



# GROWING TOGETHER

## Y-Club Parent Handbook

**PITTSBURG  
FAMILY  
YMCA**

**Pittsburg Family YMCA**  
1100 N Miles Ave, Pittsburg, KS 66762  
620-231-1100 • [pfymca.org](http://pfymca.org)



## MISSION AND GOALS

**Mission Statement:** At Pittsburg Family YMCA, our mission is to put Christian principles into practice through programs that build a healthy spirit, mind, and body for all.

**Our Goals:** YMCA School Age Programs aim to help children reach their fullest potential by emphasizing:

- Interpersonal relationships
- Character development
- Academic achievement
- Physical skills
- Health and nutrition

## HEALTH AND NUTRITION

A USDA-approved snack is provided. To support this, we ask that no candy, outside food or drinks (except water) be brought to our afterschool program.

## ACADEMIC SUPPORT

The Y is dedicated to delivering quality programs for all youth. We understand the importance of combining enriching and fun activities with academic support. Daily homework assistance is available. If your child requires additional help, please speak with your Y-Club Site Director. Our program offers a balanced mix of socialization, recreation and academic support, ensuring a safe and structured extension to your child's school day.

## QUALITY STAFF

We provide the highest quality staff to meet your family's needs. Our staff members are required to complete:

- Comprehensive background checks
- 16 hours of state-licensed annual childcare training
- Child abuse prevention training
- Mandated reporter training
- CPR/First Aid/AED certification
- Approval through the Kansas Department of Health and Environment (KDHE) for all directors.

We are here to serve you and your children. Please take the time to meet with your child's Y-Club Site Director and share any information that will help with your child's daily care.

## COURT-ORDERED DOCUMENTS

If you have court-ordered paperwork for any individuals who are not allowed contact with your enrolled child, please provide the documents to your Y-Club Site Director at the time of enrollment. The paperwork must be an official court-ordered document, indicating the primary residential parent or shared parental custody, and must be updated annually.

Occasionally, we are asked to provide copies of sign-in/out sheets or attendance records. Please note that to obtain any records from the YMCA, we must be subpoenaed. Thank you in advance for your cooperation.

## ENROLLMENT AND PAYMENTS

Enrollment starts on the first day of attendance. Registration, along with all required documentation, must be completed before attendance. Enrollment forms must be renewed annually.

**Pre-Enrollment Requirement:** Children must be enrolled before starting. Due to licensing requirements, participants who have not completed their registration will not be accepted into the program until it is complete.

### Fees:

YMCA Membership	Need	Fee
Yes	Part-Time (1-3 Days)	\$30/wk
Yes	Full-Time (4-5 Days)	\$40/wk
No	Part-Time (1-3 Days)	\$45/wk
No	Full-Time (4-5 Days)	\$60/wk

**Registration Fee:** A fee of \$25 per child is due before enrollment in the afterschool program and is non-refundable.

**Fee Policy:** *Enrollment in Y programming reserves your child's space, time and staffing, whether your child attends the program or not. Therefore, weekly fees are due and billed regardless of attendance.*

**Non-Payment Policy:** Non-payment for the current week may result in immediate termination of services. Continued past due payments may be considered abuse of service and can lead to termination of services.

**Financial Assistance:** Financial assistance is available to all participants. Qualifications for financial assistance does not remove a participant's responsibility to pay their weekly fees and keep their account current.

**Separate Enrollment:** Enrollment in afterschool care does not automatically enroll your child for





- **Safety Protocol:** For your child’s safety, if someone appearing to be under the influence of drugs or alcohol arrives to pick up your child, our staff will contact another person on your pick-up authorization list. If no one is available, we will call local law enforcement.
- **Authorized Pickup:** Children will only be released to a parent/guardian or authorized persons. Staff may request photo identification at sign-out if they are unfamiliar with the person picking up the child.
- **Late Pickup:** If you anticipate being late to pick up your child, please notify the Y-Club Site Director or YMCA immediately. All YMCA childcare programs end promptly at 5:30pm. A late fee will apply if your child is picked up late: \$10 for 1-10 minutes late and an additional \$1 per minute for every minute thereafter. Any late fees will be charged via Electronic Funds Transfer the following business day.

### STAFF CODE OF CONDUCT

YMCA staff members sign a Code of Conduct that outlines expected behaviors both at work and within the community. This Code of Conduct specifies appropriate behaviors and sets rules to prevent potential abuse and to avoid placing adults in vulnerable positions where allegations of abuse could arise. Signing this document is a crucial step in ensuring the protection of your child during our program and in community social settings.

- YMCA staff members must adhere to these guidelines or face termination.
- To protect our organization, staff and participants, please do not ask YMCA staff to babysit, transport or otherwise be responsible for your child outside of YMCA program time.
- Staff are also prohibited from engaging with children online or through any type of electronic communication.

These measures are in place to ensure the safety and well-being of all involved.

### PERSONAL ITEMS, MOBILE PHONES, AND ELECTRONIC DEVICES

Please ensure your child leaves personal items such as tablets, iPods, toys, mobile phones, games and trading cards at home. These items are not allowed in the program. If your child has a school-issued iPad, it can be used during homework time for homework purposes only. The YMCA is not responsible for lost, stolen or broken items. If this policy is not followed, items will be confiscated and only returned to a parent/guardian or authorized person at pickup time.

## HEAD LICE

Head lice checks will be conducted as needed by designated YMCA staff. If live head lice or new eggs are found in your child's hair, a parent/guardian will be notified and advised on treatment.

## EMERGENCY CLOSURES

Pittsburg Family YMCA will not offer childcare when USD #249, USD #250 and/or St. Mary's Colgan is not in session. This includes closures due to inclement weather, snow or any other unscheduled school closings.

## HOLIDAY/NO SCHOOL DAYS SCHEDULE

### Holidays-CLOSED

***To allow staff time with their families, our programs will be closed for all childcare on the following holidays. Please note that we will be closed for certain parts of some holiday breaks.***

- Labor Day
- Thanksgiving Break
- Christmas Break
- New Year's Day
- Good Friday
- Closed Last Week of May

*Summer Camp will start June 1, 2026.*

You will receive reminders about these days in advance to help you plan. ***Once registered for these special childcare programs, there will be no refund or credit if the child is unable to participate.***

## DISCIPLINE PROCEDURES

YMCA staff are committed to fostering a positive environment based on the YMCA's Four Core Values: Caring, Honesty, Respect, and Responsibility. We highly encourage and expect proper participation and conduct from all children.

### Discipline Procedures:





## Expulsion Policy

1. **Verbal Warning:** The child and parent will receive a verbal warning. The incident will be documented in the children's file.
2. **Written Warning:** A written warning will be issued to the parents.
3. **Suspension:** The child may be suspended from the program for 1-3 days.
4. **Dismissal:** If issues persist, dismissal from the program may occur.

**Dismissal Reasons:** Dismissal from the YMCA program may occur for the following reasons:

- **Discipline Issues:** Persistent discipline problems that cannot be resolved despite repeated attempts, or issues that jeopardize the safety of others.
- **Excessive Late Pickup:** Frequent late pickup after program hours.
- **Fee Payment Issues:** Excessive tardiness in fee payments or failure to make payments for more than 2 weeks.
- **Inappropriate Behavior:** Disruptive or disrespectful behavior from adults involved with the program.

These steps ensure a safe and respectful environment for all participants.

## HOURS

Afterschool program is open from 3:00pm-5:30pm.

Early Dismissal is open from 12:30pm-5:30pm.

## SCHEDULE

3:00-3:15pm Attendance

3:15-3:45pm Snack

3:45-4:15pm Physical Activity

4:15-4:45pm Homework time/Reading time

4:45-5:15pm Group Activity

5:15-5:30pm Free Play in Gym until pick-up

## LOCATIONS

**Frank Layden Elementary School**

200 East Lanyon St  
Frontenac, KS 66763

**George E. Nettles Elementary School**

2012 Homer St.  
Pittsburg, KS 66762

**Lakeside Elementary School**

709 S. College St.  
Pittsburg, KS 66762

**Meadowlark Elementary School**

1602 E. 29th St  
Pittsburg, KS 66762

**Westside Elementary School**

430 W. 5th St  
Pittsburg, KS 66762

**St. Mary's Elementary School**

301 E. 9th St.  
Pittsburg, KS 66762

**PRIMARY CONTACT INFORMATION:**

Please contact Ashlyn Corn, Director of Afterschool, for any questions or concerns.

Office: 620-231-1100

Email: [acorn@pfymca.org](mailto:acorn@pfymca.org)