



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# NURTURING EVERY CHILD'S POTENTIAL



YOUTH DEVELOPMENT SERVICES PARENT HANDBOOK  
YMCA OF CENTRAL TEXAS

Dear YMCA Families:

Thank you for choosing the Y for your childcare needs! By selecting YMCA programs, you are giving your child the opportunity to benefit from a quality program that has a foundation of YMCA tradition and many years of experience serving children and families.

The Y offers multiple childcare programs at various locations for children 18 months – 12 years, including early childhood, afterschool, day camp, no school fun days and holiday camps. We offer a team of staff that is trained in effective supervision and a positive approach to promoting the well-being of every child physically, emotionally, spiritually, and intellectually. Our programs are well balanced with recreational, character development, and educational/enrichment activities.

The purpose of this handbook is to share information and ideas with families, to promote an understanding of our programs, and to foster a good working relationship with all of our parents. We strongly believe that good communication between families and YMCA Staff is essential to the success of our programs.

As an organization, the Y has made a commitment to quality and safety at each of our childcare facilities. We hope to not only meet, but to exceed the expectations of you and your family. Thank you for choosing YMCA to provide care for your child.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Leasa Smith', written in black ink.

Leasa Smith  
Vice President of Youth Development  
YMCA OF CENTRAL TEXAS

# Contact Information

For All Enrollment and Accounting please contact: Youth Development Services at 6800 Harvey 254-753-5437

## **CEO of YMCA of Central Texas**

Rodney Martin  
254 776 6612  
[rodney.martin@ymcactx.org](mailto:rodney.martin@ymcactx.org)

## **Vice President of Youth Development**

Leasa Smith  
254 753 5437  
[leasa.smith@ymcactx.org](mailto:leasa.smith@ymcactx.org)

## **Program Director**

### **Waco Family YMCA**

Katie Hegefeld  
254 753 5437  
[Katie.hegefeld@ymcactx.org](mailto:Katie.hegefeld@ymcactx.org)

## **Program Director /Child Watch**

### **Waco Family YMCA**

Danny Sedillo  
254 254 753 5437  
[danny.sedillo@ymcactx.org](mailto:danny.sedillo@ymcactx.org)

## **Doris Miller Family YMCA**

254 752 1605

## **Edna Learning Center**

254 753 0197

## **Enrollment Director**

Stephanie Mellgren  
254 254 753 5437  
[stephanie.mellgren@ymcactx.org](mailto:stephanie.mellgren@ymcactx.org)

## **Enrollment Assistant**

Austin Molnar  
254 254 753 5437  
[Austin.molnar@ymcactx.org](mailto:Austin.molnar@ymcactx.org)

## **Enrollment Assistant**

Sara Hileman  
254-753-5437  
[sara.hileman@ymcactx.org](mailto:sara.hileman@ymcactx.org)

## **YMCA OF CENTRAL TEXAS BRANCHES**

### **Waco Family YMCA**

6800 Harvey  
Waco, TX 76701  
254-753-KIDS (5437)

### **Doris Miller Family YMCA**

1020 Elm St. Suite 900-I  
Waco TX 76704  
P 254 752 1605

### **EDNA LEARNING CENTER**

2128 Edna Ave.  
Waco, TX 76708  
254-753-0197

For more information about YMCA OF CENTRAL TEXAS visit our website at  
[www.ymcaofcentraltexas.org](http://www.ymcaofcentraltexas.org)

## YMCA AFTERSCHOOL CARE & EARLY CHILDHOOD LOCATIONS

All locations open at release of school and close at 6:00pm. Monday-Friday during school year. Locations are subject to change based on community needs. New sites may be added or a site may be closed if attendance is too low. Parents will receive advance notice if such a change will occur.

### La Vega

**La Vega Elementary**  
900 Ashleman  
Waco, TX 76705  
(254)722-2068

### Doris Miller YMCA

1020 Elm Street  
Waco, TX 76704  
(254)752-1605

### Dean Highland Elementary

3300 Maple  
Waco, TX 76707  
(254)709-6615

### Lorena

**Lorena Elementary**  
420 North Houston St.  
Lorena, TX 76645  
(254)723-6635

### Alta Vista Elementary

3637 Alta Vista  
Waco, TX 76706  
(254)644-1145

### Hillcrest Elementary

4225 Pine  
Waco, TX 76710  
(254)640-8926

### Robinson

**Robinson Elementary**  
151 Peplow  
Robinson, TX 76706  
(254)315-0638

### Bell's Hill Elementary

2100 Ross  
Waco, TX 76706  
(254)709-4836

### Kendrick Elementary

1801 Kendrick  
Waco, TX 76711  
(254)640-8726

### Waco

**Waco Family YMCA**  
6800 Harvey  
Waco, TX 76710  
(254)753-5437

### Cedar Ridge Elementary

2115 Meridian  
Waco, TX 76708  
(254)640-9492

### Mountainview Elementary

5901 Bishop  
Waco, TX 76710  
(254)640-8686

### Edna Learning Center

2128 Edna  
Waco, TX 76708  
(254)753-0197

### Crestview Elementary

1120 New Road  
Waco, TX 76710  
(254)709-7891

### South Waco Elementary

2104 Gurley Lane  
(254)644-0856

### West

**West Elementary**  
209 North Harrison  
West, TX 76691  
(254)315-4106

## SUMMER CAMP LOCATIONS

**Summer Hours 7:30-6:00 M-F**

### DORIS MILLER FAMILY YMCA

1020 Elm Street Suite 900-1  
Waco, Texas 76704  
P 254 752 1605

### EDNA LEARNING CENTER

2128 Edna  
Waco, Texas 76708  
P 254 753 0197

### WACO FAMILY YMCA

6800 Harvey  
Waco, Texas 76710  
P 254 776 6612

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## About Youth Development Services

- We are the largest provider of afterschool in McLennan County.
- We offer Early Childhood, Afterschool, Summer Camps, No School Fun Days, Parent’s Night Out, and Holiday Camps.
- We provide care on Early Release Days.
- We are licensed by the Texas Department of Family & Protective Services (DFPS) and we follow the standards set by National After-school Association.
- We offer onsite afterschool at the following districts La Vega ISD, Lorena ISD, Robinson ISD, Waco ISD, and West ISD.
- We accept funding from CCS for all of our programs.
- We are a United Way Agency. Due to funding from the United Way, YMCA Youth Development Services is able to offer scholarships to children and families.
- We offer full day child care at Edna Learning Center

## Mission

The mission of the YMCA is to put Christian principles into practice through programs that build healthy spirit, mind, and body for all. To go hand-in-hand with the YMCA mission, the After School program seeks to help participants: make good choices, clarify values, develop specific skills, improve family and personal relationships, become better leaders and supporters, appreciate diversity, and to HAVE FUN.

## Core Values

**Caring:** to demonstrate a sincere concern for others, for their needs and well-being. Related values: compassion, forgiveness, generosity, and kindness.

**Honesty:** to tell the truth, to demonstrate reliability and trustworthiness through actions that are in keeping with my stated positions and beliefs. Related values: integrity and fairness.

**Respect:** to treat others as I would want them to treat me, to value the worth of every person, including myself. Related values: acceptance, empathy, self-respect and tolerance.

**Responsibility:** to do what is right--what I ought to do, to be accountable for my choices of behavior and actions and my promises. Related values: commitment, courage, good health, service and citizenship.

## Nurturing Every Child's Potential

We believe all kids deserve the opportunity to discover who they are and what they can achieve. That's why, through the YMCA of Central Texas, youth in the Waco-McLennan County area are cultivating the values, skills and relationships that lead to positive behaviors, better health and educational achievement.



# Admission/ Enrollment Information

Enrollment in our programs is based upon the number of children each site is licensed to care for by the State. Each site has a different enrollment capacity. Once maximum enrollment is reached, children will be placed on a wait list. The YMCA admits all children regardless of race, color, religion, sex, national origin, or physical or mental handicap.

Enrollment in our Edna EEC 1, 2 & 3 classrooms at 2128 Edna is open to any child ages 18 months through 5 years old.

Children with special needs are accepted, provided the program can meet the needs of the child and it is in his or her best interest.



To enroll your child at YMCA, the following papers must be filled out completely and turned in to the Waco Family Y-Youth Development Services at 6800 Harvey Drive, Waco, Texas 76710 for the Waco Family or 1020 Elm St. Suite 900-I, Waco, TX 76704, for the Doris Miller Y. Applications cannot be faxed.

- Enrollment application- Enrollment forms are completed prior to summer and again each school year
- Fees (enrollment fee or activity fee for summer and first week tuition)
- Liability Waiver
- Media Release
- Child and Adult Food Program Form 1531 (This form is confidential and is exclusively used for and required by state Child Nutrition Programs).
- Children enrolling in the EEC Program must give a copy of updated shot records and physical from child's physician.
- Optional forms: Medication forms.

Please call our Youth development desk for pricing information.

# Accounting Services

## Financial Assistance

Financial Assistance forms are available at Youth Development Services. The United Way provides limited funding for families requiring assistance with childcare expenses. You will need all forms of income, as well as the current tax return. Parents receiving scholarships understand that their case could be reviewed at any time. Scholarships are only good for 6 months and must be renewed prior to enrolling in a different program. Any change in income should be reported to the Administration office within one week. Parents are encouraged to apply for CCS funding if eligible.

## NSF (Non-sufficient funds) Fees

If a draft is returned for insufficient funds, a third party company will attempt to collect by drafting the bank account up to 3 times which may cause your bank to assess overdraft fees. If collected, the third party company will charge your bank account a \$30 fee. If uncollected, the membership will be assessed a \$20 fee by the YMCA. If a bank draft is returned because the account is closed, a \$20 fee will be assessed.

## Refund Policy

Credits are not given for absences. Enrollment fees/activity fees are not refunded.

## Past Due Accounts

Once an account is one week past due, the parent, will be notified to make payment or your child may be removed from the program. After 30 days, all past due accounts will be turned over to a collection agency for collection.

## Payment Information

Invoices are not sent. Please call the Waco Family Y-Youth Development Services for all payment related issues (254-753-5437). The registration fee or activity fee and first week's enrollment fee is due at registration. Payment for each week must be paid by 6 p.m. the Monday before the week your child is attending or your child's spot may be forfeited.

Payments not received by Monday prior to each week, will be charged a \$5.00 late fee per day. You may pay tuition by the month but there is no discounted fee for doing so and must be paid by the first Friday in the month. Weekly Bank Draft and Monthly Bank Draft is available. Online payments can also be made by visiting our website at [www.ymcaofcentraltexas.org](http://www.ymcaofcentraltexas.org).

**Payments can be made at the Waco Family Y-Youth Development Services.** Forms of payment being accepted at this location are: Cash, Credit Card (MasterCard, Visa, Discover, & American Express), Check, or Money Order. If payments are made at the school location (at the YMCA child check-out), only checks and money orders are accepted. **CASH is only accepted at the YMCA Youth Development Services at 6800 Harvey Waco, Texas 76710 or at Doris Miller Y: 1020 Elm Street Suite 900-1 Waco, TX 76704.** CCS Parents: Please contact YDS at 254-753-5437, concerning your account, payments, or withdrawal.

## Please note the following

- Checks and money orders are accepted at all sites.
- All checks and money orders should be made out to YMCA OF CENTRAL TEXAS.
- Please **put your child's name, parent/guardian name, and the site name on the check/money order**, especially if your child has a different last name as the person writing the check.
- Post-dated checks are not accepted.
- Checks may be dropped in the locked drop boxes at each site (box is at check-out table).
- Your check will be your receipt.
- Receipts will not be written for checks. Persons needing receipts for checks or payments must come by the Youth Development Services at Waco Family YMCA located on Harvey Drive.
- If paying by money order, please keep your stubs, as these are your proof of payment.
- If paying by credit card, Visa, MasterCard, American Express, and Discover are accepted, there will be a \$20 fee on declined charges.



It is the parent's responsibility to notify the YMCA of any payment rate adjustments due to discounts, scholarships, membership rates or any other special circumstances that are related to the rate of weekly fees. A late fee of \$1.00 per minute, beginning at 6:05 will be charged to parents late in picking up their child. We understand that emergencies do arise, but please, keep in mind the closing time. All programs close at 6:00 P.M. If you will be late, please call the Site Director.

## Withdrawal from Program

If you are planning to drop your child from the program, we must have a **(2) week notice**. Forms for withdrawal **must be completed in person at Waco Family Y -Youth Development Services on Harvey Drive**.

All accounts will be charged two weeks tuition if a two week notice is not given.

## Year End Tax Information

Tax statements are available online. Instructions will be made available. You may also call Youth Development Services at Waco Family Y (254-753-5437) and request a tax statement.



# Daily Schedule and Needs

## Activities:

### Fostering Healthy Character Development:

YMCA Afterschool includes a healthy combination of homework/quiet time and high-level activity to keep the days busy and fun. YMCA follows the National After-School Association's Standards for Quality School Age Care. These requirements go above and beyond the State Minimum Requirements for after-school care. YMCA utilizes "Character Counts" curriculum to teach children about important character traits.

### Encouraging Creative Expression:

We use a variety of activities to teach the children, including areas at the site set up for homework, creative arts, art & crafts, dramatic play, math/science, physical games/sports, quiet games, and social interaction. We will encourage children to work on their homework before participating in the other activities.

### Summer Camp Activities:

YMCA offers swimming, field trips, enrichment activities, arts and crafts, science, discovery, indoor and outdoor games, quiet activities, and guest speakers. Please see the list of field trips; typically two field trips are taken per week. Children will rotate center areas depending upon their group. All children will need to pass swim test or they will be required to wear a life jacket during swim activities.

### Character Development Scheduled activities may include:

- Large and Small Group Activities: Encouraging social interactions for growth and learning team building.
- Academic Development: Providing assistance to stimulate learning as well as help with homework.
- Meal/ Snack time: Providing healthy meals and snack options
- Social Skills Development: Emphasizing the Y's core values of caring, honesty, respect and responsibility through our Character Counts campaign.

## Assembly and Group Time at Summer Camp:

During the camp day, there are many opportunities for campers to begin to make important decisions concerning their beliefs, their place in the world, and their values. During assembly and group time, group leaders and their campers will talk about what is going on around them, sing, create skits, and tell stories. This is not a program in which a particular denomination or belief is impressed upon the children. It is a program designed to encourage honesty, respect, responsibility, and caring.

## Birthdays:

If you would like to bring a treat or treats for your child's birthday, please contact the Program Director or Site Director to make arrangements.

## Clothing:

- Send your child in comfortable clothes they can get dirty while having fun.
- Tennis shoes are recommended.
- Flip-Flop type sandals are discouraged.
- Young children need to run and climb while in areas designated for this type of activity. Flip – Flops hinder a child from doing these activities safely.

Change of clothes for EEC children should be brought daily, or stored in a backpack on the child's hook – parents are responsible for making sure a change of clothes is available.

- EEC change of clothes: shirt, shorts/pants, socks, and underwear/panties
- **Summer Camp T-shirts must be worn on all field trips. This is for the safety of our children.**

## Field Trips:

Parents/Guardians must give permission on enrollment forms before children may attend field trips. Some locations will have the opportunity to swim at the Waco Family YMCA or Doris Miller Family YMCA. Staff will be both in and out of the water supervising the children. Your child must pass a swim test in order to swim in the deep part of the pool.

Lifeguards are on staff. Children unable to follow rules at the center will not be allowed to attend field trips, if a child continuously has a problem on a field trip, the child's parent could get asked to accompany their child. EEC classes will not go on trips where there are large bodies of water. They will have sprinkler play in our open area on the playground, but swimming/wading pools will not be used at our facility. Parent will be notified at least 4 days prior to any field trips being taken. Parents will be notified of departure and return times.

### Homework during After-School care:

Each child will have at least 20 minutes of homework time/enrichment time each day after snack, except on Fridays which will be a free day. Children will be asked each day if they have homework. If the child does not have homework, he or she will be asked to read a book or participate in an enrichment activity during the homework session. Books, math cards, educational games and activities will be available.

### Personal Belongings:

The YMCA does not permit children to bring toys, electronic games or other personal articles. YMCA is not responsible for items lost, broken, or stolen during program hours. Any items lost will be put in the lost and found area. Please be sure to label your items such as backpacks, jackets, and lunch boxes.

### What to bring for Summer Camp:

- Swimsuit (check with each camp location regarding days of swim)
- Towel
- Sunscreen
- OFF
- Nap mat with small blanket (children 4-6)
- A waterproof sack to store their swimsuit (optional)

### Meals

YMCA of Central Texas will provide meals for children.

- **Early Childhood:** Provides breakfast, lunch and an afternoon snack
- **Afterschool:** Provides a snack/ and or dinner depending on the location
- **Summer Camp:** Provides breakfast, lunch and a snack

Campers may bring their own lunch if they choose to. Please mark your child's name on the lunches and coolers. Mini coolers are highly suggested since there will be **no refrigeration available**. Children are not allowed to purchase food from the snack machines.

### Outdoor Play Equipment:

Staff inspects playground equipment daily to ensure its safety. Playground equipment located on public school property or public playgrounds may not meet the requirements of TDFPS licensing standards.

### Photography & Publicity:

Pictures of the children participating in the programs may be taken. These pictures may appear in newspapers, magazines, brochures, television or other publicity materials. Permission for your child to participate in these promotional activities is in the registration packets.

### Parental Visitation:

YMCA welcomes parental visitation at any time (provided such visits do not disrupt classroom schedules or violate court orders). A close working relationship between child, parent and staff will only enrich the children's development. If a parent chooses to volunteer or be in the program or field trip for an extended period of time, YMCA requires background check for all volunteers, including parents.

# Policies

## Absences:

Please contact YMCA in the event that your child will be absent from any of our programs. Each site has a cell phone and messages can be left 24 hours a day. If you do not report an absence for our afterschool care, our policy is to call you if a child does not show up for afterschool. **Children should arrive by 9:00 am during summer camp and all early childhood programs.**

Attention CCS Parents: CCS requires contact in all cases of absenteeism. You must make sure and sign your child in and out with YMCA and also with the CCS Swipe Machine. We do not have access to swipe cards or passwords; please contact your case worker for that information. If your child will be out for more than four days please call the administration office. **Tuition fees will be assessed during your child's absence. If your child is absent from the program, their spot will be held only as long as tuition is paid during their absence.**

## Animals

Animals will not be allowed in any of our programs due to the health and safety of children.

## Bad Weather Closing:

If inclement weather should occur we will close only if the schools close or if opening proves unsafe for our staff. If Waco I. S. D. closes, then the Edna Learning Center program will close. We will post all closings on KWTX and KXXV, as allowed.

## Behavioral Expectations, Discipline and Guidance Guidelines:

YMCA recognizes that positive discipline teaches and encourages the healthy development of children's self-esteem. YMCA does not allow the use of corporal punishment, or physical punishment, in any of our programs. Instead, caregivers employ positive discipline techniques, which include praising, calling attention to appropriate behavior, and acting as positive role models to influence and reinforce positive behavior. The staff set limits that are developmentally appropriate and consistently enforced. Staff will encourage and assist all children in following the YMCA Code of Conduct. Please

emphasize that it is to be followed so the YMCA staff can assure and maintain a safe and secure environment for them.

To maintain proper communication with parents, it is necessary that parents are aware of their child's behavior. A Parent Communication report will be given to parents when a child's behavior becomes disruptive or is severe.

## Disciplinary Actions

To facilitate communications of behavior expectations and guidelines among staff, parents, and children, the following steps will be implemented when disciplinary problems have occurred:

- Staff will notify parent by Parent Communication reports or verbally of emerging problems with their child and ask for assistance in behavior management.
- A child/parent/YMCA staff conference will be held resulting in a written agreement for behavior improvement.
- Suspension from the program for a designated period of time not to exceed 5 week days.
- After continued efforts have been made to work with the child and the family, the child may be released from the program at the discretion of the Program Director and VP of Youth Development.
- At the request of the parents, the Program Director may review the case after 3 months. If re-admission is granted, a written agreement will be made covering expected behavior prior to the child's return to the program.

Severe disciplinary problems may result in **immediate dismissal** from the program. These problems include but are not limited to:

- Behavior, which endangers the physical well-being of the
- child or other children
- Possession of a weapon
- Possession of illegal substances and/or paraphernalia
- Aggressive physical contact to any YMCA staff
- Continued attempts to run away from supervised area or program

**A discipline problem:** Is defined as one in which a child is hampering the smooth flow of the program by either requiring constant one-on-one attention; inflicting physical or emotional harm on other children or staff both physically and/or verbally.

### Check-In/Check-Out Procedures:

Early childhood, Afterschool and Summer Camp children are released to the YMCA program at each designated site or arrive by bus and/or van. Children should be checked in daily by parent or staff, and checked out by parent or other designated person.

Parents are required to sign out each day. Please have photo I.D. ready to sign out your child. If anyone else picks up your child the following will apply:

1. They **must** be on your pick-up list and have a photo I.D.;
2. If someone is not on your pick-up list you must call the Program Director at Waco Family Y and give approval. Emergency Verification procedures will be followed.

The person who picks up your child **must** have a photo I.D. **The YMCA will not get involved with custody disputes and will recognize the biological parents unless court documentation is provided.**

### Emergencies:

The YMCA is prepared to activate emergency procedures in the event of severe weather, fire, and/other emergency conditions that require building evacuation or other immediate safety measures. Personnel at each site are trained in this area and safety routes are posted at each location. YMCA does practice monthly fire drills with the children.

In the event of a medical emergency or of an accident, we shall contact the parents. If the parents cannot be reached, and emergency treatment is required, the child shall be taken to the nearest parent designated emergency facility. Your authorization for Waco Family YMCA to contact your family physician and to take whatever emergency medical measures are deemed necessary is part of the registration packet.

### Emergency Pick-Up Verification Procedures:

Anytime an emergency occurs and someone not listed on the child's enrollment agreement must pick up a child, Texas state law requires the following:

- 1) Parents must call the Afterschool site. Only in Emergency Situations will information be verified by the method of returning a call.
- 2) The person picking up the child must:
  - a) Present an identification card with a picture when picking up the child.

Persons NOT listed on a child's enrollment agreement will be allowed to pick-up the child only in an emergency situation, and only after the above procedures have been followed. Under no circumstances will a child be allowed to leave with an unauthorized person.

### Food Allergy:

If your child has been diagnosed with a food allergy you will need to complete a Food Allergy Emergency Plan. You and your health provider will need to sign and date the plan. The food allergy emergency plan is part of the enrollment packet.



### Grievance/ Concerns:

Parents having problems or concerns about policies at any program are encouraged to follow these steps if possible:

- Attempt to discuss the issue with your child's teacher, youth group leader or Site Director.
- Contact director of facility
- Contact program director

If problems are not solved or additional help is required...

- Contact Vice President of Youth Development of YMCA, Leasa Smith at 753-5437.

## Immunizations:

Immunizations must be on file at the school the child is enrolled in. YMCA does not require staff to receive yearly immunizations.

## Illness/Accident/Medication Policy:

### Illness:

Staff members visually screen each child upon arrival for illnesses or injuries that may have occurred prior to arriving at afterschool. Children will not be admitted if one or more of the following exists:

- The illness prevents the child from participating comfortably in scheduled activities including outdoor play;
- The illness results in a greater need for care than can be provided without compromising the health, safety, and supervision of the other children in care;
- The child has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in the activities:
  - Oral temperature of above 100.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
  - Symptoms and signs of possible severe illness such as **lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs** that the child may be severely ill; or
- A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

### Accident:

YMCA provides indoor, as well as, outdoor activities. The staff will take all necessary precautions to ensure your child's safety but active children do and will get hurt! However, if an accident should occur at the site, parents will be notified with an injury/illness report. If necessary, a child will be transported by staff or ambulance to the nearest medical facility or to the facility indicated on the medical authorization form. Parents may be called in regards to certain accidents and be given the choice of picking the child up.

\*It is important that you and your child communicate with us for any accident you have questions about.

- Please encourage your child to report all accidents no matter how small to their group leader. Children tend to wait till they get home to report an accident. If staff did not see it, they don't know about it.
- All incidents are to be documented by staff, **for parents**. Ask if you do not receive an injury/illness report.
- In the event of serious injury requiring medical treatment from an accident received at YMCA, please contact the Program Director immediately.
- YMCA is required to notify TDFPS as to the extent of incidents requiring medical treatment.
- If incident requires visitation with a physician, parent is required to bring within 24 hours after incident the following information:
  - Contact information for parent
  - Physician or Emergency Room verification form

### Medication:

- Any medication administered by YMCA staff must adhere to the following guidelines:
- Prescription medications must be in the original container labeled with the child's name, date, directions for administering, and the physician's name.
- Non-prescription medications must be in the original container, labeled by the parent with the child's name and the date the medication was brought. YMCA staff will administer according to label directions **if approved in writing by the child's physician**.
- Any medication that requires refrigeration **cannot** be kept at our sites due to no refrigeration. If this poses an issue, please contact the Program Director for assistance.
- Authorization for Dispensing Medication forms **must** be filled out, signed and dated by the parent weekly or monthly for continued medication dispensing. All medication will be returned to the parent at the end of each week unless requested earlier.
- Medication will only be given to the child for whom it is intended.
- No expired medication will be administered.

**PARENTS PLEASE NOTE:** No medication (aspirin, cough drops, etc.) should be placed in your child's lunch box or possession. It is not acceptable.

### **Policy Changes /Parental Notification:**

Any changes in policy will occur at the beginning of a school year or at the beginning of the summer. All policy changes will be added to the parent handbook and a letter will be sent to all parents regarding changes in YMCA policies. All notices and letters will be posted on the display board of each site.

### **Program Dismissal Policy:**

Participants may be asked to withdraw from the program for the following reasons:

- Violation of tuition payment agreement or consistent delinquent accounts.
- Failure to provide required records or to meet the standards set by the DFPS.
- Consistently late pick-up of a child
- Child's needs cannot be met by our program.
- The child is unwilling to follow YMCA procedures and rules.

### **Reporting Change of Contact Information:**

In the event that any phone numbers, address, emergency contact information changes, please contact director of your child's site to make changes.

### **Transportation:**

The YMCA will transport some children from school to site locations. Some of our programs are on-site and there is no transportation. Parents will be notified at least 48 hours prior to any field trips. This notice will be given at the sign-out table concerning the departure and arrival times. Return times may vary according to each field trip. YMCA does not provide any type of transportation to or from camps to home. Children are transported only during field trips or medical emergencies. All staff have been trained in Transportation Safety, as required by State Licensing.

#### **Required Notice for Childcare Programs**

Any area within 1000 ft. of a childcare center is considered a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

#### **Minimum Standards for Child Care Programs**

A copy of the Texas Minimum Standards for Child Care Centers is available at the YMCA sites during normal business hours or you may access the TDFPS web site at <http://www.dfps.state.tx.us> to read or print out a copy of the minimum standards. A copy of the center's most recent licensing report is posted at the center or can be found online at [www.txchildcaresearch.org](http://www.txchildcaresearch.org)

Contacting the Department of Protective and Regulatory Services

Local Licensing Office: 750-9336  
Texas Abuse/Neglect Hotline: 1-800-252-5400  
Web Site for DFPS: <http://www.dfps.state.tx.us>

#### **NON-DISCRIMINATION STATEMENT**

YMCA OF CENTRAL TEXAS, a non-profit organization, does not discriminate in employment, enrollment, or nutrition programs on the basis of race, color, religion, national origin, sex, marital status, disability, age, veteran status, or any other status protected under local, state, or federal laws.

YMCA strives to see that all families are treated with fairness and equality. If you feel that for any reason you have been discriminated against and the proper grievance procedures have been followed, you may contact the TDHS @ 701 West 51<sup>st</sup> Street, Austin, Texas or the Secretary of Agriculture, Washington, D.C. 20250.

"People who are eligible to participate in the program must not be discriminated against because of race, color, national origin, sex, age, disability, religion or political belief. If you think you have been discriminated against you must write immediately to: Director of Civil Rights, Texas Department of Human Services, M.C. E-609, 701 W. 51<sup>st</sup> Street, Austin,

## YMCA OF CENTRAL TEXAS

### Code of Conduct

Our child development 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 programs have established rules, consequences and a zero tolerance policy on specific behaviors. 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.

#### Caring

- I will demonstrate CARING by adopting an attitude of service towards others.
- I will be CARING by displaying a friendly and positive attitude.
- I will be CARING and remember that I have a choice to be part of the problem or part of the solution.

#### Honesty

- I will always be HONEST.
- I will demonstrate HONESTY by not allowing others to use my membership card.

#### Respect

- I will show RESPECT by wearing appropriate attire. Swimsuits in the pool area and shoes, shorts and shirt in other areas of the facility. I will not wear clothing that displays inappropriate language, writing, or pictures.
- I will show RESPECT to all individuals by choosing appropriate language and behavior.
- I will show RESPECT by listening to music via earphones only, at an appropriate volume and with language that will not offend others around me.

- I will RESPECT others by not harming anyone in a physical, mental, verbal, or unlawful manner.
- I will respect the Y and other people's property.
- I will RESPECT the Y by engaging in positive, constructive, and lawful activities and events.
- I will show RESPECT for the Y by leaving the facility, program area and materials provided by the Y in the same condition.

#### Responsibility

- I will always be RESPONSIBLE for all my actions, both good and bad
- I will be RESPONSIBLE for my own choices and I understand that all my actions have consequences.
- I will be RESPONSIBLE by using the Y as a resource, so that I may promote the best possible situation for myself and others
- I will be RESPONSIBLE for my own property. I will keep my belongings in my possession or secure them in a locker.
- I will demonstrate RESPONSIBILITY by not bringing any valuable or dangerous items to the Y.