

# GRADUATE OKLAHOMA (GO)



Daily Family YMCA  
7910 E. 134th St. South  
August 2017—May 2018  
www.ymcatulsa.org

## PARENT/GUARDIAN HANDBOOK FALL 2017



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### READY FOR A GREAT YEAR IN 2017

We are excited for the 2017/2018 school year! GO Club offers activities that will encourage your child to be fit and healthy for life. Students will learn games and activities that are centered on physical fitness. In addition, teamwork, character development, nutrition and tutoring will be integrated into the program.

### QUESTIONS, COMMENTS, IDEAS?

Contact  
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GO & Camp Director  
918-728-3998

# GO SITES

**Daily Family YMCA** - Before and after school care for all GO Club students is held at the following school sites:

**Bixby Central Elementary**

**Bixby Central Intermediate**

**Bixby North Elementary (including North Intermediate Students)**

**Bixby Northeast Elementary (including Northeast Intermediate Students)**

# SPECIAL NEEDS

Prior to attendance, please alert the GO Club director of your child's special emotional or physical needs so that staff can best support your child.

## MISSION AND CREED

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

**PROGRAM CREED** - "I pledge my commitment to the four core values of Caring, Honesty, Respect and Responsibility and to reflect them in my thoughts, words and actions to be the person I was intended to be."

## SCHOLARSHIPS AVAILABLE

Financial assistance is available to individuals and families who substantiate a need. Applications for financial assistance must be turned in prior to registration. Applications may be picked up at the front desk or online at

<http://ymcatulsa.org/programs-services/childcare/and-after-school-care>

## DHS-LICENSED

Our Daily Family YMCA Before and After site is a DHS-licensed facility. All families interested in receiving DHS benefits are required to bring a current DHS childcare co-payment letter at the time of registration.

## DISCIPLINE

The philosophy of our program is based on the character development principles of Respect, Responsibility, Honesty and Caring. It is expected that our staff give respect and courtesy to each participant, as we expect to get the same in return. GO rules are designed to enhance the happiness and safety of all children.

Discipline and guidance is a necessary developmental aspect of a child's life and it is an ongoing process. The YMCA staff strives to create an environment for children and staff to have pleasant experiences and because of that our discipline system uses positive reinforcement and re-direction. Methods are determined based on each child's understanding and stage of development.

## GENERAL GO POLICIES

### ARRIVAL AND DEPARTURE

Each participant is signed in and out by a guardian noted on their registration form each time they attend the program. Guardians will be responsible for providing the correct identification when signing out their child. To ensure the child's safety, the YMCA reserves the right to not release a child to unauthorized individuals.

If you need to pick up your child at the regularly scheduled school pick up time, please follow the regular school procedures for pick up.

### BREAKFAST

Breakfast is not provided by the YMCA. Breakfast is a separate and optional cost offered by Bixby Public Schools. The cost is \$1.35 for regular pay students for this school year.

### LATE FEES

Parents who pick up their children after 6:00 p.m. will be charged a late fee of \$1.00, per child, for each minute after 6:00 p.m. This fee must be paid before your child may return to GO Club.

### NECESSARY DOCUMENTS

Each GO Club participant is required to have on file a current immunization record (within the past 12 months) and signed acknowledgement of reading the GO handbook.

### DHS PROCEDURES

Each family with DHS co-payments will have a card and case number, which you will use each day as you are signing your child in and out. This means you will have to swipe your card for your child each time they are picked up or dropped off. You have three (3) days to re-swipe for a previous date should one be missed. Any swipes that are not made in a three-day period will require a cash payment of the YMCA daily rate. DHS will not be responsible for payment of missed swipes. A \$10.00 late fee will be added to the account after the 15th day of the month, and the participant will be dropped from the program if the co-payment has not been received before the last day of the month.

# MEDICATIONS

## Medication/Emergency Procedures

All medications should be administered at home before the school day. Medications that are required after the school day will be dispensed by our Site Coordinator or School Liaison Counselor.

## No medications will be allowed in your child's backpack

All prescription medications must be in the original container that identifies the prescribing physician, the name of the medication, the dosage, and the frequency of the administration. Parents must also fill out a medication release form.

## Emergency Medical Care Authorization

A medical authorization form must be filled out and signed before medication can be administered. Refrigeration will be provided if necessary. Routine scrapes and cuts will be treated by our staff. In the case of serious illness or accident involving your child, the Y will contact you directly. In the event you cannot be reached, the authorization you sign on your child's registration form allows us to secure prompt treatment; outside medical cost will be billed to the child's parents. General medications and first aid are provided at no cost.

# FINANCIAL OBLIGATIONS

Acceptable payment forms: cash, check, VISA, MasterCard, American Express, or electronically transferred from a bank account.

Unless paying with cash or check, payments will be drafted from the accounts on file on the 5th of each month.

Split payments can be arranged to draft on the 5th and 14th of each month.

Tuition will not be prorated nor refunded for any days missed due to participant non-attendance.

# ATTENDANCE POLICY

Children will not be permitted in the Aftercare program if they were absent from school. Additionally, please contact the Program Site Coordinator if your child will not be in attendance for the our Before or After Care.

# PAYMENT

## Monthly Payments

All Payments are due on the 5th day of each month. If paying by credit card or electronic transfer from a bank account, payments will be scheduled to draft on the 5th day of each month.

## Split Payments

Payments may be split for ease of budgeting, with the first payment coming out on the 5th day of each month and the second payment on the 14th day of each month. Payments can also be split between two guardians, upon request.

# PRICING

After School Care only:  
\$230/month

Before School Care only:  
\$140/month

Before and After Care:  
\$300/month

Kids Day Out:  
TBD

Registration Fee: \$50

Financial Aid is Available

**The monthly rate is the averaged rate based on the number of days the children are in school and spread equally from September to May. Prorating and refunds for non-attendance are not available.**

# PICKUP AND DROP OFF

## Sign In and Out Daily

All children must be signed in and out daily by a guardian listed on their registration form. When signing out the guardian must present a photo ID. Anyone not on the form will not be allowed to pick up the child. Anyone under the influence of drugs, alcohol or anger will not be allowed to pick up a child. You must be at least 18 years old to be on the approved pickup list. No child is allowed to be dropped off without a signature. Parent escort is required.

## Before School Drop Off Times

<b>Central Elementary</b>	<b>7:00 – 8:10a.m.</b>
<b>Central Intermediate</b>	<b>7:00 – 8:10a.m.</b>
<b>North Elementary</b>	<b>7:00 – 8:10a.m.</b>
<b>Northeast Elementary/Intermediate</b>	<b>7:00 – 8:40a.m.</b>

Children can be dropped off starting at 7:00 a.m. at the designated school site location.

## After School Pickup Times

<b>Central Elementary</b>	<b>3:45 – 6:00p.m.</b> <b>2:45 – 6:00p.m. on Early Release Fridays</b>
<b>Central Intermediate</b>	<b>3:45 – 6:00p.m.</b> <b>2:45 – 6:00p.m. on Early Release Fridays</b>
<b>North Elementary</b>	<b>3:45 – 6:00p.m.</b> <b>2:45 – 6:00p.m. on Early Release Fridays</b>
<b>Northeast Elementary/Intermediate</b>	<b>4:05 – 6:00p.m.</b> <b>3:05 – 6:00p.m. on Early Release Fridays</b>

Children may be picked up any time during the afternoon operating hours.

# WHAT TO EXPECT FROM THE GO PROGRAM

## WHAT TO BRING

Clothing: Please take the weather forecast and GO activities into consideration when dressing for the day. We encourage your child to wear clothes they can play in, as your child will be participating in outdoor activities. For safety reasons, please be sure your child wears tennis shoes and socks to after school care every day.

## WHAT NOT TO BRING

Please leave the following items at home: toys, radios, electronic games, cell phones, iPods, etc. In addition, firearms, fireworks, knives, matches, lighters, tobacco products, expensive items, illegal drugs, money, trading cards and bad attitudes are not permitted in our facility.

## LOST AND FOUND

We will make every effort to return lost and found items while your child is in after school care. However, we are not responsible for lost, stolen or damaged clothing or equipment. There will be a place to look through for lost items at each after school care site.

# FREQUENTLY ASKED QUESTIONS

## What is the difference between GO Club and daycare?

Daycare focuses on providing a safe environment that is play-centered. GO Club focuses on the kids having new experiences and trying new things in a fun, non-threatening, safe environment that is structured with homework, reading, nutrition and fitness time.

## Why do I have to fill out paperwork annually?

DHS Licensing requires that paperwork is submitted once a year. This helps ensure that, in the event of an emergency, the paperwork we have for your child is up-to-date.

## What type of training does the staff have?

All staff are required to attend over 40 hours of training before working in our school care programs. Their training hours are spent on CPR, First Aid, Character Development, Age-Appropriate Activities, Child Abuse Awareness, and a variety of other topics to ensure your children have a safe and fun experience during school care.

# Kids Day Out Out-of-School Days

The Y offers all-day child care during most school holidays. Fun Club will only be offered if there are at least seven (7) children enrolled when registration closes. Children will need to bring a lunch, snack, swim wear, and towel every day.

Kids Day Out Dates are TBD for the 2017/2018 school year



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## TRANSPORTATION

There will be no transportation provided for any GO Club School Site.

## PAYMENT DATES

### Regular Scheduled Payments

Monthly tuition is drafted on the 5th day of each month

August tuition	Sign-up
September tuition	Sept. 5th
October tuition	Oct. 5th
November tuition	Nov. 5th
December Tuition	Dec. 5th
January tuition	Jan. 5th
February tuition	Feb. 5th
March tuition	March 5th
April tuition	April 5th
May tuition	May 5th

Late or missing payments will result in an interruption in service until the balance is paid in full.

Split payments can be arranged to draft on the 5th and 14th of each month.

**Payments can be made online or at the Front Desk of the Daily Family YMCA.**



# Daily Family YMCA GO Program Code of Conduct

Positive discipline and guidance is a necessary developmental aspect of a child's life and it is an ongoing process. The YMCA staff strives to create an environment for children and staff to have pleasant experiences and because of that, our discipline system at the Daily Family YMCA uses positive reinforcement.

The YMCA of Greater Tulsa has developed the following policy in regard to child behavior and discipline:

The YMCA may immediately suspend a child for engaging in any verbal or physical bullying or confrontations during the program. We reserve the right to suspend or expel any child without prior notice to parents if we feel the child is putting himself/herself or another child or staff in danger. The YMCA may also immediately suspend a child for bringing any type of weapon to the program (pocket knives, guns (toy or real), etc.). Prior notice to parents will not be required.

The YMCA of Greater Tulsa may suspend (upon written notification) a child from the program when the child does not engage in one or more of the following by showing:

- **Respect** for authority, self and others
- **Fairness** by treating others with courtesy
- **Responsibility** by following directions and being prepared for the program
- **Caring** by keeping his or her hands, feet, and objects to themselves
- **Citizenship** by avoiding disruptive behavior at the YMCA
- **Trustworthiness** by being honest

At the time of the first offense (other than those listed in the manual as requiring immediate suspension) there will be a written warning and notification will be made to the child's guardian. The second offense will result in suspension from at least one scheduled day of the program. The third offense will result in a conference with the director, the guardians and the child, evaluating the child's placement in our program.

**Verbal or physical bullying is not allowed, nor tolerated ;if a child bullies other children, he or she may be immediately removed from the program.**

**Parents will be responsible for any and all financial damages.**

By signing below, I agree that I have received a copy and/ or have read the Daily Family YMCA GO Handbook.

Child's Name: \_\_\_\_\_

Child's Signature: \_\_\_\_\_

Guardian's Name: \_\_\_\_\_

Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_