



# Y-CLUB CHILD CARE

## Parent Handbook • 2024–2025 School Year



The YMCA is the #1 after school provider in the country. The YMCA of Greater Michiana is offering safe, top-quality, enriching after school programs for your child! As a committed organization that is dedicated to addressing the needs of the community, we are providing before and after school, 1/2 day, Schools Out Ys In, and Emergency Closing (TBD) programming to help provide your child with great opportunities. Staff will greet them warmly with a smile. They will be provided with a nutritious snack and numerous activities to help them grow into healthy, productive, and responsible people.

### Y-CLUB

#### What will my child do during Y-Club?

Under adult supervision, children participate in exciting age-appropriate activities and will experience a variety of programs that promote physical activity, healthy nutrition habits and social responsibility. The primary focus is to promote a safe, exciting, active and fun environment for your student!

#### Will my child be able to work on his/her homework?

Absolutely! The purpose of Y-Club is to promote physical activity and social responsibility, as well as provide opportunity for homework and individual reading. Our goal is to be an added support to parents and their busy lives by allowing time for homework. With this, we hope you are able to spend more family time together.

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If you're interested in your child attending Y-Club please follow registration steps on our website at [ymcagm.org/y-club](http://ymcagm.org/y-club).

**Benton Harbor–St. Joseph YMCA**  
269-428-9622

**Niles–Buchanan YMCA**  
269-683-1552

# SCHEDULE OF OPERATION

Our Y-Club programs will run in conjunction with the district calendars. Y-Club will run Monday–Friday during normal school days. Program hours are after school dismissal until 6:00 PM.

On planned closings such as holidays, teacher in-services, or half days, we will offer our 1/2 Day and Schools Out Ys In programs at the Y. In the event of an unplanned day off, such as a snow day, the Y will offer Emergency Closing Care (TBD for this school year). Check with your local branch for availability.

## Daily Routine

- Arrival
- Choice Time
- Y-Ties Development
- Physical Activity
- Snack
- Homework Help

## Does my child need to attend every day?

Attendance is not required every day. However, they will not want to miss out on the fun! Y-Club will be based, and paid, on weekly or monthly basis regardless of the number of days your student attends during the week. There must be a payment method on file at your local branch. Talk to member service to setup automatic payments.

# DROP-OFF & PICK-UP PROCEDURES

## Before Care

For programs that offer before care, children are allowed to arrive anytime after 6:45 AM. When dropped off they must be signed in each morning by a parent or guardian. Time and Parent/Guardian signature is required.

## After Care

Child pick-up is at the parent or guardians convenience as long as it is before 6:00 PM. If a parent or guardian will be late, they need to contact the YMCA site coordinator or program director to inform them of the situation. When picked up they must be signed out by a parent or guardian. Time and Parent/Guardian signature is required.

## What if I am running late to pick up my child?

The after school program closes promptly at 6:00 PM. We understand that unavoidable situations may incidentally arise. **If you find that you are going to be late, please call immediately and make us aware of the situation so neither staff nor your child will worry.** After waiting for 30 minutes, staff will begin calling those allowed to pick up on their emergency contact list. If staff has waited an hour and you have made no contact, then the proper authorities will be called. You will be required to pay an additional fee of \$5 for each 10 minute increment past closing time.

# \*MANDATORY\* SIGNING IN & OUT

**Signing in and out of Y-Club is required by state licensing, and is also required for the purposes of financial assistance through DHS.**

All children must be signed in and out of program daily by a responsibly adult (18 years or older). The individual signing the child out of the program must be listed on registration information and be prepared to show identification. The child will not be released without written permission from the parent/guardian.

It is a good idea for the family to acknowledge a member of the YMCA Child Development staff, whether they are inside or out, so we can fully acknowledge your presence. This is helpful for our staff to physically see that the children are present as well as taking note from the attendance sheet.

# SOCIAL RESPONSIBILITY DEVELOPMENT & DISCIPLINE

We want your child to enjoy the activities planned, and benefit from his/her experience. Staff will work with them to help them understand the expectations and give clear definitions of acceptable and unacceptable behavior.

## Y Ties

We will be using our Y TIES Program to develop our children's social responsibility. This program allows the opportunity for students and staff to make living the Y character values tangible and collective. Children will be able to make individual pledges or goals, demonstrate their pledge, recognize their efforts and success, and reflect on their pledges and goals.

## Expectations

- Follow directions
- Keep hands, feet, and objects to yourself

## Positive Reinforcement

- Praise
- Leadership Opportunities
- Program Bonuses

## Consequences

- Warning
- Activity restriction
- Behavior documented
- Parent notification
- Immediate call to parents for pick-up
- Suspension

**\*\*In severe incidences, the site director will determine appropriate consequences. We do not condone use of corporal punishment, making fun of, threatening or yelling at children, using profanity, or leaving student unsupervised. Fighting, hazing of peers and disrespect toward staff will not be tolerated.\*\***

# DISMISSAL FROM Y-CLUB PROGRAMS

Families with the following unresolved issues may be dismissed from the after school program:

- Excessive tardiness in late pick-up fee payments or failure to pay fees
- Discipline problems that cannot be solved after repeated attempts
- Disrespect from parents toward staff or youth
- A child's behavior becomes detrimental to him/herself or others
- Repeated late pick-up

# PARENT/GUARDIAN COMMUNICATION & INVOLVEMENT

The YMCA is committed to maintaining close, positive relationships with the parents of every child enrolled in our program. We strive to include family culture, language, and experiences as part of our curriculum and daily routines. Staff are required to communicate daily with the families and other staff members, in a positive and professional manner. General information as it related to the classroom/program experience should be shared during parent interactions discussing things related to the child's overall experience in programming. If a child is admitted to the program requiring special accommodations, a daily report describing the following information must be shared with the parent:

- Food intake; time, type of food, and amount eaten
- Developmental milestones
- Changes in the child's usual behaviors

We want to encourage participation and awareness of our program experience. Teams are expected to work collaboratively to send out regular communication. Communication should come in various forms:

- Overall program updates, highlights, and needs (typically done in a newsletter format) monthly at minimum
- Classroom specific curriculum, events, updates, highlight, and needs (typically offered by way of classroom communication areas).
- Memos and notifications for immediate needs and program changes.
- Volunteer opportunities (typically offered in a "Ways to Engage: board/communication area)

# MEDICAL MATTERS

## Children\* should stay home if they:

1. Are feverish or have has a fever in the last 24 hours
2. Have a hacking cough or sore throat
3. Have vomited or had diarrhea in the last 24 hours
4. Have pink eye or symptoms which might be pink eye
5. Have been on antibiotics for strep or other contagious infections less that 24 hours
6. Are too "out of sorts" to participate in class activities

\*These standards apply for staff and volunteers as well

Condition for Exclusion	Condition for Returning
Axillary or ear temperature 100 degrees or greater	Fever free for 24 hours (without the use of fever-reducing medication)
Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrollable coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs)	Until medical evaluation allows inclusion (doctor's written approval for return)w
Abnormally loose, uncontrolled diarrhea, that is—increased number of stools, increased stool water, and/or decreased form that is not contained by a diaper	Diarrhea free for 24 hours
Vomiting	Vomit free for 24 hours and able to eat solid foods or until health care provider determines the illness to be noncommunicable, and the child is not in danger of dehydration
Red or blue in the face, or making high-pitched croupy or whooping sounds after coughing	Until health care provider or health official determines the condition is noninfectious
Unusual spots or rash with fever or behavior change	Until health care provider determines that these symptoms do not indicate a communicable disease
Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge)	Until 24 hours after treatment has been initiated
Untreated scabies, head lice, or other infestation	After treatment and free of infestation, such as lice or nits
Known contagious diseases while still in the communicable stages	Until health care provider determines the condition is noncommunicable

## Medicines

Prescription medication must be in the original container with the original label and current date attached.

If you wish for us to administer prescription or over-the-counter medicine, we must have a doctor's order on file that indicates the dosage, the frequency, the name of the medicine and the symptom. These orders are valid for one full year.

Medications must be signed in by the parent and the staff will complete the form upon administering the medication after a safety check is performed. We must have a signed parent's note if a child should be kept indoors.

# HAND WASHING

Children are to wash their hands upon entering a classroom, before and after meals, after toileting, before and after the use of sand, water or play-doh, and after wiping a nose, touching mouth, etc.

## The Stop Disease Method of Washing Hands:

1. Turn on water and wet hands
2. Soap for at least 20 seconds outside the stream of water (scrub backs of hands, wrists, between fingers and under fingernails)
3. Rinse
4. Towel dry (or place hands under electric hands-free dryer)
5. Turn off faucet with paper towel (if faucet is not hands-free)

## HOW TO PROPERLY WASH HANDS



**STEP 1**  
Wet hands



**STEP 2**  
Dispense soap



**STEP 3**  
Lather hands  
for 20 seconds



**STEP 4**  
Rinse hands



**STEP 5**  
Towel dry



**STEP 6**  
Turn water off  
with paper towel

## INJURIES, ACCIDENTS, OR SAFETY ISSUES

Parents **MUST** inform the program staff of any health or safety needs of the child that the program may be required to address. If your child has had an injury or illness that may prevent activity, please call the school.

If your child is injured while in our care, parents/guardians will be notified by either a note home or a phone call. If the injury is more than a minor issue, parents/guardians will be contacted immediately. If parents/guardians are not available, another adult listed on the child's emergency information form will be contacted.

Program staff are trained in First Aid and CPR and will secure medical and/or emergency surgical treatment for your child in possible emergency situations.

## INCIDENTS

An incident includes, but is not limited to, the following: A child is lost or left unsupervised. Alleged sexual contact between children or a child and a staff member or volunteer. Physical discipline of a child by a staff member or volunteer. In the event this occurs

- Parents will be notified immediately by phone or personal contact
- If deemed appropriate the local authorities will be notified
- LARA agency will be notified using the appropriate reporting form BCAL 4605

## **YOUTH DEVELOPMENT**

We believe the values and skills learned early on are vital building blocks for life. Because of the Y, more young people in neighborhoods around the nation are taking a greater interest in learning and making smarter life choices. At the Y, students and teens learn values and positive behaviors and can explore their unique talents and interests; helping them realize their potential. This makes for confident kids today and contributing and engaged adults tomorrow.

## **SOCIAL RESPONSIBILITY**

At Y-Club, youth will be guided to lead productive, responsible and caring lives. Youth will learn the importance of giving back to community and will acquire the skills to become leaders in their community.

## **HEALTHY LIVING**

A healthy lifestyle is achieved through mind, body and spirit and is fostered by more than just physical fitness and nutrition. Youth will find the support they need to help them lead a life that benefits the core of their well-being.

## **ACADEMICS**

All kids have great potential. At the after school, we will help them set and achieve their personal and educational goals. They gain confidence as they recognize the program as a place where they belong and can feel comfortable exploring new interests and passions.

We will make sure every child has an opportunity to envision a positive future and take an active role in strengthening the community.

## **PAYMENT**

Payment for absence hours are limited to 360 hours per child, per fiscal year. Payment for absence hours are limited to 10 days, when no care hours are billed. Normally in care means based on a historical trend or routine of when the child has been in care.



## FINANCIAL ASSISTANCE

We recognize that access and affordability to child care can be challenging. There is opportunity to apply for financial assistance for our Y-Club program. If you are interested in applying, please fill out the financial assistance application found on our website at [ymcagm.org/FinancialAssistance](http://ymcagm.org/FinancialAssistance), and email forms to Zech Hoyt, Executive Director of Youth Programs at [zhoyt@ymcagm.org](mailto:zhoyt@ymcagm.org).

### Michigan Locations

For participants at Michigan locations, MI Bridges can help you to access our state-licensed programs, like Y-Club, through financial assistance for those who qualify. Learn more on their website at <https://bit.ly/MI-Bridges> (case sensitive). In order to qualify for a scholarship from the YMCA, you must first apply to MI Bridges.

## FOOD SERVICE & NUTRITION POLICY

Mealtimes are learning experiences where children are encouraged to try new foods and engage in conversations about different foods, where they grow, or how they are made. Children are encouraged to participate in mealtime activities that may include setting the table, preparing food, serving themselves, and cleaning up.

Meals and/or snacks are served in a pleasant atmosphere with adult supervision at all times. All children are expected to feed themselves. Staff will not demand that any child eat, but children will be encouraged to taste new foods.

Depending on the length of your child's day in the program, breakfast, lunch and a snack may be available. Most of our programs participate in the Child and Adult Care Food Program (CACFP) for assistance in funding meals. Menus are reviewed by a registered dietitian and parents to ensure healthy low fat, low sugar, low salt meals and snacks. Menus are available with noted food substitutions and will be posted in the classrooms and online at Nutrislice. Children that have special dietary needs will consult with their lead teacher and food service director.

Breakfast is generally served upon arrival, lunch is served between 11:30-12:30 and an afternoon snack occurs around mid afternoon (2:00).

## ADMISSION AND WITHDRAWAL POLICY

Admission to the YMCA of Greater Michiana Y-Club Program will be made available to children enrolled. Being a state licensed program, we are limited to allowing a certain number of enrollees. Parents will need to fill out both sides of the Child Information Record Form to register their child.

Parents wishing to remove their child from the program may do so with a notice given to the site coordinator or the program director. On rare occasions, the program director may determine that a child be withdrawn from the program due to behavior concerns or other problems that are disruptive to the program. Partial refund determined by participation may be made if payments have already been made and the service is no longer needed or in use.

## PAYMENT SCHEDULE AND FEES

Parents will be informed of their tuition payments, and payment due dates upon enrollment. Tuition changes will occur only after a minimum of two weeks' notice has been given to parents.

## CHILD PROTECTION POLICY

All staff are mandated by law to report any suspected case of child abuse, neglect, child sexual abuse or sexual exploitation to the Department of Human Services or immediately over the telephone at 855-444-3911 and that they should also follow the report up in writing within 72 hours. Reporting forms are available online at <http://www.michigan.gov/mdhhs>. Any reasonable suspicion will be reported including a child telling a staff member about abuse, witnessing the abuse, a parent's statement of abuse, or any physical or behavioral signs of abuse. A copy of this law may be obtained from the program director.

## **DRUG FREE AND SMOKE FREE ZONE**

Our facilities and grounds are drug free and smoke free zones. Please extinguish cigarettes and properly discard smoking products prior to entering the parking lot and building. This includes chewing tobacco. Help us stay a drug free and smoke free zone by informing anyone that will be escorting your child to and from school of our policy.

## **BACKGROUND CHECKS**

A comprehensive background check is required to be completed in the Michigan Child Care Background Check System (CCBC) on all licensee/licensee designees, program directors, child care staff, and volunteer staff with unsupervised access to children.

## **PEST MANAGEMENT**

As required per Licensing rules each classroom has an integrated pest management program and parents will be notified prior to the pesticide applications.

### **YMCA OF GREATER MICHIANA NOTICE OF PESTICIDE USE**

Pesticides are periodically applied to school district property as part of the district's pest management program. Please be advised that parents or guardians of children attending the school or day care center are entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least 3 days before the pesticide application, if they so request. If you prefer to receive notification by first class mail, please obtain a form from your building principal.

Please understand that emergencies do arise and that pesticides may be applied without prior notice to parents or legal guardians. Parents or legal guardians that have requested prior notification, however, will be notified after pesticide application.

Application of pesticides will be performed only by certified or registered applicators where and when required. If a pesticide is applied in a building, students will not occupy the room for a minimum of four hours. Forty-eight hours prior to the time of application notification will be posted near the building's primary point of entry and in a common area of the building. When a pesticide is applied to school district grounds, the application will not be made within 100 feet of occupied classrooms, and flags will be inserted in the ground to mark the application area.

This notice was given in compliance with Regulation 637, as amended by Public Act 131 of 1993.

## **LICENSING REPORTS**

All child care centers must maintain a licensing notebook which includes all licensing reports, special investigation reports and all related Corrective Action Plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 28, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspections and special investigation reports from the past two years are available on the Bureau of Child and Adult Licensing website at: [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)

## **SAFETY DRILLS**

Our programs are required to practice safety drills several times a year for fire evacuation, tornado safety and any other threat that may occur. If in the event that our school is evacuated, staff will notify you or another adult on your child's emergency contact form.



# NILES-BUCHANAN YMCA

## Before School Care

Before School Care is available for students from Ballard and Howard-Ellis, and is held at the Niles-Buchanan YMCA. Students will be bussed to their schools by Niles Transportation.

## After School Care

After School Care is available for students from Ballard, Howard-Ellis, Eastside, and Ring Lardner, and is held at the Niles-Buchanan YMCA. Students will be bussed by Niles Transportation to the Y at the end of the school day.

### Before Care

Where: Niles-Buchanan YMCA

When: 6:45 AM-Start of School

Students are bussed to their prospective schools.

### After Care

Where: Niles-Buchanan YMCA

When: Dismissal-6:00 PM

Students are bussed there at the end of the school day.

Before Care	6:45 AM-Start of School	Member: \$120/month Community: \$135/month	Fees draft on the 19th of each month and cover the month following
After Care	End of School-6:00 PM	Member: \$180/month Community: \$195/month	Fees draft on the 19th of each month and cover the month following
Both	6:45 AM-Start of School End of School-6:00 PM	Member: \$275/month Community: \$320/month	Fees draft on the 19th of each month and cover the month following
Schools Out, Ys In Full-Day	8:00 AM-6:00 PM	\$45/pre-registration \$55/day-of registration	Fees draft on the day of care
Schools Out, Ys In Half-Day	End of School-6:00 PM	\$29/pre-registration \$35/day-of registration	Y-Club Student: Fees included with monthly Y-Club payment Community Members: Fees draft on the day of care
Emergency Closing Care	8:00 AM-6:00 PM	\$44/pre-registration \$55/day-of registration	Fees draft the day after emergency closing

# NILES-BUCHANAN YMCA

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
3:00 PM	Arrival & Snack	Arrival & Snack	Arrival & Snack	Arrival & Snack	Arrival & Snack
3:30 PM	Activity: Physical Activity (K-5) Structured CATCH Gym Activity	Activity: Physical Activity (K-5) Structured CATCH Gym Activity	Activity: Physical Activity (K-5) Structured CATCH Gym Activity	Activity: Physical Activity (K-5) Structured CATCH Gym Activity	Activity: Physical Activity (K-5) Structured CATCH Gym Activity
4:00 PM	Activity: Homework Help  Components: Education Games/ Activities as homework help	Activity: Homework Help  Components: Education Games/ Activities as homework help	Activity: Homework Help  Components: Education Games/ Activities as homework help	Activity: Homework Help  Components: Education Games/ Activities as homework help	Activity: Homework Help  Components: Education Games/ Activities as homework help
4:30 PM	Activity: (K-2) Physical Activity (Choice of CATCH or None CATCH game)  (3-5) Art/Stem	Activity: (3-5) Physical Activity (Choice of CATCH or None CATCH game)  (K-2) Art/Stem	Activity: (K-2) Physical Activity (Choice of CATCH or None CATCH game)  (3-5) Art/Stem	Activity: (3-5) Physical Activity (Choice of CATCH or None CATCH game)  (K-2) Art/Stemw	Activity: (K-2) Physical Activity (Choice of CATCH or None CATCH game)  (3-5) Art/Stem
5:00 PM	Activity: Stations  Components: Table & Small group Games/Activities	Activity: Stations  Components: Table & Small group Games/Activities	Activity: Stations  Components: Table & Small group Games/Activities	Activity: Stations  Components: Table & Small group Games/Activities	Activity: Stations  Components: Table & Small group Games/Activities
6:00 PM	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

# ST. JOSEPH/LAKESHORE PUBLIC SCHOOLS

Y-Club Before and after school care is held at the Benton Harbor–St. Joseph YMCA for students from Brown, E.P. Clarke, Lincoln, Hollywood, Roosevelt, and Stewart. Students will bus children to and from Y-Club.

## Before Care

Where: Benton Harbor–St. Joseph YMCA

When: 6:45 AM–Start of School

Students are bussed to their prospective schools.

## After Care

Where: Benton Harbor–St. Joseph YMCA

When: Dismissal–6:00 PM

Students are bussed there at the end of the school day.

Before Care	6:45 AM–Start of School	Member: \$135/month Community: \$165/month	Fees draft on the 19th of each month and cover the month following
After Care	End of School–6:00 PM	Member: \$195/month Community: \$230/month	Fees draft on the 19th of each month and cover the month following
Both	6:45 AM–Start of School End of School–6:00 PM	Member: \$280/month Community: \$340/month	Fees draft on the 19th of each month and cover the month following
Schools Out, Ys In Full-Day	8:00 AM–6:00 PM	\$45/pre-registration \$55/day-of registration	Fees draft on the day of care
Schools Out, Ys In Half-Day	End of School–6:00 PM	\$29/pre-registration \$35/day-of registration	Fees draft on the day of care
Emergency Closing Care	8:00 AM–6:00 PM	\$44/pre-registration \$55/day-of registration	Fees draft the day after emergency closing

# ST. JOSEPH/LAKESHORE DAILY SCHEDULE

**3:15 PM** – Staff Arrives

**3:30–4:00 PM** – Snack Prep, Preparing Materials For Activities, Pulling Out Tables (Look to Lesson Plan for Activities Snack)

**4:05–4:30 PM** – First Bus Arrives (EP Clarke). Kids will come in and hang up their belongings on the racks, and wash their hands for snack. Students will eat their snack and head to the gym for their daily Physical Activity

**4:30–5:00 PM** – Group 1 (Gym for Physical Activity, CATCH)

**4:30 PM** – Group 2 Arrives. Kids will come in and hang up their belongings on the racks, and wash their hands.

**4:30–4:55 PM** – Brown kids will sit at the tables and eat their snack. When finished they will line up at the door to head to the gym for daily activity.

**4:42 PM** – Group 3 Arrives. Kids will come in and hang up their belongings on the racks, and wash their hands.

**4:40–4:55 PM** – Lincoln kids will sit at the tables and eat their snack. When finished they will line up at the door to head to the gym for daily activity.

**5:00–5:30 PM**

- Group 1: Come back to the Community Room for Homework Help time. They will have the option to work on their own homework, worksheets that we provide, or read a book.
- Group 2 and Group 3: Gym for daily activity

**5:30–6:00 PM**

- Group 1: Option of Structured Free Choice in the Community Room.
- Group 2 and Group 3: Come back to the Community Room for Homework Help time. They will have the option to work on their own homework, worksheets that we provide, or read a book.

**5:45–6:00 PM** – Staff will continue to engage with kids while also helping begin cleaning up of supplies and toys/games. The Community Room and Active Play Room will need to be swept daily. The fold down tables will also need to be put up daily.