



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

# School Age Summer Care

**A PARENT'S HANDBOOK**

**WINONA FAMILY YMCA**

Thank you for choosing the Winona Family YMCA's after school care program! Our program is intended to be a place that allows children to learn, grow and thrive all the while meeting new friends and having fun. We're looking forward to meeting your child/children soon and for another successful school year here in Winona!



# Registration Process

## Required Paperwork

In order to complete your registration, please ensure that the following have been submitted.

1. Student questionnaire submitted online during registration (emergency contact information, allergies, etc.)
2. Immunization Records
3. Payment Plan
4. Credit, debit card, or bank information on file

## Cancellation and Refund Policy

If the program doesn't feel right for you and your child, the Winona Family YMCA requires a two-week written notice for all cancellations, emailed to the Youth Development Director. Upon cancellation, all scheduled payments past the two-week mark will be removed from your account, and care will stop being provided at the end of the two weeks. The YMCA will not provide refunds for cancellations made less than two weeks in advance. No refunds are given for days missed due to illness.

## Part Time Program Registration

Part Time Program Participants are registered for two-four days a week, based on the weeks they need care. Payment is required at the time of registration.

## Authorized Pick-Ups

You must add all authorized pick-ups to your child's account online. If they are not added to your child's account they will not show up on the Ipad.

## Hours of Operation are 7:00am-5:30pm

A late fee will be added for pick ups after 5:30.

## Meals

The YMCA will provide a small breakfast, until 8:30, and an afternoon snack around 2:30-3:00pm. Your child must bring their own lunch every day.

# EXPECTED COMMUNICATION

## Communication expectations from parents and YMCA staff

### After Registration

After registration, be on the lookout for a confirmation email welcoming you to the Summer Care Program. In this email, the Director will identify any additional paperwork needed to complete your registration, as well as offer to answer any questions or concerns you have at that time.

### During the Summer

During the Summer, expect to receive periodic emails outlining activities, highlighting programs that are available for registration, and any other reminders or alerts that parents should be aware of.

### From Parents

In order to ensure safety of all Summer Care participants, we ask that parents communicate with us in the following scenarios:

1. Your child will be absent from care.
2. Your child is sick with COVID-19, scabies, impetigo, ringworm, head lice, chicken pox, or other infectious diseases
3. Reported bullying, sexual or physical abuse, or general misconduct during Summer Care hours from other program participants or YMCA staff

### Mandated Reporters

Per Minnesota State Law, anyone who works with vulnerable populations is a mandated reporter and required by law to report any potential instances of physical, sexual, or emotional abuse to the county. All YMCA ASC staff are mandated reporters and will report any instances of abuse conveyed to them by program participants to the Winona County Department of Human Services.

## Pick up and Drop Off Expectations

**All students must be signed in and out on the iPad during drop off and pick up. Please ensure you always sign your child in and out of YMCA care.**

We require identification at pick up by all authorized adults. When staff become familiar with you they may not ask for ID but please be prepared to show ID during pick up at all times. Additionally, if you have a different authorized adult picking up, please make sure they know to bring ID with them.

**Drop off:** Parents should walk children into the Clara Barton room in the morning. Breakfast is done at 8:30. If your child is dropped off after 8:30 they will need to have eaten at home.

**Pick up:** Come to the front desk and let the front desk staff know who you are here to pick up. Wait at the front desk for Summer Care staff to bring your child to you. Remember ID.

## Attendance and Pick Up Changes

If your child is sick or will not be in attendance of our Summer program, please let us know by emailing the Director.

We do not offer refunds on days kids are gone unless we are given a two week notice.

If a different adult will be picking up your child, please also let staff know by emailing the director or letting staff know at drop off.

## Staff Handbook

If you're interested in seeing the Staff Handbook, please request a copy from the School Age Director. The Staff Handbook has applicable policies and procedures for all Child Care Staff to ensure safety or youth participants and success of the Summer program.

## Behavior Policies and Expectations

The Winona Family YMCA School Age Summer Care Program has a Behavior Policy and Procedure. This includes tiered levels of behavior in the programming.

Please be sure to familiarize yourself with the Behavior Policy and Procedures and to address any questions or concerns with the Director. The policies can be found on the website.

To ensure a successful summer, we ask for clear communication from families regarding concerns about their child's experiences. If you encounter an experience that you feel is inappropriate, please contact the Director immediately. If you ever have any suggestions, comments, or concerns, you're also welcome to contact the Director. We're constantly analyzing our programs to ensure growth, and welcome our parents to be active participants within that process.

## Things to bring:

- Sunscreen-labeled with first and last name
- Water bottle- labeled with first and last name
- Book (optional) for reading time
- Swim suit, towel, and bag for wet items on your child's swim day.(More information to come on this).
- Lunch every day



# SICK POLICY

## Information pertaining to the ASC program's sick policies and procedures

### SICK POLICY

The YMCA does not provide care for students who are sick. If your child is sick, please alert YMCA staff and keep your child home from the ASC program.

In the event that your child becomes sick during ASC hours, parents will be alerted immediately and asked to pick up their child within an hour of the phone call. Your child will be removed from the group at this time and brought to a quiet and secure location where they can rest while they wait for pick up. Staff will remain nearby to assist the child if they need additional attention.

### ADMINISTERING MEDICINE

Staff can administer medicine if requested by parents prior to the start of childcare. If your child requires daily or temporary dosages of any medicine, please contact the Director to fill out a Medicine Consent Form.

Please note that all lost and found clothing items will be removed from program sites once head lice has been found on a participant.

### CONTAGIOUS ILLNESSES

The following illnesses warrant immediate action by the Director to ensure safety of other ASC participants. If your child is diagnosed with any of the following, please contact the Director as soon as possible.

1. Impetigo
2. Scabies
3. Ringworm
4. Chicken Pox
5. Head lice
6. COVID-19

When a child is diagnosed with any of the above illnesses, the child will be removed from the program immediately. If diagnosed with #1-4, students will not be allowed to return until cleared by a doctor as non-contagious. For head lice, participants will not be allowed to return until forty-eight hours after being treated for head lice, without instances of finding additional lice. **When any of the above illnesses are detected, an email will be sent to all families and a notice posted at the site.**

We recognize the inconvenience of not having childcare available, however we ask for adherence to these sick policies to ensure other program participants aren't exposed to illnesses.

# WEATHER AND OUTDOORS

## GETTING OUTDOORS

### LET'S EXPLORE OUTSIDE, YEAR-ROUND!

Summer Care utilizes indoor AND outdoor programming year round. The YMCA hopes to instill an interest in the outdoors in all Summer Care participants through unstructured outdoor play time. Staff work to provide a safe and nurturing environment for children to play in, enabling all participants to explore nature year-round and grow a deeper connection to the natural world. By doing so, we hope our program participants can learn to be more present and connected with one another and the world they live in.

### SAFETY IN THE OUTDOORS

To ensure our students are safe outside, we require all participants to come prepared to be outside any day of the year. Please provide your child with the following items to ensure they can participate in all activities:

1. A jacket or sweater when temperatures are below 60 degrees(some mornings).
2. Water bottle
3. Sunscreen
4. Proper shoes/safe for running in.

## POLICIES OUTDOORS

### RULES FOR PLAYING OUTSIDE

When it comes to rules for playing outside, we have very few. The reason for this is because we believe in encouraging students to play and explore in nature, and that using language like “be careful” can inhibit students from exploring to their full potential. That being said, we do have some basic rules that counselors enforce to ensure participant safety.

1. No sticks or rocks
2. No climbing trees, unless staff are spotting participants. Staff are properly trained on spotting techniques and do not allow children to climb above the counselor's shoulder height
3. Students are not allowed on the sidewalk at the parks and must play in designated areas, within eyesight of counselors

### ADDITIONAL POLICIES

Additional policies and regulations will be established as needed and conveyed to program participants.

# Additional Information

## FINANCIAL AID AND COUNTY ASSISTANCE

### FINANCIAL AID

The YMCA provides financial aid for those who qualify for memberships and programs. If you're interested in learning more about the financial aid program, please contact Lisa Engfer at [lengfer@winonaymca.org](mailto:lengfer@winonaymca.org)

### COUNTY ASSISTANCE

The YMCA is certified through Winona and Olmstead County for Child Care Assistance. If you are interested in learning more, please contact the county to see if you qualify. Those who qualify receive financial assistance for childcare, sent directly to the YMCA and applied to your monthly bill. Remaining balances are owed by program participants' families.

Contact Kristen Young at [kyoung@winonaymca.org](mailto:kyoung@winonaymca.org) for question

## CONTACT US

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