



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA FAMILY HANDBOOK

Y Club Before and After Care
Pre-K Before and After Care
Preschool



YMCA of Greater Kansas City
6901 Shawnee Mission Parkway #300
Overland Park, KS 66202
816.360.3390

Updated April 2026

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 Preschool 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.

Y CLUB CURRICULUM GOALS AND OUTCOMES

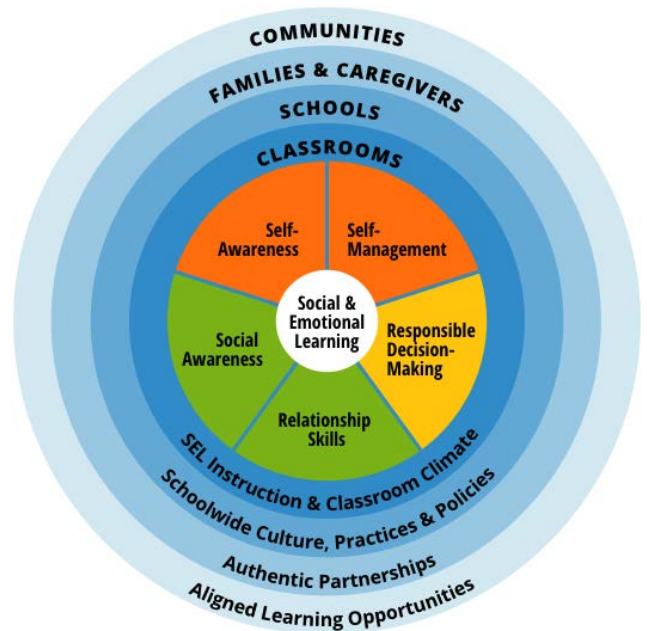
In our Y Programs, we are committed to offering the latest developments that cater to the diverse needs of young individuals. Throughout your child's participation in our programs, you can anticipate observing advancements in several areas, such as social emotional learning, life skills, the cultivation of healthy lifestyle habits, character development, cognitive abilities, as well as fine and gross motor skills.

Motor Skills - The utilization of both the larger and smaller muscle groups to effectively carry out various tasks. This supports cognitive, speech, and sensory development.

Cognitive - Cognitive skills refer to the fundamental abilities of the mind that enable thinking, reading, learning, remembering, reasoning, and paying attention. These skills work collectively to process incoming information and integrate it into our knowledge base, which is utilized in various spheres such as school, work, and daily life.

Character Development - The cultivation of our Y's Core Values, namely Respect, Responsibility, Caring, Honesty, and Inclusivity in our daily interactions.

SEL - Social and emotional learning (SEL) is the process of developing the knowledge, skills, attitudes, and behaviors that enable individuals to understand and manage their emotions, establish and maintain positive relationships, make responsible decisions, and behave ethically and responsibly. SEL is essential for healthy social and emotional development, academic achievement, and success in life. The Y brings in the CASEL framework that provides a foundation for communities to use evidence-based SEL strategies in ways that are most meaningful to their local context. It can be applied to many different priorities and aligned with each community's strengths, needs, and cultures.



Healthy Living - Healthy living refers to a lifestyle that promotes physical, mental, and social well-being. It involves making choices that support good health, such as eating a balanced diet, engaging in regular physical activity, getting enough sleep, managing stress, avoiding harmful substances, and maintaining positive relationships. Healthy living can help prevent chronic diseases, improve quality of life, and increase longevity.

Life Skills - Life skills refer to the abilities and competencies that enable individuals to navigate and succeed in various aspects of daily life. These skills include communication, problem-solving, decision-making, critical thinking, time management, goal-setting, self-awareness, and interpersonal skills. Life skills are essential for personal and professional development, and they can be learned and developed through education, training, and life experiences.

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)
- Enrichment
- 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. 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
Email	YClubSupport@KansasCityYMCA.org
Mail-In	Youth Development Services 6901 Shawnee Mission Parkway #300 Overland Park, KS 66202

All sites have maximum enrollment numbers and registrations are processed on a first-come, first-served basis. Priority is given to participants registering for before and after care 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. If a payment isn't received by Wednesday at 6 p.m. a Notice of Dismissal will be issued. 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 Fridays for the following week of care. A 3% credit card fee applies.

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 \$50 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 several 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.

NOTE: Programs begin 30 minutes to an hour 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.

Inclement Weather/Y Club Cancellation Policy

At the YMCA, we strive to ensure a great experience for all our participants, no matter the weather or circumstance. However, we recognize that inclement weather may occur unexpectedly, and events such as power outages, water main breaks and other unforeseen circumstances may occur.

Please note the following:

1. Cancellations or Delays: While we will make every effort to proceed with the scheduled event or service, in the event of inclement weather or an unforeseen event, YMCA reserves the right to modify, delay, or cancel Y Club for safety reasons. Any cancellations or changes will be communicated as soon as possible.
2. No Refunds: Due to the nature of weather-related circumstances and unforeseen events, we do not offer refunds for cancellations or delays. We continue to pay our contracted staff for their scheduled work time as well as operational costs for facilities, snacks, and supplies.
3. Snow Day care is an out of pocket expense, no state subsidy will be accepted.

FORMS

Each child is required to have a completed Emergency Enrollment packet on file at the site digitally in Playground. 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 income. Applications for financial assistance are available online at 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.

Child Abuse Safety

The YMCA of Greater Kansas City is committed to providing a safe and nurturing environment for every child in our care. In accordance with state law, all child care staff members are designated mandated reporters. This means that if a staff member has reasonable cause to suspect that a child is experiencing abuse or neglect, they are legally required to report their concerns to the appropriate protective services or law enforcement agencies.

Child abuse generally falls into four categories: physical abuse, emotional abuse, sexual abuse, and neglect (the failure to provide for a child's basic physical, medical, or educational needs). Recognizing the signs of abuse—such as unexplained injuries, sudden changes in behavior, or persistent hygiene issues—is a collective responsibility. Our primary goal is the protection and well-being of the children, and we take this legal and ethical obligation with the utmost seriousness to ensure a secure environment for all families.

Accredited by Praesidium

Praesidium Accreditation® publicly demonstrates to consumers that the YMCA of Greater Kansas City has achieved the highest industry standards in abuse prevention. Praesidium is the leading innovator of scientifically based solutions designed to transform the way organizations approach the prevention of sexual abuse. Praesidium's expertise, consulting, and solutions help to foster safer environments for children, vulnerable adults, staff, volunteers, and all parties involved. For over 30 years, Praesidium has trained more than one million people online and hundreds of thousands in person. As the largest and most comprehensive sexual abuse risk management firm globally, Praesidium knows how sexual abuse happens and, more importantly, how to prevent it. Learn more at <https://kansascityymca.org/child-abuse-prevention>.

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.

Potty Trained/No Diapering Policy

All children must be fully potty trained (no pull-ups) and demonstrate independence with toileting skills. Our associates are not equipped to provide diapering services to any children in Y Club.

Ensuring Success for All

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

ADA Requests

The YMCA is committed to making reasonable accommodations for children. Requests for accommodations related to facilities or programs should be made as soon as practicable, but in any event at least two weeks in advance of needed accommodations. They YMCA will engage in an interactive process with parents or guardians regarding the requested accommodation and whether it can reasonably be accomplished. Not all accommodation requests may be possible to honor.

The YMCA of Greater Kansas City is committed to providing an engaging and inclusive environment for all children in our Y Club programs. While before and after school programs are held in public school buildings, Y Club programs are not part of regular or special education public school services. Rather, Y Club programs serve as before- and after-school enrichment opportunities in a group care setting. The YMCA Y Club program strives to offer reasonable accommodation to meet the individual needs of each child and to support the child's participation in out of school time care. However, the specialized services and accommodation provided at home or during the school day are not guaranteed in Y Club. The YMCA and Y Club staff are not trained healthcare or special education providers and do not possess medical or special education certifications. Accommodations may not be provided until the Y Club staff and behavior team has reviewed the needs of your child and determined we can safely and effectively provide accommodation. Families agree that any accommodation is provided subject to YMCA policies, terms, and conditions and does not alter the Y Club program for other students.

Y CLUB EXPECTATIONS

The YMCA of Greater Kansas City is committed to providing a safe, inclusive, and engaging environment for all participants. The purpose of program expectations is to establish clear behavioral standards that promote safety, respect, and positive youth development. Please review these expectations with your child and discuss their importance so your child has a successful time at Y Club.

All participants are expected to demonstrate behavior aligned with the YMCA's core values: **caring, respect, responsibility, honesty, and inclusion.**

Caring: Every child is a valued member of the Y-Club community; all children should feel welcome and supported.

We invite others to play.

We check on each other when we seem upset or are hurt.

We use kind words.

Sharing is caring.

We call people by their name.

We keep our space clean.

We ask for help and help others.

Honesty: Honesty means telling the truth and taking responsibility for one's actions.

We follow the game rules.

We own it when we make mistakes.

We tell the truth and use appropriate language.

We share positive things about our friends.

Respect: Respect means valuing oneself, others, and the Y Club community.

We listen to our teachers.

We follow directions.

We take care of our materials.

We use kind words and calm voices.

We listen when others are talking.

We take turns.

We keep our hands and feet to ourselves.

We honor personal space.

We treat others how we want to be treated.

We respect the personal space and belongings of others.

Responsibility: making safe choices and being accountable for oneself and one's environment.

We leave spaces cleaner than how we found them.

We stay with our group.

We keep track of and take care of our belongings.

We work to make it right when there is a disagreement.

We do our best even when something feels hard.

We are in charge of our bodies, actions, and words.

Discipline, behavioral support, and response

The YMCA's approach to discipline is developmentally appropriate and focused on safety, accountability, and skill-building. When expectations are not met, staff will address behavior in a developmentally appropriate manner focused on safety, learning, and growth.

The YMCA reserves the right to take the following actions when the behavior of children or their families impacts safety or program quality:

- Modification of participation (activity restrictions or supervision changes)
- Temporary suspension
- Conditional return with a program success plan
- Dismissal from the 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 crises 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.
- Loss of specific privileges as a consequence 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 "walking feet.")

LIMITATIONS OF CARE

Y Club is a group-based program and is not equipped to provide continuous one-on-one supervision or specialized therapeutic services.

While reasonable accommodations may be considered, the YMCA reserves the right to determine whether it can safely and effectively meet the needs of each participant within program capacity and staffing structure.

Dismissal decisions are made at the discretion of Y-Club leadership and may occur when:

- Behavior significantly disrupts program operations or the experience of other participants
- Behavior endangers the safety of the child, other participants, or staff
- Repeated or escalating behavior concerns that do not improve with intervention
- The Y-Club is unable to safely meet the needs of the participant within a group setting
- Family or guardian conduct interferes with program operations, quality, or safety
- Incomplete or missing enrollment forms or required authorizations
- Conditions that pose a risk to health and safety or jeopardize program licensing compliance

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

CODE OF CONDUCT


The YMCA utilizes a structured Behavior Management Matrix to assess and respond to behavior. This matrix considers:

- Severity of harm (impact on safety, well-being, and program quality)
- Likelihood of occurrence (frequency or predictability of the behavior, and the likelihood of it impacting others)

Behavior responses are determined based on these factors and are implemented to ensure the safety of all participants and staff while supporting skill development.

The YMCA reserves the right to determine the appropriate level of response based on the totality of circumstances.

Y-Club Behavior Matrix

Severity Of Harm 	Major Serious physical or emotional concern that requires outside intervention and may significantly impact program safety, or the child's ability to participate in the program long term.	Medium	High	Extreme	Extreme	Extreme
	Moderate Physical or emotional concern that requires follow-up support	Low	Medium	High	High	Extreme
	Minor Mild physical or emotional concern that can be supported within the program, is short-term, and does not result in ongoing program safety or participation concerns.	Low	Medium	Medium	High	High
	Negligible Minimal physical or emotional concern that does not impact the child's safety or ability to participate in program activities. Typically developmentally expected behaviors.	Low	Low	Low	Medium	Medium
		Rare Not expected to impact Y-Club programming and has a history of occurring only rarely.	Unlikely Not expected to impact typical program activities, but could under specific or unusual circumstances.	Possible Could impact programming, especially during transitions, unstructured time, or periods of dysregulation.	Likely Expected to impact programming based on past incidents, observed patterns, or known student needs.	Certain Expected to significantly impact programming and has consistently happened in similar situations or settings.
Likelihood of Behavior and Program Impact						

LOW LEVEL

Behaviors that are developmentally appropriate or present minimal risk to safety.

Examples may include, but are not limited to:

- Verbal frustration or non-compliance
- Peer conflict
- Horse play that is redirectable
- Expressions of emotions without threats
- Withdrawal or minor refusal
- Minor disruptions
- Elevated voices

Responses may include, but are not limited to:

- Redirection and coaching
- Reinforcement of expectations
- Use of calming strategies (e.g., breaks, calm space)
- Observation and documentation
- Communication with parent/guardian as appropriate

MEDIUM LEVEL

Behaviors that disrupt programming or may escalate without intervention.

Examples may include, but are not limited to:

- Repeated defiance or refusal to follow directions
- Verbal aggression (non-threatening)
- Ongoing disruption of group activities
- Invasion of personal space
- consistent outbursts, yelling
- Minor aggression with no intent to harm
- Improper displays of affection
- Inappropriate language
- Evading staff while staying within program space
- Throwing/kicking objects in anger, not directed at another person

Responses may include, but are not limited to:

- De-escalation strategies (use of calm tools and calm spot)
- Temporary removal from activity or group
- Structured problem-solving with staff
- Parent/guardian notification
- Collaboration with the Behavior Team
- Development of behavior support strategies
- Possible suspension

HIGH LEVEL

Behaviors that pose a risk to the safety of the participant or others.

Examples may include, but are not limited to:

- Physical aggression (hitting, kicking, biting, etc.)
- Threats of harm
- Destruction of property or theft
- Elopement from designated program areas
- Harassment or targeted harmful language
- Using extreme or continuously using inappropriate language (swearing or sexually explicit in nature)
- Loss of control or physicality that threatens safety, with an inability to respond to redirection
- Intentional exposure -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.
- accumulation of any level of behavioral offenses that alter Y Club programming safety and quality.

Response may include, but are not limited to:

- Immediate intervention to ensure safety
- Separation from the group and increased supervision
- 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 individuals involved
- Immediate parent/guardian contact for pick-up
- Incident documentation
- Collaboration with the Behavior Team and program leadership
- Suspension pending further review
- To ensure a successful transition back into the 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 Y-Club program leadership

EXTREME LEVEL

Behaviors that present an immediate and significant threat to safety.

Examples may include, but are not limited to:

- Attempts to cause serious harm to self or others
- Threats, Possession, or use of weapons or dangerous objects
- Severe self-injurious behavior
- Elopement from the program in a manner that compromises safety
- Sexual misconduct
- Intense bullying or discrimination that threatens the emotional or physical safety of others

Response may include:

- Implementation of emergency and crisis procedures
- 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 individuals involved
- Contacting emergency services when necessary to maintain safety for all parties involved
- Immediate parent/guardian notification and required pick-up
- Mandatory re-entry meeting prior to return
- Suspension or dismissal from the program

GUARDIAN CONDUCT

The YMCA of Greater Kansas City requires all parents/guardians to support a safe, respectful, and cooperative program environment. A child may be suspended, removed, or dismissed from Y Club if guardian's conduct does not meet these expectations.

Guardian conduct that may result in suspension or dismissal of a child includes, but is not limited to:

- Threats or intimidating behavior, whether verbal, written, or physical, directed toward staff, participants, or other families
- Actions that compromise or threaten the health, safety, or well-being of participants, staff, or the program environment
- Failure to comply with YMCA policies, procedures, or staff directives
- Failure to provide, complete, or maintain required enrollment documentation, including emergency, medical, and authorized pick-up information
- Failure to update required information in a timely manner
- Disrespectful, hostile, or uncooperative interactions with staff
- Refusal to collaborate with YMCA staff regarding a child's behavior, including participation in meetings, implementation of support strategies, or recommended follow-up actions
- Failure to adhere to policies or requirements that support compliance with state licensing regulations

RESERVATION OF RIGHTS

The YMCA strives to be comprehensive in identifying behaviors that may result in suspension or dismissal; however, it is not possible to anticipate every circumstance. The YMCA reserves the right to take appropriate action in response to conduct of comparable severity, whether or not it is specifically outlined in this handbook.

All policies will be interpreted in accordance with applicable federal, state, and local laws, as well as relevant school district policies. In the event of a conflict, applicable laws and regulations shall govern. regulations

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.