



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

FUN.
EDUCATIONAL.
AFFORDABLE.

School Age Child Care Program

Caregiver Guide
2019-2020



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YMCA MISSION STATEMENT

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

GOALS & OBJECTIVES:

Our areas of focus are youth development, healthy living and social responsibility. Our programs, as part of the YMCA, reflect these values and are designed to help participants grow physically, mentally, and spiritually within a fun environment. Trained YMCA staff act as a catalyst for the development in your child as they lead them in challenging activities. All YMCA youth programs are designed to meet the following goals that are established for these three areas of focus. Each child will:

- Grow personally
- Learn values
- Improve personal and family relationships
- Appreciate diversity
- Become better leaders and supporters
- Develop specific skills and assets
- Have fun

CHARACTER DEVELOPMENT

Character development and values are a part of who we are. That means more than just activities. We believe character development is an important challenge for all of us – staff, volunteers, members, participants and parents – to accept and demonstrate the positive YMCA core values of caring, respect, honesty and responsibility.

DIVERSITY STATEMENT

The SACC Program is an inclusive organization open to all. We welcome all people regardless of ability, age, background, ethnicity/race, faith, gender, gender identity or sexual orientation. The SACC program believes that, in a diverse world, we are stronger when we are inclusive, when our doors are open to all and when everyone has the opportunity to learn, grow and thrive.

REGISTRATION & ADMISSION

Parents or guardians may register their child online, by phone, or in person at the Vigo County YMCA. Early registration is strongly recommended to ensure a spot for every child. There is a 48-hour process for registration. Same day registration is unavailable. If your child has special needs, please contact the Director of Youth and Family Services to discuss needs prior to registration. Thanks to generous donors, the YMCA offers financial assistance to those who qualify. Financial assistance is capped at 50% off to ensure we are able to help all families who qualify. Applications for financial assistance are available at the front desk. Children in foster care or who receive free or reduced lunch automatically qualify, as do employees of VCSC. To receive this discount, you must provide one of the following items: a statement from a school showing free or reduced lunch, a Department of Child Services placement letter, VCSC pay stub or copy of VCSC staff ID, or complete an application for financial aid with income documentation. If you qualify, contact your school's site supervisor or our membership representatives at the Y to apply your discount.

Cancellation Policy

For participants registered week-by-week the Y must receive cancellation requests by the Wednesday prior to services being rendered. For example, to cancel the week of September 23rd, 2019 the YMCA must receive the request to cancel by noon on September 18th. For participants registered for the whole school year, the Y must receive cancellations requests by January 6, 2020. If cancellation requests are received by July 1, the Y will refund 25% of the full school year payment. Any cancellations requests after January 6 are not eligible for a refund. Cancellations can be placed by phone or in person with our membership representatives, or in writing by emails or by phone to your school's site supervisor.

Waiting Lists

In the event that a program fills prior to your registration, you may place your child on our waiting list by calling the YMCA. You will be contacted if a spot becomes available 3-5 days prior to the start date. Our goal is to maintain a 1:15 ratio and ensure every child's safety. Waitlists will only be put in place until additional staff can be hired and trained to meet a site's needs.

Absences

Absences do not need to be reported to the YMCA. However, refunds are granted based on registration, not attendance. SACC weeks will not be prorated based on attendance. If your child is registered for a week of SACC and does not attend that week, a refund will not be granted.

SACC FEES & PAYMENT

Program Fees

- \$10 non-refundable Registration fee per child, max \$25 per family. If more than \$25 is paid per family, the difference can be applied to a weekly rate upon request.

Before School Care			
Weekly Payments		Full Time (3-5 days)	Part Time (1-2 Days)
Member	First Child	\$18.50	\$14.50
	Additional Child	\$15.50	\$12.50
Non-Member	First Child	\$21.50	\$17.50
	Additional Child	\$18.50	\$14.50

After School Care			
Weekly Payments		Full Time (3-5 days)	Part Time (1-2 Days)
Member	First Child	\$32.25	\$19.75
	Additional Child	\$27.00	\$16.50
Non-Member	First Child	\$37.25	\$22.75
	Additional Child	\$32.25	\$19.75

Payments & Late Fees

Payments are due in full on the Friday before the upcoming week when choosing the weekly payments. Full year payments can be made in 1 or 2 payments. If you choose to make 1 payment, it is due January 6, 2020. If you choose to make 2 payments, they are due August 6, 2019 and January 6, 2020.

Payment can be made by credit card, check, or cash.

Cash or Check payments must be made in person at the YMCA.

Payments will not be pro-rated due to absences, holidays, or inclement weather.

The Y does not charge late fees but will cancel enrollment for those who miss multiple payments or have a large overdue balance. If you miss a payment or face an unexpected financial situation that may limit your ability to pay, contact the Director of Youth and Family Services to discuss financial aid and payment plan options.

Refund Policy

All withdrawals from SACC and/or refund requests must be done over the phone, in person, or in writing to your school's site supervisor.

Refunds/credits will be issued as follows:

- A full refund (less the registration fee) will be issued if a notice of cancellation is received by noon on the Wednesday prior to the start of the SACC session.
- If you paid by credit card, it may take 1-2 weeks from the date requested to receive a refund on your credit card statement.
- For participants registered for the whole school year, the Y must receive cancellations requests by January 6, 2020. If cancellation requests are received by January 6, the Y will refund 25% of the full school year payment. Any cancellations requests after January 6 are not eligible for a refund.

Disenrollment Policy

The YMCA reserves the right to end your child's enrollment with or without refund if the staff deems in the best interest and/or safety of the camper, other campers, parents or staff. If a child's enrollment termination is deemed necessary by staff, parents will be informed of reasons for termination.

OPERATING DAYS & HOURS

SACC Hours

Before school begins each day at 6:30am until the start of school. Before school care is unavailable on days with 2 hour delays.

After school begins at the dismissal of school (typically 2:45pm) until 6:00pm. The program will provide after school care on planned early dismissal days.

We close promptly at 6:00pm. For all children not picked up by the end of the program, parents and emergency contacts will be contacted immediately. A \$15 fee is assessed for pickup between 6:15pm – 6:30pm. If a student is picked up at 6:31pm or after, a \$30 fee will be assessed. If a parent or guardian has not arrived by 6:31pm and cannot be reached,

the Non-Emergency Police or Child Protective Services will be contacted. Reoccurring late pickup will result in disenrollment. Payment should be made at the YMCA. If you are running late, please notify the site lead and attempt to make alternate pick-up arrangements.

Location

A SACC program is available for children attending any elementary school in Vigo County. Your child will remain at their school for the program until you pick them up, unless otherwise noted below.

Hub sites will be operated at these locations and transportation will be provided between the schools. Please note that this includes morning care as well.

1. Sugar Creek Consolidated Elementary will host students from Sugar Creek and West Vigo Elementary Schools
2. Meadows Elementary will host students from Meadows, Deming, Davis Park, and Ben Franklin Elementary Schools
3. Chances and Services for Youth (CASYS) will host students from Sugar Grove, Fuqua, and Farrington Elementary Schools.

The SACC program is administered by the Vigo County YMCA, in partnership with CASYS, located at 951 Dresser Drive, Terre Haute, Indiana 47807

A Typical Day in SACC

2:45 – 3:20pm Group Recess/gym time

3:20 – 3:45pm Snack time

3:45 – 4:30pm Homework and Educational Extracurriculars

4:30 – 5:00pm Activity time (craft, games, coloring etc.)

5:00 – 6:00pm Free time (computer lab, library time, recess, gym)

Special days may include a movie, guest presenters, children's workshops, and other learning opportunities in a fun environment. The above schedule reflects a typical day at a typical school. Some sites may follow a different schedule with changes from day to day.

CHECK IN & CHECK OUT PROCEDURES

Sign In

Before School:

The YMCA requires that all children are to be properly signed in by an adult and turned over to a YMCA staff person. This helps ensure the safety of your child. The YMCA does not and will not assume responsibility for children that arrive before the start time at any location. Please contact your school's site supervisor or the YMCA for information on where to drop your child off and sign them in.

After School:

Children will be checked in by SACC staff when the child arrives to the program space within their school.

Sign Out

Before School:

Children will remain with SACC staff until it is time for the child to eat breakfast or go to their classroom.

After School:

Sign your child out when you pick them up from SACC. Please bring a photo ID with you every day. Children will be released only to those authorized by the parent on the child's registration information. It is the parent's responsibility to notify the YMCA of any changes in authorization. If someone other than the authorized individuals must pick-up your child, a written note must be sent in ahead of time. Those picking up children should be prepared to show identification to SACC staff member upon request. No child will be released to anyone who is not authorized to pick up that child or cannot show identification.

ACCIDENTS & EMERGENCIES

All precautions will be taken to prevent serious health risks to all youth. In the event that a minor injury occurs, First Aid will be administered by staff. The following procedures will be followed:

First Aid will be provided and the incident recorded

The child will periodically be observed after First Aid has been applied.

In the event of a medical emergency, immediate action will be taken by the staff as necessary. If parents or other responsible adults are unable to be reached, the child will be taken to the nearest hospital for any necessary treatment.

In general, in the event that a major injury or health problem arises and professional medical care is required, the following steps will be taken: (may not be in this order)

Immediate First Aid will be administered by the YMCA staff until professional services arrive.

911 will be called.

Parent or responsible party will be contacted. If they cannot be reached, the emergency contact person will be notified.

A staff person will accompany your child to the hospital and remain until you or your emergency contact person arrives.

The incident will be described in writing on the YMCA incident report.

Emergency information is very important for us to provide the safest possible environment for your children.

***Please notify us right away when there is a new work or home phone number, or if you have moved and have a new address. If your child is sick or injured, it is important for us to be able to contact you right away. Please keep these accurate at all times.

The YMCA and CASY do not incur the cost of medical treatment and it is imperative that you indicate on your child's health history / registration form what type of health insurance you carry.

EMERGENCY OR INCLEMENT WEATHER

YMCA Staff will follow the school safety procedures in event of an emergency or bad weather and conduct monthly safety drills. In the case that our location is compromised significantly and deemed dangerous, we may transport children to an alternate location until we feel it is safe to return. Children will not be released to families until the all clear has been given to ensure every child is accounted for. It is imperative to keep emergency contact information current so we can reach you in an Emergency.

Children at Risk

Parents who arrive in an incapacitated condition (i.e. alcohol, drugs) present a risk to their child. The staff in charge will advise the parent of their options regarding the transportation of their child to his/her home.

Some options that may be exercised are:

- Call the other parent
- Call another person on the child's emergency contact list
- Call a taxi
- Call a nearby neighbor / friend

If a reasonable conclusion cannot be reached, the parent will be advised that either the Indiana Department of Child Services or the Non-Emergency Police will be called.

Child Abuse & Neglect

The YMCA takes allegations of abuse and neglect very seriously. YMCA staff are trained each year on Child Abuse, Sexual Abuse, and Neglect Prevention. The YMCA reports all suspected child abuse and neglect. Reports are made to Indiana Child Abuse and Neglect Hotline.

Abuse hotline: 1-800-800-5556

POLCIES AND PROCEDURES

Babysitting Policy

YMCA employees are not allowed to babysit or transport your child anytime outside of the program. Violation of this policy is grounds for the employee's immediate dismissal. An exception to this policy can be made with approval of the Director of Youth and Family Services and a waiver on file.

Staff Training & Qualifications

All SACC staff are required to attend comprehensive training prior to the first day of SACC as well as ongoing professional development opportunities throughout the academic year. Our comprehensive training and development program includes behavior management, conflict resolution, planning age-appropriate activities, and risk management. In addition

to learning all the policies and procedures of the YMCA SACC program, they explore techniques of how to better interact with children, build other's self-esteem and confidence, and experts in children having fun.

At the end of our training, they are ready to use their new skills and knowledge with children in the SACC program.

Ratios

We operate with the ideal ratio of 1:15 staff to child ratio but fluctuate based on the activity and age.

Special Needs

The YMCA is committed to living out our value of inclusiveness which guarantees nondiscrimination and equal access for all in our programs, services, and activities. We strive to provide the best YMCA experience for your child, and ask that prior to registration, you consult with the Director of Youth and Family Services regarding any special needs of your child. We will work to provide reasonable accommodations upon request. Information for children with special needs must be provided at the time of registration. YMCA staff may not be trained in all areas of special needs. Children will be enrolled on an individual basis. We will make every attempt to serve all children.

Bathroom Procedures

No child is ever alone and no child is ever alone with a staff member. All children will take trips to the bathroom with the entire group and/or groups of children escorted by SACC staff.

Communicating with the YMCA Staff

Exchange of information between parents and staff provides insights for both parties. The format may be formal or informal. It is vital that you inform us of changes happening in your family. Changes at home include: moving, hospitalization of a sibling or parent, altercations in the parent's relationship, etc. These influence the way in which your child relates to others. Staff members can better provide for a child's needs if they are aware of the situation. We will treat this information with the utmost confidence. Staff will communicate daily with person picking up student how the day went (Positive and/or Negative).

Parent Participation

Parents are an important part of our program. We encourage you to share your talents, hobbies, and/or profession with your child's SACC class. Please contact the site supervisor to volunteer your services. Parents or guardians of enrolled children may enter the program at any time. We will invite all the parents to attend special events. To avoid disruption of programming, we request that visits of a lengthy nature are scheduled with the site supervisor ahead of time in order to avoid having too many people in the room at one time.

Volunteer Process

Volunteers are always encouraged at the YMCA. Parents wishing to volunteer must fill out a volunteer application, which includes authorization to perform a background check and an Indiana Department of Child Services check. All paperwork must pass YMCA standards before volunteer participation in an activity can begin. Any individuals with active allegations or past substantiations of child abuse or neglect will not be permitted to volunteer with any YMCA childcare program.

YMCA EXPECTATIONS AND CONSEQUENCES

Our programs strive to meet the needs of all children without ignoring the demands of any one individual within the boundaries of set guidelines and rules. The YMCA reserves the right to suspend or expel a child from the program at any time based on the severity of the actions of the child.

Expectations

- Keep hands, feet and objects to self
- Show respect to staff, others and self
- Do not throw objects at others
- Speak for yourself, not others
- Use appropriate language
- No running in hallways or classroom settings
- Usage of Good Manners
- Always clean up after activities
- Do not willfully destroy property
- Do not go anywhere without a YMCA staff person
- Have fun

Consequences

- Verbal Warning
- Re-direction to another activity
- Think Sheet
- Time away without activities
- Parent notification at pick up time
- Meeting with parent and behavior contract created
- Notice of Suspension (1 day), next day of care/without refund
- Notice of Suspension (3 days) next 3 days of care/without refund
- Conference with Program Director/Parent/Student
- Removal from program

Depending on the seriousness of the behavior any step can be taken at any time.

Zero Tolerance

- Inflicting physical harm on another individual.
- Verbal threats that may cause physical harm to another individual.
- Verbal threats that may destroy property.
- Possession of a weapon, controlled substance or alcohol.
- Use of foul language.
- Inappropriate touching of another individual.
- Child does not stay within the boundaries of the program (runs out of the program).

The YMCA reserves the right to suspend or expel a child immediately for violation of the Zero Tolerance guideline without refund.

Suspension or Disenrollment

The following behaviors are examples which may lead to suspension or disenrollment of a child. Child's Actions:

- Struggling to adapt to the program environment within a four week provisional or trial care period
- Extreme physical aggression towards peers or counselors
- Extreme emotional outbursts, in which the other children or counselors feel unsafe

Parental Actions:

- Blatant disregard for program policies and procedures, disrespectful behavior to property
- Repetitive non-payment; account consistently not holding a current status
- A parent/guardian demands special services or accommodations that cannot be reasonably be delivered by the program

Immediate Causes for Disenrollment, including but not limited to:

- A parent/guardian is physically or verbally abusive or intimidating to counselors, children, or others in the program
- Dangerous behavior including: threats towards counselors, children, or other families, bringing a weapon into the program, harassment, stealing, or vandalizing program property, picking children up under the influence

Disenrollment is a last resort. If it is determined that the program is not the best fit for the child or family, we will recommend discontinuing enrollment of the child in our program. This will be a last resort option after all other interventions have been completed and the behavior continues. During the final meeting with parents/guardians, we will review:

- Reasons for the discontinued enrollment or suspension
- Date of disenrollment or length of suspension, which will afford parent a specified time in which to seek alternative care
- Expected behavior changes required for child or family to return to enrollment

We will not disenroll any family based on:

- Submitted complaints
- Reports of abuse or neglect occurring at the program, witnessed or suspected
- Question the director regarding policies or procedures
- Race or ethnicity, religion or beliefs, lifestyle, or similar
- Previous criminal behavior

Bullying

In accordance with policy, "bullying" is prohibited in the YMCA SACC Program. Bullying is defined as any act of threatening or intimidating behavior with the intent to harass, ridicule, humiliate, intimidate or harm another student. The act of "bullying" means overt, repeated acts or gestures that may be verbal, written communications or physical acts or any other behavior that fits the definition above. Anyone who suspects repeated acts of

bullying are taking place should report the matter to a Staff Counselor who will then report to the site supervisor. An analysis of the situation will take place and consequences will be assessed accordingly.

LEAVE THESE AT HOME

Children are not permitted to bring the below items to the program. If a child has these items, they must remain in their backpack.

- Cell phones
- Video games
- Personal CD players/Stereos/iPods
- Expensive jewelry/watches
- Money
- Toys and card games
- Personal sports equipment (unless otherwise specified)
- Weapons
- Alcohol and Drugs

These items will be confiscated and parents or guardians called immediately.

The YMCA is not responsible for any items that are lost or stolen, and under NO CIRCUMSTANCES will reimburse for lost, stolen or broken items.

Miscellaneous

Snack

A healthy snack is provided each day during the program. If your child has allergies, be sure to indicate their allergies on their registration form and inform program staff.

Medications

YMCA staff will not administer medication to children during the SACC program.

Confidentiality

Any information concerning a child enrolled in SACC Program is confidential. Information cannot be revealed without Supervisors approval.

Homework

Each day time will be reserved for children to complete their homework. When providing academic assistance, staff will ask questions to help guide the student towards the correct answer. We will make every effort to give each child appropriate time and support to complete their homework, but please realize it is not the responsibility of the staff to be sure it is correct and complete. We encourage parents to follow up and check on their child's homework.

Updating Information

It is the responsibility of the Parent/Guardian to keep current phone numbers and approved persons to pick child up provided to SACC Program. There are forms available upon request at each school to update at any time.

QUESTIONS?

Questions or concerns about the policies and procedures of the SACC program should first be directed to the site lead of your child's school. All questions will be answered in a timely manner.

Youth Programs Professional Staff

Ali Weber – Assistant Director of Youth and Family Services, YMCA

812.232.8446 aweber@ymcaswv.org

Holly Mullenix – Youth Programs Director, Chances and Services for Youth

812.232.3952 ext. 67 or 812.605.3005 hmullenix@casyonline.org

SACC Supervisors

Ali Weber: Sugar Creek, West Vigo, Fayette, Ouabache, DeVaney

812.232.8446

Maddie Strelec: Dixie Bee, Hoosier Prairie, Riley, AM care for Fuqua, Farrington Grove, and Sugar Grove

812.605.8497

Denise Lester: Terre Town, Rio Grande, Lost Creek, Meadows, Ben Franklin, Davis Park, Deming

812.605.2357

SACC Site Leads

Christian Meyer: Adelaide DeVaney Elementary School

812.605.2028

MacKenzie Colegrove: Dixie Bee Elementary School

812.605.2126

Mercedes McCall: Fayette Elementary School

812.605.2952

MaKayla Arney: Hoosier Prairie Elementary School

812.605.8551

Alecia Wagner: Lost Creek Elementary School

812.605.8568

Phajja Johnson: Ouabache Elementary School

812.605.8712

Teresa Neely: Riley Elementary School

812.605.8884

Brianna Price: Rio Grande Elementary School

812.605.8941

Jessica Tolliver: Terre Town Elementary School

812.605.3010

Madison Hays: Meadows, Deming, Davis Park, and Ben Franklin Elementary Schools

812.605.8619

Emili Garner: Sugar Creek Consolidated and West Vigo Elementary Schools

812.605.3003

Lindsey English: PM care at CASY-Sugar Grove, Fuqua and Farrington Elementary Schools 812.605.3005

Maddie Strelec: AM care at CASY-Sugar Grove, Fuqua and Farrington Elementary Schools

812.605.8497