan and prepare a variety of age-appropriate activities

Healthy Habits = Healthy Kids: All sites will participate in activities that will focus on nutrition and character development.

Time For Your Mind: Every day kids receive designated academic enrichment time. This may be in the form of games, lessons, STEM experiments and/or homework time.

Learn, Play, Grow. - Every day kids will participate in active play that will expose them to both moderate and vigorous physical activity.

Crafting Friendships: Kids will have the opportunity to play and do craft projects.

Well-Being

Medication Administration

Medicine must be handed to a leader by the parent/guardian. Do not send medication with the child. Only prescription medication (no over the counter medication) will be administered. A MEDICATION AUTHORIZATION FORM must be completed and appropriately filled out by the parent/guardian the day the prescription is brought to the Y (forms are available at the Before & After School sites)

The leader may dispense only prescribed drugs in the original container, which bears the original label displaying legible information stating the following:

- Prescription number
- Prescription name
- Strength and quantity of the prescription
- Expiration date of any time-dated prescription
- Directions for use
- Child's name
- Physician's name
- Date of original issue, or with refill, most recent date of issue
- Name and address of licensed pharmacy issuing the medication

Each time the medication is given to the child the Y leader will complete the information on the medication authorization form and the daily medication sheet. When the child is no longer taking the medication, the medication will be returned to the parent/guardians and the medication authorization form placed in the child's file. All medications must be stored in a locked box out of the reach of the children.

If medication is requested to be kept on hand "for emergencies only" (i.e. asthma attacks, severe allergies, seizures etc.), a special needs form must be completed by a physician prior to enrollment into the program.

Medications not taken during the program will not be stored or transferred by our staff.

Special Needs

The Y Academy is committed to serving all families, but there are times when our program is not equipped to care for special needs. If a special needs case is approved, but later found to be unsafe in our program, a dismissal notification will be given to parent/guardian. Parent/guardian must disclose special needs on the registration form and offer strategies to best serve the child.

To establish a safe environment for your child and our leaders, the following procedures must be followed for your child's medical care and treatment should your child require the use of an inhaler or epi-pen.

A SPECIAL NEEDS FORM is to be filled out completely by your physician.

A MEDICATION AUTHORIZATION FORM must be completed in full (if needed).

It will be the parent/guardian(s) responsibility to monitor and track prescription expiration dates and replace medication as needed.

Leaders will receive informational training, provided by the parent/guardian(s) on appropriate procedures before the child may participate in the Before & After School program.

Exclusion of Sick Children

Any leader may evaluate a child exhibiting any of the following symptoms per State Health Communicable Disease Guidelines before being accepted or continuing in the program (i.e. health check):

- Temperature: Fever of 100 and above
- Respiratory Symptoms: Wheezing that occurs suddenly and is unexplained, congestion that is severe
- Vomiting: If child vomits and has any other symptoms such as fever, behavioral change, abdominal pain or diarrhea.
- Diarrhea: loose, watery stool, if it is not food related, if it is accompanied by symptoms such as fever, abdominal pain or vomiting.
- Other symptoms: Such as rash, swollen glands, or stomachache.

The parent/guardian will be notified to pick up the child within 1 hour. If the parent/guardian cannot be reached, the emergency contact person listed on the child's registration form will be called until someone is reached to pick up the child. To ensure the safety of the child, it is the parent/guardian's responsibility to make alternate arrangements. The late pickup policy will apply at the end of the one-hour grace period. The child must be fever/symptom free for 24 hours before returning to the program.

Health Checks

Your child will not be accepted into the Before & After School if he/she has symptoms of a contagious disease, illness or injury that might require medical attention. Leaders have the right to take children's temperatures prior to being admitted for care.

Communicable Disease Guidelines

Please notify the Y leader immediately of any communicable disease. All parent/guardians at the Before & After School Program will be confidentially notified so that they can watch their child closely for symptoms.

The following is not a comprehensive list, but are specific communicable diseases that prevent attendance in the program: Impetigo; Head Lice; Roseola; Scabies; Measles; Ringworm, Pink Eye; Chicken Pox, Unidentified Rash; Strep Throat; Mumps, Influenza, Coronavirus

Child Injury

- If a child is injured, a parent/guardian will be notified that day.
- Minor injuries: injuries that require no more than washing, Band-Aid, ice pack.
- Major injuries: Injuries that require more than washing, Band-Aid and ice pack. The Program Leader, after evaluating the situation, will take whatever steps are judged necessary to obtain the appropriate medical attention. This may include the following: Contact the parent/guardian or an authorized person to pick up the child or transport the injured child to the nearest hospital via ambulance.
- If 911 is called and the child is sent to the hospital, the Program Leader will notify the parent/guardians, the Program Director, and Executive team immediately.
- The Y does not provide accident insurance for your child. This will be the responsibility of the parent/guardian.
- Accidents will be upsetting and traumatic for the other children. Leaders who are not needed to deal with the injured child will move the other children to another area.
- Children will be allowed to ask questions and express their feelings about what has happened. The Leader will not alarm the children with opinions of the outcome of the accident but will be reassuring to the children.

Behavior Management

Discipline

The Y is an inclusive, family-friendly organization. We expect all our members and guests to model our values (caring, honesty, respect, responsibility) in their conduct and language. Our program's philosophy is based on respect for the child's self-esteem, setting reasonable limits, and creating an environment that encourages self-discipline, problem solving, and conflict resolution. We see the opportunity to teach the values of getting along with others, solving problems in a positive way, and learning self-control as the key to a successful program. The leader is dedicated to working together with the children and parent/guardians to resolve any concerns that may arise. Our methods of discipline are:

- Setting an appropriate environment for programming
- Having a well-planned program
- Redirecting behavior by giving choices
- Encouraging problem solving with facilitation
- Discussing problems to discover causes and guiding the child or group of children to find ways to resolve it
- Assigning special tasks and responsibilities that will help to build their self-esteem
- Reflecting on children's successes and accomplishments
- The "Thinking About It" area is a place a child can choose to get away, to be alone, or take time out from activities (while in view of a Y leader). This is also a space where children can think about what happened and what to do next time. The child chooses to leave this space when he/she feels ready to rejoin the activities or talk with staff about a plan to prevent future reoccurrences.

Inappropriate Sexual Behavior

Inappropriate sexual behavior of any child toward any other child or leader is strictly prohibited in The Y Academy. Inappropriate sexual behavior is defined as sexual advances, requests for sexual favors, or other physical conduct of a sexual nature made by any child toward another child.

Children who believe they have been victims of, or have witnessed, inappropriate sexual behavior must report the incident to any Y leader immediately. Parent/Guardians of a child who believe their child has been a victim of inappropriate sexual behavior or witnessed such an incident must also report the incident to any Y leader immediately. Each incident will be reported in accordance with the Mandated Reporter law and investigated internally, as much as allowed by law.

Child Abuse Prevention/Mandated Reporting

The Y is a mandated reporter for any suspicion of child abuse and neglect. A call is made in “good faith” and is only reporting. It is the Department of Family Services’ (DFS) responsibility to investigate the case. A mandated reporter does not investigate, need to prove, or have all the facts before reporting.

Behavior Management Procedures

There are three specific rules at Before & After School:

- Act in ways to keep yourself safe and unharmed
- Act in ways to keep others safe and unharmed
- Act in ways to keep property safe and unharmed

When a conflict arises concerning the rights of other people and/or property, our goal is to work with each participant individually to solve the problem through effective communication and logical consequences. Other behavior management techniques, which include redirecting behavior, removal from a particular activity, and parent/guardian consultation, will be used in situations where conflicts continue.

Depending on the severity and frequency of incidents, such as, fighting, inappropriate language, destruction of property, lack of regard for rules, or the possession or pretend use of inappropriate toys (i.e.: play guns, swords, or other weapons), a participant may be suspended or expelled from the program.

We believe in giving second chances, but we also must be responsible for keeping all children safe. There are violations that will lead to immediate dismissal. Behavior reports or written documentation will be given for infractions that warrant a parent/guardian be made aware. Multiple behavior reports will lead to suspension. No refunds are given for suspensions or expulsions. Regularly scheduled tuition is still required during a suspension, to save your child’s spot in the program. If expelled, tuition will cease.

Parent/Guardian/Family Member- Code of Conduct

The Y requires parent/guardians of enrolled children to behave in a manner consistent with courtesy and respect. One of the goals of our program is to provide the most appropriate environment in which a child can grow, experience, and develop. Achieving this ideal environment is not only the responsibility of the staff but is the responsibility of every family member or adult who enters the program. Parent/Guardians are required to behave in a manner that fosters this ideal environment. Those who violate the Parent/Guardian Code of Conduct may be dismissed from the program.

Swearing/Cursing: No adult is permitted to curse or use other inappropriate language at the Before & After School program, whether in the presence of children or not. Such language is considered offensive and will not be tolerated.

Threats of any kind will not be tolerated. School Age Services follows a zero-tolerance policy of staff, children, or other adults. Parent/guardians do not have the right to verbally attack, yell at or demean any staff member. Following the chain of command is also required when addressing concerns/conflicts within a program.

Other children: Parent/Guardians are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. No parent/guardian or other adult may physically punish another parent/guardian's child. If a parent/guardian should witness another parent/guardian's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the staff.

Confidentiality: It is inappropriate for one parent/guardian to seek out another parent/guardian to discuss their child's inappropriate behavior. All behavior concerns should be brought to the attention of the staff. The leader will address the issue with the other parent/guardian. Although you may be curious about the outcome of such discussion, leader is strictly prohibited from discussing anything about another child with you. All children enrolled privacy rights and are further protected by our Confidentiality Policy. Be assured that leader will also follow this policy.

Violations of Safety Policy: Parent/guardians are required to always follow all safety policies. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the children and staff.

Termination

The Y reserves the right to terminate or restrict children, families and/or parent/guardians from the program based on actions of behaviors that are not deemed in the best interest of the organization based on rules, policies, and situations. Rates will be forfeited.