



School Age Program

Registration

Before School Begins: *accepted two weeks in advance at our Mapleton or Arapahoe Centers*

After school begins – with your Site Director at your school.

Please submit 2 photos and immunization record!



PARENT HANDBOOK

KINDERGARTEN- 5TH GRADE

THANKS FOR JOINING OUR YMCA FAMILY!

DIRECTOR'S NAME _____ 303-443-4474 x _____

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**YMCA OF BOULDER VALLEY
MISSION STATEMENT**

The YMCA of Boulder Valley is an Association of people of all ages, abilities, ethnic groups, and religious affiliations who are united in a common effort with a worldwide fellowship putting Christian Principles into practice and enriching the quality of spiritual, mental, and physical life for all.

YMCA PHILOSOPHY OF SCHOOL AGE PROGRAMS

The YMCA of Boulder Valley has been providing quality, licensed school age programming for Boulder Valley families for over 35 years. With an emphasis on character development, our programs are value driven and committed to providing a supportive, fun environment for youth and support for their families. It is our belief that children do not stop learning when school is out; they simply change “teachers” and “lessons”! We look forward to your family becoming part of our YMCA family.

YMCA GOALS FOR SCHOOL AGE PROGRAMS

To support youth by focusing on:

- self awareness, confidence, and feelings of self worth
- building interpersonal relationships
- an understanding and acceptance of diversity
- physical fitness, health and nutrition
- an awareness of safety and respect for our environment
- effective communication skills
- accountability for our actions
- a variety of fun and enriching activities and opportunities
- 40 developmental assets

To support and strengthen families by focusing on:

- positive, supportive communication
- opportunities for families to work and play together developing healthy lifestyles
- increasing a sense of community with other families
- providing a safe, happy, and fun environment in a program that gives parents peace of mind
- guiding parents in supporting their child’s journey
- offering opportunities for parental leadership

YMCA CHARACTER DEVELOPMENT:

The YMCA seeks to model, teach and promote strong character in all members and participants.

Caring - Honesty - Respect - Responsibility & Leadership

YMCA SCHOOL AGE PROGRAMMING

Ages – Our program enrolls children in Kindergarten through 5th grade during the school year. Our license includes children up to 16 so that we can provide leadership opportunities for older youth in our “Emerging Leaders” school year program or “Leaders In Training” Summer Programs to work directly with a staff person to provide leadership opportunities. These youth are included in the ratio.

Staff – **First and foremost, we hire staff that enjoys working with children and their families.** Programs are led by full time YMCA Directors with college degrees and/or related program experience. We staff a **1:12 child to staff ratio** rather than the 1:15 ratio established by the State of Colorado – another way we work to assure a positive and nurturing place for your child. This allows staff to focus on developing **positive assets in youth.**

Through our school age programs, youth are offered a wide variety of experiences to foster their individual interests. They have opportunities to explore independently and in groups.

“Imagination Stations”

The following “Imagination Stations” are offered daily and are set up for children to initiate choices based on their interests:

- *Arts & Crafts to stimulate creativity*
- *Drama – to stimulate their imagination*
- *Board Games to build problem solving skills and social skills*
- *Science to stimulate curiosity and exploration of our environment.*
- *Architecture to stimulate our need to build and create*
- *Music and Movement to encourage our appreciation for the “Arts”*
- *Competitive and Non-competitive physical activities to keep us healthy and challenge us physically*
- *Reading and Math games to stimulate us intellectually*

Children are given the opportunity to give input to the program when appropriate, and most activities are structured to give children choices. During the time children are at the site, there are opportunities for outside activities, structured indoor activities and time to explore “Imagination Stations”.

Study Time

A quiet time is scheduled Monday - Thursday so we can **support work on Homework.** We recognize that there is a wide range of philosophies on homework from school to school and from family to family. Our goal is to provide a half hour of time that is conducive for children to work independently on their homework. If your child does not have homework or you would prefer your child work on this at home with you, we provide a variety of quiet, cognitive activities, such as word games, math challenges, reading, mazes or other academic related activities. All children are expected to work independently without side conversations during this time. Studies have shown that children concentrate better on homework after they have had time to burn off energy, have a healthy snack and have had time to socialize with their friends. Homework time is scheduled after 4:30 to enable children to concentrate better on cognitive learning. Please let your Director know if your child is struggling with homework. Although, we are not set up to provide individual tutoring, we can collaborate with your child’s teacher to support homework time.

Weekly Calendars

You will receive a calendar each week outlining activities that are offered. If your child has any special interests you would like to see added to our program, please let us know!! We live in a world that is forever changing and we want to respond to the changes this is creating in our youth.

“Upper Grade Club”

Fourth and Fifth graders are ready to develop stronger leadership skills and want to be perceived as being more “grown up.” They are beginning to want more independence from grown ups; however, they still need plenty of support and guidance. “Upper Grade Club” provides activities that create opportunities for the older children to develop stronger skills in the four core values in a specifically designed format. We have high expectations of this group and special privileges such as overnights, field trips, designated areas away from the younger children and other opportunities dependent on the interests of the group at each site. We encourage this group to express themselves openly and respectfully and we reward their ability to do so by extending them more independence than the younger groups. Rather than having this age group “outgrow” us; we want to provide a more independent, yet supportive atmosphere where they have more input into how their time after school is spent. If they become “bored” with the activities provided, we re-evaluate the program and re-design according to their interests, providing them with appropriate alternatives they are interested in.

Structured Activities

In addition to our “Imagination Stations”, our Directors plan special Art Projects, Sports, Culinary Arts and a variety of other activities each day. When group size necessitates, and allows, youth are divided by age groups to participate in these age specific special activities.

FULL DAY and “FUN IN THE SUN” FIELD TRIPS

Field trips with location and departure/return times are listed on each program’s weekly schedule. This information is also posted on the program center door at departure time. We ask that children are dropped off by 9:00AM, unless otherwise notified. Field trips usually return to the site by 4:00PM. Due to issues involved in ensuring the safety of the children in the group, parents **may not pick up and drop off their children at a field trip destination**. If you have special time constraints that make it difficult to have your child at the site from 9:00am-4:00pm, please talk with your site director in advance.

All children attending are required to go on scheduled field trips. In the rare instance when a child may not be interested in participating in field trip activities, we take additional materials when appropriate.

YMCA SCHOOL AGE PROGRAM INITIATIVES

Exploration Stations

“Exploration Stations” are provided separately from our *School Age Program*. They were formed to fill the gap that was created when the focus of Public School Systems became more academic and began decreasing time spent in arts, music, and physical activities. They are designed to support full time working parents who may have transportation challenges or schedule conflicts in getting to activities; and to provide families who do not need regularly scheduled care with enriching classes for their youth at a convenient location.

“Exploration Stations” empower children to explore special interests and new experiences! We can offer a variety of classes such as Martial Arts, Yoga, Skateboarding, Arts, Dance, Sports Clinics, Creative Writing, and much more! “Exploration Stations” are offered at select BVSD Elementary Schools, depending on space available and interest of the families in that community. This program is another way we promote healthy lifestyles in the Boulder County Youth! Share your ideas at Exploration@ymcabv.org.

Healthy Habits

Our School Age/Fun in The Sun program was selected as one of 23 YMCA's to participate in a National Initiative to concentrate on Health Issues facing children and families. In 2005 we joined a team of 23 other YMCA School Age Programs across the nation, research specialists from Harvard and Stanford Universities, and YMCA of the USA staff members in collaboration to support our communities. Our YMCA formed a team of staff, children and families from two of our programs to participate in a year long experimentation process involving healthy eating habits, physical activity and connecting with youth and families. In the fall of 2006 we integrated five additional school age sites, integrating the last five sites in January of 2007. Please contact your director for more information about the impact of this initiative at your program site. If you would like additional information, have a special interest in this initiative or would like to join the "Healthy Habits" team contact: shaun.barnes@ymcabv.org.

The following is information we compiled from our results:

- When children are educated on how their eating habits impact their energy levels, learning, moods and they make healthier choices.
- Our youth most often want to make choices that are healthy.
- Our staff and parents want to be good role models for our youth.
- Food with *transfats* (any hydrogenated oils) are very detrimental to our health.
- Six oz. of 100% fruit juice equals one fruit serving. Increasing this amount adds so much sugar to a child's system, it negates the value of the fruit.
- Children will more often choose fresh fruit and vegetables for a snack, or with a meal, if there is a wide variety offered.
- Children are more likely to choose healthy foods if they are involved in helping prepare them.
- Children can more easily influence their parents to provide healthy options for them better than our YMCA staff can.
- The education we provided for families and children significantly impacted their food and activity choices.
- When children understand the definition of "a treat", it is okay to have one!

Developmental Assets

Several years ago, the YMCA of the USA worked closely with the Search Institute of Minneapolis, MN, to evaluate what our youth need to become healthy and productive young people. This was a perfect collaboration based on the work that the YMCA does with "Character Development." The initial focus was on middle school and high school aged youth. A survey of nearly 250,000 youth in 450 communities showed that there are 40 developmental assets that are building blocks which help young people make positive and healthy choices. More recently, "Developmental Assets" have been established for children K-5th grade with many assets overlapping. Although we have used these assets in program planning for several years, we began making it a more formal part of our staff training at the beginning of 2007. According to the Search Institute, "High-quality youth development programs can significantly influence the decisions young people make and the paths they choose. The more assets these young people have, the less likely they are to engage in problem behaviors, and more likely they are to engage in positive, pro-social behaviors." Due to the impact of these learning's, we are committed to embracing these Developmental Assets on a more formal level throughout the next school year and into summer programming. You will begin to see them implemented not only in the School Age Program, but throughout our entire organization.

If you would like additional information or have a special interest in these initiatives please contact:

Shaun Barnes – Associate Executive/Community Branch at:

303-443-4474 x 4290 Shaun.Barnes@ymcabv.org

ABOUT OUR STAFF

An ability and desire to relate positively to children and parents is a crucial requirement in choosing our staff. All of our staff meet, and in most cases, exceed the qualifications required by the Department of Human Services. Our staff is required to provide three references from past employers or others that may be knowledgeable about their ability to care for children. In the case of a younger program aid, this may be their first work experience. We then ask for references from teachers, clergy, scout leaders or others who may have provided leadership for the young person.

All staff are required to be fingerprinted which provides us with a background check. Colorado Bureau of Investigation (CBI)/FBI would report any offense including misdemeanor or felony charges. Central Registry of Child Protection would report anyone listed as a known child offender in the State of Colorado.

Our staff also completes orientation training on YMCA policies and procedures, child abuse laws, discipline, and child development. Over 15 hours of training are provided before summer begins. We provide insurance, sick and vacation days to all our year round full time Directors. Please talk to your Director about the qualifications of the specific staff caring for your children.

STAFF TIME WITH FAMILIES OUTSIDE OF PROGRAM TIME

For the protection and safety of your child and our staff, YMCA employees are not permitted to: baby-sit for children who are in our program; spend personal time with our families, or transport children in private vehicles at any time. No contact from staff directly to children by phone, email or internet is allowed. Please do not put our staff at risk of losing their position with us by asking them to do so.

DATES AND HOURS OF OPERATION

We offer care before and after school from 7:00 am until school starts and from school dismissal until 6:00pm. We offer care Monday through Friday from 7:00 a.m. to 6:00 p.m. during time off from school, including summer, winter, and spring breaks. **We do not provide care** on the following holidays: New Year's Eve, New Year's Day, Christmas Eve, Christmas Day, July 4th, Memorial Day, Labor Day, Veteran's Day, Thanksgiving and the day after. If a holiday falls on a Saturday, we close on Friday; if a holiday falls on a Sunday, we close on Monday. We do not provide care on the Friday after school ends to allow staff organizational time for summer, one week before school starts in August because the school maintenance staff needs time for preparation. **Please check your Program Center parent board for specific dates of closure.**

We are unable to provide half-day kindergarten care during the school year due to lack of space available in the school during these times. K-Care is provided by BVSD at most locations during this time period.

Due to the substantial risk to staff, and participants and the unavailability of emergency support, the **YMCA will not provide care on district established SNOW DAYS. We are also unable to provide care when the school announces an EMERGENCY CLOSING** such as, but not limited to, a gas leak or no water.

POLICIES AND PROCEDURES

ATTENDANCE

If your child is ill, please do not send him/her to the program. If you need care for a sick child, call Children's Services at 441-3180 for available options. If your child becomes ill while in our care, we will call a parent or authorized adult to come for your child immediately. Should an emergency arise, we require that a parent or authorized adult be available within a half hour of being contacted. We do not offer credits for missed days due to illness or any other absence.

During the summer we require children to be signed in by 9am and attend through 4pm daily. It is important for your child to be at the program for group time at 9am so that s/he will have time to use the bathroom, gather his/her belongings, and get any special directions concerning the day's field trip and other activities. Please discuss any challenges directly with the Director of your program.

SIGN IN AND OUT

It is a Department of Human Service regulation that **all** children must be signed in and out daily by **an authorized adult at least 18 years of age**. Full signatures are required by licensing in the state of Colorado. These policies ensure the safety of all children in our care. The YMCA of Boulder Valley allows children 12 years or older to sign themselves in and out after a parent completes an authorization form and the director feels that the child demonstrates sufficient maturity to handle the responsibility. **The Associate Executive Director must authorize this situation, determined by the specific conditions under which this may happen.**

Anyone picking up and signing out a child must be at least 18 years of age, listed as an authorized pick up person by the parent/guardian, and must provide a picture ID. If you wish to add or delete someone to the list of adults authorized to sign your child out, please notify your site director in writing. It is important that we have current information on your child at all times. We sometimes have substitutes that may not be as familiar with parents as our regular staff. Please be prepared to show your photo ID every time you arrive to pick up your child.

LATE PICK UP

If a child is not picked up by 6:00 pm and the Director has not been notified, the Director will contact everyone on the emergency list and notify the leadership team. If the Director has not received a return call by 6:30 pm the Director may contact the police department, ask for the social worker on call, and report an “abandoned child”. After 7:00 pm the Director will ask that the child be in the custody of a social worker from child protection.

VISITORS

All visitors to the program, other than a parent, legal guardian, or emergency contact must fill out the information required in the visitor log, provide a picture ID and get authorization prior to the visit.

WHAT TO BRING AND WHAT TO LEAVE AT HOME

Children will be provided with an area to store their personal belongings while participating in YMCA programs. These can be cubbies, baskets or hooks in a closet. Please be aware that they are not lockable areas. We will support your child in keeping track of his/her belongings; however, **the YMCA is not responsible for lost or stolen items.**

Things to bring dependent on full/part day

Full Water Bottle
Jacket or sweatshirt
Sunscreen (at least 30 spf+)
Nutritious/Non-perishable lunch
Swimsuit and Towel
Tennis shoes or closed healed/toed shoes
Backpack to hold all belongings

Things to leave at home

Toys, Games or Money
Video Games
CDs/CD Player, Ipods
Other Personal Belongings
Junk Food, Soda, Candy
Cell Phones
Anything not allowed by Boulder Valley School District

APPROPRIATE DRESS

Children attending our program need to be appropriately dressed for recreational activities. Appropriate outerwear to accommodate Colorado’s ever changing weather is crucial. **Children must have appropriate footwear — rubber soled shoes that fully cover their feet such as tennis shoes.** Footwear needs to fit well and be comfortable and safe for climbing and running. Please do not send your child in crocs, flip flops or other open toe/heal shoes. Suggestive or revealing clothing that expose tummies or undergarments and/or T-shirts with insulting, derogatory or inappropriate sayings and/or pictures should not be worn to our program.

TRANSPORTATION

When transporting children, we use only qualified, licensed drivers in accordance with Colorado State law. Children are transported in YMCA vehicles that meet the Colorado School Bus Standards. Our buses are leased from the Boulder Valley School District. All buses traveling in the mountains are equipped with the proper safety equipment and the drivers are mountain trained/certified. In addition, our older children will sometimes walk or take the RTD to field trips. Staff is not allowed to transport children in their personal vehicles at any time.

AUDIO / VIDEO POLICY

Watching **television & movies** is not a regular part of our programs. **Videos/DVDs** are shown on an occasional basis on bad weather days or when related to a specific theme. Only “G” rated films will be shown and the specific movie will be listed on the weekly schedule. The Upper Grade Group (4th & 5th) may watch “PG” movies if the specific movie title is posted and parents sign their child up to participate. There will always be alternative activities during movie times. YMCA owned **Video and Computer games** may be offered on a limited basis for Upper Graders. Only “child-rated” games which the staff has purchased will be offered on special occasions. Video games from home are not permitted due to the difficulty in monitoring their content. **Music** is an important part of every child’s development. Due to the unpredictability of radio station music and conversation, radios will not be on in vehicles or in programs unless we are listening for a weather update or an emergency crisis. CDs may be purchased by the program staff and played on YMCA stereo equipment. Head phones and personal CD/MP3 players need to stay at home. In this day and age of burned CDs, it is not possible for our staff to monitor music or control who it may be shared with. We want to make sure all children are getting the physical/social activity they need, therefore, please leave all handheld games at home.

MEDICATION ADMINISTRATION

Medication regulations are established by Colorado Department of Human Services – Division of Childcare. Medication refers to **skin creams, lip balms, over the counter drugs, prescription drugs, homeopathic and alternative medicine, vitamins, and some health drinks and foods**. Please check with your director before bringing medication to the program.

- A YMCA Medication Form with all state required information must be filled out by a physician and signed by the parent
- Medication must be in its original container.
- Medication must be given directly to a Director or Assistant Director (these individuals have received the required 4 hour training).
- We cannot keep more than one week’s supply of medication.
- We can only accept non-perishable medications.
- Failure to provide prescribed medication which is mood/behavior altering may result in inability to attend until the medication is received.

The YMCA does not have the facilities to store refrigerated medication. Medication is stored in a locked bag at the program center and should not be sent with your child. At no time should a child have medication on his/her person or belongings. Many medications that seem harmless to your child may cause allergic reactions or damage to other children. If your child has any medication that cannot be given by mouth or applied to the skin, we may be unable to administer it. In some cases Epi-pens and inhalers may be kept with the child after a discussion with the parent and director occur.

INSECT REPELLENT

Insect Repellent: During summers when mosquitos are an issue, it is very important to send insect repellent with your child. As with sunscreen, this must be labeled with your child’s name. Repellent may be in the form of wrist bands, wipes, or lotion (**NO SPRAYS WILL BE ACCEPTED AT THE PROGRAMS!**) Since sunscreen is applied several times during the day, the health department recommends not using the sunscreen which includes insect repellent, to avoid over exposure to chemicals.

SUNSCREEN REQUIREMENT/APPLICATION

It is important to send at least **30 SPF sunscreen** with your child during any season when sun exposure might be a problem. When selecting a sunscreen, please consider the level of waterproof protection, allergies, and degree of protection your child may need. Please label your child’s sunscreen with his/her first and last name. We will do everything we can to prevent sunburn, including making sure sunscreen is applied frequently and shelter is provided. **For those children who are especially vulnerable to sunburn, a dark colored T-shirt to wear during outdoor swim is requested. If your child does not have sunscreen, s/he may be excluded from activities in the sun.**

SECURITY AND CONFIDENTIALITY

If there is a restraining order or custody restrictions concerning your child(ren), we **must** have a current copy on file in our office and at your child's program center. Please discuss any special circumstances with the Program Director. Our policy is not to release information about your child to anyone who is not on your emergency authorization list. We will contact you if anyone who we are not familiar with or who is not listed on your registration forms tries to get information and/or pick up your child. You may place a security password in your child's file to allow access to or changes to your file/records. Under certain circumstances, YMCA staff may need to discuss issues concerning the health and welfare of your child with school staff.

PHOTOS & VIDEOS

YMCA staff may also take photos or videotapes of your child for educational, promotional or special project purposes, unless you notify us otherwise. **If you have concerns, please discuss this with your Site Director and give them any exceptions in writing**

LUNCHEES AND SNACKS

Our YMCA *School Age Program* has been involved in a YMCA national initiative since 2005 focused on Healthy Habits in Youth. This initiative provided us with the opportunity to collaborate with Harvard and Stanford Universities, YMCA of the USA and 22 other selected YMCAs across the country. Our focus was on making an impact on the childhood obesity problem in the United States. This was a two year experimentation process where we studied the impact of advertising, screen time, presentation of food, education of healthy eating habits, and vigorous & moderate activity opportunities for children through experimentation and long term documentation of the results.

The following is information we compiled from our results:

- When children are educated on how their eating habits impact their energy levels, learning, and moods they make healthier choices.
- Our youth most often want to make choices that are healthy for them.
- Our staff and parents want to be good role models for our youth.
- Transfats are very detrimental to our health; products without transfats are more readily available than two years ago and the food market is quickly changing to adapt to the demands of its customers.
- Drinking more than 6 oz. of 100% fruit juice as one fruit serving adds so much sugar to a child's system, it negates the value of the fruit.
- Children will more often choose fresh fruit and vegetables for a snack or with a meal if there is a wide variety offered.
- Children are more likely to choose healthy foods if they are involved in helping prepare them.
- Children can more easily influence their parents to provide healthy options for them than our YMCA staff can.
- The education we provided for families and children significantly impacted their food and activity choices.
- When children understand the definition of "a treat", it is okay to have one!

Please support our continued efforts to provide healthy choices for our children and families through these policies.

Snacks

Our goal is to offer fresh fruits or vegetables for every snack time. Junk foods and sugary snacks are avoided with the exception of an occasional treat. We provide afternoon snack during the school year and a snack in both morning and afternoon in the summer program. Children may eat a snack brought from home as long as it meets this criteria and is okayed by a staff person. Water and cups will be readily available during the school year and offered as the main beverage. We experiment with such things as cooling water with ice and adding fruit slices in order to encourage children to drink as much water as possible. Parents are required to provide a water bottle for their child every day during the summer.

Lunch

Parents are required to provide a nutritious, non-perishable lunch for their child during the summer and on non-school days. Please pack a 100% frozen juice or freeze-pack in the lunch if there are perishable items. The Department of Human Services requires that all lunches are checked for nutritional balance and spoilage. **Please do not bring soda, sweetened drinks, candy or junk foods.** Although “Lunchable” type products are popular with the children, they do not meet the guidelines for being nutritionally balanced; nor do they provide the children with the nutrition they need to get through an active day. They are also often packed with sodium, sugar and preservatives that prevent children from playing, behaving and learning in appropriate ways.

If you choose to send one of these type products, please also include a sandwich and fruit item. If a child forgets to bring a lunch or has an inadequate lunch, we will notify you and give you the opportunity to bring a lunch for the child when possible. If you cannot be reached or are unable to bring lunch, or if staff does not have time to notify a parent, we will provide a healthy lunch for the child. **You will be responsible for paying the \$25 “no lunch fee” which is due when the child is picked up at the end of the day.** It is against Department of Human Service regulations for a child not to have a lunch available. We will never force a child to eat their lunch or snack but will encourage them to eat in a healthy manner. We will not withhold snack or lunch from a child for any reason. Please be sure to let us know if your child has any food allergies. Please realize that children’s appetites vary depending on the weather, growth spurts, and their environment. Please ask for help if you are having a difficult time finding healthy choices your child will eat! We have lots of ideas!

Every child must have a water bottle and will be encouraged to drink plenty of water at lunch and throughout the day.

INCLUSIVE PARTICIPATION IN YMCA PROGRAMS

Special Needs: The Association makes **reasonable accommodations** for individuals with special needs. Our objective is to provide special needs children equal benefits of a YMCA program experience and to have all children benefit from accepting and understanding diversity in others. Accommodations may include alteration of facilities, program activities, staffing adjustments or provision of auxiliary aids (i.e. readers for YMCA information and/or forms, aquatic float rings).

An IEP from your child’s school and a questionnaire filled out by parents, teachers, and other health support teams is the first step to determining the best placement in our summer programs for your child. Assessments of this information are made to determine individual needs of the child and a participation plan is developed. Participation plans may include alternate programming, which may be more effective for the individual. If it is determined that an additional staff person is required, your child’s dates of participation will be dependent on the availability of staff.

At no time can any one child’s situation put other participants, staff or the organization at risk.

Economic Hardship: The Association will make efforts to provide financial assistance to families facing economic hardships and therefore unable to afford our fees. YMCA of Boulder Valley generally provides financial assistance for up to 65% of the fee for those who qualify. Families can apply for assistance by requesting the appropriate form and returning it with the documentation requested to our Arapahoe branch. Appropriate forms are available at our school based program center, the Arapahoe Branch, the Mapleton Branch and on our web site. Our funds are provided for those who do not already qualify for the **Colorado Child Care Assistance Program** or any other third party organization. Depending on your situation, you may be required to apply with CCAP before YMCA financial assistance will be considered. CCAP, in most cases, will also be able to give you a better rate if you qualify.

You can reach CCAP at: 303-604-1043

STRONG KIDS CAMPAIGN – An opportunity to contribute!

The YMCA of Boulder Valley serves a very economically diverse population. For the last 50 years we have impacted the community through School Age Programming, Summer Day Camps, Residence Camp, Teen Programs, and Youth Sports. If you would like to make a contribution to support other youth who are less economically capable of participating in our programs, please contact **Shaun Barnes—Associate Executive at: 303-443-4474 x 4290** or shaun.barnes@ymcabv.org

GUIDING CHILDREN

The YMCA School Age Program offers a well-rounded program with a wide variety of daily activities for children. The YMCA staff models, teaches and encourages good communication skills, problem solving skills, and positive social interactions between peers and staff by providing a well organized, fun and challenging program. We believe this approach creates an atmosphere which decreases the amount of behavior concerns and provides a strong support system for children who are having challenges. When behavioral concerns arise which are beyond the normal range of day to day occurrences, the staff will communicate with the parents. Our goal is to then create a plan with the parent(s) and child to interact in a more positive way with the staff and their peers. All children go through challenging times and our goal is to support them in their efforts to make progress.

Steps taken for serious behavior problems may include written reports with behavior contracts, additional positive reinforcement, and counseling with parents to create a plan for change. In the rare occasion when the situation cannot be resolved, dis-enrollment of the child from the program for a pre-determined amount of time may occur. Our goal is to provide a safe and enjoyable environment for all participants.

The YMCA may terminate a child’s enrollment for any of the following reasons:

- Failure to adhere to Health and Human Services regulations and YMCA policies; including signing in and out.
- Behavior by a child that poses a threat to the safety of him/herself or others; including directly disobeying a staff person.
- Behavior by a child that is continually disruptive to the program and it’s participants and staff
- Destruction to the property of the program, school, staff or peers
- Behavior by a parent which is disrespectful to staff, children or community.
- Non-payment, late payment or return of payments by financial institution
- Leaving the direct supervision of a staff person without his/her specific permission according to the expectations of the program.

REPORTING CHILD ABUSE

Colorado State law requires anyone who works with children to report suspected signs of child abuse or neglect. Some examples are (including but not limited to) suspected verbal abuse, physical abuse, sexual abuse, lack of basic care in the areas of personal hygiene or nutrition, or leaving a child alone or in the care of another child under the age of twelve. After a report is made, it is up to the proper authorities to investigate. A report should be seen as a cause for concern, not an accusation. We are not allowed to discuss the situation with the parent before making a report. Please discuss any concerns you may have with your director.

STAFF/CHILD RATIO

The State of Colorado’s minimum standards for staff to school age child ratio is 1:15. We plan for a staff to child ratio of **1:12** or lower at all times so that we can provide children with a higher level of individual attention. In our Making Memories group (kindergarten and 1st grade) we plan for a **1:8** ratio.

LOCATOR SYSTEM

Eash site has a locator system utilizing magnetic, color coordinated tongue depressors and clothespins to keep track of children both inside of the building and on the playground. Please ask your director to show you how the system works and what you can do to support your child and YMCA staff in utilizing the system effectively.

EMERGENCY PROCEDURES

The Department of Human Services requires every child care/camp facility to have an emergency plan in the event that any of the following emergencies should arise. Staff is trained to deal effectively with emergency situations. A record of emergency incidents for all program facilities is made public at the Department of Human Services.

Parent has a Last Minute Emergency: If you need to contact your Director, (forgotten lunch, late pick up, new person picking up your child, checking to see how your child is doing) please call your Director's voice mail and s/he will return your call as soon as possible. All Directors have either a site phone or cell phone. Please use this number only in an emergency!

Severe/Excessive Hot Weather Conditions: All groups will seek shelter immediately and stay there until after the weather clears. We will provide activities indoors or in shaded outdoor areas as appropriate. Water is accessible to children at all times and they are encouraged to drink fluids throughout the day. Children are expected to bring water bottles and take them outdoors with them.

Missing Child: We will make every effort to notify the parent immediately. Our staff will immediately start searching for the child and contact the police for support when necessary. Should an incident of a missing child occur it will be reported to the parent and is reported to The Colorado Department of Human Services, Division of Child Services within 48 hours as per their requirements.

Late Drop Off: Parents are provided with weekly schedules, listing all field trip locations, times, and site specific pager number and/or cellular phones. On full days drop off is before 9am and pick up after 4pm to cover field trip times and be involved in pre-trip announcements and expectations. Children may not be picked up or dropped off at field trip locations.

Medical Emergency: We will administer first aid and/or CPR and make every effort to contact the parent/guardian. If emergency medical treatment is required, we will contact a doctor, hospital, or call 911 depending on the severity of the injury or illness. Health insurance information should be provided if at all possible. Please be aware that any medical expenses incurred will be the responsibility of the parent or guardian.

Vehicle Mechanical Failure or Accident: We will administer treatment as necessary and notify the authorities. The vehicles used by the YMCA are all supplied with first aid materials. Emergency information on each child is taken along on any outing away from the program center. Parents will then be notified as appropriate.

Field Trip Emergency: If an emergency occurs on a field trip the Director will ensure the safety of the children according to the resources available at the specific location and environment and contact the leadership team concerning the nature of the emergency, the plan, and new return time. The leadership team will contact parents.

PARENT COMMUNICATION AND INVOLVEMENT

It is our belief that open, honest and direct communication between the adults in a child's life is vital to his/her success. The YMCA will seek to communicate regularly with you about your child's progress or any concerns. We encourage you to communicate your concerns and comments with the director immediately if they arise. We believe that the best way to support you and your family is to work as a team with a solution oriented approach.

Parent Involvement - We welcome parent involvement in all of our programs. Please share your ideas, interests, and concerns as they arise. Your input helps us make our programs the best they can be. Concerns, questions and suggestions for the program should be addressed to your Director. If further support in solving a challenge are needed, please call the **Administration office at 303-443-4474 x 2001** and ask for the appropriate supervisor.

Evaluations - Parents are given an opportunity to formally evaluate their program throughout the summer. Evaluations are located on the parent table from the first to the last day of camp. Watch for evaluations by email as well. Please do not feel that you have to fill out a survey to give us input. We welcome your comments and feedback at any time.

Voice Mail – Every Program Director has a voice mail box. You can reach them by calling 303-443-4474 and the site extension listed in the summer camp brochure and on the weekly calendars. They will retrieve your message from their voice mail as soon as they are able to break away from the children or meeting they are in. This is most usually within two hours.

Phones – Every site has a site or cell phone. However, cell phones can be inconsistent depending on the area. The Director's first priority is the children and staff in his/her program. They are normally not answered when the Director is on a bus due to the high noise level, interacting with a group of children - especially on a field trip or playground, or in a meeting. Calling the site or cell phone should happen only in an **extreme emergency** and are not accessible for use by children in the program.

“FUN IN THE SUN” SUMMER PROGRAM

AGES – Our “Fun In The Sun” camp enrolls children entering Kindergarten (must be 5 by September 30th of the current year) through 6th grade (no older than 11). We also accept older youth when they are participating in our “Leaders In Training” programs. These youth are counted in our ratio and work under the direct supervision of a staff person to support them in developing leadership skills.

DEVELOPMENTALLY APPROPRIATE PROGRAMMING

We divide children into developmentally appropriate age groups so that we can plan *age appropriate activities* and *field trips which fit their interest and attention span*.

Making Memories - Entering K-1st grade (ages 4, 5 & 6)

(must be 5 years old by 9/30 of current year)

Five and six year olds are still dependent on adults for their emotional and physical needs; therefore, we plan for a lower child-to-staff ratio to give them a lot of nurturing, support, and supervision. Our program is designed around weekly themes that meet the developmental needs of five and six year olds. They are offered plenty of games and playground time to meet their high-energy level while we provide six interest centers with lots of choices to encourage creativity and provide breaks from the outdoors. Field trips are to local destinations for shorter periods of times appropriate for their attention spans. Swimming activities are to local pools during less crowded times. A short quiet time is offered every day to allow time to re-energize. Consistent daily routines are important to this group. They love having visits from Magicians, the Fire Department, and other special guests.

Voyagers - Entering 2nd & 3rd grade (ages 7 & 8)

Children of this age are still very active, they show more interest in active group games and are starting to love impromptu creative play. We provide a variety of physical group games ranging from structured soccer games to non-competitive team building activities. Second and third graders are beginning to break away from adults but still seek praise and crave routine. We allow more time for structured choices such as drawing, building, science exploration, and board games. We encourage conflict resolution with close adult support. They are much more focused on the finished product in any activity; therefore, more “layered” projects are offered that may last throughout the day. We plan longer field trips, more often, focusing on exploring a broader community.

Journeys - Entering 4th, 5th, and 6th grade (Ages 9, 10 & 11)

This group is very active and often fearless. They are much more responsive to peer opinion and become more selective with their group of friends. They usually enjoy interacting in groups and develop close friendships. We provide lots of opportunities for them to hang out and initiate activities according to their individual interest. They struggle with a sense of what is “fair” and respond better when they are involved in decision making opportunities. Group games and team building opportunities help encourage positive choices. We offer this group a more active role in planning and implementing whatever activities they become involved in. They are aware of the world around them and will become involved in community service projects and small fund raising activities for special events and more extravagant field trips. They are interested in doing week long projects and going on more lengthy, strategic field trips. They often enjoy “helping” the staff or “nurturing” younger children. We have a higher expectation of this group in modeling our core values and developing leadership skills.

SOCCER LEAGUE

Summer soccer league is offered at an additional fee. This is a very casual and fun league for the children. A counselor will lead a weekly soccer practice and games are played every Friday. Your child will compete with other “Fun In The Sun” sites with children similar in age and skill. Parents are invited but not required to attend.

SWIMMING & SWIM LESSONS

Swimming lessons are offered for an additional fee. Open swim at local pools is scheduled as field trips. Children are supervised by staff and qualified lifeguards when swimming. Children will remain in the shallow end unless “deep water swim” is authorized by a parent and a swim test is passed. Children authorized for deep water swim wear a bright yellow wrist band. Be sure to send a swimsuit and towel on swim days. If sunscreen is not provided, we will need to keep your child in the shade and s/he will be unable to swim. Please make sure to send an extra t-shirt for your child to wear if necessary and let the staff know that your child will need to wear it. (Please label all items!)

FIELD TRIPS

Field trips with location and scheduled departure/return times are listed on each program’s weekly schedule. This information is also posted on the program center door at departure time. We ask that children are dropped off by 9:00AM, unless otherwise notified. This ensures your child gets all safety/guideline information about field trips/daily routines at group time and allows time for sunscreen application, bathroom trips and organization of personal belongings. Due to issues involved in ensuring the safety of the children in the group, parents **may not pick up and drop off their children at a field trip destination**. Field trips usually return to the site before 4:00PM. If you have special time constraints that make it difficult to have your child at the site from 9:00am-4:00pm, please talk with your site director in advance. All children attending are required to go on field trips. When appropriate, we take additional activities with us for any child who may not be interested in field trip activities.

FIELD TRIP SAFETY

Any time we leave the site with a group of children an increased awareness of safety issues is imperative. Therefore, each staff has a field trip form with a specific list of children for which s/he is responsible. Staff are required to do face counts regularly and check each child on the list. This includes a face count on the bus, getting off the bus, several times on the trip, getting back on the bus and exiting the bus. Field trip details, especially those concerning safety, are shared with all staff and children at group time. Children wear colored wrist bands with the YMCA contact information listed. Children are accompanied by staff when using public bathrooms.

EXPRESSING CONCERNS

Our program can only be at it's best with input from our families. If you have a concern or question about your child's program, please set up an appointment to speak to your site director. Please address all concerns in a professional manner. We focus on our four character values; Honesty, Respect, Responsibility and Caring. Therefore, it is important that we all role model appropriate problem solving skills. Most issues can be easily resolved at this level. If the director and parent(s) are struggling with a concern, they may ask a supervisor to be involved. If at this time, you have questions about policy or wish to address a concern that you feel the YMCA is not addressing appropriately you may call the governing body for childcare in the State of Colorado.

**Colorado Health and Human Services
Childcare Division
303-866-5958**

STATE LICENSING

The YMCA complies with the rules and regulations of the Colorado Department of Human Services which licenses all of our programs. Licenses are available at site locations. For further information regarding their policies, please call 303-866-5958. The Department of Health and the Fire Department also inspect our programs. All staff is required to be cleared by the Colorado Central Registry which has information concerning anyone who has been convicted of child abuse or any felony. We provide licensed care for elementary age children only. Special programming is offered to youth and teens throughout the year. Call the YMCA teen department for programming information at 303-442-2778.

INFORMATION FROM DEPARTMENT OF HEALTH AND HUMAN SERVICES

The following is a letter from Department of Health and Human Services. It is a requirement of every childcare facility to issue a copy of this information to all parents.

Dear Parent,

Your child is now enrolled in a child care program that is licensed by the Colorado Department of Social Services. The license indicates that the program has met the required standards for the operation of a child care facility. If you have not done so, please ask to see the license.

Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasions, an incident of physical or sexual abuse may occur. If you believe that your child has been abused, you should seek immediate assistance from your county department of social services. The telephone number to report child abuse in your county is:

303-441-1000 or 303-866-5958
Boulder County Social Services
3400 Broadway
Boulder, CO 80304

Child care services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's education, physical, emotional, and social development will be nurtured in a well planned and run program. Remember to observe the program regularly, especially regarding children's health and safety, equipment and play materials, and staff. For additional information regarding licensing, or if you have concerns about a child care facility, please consult the Colorado Office of Child Care Services at 303-866-5958

YMCA MEMBERSHIP OPPORTUNITIES

Year Round participants have a FREE Family Membership. School Year participants receive a 50% discount on Family Membership.

A **YMCA MEMBERSHIP** is one of the best investments that you could possibly make for an individual or a familys well-being and fun. The YMCA specializes in helping those who are new or returning to exercise and those wishing to develop a healthier lifestyle. You will find programs for the whole family to participate in making your experience with the YCMA inviting and satisfying. For more information call the Mapleton Center at 303-442-2778 or the Arapahoe Center at 303-664-5455.

COME JOIN THE YMCA FAMILY – www.ymcabv.org

MAPLETON CENTER INFORMATION

2850 Mapleton Avenue, Boulder, CO 80301
303-442-2778 FAX: 303-442-2779

MAPLETON CENTER HOUR

M-F: 5:30AM – 10:00PM
SAT: 6:45AM – 8:00PM
SUN: 8:00AM – 8:00PM

ARAPAHOE CENTER INFORMATION

2800 Dagny Way, Lafayette, CO 80026
303-664-5455 FAX: 303-664-5456

ARAPAHOE CENTER HOURS

M-F: 5:30AM – 10:00PM
SAT: 6:45AM – 8:00PM
SUN: 8:00 AM – 8:00PM