

THE YMCA OF KLAMATH FALLS

After-school PROGRAM



2022-2023

PARENT HANDBOOK

WELCOME TO THE YMCA OF KLAMATH FALLS CHILDCARE PROGRAM

Our Philosophy

Dear Parents,

Welcome to our school family! Here at the Y, we strive for quality education. We are determined to provide a safe and secure environment where all children are valued and respected in an atmosphere conducive to learning and making friends. The YMCA of the USA's values of caring, honesty, respect, and responsibility guide and nurture the children in our care. Diversity and inclusion are critical components of our strategic plan through staff development, community engagement, and partners.

The YMCA childcare program promotes cognitive, emotional, physical, and social growth for preschoolers and school-age children. We adhere to the concept of developing the whole child with our play-based curriculum that is infused with STEM (science, technology, engineering, and math), music, fine motor skills, and physical fitness.

Family is the most critical structure in a child's life. The YMCA staff partners with parents and caregivers to support their efforts to nurture the child's development and help them grow up healthy, happy, and strong. We respect and value input from parents and encourage families to share information about their child.

If you have questions, please contact any of the staff listed below:

Amber Singh, Youth Development Director

amber.singh@kfallsymca.org

Nicole Lauhon, After-school/Camp Director

nicole.lauhon@kfallsymca.org

Nancy Riens, Associate Director

nancy.riens@kfallsymca.org

Steve Meng, Executive Director

steve.meng@kfallsymca.org

THE YMCA OF KLAMATH FALLS at FAIRVIEW

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Klamath Falls OR 97601

541-887-2512

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THE YMCA MISSION STATEMENT

The mission of the YMCA is to put Christian principles into practice through programs that build a healthy mind, body, and spirit and promote youth development, healthy living, and social responsibility.

COVID-19 SAFETY AND PROCEDURES

Rest assured that we are closely monitoring updates and guidance from health agencies, adhering to rigorous sanitization practices, educating our staff on the prevention, and spread of germs.

For your child's safety and per the Oregon Health Authority and Oregon Government guidelines, we will continue to follow the best practice guidance from the Oregon Department of Education's Early Learning Division. For updated info visit <https://oregonearlylearning.com/COVID-19-Resources>.

We take our role in youth development and social responsibility seriously. The Y will continue to be your support for healthy kids and healthy families, even during a pandemic.

PARENT INVOLVEMENT

Parents are welcomed and encouraged to volunteer their time to serve as helpers in our childcare programs. Criminal background checks are required for volunteering parents. If you plan to participate in this way, please contact the Youth Development Director. We encourage our families to share their culture, traditions, beliefs, home language, and interests. Parents are welcome to lead or assist in planning and conducting these unique activities.

STAFFING POLICY

We strive to hire quality educators who enjoy being with and hanging out with kids. We believe that every child is unique, talented, and special! Staff will present themselves as role models for the children and families. Background checks through the Oregon Childcare Division and are completed before hiring. We have at least one teacher for every ten students. All teachers are certified in CPR and First Aid, and Child Abuse Prevention and Reporting.

HEALTH ISSUES

Parents must notify the YMCA Childcare staff immediately if their child was exposed to any communicable disease. Sick children cannot be accepted or remain in care. Do not bring your child to Fairview if they have exhibited any of the following symptoms in the previous 24-hour period.

- Elevated temperature (100.3 degrees or above)
- Diarrhea or vomiting
- Undiagnosed rash



- Sore or discharging eyes or ear
- Profuse nasal discharge
- Diagnosed contagious diseases include but are not limited to, strep throat, chickenpox, etc.

If a child arrives at the childcare site ill, becomes ill while in attendance, or is found to have head lice, YMCA staff will notify the parent, guardian, or emergency contact person(s) to pick up the child within one hour. Children unable to remain at the childcare site for health reasons will be monitored and isolated with supervision until the designated pick-up person arrives. The YMCA of Klamath Falls has a no lice/nit policy. All students must be completely free of lice/nits before returning to school.

ACCIDENTS & EMERGENCIES

YMCA staff is First Aid and CPR certified and trained in emergency procedures. The Y will notify you or your emergency contact person(s) when minor accidents or injuries occur. When YMCA leadership decides more advanced care is needed, we will call you to inform you of our course of action as soon as possible. IT IS VITAL THAT YOU KEEP OUR STAFF INFORMED OF ANY CHANGE IN THE CONTACT PHONE NUMBERS YOU HAVE PROVIDED ON YOUR CHILD'S REGISTRATION FORM. When accidents and emergencies occur, our focus is on your child and making contact with one parent/guardian. Once one parent or guardian is aware of the situation, the responsibility of notifying, other parent/guardian is on the family and not the Y.

MEDICATION

If your child must receive a prescription or non-prescription medications during childcare program hours, the YMCA will follow the Y following procedures.

1. Parents must complete and sign the Medication Distribution Form.
2. The parent will deliver medications to the Youth Development Director or designated childcare staff. It cannot be brought to the Y by the child. No medications of any kind will be stored in the child's backpack or bag.
3. Prescription medication must be in the original container, labeled with the child's name, dosage, directions for administering, date, and physician's name.
4. Non-prescription medication must be in the original container, labeled with the child's name, dosage, and directions for administering.
5. Staff will store medication in a locked container and will document it when administered.

SUNSCREEN



The YMCA Childcare Program uses sunscreen lotions of either Western Family or Equate Broad Spectrum SPF 30 or SPF 50. The teachers administer one of these brands to your child before going to the playground.

If you prefer to supply a different sunscreen brand for your child, you will need to label the sunscreen container with your child's name (first and last). You will also need to fill out the Medication Distribution Form authorizing YMCA Childcare Program staff to administer it. The parent/guardian must deliver the completed form to Y staff simultaneously as the sunscreen.

- **The YMCA shall use no aerosol sunscreens because of potential danger to children, with the exception to school-aged children.**

PUBLICITY

When registering a child, parents/guardians can decide if the child may be photographed for publicity or news purposes. Please let us know if you would like your kids not to be involved in the photographs we take and use for this purpose. Y staff adheres strictly to the parent/guardian's wishes in this matter.

SCREEN TIME POLICY

The YMCA eliminates screen time (television, movies, cell phones, video games, computers, and other digital devices) for children under two years old. For children over two years old, we limit screen time to less than 30 minutes per day for half-day programs and less than 60 minutes per day for those in full day programs. During screen time, media is free of advertisements and brand placement. The YMCA uses screen time intentionally related to instructional goals that support and extend children's current interests and experiences. The content is appropriate for the ages of our children, nonviolent, and culturally sensitive. Screen time is also used in an interactive way using smartboard preschool learning games, move-along videos for physical activity, and storybook videos. There is at least one alternative activity available while electronic media is used. Teachers are encouraged to model healthy habits and are required to eliminate their use of electronic media for personal use during the school day.

MEDICAL AND DENTAL INSURANCE

Medical, dental, or accident insurance for Childcare Program participants is the responsibility of the parent/guardian. The YMCA of Klamath Falls does not provide coverage. Parents assume all risks of physical injury normally inherent to activities.

DISCIPLINE AND BEHAVIOR EXPECTATIONS

The YMCA of Klamath Falls aims to provide a healthy, safe, and secure environment for all childcare participants, staff, and Y members. The Y staff uses guidance techniques that promote self-control and awareness. We also use cool-downs when necessary. If problems persist, the staff will meet with the child's parents for help in discovering possible causes of the questionable behavior and an effective way to deal with the situation. If all efforts fail, the YMCA reserves the right to exclude a child from further participation in our program. Corporal punishment or punishment that is humiliating or frightening to the child is prohibited in our Childcare Program.

The following behaviors are challenging to provide for and may result in the requirement of parents to give a one-on-one childcare professional for a time determined by the Youth Development Director or until behaviors/safety improve.

- Behaviors or actions that endanger the health and safety of children, staff, YMCA members, or volunteers will not be tolerated.
- Stealing or damaging YMCA or personal property
- Leaving the program site without permission
- Continuing to disrupt the program
- Refusing to follow the behavior guidelines or program rules
- Using profanity, vulgarity, or obscene language/gestures
- Acting in an inappropriate manner



The Y has a zero-tolerance policy for tobacco, alcohol, illegal drugs, firecrackers, firearms, or anything used as a weapon or explosives. Immediate expulsion may occur if a childcare participant has been or is in possession of or using any of the items mentioned above.

PERSONAL BELONGINGS

We intend to make children as responsible for their belongings as possible. We believe that a child learning to care for their belongings is an important life skill that we want to foster. You can help by labeling all your child's belongings for easy identification.

WHAT YOUR CHILD SHOULD BRING TO THE AFTER-SCHOOL PROGRAM

- Appropriate clothing for weather conditions.
- Swimsuit and towel for swim days (Friday afternoons from 4-5)

WHAT YOUR CHILD SHOULD NOT BRING TO THE AFTER-SCHOOL PROGRAM

- Candy or soda
- Toys from home or items from school should stay in backpacks

MEALS AND SNACKS

In our program, we provide breakfast, lunch, and snacks. It is the parent's choice to pack their child's lunch; we ask that you pack your camper a balanced meal (no soda pop). We will provide a meal menu every week posted at the front door. Review the menu before bringing your child. If your child is allergic to something on our menu, please pack your child a sack lunch. The YMCA Food Program is required, by the United States Department of Agriculture (USDA) and the State of Oregon, to ensure that nutritious meals and snacks are provided each day. *After-school children will be provided an after-school supper.

HEALTHY BIRTHDAYS

Review the list below before bringing food items to your children's classroom to support a healthy learning environment. Together we can have healthy fun!

- 100% Fruit gummy snacks
- 100% Fruit popsicles
- Yogurt and granola
- Frozen GoGurts
- Pencils
- Crayons
- Crafts
- Fresh fruits and vegetables
- Stickers

Candy, sugar, ice cream, and cupcakes are reserved only for a few holiday parties put on by the school. We appreciate your cooperation in creating a healthy and happy learning environment.

TADPOLES

Our facility uses Tadpoles as attendance and reporting app. From Tadpoles, teachers can send photos and videos to allow you to glimpse into your child's day! Teachers will create a daily report for each child to keep you informed of the daily activities, learning experiences, and care events for your child each

day. All photos, videos, and daily reports are emailed to you directly, and you can also access them via the free Tadpoles Parent app, available on Apple and Android devices, or online at www.tadpoles.com as well.

Tadpoles will continue to strengthen our home-to-school connection. From your Tadpoles parent account, you will be able to enter in morning drop-off notes for your child's teachers, mark your child absent, or add any additional notes to be communicated to the school.

We consider all information captured within Tadpoles to be a private communication between our school and our families. The Y or the Tadpoles software does not share personal information with any external parties, and as a parent, you will only receive information specifically about your child. The confidentiality of all information is maintained through the security feature on the Tadpoles software.



OUTDOOR RULES

Smoke Regulations:

AQI 0-100	Outside time allowed
AQI 101-151	Limit time to 20 minutes or less
AQI 151+°	No outside time

Temperature Regulations:

Temperatures in cold	Temperatures in heat
Over 40°	Under 84°
29°-39°	85°-95°
Under 29°	Over 96°+

EVERYONE IS WELCOME

The YMCA of Klamath Falls is open to all. We welcome all people regardless of ability, age, background, ethnicity/race, faith, gender, gender identity, or sexual orientation. At the YMCA, we believe that, in a diverse world, we are stronger when we are inclusive when our doors are open to all and when everyone can learn, grow, and thrive. We recognize that our commitment to support the rights of all individuals can cause some to feel uncomfortable. We do our best to support each of our members and program participants while maintaining an environment that reflects our share's inclusive values.

USDA NONDISCRIMINATION STATEMENT

Per Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or



administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they apply for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all the information requested in the form.

MEET THE DIRECTORS



MS. AMBER

Amber has been a part of the YMCA family for the past 8 years as a preschool teacher, after-school teacher, summer camp director and now our Youth Development Director. Her focus is to encourage diversity, inclusion, and open-mindedness. She is passionate about continuing her education to better guide the youth in our community and the staff in our facility. She enjoys spending time with her family and tries to stay as active as possible.

Ms. Chloe

Pic and bio coming soon!

PRESCHOOL PROGRAMS FEE AND SCHOLARSHIP INFORMATION

Auto draft payments will receive a 3% discount.

<p><u>Program rates and times</u></p> <p>After-school Pick up (pick up by 5:30) Monthly rates Y Member \$218 Non Y Member \$270</p> <p>\$10 No Call fee will be applied if absences are not reported.</p> <p>School Release Days (such as teacher workdays, winter break, spring break, etc) Operation hours are 7am-5:30</p> <p>Daily rates Y Member \$30 Non Y Member \$33</p> <p>Space is limited. School release days are NOT included in after-school monthly fees, you MUST pre-register and pay a non-refundable deposit fee of \$10 due at registration.</p>

The registration fee is non-refundable and non-transferrable. All paperwork must be completed prior to the child’s first day in the program.

Payment is due on the first day of the current childcare month. If payment is not received by the 10th of the current childcare month, there will be a \$25 late fee and enrollment may be terminated.

Payments can be mailed or made in person to the Y. We accept cash, checks, and debit/credit cards.

Arrangements for auto drafting childcare payments or other billing options must be made with Vickie Walling at 541-887-2512 or at Vickie.Walling@kfallsymca.org.

In addition, all third-party eligibility and billing arrangements must be confirmed in advance with Vickie.

There is no reduction in fee for days missed. When you enroll your child, you are reserving time, space, staffing, and provision whether your child attends.

A limited amount of partial scholarship funds are available through a confidential application process. For more information, please contact Vickie Walling.

Note: There is a fee of \$20 per 15 minutes if your child has not been picked up by 5:30pm. If there is an emergency and you are unable to pick up your child, please contact the office 541-887-2512. At 5:30pm staff will start calling the numbers that are on the authorized pick-up. If no one has been reached by 6:00pm, the staff will call the authorities to get further instruction.

The YMCA Childcare Program will not operate on the following holidays in the 2022-2023 school year:

<p>Labor Day Monday, September 5th</p>	<p>New Year’s Day (substitute) Monday, January 2nd</p>
<p>Thanksgiving Day & the Day After Thursday, November 24th & Friday, November 25th</p>	<p>Memorial Day Monday, May 29th</p>
<p>Christmas Eve & Day Saturday and Sunday, December 24th & 25th</p>	<p>Independence Day Tuesday, July 4th</p>

