

Y Kids Club - 2011/2012 School Year

We need a form for each participant

Child's Name: _____

Mailing Address: _____ Home Phone #: _____

City, State, Zip: _____ School: _____

DATE OF BIRTH MONTH / DAY / YEAR			AGE	GRADE (Fall 11)	MALE	FEMALE	IS CHILD A YMCA MEMBER?	Membership EXPIRES
							YES ____ NO ____	

Mom/
Guardian: _____

Best Phone #
to Contact: _____

Dad/
Guardian: _____

Best Phone #
to Contact: _____

Most Used
Email: _____

Please indicate that you understand the following by checking each box:

- A \$20 enrollment fee is required per child, per school year. You must start enrollment for the Y Kids Club program at the YMCA by paying the \$20 enrollment fee and submitting this enrollment packet completed. The Behavior Management Agreement and the Child's Health Form must be filled out and signed in order for your child to begin participating in the program. *Please note:* State Certification requires that Immunization Records be on file before the child can be admitted into the program.
- Enrollment fees are non-refundable and non-transferable.
- Once enrolled, you may now register online!** Please visit our website, www.norfolkymca.org and select the Registration tab, and then Web Registration. You may also pay at the Front Desk of the YMCA or you may sign up at the school site by completing an attendance slip and leaving proper payment. To better serve you, we ask that you either register online, at the Y, or at the school site instead of calling the Y and paying over the phone.
- Please indicate which days your child will be attending on the attendance slip. Attendance slip and payment is to be received by each Friday (at midnight) prior to the week following. **A \$10 late fee (1 per family) will apply if received after Friday (at midnight).**
- Any return fee, such as ISF (*Insufficient Funds*), whether by EFT (*Electronic Funds Transfer*) or credit/debit card, is \$30.
- To receive the member rates, the child must be a YMCA member.
- If your child will not be attending, please call 402-371-9770 to leave a message with the front desk staff.
- Credit is only given if a doctor's note is presented explaining the reason.
- If you are late picking up your child (6:00 pm) a fee of \$1 per minute will be charged and is expected at the time of pick up.

PROGRAM RATES	<u>Member</u>	<u>Non-Member</u>
Before Care (6-8 am)	\$3	\$5
After Care (3:15-6 pm)	\$6	\$10
11:30 Dismissal (until 6 pm)	\$14	\$20
2:00 Dismissal (until 6 pm)	\$9	\$14
All Day Care (6 am-6 pm)	\$24	\$34

(Prices shown are per child, per day.)

Please check your personal Health & Accident Insurance as the YMCA does NOT cover these areas. I have read and understand the information provided above, as well as the policies in the YMCA parent handbook included with this packet. I have also taken the time to read and explain the policies to my child who will be attending Y Kids Club this school year.

Parent/Guardian Signature: _____ **Date:** _____

PROCEDURES FOR BEHAVIOR MANAGEMENT

(Please sign & return with Child Health Form)

It is the goal of the NORFOLK FAMILY YMCA to provide a safe and fun program in a secure environment. YMCA staff teach the core values of respect, responsibility, caring, honesty and faith. All children participating in the program are expected to follow the behavior guidelines and act appropriately in a group setting.

BEHAVIOR GUIDELINES:

We show respect to each other and the environment.

Everyone is responsible for their own actions.

We will care for ourselves, others and equipment.

Honesty will be the basis for all relationships and interactions.

People will grow in faith through participation in special activities, songs and games.

When a child does not follow these behavior guidelines, the following steps will be taken:

1. YMCA staff will redirect the child in more appropriate behavior
2. The child will be reminded of the appropriate behavior and rules not being followed and a discussion will take place.
3. Parent will be notified if the inappropriate behavior continues.
4. Documentation of the incident will take place by the staff.
5. A conference will be scheduled with the parent to discuss the appropriate action to take.
6. A possible follow up or progress check will follow.
7. If the problem still persists, a conference will be scheduled with the parent, child, program director and staff involved. All written documentation will be available.
8. If at any time the child's behavior threatens the immediate safety of the child, other children, or the YMCA staff, the parent will be notified and arrangements must be made for the child to leave immediately.

NOTE: The YMCA reserves the right to suspend or even dismiss any child from the program that portrays a continuously disruptive or aggressive behavior.

The following behaviors are not acceptable:

- * Putting the health or safety of others in danger
- * Stealing or damaging YMCA property
- * Leaving the program or designated area without permission
- * Refusing to follow these behavior guidelines
- * Using any form of obscenity, vulgarity or profanity

Children may be suspended 2 times before expulsion is issued. Immediate expulsion will result if a child is found using or in possession of any form of tobacco, alcohol, illegal drugs, firecrackers, firearms or explosives.

PARENT/GUARDIAN SIGNATURE REQUIRED

I have reviewed the procedures for Behavior Management with my child. We understand and agree to all of the terms presented in this document.

Parent/Guardian Signature: _____ **Date:** _____

CHILD HEALTH FORM

Child's Name _____ Age _____ Birthday : Male or Female
Last First _____ (circle one)

Address _____ Grade (11/12) _____
Street City, State, Zip School _____

Home phone _____
Mom/Guardian _____ Cell phone _____

Employed by _____ Work phone _____

Dad/Guardian _____ Cell phone _____

Employed by _____ Work phone _____

Family Doctor _____ Phone _____

In case of **EMERGENCY**, please contact (Please list names in order in which to be called, including parents)

1. Name _____ Phone _____ Relation _____

2. Name _____ Phone _____ Relation _____

3. Name _____ Phone _____ Relation _____

List all individuals authorized to pick up the child (MUST list parents)

1. _____ 2. _____ 3. _____

Relationship _____ Relationship _____ Relationship _____

HEALTH QUESTIONS (circle one)

Does child have any allergies? NO YES Explain _____

Any medical conditions? NO YES Explain _____

Are they on any medication? NO YES Please specify _____

Possible side effects? _____

Does medication need to be taken during our care? If so, when? _____

Has the child had any operations or serious injuries or illnesses? NO YES Explain _____

Any restrictions to activities? NO YES Explain _____

Does your child have any fears that we should know about in advance? NO YES Explain _____
(insects, animals, water, etc.)

Has any event occurred that could cause emotional problems? (death, divorce, etc.) NO YES Explain _____

FIELD TRIP PERMISSION

My child, _____, has my permission to participate in any field trips with Y Kids Club. This includes both walking and bus transportation.

Parent/Guardian Signature: _____ **Date:** _____

CHILD HEALTH FORM *(continued)*

Swimming:

(circle one)

My child has permission to swim YES NO

My child has permission to take the swimming test
to swim in the deep end YES NO

SWIMMING ABILITY *(please check one)*

Non-swimmer _____ Fair _____ Good _____

I give permission for the YMCA staff to apply sunscreen to my child YES NO

Immunizations: (STATE CERTIFICATION REQUIRES IMMUNIZATION RECORDS BEFORE THE CHILD CAN BE ADMITTED IN THE PROGRAM)

- ALL CURRENT - COPY ATTACHED
 REFUSAL - Copy of refusal from doctor must be included

EMERGENCY MEDICAL CARE AUTHORIZATION

I (We) expect to be notified at once in case of accident or illness to my (our) child. I (We) will make arrangements for medical care of my (our) child with the physician or hospital of my (our) own choice. If I (we) cannot be reached to make the necessary arrangements, I (We) hereby authorize the YMCA to

Contact Dr. _____

Address _____ Phone _____

Or the nearest hospital for the emergency care of (child's name) _____

Parent/Guardian signature: _____ Date _____

This is to certify that my child is, to the best of my knowledge, in good health and free of disabilities that would endanger him/her or other children in the YMCA programs.

Parent/Guardian signature: _____ Date _____

WAIVER:

- I understand that the NORFOLK FAMILY YMCA assumes no responsibility for injuries or illnesses which my child may sustain as a result of his/her physical condition or resulting from his/her participation in any athletic activities, sports programs, equipment usage, exercise or other activities. I expressly acknowledge on behalf of myself and my heirs that I assume the risk for any and all injuries and illnesses that may result from my child's participation in these activities. I hereby release and discharge the NORFOLK FAMILY YMCA, its agent, servants and employees from any and all claims for injury, death, loss or damage which he/she may suffer as a result of his/her participation in these activities.
- I understand that the NORFOLK FAMILY YMCA is not responsible for personal property lost or stolen while using the YMCA facilities or visiting YMCA property.
- I give permission to the YMCA to use, without limitation or obligation, photographs, film footage, my child's image or voice for purposes of promoting or interpreting YMCA programs.
- I acknowledge the waiver above and accept the conditions set forth because I understand the goals and purposes of the YMCA.

Parent/Guardian Signature: _____ **Date:** _____

NORFOLK FAMILY YMCA

Y Kids Club

Before and After School Child Care

Parent Handbook
2011/2012 School Year



301 W. Benjamin Ave. Norfolk, NE 68701
Phone: 402-371-9770 Fax: 402-371-9162
shaylal@norfolkymca.org

WELCOME to the Norfolk Family YMCA Y Kids Club. Our staff is excited to offer fun, age appropriate games, arts and crafts, and the opportunity to go to the YMCA to swim and participate in a wide variety of adventurous activities on a weekly basis.

Philosophy

Y Kids Club provides activities that will build character and challenge the children to develop physically, mentally, and socially. All children will learn and interact in a safe and fun environment.

Objectives

Y Kids Club participants will:

- Build character and reinforce values
- Develop meaningful relationships
- Show appreciation for materials, self and others
- Become involved and incorporate healthy lifestyles
- Learn new skills and enhance old ones

Communication

Monthly calendars/newsletters will be sent home with the children each month. These are also available to pick up at the YMCA. Please be sure to read these as this is our key means of communication. A staff communication book will be available at each location for messages. Please leave any important information with the staff or call Shayla at the YMCA (402-371-9770). You may also email me at shaylal@norfolkymca.org. Please feel free to contact me with any questions or concerns.

Swimming

- There will be several “Swim Days” at the Y throughout the school year. The monthly calendars will inform you of when your school/child will be coming to the Y, **please be sure to check them for updates.** Children will be transported by bus to the YMCA and parents are to pick them up there on those days.
- **IMPORTANT:** Children should bring a swim suit and towel on their “Swim Day”. No beach balls or pool toys should be brought from home, although arm floaties are allowed for those that need them. Children may be asked to perform a swim test in order to swim in the deep end of the pool.

Location of Schools & Phone Numbers

Y Kids Club is available for school age children in grades K-4 in the following Norfolk Public Elementary Schools. If your child goes to a school that is not listed below, they may participate in After Care at one of the schools (transportation not provided/same fees apply).

		<u>School Phone #</u>	<u>Site Cell Phone #</u>
■ Bel-Air	(1101 N. 18th St.)	402-644-2539	402-640-7415
■ Jefferson	(406 Cottonwood St.)	402-644-2546	402-640-7461
■ Montessori at Lincoln	(310 S. 3rd St.)	402-644-2550	402-640-7417
■ Westside	(1703 Phillip Ave.)	402-644-2561	402-640-7418
■ Woodland Park	(611 Meadow Ln.)	402-644-2565	402-640-7419
■ Norfolk YMCA	(301 W. Benjamin Ave.)	402-371-9770	402-640-7414 (Shayla)

**** It is recommended to have these phone numbers readily available ****

Rates & Enrollment Information

Enrollment for the Y Kids Club program begins in June 2011 for the 2011/2012 school year. All forms must be filled out completely, signed, and returned before your child is able to participate in the program. This information is kept on file and is used to contact you throughout the year. Immediate notification is necessary for change in phone numbers, addresses, contact persons, or authorized people to pick up a child. All children need to submit a health form and waiver every year.

<u>PROGRAM RATES</u>	<u>Member</u>	<u>Non-Member</u>
Before Care (6-8 am)	\$3	\$5
After Care (3:15-6 pm)	\$6	\$10
11:30 Dismissal (until 6 pm)	\$14	\$20
2:00 Dismissal (until 6 pm)	\$9	\$14
All Day Care (6 am-6 pm)	\$24	\$34

- There is a \$20 enrollment fee that is non-refundable and non-transferable. Each child enrolled will receive one Drawstring Swim Bag (only one bag issued per child).
- Attendance slip and payment is to be received by each Friday (at midnight) prior to the week following. A \$10 late fee (1 per family) will apply if received after Friday (at midnight).
- Any return fee, such as ISF (*Insufficient Funds*), whether by EFT (*Electronic Funds Transfer*) or credit/debit card, is \$30. Receipts only issued upon request.
- If you are late picking up your child (6:00pm) a fee of \$1 per minute will be charged and expected at the time of pick up.
- To receive the member rates, the child must be a YMCA member.
- ***Once enrolled, you may now register online!*** Please visit our website, www.norfolkymca.org and select the Registration tab, and then Web Registration. You may also pay at the Front Desk of the YMCA or you may sign up at the school site by completing an attendance slip and leaving proper payment.

Credits

No credits will be issued for days missed unless a doctor's note is provided. This is because the staff is already available. Changes in days attended will be accepted until Friday prior to the week following.

Accidents & Incidents

- Accident Report forms will be filled out following any incident in which the child is injured. If the injury was caused by another child, one report will be filled out for the injured child and one report will be filled out for the one that caused the injury.
- Behavioral (incident) forms will be filled out in any occasion that the child has acted inappropriately.

Weather

- YMCA staff will be informed of inclement weather and will follow the emergency procedures as needed.

Discipline Policies

Serious action will be taken for any child who breaks the rules

- 1st offense - Parents will be notified by the director about the child's behavior
 - 2nd offense - 2 day suspension
 - 3rd offense - 5 day suspension
 - 4th offense - Director will decide whether the child can continue in the program
-
- If your child is kept after school for any reason, it is the child's responsibility to contact the parents. The Y is not responsible to return to the school to pick up your child if it occurs on a day they are scheduled to come to the Y. No credits will be issued in this situation.

Health Policies

- Children are not allowed to attend if they have a temperature or contagious illness. A 24 hour time period with no symptoms must pass before your child is allowed back.
- In the case that your child becomes ill throughout the day, you will be notified so arrangements can be made to pick them up.
- Please provide a written note if your child is unable to participate in any activity.
- Medication - Any medication that must be administered must be given to the staff with a medication form filled out and signed by the parent. Medicine must be in its original bottle with the dosage clearly marked.

Rules of the YMCA

- All children must show respect to the supervising staff. No talking back.
- No swearing or other improper language or gestures are allowed
- No fighting, teasing, or provoking others.
- All safety and discipline procedures need to be followed.
- No children will be allowed to leave the premises without permission. If a child leaves the premises without permission, serious action from the discipline policy will be taken.
- All equipment and other belongings must be treated with respect.

Bus Rules

- Children must remain seated and facing forward while the bus is in motion.
- No jumping seats or standing in the seats.
- Feet and personal items need to remain clear of the aisle.
- Children must refrain from using loud voices or screaming.
- All trash needs to be picked up and placed in the garbage after each trip.



Sign In/Sign Out

Each child should be dropped off and picked up at the designated location. Each child must be signed in and signed out by parents or an approved adult that is on the pick up list. We will not be able to send any child with anyone not on the list unless a note is sent with the child. Staff may require ID to be shown.

Lunches & Snacks

A sack lunch needs to be sent with your child on school out days and snow days. Please provide healthy foods and drinks for the children. The lunch needs to be in a soft-sided insulated lunch box. Please make sure your child's name is clearly written on the lunch box. Snacks will be provided after school during our care. If your child has any dietary restrictions, you must inform the director so special arrangements can be made.

Hours of Operation

Y Kids Club provides care in the mornings from 6 am until school starts, and after school until 6 pm. Morning opening times may vary from building to building, according to parent needs. Please contact Shayla at the YMCA for more information. Children must be signed in and out each day by a parent/guardian. All programs will end at 6 pm. If you are late picking up your child (6 pm) a fee of \$1 per minute will be charged and is expected at the time of pick up.

**** Any changes of hours, due to weather, will be posted on our website, www.norfolkyymca.org ****

- **LATE START** – Care will be available, but listen to the radio or see our website for times.
- **EARLY DISMISSAL** – Children should report to Y Kids Club. Care will be provided until 6pm.
- **SNOW DAYS** – Care will be available at the YMCA on snow days. Should the day start with a late start and then be called off, all efforts will be made to transport to the YMCA. Lunch will be provided and a full day fee will be charged to your account.
- **LATE START LEADING TO CANCELLATION** - Should the day start with a late start and then be called off, all efforts will be made to transport to the YMCA. Lunch will be provided for your child and your account will be charged the full day fee.
- **SCHOOL OUT DAYS** – A full day of activities, which may include swimming, will be available at the YMCA on school out days from 6 am to 6 pm. Child must be signed up and payment received in advance.

Cell Phones & Hand Held Games

Please do not send cell phones or hand held games to Y Kids Club with your child. Children will not be able to use them. The YMCA cannot be held accountable for them.



WHERE EVERY DAY MAKES YOU SMILE!



Norfolk Family YMCA
Y Kids Club Attendance Slip

Child's Name _____

Week of _____ Week # _____

MEMBER **NON-MEMBER**

School: (please circle one) Bel-Air Jefferson

Montessori at Lincoln Westside Woodland Park

BEFORE CARE (circle days needed)

Mon. Tues. Wed. Thurs. Fri.

AFTER CARE (circle days needed)

Mon. Tues. Wed. Thurs. Fri.

By signing below, I authorize you to charge the selected payment method for the amount of:

\$ _____ Bank Draft
 Credit Card/Debit Card

Signature: _____ Date: _____

Norfolk Family YMCA
Y Kids Club Attendance Slip

Child's Name _____

Week of _____ Week # _____

MEMBER **NON-MEMBER**

School: (please circle one) Bel-Air Jefferson

Montessori at Lincoln Westside Woodland Park

BEFORE CARE (circle days needed)

Mon. Tues. Wed. Thurs. Fri.

AFTER CARE (circle days needed)

Mon. Tues. Wed. Thurs. Fri.

By signing below, I authorize you to charge the selected payment method for the amount of:

\$ _____ Bank Draft
 Credit Card/Debit Card

Signature: _____ Date: _____

Norfolk Family YMCA
Y Kids Club Attendance Slip

Child's Name _____

Week of _____ Week # _____

MEMBER **NON-MEMBER**

School: (please circle one) Bel-Air Jefferson

Montessori at Lincoln Westside Woodland Park

BEFORE CARE (circle days needed)

Mon. Tues. Wed. Thurs. Fri.

AFTER CARE (circle days needed)

Mon. Tues. Wed. Thurs. Fri.

By signing below, I authorize you to charge the selected payment method for the amount of:

\$ _____ Bank Draft
 Credit Card/Debit Card

Signature: _____ Date: _____

Norfolk Family YMCA
Y Kids Club Attendance Slip

Child's Name _____

Week of _____ Week # _____

MEMBER **NON-MEMBER**

School: (please circle one) Bel-Air Jefferson

Montessori at Lincoln Westside Woodland Park

BEFORE CARE (circle days needed)

Mon. Tues. Wed. Thurs. Fri.

AFTER CARE (circle days needed)

Mon. Tues. Wed. Thurs. Fri.

By signing below, I authorize you to charge the selected payment method for the amount of:

\$ _____ Bank Draft
 Credit Card/Debit Card

Signature: _____ Date: _____

Norfolk Family YMCA
Y Kids Club Attendance Slip

Child's Name _____

Week of _____ Week # _____

MEMBER **NON-MEMBER**

School: (please circle one) Bel-Air Jefferson

Montessori at Lincoln Westside Woodland Park

BEFORE CARE (circle days needed)

Mon. Tues. Wed. Thurs. Fri.

AFTER CARE (circle days needed)

Mon. Tues. Wed. Thurs. Fri.

By signing below, I authorize you to charge the selected payment method for the amount of:

\$ _____ Bank Draft
 Credit Card/Debit Card

Signature: _____ Date: _____

Norfolk Family YMCA
Y Kids Club Attendance Slip

Child's Name _____

Week of _____ Week # _____

MEMBER **NON-MEMBER**

School: (please circle one) Bel-Air Jefferson

Montessori at Lincoln Westside Woodland Park

BEFORE CARE (circle days needed)

Mon. Tues. Wed. Thurs. Fri.

AFTER CARE (circle days needed)

Mon. Tues. Wed. Thurs. Fri.

By signing below, I authorize you to charge the selected payment method for the amount of:

\$ _____ Bank Draft
 Credit Card/Debit Card

Signature: _____ Date: _____