

# YMCA Before And After School Program



**Y**SCHOOL AGE™

The YMCA of Regina is a charitable organization whose purpose is to foster the growth and development of people and communities in spirit, mind and body.

## **Welcome**

Welcome to YMCA of Regina Children's Services. We take our job of caring for your children very seriously. We believe that the partnership between parents and our child services providers is essential to the healthy growth of your children and your family. We understand that parents need to have peace of mind, knowing that their children are in a safe, nurturing environment that fosters healthy development.

Thank you for selecting the YMCA School Age Programs as your family's choice for childcare. Please note that you will need to re-register for each year that your child is enrolled in our centre.

## **Our Philosophy**

We believe that children learn most effectively through play. Our goal is to provide the guidance and stimulation required by children to make their choices of activities and allow them to experience the world around them. We encourage language development, problem solving and decision-making with the emphasis on verbalization of feeling, thoughts and ideas.

The two basic rules within our centres are that people are to be respected and property is to be cared for.

In order for children to learn, they must first feel good about themselves and feel confident in their capabilities. We strive to provide a variety of experiences that will encourage children to have the confidence to successfully face new challenges.

Dedicated to quality service, our focus is on the family and the importance of providing a stimulating, nurturing and secure environment - a special place where you are assured that your children will learn, in a happy, loving atmosphere.

## **Our Values**

YMCA of Regina Child Care has a unique set of beliefs that are handed down through over 114 years of helping people help themselves. We believe:

- Children have a right to a secure and enriching environment that fosters cognitive, social, emotional and physical development.

- Parents have a right to pursue education, job opportunities and personal growth, knowing that their children are cared for in safe and dependable arrangements.
- Families require support and services at the challenging stage of life when childcare is required.
- Parent participation in their child's program develops personal growth, confidence in parenting and service to others.
- Parents should have opportunities to make informed choices about childcare from a variety of sources and modes.

## **Family Enrichment**

We see the role of the before and after school program and staff as being a support system to the family. All centres have an "open door" policy to encourage parents/guardians to spend time with their child. No appointment is necessary. It is important that there is open communication between staff and families. We encourage you to become involved in your child's program through visits, sharing your expertise and talents, or by contributing to the weekly themes, special parties or our cleanup/painting bees.

## **Goals and Objectives**

To assist each child to develop a sense of dignity and self-worth:

- By providing a wide variety of social activities and learning experiences that encourage the development of self-confidence and the ability to get along with others.
- By building warm relationships of trust between staff and children.

To assist each child to improve his/her cognitive skills:

- By providing a variety of age-appropriate educational and life experiences.
- By providing stimulating space, equipment and resources.
- By encouraging creative activities that develop verbal skills, self-discipline, decision-making and problem solving.

To assist each child to maintain good health and develop his/her physical skills:

- By providing an environment free from health and safety hazards.
- By providing health, nutrition and parenting information to families.
- By providing a daily period of physical activity.

To enhance family life:

- By providing opportunities for family involvement.

## **Staff**

The YMCA school age staff is professionally accredited with certificates and/or degrees and diplomas in Early Childhood Education, Recreation and Education or are currently working towards them. All Before and After School Staff are trained in first aid and CPR. A police background check is completed prior to employment with the YMCA.

## **Volunteers**

Volunteers are a valuable resource to our childcare centres. Our volunteers are given the opportunity to experience the responsibilities of childcare professionals. We encourage participation of volunteers in order to provide opportunities for career exploration, community involvement and self-development. The program and the children receive tremendous benefit from the effort and commitment of volunteers.

Volunteers are not included in the child/staff ratio and are never left alone with children. Program volunteers must provide a criminal record check prior to working in the centre. All volunteers are given an orientation to the centre and their hours of contribution are monitored.

## **Children's Program**

We strive to provide quality childcare in a safe, convenient and caring environment for children aged 5 - 12 years, grades 1-6. Our program includes a variety of age appropriate, fun and challenging activities designed to promote a child's social, physical, emotional and cognitive development. Our slogan is that "We build strong kids, strong families and strong communities".

Activities may include:

- Art and Crafts
- Science
- Nature
- Stories
- Sports
- Games
- Themes and special projects
- Homework assistance

The children have a great deal of input in the planning of activities, which will vary from quiet individual choices to active creative group choices.

## **Hours of Operation**

We offer programming at most sites from 7:00 am to 9:00 am every school day morning and from 3:30 pm to 6:00 pm every school day afternoon. This programming takes place at the schools that offer our programs. Before and After School Program Registrants are also eligible for the member rate for programming offered by the YMCA Youth Department on Professional Development Days and during weeklong camps over Christmas and Easter break. This programming takes place at the YMCA.

## **Eligibility**

School age care is provided for children in grades 1 through grade 6. Your child must be a student at the school that is host to the program site.

## **Enrollment and Acceptance**

Your child must be a student at the program's site. Each child's registration is accepted into the program on a "First Come First Serve" basis. There are a limited number of spots at each site, registration priority will be given to full and part time registrants.

## **Withdrawal Policy**

The YMCA requires one month's written notice in advance of withdrawal from our programs during the year. If notice is not given, that month's fees will be charged. Only the Director of the Before and After School Programs will make exceptions to this policy.

## **Dismissal Policy**

The following circumstances will warrant termination or expulsion.

- Assault or threat of assault by parent/guardian will result in immediate expulsion.
- Non-payment of fees
- Non-compliance with the policies and procedures of the centre.
- Parent's use of abusive language or any inappropriate behaviour towards others.
- Any destructive, violent behavior by a child that is harmful to other children or staff.
- Consistent lateness in picking up a child.
- Challenges due to undisclosed special needs.

## Fees

The fees for the program are based on full time enrollment. If there are openings for part time care it may be offered. Fee structure is as follows:

**\$230.00 Full time**

**\$110.00 Part time - for mornings only**

**\$150.00 Part time - for afternoons only**

**Professional Development Days \$35.00 each**

**PLEASE NOTE PART TIME CARE AND CASUAL CARE MAY NOT BE OFFERED IF ALL SPACES IN PROGRAM ARE FULL**

Fees are payable through: pre-authorized VISA, MASTER CARD, chequing account . Full Time and Part Time fees will be billed at the beginning of the month, and Casual fees will be billed upon completion of the month. All pre-authorized payments will be withdrawn or charged on the 1<sup>st</sup> or 15th of the month. Payments made using cash or debit will only be accepted at the front desk of either YMCA center. *Please ensure that your child's name is in the memo line of the check if you are dropping it off at the program.*

**NSF Payments** - You will be notified by letter with amount and date of your NSF payment. You will need to repay these fees plus a \$20.00 NSF fee within 2 weeks. Failure to do so will result in withdrawal of childcare services at that time.

**Non School Days** - The Before and After School Program Sites will be closed on all non school days including Teacher Professional Development Days and the following holidays:

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|--------------------|------------------|
| - Thanksgiving Day | - Family Day     |
| - Remembrance Day  | - Christmas Day  |
| - Good Friday      | - Boxing Day     |
| - Victoria Day     | - New Year's Day |
| - Labour Day       | -                |

**VACATIONS:** Childcare fees will be charged for all vacation and sick days during the regular school year.

**Tax Receipts** – A receipt will be issued upon payment. This receipt will include a GST number and is valid for tax purposes. Registrants who pay via Pre Authorized Credit will be issued a receipt in February. If you have misplaced or did not receive your receipt for any one month please contact the program director and a duplicate receipt will be re issue it free of charge. If you are missing more than one month a sum total yearly receipt will be issued for a \$10 charge.

## **Guardianship/Child Custody**

If you have a court order that limits the rights of one parent in matters such as custody or visitations, please provide us with a copy. Unless your court order is on file with us, we must provide equal rights to both parents.

## **Behavior Management Policy**

Our centers recognize and respect the uniqueness of each child and we work with families to provide behaviour management strategies to create a safe, healthy and happy environment. We use a variety of proactive and preventative strategies to help children become self-directed and self-disciplined. Our staff works as a team to provide consistent positive guidance to each child.

Children are given an opportunity to express themselves in a socially acceptable manner and they are encouraged to determine solutions to problems. Staff assists by providing positive discipline and re-direction and by establishing well-defined, fair and age appropriate expectations. Reasons for rules and limitations are clear and concise.

When staff must intervene, they do so in a respectful manner. They clearly define what the behaviour was, why it was unacceptable and suggest alternate means of handling the situation. This is reinforced through consistent role modeling and positive feedback.

Children are encouraged to recognize and verbally express their needs and emotions. If a child is unable to interact in an appropriate manner, he/she may be asked to sit away from the group for a short period of time with a teacher. This "quiet time" may assist the child in regaining control.

Physical punishment, the denial of physical necessities and verbal/emotional abuse is not permitted.

We work with families as a team to promote social skill development. Please share your concerns and suggestions with us. When an incident occurs, staff will do their best to provide the family with a written report. These incident reports are signed by the parent/guardian and kept in the child's file.

Our centres are committed to providing a safe and happy environment for children in our care. If a child's behaviour compromises the quality of care for children in our centre, staff will deal with the situation in a child-sensitive manner. The goal is for parent and staff to change the negative behaviour for the benefit of the child, other children and staff. The supervisor of the centre will meet the family to review the situation and develop a plan of action. The family may be asked to seek an assessment of their child by a doctor, seek family counseling or other professional services or attend parenting classes. Further meetings will be scheduled to review progress as the family and staff

work together to develop and implement a specific behavioural modification program. If after implementing the new strategy and there is still no change in behaviour, the child will be withdrawn from the centre.

Any abusive, violent or aggressive behaviour that endangers the child, other children, staff, equipment, property or the facility will not be tolerated and care will be immediately withdrawn.

## **Arrivals & Departures**

Parents and children may **NOT** arrive before the designated time your centre opens. Children must be accompanied into the centre and signed in by a parent, guardian or adult over 18 years of age, unless other arrangements have been made with the staff and approval given in writing. Once the child is signed in, the child is the responsibility of the centre. Once the child is signed out by the parent, the child is no longer the responsibility of the centre.

Staff will not release your child to any person other than those persons listed on the registration forms. In the event that a parent must have an adult other than those listed in his/her children's registration forms, notice must be given. Staff will record the request in the centre logbook and the designated adult will be required to present identification to the staff before the children are released.

In the event that the person picking up your child is intoxicated or indicates a potential threat to the child, staff will immediately contact an alternative emergency person listed in your child's file, and request that the person pick up your child.

If any child does not arrive at the program, one of the child's parents will be contacted. As this process is time consuming and takes a staff away from the group, it reduces the safety of the program. Therefore, please leave a note at the centre or a message at the office if your child has been picked up from school early or will not be attending the program after school.

## **Late Policy**

If your child has not been picked up five minutes past closing time, and we have not been notified, the following steps will be taken:

1. We will call your home and/or place of work.
2. If we are unsuccessful in contacting you, we will notify the individuals listed as an emergency contact.

3. 30 minutes after closing, staff will phone the Supervisor and they will decide if they are to wait up to another 30 minutes or to phone Mobile Crisis at that time.
4. We will contact Child and Family Services if we are unable to reach family or emergency contacts one hour after closing.
5. Staff will wait with your child until a social worker arrives or alternate pick up arrives.

\* If lateness persists, we may ask you to make alternative child care arrangements.\*

**Staff members are not permitted to take children to the staff's home under any circumstances.**

## **Transportation Policy**

Children may be taken on excursions throughout the year. Various modes of transportation may be used. Buses may be rented or the children will walk or utilize the Public Transit System. Parents will be notified 24 hours in advance and must sign a release form for specific excursions that require transportation by bus. Except in the case of medical emergencies not requiring an ambulance, employees of the YMCA are not permitted to transport children in their vehicles.

## **Outdoor Play**

Our centres provide opportunities for outdoor play, unless wind-chill factors exceed - 25 C or the temperature is -25 C, or if there are other forms of inclement weather. We ask that families dress their children according to existing weather conditions. We recommend the following:

- |        |   |   |
|--------|---|---|
| Spring | - | Wet days: splash pants, jacket, rubber boots, hat and raincoat.   |
| Summer | - | Hot days: shorts and t-shirt or sundress, hat, running shoes and sunscreen with insect repellent.<br><br>Cool days: pants and t-shirt, running shoes, hat, jacket or sweater. |
| Winter | - | Parka, ski pants, scarf, hat, warm boots, mitts   |

## **Special Events**

We believe that field trips are an important way to expose the children to many experiences in their community, and that this is a vital and fun part of learning. Parents may be asked for a "contribution" to help cover the extra costs incurred in the field trips. When we are on special event outings, we ask that children do not bring money.

Parents must sign a permission slip in order for their children to be allowed to attend. If a child arrives at the centre and a permission slip has not been received by the centre, we will take the following action: the children's parent(s) will be telephoned and told of the field trip and asked for verbal permission and asked to sign the permission slip at the end of the day.

In the event that a parent wishes that his/her child not attend a particular event, the parent will be responsible to make alternate arrangements for the care of his/her child. This form is included in the registration package for you to sign and hand in.

**IT IS VITAL THAT WE ARE KEPT INFORMED OF ANY CHANGES IN WORK PHONE NUMBERS OR EMERGENCY/ALTERNATE PHONE NUMBERS. WE NEED TO KNOW WHERE YOU CAN BE REACHED AT ALL TIMES WHEN YOUR CHILD IS IN ATTENDANCE.**

## **Research, Photography and Videotaping**

The parent/guardian must sign a permission form before any research project, photography or videotaping is carried out by any person with respect to the children in the Before & After Programs. This form is at the back of the manual for you to sign and hand in. In the event of research situations, you will be informed in advance as to the nature of the research and the extent of your child's involvement and will be requested to give written consent for your child to participate in the specific study.

Parents sign a general release in the registration forms giving permission for their child to be photographed or videotaped while attending the centre. Pictures may be used for promotion of the program. This form is included in the registration package for you to sign and hand in.

## **In-Direct Supervision**

A permission form must be signed by the parent/guardian for their child to be without direct supervision for short periods of time. Examples include: going to the washroom or going for a drink of water, etc. This form is included in the registration package for you to sign and hand in.

## **Nutrition/Snacks**

Programs do not provide snacks. Children are encouraged to bring a nutritious snack for breakfast in the mornings and for the afternoon. Please label all snacks with your child's name.

**EVERY CENTRE WILL BE PEANUT FREE.** Please be certain to inform childcare staff of any allergies.

Children must bring bag lunches on school in-service days and on school holidays. Parents are asked to ensure that these lunches are nutritious and appropriate for the days scheduled. (**Peanut Free Lunch**)

## **Personal Belongings**

Please label all personal items with permanent marker. If something gets lost but has your child's name on it, you are more likely to have it returned.

Children must have appropriate outdoor footwear (boots, runners, etc.) and indoor footwear (clean non-marking runners for the gym) at all times.

We are not responsible for lost or damaged personal items.

## **Toys from Home**

We ask that parents not allow their children to bring their own toys to the centre. Toys from home are often lost, broken or stolen.

If a child does bring a toy from home into the program, he/she will be required to put it away until he/she is picked up.

On certain days the centre may have "show & tell!" and on these days only toys from home will be allowed. Children will be notified as to which day will be "show & tell!"

We are not responsible for damage to the children's property or for lost articles.

## **Health and Medication**

The staff cannot administer non-prescription drugs unless a note accompanies them from your physician, recommending their use for a specific period of time.

Prescription drugs will only be administered when a release form is completed by the parent/guardian.

All medication must be contained in the original pharmacy container, labeled with the child's name, dosage, name of medication and expiry date. We suggest you request the pharmacist to put medication into two labeled containers so that one can be left at the centre and one at home.

All medication must be given directly to staff and will be stored in a secured area. Each time a new medication time frame becomes necessary for your child, you will be asked to complete a new medicine form.

Labeling and release form requirements also apply for asthma and allergy medications. Children with asthma or allergies must have their medication at the centre at all times.

## **Illness**

If children are not well enough to participate in the program activities, they should be at home. If children become ill at the centre (fever, severe congestion, symptoms of contagious disease) the parent/guardian will be contacted and be expected to pick up the child as soon as possible. If we cannot contact the parent/guardian, we will contact the person indicated as the emergency alternative. If your child has a communicable disease, we must follow Public Health Regulations regarding incubation and/or isolation and a doctor's note may be required upon returning to the centre. Notice of contagious diseases will be posted at the centre.

## **Health Guidelines**

Fever - Whenever your child's temperature reaches 38.5 C (101 F) and he/she displays any other symptoms, such as hot dry skin, excessive perspiration, unusual breathing, symptoms of a cold, poor appetite, ear pain, vomiting or changes in bowel movements, we will request you pick up your child immediately.

Diarrhea - Your child may need to be picked up after the second incident in one day.

Vomiting - Your child may need to be picked up depending on the severity.

Streppe Throat- Your child can return to the centre after 24 hours on medication.

Contagious Skin Rash- Your child's rash must be diagnosed by a physician and treatment started before the child may return.

Head Lice - You will be notified and treatment must be applied before child can return.

Warts/Open Sores - If the program includes swimming, children may be prohibited from entering our pools. The Head Lifeguard has complete authority in ensuring public swim health guidelines are met.

Conjunctivitis/Pink Eye - Your child will need to be picked up and will not be admitted until they feel well enough to participate in centre activities.

Chickenpox - Children are infectious prior to the onset of the rash. They may attend if they feel well enough to participate in centre activities.

## **Accident Procedures**

Staff make every effort to reduce the possibility of accidents and injuries.

All staff are trained in Emergency First Aid and CPR.

All injuries will be recorded in the logbook or an incident Report form (except for minor scratches, etc).

Parents will be informed of any injuries. If staff feels it is necessary for the child to be picked up by a parent/guardian, you will be called immediately. If the minor injury only needs cleaning, a band-aid or a hug, you will not be called, but you will be informed when you pick up your child.

If an injury requires medical care, we will contact parents immediately to pick up the child to take him/her to the hospital. If we feel the injury is too severe for the child to be transported by car, we will attempt to contact you and an ambulance will be called immediately. You will be billed for any costs incurred.

The Program's Evacuation/Emergency Plan, outlining specific evacuation procedures in the event of a fire or other such emergency is posted at the centre.

## **Child Abuse**

Any suspicion of child abuse is immediately reported to Child and Family Services.

In Saskatchewan, it is everyone's legal obligation to protect children. This responsibility involves identifying and reporting a child who is/or might be in need of protection.

The Child and Family Services Act (1989) requires that a Child Care Professional who has reason to suspect that a child has suffered or is suffering from abuse (neglect,

emotional, physical, sexual) that may have been caused or permitted by a person who has or had charge of the child, must report the suspected abuse to Child and Family Services immediately.

Parents/guardians are encouraged to communicate with staff if they have concerns or require advice regarding any concerns they have about their children.

## **Confidentiality Policy**

Access to a child's information record is given only to the legal guardians of the child and the staff of the centre. In the case of an emergency or injury to the child, information may be released to the proper authorities, medical staff attending a child, or, in the case of suspected abuse, the appropriate child protection agency.

Parents should be aware that, in the case of non-payment of fees, pertinent information will be provided to an external collection agency and may be shared with other children's programs.

No other information, verbal or written, regarding a child or his/her family can be released to anyone other than the guardians of that child, without the written permission of the guardian.

Parents are responsible to update their children's files when there are changes of address, work/home phone numbers, etc. All staff respects the confidentiality of families.

## **Communication**

Communication is vital in promoting a healthy childcare environment. In the course of your busy day, please take time to insure that you sign your child in and out. Our staff will be happy to discuss your child's day and deal with any concerns you may have. There is also our webpage with which contains a calendar and important program updates: <http://www.regina.ymca.ca/before-and-after-school-progra/>

## **Registration Papers**

Now that you have finished reading over the parent manual, all you need to do for your child to attend the centre is to complete **all** of the following forms and send them to:

Before And After School Program  
2400 13<sup>th</sup> Avenue  
Regina, Sk  
S4P 0V9

Or

5939 Rochdale Blvd  
Regin, Sk  
S4X 2P9

You can also drop completed registration package to the front desk at the Downtown or Northwest YMCA locations. The addresses are above.

All forms are required for us to consider your application. If we receive your registration and some forms are missing we will phone you to send in the missing paper work. Once we receive your paperwork and process your application, we will confirm your registration by telephone. If you do not receive this call within 3 weeks of sending in your application, please phone us at 757-9622 ext 253 to check on the status of your application.

Please use the checklist below to make sure all forms are completed and sent in.

- \_\_\_\_\_ Emergency Form
- \_\_\_\_\_ Registration Form
- \_\_\_\_\_ Child & Parent Contract
- \_\_\_\_\_ Indirect Supervision & Field Trip
- \_\_\_\_\_ School Age Resume

Please note that there will be no deposits needed for childcare as we bill at the beginning of the month. We are also reviewing each child's account as he/she registers to check that there are no outstanding fees. All outstanding fees must be paid before enrollment in the centre: you will be notified if you have any fees owing.

Thank you for choosing the YMCA for your childcare.