



2025

After School Child Care Handbook Rules, Policies, & Procedures

Daviess County Family YMCA
405 NE 3rd St
Washington, IN 47501
812-254-4481
www.dccymca.org

OUR MISSION

To put Christian principles into practice through programs that build a healthy spirit, mind, and body for all.

Character Development

For over 75 years, the Daviess County Family YMCA has been helping people in all YMCA programs develop and understand our core values. Our core values, which are sometimes referred to as character, are the basis of who we are, how we live, and how we treat others. When teaching these core values, we will be relating them to scripture, and Bible lessons. School age childcare programs strive to enrich our children through the core values listed below.

Program Goals for ASCC

While participating in the ASCC (After School Child Care) program, kids are offered the opportunity to express themselves and participate in a variety of activities such as games, crafts, outdoor and indoor play, study time, special projects & more! All YMCA After School programs are designed to help children develop to their fullest potential by focusing on

- Self-Awareness, Self-Confidence, and Self-Worth
- Interpersonal Relationships
- Character Development
- Developing Leadership Ability
- Appreciating Diversity
- Physical Skills
- Health and Nutrition
- & FUN!



YMCA Core Values

Caring: Show a sincere concern for others

Honesty: Choosing to be truthful

Responsibility: Proving you can be trusted

Respect: Treat others the way you want to be treated

Faith: Following the example of Jesus Christ

Our staff cares for children

An integral component of the YMCA's quality programming is staffing. We strive to carefully select and train educated, caring, mature and enthusiastic individuals to help us provide a quality, safe and enjoyable program. A criminal history background check, reference check, mandatory drug test, and a tuberculosis test are required for YMCA employees working with children. We also require all school age program staff to take CPR, First Aid, AED and Child Abuse Prevention trainings upon hire, with other, multiple ongoing trainings during their employment at the Y.

A daily after-school snack is served. Children may eat things leftover from their lunch boxes as long as it is approved by a staff member. **NO SHARING FOOD FROM HOME, NO CANDY, NO TAKIS or HOT CHIPS.**

Program Cost 2025-2026

5-Day:
Member \$70.00/child/week
Non-member: \$85.00/child/week

3-Day:
Member \$50.00/child/week
Non-member: \$65.00/child/week

Break Care:
Member \$140.00/child/week
Non-member: \$175.00/child/week

LATE FEE: \$1.00 every minute after 6pm

Financial Aid, CCDF vouchers, and/or 25% sibling discount available



Registration procedures

Registration is done online at www.dcyymca.org/programs, or on site at the membership desk! Registration for 5-Day care, 3-Day care, & School Break care are all separate, (e.g if you want to register for 5-Day care and Fall Break, you will need to register under the 5-Day care program, and under the School Break care program). For School Break care, we will need to have a minimum of 10 kids registered and on-site the first day of break to continue operating that day/week. *Meaning there is a chance you will be called to come pick up your child if we do not reach 10 kids by a certain date or time on the morning of.



Payment policy

PAYMENTS ARE DUE 1 WEEKS IN ADVANCE AT A TIME. If you become more than 2 weeks behind on payments, you will be subject to a late fee and your child will not be allowed to attend until you are current with payment. **Weekly & bi-Weekly payment plans are available and must be set up through the Youth Coordinator prior to starting.** Payments can be set up to automatically be withdrawn from your bank account or debit/credit card. The one-time registration fee of \$50 (CCDF participants excluded) and at least the first week of attendance must be paid prior to starting After School Child Care. You can register your child for the 5-day option or 3-day option. If you register your child for the 3-day option, they can only attend those 3-days, NOT the full week! You also register separately for school breaks under School Break Care.

There are no refunds for missed days.

Financial Assistance

Financial assistance is available subject to qualification of personal need, enrollment limitations, and financial resources of the YMCA. See the membership desk for more information on financial assistance scholarships. Financial assistance from the state voucher program may be available for those who qualify. **TO APPLY FOR THE STATE VOUCHER PROGRAM, GO ONLINE TO [FIREFLY.IN.ORG](https://firefly.in.org) FOR FIRST TIME APPLICANTS. IF YOU HAVE APPLIED BEFORE CONTACT (866) 287-2420.**

NFS Policy

Failed automatic payments or returned checks will be assessed a \$20 fee, and families will not be able to utilize the program until a payment is made in full. We will attempt to redraft should an automatic payment fail.

Court Order Documents

Should you have court ordered paperwork for any parties who are not able to have contact with your child enrolled in the YMCA After School program, it is required that the legal custodial parent or guardian provide documentation of any custody and/or guardianship agreement at the time of registration and keep it updated regularly

Registration Cancellations/Refunds

Enrollment in Y programming reserves your child's space whether your child attends the program or not. As such, weekly fees are due and billed regardless of attendance, except under the cancellation policy. This includes absence due to illness, non-attendance and inclement weather. **Withdrawing from the program requires a 2-week notice to the Youth Coordinator. You will continued to be charged weekly until you notify the Youth Coordinator of your withdrawal. Refunds are only given on a case by case basis; most refunds are in the form of account credits to be used for other programs or other payments.**

Program Procedures

Please make sure your child's teacher is aware of their after-school plans. Upon arrival to the YMCA, children will be signed in by a staff member. If your child is involved in another after school activity, please make sure on-site staff are aware. It is important that your child's teacher knows they are in the YMCA After School Child Care program so they can get them on the right bus.

Absences

You do not need to notify the YMCA when your child won't be attending for the day. However, if there is a permanent change in your child's schedule, i.e your child is no longer attending the program, the Youth Coordinator is to be notified of the changes. You will still be charged, even if your child is absent.

Pick-ups

Children must be signed out of ASCC by a parent or authorized pick-up adult over 18. Only those people on your child's authorized pick-up list will be permitted to pick up the child. A picture ID must be presented by the adult picking up at the time of pick-up. This is for the safety and security of your child and your peace of mind. To add someone to the authorized pick-up list please have the full name, date of birth, and phone number available of the person you are adding.

Late pick-ups

You will be charged \$1.00 for every minute past 6:00pm. After 10 minutes, your emergency contacts/authorized pick-ups will be contacted. After 30 minutes, the police will be contacted.

Please note: It is our responsibility to see that your child leaves with the appropriate person each day. WE WILL ASK FOR IDENTIFICATION. Please do not be offended, as this is done with the child's safety in mind. **YMCA staff reserves the right to deny pick-up for anyone that seems to be impaired, unsafe, and/or shows violent tendencies towards staff and/or children.** The next parent, guardian, or other adult on the pick-up list will be called and the police will be notified. In the event of a custody situation where a court order is in place, please contact the Coordinator to set up guidelines regarding the release of your child.

Important Dates & Break Care Dates

August 6: First day of After School Child Care

September 1: Labor Day – NO CARE (Y closed)

October 13–17: Fall Break – Register under Break Care

October 24: Parent Teacher Conferences – NO CARE

November 26–28: Thanksgiving Break – NO CARE

December 22, 23, 26, 29, 30: Winter Break – Register under Break Care

January 19: MLK Day – NO CARE (care will happen if they have school for a make up day)

February 16: Presidents Day: NO CARE (care will happen if they have school for a make up day)

March 23–27: Spring Break – Register under Break Care

April 3: No School – NO CARE (care will happen if they have school for a make up day)

May 5: Day of Caring – NO CARE

May 22: Last day of After School Child Care

Registration Procedures for Break Care

Break Care will only be available on the dates provided above. Care during breaks will be from 7am to 6pm at the YMCA. Registration and payments are required 2 weeks prior to the first day of the break/scheduled day off. A minimum of 10 children need to be registered to offer Break Care. Lunch and snack will need to be brought from home every day. Swim suits and towels will need to be brought for swimming days during break.

Staff Relationships with Children

Staff members may not be alone with children they meet in YMCA programs outside of the program setting. This includes babysitting and inviting staff members to children's homes. Exceptions may be made only if either of the following conditions exists:

1. The staff and child's family have a relationship that pre-dates the staff member's employment or child's enrollment in the YMCA program.
2. The staff and child's families are related.

All staff must notify their supervisor if a pre-existing relationship exists.

Items to Leave at Home

NO cell phones, electronics, games, toys, or miscellaneous items from home are allowed in the After School program. If your child has any of these items, it will be confiscated until they are picked up. No outside food from fast food for breakfast or lunch; This helps cut down on sharing & food allergies/sensitivities.

Communication for Entire Program

All communication will be done on the [Heja app](#). You can download the app on your phone. You can then search for our class code [MD-810487](#). If you have questions or need to make changes, please send them through the Heja app, specifically to Emily Clinton or Daviess County Family YMCA (you will have to click on the names to send a direct msg). If you need help setting it up, please ask the Youth Coordinator! Please make sure all personal information is up to date on our website, especially email and phone numbers

Parents/Guardians need to notify the Youth Coordinator via the Heja app or calling the membership desk if there is a change in your child's schedule or if they are going to be absent. *ALWAYS SEND A MSG/EMAIL/CALL DIRECTLY TO THE YOUTH COORDINATOR IF THERE IS A CHANGE IN YOUR CHILDS SCHEDULE!

Limited Enrollment

Due to program popularity and space restrictions, our After School Child Care program has limited enrollment. To ensure availability, we encourage our families to register as soon as possible and to utilize the ongoing enrollment.

Reporting Suspected Child Abuse

In order to ensure the well-being of all children in our care, our staff have a continuing duty under state law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse, to the Department of Children Services and to cooperate in any investigation of such possible neglect or abuse. All staff members are mandatory reporters and must follow Indiana's statute for mandatory reporting. We may be subject to criminal penalties if we fail to report such possible harm. Staff are not allowed to comment to parents, other staff, or any other persons on the subject of reported child abuse. Parents may not accuse or question staff concerning child abuse allegations. Child abuse investigations are a matter for DCS or local police.

Confidentiality Policy

The YMCA will only discuss a child's behavior/consequences with the parent or guardian of that child. It is inappropriate for one adult to seek out another adult to discuss their child's inappropriate behavior. All behavior concerns should be brought to the staff's attention. The staff will address the issue with the other adult.

Behavior Management

At the YMCA, our top priority is to provide a safe and enriching experience for all children. To help ensure that all children are able to succeed in a safe and nurturing environment, we implement and ask every child in our programs to follow our YMCA Child Care Behavior Management Policy. Guidance and discipline are positive and appropriate to the situation and to the child's developmental level. No child will be humiliated, shamed, frightened, or subjected to verbal abuse. Within YMCA programs, children have the resource of the staff to help them solve conflicts.

Discipline Policy

Each child is regarded as a unique individual, who needs to be understood, guided, encouraged, and appreciated. Our goal is to help each child develop physically, mentally, and spiritually. We strive to help all children to develop character... Caring, Honesty, Responsibility & Respect. Our Youth Staff uses role modeling, encouragement, and positive reinforcement. If necessary, consequences for unacceptable behavior are issued immediately. Consequences may include loss of privileges, time-out, up to and including suspension or expulsion from the program. Parents/Guardians will receive verbal notices and/or an "Unacceptable Behavior Notification" to inform them of situations concerning their child's unacceptable behavior. (The Unacceptable Behavior Notification form we use is on the next page.)

Unacceptable Behavior Notification

This notice is to inform you of a situation needing your immediate attention.

Your child's behavior was not acceptable for the following reason(s)

- Swearing, teasing, or other improper language or gesture
- Provoking, fighting, or bullying with others or other inappropriate physical contact
- Failing to follow safety or discipline procedures
- Leaving the premises without permission (automatic suspension)
- Talking back to or failing to pay attention to any supervising counselor or leader
- Possessing a dangerous item or controlled substance (automatic suspension)
- Disruption of YMCA activities
- Misusing YMCA or others' equipment
- Endangering others or self
- Engaging in improper behavior in a YMCA transport vehicle
- Theft/tampering with someone else's belongings (automatic suspension)

The supervising staff has taken the following steps:

1. Verbal Warning – Discussed inappropriate behavior & removed from current activity with immediate consequences for the child & discussed with parent at pick-up.
2. 1st Written Notification
3. 2nd Written Notification
4. 24-72 hr. Suspension
5. One Week Suspension
6. Removal from YMCA Program

Accidents & Injuries

If your child is injured during the program, the Youth Coordinator or Lead Youth Staff in charge will take whatever steps may be necessary to obtain emergency medical care. If we cannot contact the parent/guardian, and if the situation warrants, we will call an ambulance. A staff member will accompany your child and make every effort to contact the parent/guardian or emergency contact until someone is notified. Upon notification, a responsible party is expected to come immediately.

Accidents & Injuries Offsite Procedures

During all off-site ventures, the following items are taken with the Youth Coordinator and/or Youth Staff:

- All emergency numbers for parents and Y management.
- Incident/Accident forms.
- Basic First Aid kit.
- Authorized daily medications for those that need it.

Below is the sequence of actions taken should an emergency arise:

1. Incident/accident occurs.
2. Staff become aware and assess the situation, rendering care/first aid if needed.
3. Department Director is notified. Parent/guardian notified if there is a major injury/incident.
4. Incident/accident form completed and signed by staff and witnesses.
5. Incident/accident forms are copied to parent and Y management staff.

Minor injuries/incidents only require First Aid and the parent is notified at child pick-up.

Major injuries/incidents require medical attention and the parent is notified on-site/EMS if needed.

Medication Policy

A Medication Authorization Form must be completed and signed by the parent/guardian for any prescription or over the counter medication to be administered that includes the time for and/or directions for administration. Medication which needs to be administered must be brought directly to staff in its original prescription labeled container. The label must clearly identify the child's name, doctor's name, date, prescription name and dosage. In situations where administration of medication requires specific training, please contact the Youth & Family Director and the Youth Coordinator to determine if a specific plan can be developed that will ensure the safety of your child. Children are not allowed to self-administer medication; all medicine must be given to the site staff. Each child must have a doctor's signed immunization record on file by the first day of ASCC. Communicable Illness - Parents will be called, and arrangements must be made to pick up your child immediately. Lice outbreaks occur seasonally. The YMCA has a nit free policy. Random lice checks may be given by staff members at the Director's request. *THERE ARE NO REFUNDS FOR MISSED DAYS.

Covid 19/Contagious Diseases

The YMCA follows protocols for student masked procedures. Additionally, program space will be cleaned and sanitized regularly. If your child has a confirmed case of a contagious disease, he/she must be kept at home. Please contact the Youth Coordinator if your child will be out with any illness for more than 2 days. We may ask you to submit a Doctor's statement prior to your child returning to site.

Weather/Inclement Weather Emergencies

In the event of a fire, tornado, natural disaster, or other related emergency situation, our YMCA staff will follow the guidelines provided by the facility to ensure all kids and staff are safe in weather or emergency situations.

Safe Conditions Policy

The following steps will be taken to ensure that your child is safe while in our After School Child Care program. Children will be actively supervised with the required number of qualified adults (adults who have completed a national criminal history check, consent form, drug screen and negative TB test and have completed all required training). All YMCA staff are CPR/AED/First Aid certified. Our childcare program will not care for children in areas that are being remodeled, repaired, or painted. The administrator or director is responsible for maintaining all interior and exterior surfaces, including walls, floors, ceilings, equipment, toys, and furnishings, in a safe condition, free of sharp points or jagged edges, splinters, protruding nails or wires, loose parts, rusty parts, or materials containing poisonous substances. The program facility will take the following steps to maintain the childcare program: 1. Clean the childcare areas daily, bathrooms, classrooms, and playgrounds. 2. Ensuring that a qualified caregiver maintains ratios, group size and supervision (inside/outside, field trips, transportation etc.) 3. Always keep the childcare area in a sanitary condition through routine cleaning. 4. Sanitize toys, furniture, cots, and other equipment used by children daily and when they become soiled or contaminated. 5. Wash all soiled items prior to sanitization. 6. Follow any Executive Orders (EO) or local public health emergency requirements. 7. Ensure handling and storage of hazardous materials and the appropriate disposal of biohazard materials or containments. • Handwashing • Exposure to blood and bodily fluids • Poisons and hazardous material including plants, asbestos, carbon monoxide, and pest control equipment. 8. Protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic

ADA Policy

The YMCA After School Child Care Program welcomes all children to the extent it is reasonably able to do so. The YMCA After School Child Care Program will provide services to children with disabilities or special needs in the same manner as services are provided for other children of comparable age. Minimal monitoring and extra supervision are reasonable as long as it is not fundamentally different from the responsibilities that all group childcare operators have for the safety and well-being of their students. The YMCA After School Child Care Program is, however, unable to provide one-to-one care for any child except on an intermittent basis, such as injuries, immediate disciplinary issues, and certain personal care needs customarily provided to other children. If it is unclear whether the YMCA After School Child Care Program can reasonably accommodate the unique needs of a child, we will arrive at a final decision by reviewing the circumstances on a case-by-case basis. Such review will be comprised of most, if not all, of the steps outlined in the YMCA's ADA Policy for Child Care Programs, unless such process would not meaningfully contribute to a final decision.

Adult Code of Conduct

The Y requires adults of enrolled children to behave in a manner consistent with the Y values of caring, honesty, respect and responsibility. The Y goal is to provide the most appropriate environment in which a child can grow, learn and develop.

Swearing/cursing: No adult is permitted to curse or use other inappropriate language in a YMCA program, whether in the presence of children or not. This includes phone conversations and email exchanges with staff. Such language is considered offensive and will not be tolerated.

Threats of any kind towards staff, children or other adults will not be tolerated.

Confrontational Interaction: While it is understood that parents will not always agree with the staff or the parents of the other children, it is expected that all disagreements will be handled in a calm and respectful manner.

Addressing Program Participants: Adults are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. No adult may physically or verbally punish another adult's child. If an adult should witness another adult's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is most appropriate for the adult to direct their concern to the staff. Parents are not permitted to spank or slap their own child while at a program site.

Violations of Safety Policy: Adults are required to follow all safety policies at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of children and staff.

Parent/Guardian Responsibilities

Parent/Guardians have the responsibility to:

- Register online at DCYMCA.ORG
- Make payments 1 week in advance or set up a weekly payment plan with the Youth Coordinator.
- Communicate to the Youth Coordinator on Heja for any changes, absences, removals, etc.
- Observe the rules of ASCC.
- Listen to the concerns that the Youth Staff have about your child's behavior and work toward an agreeable solution.
- Know and discuss the discipline policies and procedures with your child.
- Pick your child up on time.
- Keep your child's information up to date online, phone number, address, email, authorized pick-up list, emergency contact, etc.
- Immunization Record must be on file prior to the first day of After School.

Parent/Guardian Rights




Parents and families have the right to:

- Know their children are in a safe environment where they are free to select from a variety of activities.
- Know what programs and activities are being planned and to be offered feedback on their child's participation.
- Know if their child does not report to the program as intended.
- Know if their child is misbehaving and spend time talking with staff finding a solution.
- Voice special concerns and considerations not covered in this manual and to discuss special cases where occasional exceptions may be needed from the rules as set forth in this manual.

Administration and Staff

Communication is the foundation of the relationship between YMCA staff and families. The YMCA will communicate with families through a variety of outlets, including email communication, and face to face conversations about your child's experience in the program. We ask that, while your child is in our care, someone is always available by phone for emergency situations

Contact Chain of Command

1. Youth Coordinator: **Emily Clinton**  ecanton@dcymca.org
2. Youth & Family Program and Athletic Director: **Miranda Mandabach**  mmandabach@dcymca.org
3. Youth & Family Program and Athletic Coordinator: **Haley Allen**  hallen@dcymca.org

Heja app code:
Daviness County YMCA ASCC
MD:810487

The Heja app will be used for quick communication for Emily and Miranda. If you have questions about billing, financial aid, accounts, etc. contact Miranda. If you have questions about the program, scheduling, registrations, or anything that does not pertain to finances or accounts, contact Emily. Thank you!



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