



# 2011-2012 Policies & Procedures

**Dates:** Y Kids' Club runs from September 6, 2011, through the end of the school year.

**Hours:** 3:00 - 6:00 PM, Monday - Friday

**Fees:** \$8.50/day without transportation

**Shuttle Service Rate of \$9.50/day  
(5 days a week required for shuttle)**

<u>Registration due date</u>	<u>for Month of</u>	<u>Registration due date</u>	<u>for Month of</u>
Friday, September 2	September	Friday, January 27	February
Friday, September 30	October	Friday, February 24	March
Friday, October 28	November	Friday, March 30	April
Friday, November 25	December	Friday, April 27	May
Friday, December 30	January		

Y Kids' Club will only run during regular school days. School Break Day Camps will be held on days school is not in session

- **Registration:** A registration form / medical release is required at the time of initial registration. Parents must complete a Kids' Club calendar form by the above-noted deadlines for the up-coming month. **(A \$10 late fee will be applied for registrations handed in after deadline.)**
- **Transportation Arrangements:** ISD 181 transportation is provided from Riverside Elementary only. Private shuttle van transportation will be provided for Baxter, Lowell, and Garfield only. Van space is limited so pre registration is required. Shuttle Van will be filled on a first come first served basis. Shuttle transportation must be for 5 days a week.
- **Reporting absences:** It is the parents' responsibility to notify the Y Kids' Club staff when their child will not be attending as scheduled. **No refunds or credits will be given for missed days unless approved by program director.**
- **Signing in/out policy:** All children must check in at the front desk with a Y Kids' Club staff member when coming to the YMCA after school. The YMCA does not assume responsibility for your child until they check in with our staff. Children will be released only to their parents or another adult authorized in advance by the parents on the registration form. If a child is to be picked up by someone other than a parent or preauthorized adult, there must be written or verbal permission from the parent, noting who the person will be. All community members are required to show positive identification and sign in at the Members Service Desk before the child will be released. The parent or authorized person must sign the child out each day. If the parent desires, a child may be allowed to sign themselves out at a regular, pre- determined time with the site supervisor to attend another function or walk home. This arrangement must be made with the supervisor in writing designating the time the child will be allowed to leave. Parents accept sole responsibility for the safety of the child under this arrangement.
- **Attendance:** The number one concern of the Y Kids' Club staff is the safety & well-being of your child. Attendance is taken every day to determine who has and has not arrived. If your child is

scheduled to arrive by bus and does not come to the program you will be notified immediately. Repeated no shows could result in suspension or termination from the program.

- **Drop in:** Drop-in care will be allowed only as space permits and requires a call in advance as soon as you know you need care for your child. *Please remember that children under the age of 11, unless registered for a YMCA Program, must be supervised by an adult while in the building.*
- **Late Pick-up Fee:** A fee of \$2.00 cash, payable at the front desk, will be assessed for every 5 minutes or fraction thereof after 6:00 PM if the child has not been picked up by program end. This is to be paid at the front desk when the child is picked up.
- **Enrollment:** The Kids' Club program is open to youngsters in Grades K-4. The YMCA will make reasonable accommodation for children with disabilities. **All registration forms must be completed and any fees paid PRIOR TO ATTENDANCE.** Enrollment may be denied due to lack of space.
- **Inclement Weather:** Kids' Club is closed anytime schools are closed due to severe weather. Kids' Club may be cancelled up to an hour before its scheduled start in the event of severe weather. Call the YMCA to inquire. Cancellations will be announced on WJJY at 106.7.
- **Medical Emergency or Illness:** A staff member trained in first aid and CPR is on site at all times. Basic first aid supplies are available at the site if needed for minor emergencies. If your child becomes ill at the Y Kids' Club program, you will be notified and asked to pick up the child as soon as possible.

In the event of a medical emergency or accident, staff will (after responding to the situation) attempt to contact parents or legal guardians. If parents/guardians cannot be reached, staff will take whatever emergency medical measures are necessary for the care and protection of the child. By signing the registration form, you are giving the Y Kid's Club program staff authorization to take emergency medical measures. Instances of communicable or infectious diseases within the program will be communicated to all parents. If your child should receive a minor injury, he/she will be given first aid, an accident form will be filled out, and you will be notified when you come to pick up your child.

By signing the registration form parents/guardians of participants agree to release the YMCA and all employees of all liability related to accidents or injuries and medical costs which their child may incur while participating in the program. If staff call 911 and an ambulance is dispatched, the program is not responsible for ambulance charges.

**All suspected child abuse or neglect cases will be reported.**

- **Dress:** Children should be adequately dressed for indoor and outdoor activities. Outer clothing and boots should be labeled with the child's name. ***Children must have gym shoes for activities in the gym. They should not wear sandals or open-toed shoes.*** When the pool is available for Y Kids' Club, please make sure you send a swim suit **and towel** with your child.
- **Personal belongings:** All personal belongings must be labeled with the child's name. Poke'mon cards and Gameboys are not allowed in Y Kids' Club. The YMCA will not be responsible for lost/stolen articles.
- **Discipline:** When negative behavior occurs, the staff will attempt to redirect the child's behavior. It is our policy never to use physical or mentally abusive forms of discipline. It is our goal to encourage the children to be responsible for their own "Positive Behavior" and to accept the natural consequences of their actions. Parents will be consulted if negative behavior persists and may be called and asked to pick a child up early. The YMCA reserves the right to dismiss children for persistent behavior problems. Please see "Code of Conduct".



## Brainerd Family YMCA Code of Conduct for Members & Guests

The Brainerd Family YMCA is committed to providing a safe and welcoming environment for all members and guests. To promote safety & comfort for all, we ask individuals to act appropriately at all times when they are in YMCA facilities or participating in YMCA programs.

We expect all persons using the YMCA to behave in a mature & responsible way and to respect the rights and dignity of others. Our Code of Conduct for Members & Guests does not permit language or any action that can hurt or frighten another person. Specifically, this includes:

- Angry or vulgar language including swearing, name calling or shouting.
- Physical contact with another person in any angry or threatening way.
- Any demonstration of sexual activity or sexual contact with another person.
- Harassment or intimidation by words, gestures and body language.
- Theft or behavior which results in the destruction of property.
- Carrying or concealing any weapons, devices or objects, which may be used as weapons.
- Using, possessing or being under the influence of illegal chemicals or alcohol on YMCA property, in YMCA vehicles, or at YMCA sponsored programs.
- Any other conduct of an inappropriate, threatening or offensive nature.

In addition:

- For the safety & privacy of members and guest, cell phone use is allowed in hallways and lobby area only.
- Unauthorized cameras, PDAs & video recording devices are prohibited in all locker room areas.

Members and guests are encouraged to be responsible for their personal comfort and safety and ask any person whose behavior threatens their comfort to refrain. If a member or guest feels uncomfortable in confronting the person directly, they should report the behavior to a staff person immediately.

The Executive Director or the Leadership Staff will investigate all reported incidents. Suspension or termination of YMCA membership privileges may result from a determination by the Executive Director or Leadership Staff if, in his or her discretion, a violation of this Code of Conduct has occurred. YMCA Staff on duty may revoke facility use privileges until such a determination is made.