



YOUTH DEVELOPMENT PARENT HANDBOOK

Disclaimer

The policies and information contained in this Parent Policy Handbook ("Parent Handbook" or "Handbook") are intended to provide parents and guardians with general information about the YMCA of the Black Hills ("YMCA" or "Y") childcare programs, services, expectations, and procedures. This Handbook is not a contract and does not create a contractual relationship between the YMCA and any parent, guardian, child, or family.

The YMCA reserves the right to establish, change, update, suspend, or discontinue policies, procedures, program offerings, fees, services, or other provisions described in this Handbook at any time, with or without prior notice, to the extent permitted by applicable law. The YMCA will make reasonable efforts to communicate significant changes to families when appropriate. Parents and guardians are responsible for reviewing communications and updated policies provided by the YMCA.

No verbal or informal statement by a YMCA employee, volunteer, or representative may modify or create an exception to the policies contained in this Handbook unless the YMCA has authorized such modification or exception in accordance with its established procedures. Any approved exception or special arrangement may be subject to additional requirements and, when appropriate, must be documented in writing.

This Parent Handbook may include general information regarding program fees, financial assistance, discounts, services, or other benefits that may be available to families. If there is a discrepancy between information in this Handbook and an applicable agreement, enrollment document, fee schedule, program-specific terms, official plan or program documents, or applicable law, the applicable official document or law will govern.

The YMCA is committed to providing a safe, welcoming, and supportive environment for children and families. All YMCA childcare programs are operated in accordance with applicable federal, state, and local laws, regulations, licensing requirements, and YMCA policies. Nothing in this Handbook is intended to limit or waive any rights or protections provided to children, parents, guardians, or families under applicable law.

This Parent Handbook supersedes previously issued versions of the YMCA's parent handbooks, childcare policies, and related written materials to the extent that they address the same subject matter. The YMCA reserves the right to interpret and administer its policies consistent with applicable law and may revise this Handbook as needed.

If any provision of this Handbook conflicts with applicable law or licensing requirements, the YMCA will comply with the applicable law or requirement.

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Section 1.00 Who We Are

1.01 Welcome

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.

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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!

1.02 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

Ratios

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

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.

School-Age Programs

Our 21st 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. In addition, our 21st Century school-age programs provides tutoring, homework assistance, and college/career readiness support.

1.03 National Mission of the YMCA

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

1.04 The YMCA Philosophy and Goals

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.

1.05 The YMCA's 3 Pillars

We focus our work on three key areas that are fundamental to strengthening the community:

Youth Development

We believe the values and skills learned early on are vital building blocks for life. Because of the YMCA, more young people in neighborhoods and around the nation are taking a greater interest in learning and making smarter life choices. At the YMCA, children and teens learn values and positive behaviors, and can explore unique talents and interests, helping them realize their potential. That makes for confident kids today and contributing and engaged adults tomorrow.

Healthy Living

Being healthy is about maintaining a balanced spirit, mind, and body. The Y is a place where you can work toward balance by challenging yourself to learn a new skill or hobby, fostering connections with friends through our lifelong learning programs, or bringing your loved ones closer together through our many family-centered activities. At the YMCA, it is not about the activity you choose as much as it is about the benefits of living healthier on the inside as well as the outside.

Social Responsibility

At the YMCA, we are a cause-driven organization committed to providing support to our neighbors and opportunities for kids, adults, and families to give, join in, or advocate in the name of stronger communities.

1.06 The YMCA's 4 Core Values

Honesty: Being truthful in what you say and do.

Caring: Showing a sincere concern for others.

Respect: Follow the "Golden Rule".

Responsibility: Being responsible for your actions.

1.07 Code of Conduct

The YMCA of the Black Hills is committed to providing a safe, welcoming, and positive environment for all individuals, including staff, volunteers, members, consumers, youth, and third-party participants. Everyone engaged in YMCA facilities, programs, activities, or events is expected to behave in a mature, responsible, and respectful manner that upholds the YMCA mission and core values.

Core Expectations

All individuals must:

- ❖ Demonstrate the YMCA core values of Honesty, Caring, Respect, and Responsibility.
- ❖ Treat all people with dignity and respect, regardless of race, culture, faith, ability, gender, sexual orientation, age, economic background, or any other protected characteristic.
- ❖ Use respectful, positive language and behavior, free from profanity, vulgarity, harassment, intimidation, bullying, or abusive conduct.
- ❖ Contribute to a healthy, safe, and inclusive environment for all.
- ❖ Respect YMCA property and facilities, using equipment and spaces responsibly.
- ❖ Follow all YMCA policies and procedures, including those related to safety, supervision, technology, and program participation.

Safety and Conduct Standards

To maintain a safe environment:

- ❖ Violence, threats, bullying, hazing, abuse, or mistreatment of any kind—physical, verbal, emotional, sexual, or digital—are strictly prohibited.
- ❖ Weapons or items that may be used as weapons are not permitted on YMCA property, grounds, or during YMCA-sponsored activities, unless they are for specific program use or by law enforcement.
- ❖ Alcohol, illegal drugs, tobacco, vaping products, and misuse of substances are prohibited on YMCA premises and during programs.
- ❖ Appropriate attire and behavior are required at all times.
- ❖ Public displays of sexual affection or sexually explicit behavior are not permitted.
- ❖ Disruptive, unsafe, or destructive behavior is not allowed.

Youth & Vulnerable Populations

All individuals share responsibility for protecting children and vulnerable persons:

- ❖ Serve as positive role models, recognizing the influence actions and words have on youth.
- ❖ Use only positive guidance techniques and avoid frightening, humiliating, or inappropriate discipline.
- ❖ Avoid unapproved one-on-one interactions that compromise safety or supervision standards.
- ❖ Comply with YMCA electronic communication and device policies.

Reporting & Accountability

Anyone who observes unsafe, inappropriate, or concerning behavior must report it to YMCA leadership.

- ❖ The YMCA maintains zero tolerance for abuse and takes all reports seriously.
- ❖ Violations of this Code may result in disciplinary action, including suspension, termination, dismissal from programs, removal from facilities, or involvement of guardians or authorities, as appropriate.

1.08 Use and Applicability of this Handbook

This Parent Handbook applies to all parents and guardians of the YMCA of the Black Hills. It is provided only for informational purposes. The YMCA of the Black Hills is our corporate name and refers to all of our branches. All questions or concerns pertaining to the interpretation of this Parent Handbook and policies should be directed to leadership in our Youth Development and Early Learning programs.

For purposes of this Parent Handbook, the terms “YMCA” and the “Y” refer solely to the “YMCA of the Black Hills.”

Section 2.00 Enrollment & Rates

2.01 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.

All interested families will begin the enrollment process by creating a Brightwheel family account. A link to get started may be requested by the Youth Development Administration for the interested program. The following is a snapshot of the process:

- ❖ Create a Brightwheel account
- ❖ Fill out the "Interest Form" for the desired program
- ❖ All interested students will be placed on a waitlist and sent an Enrollment Packet through your Brightwheel account once availability has been identified
- ❖ Once completed fully, your student will be assigned a classroom and billing information to their profile. Following you will receive a Welcome letter with pertinent information for the program. Welcome letters are confirmation that you are enrolled into a program.

Parents are responsible for any changes in address, telephone numbers or emergency numbers through their Brightwheel accounts, but we request that you notify the Administration Staff so any license required printed materials are updated.

Registration or Material Fees

At the time of your initial registration, there may be a non-refundable registration or material fee depending on program requirements. This fee is required at the time of registration and does not cover any percentage of a program payment. Your child's registration is guaranteed once you have been enrolled in the program and paid the applicable program fees. For some programs based upon necessity, this fee is an annual fee. If you leave a YMCA Youth Development program and decide to return at a later date, an additional enrollment fee will be required.

2.02 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. Upon enrollment, a \$50 enrollment fee or a \$50 material fee will be charged, and the first two weeks of tuition are due at the time of registration.

2.03 Method of Payment

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. Invoices are sent one week prior to bill due date. Tuition is charged at a weekly rate.

School-age programs will not be billed if school is closed for the entire week Monday through Friday.

The YMCA provides the following payment options:

- ❖ Automatic withdrawal from your bank account on payment due dates. Parents are responsible for setting up their payment account through BrightWheel.

- ❖ Online payments from your bank account or credit card prior to due date, parents will process payments through BrightWheel.
- ❖ Cash or check payments manually processed at the front desks at each 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 to school aged, you will see a rate change when your child has transitioned to a classroom approved for a different rate

2.04 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 any declined payment, for any reason. Returned checks will not be re-deposited. The returned fee and payment amount must be paid within 24 hours by cash or cashier's check, at the front desk of the youth development center, or online via credit card by parent through BrightWheel.

2.05 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 we are not able to reach the guardians or an emergency contact person after 30 minutes, communication to law enforcement will occur.

2.06 Vacations

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.

School Aged Programs

School Aged Programs are not eligible for vacation credits. Program fees and enrollments are based on the school calendar and the staffing and scheduling requirements necessary to provide consistent services.

2.07 Childcare Assistance

The YMCA accepts childcare 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. A valid childcare assistance certificate from the State of South Dakota must be presented at time of registration, or full weekly tuition fees will apply. Payments not received by the due date on the monthly invoice will be charged a late fee of \$50.

2.08 Financial Assistance

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 as funds are available. To apply for a scholarship, the following must be completed:

- ❖ 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.
- ❖ Complete scholarship process from the YMCA membership desk to reduce your membership rate and receive the membership discounted rate for Youth Development programs.
- ❖ If further financial assistance is needed, please contact the program's director. Your Financial Assistance documentation may be requested for additional consideration by the director, if other funding sources are available. These additional funds are reviewed on an annual basis. Awards may be one-time considerations due to certain funding sources.

2.09 Receipts, Tax Statements and Flex Accounts

BrightWheel will send an automated email in January letting parents know their annual tax statement is ready to view and/or print.

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.

2.10 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) 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.

2.11 Transferring Childcare 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.

2.12 Withdrawal Process and Stipulations

Written notification of withdrawal must be submitted to the appropriate Youth Development Administrator at least 10 business days prior to the intended withdrawal date. Vacation credits may not be applied towards or used as part of the required notice period.

Tuition will continue to be assessed during the 10 business day notice period following receipt of the written withdrawal request, regardless of whether the enrolled child attends the program during that time.

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. Registrations fees

2.13 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:

- ❖ Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
- ❖ The need to maintain compliance with Licensing Regulations.
- ❖ Staff deems the child too ill to attend.
- ❖ Domestic Situations that present a safety risk to the child, staff, or other children enrolled.
- ❖ Parents' failure to maintain accurate up-to-date records.
- ❖ Parents' failure to complete and return required documentation in a timely fashion.
- ❖ 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.

Section 3.00 Facilities & Programs

3.01 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.

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-5th graders Monday through Friday following school dismissal until 6 pm.

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

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

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

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

21st CCLC Grant Schools (Douglas, Edgemont and Rapid City (Willson 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 a minimum of 5 hours weekly.
- ❖ The child needs to actively participate in teacher lead activity.
- ❖ 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.

3.02 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.

3.03 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 3rd–5th grade at some locations.

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 7:30am 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.

Middle School/Teen Camp

Camp focuses on providing fun and exciting activities for kids entering grades 7 to 9 that build friendship, leadership, service and adventure. Camp generally runs in 2-week sessions throughout the summer with starting at 8 am to 4pm Monday through Friday.

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.

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.

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-5th 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).

Section 4.00 Rules and Expectations

4.01 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.

4.02 Emergency Closing, Pandemic, and Inclement Weather

In the event of inclement weather, closing notifications will be sent via email or messages through Brightwheel. 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.

4.03 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.

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.

4.04 Check-In and Check-Out Procedure

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.

4.05 Emergency Contact and 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.

Anyone picking up your child must be authorized to do so and on Brightwheel as an authorized pickup. This process is done within your Brightwheel account through a desktop computer or the app on your mobile device. Each authorized pickup will be provided with a code for checking in/out process from YMCA Staff.

We understand that some unforeseen circumstances or emergencies arise and someone not authorized through Brightwheel may be picking up your child. You must inform the Youth Development Administration prior to pick-up. If the designated pick-up person is not in Brightwheel, provide the legal name on their photo identification and they must provide a photo ID for pick up.

4.06 Photo Release

YMCA reserves the right to take pictures/videos of children for YMCA publications, newspapers and/or media while within any of our programming or facilities. You will be asked to sign a photo release form before we use your child's picture for external public relations and internal postings during the registration process. You may be asked for additional authorizations when outside entities conduct photo shoots,

surveys, and projects.

4.07 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.

4.08 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.

4.09 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.

4.10 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. For school aged programs, we follow school procedures and communicate our program requirements.
- ❖ Children with two or more uncontained bowel movements (diarrhea) must be excluded from care until bowel movements can be contained and the child has returned to their normal bowel patterns, or until 24 hours have passed since the last uncontained bowel movements.

- ❖ Pink Eye is program dependent. For childcare, they are excluded until the child has been on prescribed medication drops for 24 hours. For school aged, once they have started medication they can attend.

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.

4.11 Child Behavior Policy & Termination Guidelines

Purpose

Our goal is to provide a safe, nurturing, and developmentally appropriate environment for all children. We recognize that young children are learning how to express themselves and interact with others. This policy outlines how we respond to challenging behaviors and the steps we take before considering termination of enrollment.

Behavior Expectations

Children are expected to:

- ❖ Engage in safe and respectful behavior toward peers and staff.
- ❖ Follow age-appropriate routines and transitions.
- ❖ Respond to redirection and guidance from caregivers.

Behavior Incident Response

We use a progressive intervention model to address challenging behavior. The following steps outline our response process:

Step 1: Initial Incident

- ❖ Behavior is addressed promptly by staff.
- ❖ The incident is documented.
- ❖ Parents are informed at pick-up, by phone call, or through our communication app.
- ❖ If the child poses a danger to themselves or others, parents will be contacted to pick up immediately.

Step 2: Repeated Incidents (2–3 occurrences)

- ❖ A parent conference is scheduled.
- ❖ A Behavior Support Plan is developed collaboratively between parents and staff.
- ❖ Referrals to specialists may be recommended.
- ❖ A short suspension (1–3 days) may be considered if necessary.

Step 3: Continued or Escalated Behavior (4+ occurrences or severe incident)

- ❖ Parents may be asked to pick up the child early.
- ❖ A suspension of 3–5 days or termination of care may be considered.
- ❖ A second conference is held to review progress and determine next steps.

Immediate Pickup & Suspension

Parents or an authorized contact will be required to pick up their child immediately if:

- ❖ The child poses a safety risk to themselves or others.
- ❖ The behavior is severely disruptive and cannot be managed safely.
- ❖ The child is unable to be calmed or redirected after reasonable intervention.

Note: If a school-age child receives In-School Suspension (ISS) or Out-of-School Suspension (OSS) from their primary school, they may not attend the after-school program for the duration of that suspension. Attendance may resume once the child has returned to regular school activities and demonstrated readiness to participate safely in the program.

Termination of Enrollment

Enrollment may be terminated under the following conditions:

- ❖ Three (3) or more documented incidents within a 30-day period.
- ❖ Three (3) or more required pick-ups due to behavior within a 60-day period.
- ❖ The child poses an ongoing safety risk to themselves or others.
- ❖ Behavior plan goals are not met and the center cannot safely accommodate the child's needs.
- ❖ Parent refusal to participate in the behavior support process or follow recommendations.

Appeal and Support

Parents may request a review of the termination decision. We are committed to supporting families by providing referrals to early intervention services, behavioral specialists, or alternative care options as needed.

4.12 Procedure for Reporting Concerns or Grievance

The YMCA of the Black Hills is committed to providing a safe, respectful, and welcoming environment for all members, participants, parents, guardians, volunteers, and staff. We value feedback and encourage individuals to share concerns, suggestions, questions, or grievances regarding YMCA programs, services, facilities, personnel, or policies. Concerns raised in good faith help us improve the quality, safety, and effectiveness of our programs and operations.

Whenever possible, concerns should first be directed to the staff member or program director responsible for the area involved. Many concerns can be resolved quickly through direct communication. If the matter is not satisfactorily addressed, or if the individual is uncomfortable discussing the issue with program staff, the concern may be elevated to the next level of management or directly to the Branch Manager.

The YMCA encourages prompt reporting of concerns, including but not limited to:

- ❖ Inappropriate, suspicious, unsafe, or unprofessional behavior by staff, volunteers, members, participants, or guests
- ❖ Violations of YMCA policies, procedures, or standards of conduct
- ❖ Child abuse, neglect, bullying, harassment, or misconduct
- ❖ (Please refer to the Consumer Safety Manual or our Child Abuse Prevention Page of our website for addition resources including anonymous reporting options)
- ❖ Safety, security, or facility concerns
- ❖ Retaliation against an individual for reporting a concern
- ❖ Ethical concerns or whistleblower complaints
- ❖ Any issue that negatively impacts YMCA programs, services, or the participant experience

To initiate a formal review, concerns must be submitted in writing.

Information to Include

To support a timely and thorough review, written concerns should include, when available:

- ❖ Names of individuals involved
- ❖ Date(s), time(s), and location(s) of the incident or concern
- ❖ Names of any witnesses
- ❖ A detailed description of the concern, including:
 - ❖ The behavior, action, or policy concern being reported
 - ❖ Relevant statements or direct quotes, if applicable
 - ❖ Supporting documentation or evidence, if available
 - ❖ Any desired resolution or outcome

Investigation Process

All reported concerns will be reviewed promptly and objectively. The YMCA will make every reasonable effort to protect the privacy and confidentiality of all parties involved while conducting a thorough investigation.

Investigations may include:

- ❖ Interviews with involved individuals and witnesses
- ❖ Review of relevant documentation, records, or surveillance footage
- ❖ Consultation with subject matter experts, legal counsel, or external authorities when appropriate

All individuals involved are expected to cooperate fully with the investigation process.

If the YMCA determines that a violation of policy, standards of conduct, or law has occurred, appropriate corrective action will be taken, up to and including suspension of privileges, termination of employment or volunteer service, and/or notification of appropriate law enforcement or governmental agencies.

Resolution Timeline

The YMCA will make every effort to acknowledge receipt of a formal written concern within five (5) business days and complete a review or investigation within fifteen (15) business days, when reasonably possible. More complex matters requiring additional investigation may take longer. Individuals who submit concerns will be informed when additional time is necessary.

A written response summarizing the findings and any actions taken, when appropriate, will be provided following completion of the review.

Appeal Process

If the individual reporting the concern believes the matter has not been adequately addressed, they may submit a written appeal to the Chief Operations Officer within ten (10) business days of receiving the YMCA's response.

The Chief Operations Officer will conduct a review of the matter and provide written determination. The decision of the Chief Executive Officer, when involved, shall be considered final.

Protection Against Retaliation

The YMCA of the Black Hills strictly prohibits retaliation against any individual who, in good faith:

- ❖ Reports a concern or suspected violation
- ❖ Participates in an investigation
- ❖ Provides information related to a concern or complaint
- ❖ Assists another individual with the reporting process

Any individual who experiences or witnesses retaliation should report it immediately. Reports of retaliation

will be investigated promptly, and appropriate corrective action will be taken when warranted.

Continuous Improvement and Oversight

Reported concerns and incidents may be reviewed by YMCA leadership to identify trends, strengthen risk management practices, and improve program quality and participant safety. Information shared during these reviews will be handled confidentially and in accordance with applicable laws and YMCA policies.

Section 5.00 Curriculum

5.01 General Information

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.

Meeting Children's Individual Needs

If your child has an Individualized Education Program IEP, 504 plan or received 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. Our ADA Request for Accommodation Form can be requested at the youth development administration for your location or downloaded from our website.

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.

5.02 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.

5.03 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.

5.04 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.

5.05 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 teethingers 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:

- ❖ The child who has done the biting is told "biting hurts" and redirected to another activity.
- ❖ The child who receives the bite is comforted. The area is washed with soap and water.
- ❖ An Incident/Injury Report Form is completed.
- ❖ The parents of each child are notified personally.
- ❖ 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.
- ❖ 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.
- ❖ 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.

5.06 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.

Section 6.00 Activities

6.01 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 of the program's primary location). 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.

6.02 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 in our preschool programs, 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 Rapid City YMCA provides towel service and may provide if needed 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.

6.03 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.healthyycc.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 4th, 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.

6.04 Sleeping Policy

Infant

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

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.

6.05 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.

6.06 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.

6.07 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.

Section 7.00 Food Services and Nutrition

7.01 YUSA National Nutritional Standards

Choices Within Limits - Healthy Eating and Physical Activity (HEPA) 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 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 supportive environments rich in opportunities for healthy eating and physical activity.

Standard	Early Learning	Afterschool
Beverages	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.	
Family Engagement	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).	
Food	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 such as 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 <i>-ose</i> ; and syrups such as high-fructose corn syrup, honey, etc.) as one of the first three ingredients or that contain no more than 8 grams of sugar per serving.	

Standard	Early Learning	Afterschool
Food (cont.)	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.	
Infant Feeding	Promote and support exclusive breastfeeding for six months and the continuation of breastfeeding in conjunction with complementary foods for one year or more.	
Physical Activity	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. Y staff will model active living by participating in physical activities with children.	

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.

Screen Time

Eliminate screen time (television, movies, cell phones, video games, computers, 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.

7.02 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.

7.03 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.

7.04 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.

7.05 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.

7.06 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.

Section 8.00 Safety & Compliance

8.01 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 locations you will be provided a site phone number to call to gain access into the building. Other 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.

8.02 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.

8.03 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.

8.04 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.

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.

8.05 Release of Information

If you would like information to be released to another person, you must provide your program's administration staff with 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 by outside agencies.

8.06 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.

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.

8.07 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.

8.08 Outdoor Play

Outdoor play is a planned part of each day, weather permitting. For infant children, we do not go outside if the heat 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. You may be called to bring appropriate clothing.

8.09 Head or Facial Injuries

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

8.10 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).

8.11 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.

8.12 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.

8.13 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.

8.14 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.

Section 9.00 Additional Policies

9.01 Sun Protection Policy

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.

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.

- ❖ 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.
- ❖ Monitor the heat index and schedule outdoor activities accordingly. Staff and children will be watched carefully for heat-related illnesses.
- ❖ Staff and children will be encouraged to wear sun-protective clothing and equipment, when outside, that includes:
 - ❖ a hat with a wide brim that protects the face, neck, and ears
 - ❖ child safe, shatter resistant sunglasses with 100% UVA & UVB protection
 - ❖ sun-protective clothing (i.e., tightly woven, loose-fitting, full length, light-colored and lightweight) when temperatures are reasonable
- ❖ 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.)
- ❖ Staff will keep infants younger than six months of age out of direct sunlight (natural shade, umbrella, stroller canopy, etc.)
- ❖ Provide sufficient areas of shade on the outdoor play area and encourage children to seek shaded areas for outdoor activities.
- ❖ 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.

- ❖ Train staff on sun safety guidelines, proper sunscreen application and ensure proper protocols are implemented for skin allergies.
- ❖ New staff will be orientated to this policy at the time of hire.

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

- ❖ 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.
- ❖ Be required to review sun protection policies via signature upon registration. Parents/guardians have the opportunity to notify staff of any allergies or other concerns regarding sunscreen application.
- ❖ Be encouraged to model sun safe behaviors themselves and practice these guidelines with children when not at the child development program.
- ❖ 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.

9.02 Americans with Disabilities Act 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 (ymcabh.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:

Notify the designated ADA Representative, Keiz Larson, 605-718-9622, keiz.larson@ymcabh.org or designee at YMCA of the request for an accommodation by filling out the ADA Accommodation Form.

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

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.

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.larson@ymcabh.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.

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.

If you or a member has any questions regarding this policy, please contact the ADA Representative.

Reasonable Accommodations / Modifications in Youth Programs

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.

The YMCA has an 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.

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.

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.

9.03 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.

- ❖ 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.
- ❖ 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. If a program is located in school owned facilities follow school district policies.
- ❖ 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.
- ❖ Camp programming for children (5-11): Y Camp is a licensed State of SD program. The Rapid City YMCA and associated branches believe the safety and well-being of children in our care is 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

9.04 Consumer Safety Manual

The YMCA of the Black Hills maintains a comprehensive Consumer Safety Manual that outlines our organization's policies and procedures for preventing, identifying, reporting, and responding to red-flag behaviors and potential abuse involving youth and vulnerable adults. This manual serves as a key governance document and guides how the Y ensures safety, compliance, and strong protective practices across all programs. It is aligned with nationally recognized Praesidium standards and other best-practice expectations to strengthen our ability to maintain a safe environment for all. Members may refer to the Consumer Safety Manual for additional information on the Y's safety expectations, reporting processes, and protective guidelines.

9.05 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.

9.06 Gratuities and Gifts

“Gratuities” and “gifts” for the purposes of this include money or items of value exchanged between YMCA employees or volunteers and members, guests, consumers, families, or vendors. This policy governs both the acceptance of gifts by employees or volunteers and the giving of gifts to consumers. All gratuities and gifts that are given to employees must be reported to the employee’s supervisor, who in turn will report it to the CEO. Edible, perishable gifts that are given are to be made available for all employees within the work area to share.

Employees will not solicit gifts or money from members, guests, or family members. Violation of these rules may be cause for disciplinary action, up to and including termination.

This organization strongly encourages employees and volunteers to refrain from exchanging gifts with consumers. However, gifts to consumers may be given under the following circumstances:

- ❖ Gift requests must be submitted to a supervisor and/or a designated administrator prior to being purchased;
- ❖ The supervisor and/or designated administrator will determine a cost limit regarding how much can be spent on the gift; and,
- ❖ Parents/guardians of the consumers must be notified about the gift item and why the consumers are receiving the gift.
- ❖ Employees and volunteers are prohibited from giving gifts to individual consumers except when the gift is authorized by a supervisor or designated administrator and given to all consumers (i.e., celebration of special events/holidays or group recognition).
- ❖ Require employees and volunteers to communicate that the gift is given on behalf of the organization not the individual employee or volunteer.

Sometimes it may be difficult to refuse gifts from consumers or their families. In many cultures, people give gifts to reflect their appreciation for people or services. To be respectful of consumers and their families, the organization makes reasonable allowances for acts of gratitude involving small gifts of appreciation from consumers and/or their families that have a monetary value not exceeding \$50. Employees and volunteers must disclose all such gifts to their immediate supervisor. Under no circumstances can staff accept money from consumers or their families as a gift. This gift acceptance policy should be included within materials given to parents/guardians and consumers; however, if a parent or consumer approaches an employee or volunteer with a gift that exceeds \$50, the employee or volunteer should politely decline the gift and refer to this particular policy. The employee or volunteer can also encourage the parent or consumer to speak with an immediate supervisor and/or a designated administrator if they have any questions. Artwork and letters of appreciation written by consumers for employees or volunteers may only be accepted if these items will be displayed in a public area at the organization. Employees and volunteers may not take consumer artwork or letters away from the organization whether to their personal homes or any other location.

Section 10.00 Acknowledgements

10.01 Emergency Care Consent

I hereby authorize the YMCA to secure emergency medical treatment and transportation for my child under the following Conditions: An Emergency or unanticipated condition necessitates immediate action for the preservation of the life or health of my child and if reasonable attempts to contact me have failed.

10.02 Insurance

Medical and accident insurance are the parents' responsibility. I understand the YMCA does not carry accident insurance.

10.03 Safety Waiver

I am aware that participating in any youth development program can involve many risks due to the dangers of participating in these programs. I recognize the importance of my child following the YMCA safety rules and policies. I agree to aid and support my child's adherence to these rules. I understand that if my child is unable to remain safe under these guidelines, further action may be taken by the Director and may result in removal from the program. I understand all necessary precautions are made for the safety of my child. In the event of illness or injury, I agree to hold harmless and indemnify the YMCA and its volunteers and staff associated with this program.

10.04 Photos (Section 4.05)

I acknowledge my consent/non-consent to the YMCA to take pictures/videos of my child for YMCA publications, newspapers and/or media while within any of our programming or facilities.

10.05 Field Trips (Section 6.09)

I understand youth development programs take part in field trips. I give my consent for my child to take part in field trips or excursions under proper supervision, if applicable, in a YMCA vehicle.

10.06 Explanation of Tuition Payment Methods and Fees (Section 2)

Multiple tuition payment methods are available for your ease and convenience. BrightWheel has two payment options: Credit Card or ACH. Both methods may be added and stored in your account and have the option to enroll in automatic payments. Please note BrightWheel assesses the following fees to process online/app payments: - Credit cards are charged a 2.5% processing fee per transaction. - ACH (enter your bank routing and account numbers) are charged a \$0.90 processing fee per transaction. The third and final payment method is by check or cash for the exact tuition amount at the Administration Reception Desk. Payments exceeding the tuition amount will be applied as credit for your next payment. - Payment by check or cash does not incur any processing fees. Payments not received by the payment due date, will incur at \$25 late fee. Payments returned or declined for any reason will incur a \$35 fee.

All youth development programs are billed on a bi-weekly basis. Bills are due on the first day of each bill period, which is every other Monday, and billing takes place one week prior to each bill period. Tuition will have a weekly rate. Full tuition will be charged for each tuition period, including some holidays, storm days, early closing days, non school days or any other days that the center is closed. The only exception is you will not be charged the week before the start of the Rapid City Public Schools when the Child Care Center is closed.

Upon enrollment, it is to be understood that all fees, tuition, and expenses are the responsibility of the person enrolling in the program. All families enrolled in the program are subject to the same policies, including policies related to the payment of fees (i.e. payment due date, late payment penalties, and withdrawal from the program, etc.)

10.07 Absences/Vacations/Withdrawals (Section 2)

Each family is allowed one week of vacation time per year, in preschool programs only, with written advance notice, for which no fee is charged. Children taking vacation must be gone 5 consecutive business days. No vacation will be given without prior written notice. Preschool is a year-round program, beginning in September and ending in late August. If I register for the fall programs and choose to drop before the end of August, my fall reserved spot will be filled with a participant from the waiting list. All registration fees and deposits are non-refundable.

If my child is withdrawn from the program, written notification must be given to the youth development administration. Vacation may NOT be used as part of my notification. Tuition is charged for two weeks (10 business days) following the written notification, regardless of if the enrolled child starts/attends the program. In order to be re-enrolled, an opening will have to be available and a new registration fee paid.

10.08 Universal Code of Conduct

Participation in YMCA facilities, programs, or activities signifies agreement to follow this Universal Code of Conduct and all applicable YMCA policies. The YMCA reserves the right to enforce these standards to protect the safety and well-being of the entire YMCA community.

10.09 Access to Policies and Procedures

I am provided electronic access to the Parent Handbook, Consumer Safety Manual, and additional Child Abuse Prevention materials including ways to make an anonymous report online at www.ymcabh.org. I understand it is my responsibility for reading and complying with all policies and procedures.

Parent/Guardian Signature

Date

Parent/Guardian Name (Print)