



YMCA BEFORE AND AFTER  
SCHOOL PROGRAM  
PARENT HANDBOOK



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# Welcome to the YMCA of Saskatoon

Welcome to the YMCA Before and After School Care Program. We are pleased to be able to serve you and your family this school year. All of the information you need regarding the program can be found in this handbook.

The Before and After School Care program is a childcare program that takes place in selected school sites in Saskatoon. Caring for your children is a job we take very seriously. We believe that the partnership between parents, schools and our child services providers is essential to the healthy growth of your children and your family. We understand that parents need to have peace of mind, knowing that their children are in a safe, nurturing environment that fosters healthy development. Thank you for selecting the YMCA Before and After School Care Program as your family's choice for childcare.

## Our Mission

The YMCA of Saskatoon is a charitable organization that fosters life-enhancing opportunities and strengthens the foundations of community.

### We believe:

- In the potential and worth of every person
- We are dynamic and meet the needs of the community today
- The YMCA is a movement
- That belonging to the YMCA makes you stronger
- That everyone has leadership potential
- In our core values of:

- HONESTY**
- RESPECT**
- CARING**
- ACCEPTANCE**
- RESPONSIBILITY**
- FAIRNESS**

## Strategic Priorities

### Healthy Living Starts Here

We promote healthy experiences for teens and adults, we offer programs for children to promote active, healthy lifestyles, and outdoor playtime every day in all childcare programs.

### Helping Families Starts Here

We ensure adults and their families have access to quality fitness with focus on overall health, regardless of income level, and ensure childcare remains accessible to all Saskatoon families.

### Belonging Starts Here

We are committed to helping people feel engaged and connected to their community and each other. People who are connected to the YMCA report they are happier and healthier.

## **Program Information**

The YMCA Before and After School Care program promotes enhanced learning and development for children in elementary school, offering quality care and supervision beyond the school day. The program provides a safe and nurturing environment that fosters healthy development, contributing to the YMCA's mission of building healthy communities.

The values-based program activities contribute to the development of social, physical and interpersonal skills of the participants, as well as to the establishment of community-based partnerships within the school environment and beyond into the broader community.

Program Goals:

1. To provide a safe, healthy and stimulating environment for children, before and after school.
2. To enhance the physical, mental, social and cultural learning and development of children.
3. To build sustainable community partnerships with families, schools and the broader community.

### **Program Staff**

Our friendly and professional program leaders are experienced in working with children and have all completed a Criminal Record Check and hold current certification in First Aid and CPR. We are committed to continuous learning, and ensure staff are improving their knowledge and skills by attending regular YMCA training sessions and staff meetings. Annual review of Child Protection Policies ensures our staff are knowledgeable and prepared to handle any situation.

### **Hours of Operation**

The program runs on school days from 7:30 am until school starts, and from school dismissal until 6:00 pm. The Program in Warman begins at 6:30 am, and at 7:00 am in Martensville.

Children must be signed into the program in the morning and out of the program in the afternoon. Signing in and out of the program is important for the safety and security of the children and is therefore non-negotiable. Failure to do so will result in your child's withdrawal from the program.

## **Behavior Guidelines**

The YMCA of Saskatoon is a values-based organization: YMCA values include **Respect, Responsibility, Fairness, Honesty, Caring, and Acceptance**, and the rules of the Before and After School Care program reflect these values.

We respect the uniqueness of each child, and work to provide a safe, healthy, and happy environment for all. Our staff provide positive discipline in situations of broken rules. However; bullying, violence, aggression, or any behavior that endangers children or staff is not tolerated.

## **Program Activities**

Our programming includes a variety of age-appropriate, fun and stimulating activities that are designed to enhance the cognitive, social, physical and emotional development of children. The YMCA core values are reinforced through the implementation of these activities.

## **What to Bring**

Please make sure that your child is dressed for the weather, as the program goes outside when the weather allows. This includes sun protection, such as sunscreen and hats on hot days and warm outdoor clothes, such as toques, mittens, ski-pants, and boots for winter activities.

Extra snacks: NUT-FREE please

All Children and Team Leaders will be asked to wear a mask at the programs and follow school protocol regarding wearing masks in the building.

Please limit valuable items like video games, tablets or other electronic items sent to the program as they are easy to lose and damage.

**The YMCA is not responsible for lost or stolen items.**

## **Nutrition**

We do not provide snacks in the program (with the exception of our community school programs). We believe that eating well, being active and feeling good about oneself are key principles to ensuring the healthy development of children. We ensure there are opportunities in the mornings and afternoons for snack times, where children are encouraged to socialize as well as to learn and model healthy eating habits.

Please note that our program is a NUT-FREE environment.

## **Illness**

If children are not well enough to participate in the program's activities, they should be at home. If children become ill while attending the program, the primary parent/caregiver will be

contacted and will be expected to pick up the child as soon as possible. If we cannot contact the primary parent/caregiver, staff will contact the emergency alternative. Illnesses that require this include fever, severe congestion, or symptoms of a contagious disease.

### **Medication**

The staff cannot administer non-prescription drugs unless a note from your physician accompanies them, recommending their use for a specific period of time. Prescription drugs will only be administered when a release form is completed by the parent/caregiver.

All medication must be contained in the original pharmacy container, labeled with the child's name, dosage, name of medication, and expiry date. We suggest you request the pharmacist to put medication into two labeled containers so that one can be left with the program and one at home.

All medication must be given directly to staff and will be stored in a secured area. Each time a new medication time frame becomes necessary for your child, you will be asked to complete a new medicine form.

Labeling and release form requirements also apply for asthma or allergy medications and epi pens. Children with asthma or allergies must have their medication at the program at all times.

### **Child Protection**

In Saskatchewan, it is everyone's legal obligation to protect children. YMCA staff are bound by law under *The Child and Family Services Act (1989)* to immediately report any suspicion that a child has suffered or is suffering from abuse.

### **Accident Procedures**

Staff make every effort to reduce the possibility of accidents and injuries. All staff are trained in First Aid and CPR. All injuries will be recorded on an Accident Report form and communicated with the parent/caregiver upon pick-up. If the injury requires medical care beyond first aid, staff will contact the parent/caregiver immediately to pick up the child. Further emergency procedures and evacuation plans in the event of a fire or other emergency situation are posted on site.

### **Indirect Supervision**

From time to time, children may not be under direct supervision. Instances include using washroom facilities, getting a drink of water, or going to the gym or another room where other staff and children are. Instances of indirect supervision are not common practices but do happen. Additionally, children are responsible for getting to and from the program and their classrooms independently within the school.

## **Registration Information**

### **Changes and Cancellations**

If any of your registration information (including plan type), contact information, financial information, medical information or authorized pick-up list changes please inform us immediately in writing, either by stopping by the YMCA downtown and completing a Change Request form, or emailing [galina.braun@ymcasaskatoon.org](mailto:galina.braun@ymcasaskatoon.org).

Cancellations must be made in writing: please either visit the YMCA downtown to fill out a Cancellation form in person, or email [galina.braun@ymcasaskatoon.org](mailto:galina.braun@ymcasaskatoon.org) stating your name, your child/children's name, and your school name in the email. The YMCA requires 15 days' notice before your next payment date, so please make sure your written cancellation is received in this time to ensure your account is correctly processed and closed.

### **Guardianship and Custody**

If you have a court order that limits the rights of one parent in matters such as custody or visitations, please provide us with a copy. Unless your court order is on file with us, we must provide equal rights to both parents.

### **Confidentiality**

All YMCA staff respect the confidentiality of families. Children's information is confidential and cannot be shared. However, exceptions include; emergency or injury to child, where information may be released to the proper authorities like medical staff attending to a child, and in the case of suspected abuse, the appropriate child protection agency. In the case of a persistent refusal to pay fees, pertinent information can be provided to an external collection agency and may also be shared with other children's programs. No other information can be released to anyone without the written permission of the child's guardians.

### **Photo and Video Consent, Assignment and Release**

Parents/caregivers sign a general release included in the registration package giving permission for their child/children to be photographed or videotaped while attending the program. Pictures may be used for promotion of the program and other YMCA marketing material.

### **Arrivals and Departures**

Please note that the program commences at *7:30 am in Saskatoon, 7:00 am in Martensville, and 6:30 am in Warman.*

The YMCA cannot accept responsibility for children dropped off earlier. Children must be accompanied into the program and signed in by a parent/caregiver in the mornings. In the afternoons, children must be signed out of the program by the authorized pick-up person. This

sign-in and out policy is non-negotiable. Failure to do so will result in your child's withdrawal from the program.

Please note that there will be changes in the pick up and drop off procedures from previous years. The YMCA will be following each schools' guidelines for entering and exiting the building. Where possible the schools will assign groups of students or classrooms to enter specific doors. If parents/guardians must enter the school during arrival and departure times they will be required to fill out a health questionnaire, sanitize and wear a mask before entering the building. The form can be filled out online ahead of visit or by accessing the QR code posted at the entry of the school. The YMCA will have team leader meet your child at the entrance for drop off. For pick up we will ask that you text or call the Team Leaders on the program phone when you arrive at the school. A Leader will then bring your child to meet you at the exit. Please be aware that there will be changes to this plan as will do continual evaluations in correspondence with each school. Any changes will be communicated with you.

### **Authorized Pick-Up**

Program leaders will not release your child to any person, other than those listed as authorized pick-ups on the registration form. Please notify us in writing of any changes and/or additions to the authorized pick-up list. In the event that you must have someone pick up your child on short notice who is not listed, please notify us immediately. The designated person will be required to present photo identification to the staff before the child/children are released.

## **Payment Information**

### **Payment Arrangements**

All fees are payable on pre-authorized payment via credit card on your CampBrain account on the 1<sup>st</sup> of each month. If you wish to use your chequing account, you can request a pre-authorized agreement form. There is a 10\$ fee for setting up an electronic funds transfer.

Please note that non-attendance in the program does not constitute cancellation. We require 15 days' notice in writing, before your next payment date, in order to close your account.

### **Tax Receipts**

The YMCA will mail you your tax receipt for the BASC program at the end of the calendar year. We will e-mail you the tax receipt by February. After September 1, 2020 tax records will be available on your CampBrain account.



## Program Fees

<b>Plan</b>	<b>2020 - 2021 Monthly Fee</b>
Full Time (Morning and Afternoons)	\$300 (\$270 for the second child)
Part Time (Mornings Only)	\$100(\$70 for the second child)
Part Time (Afternoons Only)	\$200(\$170 for the second child)
Kindergarten	\$150 (\$130 for the second child)

## Financial Assistance

Through the YMCA Strong Kids Campaign, the YMCA provides financial assistance to programs, like the Before and After School Care program, to make sure that everyone has access to YMCA programming. If your financial circumstances are preventing you from participating in YMCA activities, please inquire about financial assistance. All inquiries are strictly confidential.

## Late Pick-Up

In a situation where your child is not picked up by 6:00 pm, and we have not been notified, the following procedure will apply:

1. We will call the account holder.
2. If we are unsuccessful in contacting you, we will notify the individuals listed as emergency contacts.
3. 30 minutes after the program ends, staff will contact Social Services for assistance. Staff will wait with the child until a Social Worker or alternate pick up arrives.

There is a \$15.00 late fee for picking up children after 6:00 pm, and \$30 fee after 6:15 pm. This fee will be added to your bill the next month. Frequent late pick-up can result in termination of care.

## Non-Payment of Fees

In the event that a monthly payment returns as either NSF (non-sufficient funds) or declined, the YMCA will contact you to make alternate payment arrangements.

In situations where no repayment plan has been made, a \$15 administration fee will be included with these arrears. The YMCA reserves the right to refuse service in a case of refusal to pay program fees, as well as the ability to send an account to a collections agency if there are

two consecutive instances of non-payment. The YMCA encourages open communication in these situations, and as always, if you are experiencing financial barriers to the program please speak to us.

## **Withdrawal Policy**

The following circumstances will warrant immediate withdrawal of your child/children from the program and cancellation of your account:

- Failure to sign your child(ren) into and out of the program
- Two months' consecutive non-payment of fees
- Abusive language and/or inappropriate behavior by a parent/caregiver or child(ren)
- Aggressive, violent and/or destructive behaviors that are harmful to other children or staff
- Undisclosed special care needs that present challenges to the safety and care of the child(ren)

## **YMCA School's Out Day Camps**

The YMCA of Saskatoon hosts Day Camps at the downtown facility on days off that are not statutory holidays. The camps run from 7:30 am to 6:00 pm, and include fun activities such as swimming, games, sports, crafts, and field trips. Registration is per day.

You can register for Day Camps by creating an account on our CampBrain platform.

We will be releasing School's Out Day Camp dates in September, so please look on our website for updates. Since your child is a BASC member, they receive a 25% discount on Day Camps. This discount code will be sent out once SODC dates are released.

## **Summer Camps**

During summer, the YMCA offers three camp options; Super Summer Day Camps for children ages 5-12, based at the downtown facility, and Blackstrap Day Camp for children ages 5-13, where the children enjoy their days out at Blackstrap Lake, and Martensville Summer Day Camp located in Martensville.

Registration open January 1<sup>st</sup> and is located on the CampBrain online platform!

## **YMCA Complimentary Membership**

If your child is registered in the Full Time plan with the Before and After School Care program, your child also receives a complimentary membership at the YMCA. This means that your child can register in two programs plus swimming lessons, per session, and attend unlimited drop-in programs at no extra charge. Programs include swimming lessons, dance classes, martial arts classes, and more. Registration is as easy as a phone call to the YMCA at 306-652-7515. All program information is available on our website and in our seasonal program schedule.



**YMCA Strong Kids is an annual fundraising campaign focused on raising much needed resources to support proven YMCA programs that give kids the opportunities they need to reach their full potential: to live healthier, happier lives today, and grow into productive adults in the future.**

**Supporting the YMCA Strong Kids Campaign directly helps children, teens and young adults in your community. Together, we can build a healthy community.**