

Norfolk Family YMCA

Y Kids Club

**Before & After School Child Care
Grades K – 6th**

Parent Handbook 2026/2027 School Year



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Angie Petersen, Y Kids Club Director
301 W. Benjamin Ave. Norfolk, NE 68701
Phone: 402-371-9770 Fax: 402-371-9162
Website: www.norfolkymca.org
Email: OutOfSchool@norfolkymca.org

Enrollment Forms

Enrollment Forms are due per child, per school year. These forms are available at the YMCA or the Y Kids Club webpage (www.norfolkymca.org). Once these forms are submitted, along with the \$25-\$35 enrollment fee, per child, you can then register online throughout the school year.

How To Register for Y Kids Club (Due Weekly)

Deadlines: Weekly registration is due the Wednesday prior for the upcoming week.

- Example: Wednesday, August 19th is the deadline for the week of August 24-28.
- \$10 Late Fee per week, effective Thursday mornings (1 per family).
- Online registration preferred, but you can also call to register over the phone, 402-371-9770.

Notes:

- You can register for multiple weeks at a time; however, full payment is required.
- You can 'add' days without a late fee, but child must already be registered for that current week.
- Credits are not given for missed days; no switching days (extra fee is required for additional days).
- Messages are very Important to us! Please call the YMCA with any messages or absences.
- If your child is state-paid, you will discuss your schedule with the Director. Online registration is not an option for you because payment is required.

Registration:



**Search "Norfolk Family YMCA NE"
or scan a QR code**

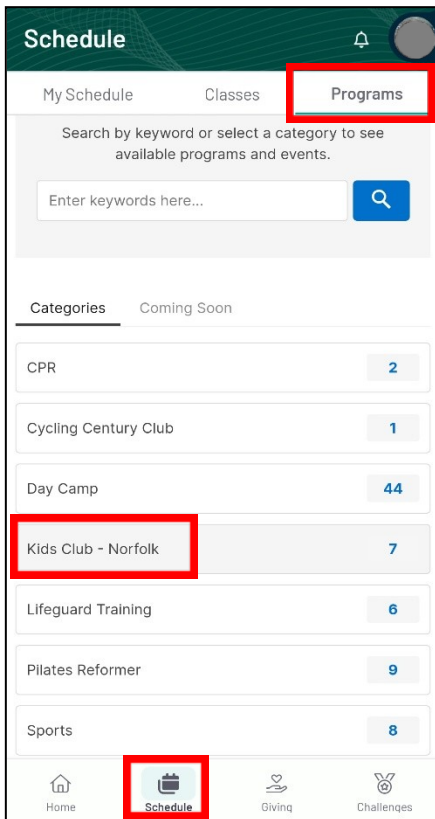


To Login: Use the email address that you currently have on file with your YMCA member/non-member account.

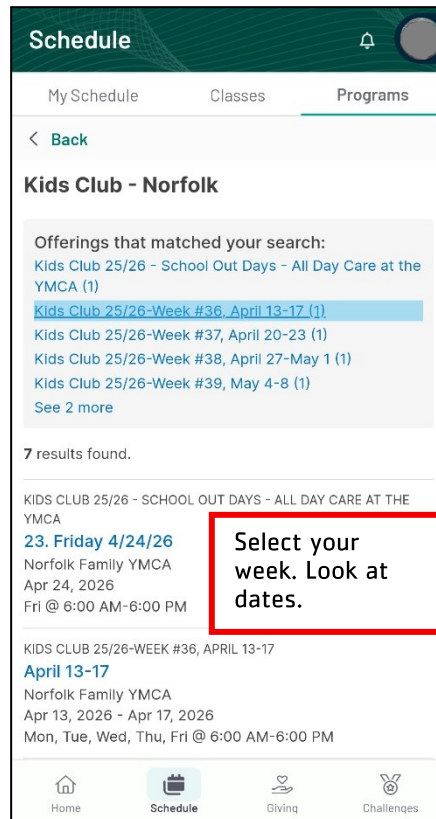
Once you have the app downloaded, you can easily register from your phone.

Please see the next page for a screenshot tutorial.

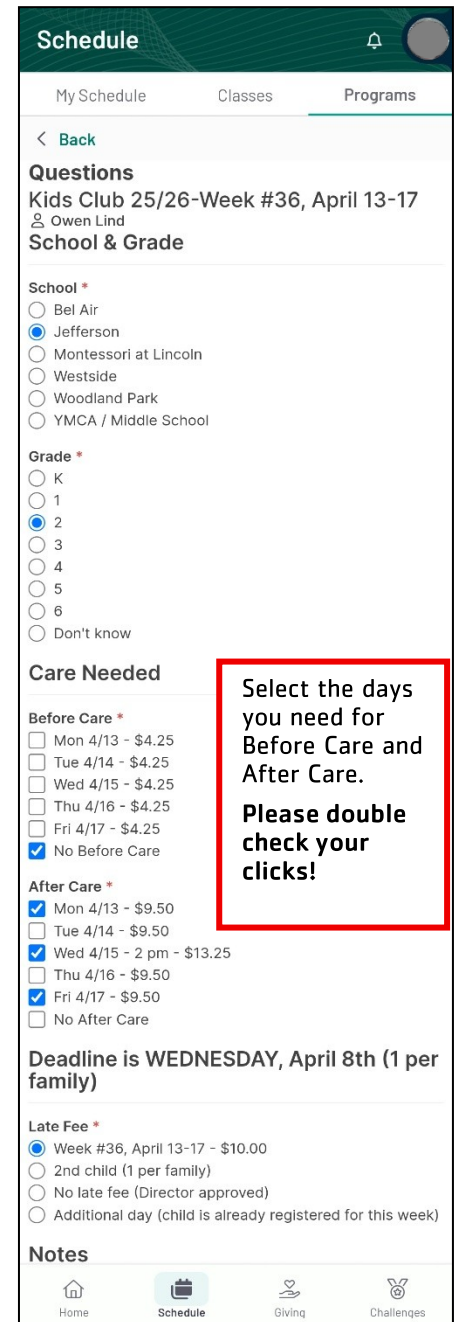
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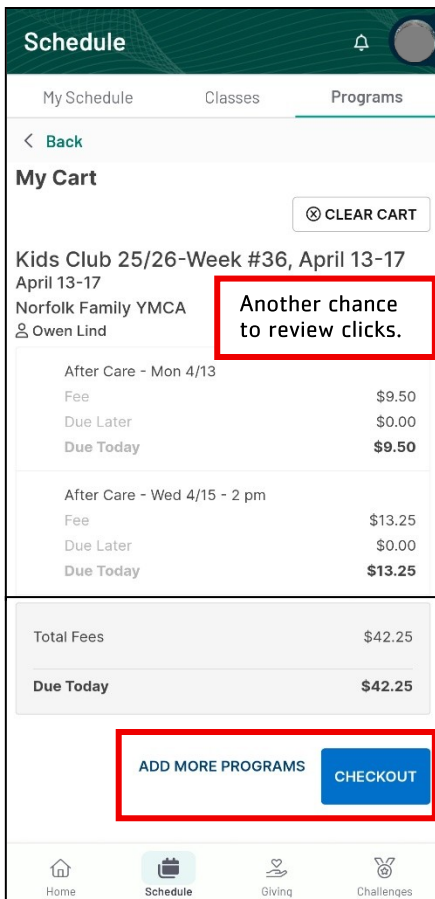
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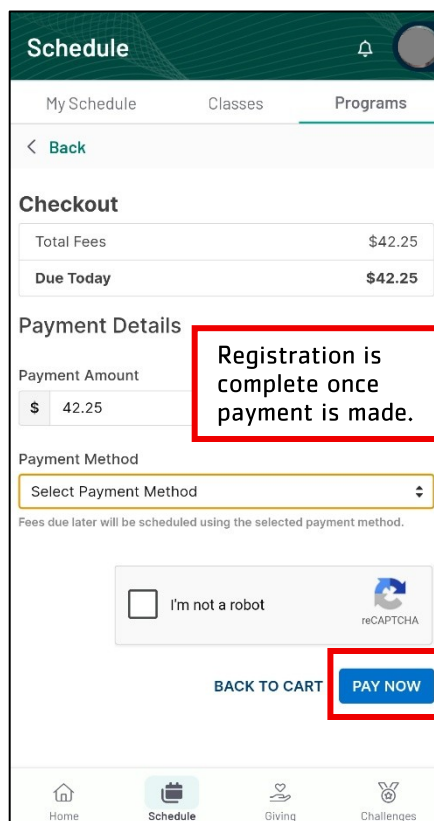
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WELCOME to the Norfolk Family YMCA Y Kids Club program. Our staff is excited to offer fun, age appropriate games, arts and crafts, outdoor playtime, holiday parties, and more!
Y Kids Club is approved and licensed by the State of Nebraska.

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.

Goals

- To provide each child the opportunity to develop their self-confidence and social skills.
- To provide both small and large group activities to stimulate creativity and encourage learning.
- To provide a safe, caring environment under the guidance of experienced staff.

Middle School (5th & 6th Graders)

Y Kids Club is offered for Middle School students (5th & 6th graders), After School only. The YMCA requires adult (age 16+) supervision for all children age 11 and younger.

We'll gather the group in the Middle School gym, then walk over to the YMCA. We'll serve a simple snack, then do a variety activities - crafts, gym games, indoor turf play, outdoor play, swim (some Wednesdays), etc.

There will be a 'No Cell Phone' policy while they are in our care. Kids Club Cell #402-860-3957.

A Typical Day in Y Kids Club

Before Care: Parents drop off at the school at any time, beginning at 6 am (school breakfast program is available). Children can play gym games or choose from a variety of fun things to do from the activity cart. (not provided at Westside or Middle School)

After Care: Upon school dismissal, children report to the school gym. Once attendance is taken and we serve a simple snack. Afterwards, we have reading/homework time, then we enjoy the rest of the afternoon with crafts, group games, activities, outdoor play, and free time begins roughly at 5 pm. We have gym equipment available, as well as an activity cart filled with reading books, games, Legos, cars, building sets, Barbies/dolls, coloring pages, and more! Parents can pick up their child at any time. Program ends at 6 pm.

Hours of Operation

Y Kids Club provides care **at the schools** in the mornings from 6 am until school starts, and after school until 6 pm, Monday-Friday, on school days. Children must be signed in and out each day by a parent/guardian. Y Kids Club ends at 6 pm. (Westside & Middle School is After Care only.)

**** Any changes of hours, due to weather, will be sent as a Text Alert. ****

10 AM LATE START – Care at the school will begin at 8:00 am. (not beginning at 6 am).

EARLY DISMISSAL – Care will be available once school is dismissed, including 11:30 am & 2:00 pm. Children should report to Kids Club upon school dismissal.

SCHOOL OUT DAYS – A full day of activities will be available at the YMCA from 6 am to 6 pm, including crafts, gym/turf games, swimming (1-3 pm), and more! This is open to anyone in grades K-6th. Registration and payment must be received by the Wednesday prior deadline. Child must bring a cold lunch, snacks, water bottle, swim suit & towel. Siblings need everything separate.

SNOW DAYS – The YMCA will provide care at the YMCA when the Y building opens; parents will be notified by text alert. If the day starts with a regular or late start and then be called off, parents need to pick up their child and bring to the YMCA for care. No bus transportation. Lunch and swim gear need to be provided by the parent, if possible. Fees will be added to the account.

SUMMER – Day Camp is for kids entering Grades K-6th for the upcoming school year. It's offered all 11 weeks of summer, each week has a theme and field trip. Enrollment begins each March.

Sign In/Sign Out

- **For drop-off and pick-up, you will knock loudly on the school GYM DOOR**, and a Y staff member will let you in. Each child must be signed in and out by a parent or an approved adult that is on the authorized list on the child's health form. 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.
- Registered Sex Offenders are **not** allowed on YMCA property or off-site program areas; therefore, no one on the National Sex Offender Registry List may drop off, pick up, or visit during care, no exceptions. All names listed for authorized adults to pick-up may be checked.

Location of Schools & Phone Numbers

Y Kids Club is available for children in Grades K-6 in the following Norfolk Public Schools:

<u>School</u>	<u>Address</u>	<u>Door #</u>	<u>School Office #</u>	<u>Kids Club #</u>
Bel Air	1101 N. 18th St.	23	402-644-2539	402-860-8254
Jefferson	406 Cottonwood St.	4	402-644-2546	402-860-8264
Montessori at Lincoln	310 S. 3rd St.	3	402-644-2550	402-860-1803
Westside (After Care only)	1703 Phillip Ave.	2	402-644-2561	402-860-8425
Woodland Park	611 Meadow Ln.	3	402-644-2565	402-860-1698
Middle School (After only)	<i>The group walks to YMCA</i>	-	402-644-2569	402-860-3957
YMCA-School Out Days	301 W. Benjamin Ave.	-	402-371-9770	402-860-3957

Kids Club staff have cell phones on only during program hours. If it's during the school day, please call the YMCA with messages. Please save necessary phone #s in your phone, so you can see a Missed Call or have it when you need it.

DHHS Child Care Subsidy Program

If you feel you need financial assistance, the Y participates in the Child Care Subsidy program through DHHS. Our provider #03334361, and provider name is "Norfolk Family YMCA." Before the child can start the Y Kids Club program, you must turn in the Kids Club Enrollment paperwork, Immunization Records, and the director must have received the DHHS's Authorization.

Fees & Enrollment Information

- Enrollment begins in April for the upcoming school year, and is ongoing throughout the school year until enrollment has reached it's max. All forms must be filled out completely, signed, and returned to the YMCA **before** your child is able to participate in the program. Immediate notification is necessary for change in phone numbers, addresses, contact persons, or authorized people to pick up a child.
- State Certification requires that Immunization Records be on file.
- There is a \$25-\$35 enrollment fee per child, per school year, that is non-refundable and non-transferable.
- We have online and in-house registration. For online, visit www.norfolkymca.org. To better serve you, we prefer online registration instead of registering over the phone; however, we do take registrations over the phone with payment. Note: If you receive state assistance, you are unable to register online.
- **Weekly registration & payment is due by each Wednesday (10pm in-house/midnight online) for the upcoming week.** A \$10 late fee (1 per family) will apply if received after Wednesday. You can register for multiple weeks in advance.
- **Past due balances may be automatically drafted if overdue by 45+ days, and we're unable to contact you after several attempts. Please do not let balances build or go unpaid.**
- Inconvenience Fees apply, see next page, page 11.
- To receive the member rates, the child must be a Y member and account be in good standing.
- If your payment is returned for any reason, your account will be charged a \$30 return fee.

Daily Rates

	<u>Member</u>	<u>*Non-Member</u>
Before Care (6-8 am)	\$4.25/day	\$6.25/day
After Care (3:15-6 pm)	\$9.50/day	\$13.50/day
2:00 Dismissal (until 6 pm)	\$13.25/day	\$18.25/day
11:30 Dismissal (until 6 pm)	\$19.75/day	\$25.75/day
All Day Care (6 am-6 pm)	\$30.00/day	\$40.00/day

Rates shown are a flat rate per child, per day.

Inconvenience Fees

- A \$10 late fee (1 per family) applies if registered past the Wednesday prior deadline.
- An additional \$10 late fee applies to all families, including those with State assistance, if you register for an All Day Care day after the deadline, which includes showing up that day without prior registration. These days will be treated separately.
- **Any fees accumulated on the account must be paid in a timely manner or the child is subject to suspension until fees are paid in full. You could be notified of a suspension in as little as one day in advance.**

Credits

- **No credits will be issued for days missed unless a doctor's note is provided, or for family emergencies such as medical or funerals.**
- Changes in schedules will be accepted until the Wednesday deadline; however, once the deadline passes, credits will not be given for changes in schedules. This includes All Day Care days.
- Switching days for even payment is not accepted. Payment for the extra day needed will be due.

Communication

- We use our Text Alert Messages to send mass text reminders, and also individual texts. The Director sees the Text Replies when on the website, so expect delayed responses.
- **Email addresses are important!!** Invoices will be emailed if fees are added to your account.
- At enrollment, you'll be registered to receive Text Alerts for reminders of School Out Days, school changes, etc. Names and phone numbers are deleted at the end of each school year.
- **If your child will not be attending, please call the YMCA at 402-371-9770 to leave a message with the Y Welcome Center.** This is important, so we know not to expect your child. **The school does not give messages about your child to Kids Club staff.**
- Please feel free to contact me with any parent grievances, questions, or concerns. Call the YMCA at 402-371-9770 or email Director at OutOfSchool@norfolkymca.org.
- You must **request** a child care statement for tax purposes at the end of each year.
- Cell Phones – we do not allow kids to have their phones turned on while in our care, for a variety of reasons. We have the Kids Club cell phone for all communication purposes.

Swimming

- We swim in the YMCA pool on each School Out Day, typically 1-3 pm. Your child **must** have their swimming suit and swim towel, in order to swim. If it is forgotten, they will not be able to swim.
- Please write your child's name on swim suit, towel, and goggles.
- No beach balls or pool toys are allowed from home; arm floaties are allowed for those that need them and can be provided by the YMCA. If your child forgets his or her swim suit, they unfortunately can't swim. Those who choose not to swim must remain in the pool bleachers, but can bring things to do.
- Children must perform & pass a Deep Water Swim Test to swim in the big pool (4-12 ft pool).
- If marked Non-Swimmer/weak on the health form, they will not be allowed to take the swim test.

Leave It At Home

- Please do not send toys from home with your child. Personal toys cause a lot of issues, and we don't want anything stolen or broken. The Y is not responsible for any valuables or personal belongings.
- Cell Phones – we do not allow kids to have their phones turned on while in our care, for a variety of reasons. We have the Kids Club cell phone for all communication purposes.

Weather

- YMCA staff will be informed of inclement weather and will follow the emergency procedures as needed. Fire and Tornado Drills are practiced in Kids Club monthly.
- We keep parents informed of any changes, due to weather, by our Text Alert Messages.

School Out Days

- All Day Care will be provided at the Norfolk YMCA, 6 am—6 pm, for a flat \$30/\$40 per child.
- **Bring Daily:** cold lunch, snacks, water bottle, swim suit, towel, & wear shoes. **Mark with Name!**

Please make sure you label ALL of your child's belongings with first and last names!

- Siblings need everything separate! Separate bags, lunches, and swim towels.
- We plan for a fun-filled day, including crafts, structured group games, activities, swimming, outside playtime, and more! Main programming is 9 am–3 pm.
- We will swim 1–3 pm, so permission must be given on the Health Form in order for your child to participate. Children must perform and pass a Swim Test in order to swim in the big pool, 4–12 ft. If marked Non-Swimmer/weak on the Health Form, they will not be allowed to take the swim test, but the child can still swim in the small pool.

Lunches & Snacks

- A cold lunch & extra snacks needs to be sent with your child on 11:30 am dismissals, school out days, and snow days. Please provide healthy foods, drinks, and eating utensils for your child. Lunches should be packed that **do not require heating** (microwave) or refrigeration. **Include name on lunch box & water bottle.**
- Snacks will be provided after school during After Care.

Health Policies

- Please evaluate the health of the child & adult each day before drop-off & pick-up. Honesty is extremely important to keep everyone safe. If the child or adult feels unwell, please stay home.
- 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.
- 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 it's original bottle with the dosage clearly marked.
- Credits will be issued upon request and if a doctors note is submitted.

If your child has a Fever		If your child has Thrown Up	
	And their temp is Under 100°F, they are drinking fluids, and they are acting normal, then your child can attend.		And it was more than 24 hours ago and they do not have a fever of 100°F or higher, then your child can attend.
	And their temp is Over 100°F, they must be fever free for 24 hours without the use of medication.		And it was less than 24 hours ago, your child must stay home. Your child can return once vomit free for 24 hours without the use of medication.
If your child has Diarrhea (Poop)		If your child has a Red Eye	
	And they are acting normal and their poop is only slightly loose, then your child can attend.		And the white part of the eye is only a little pink and oozing is clear and watery, they can attend.
	And they have loose or liquid poop, your child must stay home.		And the eye is stuck shut, and/or the oozing is yellow/green, it's likely a form of Pink Eye. Must stay home until they have been on medication for 24 hours.
If your child has a Sore Throat		If your child has Tummy Pain	
	And they do not have a fever, then your child can attend.		And this is the only sign of sickness and they are active, then your child can attend.
	And they have swollen glands, a fever, cough, runny nose, headache, or tummy ache, call your doctor. Must stay home until fever free for 24 hours without the use of medication.		And it's connected to throwing up, loose poop, fever, or child is not themselves, call your doctor. Must stay home until symptom free for 24 hours without the use of medication.

Accidents & Incidents

- Incident Report forms will be filled out following any incident in which the child is injured. If the injury was caused by another child, an Incident Report will be filled out for the injured child and Child Disciplinary Report will be filled out for the child that caused the injury.
- Child Disciplinary Report forms will be filled out in any occasion that the child has acted inappropriately. See Discipline Policies for offense actions; offenses apply per school year.

Discipline Policies

- The YMCA's goal is to provide a fun and safe environment. If your child displays ongoing disruptive, harmful, or any unacceptable behaviors, the child will earn write-ups, which result in suspensions.
- Unacceptable behaviors may include, but are not limited to: hitting, kicking, biting, bullying, foul language, running away, disrespect towards staff or peers, talking back or not listening to staff, disruptive, or stealing.
- Verbal Warnings will be given, however, for each Behavioral Report form that's completed, the following will occur for **days your child is registered for**:
 - 1st offense - Warning
 - 2nd offense - 1 day suspension
 - 3rd offense - 2 day suspension
 - 4th offense - 5 day suspension
 - 5th offense - Possible Expulsion

Staff Qualifications

- All staff will be CPR & First Aid Certified. We strive to employ quality staff, such as para educators, college students pursuing education, or whom have prior child care experience.
- All staff undergo background checks through Central Registry, Criminal Checks through NE State Patrol, Sex Offender Registry, Report of Law Enforcement Contact, and reference checks.
- All staff are legally mandated reporters of child abuse and neglect by the State of Nebraska. If we feel that a child is being harmed in any way, we are required to call Child Protective Services (CPS).

Child Abuse and Neglect

- The Nebraska Child Protective Services (CPS) hotline is 1-800-652-1999.
- The 4 types of child abuse and neglect and their indicators:
 1. Physical Abuse - unexplained bruises, welts, burns, or abrasions that are in various stages of healing, clustered, patterned, or that appear regularly after absences; afraid to go home; wary of adult contact; extreme behaviors
 2. Physical Neglect - consistent hunger, poor hygiene, inappropriate dress; consistent lack of supervision for long period of time; unattended physical problems or medical needs; abandonment; begging, stealing, or hiding food; constant fatigue or falling asleep
 3. Sexual Abuse - difficulty walking or sitting; pain, itching, or bruising in private areas; suspicious underclothing; unusual or sophisticated sexual behavior or knowledge
 4. Emotional Maltreatment - habit disorders (sucking, biting, rocking, etc.); conduct disorders (antisocial, destructive, etc.); neurotic traits (sleep disorders, speech disorders, inhibition of play); psychoneurotic reactions (obsession, compulsions, phobias); behavior extremes; overly adaptive behavior, developmental lags.
- If staff suspect child abuse or neglect, we ask minimal facts questions. If child discloses any information, we ask what happened. If any abuse or neglect is observed, we ask how it happened. We ask when it happened, who did it, and if that person lives with them. We ask non-leading questions. Local law enforcement is contacted if child is in immediate danger. Any suspected abuse or neglect is reported to CPS.

Kids Club Rules

- Show respect to yourself, staff, and others. No talking back.
- No running in the rooms, hallways, locker rooms, or pool areas; stay with group at all times.
- Be honest at all times. Always tell the truth and play fair.
- No swearing or other improper language or gestures. Use kind words.
- No sharing food for lunch or snack. And no gum.
- Nothing comes from home – No toys, phones, music, game systems, trading cards, money, etc.
- No hitting, kicking, slapping, pinching, fighting, teasing, or irritating others. Hands to yourself.
- All equipment and other belongings must be treated with respect.
- All safety and discipline rules need to be followed.
- A positive attitude is necessary for everyone to have fun!!

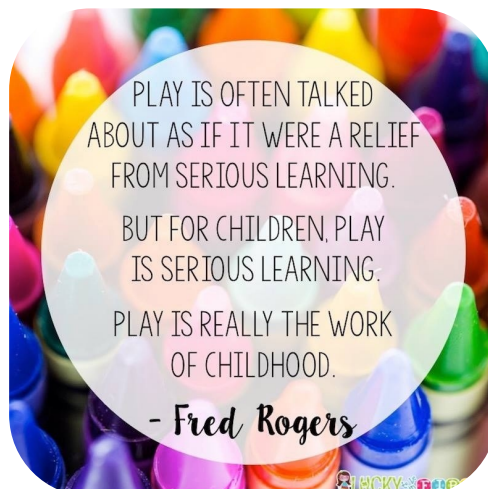
Bus Rules (Bel Air is bused to the YMCA on Thursdays of Conference weeks)

- Children must remain seated and facing forward while the bus is in motion.
- No standing up, kneeling on seats, turning around, or switching seats.
- No making faces or gestures to passing vehicles or to vehicles behind the bus.
- Feet and personal items need to remain clear of the aisle.
- No yelling, loud noises, screaming, hitting, throwing things, or putting hands on anyone.
- When the bus comes to the railroad tracks, you must be quiet. No talking, laughing, or noises.

Pool Rules

- No messing around in the locker rooms. Change and get out. Pick up all personal items.
- Take a water shower before getting into the pool. Make sure you turn your shower off if last.
- No running in the locker rooms or on the pool deck.
- No walking by the pool with clothes on. If you choose to not swim, must stay in the bleachers.
- No sitting or playing by or on the ladder, steps, or pool divider.
- No splashing water in other kids' faces on purpose, or spitting water from your mouth.
- No climbing on other kids' backs.
- No holding your breath under water for contests or holding heads under water.
- No going in the deep without passing the swim test. Must have a green pool necklace on.
- If marked a non-swimmer, child will not be allowed to take the swim test.
- No diving in the shallow areas. Diving is only allowed in the 12 foot area by the diving boards.
- No goggles while going off the diving board, for your safety.
- Must stay on the side wall if you're in the deep end while boards are open.

If caught breaking any rules, child will sit out of an activity (swimming/gym game) for a given time.



Contact Information for Child Care Licensing

The following information may be of help in gathering information about Child Care Licensing and includes a mailing address, phone numbers and websites.

For questions regarding Child Care Licensing:

800-600-1289 (toll free)
Child Care Licensing
Department of Health and Human Services
PO Box 94986
Lincoln, NE 68509-4986
dhhs.ne.gov/publichealth/Pages/crl_childcare_childcareindex.aspx

Review or request a copy of Child Care Licensing Regulations:

dhhs.ne.gov/Pages/reg_t391.aspx
Phone: 800-600-1289

Request copies of Compliance Reviews, the results of Licensing visits to the provider:

Douglas, Sarpy, Washington, Cass
County—402-595-3343
All other counties—800-600-1289

Review Negative Actions:

dhhs.ne.gov/publichealth/Pages/crl_monthlydisciplinereports.aspx

Make a complaint:

dhhs.ne.gov/publichealth/Pages/crl_childcare_complaints.aspx
Phone: 800-600-1289

Licensed Child Care

You have chosen to use a licensed Child Care provider for the care of your child or children.

According to Nebraska State law (Neb. Rev. Statute 71-1909), the licensing and regulation of Child Care programs exists to protect children and to assist parents in making informed decisions about the enrollment and care of their children in Child Care programs. These licensing and regulatory responsibilities are within the Department of Health and Human Services (DHHS).

Nebraska Law requires anyone providing care to four or more children from different families, for compensation, to be licensed.

The Types of Licensed Child Care in Nebraska are:

Family Child Care Home I
Family Child Care Home II
Preschool
Child Care Center
School-Age Only Center



Roles and Responsibilities of Child Care Licensing

The roles and responsibilities of DHHS Child Care Licensing staff are to ensure that programs are providing proper care for and treatment of the children they serve, and that the care and treatment are consistent with the child's physical well-being, safety, and protection.

Licensed Child Care programs are encouraged to involve you. We urge you to let your Child Care provider's staff know of any concerns. There may be situations where you believe that the program is not responding to your concerns or may not be meeting state licensing standards. This brochure,

Review or request a roster of Licensed Child Care Providers:

dhhs.ne.gov/publichealth/Documents/ChildCareRoster.pdf

Phone: 800-600-1289

Additional Resources

These resources may be of additional interest to you.

Child Abuse/Neglect Hotline
800-652-1999

Child and Adult Care Food Program:
800-731-2266
www.education.ne.gov/NS/cacfp/index.html

Child Care Subsidy (ACCESS Nebraska)
accessnebraska.ne.gov

Nebraska Dept of Health and Human Services
dhhs.ne.gov

Nebraska Immunization
dhhs.ne.gov/publichealth/Pages/immunization_index.aspx

State of Nebraska
nebraska.gov

Child Care Licensing
dhhs.ne.gov/publichealth/Pages/crl_childcare_childcareindex.aspx

National Children's Coalition
teenzen.org

CRED-PAM-24 Rev. 12/14 (99424)
(Previous version should be used)

which Child Care providers are required to share with you, provides information that might be helpful in those situations. Please complete the receipt section and return it to your Child Care provider. This will be kept with your child's records.

Responsibilities of Licensed Child Care Providers

Licensed Child Care providers should:

Comply with child care regulations for their license type at all times.

Obtain and maintain accurate records for children they have in care, such as Enrollment Forms, Parent Information Brochure Receipts, Immunization Records and Medication Administration records.

Keep accurate and up-to-date records for their license and staff members. Report changes to Child Care Licensing and complete required paperwork to reflect changes.

Allow access to their licensed facility when children are in care at all times to parents, Child Care Licensing representatives and the Fire Marshal.

Develop policies and procedures for their programs.

Communicate with families their needs and concerns for the children in care.

Contact Child Care Licensing with any question or concerns they may have.
800-600-1289
402-471-9278 or
dhhs.ne.gov/publichealth/Pages/crl_childcare_childcareindex.aspx

Department of Health & Human Services



Division of Public Health

PARENT INFORMATION BROCHURE FOR LICENSED CHILD CARE



Expectations of Child Care Consumers

As a consumer of Licensed Child Care you should:

Read thoroughly all the information your provider gives you.

Complete your Child's Record Forms and return to your provider before your child begins care. Review and update these records as needed.

Supply your provider with your child's immunization records and keep them updated as needed.

Sign and date the receipt of this Parent Information Brochure for Licensed Child Care and return it to your provider before your child begins care.

Talk to your Child Care provider regularly to address needs and concerns for your children in care and as a parent.

Be informed of the child care regulations. Make sure you know what your licensed child care provider is regulated to do or not do.

Contact Child Care Licensing with any questions or concerns you may have.
800-600-1289
402-471-9278 or
dhhs.ne.gov/publichealth/Pages/crl_childcare_childcareindex.aspx

