

GRADUATE OKLAHOMA (GO)



Daily Family YMCA
7910 E. 134th St. South
August 2018- May 2019
ymcatulsa.org/go

PARENT/GUARDIAN HANDBOOK FALL 2018



IN THE HANDBOOK

- Important Dates
- GO Sites
- Mission and Creed
- Frequently Asked Questions
- General GO Policies
- Conduct Policies
- Acceptance / Release Policy
- What to Expect
- Drop off / Pick up Procedures
- Payment Schedules
- Kids Day Out Dates
- Behavior, Guidance & Discipline

READY FOR A GREAT YEAR IN 2018

We are excited for the 2018-2019 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
Nicole Gordon
Director of Education Initiatives
918-728-3998
ngordon@ymcatulsa.org

GO SITES

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

Bixby Central (including 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 ymcatulsa.org/go.

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 YMCA's 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 redirection. 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/SNACK

Breakfast is not provided by the YMCA. Breakfast is a separate cost and is an optional program offered by Bixby Public Schools.

Snack is provided every day after school dismissal.

LATE PICK UPS

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. Repeated late pick ups can result in dismissal from the program. Please contact the YMCA at (918) 369-9622 if you are going to be late.

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 \$25.00 late fee will be added to the account after the 5th 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.

DHS requires all enrollment and compliance paperwork on site at all time. Compliance paperwork is kept under lock and key in our filing cabinet.

Oklahoma State DHS Requires all GO Club personnel to function as mandated reporters for child abuse reporting.

MEDICATIONS AND SICK CHILD POLICY

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. All medical waste will be handled with the appropriate hygienic attire and placed in a sealable plastic bag for waste removal.

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. Any medications provided without a medication release will be confiscated and returned to the parent.

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.

Sick Child Policy

The following symptoms will require your child to be sent home:

- Cold with fever
- Severe cough
- Lethargic behavior
- Skin eruptions
- Sore throat
- Fever of 100 degrees or more
- Vomiting and Diarrhea

Children must be picked up within one hour after parent is contacted. Contagious children will be placed away from other children during the duration of that one hour. Children sent home for any illness must be out of the program for a minimum of 24 hours from the time of departure.

Should your child be diagnosed with a contagious illness, please contact the Program Site Coordinator immediately. A doctor's note must accompany the child upon returning to the program. Director's discretion can override the doctor's statement due to the severity of the illness.

Additionally, all parents will be notified in the event communicable disease exposure occurs in the program.

Poison Exposure

If a child is exposed to poisonous material, Poison Control will be contacted, followed by the parent/guardian. Any further medical attention will be sought based on the recommendation of Poison Control.

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:
\$28.00 per day

Annual 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.

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.

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. If you need to drop off/pick up your child at the regularly scheduled school times, please follow the normal school procedures.

Before School Drop Off Times

| | |
|--|------------------------|
| Central Elementary/Intermediate | 7:00 – 8:10a.m. |
| North Elementary/Intermediate | 7:00 – 8:10a.m. |
| Northeast Elementary/Intermediate | 7:00 – 8:40a.m. |

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

After School Pickup Times

| | |
|--|---|
| Central Elementary /Intermediate | 3:45 – 6:00pm |
| | 2:45 – 6:00pm on Early Release Fridays |
| North Elementary/Intermediate | 3:45 – 6:00pm |
| | 2:45 – 6:00pm on Early Release Fridays |
| Northeast Elementary/Intermediate | 4:05 – 6:00pm |
| | 3:05 – 6:00pm on Early Release Fridays |

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

**Please refer to your site specific Pick Up/Drop Off document for details on Pick Up/Drop Off locations and procedures.

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 our Before or After Care. If your child does not arrive at GO Club immediately after dismissal, parent/guardians will be contacted immediately.

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.

PERSONAL BELONGINGS AND LOST AND FOUND

Children will be provided with a space/cubby to put their belongings. 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 on those days. Enrollment and activities will be available 2 weeks prior to the date. Children will need to bring a breakfast, lunch, snack.

Kids' Day Out Dates are TBD for the 2018-2019 school year.

GO Club will not be in session on Snow Days.



TRANSPORTATION

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

LICE POLICY

We are a lice free program. If live lice and/or nits are found on your child, they will be separated from the group and a parent will be notified to pick up the child. The child must be treated before they can return to our program. All children will be checked for lice if a case is found and all parents will be notified if more than one case is identified.

OUTSIDE WEATHER POLICY

To protect against cold, heat, sung injury, air pollution, and insect-borne disease, the staff ensures that:

- Children wear clothing that is dry and layered for warmth in the cold weather.
- Children have the opportunity to play in the shade. When in the sun, they wear sun-protective clothing, applied skin protections, or both. Sunscreen/sunblock with a UVB or UVA protection of SPF 15 or higher will be applied only when provided by parent with written parent permission.
- When public authorities recommend use of insect repellents due to a high risk of insect-borne disease, only repellents containing DEET are used. Staff apply insect repellent when provided and with written parent consent.
- Program staff protects children from exposure to high levels of air pollution by limited outdoor activity as a precaution during smog or other air pollution alerts.

PAYMENT DATES

Regular Scheduled Payments

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

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

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

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

Daily Family YMCA GO Program Code of Conduct and Expulsion Policy

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: _____