



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Y CLUB FAMILY HANDBOOK

Before and After School



YMCA of Greater Kansas City

3100 Broadway, Suite 1020

Kansas City, MO 64111

816.360.3390

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KansasCityYMCA.org/YClub

Welcome

Dear Families:

The YMCA of Greater Kansas City is extremely pleased to provide Y Club Before and After school enrichment programs for your child. By selecting YMCA programs, you are giving your child or children the opportunity to benefit from a quality program that has a foundation of Y tradition and 170 years of experience in serving children and their families.

Positive relationships among youth, staff, and parents are critical for each child's healthy development and social growth. A lower ratio of youth to staff enables Y leaders to engage in activities and conversations with each child every day. We know our youth look to Y staff as role models, watching and learning as they cooperate, communicate and solve problems with each other.

Y Club is guided by our philosophy of youth voice and choice activities with input from the students themselves. Our programs will be balanced with designated homework help and enrichment activities.

This Family Handbook has been designed to answer your questions, build communication between our staff and your family, and assist you in understanding our policies and procedures. The policies and procedures outlined in this booklet are intended to protect your child or children and to ensure that his/her experience in the Y Club Before and After school program is positive and rewarding.

Please read this booklet carefully and refer to it as needed. We anticipate a fun and safe year for all!

We hope to not only meet, but to exceed the expectations of you and your family.
Thank you for this opportunity.

-Youth Development Administration



About Y Club

The Y Club Program is a fun place where youth from Kindergarten through 12 years of age will enjoy and benefit from positive interaction with Y staff and new learning opportunities. We believe in empowering youth to help design the activities we provide each week. Allowing students to choose what they do each day helps build a student's understanding of making positive choices and also ensures that all students are participating and engaged in that activity.

Families will enjoy the affordable weekly fees and the convenience of a state licensed program.

OUR MISSION

The YMCA of Greater Kansas City, founded on Christian principles, is a charitable organization with an inclusive environment committed to enriching the quality of family, spiritual, social, mental and physical well-being.

NON-DISCRIMINATION STATEMENT

The YMCA of Greater Kansas City recognizes the worth of all persons, regardless of race, ethnicity, religion, sex, gender, sexual orientation, age or economic circumstances.

OUR COMPONENTS

Y Club incorporates nine components as a way to intentionally foster holistic youth development through a range of activities focused on helping youth achieve, build relationships and feel like they belong.

Academic Enrichment and Homework Help – We offer dedicated daily homework time. Our program is not a tutoring program. We provide at least 30 minutes of focused, quiet time for students to work on homework or other academically-based work. Our staff will do their best to work with the schools and teachers to help ensure we are a compliment to the work they do in the classroom. We understand that certain families may request more than 30 minutes each day to be spent on homework completion. Please let your Site Supervisor know of any additional requests.

Leadership Development – We provide experiences that intentionally allow participants to plan, develop, and lead program components with staff support (e.g., snack choice, activity planning)

Health and Wellness- The YMCA of Greater Kansas City has implemented a series of Healthy Eating and Physical Activity standards in our Y Club program as part of the Y's national commitment to combat childhood obesity and ensure that all those who participate in YMCA programs live a healthier, balanced life. Intentional time focused on nutritional education and physical activity will allow youth to engage in a minimum of 30 minutes of moderate to vigorous activity each day and will take place outdoors whenever possible.

21st-Century Skills- We offer project or club based learning aligned with school-day curriculum that involves teamwork, time management, digital moviemaking, STEM, journalism club, or robotics club.

Arts Projects- We focus on clear learning objectives that engage youth in planning, implementation, and debriefing through fun, creative and sometimes messy projects.

College and Career Readiness- We provide activities that allow youth to explore career paths and higher education opportunities through career club, and guest speakers.

Family and Parent Engagement- We create multiple ways for parents and families to engage including monthly events, interactions with staff, and volunteer opportunities.

Global Learning and Inclusion- We offer cultural events and projects that explore diverse perspectives, ideas, beliefs, and customs.

Service Learning- Youth are given opportunities to learn and serve their community within Y Club, locally and globally with clear learning objectives that truly allows the youth to identify project plans and implement their ideas.

Typical Daily Schedule

Each site is required to follow the daily schedule. Weekly lesson plans will be posted and available for parents.

The schedule is intentionally planned to support reaching Y Club's outcomes.

- Arrival/Snack/Interest Areas (10 - 15 minutes)
- Physical Fitness (30 minutes)
- Homework Enrichment (30 minutes)
- Club-Based Activities (until dismissal)

Healthy Eating and Physical Activity

The YMCA implements a series of healthy eating and physical activity standards in our Y Club program as part of the Y's national commitment to combat childhood obesity and ensure that all those who participate in YMCA programs live a healthier, balanced life.



Physical Activity- We ensure that children engage in at least 30 – 60 minutes of physical activity per day, including a mix of moderate and vigorous physical activities that promote bone and muscle strengthening. Play will take place outdoors whenever possible.

Screen Time- Use of technology within the Y-Club program is at the discretion of site supervisors based on activities and outcomes.

Food and Nutrition- Healthy snacks are provided to help ensure children receive the nutrition they need to learn, play, and grow. We serve beverages that are 100% fruit juice and do not have added sugar. The YMCA will not provide the following: fried foods, anything containing trans-fat, or sweets with large amounts of sugar such as candy or desserts. In addition to fruits and vegetables, only whole grains will be served.

OUR LEADERSHIP

Each of our sites has a Site Supervisor dedicated to your child's Y Club program. Your Site Supervisor is your primary contact for information about our programs or any questions you may have. Our organizational chart is posted at all of our sites. We strongly encourage and invite parental participation and communication. All programs have an open door policy and we hope you take an active role in your child's day.

OUR ASSOCIATES

Our associates receive extensive hours of professional development training that exceeds state licensing requirements. All sites have associates who are CPR and First Aid certified. Associates are trained in trauma-informed care practices and use these skills in programming and in approaching non-preferred behaviors. Background checks are performed on all YMCA associates.

REGISTRATION OPTIONS

Online Preferred Method* KansasCityYMCA.org/YClub

Mail-In Youth Development Services
3100 Broadway, Suite 1020
Kansas City, MO 64111

Fax 816.931.1847

All sites have maximum enrollment numbers and registrations are processed on a first-come, first-served basis. Priority is given to participants registering for full-time schedules. Registration fee and first week's tuition is due at the time of registration. FEES ARE BASED ON ENROLLMENT AND NOT ON ATTENDANCE. Registrations cannot be processed for future start dates and spots cannot be guaranteed. Registration fees are nonrefundable. If a child is dropped from the program a \$25 reapplication fee will be charged to reregister.

TUITION PAYMENT POLICY AND PAYMENT OPTIONS

Tuition is due each week for the following week of care if paying by electronic draft. If paying by check at the site, payment is due one week in advance. The first week's tuition will be paid at the time of registration. Payment will then be due each Monday, beginning the first week of care. A late payment fee of \$20 will be added if payment is not received by Monday at 6 p.m. A Notice of Dismissal will be issued if payment is not received by Thursday. Each account will be assigned one primary payer—splitting payment plans between two or more payers is not an option. Payments are always due on the due date regardless of court ordered custody, child support, or payment agreements. The following methods of payment are accepted:

EFT (Electronic Funds Transfer)	This is the preferred method of payment. Weekly fees will be automatically deducted on Sundays.
Online/On Site Payment	Payment can be made online at KansasCityYMCA.org . Pay by check or money order every Monday at the site. Cash is not accepted.
Phone Payment	Phone payments can be made by calling 816.360.3390.

The YMCA of Greater Kansas City's tax ID number is 44-0546002.

SCHEDULE CHANGES

Schedule change requests are based on availability. Priority is given to full-time schedules. The Y reserves the right to enroll from the wait list prior to approving the request. Schedule changes and cancellations to your child's enrollment must be made with written notice on a Change Request form, one week in advance. A \$25 administration fee will be charged per family, per request and is due at the time of the request.

NO SCHOOL DAYS AND SNOW DAYS

We keep a designated number of schools open in most districts for both scheduled days off and snow days. For No School Days, in addition to completing the registration form and paying the registration fee, participants must register online or by completing a No School Day form designating the school they wish to attend. No School Day fees are due at the time of registration. These fees are non-refundable and non-transferrable.

Registration for No School Day programs ends one week prior to the No School Day. Any late registration will require Director approval and be submitted to the Youth Development Services Office. Day of registration will not be accepted.

The parent/guardian registering will be required to have a copy of the completed Emergency Enrollment packet PRIOR to attending care. Space is limited.

No School Day dates and details are available at your Y Club site or at [KansasCityYMCA.org/YClub](https://www.kansascityymca.org/YClub).

NOTE: Programs begin 30 minutes later on snow days, and there is no advanced registration for snow days. Always take a copy of your child's emergency information packet for No School Days and snow days.

FORMS

Each child is required to have a completed Emergency Enrollment packet on file at the site. It is the parent/guardian responsibility to make a copy of this packet and to provide this copy to each No School Day or Snow Day location that is used. Staff may not transfer Emergency Enrollment packets back and forth between sites. The Packet contains a set of documents, which the Health Department requires us to keep on site for each child. You will take these documents to the site on the first day your child attends. Do not send these packets to the YMCA office. Packets need to be at the school with your child.

FINANCIAL ASSISTANCE AND 3RD PARTY SUBSIDY

The YMCA is committed to providing quality programs to all children and families regardless of their financial circumstances. The YMCA strives not to turn anyone away due to an inability to pay and offers financial assistance through our Annual Campaign scholarship program. Interested families must complete an application. Discounts on weekly fees are given to those who qualify, and the amount of the discount is determined based on funds available. Applications for financial assistance are available online at [KansasCityYMCA.org/YClubForms](https://www.kansascityymca.org/YClubForms).



Some families may qualify for a 3rd party subsidy, such as DCF in Kansas or DESE in Missouri. If you receive this subsidy, you will be responsible for any tuition and fees which your subsidy does not cover. Families paying via DCF or DESE are required to follow the same payment policies as families who pay out of pocket.

ATTENDANCE AND PICK UP

Your child must be signed into and out of the program. Only parties that are authorized by you may pick up your child from the program. If your child is going to be absent, please notify your site supervisor. Children must be picked up from the program by 6 p.m. Late charges begin accruing at 6:01 p.m. and are \$1 per child per minute late. Late charges are due when you pick up your child and can be paid by check or authorized card payment.

If a child is not picked up by 6:15 p.m., we will begin contacting emergency contacts. If we cannot reach anyone in the family by 7 p.m., we will notify law enforcement in accordance with state laws.

ILLNESS AND INJURY

Children who are ill may not return until they are symptom free for 24 hours. They must also be fever free for 24 hours, without the use of fever reducers. If your child becomes ill during program hours, you will be notified and requested to pick up your child immediately. Our associates will administer first aid for minor injuries. You will be notified if your child needs prompt medical care.

Medication

Prescription medications must be in their original container labeled with the child's first and last name, the date the prescription was filled, the name of the licensed physician or licensed nurse practitioner who wrote the prescription, the expiration date of the medication, and specific and legible instructions for administration and storage of the medication. YMCA staff will administer the medication according to the instructions. Non-prescription medications can be given by permission and directions from child's physician. YMCA staff will administer non-prescription medication from the original container labeled with the first and last name of the child according to the instructions on the label. All medicine will be held in a locked box.

RATIO AND SAFETY

We understand that safety is the number one objective. All of our school building-based camps are licensed by the states of Kansas and Missouri Child Care Agencies. Both states require specific adult to child ratios that we follow at all times. We lower those state ratios when we take off-site Field Trips. Due to the large-group format of our programs, the Y is unable to provide one-on-one care except on an intermittent basis. Please connect with a YMCA associate to discuss the needs of your youth so that we can best serve all youth.

CUSTODY ISSUES

The Primary Parent listed on the enrollment form is the **ONLY** authorized party to make any account or enrollment changes. Any change in family status which impacts authorized parties for pick-up will require official documentation from the proper authority. In cases of separation or divorced parents where visitation rights are denied to one parent, we cannot deny releasing the child to such parent unless a court decree or separation documents are in our file expressly forbidding such parent to pick the child up from our program, or from pick up at times not allowed by the court decree. The court decree must also be specific to the rights of visitation on the YMCA property during program hours. Please call the site supervisor if you have specific custody issues that we need to be aware of. YMCA staff will not testify in court in regard to child custody proceedings. Neither our programs nor staff will endorse any person(s) for the purpose of custody disputes. The YMCA reserves the right to discontinue care if custody issues disrupt the program or become an issue for program staff, office staff, the child, or other children in the program.

Family Transitions

Occasionally, a child's actions in our program can be a result of problems they are experiencing at home (i.e. pet's death, parent divorcing, fight with sibling, etc.). If any such disruptive or traumatic experience should occur, please inform your site supervisor. This will enable us to better meet the needs of your child.

Babysitting/Fraternization

YMCA associates are not allowed to fraternize with, babysit or transport your child outside the YMCA program. We request that you not ask any YMCA associate to care for your child outside of the program. If a relationship exists outside the YMCA which predates the staff employment with the YMCA, staff should notify their supervisor.

Youth with 504/IEP or Behavior Plans

Here at the Y, our programs serve youth with varying degrees of all abilities. Our Behavior Team works with families and youth to ensure the youth is set up for success. If the youth has an IEP or 504 Plan, medical, physical, emotional or behavioral needs, it is important to disclose all of this information within the enrollment packet. To better support each youth, a team member may ask for documentation of the specialized plan to keep on file in accordance with state admissions policies. Our goal is long-term support as each youth grows through the years and with the Y.

Ensuring Success for All

At the YMCA we focus on the success of each individual youth. The creation of individual success plans (ISP), in partnership with the family, Site Supervisor, and Behavior Team support this process. The ISP is a way to ensure success for each individual while also helping us to maintain consistency in delivery of care across all YMCA associates.

Y CLUB RULES

The purpose of rules is to set boundaries for a child's behavior. Please review with your child daily the types of behavior that we expect (outlined below) and perhaps even spend some time discussing their importance in order for your child to have a successful time at Y club.

Be Responsible for Yourself

Honesty, respect, kindness, courtesy, teamwork and cooperation go a long way. These are the basis for all relationships and interactions. Always try your best and have an open mindset as you learn new games and activities, meet new friends and staff, and develop new skills.

You are responsible for your words and actions. Speak for yourself and no one else. Follow all instructions from staff, they know the best way to keep you safe. Every child is important and a big part of Y Club so inclusion is a priority. Being inclusive means verbal and physical aggression WILL NOT BE TOLERATED, this includes: inappropriate/offensive comments (i.e. swearing, sexual content, violence), written, verbal or physical threats (i.e. balling fists at another), hurting others (i.e. headbutting, hitting, kicking, grabbing, pinching, spitting and throwing items towards others), humiliation or intimidation of others (i.e. name calling, demeaning put-downs about ability, race, gender, religions, political beliefs, appearance, sexuality).

Be responsible for your own personal space and belongings; the Y is not responsible for lost or stolen items. Leaving important or expensive items at home and labeling all personal belongings at the Y Club, will help keep your things safe. Respect your environment by keeping your space clean: throwing litter in the trash, putting equipment in its place after use, not writing or picking the finish on surfaces.

Be a Good Friend

Be respectful of your friends ideas, thoughts and personal space. Help your friends learn and grow by following directions from staff and keeping your voice volume at the level of the current environment. This also helps keep you and your friends safe. Everyone is different and unique so being able to work as a team and cooperate will help everyone feel included. Save running, playing, throwing and other similar activities for outside play, unless directed otherwise.

DISCIPLINE

Our discipline policy is youth-centered and designed to achieve a positive outcome to misbehavior and conflicts. We acknowledge good behavior while responding to misbehavior and conflicts in a manner that keeps everyone safe. We have the right to suspend or expel children from our programs if they or their families threaten the safety or interfere with the sustainability of a quality program.

- The YMCA of Greater Kansas City has a policy of non-restraint with the exception of those associates trained in Crisis Prevention Institute's Nonviolent Crisis Intervention (CPI). CPI is an evidence-based training with the main focus on verbal de-escalation. Non-violent physical intervention skills are utilized when crisis situations involve unsafe risk behavior; the goal is to keep all children, staff and the child in crisis safe.
- Physical interventions may only be used as a last resort AFTER all other verbal and non-verbal de-escalation strategies have been exhausted and unsafe behaviors persist.
- Corporal punishment (spanking, hitting, or any form of physical punishment) is prohibited.
- Time out is not an acceptable practice. A safe seat is only to be used as a cool-down tool once other strategies such as a calm spot have been utilized and are unsuccessful. (bit.ly/Safeseat)
- Loss of specific privileges shall not exceed 15 minutes (group game, group activity, etc.) *If physical activity is removed, an alternative physical activity will be offered for the time removed.
- Expectations will be stated frequently and positively (e.g. instead of saying "don't run," say "please walk.")
- Documentation of serious incidents must be stated objectively; without opinions or guessing included. Only what was observed may be included in incident reports and behavior reports.
- No child may be expelled from a program without approval from Professional Learning Community (PLC) Leader/Senior Program Director and/or Vice President of Youth Development.

Behaviors that may result in immediate suspension or expulsion include but are not limited to:

- Any action that could threaten or pose a direct threat to the physical or emotional safety of the child, other children, or staff (Verbal aggression, elopement, or physical aggression)
- Possession of a weapon of any kind
- Stealing or major property destruction
- Sexual misconduct
- Elopement from Y-program/associates, including designated area while on a field trip in the community
- Possession or use of alcohol or controlled substances

The Y complies with all applicable laws. The provisions of this handbook shall be construed to comply with any law that imposes obligations beyond policy set forth in the handbook.

INDIVIDUAL SUCCESS PLANS

An individual success plan (ISP) is designed for associates to gain more knowledge surrounding the youth so we can deliver individualized support and reasonable accommodations to teach and reinforce program expectations and healthy coping skills. The goal of an ISP is to teach each youth, helping them gain independence, social skills, coping skills and responsibility for themselves. Caregiver participation in an ISP meeting may be requested:

- After there have been several conversations regarding behavior and there has been no observable improvement
- If there is a serious behavioral event including: Elopement (i.e running away from supervision while on a field trip, leaving the program without permission both inside the program space and outside the program location); physically aggressive behaviors towards associates or peers; Behaviors of sexual nature

It is expected that caregivers cooperate as the ISP is created and monitored. Suspension and/or expulsion from Y program may result if:

- Caregivers do not attend the ISP meeting nor work with Associates to develop an ISP by providing accurate information.
- The youths' behavior continues to escalate after associates have implemented the ISP accommodations.
- In the event that a behavioral incident is major and jeopardizes the integrity of the Y program, the safety of associates or the safety of other program participants.

CODE OF CONDUCT

When delivering consequences and managing behavior, we help develop youths' skills in conflict resolution with adults and peers; identifying and expressing emotions; advocating for their needs appropriately; and utilizing coping tool(s) such as calm spots and calm boxes to aid in self-regulation and de-escalation. Stage and age of development of each individual youth is considered when delivering consequences. In the event of a behavior incident Y-club associates will process among staff and youth. Depending on the level of crisis, extensive fact-finding may be necessary prior to the determination of final consequences.

MINOR

Behaviors that affect others' ability to play/have fun/be safe. The child is not responding to the redirection or calming techniques (Hurtful/Un-safe/Not typical/Not stage or age-appropriate behavior.) Evaluating stage and age in behavior – what may be minor for some youth would be considered major for other youth.

- Excessive screaming/yelling
- Using mildly inappropriate language; age and ability of the youth is considered.
- Using body or body-positioning to intimidate another, making threatening/ inappropriate gestures such as ballfists towards another, giving someone the finger
- Improper display of affection- improper touching, hugging, kissing, and/or engaging in inappropriate social behavior. Stage and age of youth is strongly considered
- Minor verbal aggression directed towards another (Comments about topics that are not school appropriate, condescending words/tone, mocking)
- Navigating a non-educational website that is inappropriate, but not sexually explicit or excessively violent or youth is chatting online with an unapproved person
- Minor elopement: Leaving the designated area without permission and evading a staff member, but staying inside the building; the age and ability of the youth are considered
- Chronically being in another child's "personal space" uninvited or suddenly
- Throwing/kicking objects in anger not directed at another person (e.g. blocks, toys, knocking over furniture etc.)
- Knocking over toys that someone is using or physically interrupting a game or puzzle

Consequences may include one or more of the following, although not all inclusive

- Redirection to a calm spot
- Practice calming techniques (Breathing, fidget, i-spy etc.), utilize the calm spot then triage with Y-club associates
- Loss of specific privileges for 1-15 minutes (group game, group activity, etc.) *If physical activity is removed, an alternative physical activity will be offered
- Conversation with caregiver, notifying of the incident
- Removal from the group for short period of time
- Youth switched groups for the day
- Referral to the Behavior Team guide the selection of appropriate support tools (breathing techniques, reinforcement, staff training) or for an ISP if criteria is met (See "Individual success plans" above)
- Referral to work with Behavior Team to select an appropriate support tool
- Possible suspension from program for 1-2 days

MAJOR

More severe behaviors with regards to safety; youth not responding to behavior interventions; The safety of the youth, other youth or staff is jeopardized; behaviors that require immediate separation of the youth from the situation without warning/redirections. (Physically/emotionally harmful or threatening behavior)

- Using extreme or continuously using inappropriate language (swearing or sexually explicit in nature)
- Any language directed towards someone in a threatening or harmful manner. Name calling, demeaning put-downs (ability, race, gender, religion, national origin, political beliefs, physical appearance, sexuality), profanity towards another person
- Destruction of property or theft (eg. throwing iPads / Chromebook / computer, clearing/knocking over area carts, tearing/destroying property, etc.)
- Exposure incident- defined as intentional exposure of one's private areas to another youth or staff or the attempt/action of exposing another youth or staff. This does not include accidental exposures that may happen such as pants falling down while exercising or swimming
- Physical aggression or threats towards others with the intent to cause harm : hitting, biting, spitting on, slapping, kicking, choking of another, etc.
- Throwing objects at others or using them in a manner as to cause harm (e.g. heavy objects, sharp objects, furniture – anything that could be considered a weapon.)
- Sexual misconduct- Actual or simulated conduct including, but not limited to fondling, touching, or the engagement in any sexual act in the programming space, during program functions, or at YMCA sponsored activities
- Evading a staff member and leaving the building (e.g. leaving the school building, leaving the playground, running away from the group when on a field trip, etc.)
- Youth/group of youths are bullying in person or cyberbullying
- Youth is on a website that is sexually explicit or includes excessive violence and/or gore
- Youth is chatting online with an unapproved person

Consequences may include one or more of the following, although not all inclusive

- Youth removed from the group
- Physical intervention may be utilized as a last resort by associates trained in NCI non-violent crisis intervention and verbal de-escalation in order to increase safety for all all individuals involved
- Parents/guardians are notified as soon as possible for pick up
- Possible Suspension for 3-5 days. This will be determined in collaboration with the Multi-Site Coordinator, Sr. District Program Director or a member of the Behavior Team
 - To increase a successful transition back into program modifications may be made to the schedule or activities of the youth upon return
- Loss of field trip privileges
- Dismissal from Y-Club may result, based on a review of the situation, and will be determined by the Vice President of Youth Developmental Services

NOTE: The Y has tried to be thorough in identifying inappropriate behavior. However, it is not possible to list everything that might occur, and therefore, the Y reserves the right to address issues of comparable severity even if not specifically identified in this document.

The Y complies with all applicable laws. The provisions of this handbook shall be construed to comply with any law that imposes obligations beyond policy set forth in the handbook.

MORE INFORMATION

If you have questions, please contact your site supervisor or visit our website at [KansasCityYMCA.org / YClub](https://www.kansascityymca.org/YClub). You can also call the YMCA Youth Development Services support team at 816.360.3390.