



Y CARES

Educational Enrichment Program



2020 Parent Handbook | LASVEGASYMCA.ORG



CONTENTS



Preparing For Y Cares	»»» 2
Experiencing the Y Difference	»»» 3
Health & Safety Guidelines	»»» 4
A Y Cares Student's Typical Day	»»» 5
Lunch & Snacks	»»» 6
Hours & Attendance	»»» 6
Character Development	»»» 7
Behavior Guidelines	»»» 8
Y Cares Policies	»»» 8
Student Medical Care	»»» 10

PREPARING FOR Y CARES!



Going to Y Cares is a fun and exciting experience! It's natural to feel anxious about your first day and meeting new friends. We hope this handbook will familiarize you with Y Cares procedures and minimize those first day jitters!

Here are some things to keep in mind:

- »»» A fully charged laptop, charger, and protective case or bag for your child's device, and headphones. The YMCA does not have devices to provide. Devices may be used for school work only. Please do not send any other valuable items to Y Cares, including phones, jewelry, money, and items of sentimental value.
- »»» Any pre-printed packets or assignments your child will need to complete their schoolwork for that day.
- »»» Y Cares participants are active during the day; appropriate "play clothes" that can get wet/dirty and completely closed toe and heel shoes are required. Dress for the weather, because Y Cares continues rain or shine.
- »»» Don't forget to pack a bag with your healthy lunch, two healthy snacks, water bottle, and sunscreen. Participants at the Centennial Hills Y and SkyView Y should also pack swim wear, water shoes, goggles, and a towel if they wish to swim.
- »»» Label all of your child's belongings with their full name (e.g., clothing, towel, water bottle, lunch box, laptop, headphones, and backpack) and check our Lost & Found Table daily for any missing items. Participants ages 10 and older are required to wear a mask.

EXPERIENCE THE YMCA DIFFERENCE

A HISTORY OF EXCELLENCE

WHY Y CARES?

At the YMCA, we care about your child's development - both as an individual, and as a student! Now, more than ever, the Y recognizes the need for continued support of our youth's academic success while navigating the online learning format. We are excited to offer a comprehensive program that will provide the structure and support needed for your child to thrive both in school, and out.

In addition to daily academic support, Y Cares will keep kids physically active through games, sports, and pool time. Creativity is sparked and learning is promoted through arts, humanities, and STEM projects. Character is developed through our Y Ties Initiative, conflict resolution skill building, and by instilling the Y's Core Values (Respect, Responsibility, Caring, and Honesty) throughout the day. That's just the tip of the iceberg! Each week is jam-packed with fun activities that appeal to a wide range of interests and abilities.

The YMCA is the nation's leader in youth development, offering indoor and outdoor programming for over 100 years. The YMCA of Southern Nevada serves thousands of children in youth programs each year. We are excited to have your child experience what the Y has to offer. You are in for an adventure that is out of this world!

ACTIVE LEARNING PROGRAM, LED BY ENGAGED STAFF!

We feel confident that we have the best staff around! The YMCA hires only highly-qualified, well-vetted staff members, each of whom have diverse backgrounds that help us create the perfect team. Most of our Y Leaders are college students enrolled in psychology or education majors, are educators or school support staff, serve as community leaders, have years of childcare experience under their belt, and/or were once Y kids themselves.

All of our Y Leaders are extensively screened through a process that involves a thorough application review, interactive interview, references checks, drug testing, and background check through FBI and state databases. All Y Leaders are certified in First Aid, CPR, and AED. In addition, they each undergo over 20 hours of intensive pre-program training on working with children, behavior management and modification, safety standards, curriculum implementation, and more. This is followed by frequent in-service trainings throughout the year. We take pride in the high expectations that we set for our Y Leaders and evaluate them on a regular basis. We also place tremendous emphasis on safety standards by offering a remarkable counselor-to-child ratio of 1:10. Y Leaders model the Y's Core Values of Caring, Honesty, Respect, and Responsibility. Most importantly, our Y Leaders are people who love working with children. They are passionate individuals who strive to advocate for our community's youth. We can't wait for you to meet them!

RAISING THE B.A.R. AT Y CARES!

We've raised the "B.A.R." at Y Cares! Your child will feel a sense of **Belonging**, where they will feel comfortable expressing their individuality in a safe and respectful environment; they will feel a sense of **Achievement** as they develop new skills and realize their passions and talents; and they will build **Relationships** with Y Staff and fellow participants that inspire them to reach their full potential. These important elements are interwoven throughout all program activities and lay the foundation for everything we do.

ENHANCED HEALTH & SAFETY GUIDELINES

MEETING OR EXCEEDING FEDERAL, STATE & LOCAL RECOMMENDATIONS

- Small group sizes. Spots will fill on a first-come, first-served basis. We strongly recommend that parents enroll early.
- Industry-leading ratios (1 staff per 10 participants).
- Frequent hand washing/sanitizing.
- Mask requirement for all staff and volunteers, as well as for all participants age 10 or older.
- Frequent sanitizing of rooms and equipment.
- Enhanced staff training on promoting positive behavior and mental health.
- Promotion of healthy hygiene, including personal bubbles, elbow bumps instead of high-fives, covering mouths for coughs/sneezes, not sharing food/beverage items, and not touching faces.
- Encouraging participants to wear a pair of Y Cares only shoes that they store and change into/out of in the car.
- Requiring parents to report any illness within the household to the Youth & Family Coordinator immediately for assessment and prompt response.
- Thorough wellness checks at sign-in and throughout the day for staff, volunteers, and participants. Please prepare for sign-in to take several minutes as we prioritize safety over speed.
- Participants, staff, and volunteers must stay home if they feel ill or exhibit signs/symptoms of any communicable illness. While these signs/symptoms may be experienced by individuals with conditions that are not communicable (e.g., allergies), Public Health Guidelines dictate that childcare centers should not admit an individual displaying these signs/symptoms nonetheless.



A Y CARES STUDENT'S TYPICAL DAY

Please note that the following is a sampling of a typical day at Y-Cares. Activity schedules may vary by branch, age group, and academic needs.

7:00 am – Welcome to the Y!

Gear up for a fun day of learning and enrichment with your friends! Participants will start their day at interactive activity stations that include board games, literacy, crafts, and small group games.

8:00 am – YMCA Character Academy

Y Cares participants will develop their leadership and social-emotional skills, while building strong character values through our Y Ties Initiative.

8:30 – Fuel Up

Fuel up for a fun day of learning with a healthy snack before breaking into learning groups.

9:00 am – Engage Your Brain

Participants will receive guided distance learning support and homework help from our dedicated Y staff. Please bring all materials needed for successful educational periods.

11:00 am – Brain Break

Let's take a break! Participants will participate in enrichment activities like group games, sports, challenges, and more!

12:00 pm – Lunch

Refuel with a healthy lunch before diving in to the second half of our day! A well-rounded lunch is provided at our Heinrich, Durango Hills, and SkyView locations.

1:00 pm – Adventure Time

Cool off in our indoor pool (Centennial Hills and SkyView locations only) or climb to new heights at our indoor rock wall (Heinrich location only).

2:00 pm – Engage Your Brain

Participants will receive guided distance learning support and homework help from our dedicated Y staff. Please bring all materials needed for successful educational periods.

3:30 pm – Mad Science

Y Cares participants will dive into the world of STEM, exploring ancient inventions, eruptions, code, and more!

4:30 pm – Flex Those Muscles

Led by our YMCA Homeschool PE instructors, Y Cares participants will get active through games, sports, and circuit training.

5:30 pm – Campfire

Wind down, and enjoy a healthy snack as we gather to celebrate today's achievements and participate in interactive activity stations.

6:00 pm – Have a great day!

Rest up for another day of learning and adventure! We will see you tomorrow!

LUNCH AND SNACKS

All participants should bring a non-perishable lunch, two snacks, and a water bottle to Y Cares daily, unless otherwise notified. Please pack healthy, balanced, and low-sugar foods and beverages; no soda! Please also mark all lunch bags (and all containers contained therein) with your child's full name. Please do not provide your child with food that will need heating or refrigeration. Y Leaders are not responsible for food storage or preparation. Participants are NOT permitted to use the vending machines. All food and drinks must come from home. All YMCA of Southern Nevada branches strive to be NUT FREE ZONES. To ensure the safety of all children, we ask that you do not send food items to Y Cares that contain peanuts, peanut butter, or other nut products. If your child does have an allergy to nuts, please notify Y staff upon registration.

HOURS & ATTENDANCE



Y Cares Hours

All Y Locations offer the Y Cares program that operates Monday-Friday, from 7:00 am to 6:00 pm

Sign-In

The Sign-In Table is staffed from 7:00 AM to 9:00 AM. Please expect delays when dropping off outside of these times as groups are dispersed and Y Leaders are busy engaging with their kiddos. Participants are not permitted to be dropped off prior to 7:00 AM. For the safety of all participants, an adult must sign-in their child upon arrival. We strongly recommend that students be signed-in by 8:00 AM in order to receive the full Y Cares experience. We are pleased to offer a convenient curb-side drop off daily until 9:00 AM. Y Leaders will verify the child's name using our rosters, which are printed the day before. Parents will be redirected to the Member Services Desk if their child's name is not on the roster or has a balance due. In those cases, a receipt is required for admittance. Y Leaders will then place a wristband on the child's right wrist.

Sign-Out

The Sign-Out Table is staffed from 4:00 PM to 6:00 PM. Please expect delays when picking up outside of these times as groups are dispersed and Y Leaders are busy engaging with their kiddos. For their safety, participants will not be released until they are signed out by an authorized adult listed on file at the time of registration and verified by a valid, government-issued photo ID. Please bring a valid, government-issued photo ID with you every day for sign-out. We require our Y Leaders to verify your identity and authorization to sign-out the participant every time. This is to maintain a uniform policy designed to protect the safety of all participants. It is the registering parent's responsibility to notify the Youth & Family Coordinator in-person of any changes to the list of adults authorized to sign-out the participant. We cannot accept email or phone authorizations, so please plan ahead.

Late Sign-Out

Parents will be charged \$1.00 for every minute after 6:00 PM that their child remains in our care. If you are running late, please call the Y Cares Hotline and attempt to make alternate pick-up arrangements with another adult who is authorized to sign-out the child. Excessive late pick-up's may result in withdrawal from Y Cares.

Children At-Risk

Y Leaders will notify Child Protective Services regarding children who have not been picked up by 6:45 PM. Furthermore, parents who arrive at the YMCA and appear to be intoxicated (i.e., under the influence of alcohol, drugs, etc.) present a risk to their child. Y Leaders will provide the following options:

- Call another authorized adult to sign-out the child
- Call a taxi or ride-share service
- Call a nearby neighbor/friend

If a reasonable resolution cannot be reached, the police and Child Protective Services will be contacted.

CHARACTER DEVELOPMENT

The Y Ties Initiative has been developed to instill positive character values in our participants. Each morning, participants will discuss and commit to incorporating that week's character value into their daily interactions with others. As they pledge to honor the value, they will tie a value ribbon to the Y Ties Display. This represents their commitment for all who enter the Y to see. At the end of the day, participants will share how they have applied this value during their day. Once the child feels they have successfully achieved their goal, they will be given another value ribbon to tie on their backpack. This will remind them of the lifelong commitment to upholding that value. This initiative not only helps participants understand each value, it also provides a sense of achievement in their positive interactions with others. We encourage parents to visit and talk with their children about our Y Ties Display. Reinforcing these values at home helps participants understand and honor their commitments long after the Y Cares program is over.

Y CARES CHARACTER CONTRACT

One of the goals of our program is to provide a safe and positive atmosphere for participants to develop a variety of important skills and relationships, while enjoying tons of fun activities. As a family, please read and discuss this Character Contract together. Y Cares Students are:

- **Respectful:** They commit to treating others the way they want to be treated. This includes keeping hands and feet to themselves, using appropriate words to settle differences, refraining from inappropriate or demeaning conversations, and following directions the first time given.
- **Responsible:** They commit to remaining with their group and within eyesight of Y Leaders at all times. They also commit to keeping their belongings with them throughout the day, engaging in positive digital citizenship, and honoring their commitments.
- **Caring:** They understand that it is important to use and care for equipment properly so that others can enjoy them also. Therefore, they commit to caring for the property of the YMCA, Y-Leaders, and other campers. They also commit to being kind to one another at all times.
- **Honest:** They commit to being truthful and transparent, even when it is easier to be dishonest.

Know The Rules, Prepare For Fun!

Participants team up with their Y Leaders every morning to establish general rules. These rules align with the Character Contract to create a safe space that supports learning, healthy relationships, and an opportunity for everyone to achieve self-determined goals. These rules also promote an environment wherein everyone feels like they belong. Parents and guardians must serve as role models by likewise abiding by the Character Contract.

BEHAVIOR GUIDELINES

Anti-Bullying Policy

Bullying is when one or more people repeatedly exclude, tease, taunt, gossip, hit, or otherwise put down another person with the intent to hurt. This occurs because that person or group of people want to have power over another, often times to mask their own insecurities. Bullying is inexcusable at Y Cares! Our philosophy is based on our mission statement, which is "to put Christian principles into practice through programs that build a healthy spirit, mind and body for all." These principles are our Core Values of Caring, Honesty, Respect, and Responsibility. Our Y Leaders will address all incidents of bullying that are observed or reported. Please talk with your child about the importance of being kind to everyone and also encourage them to report bullying behavior to their Y Leaders immediately.

YMCA Guidelines for Student Counseling

All students are entitled to a pleasant and safe environment while participating in Y Cares. We will make every effort to help your child adjust to our program. However, the Y reserves the right to withdraw a participant from our program if he or she is unable or unwilling to adjust to our program. Refunds/credits are not provided to suspended or expelled students. Positive behavior will be encouraged throughout the day and our Y Leaders will work cooperatively with parents to keep them informed of behavioral issues and methods used to redirect the child toward positive choices. However, uncooperative and aggressive behaviors will result in immediate suspension or expulsion from the program. Refunds/credits are not provided to suspended or expelled campers. If your child has been receiving assistance in behavior management during the school year, it is imperative that this information be shared with the Youth and Family Coordinator early on. This will enable us to work more effectively with your child.

The following policy will be followed for the general misbehavior of students:

- 1st offense:** Participant will receive a verbal warning.
- 2nd offense:** Participant will be redirected. An About my Day Report will be written.
- 3rd offense:** Participant will speak with the Youth & Family Coordinator and the child's parent will be contacted to discuss a positive action plan and/or be required to pick-up the child within one hour of being contacted. The participant may be suspended from Y Cares for a period of time that is reflective of the severity of the offense. Refunds/credits are not provided to suspended participants.
- 4th offense:** Participant will speak with the Youth & Family Coordinator and the child's parent will be required to pick-up the child within one hour of being contacted. The child will be expelled from childcare programming. Refunds/credits are not provided to expelled participants.

***Participants who engage in uncooperative or aggressive behavior (e.g., running from the group, kicking, punching, biting, spitting) toward Y Leaders or other participants will start at the 3rd offense guideline.**

Y CARES POLICIES

Dress Code

Participants must wear simple, non-restrictive clothing that's in good taste and that you don't mind getting dirty, muddy, wet, or stained. Please dress for the weather as participants do enjoy outdoor time during the week. Completely closed toe and heel shoes are required. (Crocs, heels, etc. are not appropriate for Y Cares). Participants should pack water shoes and a bathing suit to wear at the pool (Centennial Hills Y and SkyView Y only). Shorts should be of finger-tip length and your child's midriff should not show. Y Leaders reserve the right to decipher whether clothing is appropriate for the child to wear at Y Cares. To minimize the chance of misplaced items, please clearly label all of your child's belongings with their full name.

Lost & Found

We will make every effort to keep your child's belongings with them. In fact, we provide frequent reminders and double check every area for lost items before the group leaves the space. Still, our Lost & Found tends to overflow as the year unfolds. Please check the Lost & Found daily for misplaced items. The YMCA of Southern Nevada is not responsible for any lost, stolen, or damaged items. Lost and found items will be donated to charity after two weeks.

Sunscreen

Please apply sunscreen to your child before arriving each day, and pack extra as your child will have frequent opportunities throughout the day to re-apply and stay protected. Please also be sure to label your child's sunscreen bottle with their full name. By signing the Y Cares waiver upon registration, you are granting Y Leaders the permission to apply spray sunscreen to your child. Please note that, as a hands-off facility, Y Leaders cannot apply sunscreen lotion to your child; but will make every effort to teach your child how to self-apply the product they bring.

Y CARES POLICIES CONT...



Outdoor Play

Outdoor play is an important part of a child's development and is thereby part of our program. Children will not be outside for more than 60 minutes at a time. Shaded rest and hydration options are always available during outdoor play. Children are required to bring a water bottle to Y Cares daily to provide proper hydration and will be frequently reminded to hydrate by Y Leaders. During periods of extreme heat, Y Leaders will scale down the outdoor activities.

Bathroom Procedures

No child is ever alone, and no child is ever alone with just one Y Leader. Participants will take frequent trips to the bathroom with a group of other children and escorted by a Y Leader. Y Leaders will inspect and clear bathrooms of other patrons prior to a participant entering the bathroom. Y Leaders will then stand at the entrance of the bathroom to block members of the public from entering while participants use the restroom.

Grouping of Participants

Participants are divided into smaller groups based on their age, so that they are paired with similarly-aged peers, and can enjoy developmentally-appropriate activities. Each Y may group participants differently and reserves the right to regroup participants as needed. Participants must meet the group's age requirements on the respective day/week of program. Please speak with the Youth and Family Coordinator if you have a special request in that regard.

Diverse Abilities

The Y is committed to equal access for all in our programs and services. We strive to provide the best Y Cares experience for your child and ask that you consult with the Youth and Family Coordinator regarding the diverse abilities of your child prior to registration. We will work to provide reasonable accommodations. However, all children must be able to function in a 1:10 ratio. Unfortunately, we are unable to provide one-on-one care.

Special Events & Birthdays

Special food treats may be brought in by parents for holidays, special events, and birthdays. Arrangements should be made ahead of time with the Youth & Family Coordinator. All food and beverages must be brought in their original, sealed packages with proper nutrition labels. Unfortunately, home-baked goods cannot be distributed. We ask that you bring enough for all participants in the group to enjoy and not bring anything that contains any nut product.

Special Notes to Parents

To make sure your child remains safe outside of YMCA supervision and to protect our staff and volunteers, the YMCA requests your cooperation in the following areas:

- YMCA policy prohibits Y employees from baby-sitting, hosting sleepovers, or otherwise spending one-on-one time with your child outside of YMCA programs.
- YMCA policy prohibits Y employees from transporting your child in their personal vehicles.
- Please do not leave your child at the Y unless they are signed into a program and a staff member is present to supervise him or her.
- Talk to your child about the importance of telling you if someone does or says something that makes them feel uncomfortable. Emphasize that adults should not ask them to keep secrets from you.
- Explain to your child that he or she has a right to privacy and that no one should touch them or compel them to touch someone else.
- Instruct your child to always remain with their group. Stress that there is safety in numbers.
- Be concerned if your child suddenly becomes withdrawn or balks at attending certain activities or being around a particular person. Gently seek to find out why.
- Report any actions by YMCA staff or volunteers that you deem to be inappropriate to the Association Youth & Family Director. If these actions involve suspected child abuse, contact Child Protective Services.

STUDENT MEDICAL CARE

Illness Policy

Children must be healthy enough to participate in the program's daily routine and not spread illness to others. We do not have the facilities to care for sick children, nor do we want to spread illnesses to other students. Therefore, we ask parents keep their sick child at home until they feel better and no longer present a danger of passing on their illness. Please notify the Youth and Family Coordinator immediately if your child or any member of your household develops a communicable condition such as conjunctivitis, chicken pox, lice, pink eye, or scabies. It is important for us to notify other parents as soon as possible. You will be contacted if your child becomes ill during the program. If unavailable by phone, the other adults who are authorized to sign-out the student will be called. Ill students must be picked up from the Y within one hour of our call. There will be a \$1 per minute late fee applied beyond that time frame. We will do our best to make the child comfortable until they are picked-up.

Accidents/Emergencies

In the event that a minor injury occurs during Y Cares, First Aid will be administered by Y Leaders on-site and documented on an About my Day Report, which will be attached to the child's sign-in/out sheet. Following First Aid, the child will be observed periodically. Parents will be notified of head, joint, or face injuries promptly.

In the event that a major injury occurs during Y Cares, 911 will be called and:

- Y Leaders will administer First Aid/CPR as appropriate until emergency personnel arrive. We will also contact the child's parent immediately (if unavailable, the other adults who are authorized to sign-out the child will be called).
- If emergency personnel determine that the child must be transported to a medical facility, Y staff will follow the ambulance and remain with the child until a parent arrives. Emergency personnel typically transport to the nearest hospital or select based on the care needed.
- Y Leaders will document the incident on an internal Incident Report.

Allergies

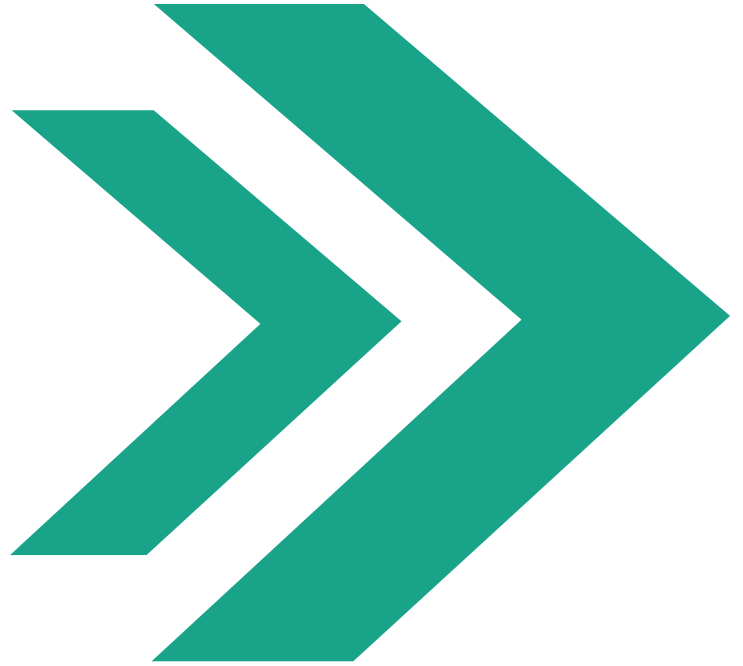
In recent years, there has been an increase in the number of children with severe allergies to peanuts and other products. If you're aware that your child is allergic to something, it is your responsibility to notify the YMCA upon registration so that we may take reasonable precautions. Please leave your child's epi-pen and signed Medication Authorization Form with the Y Leader at sign-in. The YMCA of Southern Nevada strives to be a NUT FREE ZONE. We ask that you do not provide lunches or snacks that contain peanuts, peanut butter, or other nut products in order to ensure the safety of all students.






Medication Administration Policy

Prescription and "over-the-counter" medications will be dispensed only if a properly completed Medication Authorization Form is submitted at sign-in. This includes inhalers and epi-pens. Medication Authorization Forms are available at the Member Services Desk and online at www.lasvegasymca.org/y-cares. Here are a few additional details:

- Medication must be in its original container with the prescription label & directions affixed. The prescription label must include the child's full name, dosage amount, and time(s) to be administered.
- Check in all medication (including inhalers, epi-pens, etc.) with the Medication Authorization Form to Y Leaders to the during sign-in. Students are not allowed to keep medications in backpacks, lunch bags, etc., as this poses a safety risk for the student and the other children in the group.
- Pick up remaining medications on your participant's last day of Y Cares. The Y cannot store medication for extended periods of time and will be required to properly dispose of medication that is not collected within two weeks of the child's last day.

Y CARES 2020



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