



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# Youth Development Parent Handbook

YMCA of Rapid City  
Custer YMCA  
Edgemont YMCA



10/2024

# About YMCA Youth Development Programs

## You want the very best for your child – and so do we!

We believe the strongest partnership in a child's life is that between the child's parents and the program their child attends. The goal that we strive to achieve is for our staff to team with parents to make this experience an excellent one for your entire family. We are committed to providing the highest quality of care to your child and your family.

We have an open-door policy and want your involvement. We encourage you to get involved in the community, visit or volunteer in your child's classroom or afterschool program, chaperone field trips, and always be an advocate for your child.

The YMCA Child Development Program is a place for children to explore, learn, and grow, and to feel safe, cared for and celebrated. We encourage positive relationships between children, child development staff, and parents to ensure a high-quality experience. In every program and every classroom, we address the specific needs of children based not only on age but also on individual pace of development.

With so many demands on today's families, parents also need all the support they can get. That's why youth development at the YMCA is about more than looking after kids. It's about nurturing their development by providing a safe place to learn foundational skills, develop healthy, trusting relationships and build self-reliance. This is all accomplished through our values of caring, honesty, respect, and responsibility. At the YMCA, we believe the values and skills learned early on are vital building blocks for quality of life and future success. That's why our Early Learning, Preschool, and School-Age programs are staffed with people who understand the cognitive, physical, and social development of kids, the need children have to feel connected and supported in trying new things and the caring and reinforcement parents and families need to help each other.

This Handbook is designed to give you information as to the operation of the YMCA youth development programs. Please read carefully and we encourage you to ask if you have questions. Your involvement with the program and cooperation with the policies is essential. Take every opportunity to talk with YMCA staff about your child's day each day. The family is the most important structure in a child's life. By working together, we create a caring environment that ensures healthy growth and development. You may also volunteer by offering your special talents or by joining the parent advisory committee. You can count on us to provide your child with well-supervised, educational, imaginative and fun programs.

We are looking forward to having you and your child as part of the YMCA. If there is ever an area of concern, please visit with us.

Eve Finnegan	Alisa Cunningham	Kelsey Trotter	Sarah Bruce
Early Learning Director	Youth Development Director	Director	Childcare Director
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605-718-5437	605-718-5437	605-662-7999	605-673-2222

## Connect with the YMCA

We love having you and your family as part of our YMCA community! Stay connected with the YMCA through our website, social media and more!



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# YMCA Philosophy & Values



# YMCA Philosophy and Values

## Mission

The YMCA is a not-for-profit community service organization dedicated to enhancing the spirit, mind, and body of all persons through quality leadership, programs, services and facilities.

## Goals & Philosophy

YMCA, Early Learning Centers and School-Age Learning Centers are state-licensed centers by the South Dakota Department of Social Services. As such, our programs must meet a high level of requirements that stress quality care and safety. We are dedicated to enhancing the spirit, mind and body of all in a positive Christian environment through quality programs, services and facilities. Our integrated curriculum, consistent administrative policies, health and safety standards and positive guidance are built upon this philosophy with children, families and staff in mind.

## What you can expect from the YMCA:

- Your child will be treated fairly and with respect.
- We continually train our staff using the most current research in Child Development and Early Education.
- Our employees are trained and provide quality care and a safe environment.
- We will inform you of behavior concerns and work with you to create a plan to support your child.
- We will do all that we can to provide a safe and happy experience for you and your family.

## What we ask of families:

- When in our programs, you follow our core values: honesty, respect, responsibility, caring, and health.
- Your commitment to your child's learning experiences at the YMCA.
- Your commitment to follow up regarding behavior concerns.
- Your help in developing a consistent plan to work through behavioral concerns.

## Values

By engaging children in fun and challenging activities that create a desire to learn, the YMCA facilitates academic growth, provides personal growth and character development experiences while promoting a healthy lifestyle. The YMCA believes that character development is essential in all our programming. Our learning centers promote the four principles of Honesty, Caring, Respect and Responsibility and we help your child incorporate these principles into daily life.

## Non-Discrimination Policy

The YMCA is an organization that seeks to put Christian principles into practice through programs that build a healthy spirit, mind and body for all. "For all" means that the YMCA actively works at bringing all kinds of people from all kinds of backgrounds and abilities together in a sense of community. Being inclusive is a major part of what makes a YMCA a YMCA. Therefore, it is the policy of the YMCA and all associated branches and programs that no person may be denied membership privileges, program participation, employment, and volunteer opportunities on the basis of age, gender, sex, pregnancy, race, religion, national origin, ethnic background, citizenship, mental or physical handicap, disability, or status as a veteran.



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# Our Credentials



# Our Credentials

## Our Quality Staff

Quality, continuity and longevity of staff is a priority in quality youth development programs. The YMCA conducts state and federal background checks, which include being screened through Central Registry and the Department of Criminal Investigation. Staff are selected based on experience, competency and education. We provide ongoing training for our staff to equip them to work with your child and foster developmental growth stages.

In our early learning programs, lead teachers have a two or four year degree in Early Childhood Education (or related field), a Child Development Associate credential or are obtaining this credential through practical experience working with young children.

All staff members are required to have 20 hours of in-service training and attend monthly staff meetings. The focus of this training is on health and safety, child growth and development, guidance and discipline, cultural diversity, detecting and reporting child abuse, communication, professionalism, food handling, and procedures in the event of emergencies or natural disasters. All bus drivers have their Commercial Driver's License (CDL) to assure every child is transported safely.

## Licensing

All our programs are licensed by the State of South Dakota. This includes following all state requirements:

- Completion of State Childcare Training
- State Certified Fingerprinting and Background Check
- Certified in CPR and First Aid
- Bi-monthly emergency drills and evacuation plans
- Annual Professional Development

### Teacher to Child Ratio

6 weeks to mobile	1:5
Mobile to 3 years	1:5
3 to 5 years	1:10
5 to 12 years	1:15

## YMCA Early Learning Program

We believe quality early education sets the foundation for lifelong success. In 2023, the YMCA partnered with the School Administrators of South Dakota and received exemplary recognition following review of our policies, procedures and classroom observations. The YMCA Early Learning Program is dedicated to providing the best care and education to help every child reach their full potential.

## YMCA School-Age Programs

Our 21<sup>st</sup> century school-age programs, and our after-school programs, offer educational and developmental initiatives designed to focus on skills needed for success in the modern world. These programs extend beyond traditional classroom instruction and include various components such as: Technology, integration, STEM education, project-based learning, social emotional learning, global awareness, flexible learning, environments and community and parent involvement.



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# Enrollment



# Enrollment

Enrollment at YMCA youth development programs is open to children from 6 weeks – Pre-K and School-Age, depending on location. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability, and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy, or disability.

At the time of your initial registration, there may be a non-refundable enrollment fee. This fee is required at the time of enrollment and does not cover any percentage of a program payment. Your child's registration is guaranteed once the enrollment fee is paid.

Forms required for registration:

- Child Information Form (completed by parent or guardian who is responsible for billing)
- Current immunization record

Please inform the youth development center of any changes in address, telephone numbers or emergency numbers immediately.



## Hours of Operation

Rapid City Downtown Early Learning Programs: All day infant, toddler and preschool care. Monday through Friday year-round from 7:00am to 5:30pm.

Custer Child Development Centers: All day ages 1-5. Monday through Friday year-round from 7:00am to 5:30pm.

Rapid City Half-Day Preschool Programs: A Pre-Kindergarten program for potty trained children 3-6 operates 8:00am to 12:00pm or 12:30pm-4:30pm. This program runs September through May and follows the area schools schedule. The last day of the half-day program is the last day of public school.

Rapid City School-Day Kindergarten Prep Program: This program prepares children ages 4-5 for an all-day school day format and helps get them emotionally and intellectually ready for school. This program follows the area schools calendar and daily schedule of Monday-Friday 7:45am-2:45pm.

OneHeart: Client-based all-day infant and toddler care. Monday through Friday year-round from 7:00am to 5:00pm.

Brightstart: Client-based all-day infant and toddler care. Monday through Friday year-round from 7:00am to 4:00pm.

Rapid City Sundowner Program: An afterschool program for K-5<sup>th</sup> graders Monday through Friday following school dismissal until 6 pm. This program follows the Rapid City Area Public Schools calendar.

Rapid City Kidstop Program: An afterschool program for K-5<sup>th</sup> graders Monday-Friday following school dismissal until 6 pm at the following elementary schools: Black Hawk, Corral Drive, Douglas, Grandview, Meadowbrook, Robbinsdale, Valley View and Wilson.



Custer Kidstop Program: An afterschool program for K-5<sup>th</sup> graders Monday-Friday following school dismissal until 5:30 pm.

Hermosa Kidstop Program: An afterschool program for K-5<sup>th</sup> graders Monday-Thursday following school dismissal until 5:30 pm.

Edgemont Kidstop Program: An afterschool program for K-5<sup>th</sup> graders Monday-Thursday following school dismissal until 5:30 pm.

### 21<sup>st</sup> CCLC Grant Schools (Douglas, Valley View, Edgemont and Robbinsdale)

Due to federal grant requirements, if your child attends one of these sites, we require the following:

- They attend a minimum of 3 days per week and/or 5 hours weekly.
- When the child is in school, they attend a minimum of 1 hour on average.
- A 1-week absence without parental notification may cause your child to be withdrawn from the program.

All school-age programs run according to their respective public school schedules. On some school closure dates, all day programs may be scheduled at the YMCA for an additional fee. If the public schools are cancelled for the day due to inclement weather, Sundowners and Kidstop programs will not operate. If the public schools close during normal school hours, or afterschool activities are cancelled due to inclement weather, YMCA transportation will not operate and school-age programs will be cancelled. We are unable to make up snow days at the end of the school year.

## **Attendance**

If your child will be absent from any of our early learning, child development or school-age programs please notify your respective location before 9 am. This is vital to coordinate schedules, activities, transportation, and meals each day.

## **Emergency Closing, Pandemic, and Inclement Weather**

In the event of inclement weather, closing notifications will be sent via email or text. Local media (KOTA, KEVN, KNBN, KELO) will be notified, however closures are aired at their discretion. In the case of severe weather requiring emergency shelter, the staff will escort the children to a safe location at their respective sites.

### **Pandemic Emergency Response**

In the event of a pandemic, The YMCA Learning Centers will follow guidelines and directions implemented by the Centers for Disease Control and Prevention, Federal and Local Governments, and the South Dakota Department of Human Services. School-age programs will follow location school guidelines.

### **Tuition Policy during a School Closure**

Should the YMCA Youth Development programs need to close for any reason, tuition will not be refunded. All decisions are at the discretion of the CEO. Please remember tuition is not determined by attendance but by enrollment status. All enrollment is maintained during a closure period as long as all commitments to the program are fulfilled.

## **Signing In and Out Each Day**

We require all parents to sign their child in and out each day. Please do not drop your child off at a program without signing them in yourself. We ask that you walk them in to ensure safety. We are unable to send children out upon parent requests due to safety and ratio requirements. Our school-age staff will log in all children at the school sites when they arrive from school. If your school-age

child is not logged in for the day, we will call parents if we did not know they were going to be absent. Please log your child out to avoid a late pick-up fee and for accuracy of the child's attendance.

## Right to Withdraw or Discontinue Enrollment

At the YMCA, we strive to provide a positive and nurturing environment for all children. However, we recognize that our childcare program may not be the right fit for every child. Parents have the right to withdraw their child within the first 30 days if they feel the program does not meet their needs. Additionally, the YMCA reserves the right to discontinue a child's enrollment after the initial 30-day period if it is determined that the program is not the best fit for the child's needs or behavior. Our goal is to ensure the well-being and success of every child in our care.

## Emergency Contact & Authorized Pick Up

At enrollment, parents will be required to include any and all persons who, in the course of events, may at one time be asked to pick up their child from the program. In an emergency, the child's parents will be called first. If they cannot be reached, staff will call the emergency contact and one authorized pick-up person. State regulations require each family to have at least one emergency contact (other than a parent) and one authorized pick-up person.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the list. Failure of the parent to make such arrangements will result in dismissal from the program.

Parents do not need to be listed as an emergency contact or authorized pick-up person. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick up their child.

The YMCA reserves the right to refuse/ban any person listed on the Admission Information form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Admission Information Form of the policies/procedures contained herein.

***If an authorized pick-up person is appearing to be impaired by drugs and/or alcohol***, the staff of the YMCA Youth Development program will contact local police and/or the other custodial parent. The parent's right to immediate access does not permit the YMCA Youth Development staff to deny a custodial parent access to their child, even if the parent is or appears to be impaired. However, YMCA staff will delay the impaired parent as long as possible while contacting the other parent or emergency contact, the local police, and Child Protective Services.

## Transferring YMCA Child Care Programs

If your child would like to transfer to another YMCA youth development location, you will not have to pay another enrollment fee, provided it is a direct transfer with no break in care. Your name will be placed at the top of the waiting list at the "new" YMCA Youth Development location should you need to transfer sites if that program is currently full. You are not guaranteed a spot, however, as openings are based on availability. A 10-business day notice is required to transfer, and your child's tuition needs to be paid in full at your "old" site before you can move to your "new" site. If an early transfer is needed, and if we can accommodate, the transfer must begin at the start of a new billing period. Your Director or Coordinator will notify you of an accurate transfer date.

## Withdrawal from Program

Written notification of withdrawal must be given 10 business days prior to withdrawal at the Child Care Center. Vacation may not be used as part of your notification. Tuition is charged during the two weeks (10 business days) following written notification regardless if the enrolled child starts/attends the program or not.

Past due balances must be paid prior to re-enrolling. All fees charged and your new tuition rate must be paid in full prior to re-enrolling.

## Infant, Toddler and Preschool Programs

Due to limited openings, if you choose to withdraw before the end of the summer, your fall-reserved spot will be filled with a participant from our wait list. Fall registration will be available only if space allows. All registration fees and deposits are non-refundable.

## Right to Refuse Admission

All Youth Development Centers reserve the right to refuse admission to any child at any time with or without cause. Possible reasons for the refusal of admission include but are not limited to:

1. Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.
3. Staff deems the child too ill to attend.
4. Domestic Situations that present a safety risk to the child, staff, or other children enrolled.
5. Parents' failure to maintain accurate up-to-date records.
6. Parents' failure to complete and return required documentation in a timely fashion.
7. Parents' failure to follow the tuition policy as outlined in this handbook.

Parents will not be reimbursed tuition for days when their child is refused admission to the program.

## Pick up Authorizations

Anyone picking up your child must be authorized to do so. If someone other than yourself is picking up your child, you must inform the YMCA and the designated pick-up person must provide photo identification. If a parent is not allowed to pick up a child, we will need a court order stating this. Please be aware that you are responsible for your child when you, or any other authorized pick-up, signs them out for the day.

## Parent's Right to Immediate Access

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at YMCA, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) The YMCA must be provided with a **Certified Copy** of the most recent order and all amendments thereto. Orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for a more liberal interpretation of the order.

**Any parents wishing to visit the Y Youth Program on non-court appointed days** are asked to schedule appointments with the appropriate Program Director and are allowed in the program only at the discretion of the Program Director. An employee of The YMCA will accompany **the parent** at all times.

**In the absence of a court order** on file with YMCA, **both** parents shall be afforded equal access to their child as stipulated by law. The YMCA cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, the YMCA suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. The YMCA staff will contact the local police should a conflict arise.

The YMCA will dismiss any child whose parent is prohibited from entering upon the property. Due to the parents' right to immediate access policy, as well as state and federal regulations, the YMCA cannot have a child at the program when the child's parent is prohibited access. The YMCA will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

## Photo Release/Information Forms

You will be asked to sign a photo release form before we use your child's picture for external public relations and internal postings (see registration form). You will also be asked for additional authorizations when outside entities conduct photo shoots, surveys, and projects. We are not able to release information about your child to any unauthorized person. We can only accept authorization from the legal guardian to release information.

## Holiday and Center Closings

All YMCA child development programs will be closed on the following days: President's Day, Memorial Day, Fourth of July, Labor Day, the week before the start of area public schools, Native American Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas Day, the day after Christmas, New Year's Eve and New Year's Day. Tuition will remain the same during periods that contain closings for holidays, school closure dates, and teacher training days.

## Immunization Policy

At the YMCA, the safety and well-being of children in the care of the Y have been and always will be a top priority. The YMCA understands and respects parents' rights to opt out of immunizations in South Dakota. However, due to the proximity of children with one another in Y childcare programs, the YMCA requires that all children enrolled in Y programs licensed by the State of South Dakota have current immunizations as set forth by the SD Department of Social Services.

1. **All children aged 0 – 5** who enroll in our Early Learning Programs must have a current immunization record on file. There are no waivers/opt-out options for this age group.
2. **School-aged children (5-11) attending YMCA school-age programming in a YMCA-owned facility** must have a current immunization record on file. There are no waivers/opt-out options for this program.
3. **YMCA Kidstop programs operating within a School District Building**: Due to the location of this YMCA-licensed programming, children within this program are also participants in the School District's

education program and have the option to provide the YMCA with a current immunization record or a School District approved waiver for their files.

4. **Camp programming for children (5-11):** Y Camp is **not** a licensed State of SD program. However, the YMCA of Rapid City and associated branches believe that the safety and well-being of children in our care is still a priority. Children who are **attending a local school** will need to provide the YMCA with a current immunization record OR a School District approved waiver for their files.



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# Tuition & Fees



# Tuition and Fees

## Tuition

Tuition is due every two weeks and is due the first day of the billing cycle. Full tuition will be charged for each tuition period, including the six major holidays, staff professional development days, pandemic days, storm days, early closing days, non-school days, or any other days that the program is closed. There is no tuition credit or refund given for scheduled school holidays, child illness, or closings due to emergency situations, pandemics, inclement weather or acts of God.

## Enrollment Fee

If you leave a YMCA Youth Development program and decide to return at a later date, an additional enrollment fee will be required. Children are enrolled on a first come, first serve basis and a wait list will be used as space is available.

## Method of Payment

Before your child starts, your child's registration fee and the first two weeks of tuition is due. All youth development programs are billed on a bi-weekly basis. Payments are due on the first day of each billing period, which is every other Monday. Billing takes place one week prior to each bill period. Tuition will have a weekly rate.

School-age programs will not be billed the week of Thanksgiving break, Christmas break, New Year's break, or Spring break.

For your convenience, we use Tuition Express for payments and the form can be found in your enrollment packet. An email address must be provided to receive to receive your statement.

The YMCA provides three payment options:

1. Automatic withdrawal from your bank account on tuition payment dates.
2. Online payments from your bank account or credit card prior to due date.
3. Cash, Check or Credit Card payment manually at the Youth Development center.

Cash payments are accepted for the exact billing amount and checks should be made out to the YMCA. Please include the child's full name and the program in which they are enrolled in the memo portion of the check.

Payments are to be paid at the Youth Development center either by telephone, in person or by mail and cannot be accepted in classrooms or at school program sites.

Our rates are reviewed each year and subject to change to meet financial requirements for quality youth development care. In the early learning program, as your child grows and transitions from infant to toddler to preschool, you will see a rate change when your child has transitioned to a classroom approved for the older rate. If no openings are available to move your child to the next classroom, their tuition will remain at the rate associated with their current classroom until an opening becomes available.

## Vacations (For Early Learning Programs)

Each family may request one week of vacation time per year with written advanced notice, for which no fee is charged. The program year runs September through August. Vacation time must be five consecutive business days to qualify. Preschool families will not be charged fees during the week in August that child development is closed for staff annual training.

## Late Payment Charges

A \$25.00 late fee will be charged for tuition payments not paid by midnight of due date of each billing period. Any child with a past due account may be suspended with a 24-hour notification. This could also affect participation in any other YMCA programs until all accounts are paid in full and there is program availability. If past due accounts are paid with a returned check your child may be dropped from the program immediately. If payments are delinquent, the outstanding balance will be turned over to a collection agency. You are responsible for all fees charged.

There will be a \$35 charge on all checks, ACH/Debit/Credit card payments returned or declined for any reason. Returned checks will not be re-deposited. The returned fee and payment amount must be paid within 24 hours by cash, debit/credit card or cashier's check.

## Child Care Scholarship Program

The YMCA strives to provide quality care to children regardless of their socio-economic background. Within the available resources, the YMCA will provide services for any youth who desire to participate.

Scholarships are available for all youth development programs. To apply for a scholarship, the following must be completed:

- 1) Apply for Child Care Assistance through the Department of Social Services. If you are denied, attach a copy of the letter to the scholarship application.
- 2) Complete scholarship process from the YMCA membership desk (if you do not already have a current membership) and childcare.
- 3) Submit a copy of the last two paychecks of each parent listed on the enrollment form.
- 4) Provide a copy of the previous year's income tax return for each parent listed on the enrollment form.

## Child Care Assistance

The YMCA accepts child care assistance through the Department of Social Services. Applications can be picked up at the Department of Social Services. If you have a co-pay or any amount not paid by Child Care Services, the payment is due in full on the first day of every month. Payments not received by the due date on the monthly invoice will be charged a late fee of \$50.

## Free and Reduced Meal Program

A free and reduced lunch application is provided at time of enrollment. We ask this form be completed by the first parent or guardian listed on the enrollment.



## **Late Pick-up Policy**

If you are picking up your child from the program and you are running late, please call to let the YMCA staff know. You will be charged \$5 per minute your child is picked up past stated closing time. If a child is consistently picked up late, you may be asked to find another source of childcare that better suits your hours of need. In the event your child is still at the program after closing, we will attempt to reach you through listed cell phone and home phone numbers. If we cannot reach a designated parent, people listed under other contacts will be called. If after 30 minutes we are not able to reach the guardians or an emergency contact person, law enforcement will be called to pick up the child.

## **Receipts, Tax Statements and Flex Accounts**

Parents can go to [MyProcure.com](http://MyProcure.com) to print receipts and tax statements.

Receipts can be printed by the YMCA for \$1.00 per page. Receipts will be released to the primary person listed on the enrollment form. The YMCA tax ID number is 46-0227218.

The Youth Development Center will sign any flex statements with completed information and the receipt attached showing your payment.

## **Payments Made by a Third Party**

Upon enrollment in a YMCA program, all youth development program fees, tuition, and expenses are the responsibility of the parent(s)/guardian(s) enrolling in the program. In the event a third party (Social Services, Child Care Assistance program, employer-sponsored flexible benefit account, non-custodial parent or extended family member, etc.) is responsible for all or part of the fees due, the agreement is between the parent/guardian enrolling the child and the third party only. The YMCA enters into the payment agreement with the enrolling parent(s)/guardian(s) only. Payment of tuition allows the child to attend programming. If the family is receiving any financial assistance through the YMCA, any portion the assistance will not be refunded to the family.



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# Parent/Guardian Information



# Parent/Guardian Information

## Connecting with Families

Quality care includes an open line of communication between the family and the YMCA program. Families will have access to program phone numbers and Director/Coordinator contact information. In addition, listed below are other ways our programs will share information with you:

- A monthly newsletter and/or calendar describing program activities and events, announcements, items of interest, and other general happenings will be sent out. Please be sure to check with your child's teacher or school-age coordinator on other reminders and announcements so you are always in the know.
- A parent engagement app will be provided. This is a place to see regular updates, photos, and videos of your child's daily experiences. We will also use this as another messaging tool to communicate pertinent information to you. Your Program Director can help you with this at any time.

## Families Are Welcome at Any Time!

Families are welcome visitors to our YMCA programs at all times. We hope parents/guardians will attend family functions, help with classroom projects or attend field trips with us. We also encourage you to help with swimming or schedule lunch with your child occasionally. Just give us a call to enable us to prepare for your lunchtime visit.

## Grievance Procedures

If you have a grievance regarding our YMCA programming, you should refer to the following procedure, continuing through the process until you feel you have satisfaction on the matter:

1. Site Coordinator or Lead Teacher of your child, as appropriate
2. Associate Site Directors or Associate Youth Director
3. Youth Development Center Program Director
4. Chief Executive Officer

It is unacceptable for guardians to discipline another child in the program if that child has done something inappropriate. Please refer the matter to the YMCA staff in charge of the child at that time.

## Parent/Guardian Code of Conduct

The YMCA requires that the parents of enrolled children behave in a manner consistent with decency, courtesy, and respect. One of the goals of the YMCA is to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees of the YMCA, but is the responsibility of every parent or adult.

Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on YMCA property thereafter.

### ***Swearing/Cursing***

No parent or guardian is permitted to curse or use other inappropriate language in the YMCA or school property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or guardian feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the YMCA staff.

Threatening of Employees, Children of Other Parents or Adults Associated with The YMCA Youth Development Center will not be tolerated. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the YMCA will not assume the risk of a second chance. Parents must be responsible for, and in control of, their behavior at all times.

### ***Physical/Verbal Punishment of Your Child or Other Children at The YMCA***

The YMCA does not support nor condone corporal punishment of children. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the YMCA staff and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving inappropriately or is concerned about behavior reported to them by their own child, it is requested that the parent direct their concern to the YMCA Staff and/or Program Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the YMCA staff or Director's attention. The YMCA staff and/or Director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, YMCA staff and/or the Program Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

### ***Confrontational Interactions with YMCA Employees or Other Parents***

While it is understood that parents will not always agree with YMCA employees or the parents of other children, it is expected that all disagreements be handled calmly and respectfully. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.



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# General Information



# General Information

## Building Access and Security

At the YMCA, we have many locations including our main YMCA program sites and school-based programs. Each site has its own access and security procedures. Some of our locations have secure access and families utilize fobs to enter. Each family at these program sites will be issued two fobs. Replacement fobs are available for a fee. Please see your Site Director or Coordinator for program access and security policies.

## Social Media

For privacy purposes, we ask that you not post pictures of children from our programs on your social media platforms. These pictures may be taken innocently at school and program events, but not all families provide photo release consent. Note, the YMCA does not condone posting pictures of children without written permission from a parent.

## Staff Babysitting Policy

The YMCA supervises its employees and programs within the confines of the facilities under the policies of the YMCA and the programs approved and managed by the YMCA. If you would like a YMCA employee to babysit for you, please complete the form regarding your understanding that the YMCA is not responsible for staff during their off-duty hours and they are not acting within the scope of their YMCA employment. This written statement should be given to the Program Director **prior to employment**.

## Birthdays and Celebrations

We like to make each child feel special on his or her birthday and we welcome family-provided treats for your child's birthday. The YMCA is a partner in the Healthy Eating and Physical Activity (HEPA) collaboration comprised of initiatives and organizations working to improve the health of children and their families through improving opportunities for healthy eating and physical activity ([www.healthyc.org](http://www.healthyc.org)). In order to do our part, we ask you to "Join the Movement" by bringing healthier options for birthday celebrations and special events.

Special days at the YMCA are celebrated in the classroom and we encourage families to reserve cake, ice cream and sweets for celebrations at home. Birthday celebrations and other special events can be celebrated with the following options: veggies, string cheese, low-fat yogurt, fat free pudding cups, sugar-free Jell-O, stickers, pencils, mini playdough or books. Please be mindful of the allergies in your child's program and provide an ingredient list for any treats.

Christmas, winter celebrations, events of the world (such as the Olympics), Hanukkah, Halloween, July 4<sup>th</sup>, Valentine's Day and Thanksgiving are times when we often have program parties. Parents and guardians are encouraged to help us celebrate these days and other times that are important to family. If there are other cultural and ethnic celebrations that are important to your family, please notify us so that we can include them in our programming.

## Parking

To ensure the safety of children, drive extremely carefully, park in designated drop off/pick-up areas, utilize hazard flashers and refrain from making U-turns into drop-off spaces. Ask YMCA staff for information on designated parking areas.

## Pets

Some sites may have small pets or fish in their classrooms or programs. You will be notified if your child's site has a pet. Please inform your child's caregiver if your child is allergic to any pet. Children may not bring their own pets for a visit unless they can show their pet has the proper vaccinations and there are no allergies in the program. Please contact the site Director/Coordinator for more information.

## Lost and Found

Although we are not responsible for lost items, we do make an effort to keep all your child's things in order. Please check lost and found bins in each program location. We strongly encourage labeling all items with your child's full name.

## Clothing

Play clothes such as comfortable, sturdy, washable clothing that will enable your child to participate freely in all activities without undue concern for spills, spots and rips are recommended. (Please mark all clothing and personal articles with your child's name).

Sturdy well-fitting tennis shoes or non-skid shoes are essential for active play. Socks are required so children can play in the gym. When skirts are worn, we ask that your child wear pants or shorts underneath. Normal clothing cannot be worn during swim time.

## Release of Information

If you would like information to be released to another person, ask your Director for a Release of Information Authorization Form. This is appropriate for courts, schools, counselors, or agencies. We will require the same information if a request is made to us for any information.



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# Curriculum & Activities





# Curriculum and Activities

## Our Curriculum

Each day your child engages in planned curriculum and free play utilizing a wide variety of materials and spaces. Some activities are YMCA staff planned and guided, but each child can freely choose which activity, materials or space he/she wishes to participate. The YMCA strives to challenge and stimulate each child at his/her own development level and foster a positive self-image by accepting each child as an individual. We believe that the values and skills learned early on are vital building blocks for quality of life and future success.

## Early Learning Curriculum

In accordance with our mission and philosophy, our early childhood learning program is play-based. The YMCA addresses the specific needs of a child based not only on age, but also on the individual pace of a child's development.

### ***Frog Street (Infants and Toddlers)***

Frog Street is designed around the latest brain research and equips caregivers to foster essential growth, meet the needs of all learners and embrace the joy of learning each day.

Frog Street places a special emphasis on social and emotional development because learning best evolves through relationships and responsive caregiving. Infants and Toddlers will build confidence, learn impulse control and develop social skills all while being immersed in a language rich environment essential for both receptive and expressive language development.

### ***Get Set for School (Preschool Children) by Handwriting without Tears***

Get Set for School is a complete Pre-K curriculum that prepares children for kindergarten by helping them develop the foundational skills necessary for overall academic success. With activities that include hands-on movements, interactive play, lively music and child friendly teaching strategies, children learn and have fun at the same time.

## Classroom Lesson Plans

Lesson plans are available in print for families and are posted in the classroom, along with a monthly calendar of classroom events. This is a great extension to the child's learning and helps you and your child make the important connection between home and school.

## School-Age Curriculum

The YMCA School-Age Learning programs offer a variety of activities specifically planned by the Y directors and coordinators to fit the interests of the children in our programs. Each YMCA program works together to make your child's day a fun and engaging experience.

This experience includes physical activities, academic support, STEM and technology integration, social/emotional learning, character development, global and cultural awareness and community engagement.

## Conscious Discipline®

Conscious Discipline is an international comprehensive classroom management program and social-emotional curriculum developed by Dr. Becky Bailey. YMCA staff are guided through intensive training based on current brain research, child development information and developmentally appropriate practices.

Conscious Discipline utilizes character education curriculum and challenging situations to teach the following life skills: Anger Management, Helpfulness, Pro-Social Skills, Assertiveness, Impulse Control, Cooperation, Empathy, Problem-Solving and Real-Life Conflict Resolution. The YMCA believes that character education is a part of everyday life.

## The YMCA Supports Positive Behaviors

At the YMCA, we believe the most useful means of supporting children in making good decisions is to reinforce and encourage positive behaviors. We always want to have a reliable and easy-to-understand system to recognize when kids are “doing the right thing”. We do this by re-enforcing the YMCA’s core values of Caring, Respect, and Honesty as well as other positive reinforcement activities.

When children display challenging behaviors, we know that there are many reasons why a child acts out. It is important to address these challenging behaviors with empathy and fairness, while also remembering that no two children or situations are the same. At the YMCA we have three core rules: **1. Be Safe. 2. Be Kind. 3. Take Care of the Things You Use.**

If a child has physically caused harm to another child, YMCA staff, or destroying a classroom or materials in the program, the child may be sent home or suspended for the day until a parent meeting can be held to formalize a plan to help with the observed behaviors.

## General Behavior and Guidelines for Vehicle Safety

All children who ride YMCA provided transportation will be asked to be responsible for their behavior while being transported. The safety of all children is of utmost importance. All children must get on the YMCA provided transportation under their own power.

All children are expected to use seatbelts (when available) and sit in their seats on the YMCA provided transportation. We do not transport infants and toddlers in YMCA vehicles. Appropriate behavior includes proper voice levels, being seated and facing forward, and not causing distractions to the YMCA staff. If the child does not follow the rules for riding in our vehicles, YMCA policies will be followed and we reserve the right to refuse transportation on any of our vehicles.

## Field Trips

Field trips and outings are an integral part of our program activities. Families will be given advance notice of upcoming field trips (Except for walks to the library, parks, and other destinations within one mile). Parents and guardians are welcome to join us on field trips, although you may need to arrange your own transportation. Talk to your child’s teacher/Coordinator or program staff if you are interested.



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# Health and Safety Values



# Health and Safety Information

## Emergency Procedures

Each site has a full emergency preparedness plan outlining the steps to take in the event of an emergency. This includes weather and non-weather emergencies.

## First Aid Procedures/Accident Procedures

All staff are certified in First Aid and CPR. We will provide basic first aid for your child as necessary. We will apply ice, clean the injured area as best as possible and apply a Band-Aid if necessary. We are not able to put any creams, gels, or any type of antibiotic ointments on the injury, due to possible skin allergies and adverse reactions.

A form authorizing emergency medical care for your child is signed at the time of enrollment. In case of an emergency, you will be called. If our program staff is not able to reach you, we will attempt to notify the emergency contact(s) indicated on your child's authorized form. If we feel the child needs medical attention and we are unable to reach the family or emergency contacts, we will call EMS to transport them for further medical attention.

## Outdoor Play

Outdoor play is a planned part of each day, weather permitting. For infant children, we do not go outside if the head index is over 95-degrees or the wind chill is below 20 degrees and for School-Age children, it is -15 degrees wind chill, due to school policies. Children are supervised at all times. For staffing reasons, all children must go outside if they are in attendance for the day. We will not keep your child inside due to illness or threat of illness, or if they did not bring proper clothes for outside play. If they are well enough to come to the program, they are well enough to go outside. Extra clothing will be provided if necessary to keep your child comfortable.

## Fire/Emergency Drills

The YMCA Youth Development programs conduct regular fire, tornado, emergency/evacuation, and lockdown drills. Parents, staff, and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency/lockdown drill or real fire/emergency/lockdown situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building. Parents may wait with the child's class in the designated safe zone outside of the building until the drill is complete.

In the event of a real fire/emergency/lockdown situation, the Director or designated YMCA staff member will inform YMCA staff that the program will be closing. At this time, any parents waiting to sign their child in will have to leave the premises with their child. When parents arrive to pick up their child, we ask that you wait until the director or designee has accounted for all staff and children and has given the staff permission to release children. All other parents or emergency contact persons will be notified by telephone of the situation. Children must be picked up within 45 minutes of the telephone call.

## Head or Facial Injuries

Parents will be contacted if their child sustains a head or facial injury regardless of the severity.

## Medications

Prescribed medications brought to the program must be in the original container and be current and labeled with your child's full name. No substitute containers will be allowed. A medication release form must be filled out completely and signed by a guardian before a medication is given.

Instructions on the form must match the instructions on the container exactly. Please ask YMCA staff for assistance, as needed. A note from a doctor outlining the purposes of the medication, recommended dosage and the length of time that it is to be given must accompany all non-prescription medications. If a medication needs to be cut for dosage purposes, the parents must do so. Medication will be placed out of the reach of children.

Cough syrup, acetaminophen, or other over-the-counter medications will not be administered at the program without a doctor's note. (Talk to your director about over-the-counter drugs for teething, immunizations, or runny noses).

## Children with Severe Allergies

For the safety of your child, parents are required to provide a signed copy of the "Severe Allergies" form which is in the registration link/paperwork, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s) and must be updated every twelve months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy.

## Infection Control, Sanitizing and Disinfecting

Viruses can easily spread through direct and indirect contact between children in close proximity. To help control the spread of germs the YMCA follows stringent hand-washing standards.

## Early Learning Programs

Infant/Toddler toys are sanitized after being mouthed. Toilets and sinks are cleaned and disinfected daily. Tables are sanitized before and after each meal. Blankets and sleep toys are sent home each week for cleaning. Cots are disinfected daily. Floors are swept and vacuumed daily. Bathrooms are cleaned and disinfected daily.

## Child Sickness Policy

Our goal is to provide a full day of activities for your child. If your child is not feeling well, they may take longer to feel better and they may have a very unpleasant day in the program. We ask that you keep your child home until they are well enough to participate in all activities, including gym, outdoor play, and swimming. **Our health policies will not be superseded by a doctor's authorization for attendance.** A child may not be contagious and yet not be well enough to attend a full day of care. If a child is sick at school, they may not attend after-school care.

Children with any of the following symptoms will not be permitted to attend the program, as these symptoms can compromise the health and safety of other children:

- Fever of 100.4°F or greater until the temperature is normal for 24 hours without the use of fever-reducing medication.
- Uncontrolled, persistent coughing; wheezing; difficulty breathing.

- Chicken pox or Hand, foot and mouth until no new pox are developing and all pox are crusted over and dry (typically six days).
- Impetigo until treated for 24 hours or unless covered
- Vomiting episodes until 24 hours have passed from the last episode and the child can keep food down.
- Strep throat until the child has been on medication for 24 hours.
- Rash or unusual skin conditions until a physician documents the child is **not contagious**.
- Evidence of lice or nits until all nits and lice have been removed and the home and clothing have been cleaned. Must be Nit Free before returning to the program.
- Diarrhea if it is not contained in the diaper; or if it causes accidents for toilet-trained children; or if bowel movement frequency exceeds two or more stools above normal for the child; until the child has a normal stool or 24 hours have passed since the last episode.
- Pink Eye until the child has been on prescribed medication drops for 24 hours.

If a doctor diagnoses an infection and places your child on prescription medication, your child may not be brought back to the program until he/she has taken the medication for at least 24 hours. In order to return to programming, your child must be able to participate in all program activities. Our policy is that if the child is well enough to be at the program they are well enough to go outside and participate in all activities.

If your child becomes ill while at the program, we will call you immediately. If you cannot be reached, we will call the emergency person indicated on your child's authorization form. We will try to keep your child as comfortable as possible until you arrive. For the health and safety of the other children in our program, if you are called for an illness, we require your child be picked up within an hour of being notified.

We will notify you if your child has been exposed to a communicable disease such as chicken pox, pink eye, or strep throat. We will post this information in a pertinent area in the program. Please notify the program if your child contracts any of these illnesses so that we can notify other families in the program.

## Child Abuse and Neglect Procedures

YMCA staff members are considered mandatory reporters by state law. If we suspect any signs of abuse (physical, verbal, sexual or neglect), we are required to report it to proper authorities as outlined by state law. If you as a parent have been drinking, arrange for someone else to pick up your child, as the YMCA is required by law to report this to the police department.

Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. ALL EMPLOYEES of the YMCA are considered mandated reporters, under this law. Suspected cases of child abuse or neglect must be reported to the Child Abuse & Neglect Reporting line at 1-833-958-3500. Employees of the YMCA are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. The YMCA takes this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, YMCA staff cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

**Causes for reporting suspected child abuse or neglect include, but are not limited to:**

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts)
- Dropping off or picking up a child while under the influence of illegal drugs/alcohol
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a child to school over-medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside
- Children who exhibit behavior consistent with an abusive situation



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# Early Learning Programs





# Early Learning Programs

## Meeting Childrens' Individual Needs & Growth Development

During the early years, infants are learning to trust their world, actively explore their environment, and do things for themselves. In our infant programs, staff show respect for children and interact with them in caring ways. They plan individual activities and interactions each day, centering on daily routines such as morning and afternoon transitions, diapering, feeding, eating or napping. They also introduce infants to a variety of activities including art, outdoor time, playing with toys, looking at books, singing songs, sign language, exploring water play and more. The YMCA believes that you cannot spoil infants. When an infant cries, we will immediately respond. This establishes the foundation of emotional security for later self-control. Behavior guidance, or discipline, begins with consistently and responsively meeting infants' needs. This builds the trust needed to help children listen and follow directions as they develop.

As the child develops, providing structured daily routines and responding with flexibility allows toddlers to have more control over their environment. The YMCA works hard to create a "yes" environment where children can be successful and the need for discipline is low.

Learning self-control and appropriate behavior is a lifelong process. A variety of fun learning activities are planned to help them solve, predict, plan, share, cooperate, empathize and understand how to get along in their world. Focus is on maximizing learning experiences in daily routines with art, outdoor time, stories, songs, sand and water play, food projects, creative movements and dramatic play. We promote positive self-esteem, self-help skills and encourage natural curiosity.

Helping children acknowledge their emotions and control their reactions is our goal when guiding behavior. We look for everyday "teachable moments" to practice these skills.

## Preschool Swimming Experience (Rapid City location)

Swim lessons and water acclimation are a benefit of some of our YMCA programs. The Y swim program incorporates the national Y-USA Safety Around Water curriculum. This curriculum focuses on drowning prevention, pool safety rules and how to get in and out of the water safely.

Our skilled aquatic instructors provide your child with time to learn, time to have fun and time to explore in the water. Talking to your child about the positive and fun things that they get to do in lessons helps alleviate some of their apprehension.



If there is apprehension, we recommend that you use messages such as "You will be safe. The lifeguards and teachers are there to keep you safe."

We encourage no goggles for swimming lessons, as they tend to be a distraction at this young age. If that "unexpected" happens and they find themselves in the water, they learn how to perform water skills without them. The YMCA will provide a towel for your child each swimming day. For good behavior and hard work, we have a reward day called "Frog Pool" or "Free Day", which allows children to practice their swimming skills, explore their water movement and just have fun in the water.

## Breast Milk

Breast milk can provide optimal nutrition for infants. The YMCA supports parents who choose this feeding option for their child. Classrooms have refrigerators and freezers to safely store breast milk. Please follow these procedures if you are selecting this option for your child:

- Use polypropylene bags or bottles (no glass) to store breast milk.
- Clearly label bags or bottles with your child's name and the date milk was expressed.
- Bags containing stored breast milk can be frozen and stored in the classroom freezer for up to six months.

## Infant Formula

Families will need to provide their own infant formula, clearly label the formula with your child's name and the date the can or bottle was opened. If liquid formula is being used, open containers will be refrigerated. The YMCA will throw away or send home any mixed formula after 24 hours and any ready-made opened liquid formula after 48 hours.

## Infant Food

When your baby is ready for solid food, we want to maintain the cleanest and healthiest practices possible. Whether you are bringing in homemade baby food or store-bought baby food, we will use safe handling practices as recommended by the United States Department of Agriculture (USDA). Opened or freshly made baby food must have your child's name, the date the baby food was made or opened, and all ingredients clearly labeled. Different foods can be kept for different lengths of time. Once your child is transitioned to the mobile infant classroom, your child will start the YMCA meals program.

## Meals and Snacks for Toddlers and Preschoolers

Eating and staying healthy is important to learning. The YMCA is a part of the Child and Adult Food Program thus follows federal guidelines related to serving sizes and meal requirements. In Rapid City, children in our mobile infant, toddler and all-day preschool classrooms will be charged a flat rate of \$35 per billing cycle to participate in YMCA meals and snacks. Meal costs have been added into program fees at other locations. Free and Reduced Meal applications are available at the Child Development Center desks.

Cereal and milk are served every morning as well as a morning and afternoon snack and a nutritious lunch. The YMCA has adopted the Y-USA's Healthy Eating and Physical Activity (HEPA) Standards, which can be found on in the appendix. Menus are published monthly and posted in the classroom and newsletters. Meals and snacks are provided to children in mobile infant, toddler, and Preschool classrooms. To receive a hot lunch, your child must be signed in to his/her classroom prior to 9 am each day.

As part of the YMCA mission of installing Christian principles, a song or grace is said before all meals. These songs are non-denominational, but an occasional reference to a deity may be included. Please share your ideas for new graces with us as we try to develop a spirit of thankfulness during mealtime.

If your child requires a special diet due to allergies or orthodontic appliances, you will be required to provide a substitute lunch or snack. A physician's note is required for these accommodations.



Please limit “junk food” items such as candy, pop, and other high sugar/ fat content foods. Please make sure to include an ice pack in your child’s lunch if it needs to be kept cold. We are unable to microwave lunches brought from home. Water and 1% milk is provided to all children.

## **Infant Sleeping Policy**

All infants under the age of 12 months will be placed flat on their backs for sleep in a safety- approved crib or playpen. If guardians request that their infant is placed in an alternative sleep position or another device/equipment for sleep, a written order from a health care provider is required stating the medical reason and the time frame to follow the order, as well as written permission. This includes swings, car seats, highchairs, or other equipment not certified for infant sleep. Programs have the right to refuse care if they do not feel comfortable following the request.

The American Academy of Pediatrics recommends keeping soft objects and loose bedding (including blankets) out of the crib/playpen to reduce the risk of SIDS, suffocation, entrapment, and strangulation for infants under the age of 12 months. The AAP recommends the use of pacifiers for sleep. Studies have reported a protective effect of pacifiers on the incidence of SIDS. The pacifier is not recommended to be attached to the infant’s clothing or to a stuffed animal/toy. The pacifier should be checked for tears before use. In addition, no hooded clothing or bibs are allowed at nap time. With written parental permission, the provider may use a parent provided sleep sack and pacifier for your child. These items will not pose a suffocation risk to the infant in the crib while the infant is sleeping or preparing for sleep.

Sleep sacks and swaddle sleep sacks with arm panels can be used until infant shows signs of rolling over or reaches 2 months of age. Once 2 months of age, sleeveless sleep sacks should be used.

## **Toddler and Preschool Sleeping Policy**

Naptime and quiet times are scheduled each day toddler and preschool-age children in all day programs. Each child must bring his/her own blanket with his/her name clearly marked on it and may also bring a quiet toy to rest with. A cot will be provided for each child. We do not require the children to sleep, however it is expected they stay on their cot and lie quietly. Children who are finished resting may do quiet activities until rest time is over. We believe children who fall asleep on their own without teacher prompting are needing rest.

## **Field Trips**

Field trips and outings are an integral part of each center’s activities. Families will be given advance notice of upcoming field trips. In our youth development programs, we ask parents to provide a signed consent form when filling out enrollment forms. Parents and guardians are welcome to join us on field trips, although you may need to arrange your own transportation. Talk to your child’s teacher if you are interested.

## **Conferences**

Conferences will be offered a minimum of once per year in the Early Childhood Program to discuss your child’s progress. Please arrive promptly to all scheduled conferences. If you are unable to attend, please call to let your teacher know. If you have a question or concern at any time, feel free to call and arrange a meeting with your child’s lead teacher.

## Things to bring the first day

- Extra sets of clothing including socks and underwear to be left at the center, snow pants, hat, mittens and boots for winter play and other appropriate outdoor clothing for other seasons.
- 2-3 pictures of the people and pets important to your child.
- Water bottle (must be taken home on Fridays to wash).
- Blanket and pillow for rest time for children over 12 months (must be taken home on Friday to wash) We ask that you put them in a backpack that is small enough to fit in your child's cubby.
- Bottle with caps (if applicable).
- Diapers (if applicable).
- 1" binder with clear overlay front cover for preschoolers (3 prong folder for infants and toddlers) for your child's developmental portfolio.
- Swimsuit (Rapid City program).
- Please label all items.

## Things to leave at home

- Toys, action figures, electronic games, money or any type of weapon from home (books and approved videos may be brought to share with the class).
- Barrettes or hair accessories that can be lost or cause safety concerns.

## Potty Mastery

Potty Master is the recognition that this is your child's journey. Rather than *training* your child, we want to help you support them in developing a skill. When we shift our adult mindset from "getting children to use the toilet" to helping children be successful at toileting," we are on our way to facilitating Potty Mastery.

Independently using the potty is an important step in your child's autonomy. Our staff want to work together with families to provide developmentally appropriate and consistent practices between home and school. Below are a few indicators that you and your child are ready to begin the potty mastery process. When you feel it is time please schedule a parent teacher conference to share expectations and to create a plan for home and school.

Readiness Signals:

Child:

- Child has moved beyond motor-driven play and makes connections and association with play props. This indicates the child is capable in making the connection pee and poop belong in the potty.
- Child communicates the need to use the potty verbally or non-verbally.
- The child demonstrates autonomy and self-care by participating in dressing and undressing.

Adult

- The adult understands potty mastery is a process, not an event. Time and patience are necessary for this learning to take place. Rushing the process can add stress and derail or lengthen the amount of time needed for a child to learn potty skills
- The adult understands accidents are a necessary and important part of the mastery process. When an adult's efforts are directed at avoiding accidents, the adult acts like a surrogate diaper.

- The adult understands that they must manage their own strong emotions connected to their child's potty progress.

As an organization we do not allow taking toys into the restroom or offering prizes or candy for potty attempts (successful or not).

Together we cannot control how quickly your child will gain potty mastery, but we can control how we each respond to their learning. The power of our positive thinking and consistency combined with large doses of encouragement will go a long way toward success.

For more information on Potty Mastery please refer to *"Potty Mastery-A Child-centered Approach to Toileting"* by Joan Morenster

## Toddler Bathroom Use

We encourage children to use the toilet by themselves. We would like all children to be completely potty trained and independent prior to transitioning to a preschool room. As a best practice, we do not allow cloth diapers in our programs. Diapers and/or Pull-ups are not allowed outside of the toddler room. The staff will remind children before going outside and before naptime to use the restroom; however, we do want the children to become in tune with their own bodies and gain skill in using the restroom as needed.

We want children to be independent in wiping their bottoms and other toileting needs. We will instruct the children how to wipe their bottoms. Please teach your child how to wipe properly at home as well. Encourage them to do it with your supervision.

We will help the children clean themselves if they have soiled their pants but we do require them to do most of the cleanup. This helps the child understand that toileting is their responsibility. If soiled clothing is not taken home from the center within 24 hours, it will be discarded.

We use the correct terms for body parts and bodily functions with children of all ages. Children learn about their bodies and sexual differences in the same way they learn other information – in a simple, gradual, natural way. We gently and clearly redirect typical sexual behavior (playing doctor, removing clothing, exploratory self-touching) and involve the children in other learning activities. We also teach the difference between "good touch" and "bad touch" as appropriate.

## Biting

Although biting is common in a group setting of young children, when it happens, it is disturbing to both families and staff. The staff will work with families to understand why children bite and take measures to prevent potential bites from occurring. They do this by supervising children carefully, reacting quickly when children are in dispute (paying extra attention to children who have been known to bite), providing enough toys, activities and space to minimize frustration, providing teething rings to children who are teething and meeting children's needs promptly before they become frustrated. If a bite should occur, staff will notify parents. If a child establishes a pattern of biting, staff will work with families to develop an action plan.

When biting occurs:

1. The child who has done the biting is told "biting hurts" and redirected to another activity.
2. The child who receives the bite is comforted. The area is washed with soap and water.

3. An Incident/Injury Report Form is completed.
4. The parents of each child are notified personally.
5. Information about the biter and child bitten is confidential. If skin is broken we will check to ensure the child who bit is fully up-to-date with immunizations. No names will be provided.
6. The staff member who works with these children will meet to discuss the biting report form to evaluate the incident and develop an intervention plan.
7. If a child in an infant, toddler or preschool classroom bites another child or staff member, he/she may be sent home for the day.

Our goal is to recognize the developmental nature of biting behavior and provide solutions that demonstrate respect for each child. If biting persists after the above steps have been taken, your child may be removed from the program.

Please note: We do not believe in biting a child back who has bitten. We strongly urge parents to not use this response if their child bites. Please feel free to ask the staff any questions about young children biting. Parents should understand and take comfort in knowing that biting is a normal stage in the course of a child's development and like all stages, he/she will quickly outgrow it.

For more information on biting, we suggest reading the book "*Things to Do with Toddlers and Twos*" by Karen Miller.

## **Transitioning to a new classroom**

Transitioning is based on development, available space and your child's schedule. Each child progresses at his or her own rate. Readiness to handle the different demands of each group is the major factor in determining placement. When we feel that your child is developmentally and chronologically ready to transition to the next classroom, you will be notified. We usually do not consider transitioning children until they are at the chronological age for the classroom. Sometimes we may want to transition your child sooner or later than you would like. Please talk to your director about your concerns and they will try to work with you to do what is best for your child.



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# School-Age Programs



# School-Age Programs

## Afterschool Programming

Our primary goal is to develop learning activities, foster growth, facilitate adventure and fun for school-age children. The YMCA aligns our school-age programming with evidence-based lesson plans while remaining flexible to meet the needs of the child. Our programs foster each child's cognitive, social-emotional and physical development by sparking an interest in learning through hands-on projects and experiences.

When kids join the Y's after-school programs, they are in for a lifetime of support and community in health, wellness and educational encouragement. Kids have the opportunity to extend school-day learning through fun, project-based activities in STEM, arts & crafts and physical activity. All programs offer healthy snacks, homework help, character development and enrichment activities. Swimming is offered as an elective for the Rapid City Sundowner program and Kidstop participants may have field trips to Y pools throughout the school year. (See each branch location for curriculum details.)

### **Afterschool programming is available at the following sites:**

#### **Rapid City:**

Rapid City Education Center – 625 9<sup>th</sup> St.  
Black Hawk Elementary – 708 Seeaire St.  
Corral Drive Elementary – 4503 Park Dr.  
Grandview Elementary – 3301 Grandview Dr.  
Meadowbrook Elementary – 3125 W. Flormann St.  
Valley View Elementary – 4080 Homestead St.  
Wilson Elementary – 827 Franklin St.  
Robbinsdale Elementary – 424 E. Indiana St.  
South Canyon Elementary – Bused to YMCA  
Rapid Valley Elementary – Bused to YMCA  
Pinedale Elementary – Bused to YMCA

#### **Box Elder:**

Douglas Elementary – 400 Patriot Dr.

#### **Custer:**

Child Development Center – 1315 Bluebell Ln.  
Custer Kidstop – 1415 Wildcat Ln.

#### **Hermosa:**

Hermosa Kidstop – 11 4<sup>th</sup> St.

#### **Edgemont:**

Edgemont Elementary – 715 Mogul Way



## Meeting Children's Individual Needs

If your child has an Individualized Education Program (IEP) or receives outside services, we require a copy of the IEP and a pre-enrollment meeting between the Program Director and families/guardians to ensure your child's success in our program. Depending on your child's needs, our program may or may not be the best fit for your family. An accommodation form can be requested at the childcare center or downloaded from our website at [www.rcymca.org](http://www.rcymca.org).

Communication is very important between families and staff so that care can be continued to the child's benefit. When care plans do not have adequate progress, guardians or staff can terminate care at any time.

After the child is enrolled:

- Hold regular meetings with the classroom staff as needed.
- Include child development staff in all IEP meetings.
- Review care plan developed for the child regularly to assure that YMCA programming continues to meet the child's needs.

## Sundowner, Kidstop & Camp Transportation

We provide transportation to and from several Rapid City Area Public Schools and field trips during the school year. Please check with the Child Care Center for specific school information. Buses wait 5 minutes after school dismissal bells ring to maintain tight scheduling routes. If your child misses the bus or YMCA vehicle more than three times, it will be the parent's responsibility to pick up their child from school. If your child misses the bus, please have your child enter the school and call the YMCA Child Care Center.

## YMCA Bus/Vehicle Rules for Safety

The safety of your child is important to us, so please review the following with your child prior to receiving Y transportation:

- Sit facing forward at all times
- Follow the guidance of the bus monitor and bus driver
- Talk in quiet, inside voices
- Keep buses clean and safe
- No eating, drinking and/or horseplay
- Hands and head need to remain inside the bus
- Bring a book to read
- Toys such as Gameboys, iPods, cars, trading cards, etc. should be left at home

These rules are important for the safety of everyone. If a child does not follow these rules, a child may lose the privilege of riding the bus. All bus drivers have their Commercial Driver's License (CDL) to assure that every child is transported safely.

## Y Summer Day Camp Activities and Schedule

In the summer, day camp provides participants' the opportunity to grow spiritually, mentally and physically. Our staff is purposeful in designing daily curriculum that offers a wide variety of age-appropriate activities that develop social skills, leadership, self-esteem, conflict resolution abilities, and a

love of nature. Under the guidance of caring, well-trained staff members, day camp can give children experiences that last a lifetime.

The YMCA believes kids need to be kids. Depending on your child's age, activities may include arts and crafts, physical activities, tree house, hands-on environmental experiences, archery/BB guns, service-learning projects, family events, character building, field trips, field games, hiking, lake days, swimming and fishing. All activities are designed around building positive relationships with peers and adults as well as developing the four core values of honesty, caring, respect and responsibility. Overnight camping opportunities may be offered for campers that have completed 3<sup>rd</sup>-5<sup>th</sup> grade at some locations.

## **What to leave at home**

Due to the activities focused on outdoor play and camp experiences, electronic devices, video games, cell phones, games, toys, or anything that could be considered a weapon should be left at home.

## **Sunscreen**

The YMCA youth development staff will apply, or assist children in applying, SPF 30 sunscreen on every child before going on outings. If your child needs a specific brand, please ensure it is provided. If your child is on medication that affects sun exposure, consult your doctor or pharmacist to determine if special protection is needed. Certain medications can cause skin to have increased sensitivity to the sun's ultraviolet rays.

## **Insect Repellent**

We do not apply insect repellent to children. If you would like your child to wear insect repellent, we strongly encourage that you apply the repellent at home prior to attending camp. If you want your child to bring insect repellent with them, we suggest it is a roll-on type, instead of spray. Children may only apply insect repellent with permission from staff and only when outdoors. Ticks and insect bites can occur at camp. Staff will monitor these incidents as they occur.

## **Y Giraffic Park Day Camp**

Located on 56 beautiful acres in the Black Hills near Pactola Lake, the Rapid City YMCA Giraffic Park Day Camp focuses on providing fun and exciting activities for kids entering grades 1 to 6 that are built on a solid foundation of improving academic achievement, building relationships, developing social skills and encouraging healthy living through outdoor experiences. Day camp generally runs in 2-week sessions throughout the summer with drop-off starting at 7:00am and pick-up no later than 5:30pm.

Transportation is provided at scheduled times for all children enrolled in Giraffic Park Summer Camp. Bus trips to and from the camp provide a fun experience for your child.

Y Giraffic Park has indoor bathroom and shower facilities. In the event your child should have a bathroom accident (not related to illness), your child will be able to shower and allowed to finish the day as long as they have a change of clothes which includes underwear and socks. If we are on a field trip and a bathroom accident occurs, you will be required to pick up your child.

## What to bring

Clearly mark all personal items with your child's name. Please send the following items to camp every day:

- Water bottles - every child MUST have a water bottle each day. If your child forgets a water bottle, we will provide one for them for \$2 per bottle.
- Sunscreen, sunglasses & hat for sun protection
- Swimsuit and towel (in the event we have water play opportunities)
- Tennis shoes or suitable footwear for outdoor activities
- Water shoes and extra t-shirt for lake and pool days
- Insect Repellent
- Jacket for cooler days
- Lunch and drink (if not eating the provided YMCA snacks/meals)
- Backpack to carry personal items
- Book to read

## Custer YMCA Summer Day Camp

The Custer Summer camp program runs 10 weeks (first week of June through the first week of August) Hours are Monday-Friday 7:30-5:30 and camp is located in the Custer Elementary School above the gym. Campers will enjoy weekly field trips, pool days, outdoor activities, visits to the library, the summer reading program and more. Campers will receive a nutritious morning and afternoon snack; lunch is not provided.

## What to bring

Clearly label all personal items with your child's name.

- Water bottles – every child MUST have a water bottle each day. If your child forgets a water bottle, we will provide one for them for \$2 a bottle
- Sunscreen, sunglasses and hat for sun protection
- Swimsuit and towel (in the event we have water play opportunities)
- Tennis shoes or suitable footwear for outdoor activities
- Cold lunch (we do not have a microwave to heat food up)
- Backpack for personal items

## Hermosa YMCA Summer Day Camp

The Hermosa Summer camp program runs for 10 weeks (first week of June through the first week of August); Monday-Friday 7:30am-5:30pm and camp is in the Hermosa Elementary School in the old gym. Campers will receive a nutritious morning and afternoon snack; lunch is not provided.

## What to bring

Clearly label all personal items with your child's name.

- Water bottles – every child MUST have a water bottle each day
- Sunscreen, sunglasses and hat for sun protection
- Tennis shoes or suitable footwear for outdoor activities
- Cold lunch (we do not have a microwave to heat food up)
- Backpack for personal items

## **Edgemont YMCA Kidstop/Summer Day Camp**

The Edgemont Summer Day Camp runs for 5 weeks from the end of May through the end of June for children ages 5-12, Monday-Friday 8am-4pm. Campers enjoy weekly field trips to out of town destinations along with in town walking trips to the city swimming pool, public library, and park. Campers receive a nutritious breakfast and afternoon snack through various grants.

The Edgemont Kidstop Afterschool program follows the school calendar and operates Monday-Thursday 3:40-5:30pm for children in Kindergarten-5<sup>th</sup> grade. We are open one Friday per month 8am-4pm for an enhanced learning opportunity. Enhanced learning opportunities may include field trips to out-of-town destinations or special speakers or guests brought to Edgemont. All learners receive a free afternoon super-snack through the Child and Adult Care Food Program (CACFP).

## **What to bring**

Clearly mark all personal items with your child's name. Please send the following items to camp every day:

- Water bottles - every child MUST have a water bottle each day. If your child forgets a water bottle, we will provide one for them for \$2 per bottle.
- Sunscreen, sunglasses & hat for sun protection
- Swimsuit and towel (in the event we have water play opportunities)
- Tennis shoes or suitable footwear for outdoor activities
- Insect Repellent
- Jacket for cooler days
- Lunch and drink
- Backpack to carry personal items

# Appendix



# CHOICES WITHIN LIMITS

## Healthy Eating and Physical Activity Standards

In response to a call by First Lady Michelle Obama and the Partnership for a Healthier America, the Y has expanded its longtime commitment to supporting healthy living by adopting a set of Healthy Eating and Physical Activity (HEPA) standards. Based, in part, on years of research with key partners, the HEPA standards will build a healthier future for our nation's children by creating environments rich in opportunities for healthy eating and physical activity.

Standard	Early Learning	Afterschool
<b>Beverages</b>	Water is accessible and available to children at all times, including at the table during snacks and meals.  Provide only water and unflavored low-fat (1%) or nonfat milk (for children 2 or older), family style.	
<b>Family Engagement</b>	Engage parents and caregivers using informational materials and activities focused on healthy eating and physical activity a minimum of once every three months (a minimum of three to four times per year).	
<b>Food</b>	Children serve themselves ( <i>family style</i> ) all food and beverages from common bowls and pitchers with limited help. Staff sit with children during snacks and meals.  Provide fruits or vegetables (fresh, frozen, dried, or canned in their own juice) at every meal and snack.  Do not provide any fried foods. Fried foods include items like potato and corn chips, in addition to foods that are pre-fried and reheated (e.g., pre-fried french fries that are then baked, chicken patties, chicken tenders, chicken nuggets, fish sticks, Tater Tots®, etc.).  Do not provide any foods that contain trans fat (listed as partially hydrogenated oils in the ingredients).  Offer only whole grains, as determined by confirming that the first item listed in the ingredients contains the word <i>whole</i> (e.g., whole wheat, whole oats, whole-grain flour, whole brown rice).  Provide foods that don't list sugar (e.g., sugar; invert sugar; brown sugar; words ending in -ose; and syrups like high fructose corn syrup, honey, etc.) as one of the first three ingredients or that contain no more than 8 grams of added sugar per serving.	

Standard	Early Learning	Afterschool
<b>Food (cont.)</b>	Y staff will model healthy eating behaviors at all times. This includes consuming the same foods and beverages as children during meals and snacks (if possible) and avoiding consumption of foods or beverages that are inconsistent with the HEPA standards during program time.	
<b>Infant Feeding</b>	Promote and support exclusive breastfeeding for six months and the continuation of breastfeeding in conjunction with complementary foods for one year or more.	
<b>Physical Activity</b>	<p>Provide children with opportunities for moderate and vigorous physical activity for at least 60 minutes per day during a full-day program or 30 minutes per day for a half-day morning or afternoon program. The time can be broken down into smaller increments. Include a mixture of moderate and vigorous activity (activity that increases the heart rate and breathing rate), as well as bone- and muscle-strengthening activities. Take active play outdoors whenever possible.</p> <p>Y staff will model active living by participating in physical activities with children.</p>	
	Provide daily opportunities for infants to freely explore their indoor and outdoor environments under adult supervision. Engage with infants on the ground each day to optimize adult–infant interactions. Provide daily tummy time, or time in the prone position, for infants less than 6 months of age.	
<b>Screen Time</b>	Eliminate screen time (television, movies, cell phone, video games, computer, and other digital devices) for children under 2 years old. For children over 2, limit screen time to less than 30 minutes per day for children in half-day programs and to less than 1 hour per day for those in full-day programs. During screen time, seek to minimize children’s exposure to commercials and ads marketing unhealthy foods.	

For more information or questions related to the Y’s HEPA standards, contact YMCA of the USA at 800-872-9622.

# YMCA ADA Accommodation Policy

## General Policy:

The YMCA is committed to ensuring that it will not discriminate against any individual on the basis of one's disability. The YMCA will make reasonable modifications in policies, practices, or procedures when such modifications are necessary to afford its services and facilities to individuals with disabilities, unless the modifications would fundamentally alter the nature of its services.

- Enrollment forms have a section that the parents must check either "without accommodations" or "with accommodations".
- If parents check "with accommodations", parents will need to fill out the ADA Request Form (attached). Enrollment application and Request Form should go to the appropriate Program Director for review.
- The YMCA ADA Policy and the ADA Request Form can also be found on our website ([rcymca.org](http://rcymca.org)) using the Menu tab in the "ABOUT" section for downloading. Following submission of the Request Form and supporting documentation, the YMCA will set up a meeting with the parents/guardian to discuss enrollment within 10 business days. Children will NOT be enrolled until approval of the Request Form is processed. Payment/Registration fees will not be collected until enrollment is approved.

Our Accommodation Policy states that it is the responsibility of the member, guest, participant or parent (if the participant is a minor) to seek available assistance to make his/her needs known to YMCA staff and to give adequate time for the YMCA to make reasonable accommodations/modifications as necessary.

## Request for Accommodation:

It is the responsibility of the member, guest, or participant, or if a minor, their parent/legal guardian, to seek available assistance to make his/her needs known to YMCA staff, and to give adequate time for the YMCA to make reasonable accommodations/modifications.

Public Accommodations include, but are not limited to, the following: furnishing of auxiliary aids, removal or modification of structural barriers, modifications of services (including transportation) or facilities, use of service animals on YMCA property, and modifications to policies, practices, and/or procedures to allow for equal access for individuals with disabilities.

Members, guests, or participants (or a parent/legal guardian) seeking an accommodation/modification must follow the procedures described below:

1. Notify the designated ADA Representative, Keiz Larson, 605-718-9622, [keiz@rcymca.org](mailto:keiz@rcymca.org), or designee at YMCA of the request for an accommodation by filling out the [ADA Accommodation Form](#).
2. Upon receipt of the [ADA Accommodation Form](#), the ADA Representative will schedule a meeting with the individual within five (5) business days to discuss the request for accommodation. The ADA Representative may ask for additional information to evaluate and/or accommodate the request.
3. After an evaluation of the request, an action plan may be developed to establish what, if any, modification/accommodation is available for the individual. Effort will be made to notify the individual of the final outcome within a period of ten (10) working days from the date of the initial meeting with the ADA Representative; however, additional time may be necessary.



4. An individual who is unsatisfied with the determination made by the ADA Representative may file an appeal with the CEO, Keiz Larson, 605-718-9622, [keiz@rcymca.org](mailto:keiz@rcymca.org), requesting an independent review of the request for accommodation/modification. Any appeal must be filed within ten (10) working days from the date of the determination made by the ADA Representative.
5. Following a thorough investigation, the individual will receive a written decision within ten (10) working days, or an appropriate date will be given as to when a response should be expected. The CEO may select a committee to hear grievances and make suggestions to him/her for final decisions. The decision of the CEO is final and binding.
6. If you or a member has any questions regarding this policy, please contact the ADA Representative.

#### REASONABLE ACCOMMODATIONS / MODIFICATIONS IN YMCA YOUTH PROGRAMS

1. YMCA programs welcome all children. The YMCA will provide services to children with special needs in the same manner as services are provided for other children of comparable age, to the extent it is reasonably able to do so.
2. The YMCA has the obligation to ensure the physical and emotional safety of all of the children entrusted to its care. It is essential that all pertinent information about the child's needs be available to staff from the outset of enrollment, and that a continuing bond of trust and mutual partnership exists for the benefit of the child. Therefore, a parent is encouraged to disclose significant medical, physical, or behavioral issues caused by a disability at the time of the child's enrollment and on an ongoing basis. All information provided will be kept as confidential as reasonably possible and used only for the purpose of establishing what, if any, reasonable modification(s) may be provided.
3. The YMCA will consider a request for extra monitoring and supervision as a possible accommodation, to the extent that such additional monitoring or supervision does not result in a fundamental alteration to the nature of the program and to the ability of the YMCA youth program to provide for the safety and well-being of all children.
4. The fundamental nature of most YMCA programs is that they are group based. Group based care is consistent with YMCA supervision standards for the protection of our participants and staff. For the safety of children in our programs, the YMCA does not generally provide one-to-one assistance as part of its programs. Some exceptions to group programming are mental health, mentoring, and case management programs.

#### Medication and Medical Special Needs

The YMCA programs will administer oral, topical, eye/ear drops/ointments, and nasal medications in accordance with YMCA Medication Administration Policy and Procedures and South Dakota Laws and Regulations.

Medications will only be administered to children with the medical necessity for medication administration during program hours. Medications requiring an injection or suppository will be considered as a possible accommodation on a case-by-case basis, to the extent that such medication administration does not fundamentally alter the nature of the program, does not put the child or staff at risk, and does not violate any local or state law or regulation.

## Personal Aide/Assistants

There are instances when a child's personal needs cannot be met in a group care setting through accommodations which are reasonable in policy, practicality, and/or cost, but they can potentially be successfully accommodated with a personal aide or assistant not funded by the YMCA. In those instances, an agreement with the YMCA must be in place prior to such attendance by the personal assistant. The agreement will provide that the personal assistant meets all applicable state standards for the type of services that the personal assistant will provide to the child; that the personal assistant will not be an employee or independent contractor of the YMCA; and the personal assistant will be subject to the overall supervision of the YMCA program while he or she is present at a YMCA program.

## **YMCA Sun Protection Policy**

### Rationale and Standards

One bad sunburn in childhood doubles the risk of skin cancer later in life. Children's skin needs protection from the sun's harmful ultraviolet (UV) rays whenever they are outdoors. The risk for skin cancer can be greatly reduced when certain precautions are practiced. This model policy aligns with the Sun Safety Standard 3.4.5.1 of the National Health and Safety Performance Standards Guidelines for Early Care and Education Programs.

### Policy Components

The first step to creating an environment that supports UV protection is to utilize this model policy in its entirety or adapt this model policy to support the needs of the program.

The YMCA is committed to ensuring that all children and staff are protected from skin damage caused by the harmful UVB and UVA rays of the sun.

The YMCA requires the following sun safety guidelines be implemented for all staff and children.

1. Limit sun exposure between 10 AM and 4 PM, when UV rays are strongest. The availability of shade will be considered when planning excursions and outdoor activities during these times.
2. Monitor the heat index and schedule outdoor activities accordingly. Staff and children will be watched carefully for heat-related illnesses.
3. Staff and children will be encouraged to wear sun-protective clothing and equipment, when outside, that includes:
  - a) a hat with a wide brim that protects the face, neck, and ears
  - b) child safe, shatter resistant sunglasses with 100% UVA & UVB protection
  - c) sun-protective clothing (i.e., tightly woven, loose-fitting, full length, light-colored and lightweight) when temperatures are reasonable
1. Apply broad-spectrum, water-resistant SPF 30 or higher sunscreen to all exposed areas and rub in well – especially the face (avoiding the eye area), nose, ears, feet, and hands and rubbed in well – 30 minutes before exposure to the sun and every hour while in the sun. If playing in water, reapplication will be needed more frequently. If the skin is broken or an allergic reaction is observed, staff will discontinue use and notify the parent/guardian. (An order from a health care provider for sunscreen application is required in addition to parental consent for children under the age of six months.)
2. Staff will keep infants younger than six months of age out of direct sunlight (natural shade, umbrella, stroller canopy, etc.)
3. Provide sufficient areas of shade on the outdoor play area and encourage children to seek shaded areas for outdoor activities.
4. Staff will offer water frequently for children before and during prolonged outdoor physical activities in warm weather. Children are required to bring their own water bottles but will not be denied water if they forget their own bottle. Children will have the opportunity to fill their bottles once per hour, at a minimum.
5. Train staff on sun safety guidelines, proper sunscreen application and ensure proper protocols are implemented for skin allergies.
6. New staff will be orientated to this policy at the time of hire.
7. The Sun Protection Policy will be reinforced in positive ways by staff (i.e. through parent newsletters,

staff memos, bulletin boards and meetings). Signage will be posted that reminds staff, parents and children to practice sun safety. Skin cancer education and ways to protect the skin from the UV rays of the sun will be incorporated into the program's curriculum. Staff and parents will be provided with educational materials and resources on sun safety practices.

When enrolling their child in YMCA Summer Day Camp, parents/guardians will:

1. Receive the program's Sun Protection Policy.
2. Be asked to provide a suitable hat, sunglasses, and sunscreen (non-expired, broad spectrum, water resistant, SPF 30 or higher) for their child's use when outdoors in the care setting.
3. Be required to review a camp handbook including sun protection policies via signature upon registration. Parents/guardians have the opportunity to notify staff of any allergies or other concerns regarding sunscreen application.
4. Be encouraged to model sun safe behaviors themselves and practice these guidelines with children when not at the child development program.

### **Contact Regarding Policy**

Contact Keiz Larson, 605.718.9622, with questions or concerns about the policy.

**Effective Date:** June 1, 2021

### **Policy Monitoring and Review**

YMCA will evaluate and revise this policy on an annual basis.

Resources Centers for Disease Prevention and Control:

[https://www.cdc.gov/cancer/skin/basic\\_info/children.htm](https://www.cdc.gov/cancer/skin/basic_info/children.htm)

American Academy of Pediatrics:

<http://pediatrics.aappublications.org/content/pediatrics/early/2011/02/28/peds.2010-3501.full.pdf>

SD Department of Social Services: <https://dss.sd.gov/childcare>