



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of Northern Utah PARENT/GUARDIAN INFORMATION BOOKLET



YMCA of Northern Utah

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The YMCA of Northern Utah is an equal opportunity provider.

The Y's MISSION AND VISION

Welcome to the YMCA, where we offer quality youth programs. Our programs are designed to provide a safe, nurturing, and educational environment, to instill a passion for learning, to teach students how to live a healthy lifestyle, and to further develop character and social skills. We aim to help participants become responsible citizens in a global community.

PROGRAM INFORMATION

Parent/Guardian Communication

- Parents/guardians are encouraged to volunteer in the program at any time.
- A parent/guardian center will be available at every program site. It will display calendars and newsletters, which will inform parents/guardians of what is happening in their student's scheduled program. Materials, such as newsletters, will be sent home that will contain information regarding upcoming events and additional parenting resources.
- Ongoing information is provided for parent/guardians on programmatic issues that could impact the health and safety of participants.
- A current registration form with emergency and medical treatment information will be kept on file for each student. It is the parent/guardian's responsibility to keep the program informed of any change in their child's emergency, medical, or physical conditions.
- A phone is available at all times for communication between staff and parents/guardians. Additionally, programs implement a written computer use and internet safety policy.
- Concerns, opinions, and suggestions can be communicated with the YMCA administration and on-site personnel, and contact is encouraged. All concerns will be handled in a confidential manner. Once the YMCA offices have been contacted, official grievances may be filed in writing. You will be contacted



within two weeks with a written response addressing the grievance. Follow-up interviews, meetings, or phone calls may be conducted before the official written response is sent.

GUIDANCE & DISCIPLINE POLICY

Staff and Supervision

- Staff members are certified in CPR, first aid, food-handling, child abuse identification and prevention, and YMCA policies and procedures. Staffing is based on age-appropriate ratios, as directed by Utah State Child Care Licensing.
- The YMCA feels that it is not appropriate to have social media relationships between staff and families that we serve. We appreciate your efforts to maintain professional boundaries with our staff.



Behavior Management

It is the goal of the YMCA to guide youth in becoming happy, responsible, cooperative participants in this program through positive, non-threatening teaching techniques. We want to promote the YMCA's values of caring, honesty, respect, and responsibility. For this purpose, a code of conduct was developed to be used in the YMCA program. Every effort will be made to obtain information that will help us understand your student. This may include conferences with parents/guardians, classroom teachers, YMCA directors, program staff, and school personnel. When behavior problems arise, students will be given options.

Disciplinary Procedures

An escalation process is in place, should inappropriate behavior occur by a program participant. Inappropriate behavior includes: disrespectful actions such as swearing, repeated name calling/teasing, and physical gestures; bullying; harassment; stealing; vandalism; and creating an unsafe environment that is directed toward YMCA staff, students, and property. Any of these actions will result in the following procedures, and all incidents will be documented:

- First time: behavior will be discussed with the student, and a written warning will be given.

- Second time: behavior will be discussed with the student, and parent/guardian will be notified.
- Third time: behavior will be discussed with the student, parent/guardian will be notified, program director will be notified, and student may be suspended for up to 3 days.

Continued behavior problems may result in permanent dismissal, and refunds will not be given.

Severe Clause

If a student's actions cause a threatening situation to a peer or a staff member, or serious disruption of normal program proceedings, the student's parent/guardian will be called. The incident will be documented, the school will be notified, and the student will be temporarily suspended from the program. If the student has three documented incidents and every effort has been exhausted to solve the problem, the child may be permanently dismissed from the program.

ABSENCE POLICY

- In the event of illness, vacation, or other out-of-school activity on a regularly-scheduled attendance day, the YMCA program staff will need to be notified by parents/guardians. A written note or personal phone call is suggested.
- In after school programs, if your student does not appear, we will check first with the school to see if your student was absent and then we will call the parent/guardian and emergency contact numbers to locate the student.
- If the student is enrolled in the YMCA program and is present during the school day but will not be attending the YMCA program, notification should be given to program staff before he/she leaves the school premises for the day.
- The YMCA program staff will assume full responsibility for a student from the time he/she is signed in at the program until sign-out, but not before.

SIGN-IN/OUT & TRANSPORTATION POLICIES

Parent/Guardian Authorization

- Only persons authorized in writing by the parent/guardian may pick up the student. Staff will require photo identification and a written notification from the parent/guardian for anyone that is unfamiliar to them and check their authorization to pick up a student.

- In cases where one parent/guardian is restricted or denied the right to pick up a student, the enrolling parent/guardian must provide the YMCA with a copy of the court order, which supports the restriction to be enforced. The Y will not release confidential information about your student or family without written authorization by the parent/guardian.
- If any person (including the parents/guardians) tries to pick-up a child from the YMCA and appears to be under the influence of alcohol or drugs (according to the YMCA staff), the YMCA staff will contact another person on the authorized list to pick-up the child. If the person under the influence insists on taking the child, the YMCA staff will contact the police immediately.

Program Sign-in/out

- Whenever a student is picked-up or dropped-off, an authorized adult must go in and sign the student in or out on their student's sign-in/out sheet. In the junior high and high school programs, youth are allowed to sign themselves in and out daily. Students will not be admitted to any Y programs before start time even if staff members are present. The YMCA is not responsible for your child before this time.
- For afterschool program participants, all youth are required to sign-in upon arrival (based upon written consent on the registration form). Staff assists in recording when youth arrive, when they leave, when they are picked up, and with whom.

Transportation

- For sites that provide transportation to and from schools to the YMCA sites, youth will be allowed to sign themselves in under YMCA staff supervision. Otherwise, parents/guardians are required to provide their own transportation for the student each day.
- School-age youth may walk home with written parent/guardian approval. The walking release needs to be authorized by a parent/guardian on the registration form. If walking release permission is given and the student is not picked up by the end of program time, the student will be released to walk home.

Program Closures

Depending on school policy, the YMCA will be open during parent-teacher conferences and on early-out days. Holiday Day Camps are available at some locations to accommodate family needs when school is out of session, otherwise Y programs will be closed on holidays observed on the calendar. Written notices will be

sent home with the student and it will be displayed at the parent/guardian center should any changes be made. If a Y program closes for reasons of a natural disaster or bad weather conditions, etc., parents/guardians or a designated person will be required to pick-up the student at an earlier time or the student will be sent home.

DRESS POLICY

- Please have your student wear clothes that will be appropriate for active work and play, and year-round outdoor activities. Additionally, you may be asked to provide an extra set of clothes to be kept on-site. The YMCA will uphold school dress code policies for students, as applicable.
- All personal belongings, including jackets, sweaters, lunch boxes, backpacks, etc., should be labeled with your student's name. We encourage personal toys, games, snacks, etc., to be left at home, unless otherwise requested by program staff. If a student does have a personal item, parents/guardians must recognize that Y staff cannot be responsible for loss or damage to these belongings.

HEALTH & SAFETY POLICIES

Child Abuse Prevention

- All staff meet minimum age requirements and position qualifications and have signed a Child Abuse Prevention/Employee Code of Conduct, which is available for parents/guardians to see upon request. Criminal background checks are conducted on all staff and volunteers who work alone with youth.
- All staff have training on child abuse and neglect reporting requirements and procedures. All YMCA staff are required to read and sign a statement informing them of their legal and ethical duty to report suspected abuse; and an additional statement indicating that they will cooperate fully with any investigation and that failure to do so may be grounds for termination.
- All staff are trained to recognize inappropriate physical/verbal abuse. All staff are trained that one-on-one interactions and outside contact between staff and youth is prohibited.
- In the event that the Y receives report of a youth's sexualized behavior or youth-to-youth sexual activity, supervisors will follow guidelines to confirm the incident, review the steps taken by staff, review all reports, meet with parents of the youths involved, determine what actions should be taken to avoid

recurrence, notify the proper authorities (if necessary), and develop a follow-up plan in response to the incident.

Injury or Illness

- In all cases of injury or illness, attempts will be made to contact parents/guardians immediately and involve them in the decision regarding treatment. All incidents will be documented and kept on file. In case of serious illness or injury, the staff will follow parent/guardian instructions written on the student's registration form. However, in all cases, staff will deal with serious emergencies in the most expeditious way possible.
- We cannot accept a sick child into our programs. Please keep your child home if there are or have been within the past 24 hours indications of: a fever (99.9° or above), a bad cold, a heavy nasal discharge, a constant cough, diarrhea and/or vomiting, pink-eye (child must be on antibiotics a full 24 hours before returning), or the symptoms of a communicable disease.
- If a student becomes ill while at the program, the parent/guardian will be called immediately to pick up the child. Until the parent/guardian arrives, the student will be excluded from activities with the other youth. The student will rest in a quiet area away from the main program area, supervised by a staff member.
- Youth will be readmitted when they are no longer contagious and have been symptom-free for at least 24 hours. Parents/guardians will be notified regarding some contagious illnesses that your student may have been exposed to, as required by the Health Department.
- In accordance with the state law we will not dispense any type of medication to any youth without advanced, written consent from the parent/guardian, and a physician, as required. Prescription medication may be given only to the student for whom it is prescribed. Over-the-counter medication must have the child's name clearly printed on the container. If a student is to receive any medication during the hours of the YMCA program, staff must have the following information:
 - A written, signed request from the parent/guardian (permission to Administer Medication Form).
 - Written directions detailing the method, amount, and time schedule (must be filled out and signed by the physician ordering the medication when it is a prescribed medication).
 - The medication must be in its original container as delivered by the pharmacy.

Emergency Procedures

Fire procedures will be reviewed every month and disaster procedures will be reviewed twice a year. An emergency and disaster preparedness plan is maintained on site and is accessible.

Healthy Eating and Physical Activity Standards

As a national movement to improve our children's health, the YMCA is committed to ensuring that each program meets the following standards:

- **Beverages:** Water is accessible and available to children at all times, including at the table during snack or meal time. Water and unflavored low-fat (1%) or non-fat milk is provided. Sugar-sweetened beverages are prohibited in all programs.
- **Family Engagement:** The YMCA engages parents/guardians and caregivers using informational materials and activities focused on healthy eating and physical activity. The YMCA holds quarterly parent/guardian engagement nights with intentional activities to educate families on how to live healthier lifestyles. Please see our monthly newsletters for family healthy tips.
- **Food:** Children serve themselves (family-style) all foods and beverages from common bowls and pitchers with limited help. All Y staff model healthy eating behaviors at all times and sit with children, when able, during snacks and meals. The YMCA is committed to providing whole grains and at least ½ cup of fruits and vegetables at every meal/snack for any age group, per USDA nutrition guidelines. The YMCA does not provide or allow any fried foods, foods that contain trans-fat, and foods high in sugar (8 grams of sugar per serving or "sugar" listed as one of the first 3 ingredients). We ask that parent/guardians support our healthy eating initiative by following these standards when sending food with youth to any of our programs, including birthdays or celebrations. Food that falls outside of these standards may be replaced with a healthier option and given to the parent/guardian at time of pick up.
- **Physical Activity:** Y staff will model active living by participating in physical activities with children. Opportunities will be made available for children to participate in outdoor, moderate to vigorous play for at least 60 minutes for a full day program and 30 minutes for a half day program (air quality and weather permitting). Outdoor play is a valuable tool in promoting healthy living. It is our position that if your child is well enough to attend the YMCA, they should be able to go outside. The YMCA monitors air quality and temperature, and will not send students outside if it is deemed unsafe. If they have an injury, illness,

or chronic condition that requires them to stay inside during outside time, a doctor's note is required.

- Screen Time: Screen time will be limited to less than 30 minutes per day and is only used as a tool to increase academic achievement or physical activity. When screen time is used, G-rated media will be shown without parent/guardian permission. Videos with a different rating will require parent/guardian permission.

The YMCA will provide a daily, nutritious meal and/or snack in accordance with USDA nutrition guidelines and through the Utah State Office of Education Nutrition Program. It is the responsibility of the parent/guardian to inform the staff if their child has any food allergies or needs. If there are specific needs that we cannot feasibly address, such as diabetic and certain allergies, parent/guardians will be asked to provide a daily snack for their child. If you feel your civil rights have been jeopardized while in our meal/snack program, please inform a member of the staff of your concerns. We will document the problem and attempt to correct it.

FEE POLICY

Program Fees

The YMCA Program is a non-profit organization. It is our intent to provide the highest quality service at an affordable cost to parents/guardians. The programs are subsidized through federal and state grants, local foundations, and program fees.

At YMCA sites that charge program fees, fees are due prior to participation (due dates are outlined in registration packet). Program fees are based on registration form enrollment; there are no discounts for vacations or absences. We accept checks, money orders, cash, or credit cards. Automatic credit/debit card withdrawal plans are available. Any returned checks are subject to a returned check charge. If we receive two returned checks, we will require cash or credit card payments only. All checks are to be made out to "YMCA."

Payments may be mailed to the YMCA offices or paid on-site, according to the site schedule. Child care subsidies are also available through the Department of Workforce Services. Please contact the YMCA for more information. If program fees are not kept current, a student will be dismissed from the program and your account may be sent to collections. Notices and flyers will be sent to the home prior to any student's dismissal from the program.

Scholarships

When funds are available, the YMCA will provide scholarships based on household income, household size, or school enrollment. Scholarships are made possible through grants from local foundations, donations, annual support campaigns, and fundraisers. The scholarship application process varies according to school enrollment. Please see your scholarship application for more information or contact the YMCA with any questions.

Late Fees

The YMCA program closing time is dependent on the site. If you need to check your child out before this time, please inform the program staff. If your child remains past closing time, a late fee will be charged for \$2.00 per minute per child. This charge will be added to your program fees. If there is an emergency that will result in a late pick-up, please call and inform the program staff and/or YMCA office. Even in cases of emergencies, you may be subject to late fees. If at the end of program your child has not been picked up, the YMCA will try to contact the parents/guardians and the emergency contacts listed on the registration form. If the YMCA is unable to reach the contacts listed on the registration form within 30 minutes of the program end time, the local police will be called.

INCOME TAX INFORMATION

It is the parent's/guardian's responsibility to retain receipts and invoices for IRS purposes. The YMCA tax identification can be found on all YMCA invoices and statements.

VOLUNTEER INFORMATION

The YMCA operates with the help of many volunteers in the community. These volunteers are required to fill out an application. On-going volunteers will be subjected to a background check. We do not allow our volunteers, unless the background has been cleared, to be alone with the students at any time. There is always a paid staff member present to provide supervision.

REGISTRATION AND PARENT/GUARDIAN FORMS

Required Documentation

- Parents/guardians must fill out and sign the required forms each year before any student is admitted to the program.

- Parent/guardians are required to fill out an emergency form to supply the name and phone numbers of authorized persons to call in case of an emergency if parents/guardians are unavailable or unobtainable.
- In order to update your student's enrollment status, a change of attendance form must be submitted to the YMCA. This form must be received before your child starts attending on the new schedule and before program fees will be updated.

ENROLLMENT

Enrollment in the program shall be granted without regard to race, sex, sexual orientation, religion, color, or national origin. Enrollment is open to any student who has a need. Students ages 3-18 years old are eligible to participate in YMCA programs and are enrolled on a "first-come, first-served" basis.

Children with special needs (physical, emotional, or mental disabilities) are eligible to participate in the YMCA as long as existing staff is able to provide adequately for the student's needs. We are not able to accommodate students who do not have age-appropriate hygiene skills or those requiring us to have specialized equipment or extra personnel unless you as parents/guardians provide this extra assistance. We also cannot accommodate students who are unable to follow the Code of Conduct.

It is encouraged that parents/guardians of a student with special needs make an appointment with the program staff prior to registering the student in the program so we may meet the needs of your student. When determining if a program is the right fit for a student's needs, Y staff may ask the following questions:

1. Can staff adequately supervise this particular youth without compromising the interactions with other participants?
2. Has this participant previously posed a threat to others?
3. Have we made a solid attempt to meet this participant's needs while insuring the safety of others enrolled in the program?
4. Does this child pose a risk to the safety and well-being of others?

The YMCA program's enrollment will be open to all students attending the school site. If the site has not reached capacity, enrollment may be opened to neighboring schools.

YMCA PARTICIPANT CODE OF CONDUCT

As providers, the Y agrees to:

1. Provide a consistent, quality, and respectful program.
2. Provide a safe, wholesome, and challenging environment.
3. Listen to student concerns and answer their questions.
4. Be a role model for the YMCA values of caring, honesty, respect, and responsibility.
5. Treat each student with respect and dignity.
6. Respect each student's and family's confidentiality.
7. Not engage in relationships with students and families outside of the YMCA program.
8. Transport students in YMCA vehicles only (no staff personal vehicles).
9. Be sensitive to all cultures.
10. Encourage creativity, growth, and foster self-esteem in each student.
11. Assist each student in educational and recreational development.
12. Provide positive reinforcement and consequences to the students for negative conduct.

As a student, I agree to:

1. Listen and abide by program rules and all directions of staff and teachers.
2. Be on time.
3. Show respect to other students, staff, and property.
4. Maintain YMCA values of caring, honesty, respect, and responsibility.
5. Stay with my group at all times.
6. Try to resolve all conflicts or problems in a productive manner.
7. Leave personal belongings at home.
8. Remain drug, tobacco, and alcohol-free.
9. Display a positive attitude and show appreciation.
10. Abide all other conduct guidelines as outlined in the school's discipline code (where applicable).
11. Have the right to feel safe at the YMCA program.
12. Not disrupt the program or jeopardize the health and well-being of students and staff.
13. Have the choice of how I behave, with the full understanding of the consequences of my choices.
14. Be open to participate in provided activities.