



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Y CLUB FAMILY HANDBOOK

Before and After School

Youth Development Services
8205 W. 108th Terrace, Suite 120
Overland Park, KS 66210
913.345.9622

KansasCityYMCA.org



OUR MISSION

The YMCA of Greater Kansas City, founded on Christian principles, is a charitable organization with an inclusive environment committed to enriching the quality of family, spiritual, social, mental and physical well-being.
A UNITED WAY AGENCY

Welcome

Dear Families:

The YMCA of Greater Kansas City is extremely pleased to provide Y Club Before and After school enrichment programs for your child. By selecting YMCA programs, you are giving your child or children the opportunity to benefit from a quality program that has a foundation of Y tradition and 170 years of experience in serving children and their families.

Positive relationships among youth, staff, and parents are critical for each child's healthy development and social growth. A lower ratio of youth to staff enables Y leaders to engage in activities and conversations with each child every day. We know our youth look to Y staff as role models, watching and learning as they cooperate, communicate and solve problems with each other.

Y Club is guided by our philosophy of youth voice and choice activities with input from the students themselves. Our programs will be balanced with designated homework help and enrichment activities.

This Family Handbook has been designed to answer your questions, build communication between our staff and your family, and assist you in understanding our policies and procedures. The policies and procedures outlined in this booklet are intended to protect your child or children and to ensure that his/her experience in the Y Club Before and After school program is positive and rewarding.

Please read this booklet carefully and refer to it as needed. We anticipate a fun and safe year for all!

We hope to not only meet, but to exceed the expectations of you and your family. Thank you for this opportunity.

-Youth Development Administration



About Y Club

The Y Club Program is a fun place where youth from Kindergarten through 12 years of age will enjoy and benefit from positive interaction with Y staff and new learning opportunities. We believe in empowering youth to help design the activities we provide each week. Allowing students to choose what they do each day helps build a student's understanding of making positive choices and also ensures that all students are participating and engaged in that activity.

Families will enjoy the affordable weekly fees and the convenience of a state licensed program.

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NON-DISCRIMINATION STATEMENT

The YMCA of Greater Kansas City recognizes the worth of all persons, regardless of race, ethnicity, religion, sex, gender, sexual orientation, age or economic circumstances.

OUR COMPONENTS

Y Club incorporates nine components as a way to intentionally foster holistic youth development through a range of activities focused on helping youth achieve, build relationships and feel like they belong.

Academic Enrichment and Homework Help - We offer dedicated daily homework time. Our program is not a tutoring program. We provide at least 30 minutes of focused, quiet time for students to work on homework or other academically-based work. Our staff will do their best to work with the schools and teachers to help ensure we are a compliment to the work they do in the classroom. We understand that certain families may request more than 30 minutes each day to be spent on homework completion. Please let your Site Supervisor know of any additional requests.

Leadership Development -We provide experiences that intentionally allow participants to plan, develop, and lead program components with staff support (e.g., snack choice, activity planning)

Health and Wellness- The YMCA of Greater Kansas City has implemented a series of Healthy Eating and Physical Activity standards in our Y Club program as part of the Y's national commitment to combat childhood obesity and ensure that all those who participate in YMCA programs live a healthier, balanced life. Intentional time focused on nutritional education and physical activity will allow youth to engage in a minimum of 30 minutes of moderate to vigorous activity each day and will take place outdoors whenever possible.

21st-Century Skills- We offer project or club based learning aligned with school-day curriculum that involves teamwork, time management, digital moviemaking, STEM, journalism club, or robotics club

Arts Projects- We focus on clear learning objectives that engage youth in planning, implementation, and debriefing through fun, creative and sometimes messy projects.

College and Career Readiness- We provide activities that allow youth to explore career paths and higher education opportunities through career club, and guest speakers.

Family and Parent Engagement- We create multiple ways for parents and families to engage including monthly events, interactions with staff, and volunteer opportunities.

Global Learning and Inclusion- We offer cultural events and projects that explore diverse perspectives, ideas, beliefs, and customs.

Service Learning- Youth are given opportunities to learn and serve their community within Y Club, locally and globally with clear learning objectives that truly allows the youth to identify project plans and implement their ideas.

Typical Daily Schedule

Each site is required to follow the daily schedule. Weekly lesson plans will be posted and available for parents.

The schedule is intentionally planned to support reaching Y Club's outcomes.

- Arrival/Snack/Interest Areas (10 - 15 minutes)
- Physical Fitness (30 minutes)
- Homework Enrichment (30 minutes)
- Club-Based Activities (until dismissal)

Healthy Eating and Physical Activity

The YMCA implements a series of healthy eating and physical activity standards in our Y Club program as part of the Y's national commitment to combat childhood obesity and ensure that all those who participate in YMCA programs live a healthier, balanced life.



Physical Activity- We ensure that children engage in at least 30 - 60 minutes of physical activity per day, including a mix of moderate and vigorous physical activities that promote bone and muscle strengthening. Play will take place outdoors whenever possible.

Screen Time- Youth have no access to television or movies. Digital device time is limited to less than one hour per day. Digital device use is limited to homework or programs that actively engage children in activity.

Food and Nutrition- Healthy snacks are provided to help ensure children receive the nutrition they need to learn, play, and grow. We serve beverages that are 100% fruit juice and do not have added sugar. The YMCA will not provide any fried foods or foods which contain trans-fat or sweets with large amounts of sugar like candy or deserts. In addition to fruits and vegetables, only whole grains will be served. If students bring their own food for snacks during Y Club, the food must meet our recommended nutritional standards. We ask that students not bring food or beverages with little or no nutritional value such as soft drinks, packaged bakery or candy items as they are not allowed in our program.

OUR LEADERSHIP

Each of our sites has a Site Supervisor dedicated to your child's Y Club program. Your Site Supervisor is your primary contact for information about our programs or any questions you may have. Our organizational chart is posted at all of our sites. We strongly encourage and invite parental participation and communication. All programs have an open door policy and we hope you take an active role in your child's day.

OUR ASSOCIATES

Our associates receive extensive hours of professional development training that exceeds state licensing requirements. All sites have associates who are CPR and First Aid certified. We meet or exceed state staff-to-child ratios. Background checks are performed on all YMCA associates. Associates may not babysit your child. We request that you not ask any YMCA associate to care for your child outside of the program.

REGISTRATION OPTIONS

Online Preferred Method

KansasCityYMCA.org/YClub

Walk-In

Youth Development Services
8205 W 108th Terrace, Suite
120 Overland Park, KS 66210

Mail-In YMCA of Greater Kansas City
3100 Broadway, Suite 1020
Kansas City, MO 64111

Fax 816.931.1847

All sites have maximum enrollment numbers and registrations are processed on a first-come, first-served basis. Priority is given to participants registering for full-time schedules. Registration fee and first week's tuition is due at the time of registration. FEES ARE BASED ON ENROLLMENT AND NOT ON ATTENDANCE. Registrations cannot be processed for future start dates and spots cannot be guaranteed. Registration fees are nonrefundable. If a child is dropped from the program a \$25 reapplication fee will be charged to reregister.

TUITION PAYMENT POLICY AND PAYMENT OPTIONS

Tuition is due each week for the following week of care if paying by electronic draft. If paying by check at the site, payment is due one week in advance. The first week's tuition will be paid at the time of registration. Payment will then be due each Monday, beginning the first week of care. A late payment fee of \$20 will be added if payment is not received by Monday at 6 p.m. A Notice of Dismissal will be issued if payment is not received by Thursday. Each account will be assigned one primary payer—splitting accounts between two or more payers is not an option. Payments are always due on the due date regardless of court ordered custody, child support, or payment agreements. The following methods of payment are accepted:

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| EFT (Electronic Funds Transfer) | This is the preferred method of payment. Weekly fees will be automatically deducted. Complete an EFT form and return to:
YMCA of Greater Kansas City
3100 Broadway, Suite 1020
Kansas City, MO 64111 |
| Online Payment | Payment can be made online at KansasCityYMCA.org . |
| On Site | Pay by check or money order at the site every Monday. Cash is not accepted. |
| Phone Payment | Phone payments can be made by calling 816.360.3390. |

The YMCA of Greater Kansas City's tax ID number is 44-0546002.

SCHEDULE CHANGES

Schedule change requests are based on availability. Priority is given to full-time schedules. The Y reserves the right to enroll from the wait list prior to approving the request. Schedule changes and cancellations to your child's enrollment must be made with written notice on a Change Request form, one week in advance. A \$25 administration fee will be charged per family, per request and is due at the time of the request.

NO SCHOOL DAYS AND SNOW DAYS

We keep a designated number of schools open in most districts for both scheduled days off and snow days. For No School Days, in addition to completing the registration form and paying the registration fee, participants must register online or by completing a No School Day form designating the school they wish to attend. No School Day fees are due at the time of registration. These fees are non-refundable and non-transferrable.

Registration for No School Day programs ends one week prior to the No School Day. Any late registration will require Director approval and be submitted in person at the Youth Development Services Office. Day of registration will not be accepted.

The parent/guardian registering will be required to have a copy of the completed Emergency Enrollment packet PRIOR to attending care. Space is limited.

No School Day dates and details are available at your Y Club site or at [KansasCityYMCA.org/YClub](https://www.kansascityymca.org/YClub).

NOTE: Programs begin 30 minutes later on snow days, and there is no advanced registration for snow days. Always take a copy of your child's emergency information packet for No School Days and snow days.

FORMS

Each child is required to have a completed Emergency Enrollment packet on file at the site. It is the parent/guardian responsibility to make a copy of this packet and to provide this copy to each No School Day or Snow Day location that is used. Staff may not transfer Emergency Enrollment packets back and forth between sites. The Packet contains a set of documents, which the Health Department requires us to keep on site for each child. You will take these documents to the site on the first day your child attends. Do not send these packets to the YMCA office. Packets need to be at the school with your child.

FINANCIAL ASSISTANCE AND 3RD PARTY SUBSIDY

The YMCA is committed to providing quality programs to all children and families regardless of their financial circumstances. The YMCA strives not to turn anyone away due to an inability to pay and offers financial assistance through our Annual Campaign scholarship program. Interested families must complete an application. Discounts on weekly fees are given to those who qualify, and the amount of the discount is determined based on funds available. Applications for financial assistance are available online at [KansasCityYMCA.org/YClubForms](https://www.kansascityymca.org/YClubForms).



Some families may qualify for a 3rd party subsidy, such as DCF in Kansas or DSS in Missouri. If you receive this subsidy, you will be responsible for any tuition and fees which your subsidy does not cover. Families paying via DCF or DSS are required to follow the same payment policies as families who pay out of pocket.

ATTENDANCE AND PICK UP

Your child must be signed into and out of the program. Only parties that are authorized by you may pick up your child from the program. If your child is going to be absent, please notify your site supervisor. Children must be picked up from the program by 6 p.m. Late charges begin accruing at 6:01 p.m. and are \$1 per child per minute late. Late charges are due when you pick up your child and can be paid by check or authorized card payment.

If a child is not picked up by 6:15 p.m., we will begin contacting emergency contacts. If we cannot reach anyone in the family by 7 p.m., we will notify law enforcement in accordance with state laws.

ILLNESS AND INJURY

Children who are ill may not return until they are symptom free for 24 hours. They must also be fever free for 24 hours, without the use of fever reducers. If your child becomes ill during program hours, you will be notified and requested to pick up your child immediately. Our associates will administer first aid for minor injuries. You will be notified if your child needs prompt medical care.

Medication

Prescription medications must be in their original container labeled with the child's first and last name, the date the prescription was filled, the name of the licensed physician or licensed nurse practitioner who wrote the prescription, the expiration date of the medication, and specific and legible instructions for administration and storage of the medication. YMCA staff will administer the medication according to the instructions. Non-prescription medications can be given by permission and directions from child's physician. YMCA staff will administer non-prescription medication from the original container labeled with the first and last name of the child according to the instructions on the label. All medicine will be held in a locked box.

RATIO AND SAFETY

All of our programs are licensed by the Kansas Department of Health and Environment or the Missouri Department of Health and Senior Services. Both states require a 1:15 adult to child ratio.

CUSTODY ISSUES

The Primary Parent listed on the enrollment form is the **ONLY** authorized party to make any account or enrollment changes. Any change in family status which impacts authorized parties for pick-up will require official documentation from the proper authority. In cases of separation or divorced parents where visitation rights are denied to one parent, we cannot deny releasing the child to such parent unless a court decree or separation documents are in our file expressly forbidding such parent to pick the child up from our program, or from pick up at times not allowed by the court decree. The court decree must also be specific to the rights of visitation on the YMCA property during program hours. Please call the site supervisor if you have specific custody issues that we need to be aware of. YMCA staff will not testify in court in regard to child custody proceedings. Neither our programs nor staff will endorse any person(s) for the purpose of custody disputes. The YMCA reserves the right to discontinue care if custody issues disrupt the program or become an issue for program staff, office staff, the child, or other children in the program.

Family Transitions

Occasionally, a child(s) actions in our program can be a result of problems they are experiencing at home (i.e. pet's death, parent divorcing, fight with sibling, etc.). If any such disruptive or traumatic experience should occur, please inform your site supervisor. This will enable us to better meet the needs of your child.

Special Needs

Y Club is open to all children, and the YMCA will work with children of all abilities. Parents have a duty to disclose significant medical, physical, or behavioral needs at the time of enrollment. Due to the large-group format of our programs, the Y is unable to provide one-on-one care except on intermittent basis.

Ensuring Success for All

At the YMCA we focus on the success of each individual child. To help support that process the Site Supervisor in partnership with the family work to create an Individual Success Plan or ISP. A request for an ISP can come from the family or the Site supervisor; we welcome families to invite all parties that can provide support to ensure the youths success (teachers, counselors, specialist, and other members of the family household). ISP will be documented and scheduled for routine check-ins regarding the success of the youth in Y Club.

Y CLUB RULES

The purpose of rules is to set boundaries for a child's behavior. Please review with your child daily the types of behaviors that we expect (outlined below) and perhaps even spend some time discussing their importance in order for your child to have a successful time at Y Club.

1. **Friends Helping Friends!** Honesty and respect will be the basis for all relationships and interactions. Reach out and make a new friend each week. We respect each other and the environment. If we listen to others; they will listen to us. Use your magic words, please and thank you often. Be courteous with the words you use. Inappropriate language, verbal threats, fighting and tactics used to humiliate or intimidate another simply **WILL NOT BE TOLERATED.**

2. **Social Inclusion:** Teamwork and cooperation will be the basis for including every one. Politeness and courtesy go a long way. People are responsible for their actions. Use positive language at all times. Speak for yourself, not anyone else. Encourage others by avoiding put downs, who needs them? Show respect. Every person is important. Keep your hands and feet to yourself at all times. You are not allowed to touch another youth or staff member in a negative way.

3. **Building a community:** Every child is part of the Y Club. You are here to make new friends, play with old friends, learn new games, try something new, build on an old skill and just have fun. Respect all Y staff, Y members, counselors and other youth. The proper use and cleanliness of the space, equipment, supplies, etc. is the responsibility of all. Clean up is important and we need your support. Not only do we respect each other but also we respect our environment by putting litter in its place, by not destroying property that belongs to Y Club or to others and putting equipment up in its proper place. We are all responsible for our words and our actions. Be responsible for personal belongings. More things are lost than found. Leave important things at home. Stay in program areas with your counselor – running away is not acceptable. Cooperate with staff and follow directions. They know best how to keep you and your friends safe.

Behaviors that will result in mandatory suspension and may result in immediate dismissal include but are not limited to:

- Any action that could threaten or pose a direct threat to the physical or emotional safety of the child, other children or staff
- Fighting, biting, stealing and running away
- Possession of a weapon of any kind
- Vandalism or destruction of YMCA property or property of others
- Sexual misconduct
- Possession or use of alcohol or controlled substances

DISCIPLINE

Our discipline policy is youth-centered and designed to achieve a positive outcome to misbehaviors and conflicts. Positive behaviors are acknowledged. Misbehaviors and conflicts are responded to in an appropriate manner. We reserve the right to recommend implementing an Individual Support Plan (ISP) for any child whom we feel would benefit from doing so.

The ISP process includes a meeting between the site leadership and the parent/guardians. Parent/guardians may invite any adults to the ISP meeting that they feel will be helpful in contributing to the success of the child. We have zero-tolerance for violence and bullying. The school or district policy in which the program is held is followed. We have the right to suspend or expel children from our programs if they or their families threaten safety or interfere with the sustainability of a quality program. Any child who is suspended from a program must have an ISP on file before returning the program.

MORE INFORMATION

If you have questions, please contact your site supervisor or visit our website at [KansasCityYMCA.org /YClub](https://KansasCityYMCA.org/YClub). You can also call the YMCA Youth Development Services office at 913.345.9622.