

GRADUATE OKLAHOMA (GO)



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Owasso Family YMCA
8300 N. Owasso Expressway
2017-18
www.ymcatulsa.org

PARENT/GUARDIAN HANDBOOK 2017-18 SCHOOL YEAR



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READY FOR A GREAT YEAR IN 2017

We are excited for the 2017 fall semester! GO Club offers activities that will encourage your child to be fit and healthy for life. A physical education instructor will teach games and activities centered on physical fitness. In addition, teamwork, character development, nutrition and tutoring will be integrated into the program.

QUESTIONS, COMMENTS, IDEAS?

Contact
Caity King
GO & Camp Director
918-272-9622
cking@ymcatulsa.org

GO SITES

Owasso Family YMCA – Before school care for all elementary schools is hosted in the back gym of the Owasso Y.

After school care for the following schools is hosted in the back gym of the Owasso Y: Smith, Ator, Hodson, Mills, Northeast, and Barnes.

Bailey Elementary – After school care is hosted in the cafeteria and gym; parents may pick up through the main entrance.

Stone Canyon Elementary – After school care is hosted in cafeteria and gym; parents may pick up through the main entrance.

SWIMMING AT GO

Children who attend after school care at the Y will have the opportunity to swim one day a week: Monday – Kindergarten and 1st grade; Wednesday – 2nd and 3rd grades; Friday – 4th and 5th grades. (Subject to change)

All children must bring swimwear and a towel on their swim day. Swimmers are required to complete a swim test in front of the lifeguard at the beginning of every swim time in order to swim in all parts of the pool. If they cannot complete the test or do not want to attempt the test, they may swim in the shallow end of our pool.

Our after school counselors are required to either swim with or closely watch the GO participants during swim time.

SPECIAL NEEDS

Prior to attendance, please alert the GO 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.

DHS-LICENSED FACILITY

Our Owasso 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

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.

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.

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 first day of the month.

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

NECESSARY DOCUMENTS

Each GO 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 by the bus as well. 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 on the third business day of the month, and the participant will be dropped from the program on the fifth day of the month if the co-payment has not been received.

MEDICATIONS

Medication/Emergency Procedures

The Y prefers that all medications be administered at home before the school day. Medications that are required after the school day will be dispensed by our head counselors.

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 form.

Medication 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.

PICKUP AND DROPOFF

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 Dropoff

6:30 to 8:00 a.m.

Children can be dropped off starting at 6:30 a.m. at the southwest door of the back gym.

After School Pickup

3:30 to 6:00 p.m.

Children may be picked up between 3:30 and 6:00 p.m. at all after school sites.

PAYMENT

Monthly Payments

All payments must be made on the first day of the month of service. If paying by credit card or electronic transfer from a bank account, payments will be scheduled to draft on the first day of each month.

PRICING

After School Care only:

Member = \$248

Non Member = \$295

Before School Care only:

Member = \$158

Non Member = \$203

Before and After Care:

Member = \$306

Non Member = \$351

Registration Fee: \$50

August will be a prorated rate.

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.

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 daily.

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, canned repellent, expensive items, illegal drugs, money, trading cards and bad attitudes are not permitted in our facility. Insect repellent must be in the form of lotion or wipes.

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 and daycare?

Daycare focuses on providing a safe environment that is play-centered. GO 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?

Health department standards require 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 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. Kids Day Out will only be offered if there are at least seven (7) children enrolled when registration closes. Kids Day Out requires an additional registration form, and payment for Kids Day Out must be made before a child's place is secured in the program. There is a 45-child maximum for each Kids Day Out day and late registration will not be offered. Children will need to bring a lunch, snack, swim wear, and towel every day.

Price per day: \$28 for members and \$34 for non-members

Fall Break	October 19, 20, 23, 24
Thanksgiving Break	November 22
Winter Break	December 20, 21, 22, 27, 28, 29, January 2, 3
MLK Jr. Day	January 15, 16
Professional Development Day	February 19, 20
Spring Break	March 19, 20, 21, 22, 23

TRANSPORTATION

Transportation to and from GO is contracted with Owasso Public Schools. Children are picked up by bus from the Y in the mornings and those who attend the Y site are bussed back there in the afternoons. All discipline issues on the bus are dealt with by the schools. The Owasso Public Schools are responsible for all background checks of their staff. (These are Estimates)

School	AM Arrival	PM Arrival
Ator	8:30	3:35
Bailey	8:10	On Site
Barnes	8:20	3:45
Hodson	8:20	3:50
Northeast	8:18	3:45
Smith	8:20	On Site
Stone Canyon	8:15	On Site
Mills	8:25	3:50

PAYMENT DATES

Regular Scheduled Payments

Monthly tuition is drafted on the first day of the month. Late payments will be subject to a \$15 fee.

September tuition	September 1
October tuition	October 1
November tuition	November 1
December tuition	December 1
January tuition	January 1
February tuition	February 1
March tuition	March 1
April tuition	April 1
May tuition	May 1

If payment is not received by the 15th of each month, interruption of service will occur.

All payments are made at the membership desk in the front building.

Owasso 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 Owasso 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 Owasso Family YMCA GO Handbook.

Child's Name: _____

Child's Signature: _____

Guardian's Name: _____

Guardian's Signature: _____

Date: _____

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