



School Age Child Care

A PARENT'S HANDBOOK

WINONA FAMILY YMCA

Thank you for choosing the Winona Family YMCA's School Age programs! Our programs are intended to be a place that allows children to learn, grow and thrive all the while meeting new friends and having fun. We're looking forward to meeting your child/children soon and for another successful school year here in Winona

Registration Process

Required Paperwork

In order to complete your registration, please ensure that the following have been submitted online.

1. Student questionnaire submitted online during registration (emergency contact information, allergies, etc.)
2. Immunization Records
3. Payment Plan
4. Credit or debit card information on file

Cancellation and Refund Policy

If the program doesn't feel right for you and your child, the Winona Family YMCA requires a two-week written notice for all cancellations, emailed to the Youth Development Director. Upon cancellation, all scheduled payments past the two-week mark will be removed from your account, and care will stop being provided at the end of the two weeks.

The YMCA will not provide refunds for cancellations made less than two weeks in advance.

We do not refund for days missed due to illness or days schools close due to weather.

Authorized Pick-Ups

You must add all authorized pick-ups to your child's account online. If they are not added to your child's account they will not show up on the Ipad.

Part Time Program Registration

Part Time Program Participants are registered for two-four days a week, based on the weeks they need care. Payment is required at the time of registration.

Hours:

After School Care Hours:

Bluffview 2:00pm-5:30pm

YMCA: 2:45pm-5:30pm

Summer Care Hours 7:00am-5:30pm

No School Care Hours 7:00am-5:30pm

***A \$5.00 late fee will be charged for pick ups after 5:30pm. Additional fees may be added for pickups later than 5:45pm.

Meals

Snack is provided for After School Care, Summer Care, and No School Care.

A small breakfast is provided until 8:30 during Summer Care and No School Care.

Children must bring lunch for No School Care and Summer Programs.

EXPECTED COMMUNICATION

Communication expectations from parents and YMCA staff

After Registration

After registration, be on the lookout for a confirmation email welcoming you to the program. In this email the Director will identify any additional paperwork needed to complete your registration, as well as offer to answer any questions or concerns you have at that time.

Through the Program

Expect to receive periodic emails outlining activities, highlighting programs that are available for registration, and any other reminders or alerts that parents should be aware of.

From Parents

In order to ensure safety of all participants, we ask that parents communicate with us in the following scenarios:

1. Your child will be absent from care
2. Your child is sick with COVID-19, scabies, impetigo, ringworm, head lice, chicken pox, or other infectious diseases
3. Reported bullying, sexual or physical abuse, or general misconduct during School Age Program hours from other program participants or YMCA staff

Mandated Reporters

Per Minnesota State Law, anyone who works with vulnerable populations is a mandated reporter and required by law to report any potential instances of physical, sexual, or emotional abuse to the county. All YMCA Child Care staff are mandated reporters and will report any instances of abuse conveyed to them by program participants to the Winona County Department of Human Services.



Pick up and Drop Off Expectations
All students must be signed in and out on the iPad during drop off and pick up. Please ensure you always sign your child in and out of YMCA care.

We require identification at pick up by all authorized adults. When staff become familiar with you they may not ask for ID but please be prepared to show ID during pick up at all times. Additionally, if you have a different authorized adult picking up, please make sure they know to bring ID with them.

Attendance and Pick Up Changes If your child is sick or will not be in attendance of our program, please let us know by emailing the Director. We do not offer refunds on days kids are gone unless we are given a two week notice.

If a different adult will be picking up your child, please also let staff know.

Staff Handbook

If you're interested in seeing the Staff Handbook, please request a copy from the School Age Director. The Staff Handbook has applicable policies and procedures for all Child Care Staff to ensure safety for youth participants and success of the Child Care programs.

Summer Care and No School Care Things to bring

- Sunscreen/Weather appropriate clothing
- Water Bottle
- Book (optional) for reading time
- Lunch
- Swimsuit, towel, bag for wet clothes on

swim day (more info to come on this)

Behavior Policies and Expectations

The Winona Family YMCA has a Behavior Policy and Procedure. This includes tiered levels of behavior in the Child Care programming.

Please be sure to familiarize yourself with the Behavior Policy and Procedures and to address any questions or concerns with the Director. The policies can be found on the website.

To ensure a successful year, we ask for clear communication from families regarding concerns about their child's experiences. If you encounter an experience that you feel is inappropriate, please contact the Director immediately. If you ever have any suggestions, comments, or concerns, you're also welcome to contact the Director. We're constantly analyzing our programs to ensure growth, and welcome our parents to be active participants within that process.

Drop off: Parents should walk children into the Clara Barton room in the morning. Breakfast is done at 8:30. If your child is dropped off after 8:30 they will need to have eaten at home.

Pick up: Come to the front desk and let the front desk staff know who you are here to pick up. Wait at the front desk for Summer Care staff to bring your child to you. Remember ID.

After School Care things to bring

- Appropriate outdoor clothing
- Swimsuit, towel, bag for wet clothes on swim day (more info to come on this)

SICK POLICY

Information pertaining to the ASC program's sick policies and procedures

The YMCA does not provide care for students who are sick. If your child is sick, please alert YMCA staff and keep your child home from the program.

In the event that your child becomes sick during program hours, parents will be alerted immediately and asked to pick up their child within an hour of the phone call. Your child will be removed from the group at this time and brought to a quiet and secure location where they can rest while they wait for pick up. Staff will remain nearby to assist the child if they need additional attention.

ADMINISTERING MEDICINE

Staff can administer medicine if requested by parents prior to the start of childcare. If your child requires daily or temporary dosages of any medicine, please contact the Director to fill out a Medicine Consent Form.

CONTAGIOUS ILLNESSES

The following illnesses warrant immediate action by the Director to ensure safety of other participants. If your child is diagnosed with any of the following, please contact the Director.

1. Impetigo
2. Scabies
3. Ringworm
4. Chicken Pox
5. Head lice
6. COVID-19

When a child is diagnosed with any of the above illnesses, the child will be removed from the program immediately. If diagnosed with #1-4, students will not be allowed to return until cleared by a doctor as non-contagious. For head lice, participants will not be allowed to return until forty-eight hours after being treated for head lice, without instances of finding additional lice. **When any of the above illnesses are detected, an email will be sent to all families and a notice posted at the site.**

We recognize the inconvenience of not having childcare available, however we ask for adherence to these sick policies to ensure other program participants aren't exposed to illnesses.

Behavior Policies and Expectations

Behavior Policies

The Winona Family YMCA Child Care Program has a Behavior Policy and Procedure. This includes tiered levels of behavior in the programming.

Please be sure to familiarize yourself with the Behavior Policy and Procedures and to address any questions or concerns with the Director. The policies can be found on the website.

The YMCA takes the safety of our staff and children as priority. If your child is causing a safety risk to themselves, staff, or other children they will not be allowed to participate in our program.

Staff are not equipped to provide 1:1 care. If your child requires 1:1 care throughout the day, they will need to be sent home. We stay in the state ratio of 1:15 while onsite and 1:10 when on field trips.

Parent Concerns

To ensure a successful program we ask for clear communication from families regarding concerns about their child's experiences. If you encounter an experience that you feel is inappropriate, please contact the Director immediately. If you ever have any suggestions, comments, or concerns, you're also welcome to contact the Director. We're constantly analyzing our programs to ensure growth, and welcome our parents to be active participants within that process.

Bathroom/Accident Policy

Staff can not assist children with bathroom accidents. If your child has an accident and needs assistance changing or cleaning up in the bathroom, or requires extended time in the bathroom to do so independently, parents/ guardians will be called to come and help their child immediately.

If you feel your child may need extra clothes, please pack some in their backpack daily.

If your child continues to have daily/repeated accidents that require help/guidance for extended periods of time, the program director will communicate via email, phone call, or in person about how to proceed with care.

WEATHER AND OUTDOORS

LET'S EXPLORE OUTSIDE, YEAR-ROUND! Child Care sites utilize indoor AND outdoor programming year round. The YMCA hopes to instill an interest in the outdoors in all participants through unstructured outdoor play time. Staff work to provide a safe and nurturing environment for children to play in, enabling all participants to explore nature year-round and grow a deeper connection to the natural world. By doing so, we hope our program participants can learn to be more present and connected with one another and the world they live in.

SAFETY IN THE OUTDOORS

To ensure our students are safe outside, we require all participants to come prepared to be outside any day of the year. Please provide your child with the following items to ensure they can participate in all activities:

1. A coat or jacket when temperatures are below 60 degrees
2. Winter boots and snow pants when temperatures are below 40 degrees, or if there is snow on the ground.
3. Hats and gloves when temperatures are below 40
4. Sunscreen during No School Days in warmer months
5. A hat, if desired, during warmer months

When it comes to rules for playing outside, we have very few. The reason for this is because we believe in encouraging students to play and explore in nature, and that using language like "be careful" can inhibit students from exploring to their full potential. That being said, we do have some basic rules that counselors enforce to ensure participant safety.

1. No sticks or rocks
2. No climbing trees, unless staff are spotting participants. Staff are properly trained on spotting techniques and do not allow children to climb above the counselor's shoulder height
3. Students are not allowed on the sidewalk at the parks and must play in designated areas, within eyesight of counselors



Additional Information

FINANCIAL AID

The YMCA provides financial aid for those who qualify for memberships and programs. If you're interested in learning more about the financial aid program, please contact Lisa Engfer lengfer@winonaymca.org

COUNTY ASSISTANCE

The YMCA is certified through Winona and Olmstead County for Child Care Assistance. If you are interested in learning more, please contact the county to see if you qualify. Those who qualify receive financial assistance for childcare, sent directly to the YMCA and applied to your monthly bill. Remaining balances are owed by program participants' families. Contact Kristen Young with questions. kyoung@winonaymca.org.

TRANSPORTATION

During the school year Winona Area Public Schools provides free transportation from schools to the YMCA. Please contact the school to arrange for transportation.

FREE SWIM

During the school year on Mondays our 'Lowers' (younger kids) have free swimming at the YMCA and on Fridays our 'Uppers' have free swimming at the YMCA. Please pack a bathing suit, towel, and plastic bag for wet items on these days.

CONTACT US

Brandy Walentiny, Youth Development Director

Email: bwalentiny@winonaymca.org

Phone: 507-454-1520 ext 104



Parent/Guardian Behavior Expectations

Our goal is to provide a safe and respectful environment for all children in our programs and spaces. YMCA staff and volunteers are screened and trained to help keep children safe.

We ask that you please:

1. Treat everyone with respect, including children, staff, volunteers, members, and guests.
2. Carefully choose the words you use around children. Refrain from loud and angry voices, rude, crude or threatening remarks.
3. All concerns and/or complaints that cannot be dealt with by staff should be brought to the department supervisor and should not be addressed in front of the children.
4. Be respectful of program staff and spaces. Unless parent/guardian participation is required, or you have approval from staff, please refrain from entering program participant areas.

Feedback

The Winona Family YMCA is committed to ensuring that our facility, spaces and programs are welcoming and safe for all. We also value suggestions for improving the Y. If you wish to share feedback or report a critical concern, please let our staff know directly, or fill out our contact form at www.winonaymca.org/contact. Any anonymous information provided is shared with the CEO and will be addressed promptly.

Abuse Prevention

The Winona Family YMCA is committed to preventing and responding to reported cases of child abuse. For prevention and support resources please visit www.winonaymca.org/programs/community/community-resources