



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# PLAY AND EXCEL AT THE OWENSBORO YMCA

YMCA Child Care Services  
Family Packet and Program Guidelines

## WELCOME TO THE FAMILY

You have chosen a fun and unique experience for your child - why not treat your family to a membership? YMCA membership gives you access to reduced rates on child care, youth sports, swim lessons and more!

## CHILDCARE POLICIES:

- Payment Procedures
- Enrollment and Custody
- Sign In and Sign Out Policy
- Late Pick Up
- Suspicion of Child Abuse
- Medication, Illness, and Injury
- Staff Overview
- Behavior & Zero Tolerance Policy
- General Rules
- Transportation



For any questions, please reach out to [childcare@owensboroyymca.org](mailto:childcare@owensboroyymca.org)  
or call 270-926-9622 and ask for the Director of Child Care.

Visit us online at [owensboroyymca.org](http://owensboroyymca.org).

## PAYMENT PROCEDURES

All fees must be paid in advance of care. Participants will not be permitted on site if payments are not made (at minimum) the Friday before care is needed for the next week. Waiting to pay for your space may forfeit your spot. Spaces are filled on a first pay, first serve basis. On site staff cannot accept payments; all transactions must be handled through the registration office.

Please keep copies of cancelled checks and receipts for IRS reporting requirements. The YMCA's tax ID number is 61-0561344.

## ENROLLMENT AND CUSTODY

At the time of enrollment, parents are to provide all court ordered paperwork if any parties are not to have contact with a child enrolled in the YMCA Childcare Program. Paperwork must be court ordered and indicate who is the primary residential parent or if both parents have shared parental custody. Please notify the Site Director of any unusual circumstances in order to provide the safest care for your child.

## SIGN IN AND SIGN OUT

YMCA Policy dictates that all children must be signed in and out by an appropriate parent or guardian at least 18 years of age. When signing in and out, include your initials, date and time. DROP-OFFs are not permitted. Children must be signed in by a parent or guardian. Anyone picking up a child may be asked to show proof of identification. Any changes to the pick-up list must be in writing or sent via email. Please remember that phone calls are not accepted. For your protection, children will not be released to any person other than the parent or other persons authorized to pick up the child on the enrollment form. For your child's safety, should any person who appears to be under the influence of drugs or alcohol arrive to pick up your child, our staff will be required to contact another person on your child's registration form. If no one is available, we are required to call law enforcement.

## LATE PICK UP

There will be a \$10 late fee applied to your account if pick up occurs after closing time. You will be required to sign the late pick up form. If 3 late pick ups occur in a given school year, all child care services (afterschool, holiday camp, and summer camp) will be terminated for that school year. The authorities will be called if a child is left more than 20 minutes after closing time.

## SUSPICION OF CHILD ABUSE

It is our legal obligation to report any suspicion of child abuse or neglect to the Child Protective Services Unit. Any suspicions will be reported immediately with the child's safety and well-being as the sole consideration.



**"OUR STAFF KNOW HOW TO SEE AND RESPOND TO CHILD ABUSE."**

## MEDICATION

In order for the Y to dispense medication for your child, the following is required:

- 1) A medication form must be filled out daily or weekly in order to dispense (see Site Director).
- 2) Medication must be in the original bottle for the person it was prescribed, with the dosage and time to be dispensed.
- 3) The parent or guardian must bring in the medication and give it to the Site Director. YMCA is not permitted to administer any medication such as: Tylenol, Neosporin, etc.

## ILLNESS OR OTHER CONDITIONS

Food allergies and special conditions must be written on the registration form and communicated verbally to Site Director.

To ensure the health and well being of all children in our program, if a child has a contagious illness, infection or fever of 100 degrees, DO NOT send your child to YMCA care. Families will be contacted immediately to make arrangements for their child to be picked up from the program within 30 minutes. We will check for headlice when indicators are present. If your child has a confirmed case of lice, we require a Doctor's statement that your child is nit-free to return to care.

## WHAT HAPPENS IF MY CHILD IS INJURED?

The Site Director will take whatever steps necessary to obtain emergency medical care. These steps may include, but are not limited to, the following:

- 1) Attempts to contact a parent or guardian.
- 2) Attempts to contact persons listed on the emergency information if parent or guardian cannot be reached. If we cannot reach you, we will dial 911
- 3) Call an ambulance or paramedic.

## SUPERVISION OF YOUR CHILD

### Who is watching my child?

Our staff consists of mature and enthusiastic individuals who help us provide a quality, safe, and FUN program. Reference checks are conducted, documented and filed on all employees working with children along with a criminal history background check. All staff members receive YMCA training that covers how to use positive discipline as well as how to detect and report child abuse. They learn songs, games, and arts & crafts projects. Specific staff members are also certified in CPR and First Aid.

### How many staff will be watching my child?

We operate on the following maximum ratios:

Ages 5 to 7 years	1:15
Ages 7 and older	1:20

## CAN STAFF BABYSIT?

Staff members are not allowed to be alone with children; this includes babysitting and inviting staff members into children's homes unless one of the following conditions exists: Staff and child's family have a relationship that predates the staff member's employment or child's enrollment in the program. Staff and child's family are related.

## BEHAVIOR POLICY

Our staff wishes to work with you and your child to have the best experience possible. We try to redirect any misbehavior and provide an atmosphere of structure and fun. We do not have licensed teachers or behavioral specialists on staff and cannot provide one-on-one care or supervision.

In some cases, if the problem is severe and is disrupting our programming, our staff will speak to you or write a behavior report explaining the incident.

Upon receiving a behavior report, we will ask the parent/guardian to provide a written plan of correction signed by the parent/guardian and the child. This plan of correction must be in place before the next time of care, or care will be refused. In the report, we will ask for help and guidance resolving any behavior problems so that we may offer a safe, healthy, and happy environment for all children.

Behavior reports are not tracked by program, they are tracked by child. Behavior reports can occur during afterschool, holiday camp, or summer camp. Here are the measures the YMCA will take in regards to behavior reports:

- 1 behavior report = a signed plan of correction**
- 2 behavior reports = 1 day suspension from program**
- 3 behavior reports = termination from child care services\* for one year from the date of incident**



**There is zero tolerance for physical violence at the YMCA.** Termination from child care services will be immediate in the event a child causes bodily harm to oneself, another child, or staff member during our care.

## GENERAL RULES

- No gum or outside toys (they will be confiscated and returned upon departure). A Doctor's note must be provided for special circumstances.
- No caffeinated drinks (they will be confiscated and returned upon departure).
- No vending machine money (we do not have staff to escort children, and it provides an atmosphere of exclusion).
- Do not send food that needs to be heated/prepared (ex: popcorn, leftovers, etc.)
- Children may not be signed in and out multiple times during the day.
- When the weather is 50-95 degrees we will be going on the playground, permitting there is no rain or severe weather. Please dress appropriately.
- On designated days, please pack a swimwear and towel. Swimmers must shower before pool usage and take a swim test each session. Swimming is a privilege and will be revoked if horseplay, excessive spitting, splashing or unsafe behavior is exhibited.
- We do not operate care when school is called off early due to weather.
- Clothing promoting tobacco, alcohol, or displaying vulgar language is not permitted.