



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

# School Year K-6 Program

**A PARENT'S HANDBOOK**

**WINONA FAMILY YMCA**

Thank you for choosing the Winona Family YMCA's School Age 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 online.

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

We do not refund for days missed due to illness or days schools close due to weather.

## Hours of Operation:

**Bluffview After School Care 2:00-5:30pm**

**YMCA After School Care 2:45-5:30pm**

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

## Part Time Program Registration

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

## No School Care Registration

1. Payments must be made/scheduled with card information when registering.
2. Registration ahead of time is required.
3. Immunization Records are required before care starts.
4. Student questionnaire submitted online during registration (emergency contact information, allergies, etc.)

## After School Care hours on Snow Days

1. Hours of operation during snow days are 2:00-5:30 pm
2. Location is at the YMCA
3. Parents must email the director to ensure their child is attending
4. No extra charge, unless you are adding a day your child is not already registered.
5. No refunds to those not attending.

# 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 After School 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.

### 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.

### During the School Year

During the school year, 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 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 School Age Program 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 Child Care 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 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.

## **Attendance and Pick Up Changes**

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

If a different adult will be picking up your child, please also let staff know by emailing 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 ASC Staff to ensure safety of youth participants and success of the ASC program.

## **Behavior Policies and Expectations**

The Winona Family YMCA has a Behavior Policy and Procedure. This includes tiered levels of behavior in the Child Care 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 year, 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.

# 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 program.

In the event that your child becomes sick during program 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.

### CONTAGIOUS ILLNESSES

The following illnesses warrant immediate action by the Director to ensure safety of other 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.

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

# WEATHER AND OUTDOORS

## GETTING OUTDOORS

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

Child Care sites utilize indoor AND outdoor programming year round. The YMCA hopes to instill an interest in the outdoors in all 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 coat or jacket when temperatures are below 60 degrees
2. Winter boots and snow pants when temperatures are below 40 degrees, or if there is snow on the ground.
3. Hats and gloves when temperatures are below 40
4. Sunscreen during No School Days in warmer months
5. A hat, if desired, during warmer months

## 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.



## Understand the Weather



### Wind-Chill

- 30° is *chilly* and generally uncomfortable
- 15° to 30° is *cold*
- 0° to 15° is *very cold*
- 32° to 0° is *bitter cold* with significant risk of *frostbite*
- -20° to -60° is *extreme cold* and *frostbite* is likely
- -60° is *frigid* and exposed *skin will freeze* in 1 minute



### Heat Index

- 80° or below is considered *comfortable*
- 90° beginning to feel *uncomfortable*
- 100° *uncomfortable* and may be *hazardous*
- 110° considered *dangerous*

All temperatures are in degrees Fahrenheit

# Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)												
Air Temperature		Wind Speed in mph										
		Calm	5	10	15	20	25	30	35	40		
40		40	36	34	32	30	29	28	28	27		
30		30	25	21	19	17	16	15	14	13		
20		20	13	9	6	4	3	1	0	-1		
10		10	-1	-4	-7	-9	-11	-12	-14	-15		
0		0	-11	-16	-19	-22	-24	-26	-27	-29		
-10		-10	-22	-28	-32	-35	-37	-39	-41	-43		
-20		-20	-34	-41	-45	-48	-51	-53	-55	-57		
-30		-30	-46	-53	-58	-61	-64	-67	-69	-71		

Comfortable for out door play

Caution

Danger

Heat Index Chart (in Fahrenheit %)																
Temperature (°F)		Relative Humidity (Percent)														
		40	45	50	55	60	65	70	75	80	85	90	95	100		
80		80	80	81	81	82	82	83	84	84	85	86	86	87		
84		83	84	85	86	88	89	90	92	94	96	98	100	103		
90		91	93	95	97	100	103	106	109	113	117	122	127	132		
94		97	100	102	106	110	114	119	124	129	135					
100		109	114	118	124	129	136									
104		119	124	131	137											
110		136														



## Child Care Weather Watch

**W**atching the weather is part of a child care provider's job. Planning for playtime, field trips, or weather safety is part of the daily routine. The changes in weather require the child care provider to monitor the health and safety of children. What clothing, beverages, and protections are appropriate? **Clothe** children to maintain a comfortable body temperature (warmer months - lightweight cotton, colder months - wear layers of clothing). **Beverages** help the body maintain a comfortable temperature. Water or fruit juices are best. Avoid high-sugar content beverages and soda pop. **Sunscreen** may be used year around. Use a sunscreen labeled as SPF-15 or higher. Read and follow all label instructions for the sunscreen product. Look for sunscreen with UVB and UVA ray protection. **Shaded** play areas protect children from the sun.

 Condition **GREEN** - Children may play outdoors and be comfortable. Watch for signs of children becoming uncomfortable while playing. Use precautions regarding clothing, sunscreen, and beverages for all child age groups.

 Condition **YELLOW** - use caution and closely observe the children for signs of being too hot or cold while outdoors. Clothing, sunscreen, and beverages are important. Shorten the length of outdoor time.

 Condition **RED** - most children should not play outdoors due to the health risk.

## Understand the Weather

The weather forecast may be confusing unless you know the meaning of the words.

**Blizzard Warning:** There will be snow and strong winds that produce a blinding snow, deep drifts, and life threatening wind chills. Seek shelter immediately.

**Heat Index Warning:** How hot it feels to the body when the air temperature (in Fahrenheit) and relative humidity are combined.

**Relative Humidity:** The percent of moisture in the air.

**Temperature:** The temperature of the air in degrees Fahrenheit.

**Wind:** The speed of the wind in miles per hour.

**Wind Chill Warning:** There will be sub-zero temperatures with moderate to strong winds expected which may cause hypothermia and great danger to people, pets and livestock.

**Winter Weather Advisory:** Weather conditions may cause significant inconveniences and may be hazardous. If caution is exercised, these situations should not become life threatening.

**Winter Storm Warning:** Severe winter conditions have begun in your area.

**Winter Storm Watch:** Severe winter conditions, like heavy snow and ice are possible within the next day or two.



# 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 Kristen Young at [kyoung@winonaymca.org](mailto:kyoung@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.

## PROGRAM TRANSPORTATION AND FREE SWIM

### TRANSPORTATION

Winona Area Public Schools provides free transportation from schools to designated sites. Please contact the school to arrange for transportation.

### FREE SWIM

On Thursday our 'Lowers' (younger kids) have free swimming at the YMCA and on Fridays our 'Uppers' have free swimming at the YMCA. Please pack a bathing suit, towel, and plastic bag for wet items on these days.

## CONTACT US

Brandy Walentiny, Youth Development Director  
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