



YMCA of the Chippewa Valley School-Age Childcare Program Parent/Guardian Handbook



YMCA MISSION: To put Christian principles into practice through programs that build healthy body, mind, and spirit to all, we build strong kids, strong families, and strong communities.

School's Out = days throughout the school year that children have off, including Snow Days

Summer Camp = Summer Program Only

Before and After Care = Before and After School Care at the YMCA facilities or school sites

Dear Parent/Guardian,

Thank you for choosing the YMCA of the Chippewa Valley for your child! This letter is meant to provide you with basic information about our programs and let you know what to expect.

Communications – For School's Out and Before and After care, we will send email updates regularly but please feel free to also reach out with any specific questions. For Summer Camp, we will send email updates weekly regarding the upcoming schedule and activities.

Objectives

- To provide children with a fun, safe, and supportive environment.
- To immediately impact each child's attitude in a positive way.
- To encourage enthusiasm and promote enjoyment of each activity.

Location: All facilities are located in Wisconsin.

				<u>License Capacity</u>
YMCA Sports Center	3456 Craig Road	Eau Claire	54701	200
Manz Elementary	1000 E. Fillmore Ave	Eau Claire	54701	35
Meadowview Elementary	4714 Fairfax St.	Eau Claire	54701	45
Putnam Heights Elementary	633 W. MacArthur Ave	Eau Claire	54701	45
Robbins Elementary	3832 E Hamilton Ave	Eau Claire	54701	45
Main Contact:	Collis McCloud Jr.	715-552-1200		cmcccloud@ymca-cv.org
Eau Claire YMCA	700 Graham Ave	Eau Claire	54701	39
Clubhouse	206 Emery St	Eau Claire	54701	55
Flynn Elementary	1430 Lee St	Eau Claire	54701	34
Locust Lane Elementary	3245 Locust Ln	Eau Claire	54703	32
Northwoods Elementary	3600 Northwoods Ln	Eau Claire	54703	45
Sam Davey Elementary	3000 Starr Ave	Eau Claire	54703	36
Main Contact:	Jalen Thomas	715-839-4609		jthomas@ymca-cv.org
Chippewa Falls YMCA	611 Jefferson Ave	Chippewa Falls	54729	77
Halmstad Elementary	565 E. South Ave	Chippewa Falls	54729	34
Hillcrest Elementary	1200 Miles St	Chippewa Falls	54729	34
Southview Elementary	615 A. Street	Chippewa Falls	54729	34
Main Contact:	Brianne O'Brien	715-861-2355		bobrien@ymca-cv.org

School's Out and Summer Camp Locations

- YMCA Sports Center
- Chippewa Valley YMCA
- Eau Claire YMCA

Before and After Care Locations

- YMCA Locations
 - **Eau Claire YMCA - Clubhouse**
The YMCA will bus Lakeshore, Longfellow, & Montessori.
 - **Chippewa Falls YMCA**, 611 Jefferson Ave, Chippewa Falls, WI 54729
The school district will bus children from all area elementary schools to the YMCA upon request. Parkview children will be picked up at the school and walked to the YMCA.
- Onsite School Locations
 - **Eau Claire** onsite locations are available at Flynn, Locust Lane, Manz, Meadowview, Northwoods, Putnam Heights, Robbins, and Sam Davey.
 - **Chippewa Falls** onsite locations are available at Halmstad, Hillcrest, and Southview.
Parkview after school care will be provided at the Chippewa Falls YMCA.

Registration

School's Out/Before Care/After Care
Summer Camp

Registration Fee is \$40.
Registration Fee is \$50.

Summer Camp, School's Out, Before Care, and After Care have separate enrollment fees and are due each year your child attends. The registration fee is non-refundable. This fee enrolls the child/ren into the program.

Registration may require Alternate Arrival/Release Form prior to attendance.

The YMCA Sports Center does not discriminate on the basis of age, race, color, sex, sexual orientation, creed, handicap, national origin or ancestry.

Licensing

The YMCA of the Chippewa Valley is licensed by the Department of Children and Families. The Wisconsin Rules for Licensing Childcare Centers are available for review at each location or can be found online at <https://dcf.wisconsin.gov/>. Direct links are as follows:

DCF 251 <https://dcf.wisconsin.gov/files/publications/pdf/205.pdf>

DCF 252 <https://dcf.wisconsin.gov/files/publications/pdf/202.pdf> *YMCA Sports Center Only

Results of the most recent monitoring visits will be posted at each facility.

All locations accept enrollment for children ages 5-13. The YMCA Sports Center accepts enrollment from children ages 5-14. We offer care Monday thru Friday of the summer months (June-August) for the Summer Camp program. We offer care on each School's Out Day, including Snow Days. We offer Before Care and After Care, Monday through Friday, following the ECASD calendar for Eau Claire and following the CFAUSD calendar for Chippewa Falls.

Program Hours: 6:30am – 6:00pm

For all programs, the earliest drop off is 6:30am and the latest pickup is 6:00pm. Our license prohibits us from providing care outside of those hours. If your child is not picked up by 6:00pm, we are required to contact law enforcement officials. A late pickup fee of \$10 plus an additional \$1 for every minute after 6:00pm will be charged to your account.

Concealed Carry Policy

Weapons are banned, even for those licensed to carry concealed weapons, except for law enforcement agents.

Contact Information

It is very important that we have accurate and current home and emergency contact information for each child. If the parent or emergency contact information changes, please let us know within 24 hours so that we may update our information as required.

Activity

We will provide quality instruction and active play throughout each day as well as share a mix of arts, learning, virtues, and leadership skills. Gymnastics play will also be a part of our programming at the YMCA Sports Center.

At school sites, we will be stationed in the lunchroom, and also have access to the gym and outdoor play equipment.

Attendance

While attendance is not required, parent/guardian must inform us when a child will not be attending, will be coming later in the day, or leaving early. Please make these attendance updates with the appropriate contact, listed on page 1.

Parents will be contacted if the child has not shown up for care by Noon of any full day. Parents will be contacted at morning release time if the child did not show up for Before Care. Parents will be contacted during afternoon check-in if the child did not show up for After Care. Staff will be maintained with a ratio in accordance with the DCF Licensure Regulations.

Security

For security purposes, only the parents, emergency contacts or authorized persons listed on the program registration form will be allowed to pick up the child/ren. If another party is to pick up your child and is not listed as an authorized pickup person, you must inform us in writing (e-mail). Handwritten notes will not be accepted. All children will have personal files onsite, and they may be updated with the Coordinator or Director at any time. Files include registration information, waiver forms, medication information, and disciplinary notes. Persons having access to children's records will not discuss or disclose personal information regarding the children or facts learned about children and their relatives except to the parent or other person authorized by state law.

Medication, Poor Health, and Sunscreen

Medications will only be administered with written permission. Please make sure specific instructions are noted and an "Authorization to Administer Medication" form is completed. Sunscreen will be applied every day for outside events such as: recess, pool, field trips, and other activities. Insect repellent will be provided by the YMCA and used minimally. If you need to send a separate repellent, please give it directly to your site Director, but do NOT leave it with your child.

Ill children are defined as those who are exhibiting: vomiting, diarrhea, fever over 100 degrees or inability to participate in programs. Children experiencing any of these symptoms or behaviors will be asked to leave care until the symptoms are no longer present for 24 hours. This is for the health and welfare of all children, staff, and your children. Please respect our health policy and do not send children to YMCA care who are ill.

Lice – we have a nit free policy. Any child with lice/nits in their hair will not be allowed at YCMA care.

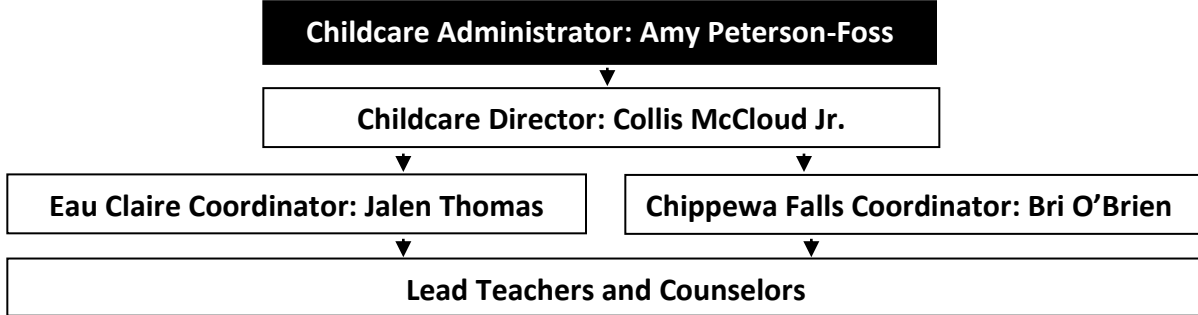
Emergency and First Aid

All staff are CPR/First Aid/AED certified. If an accident or injury occurs, the staff will treat the injury as instructed through certification or as directed on the Health History and Emergency Care Plan portion, completed during enrollment.

In the occurrence of an extreme emergency while at the facility or on a field trip and away from the facility, 9-1-1 will be called and the injured person will be taken to the closest facility of care with consideration of personal medical facility shared during registration.

Program Administration

The YMCA of the Chippewa Valley care is administered as follows:



Placement

Summer Camp registration for the YMCA Sports Center and Camp Chippewa will open February 1st of each year. Eau Claire YMCA "Camp Academy" registration will open in March according to ECASD. School's Out, Before Care, and After Care registration will open the 3rd Monday of June each year.

Placement will be guaranteed on a first come, first served basis. Registrations received after that time will be dependent on available dates.

Children will be grouped together whenever there are less than 36 children at a site.

Payment

School's Out, Before Care, After Care - The YMCA requires each family to provide payment authorization by sharing either credit card or checking/savings account information and we will bill your source weekly as your child(ren) is scheduled. You may access receipts on your Y account at any time to see or print receipts.

School year updates - due by 6am Friday, at least 2 weeks prior to any given week of care. Payments will be withdrawn weekly (on the Monday, 2 weeks prior to expected attendance). Payment will be processed for the full week.

Summer Camp updates - due by 6am Monday, at least 2 weeks prior to any given week of care AND receive confirmation. All schedules will be locked in on May 1. Any changes taking place after that time will result in a \$5 change fee/day. Example: If you have 2 children and choose to cancel a full week after May 1, you will be charged \$50 (\$5/day x 10 days). No cancellations will be accepted within 2 weeks.

If you need to cancel any weekly care after that time, you must do so by email AND receive confirmation. All updates need to be made with the Coordinator or Director. Any cancellations within 2 weeks will result in full charge. There will be NO credits given for sick days. There will be NO refunds. For rates, please see page 10.

Attire

Children will be spending time both indoor, and outdoor each day. Please dress your child appropriately for weather conditions. **Make sure children have closed-toe athletic shoes each day.** The YMCA will provide "Rocky Mountain Kid Safe Broad Spectrum SPF 50 Sunscreen," oxybenzone free, for each child. This is the preferred method as it will help cut down on application time and be less expensive for parents.

The other option is to send your own. If so, please make sure it has masking tape around it and your child's name written on it. **NO SPRAY SUNSCREEN ALLOWED!** This has caused issues in the past with getting in children's eyes, so it is no longer an option. If you have more than one child, each will need a separate bottle of sunscreen. Sunscreen may not be left in personal lockers. Please give your sunscreen to a counselor/teacher.

Meals and Snacks

All children must be provided nourishment no longer than 3 hours apart. If your child is dropped off prior to 7:00am during full day care, you will need to provide breakfast for them as snack does not take place until 10:00am. Afternoon snack will take place at 2:30pm, so if your child is here after 5:30pm, please also send an additional snack.

Before and After Care – the School Districts offer breakfast prior to school. Each child will receive an afternoon snack for the After Care program accompanied with 100% juice.

Summer Camp and School's Out – please send 1 snack and a lunch with your child each day. Snack time will be at 10:00am and 2:30pm each day. Lunch will take place at noon. The YMCA will provide the PM snack.

Staff will eat with children in the same room and at their tables for socialization and/or disciplinary procedures.

Full day children are responsible for providing their own food including: breakfast, AM snack, and lunch. Families – please be advised that all breakfasts and lunches must follow the meal pattern guidelines shared on page 8.

YMCA Sports Center specific – families may purchase lunch packages. The YMCA Sports Center will provide an option of spaghettiOs with meatballs, brat, peanut butter and jelly uncrustable, corn dog, or hot dog lunches for \$5.00 (these include milk, fruit, and vegetable). If you will be ordering lunch through the Sports Center, you will need to pay for that day and place your order prior to 10:00am. Lunches may also be purchased in advance for the entire week and processed with your weekly payment. If notification comes later in the week, you will need to pay separately.

The YMCA Sports Center also sells: water, granola bars, animal crackers, fruit snacks, juice, soda, candy, chips, nachos, and pretzels at the concession which may be open after PM snack. Snacks are restricted until after PM snack is complete. Caffeinated soda will not be available for sale. You may send extra money with your child for additional snacks, but it is not necessary.

Field Trips

Chippewa Falls YMCA and Eau Claire YMCA will offer field trips on Tuesdays during Summer Camp. Chippewa Yellow Bus Company will be utilized for transportation. Chippewa Falls YMCA will regularly access Irvine Park and Eau Claire YMCA will regularly access Owen Park.

YMCA Sports Center Summer Camp will plan to visit Fairfax Pool on Tuesday each week in the summer months. The cost of this field trip is included in the cost of the camp. We will be using Eau Claire Student Transit for transportation. Children will need to bring suits, towels, and a plastic bag

for wet clothes on pool day. Reminder that sunscreen is provided by the YMCA. Additional field trips will be planned for Thursday each week of the summer.

Money and Personal Property

The YMCA of the Chippewa Valley is not responsible for lost, damaged or stolen items, money kept in lockers, or money kept in pockets. Please leave personal items at home! We will keep your child engaged in healthy and active games. Please do NOT send any personal items or electronics. Cell phones, iPods, iPads, Kindles, Nooks, DS, Smart Watches, any other handheld games or anything you may connect to the internet with are NOT allowed. Absolutely NO ELECTRONICS.

Additional equipment

Water days: Swimsuit, Towel, Plastic bag for wet clothes

ALL ITEMS SHOULD BE CLEARLY LABELED WITH CHILD'S NAME

Discipline

It is our goal to provide your child with a fun, entertaining, and healthy environment. We will treat your child with respect and consideration. We also expect our children to express the same respect and consideration for our staff and each other. Swearing, name calling, and/or physical contact will not be tolerated. Any disciplinary problems will be immediately referred to the lead staff and will follow the delegation of administrative authority listed on page 3.

Steps to Behavioral Success

The YMCA of the Chippewa Valley utilizes "Behavioral Incident Reports" (BIRs) to track and communicate behavioral concerns. These are shared daily at the time of pickup. Full completion is required before a child is able to continue attending.

1. Concerns will be discussed with the family informally to gather information and share observations.
2. A systemic approach will be determined to track behaviors. Relevant information will be documented to determine patterns of behavior. Interventions will be determined based on parent and YMCA staff recommendations.
3. A meeting between parents/guardians and administration will be held to determine a plan of action.
4. Behavior will be monitored and adjustments to the plan will occur as needed.
5. If behavior continues to be an issue, a decision will be made regarding the best placement for the child's success. In the best interest of the child, it may be necessary to find alternate care arrangements.

If a child requires parent pick up, we will use the following course of action:

Step 1 – Parent pick up for the day. Additional 1-day suspension may be required.

Step 2 – Parent pick up for the day + an additional 3-day suspension

Step 3 – Parent pick up for the day + a weeklong suspension

Step 4 – Unable to continue in the program.

Discharge Policy

The YMCA of the Chippewa Valley reserves the right to terminate a child's enrollment for any of the following reasons, at any given time, including but not limited to:

1. Failure to submit required forms or keep updated information on file.
2. Failure to observe rules of the program.
3. Child's behavior is hazardous to self or others.
4. Repeated child behaviors that are disruptive to the classroom and not resolved through behavior improvement strategies.
5. Disruptive parent behaviors that may be threatening to children and/or staff.

Parent Expectations

1. Dress your child appropriately for each day. MUST HAVE CLOSED-TOE ATHLETIC SHOES.
2. Set your child up for success by ensuring that they have adequate sleep and nutritious food.
3. Turn in paperwork and updates in a timely manner.
4. LABEL EVERYTHING YOU SEND WITH YOUR CHILD. This helps us make sure it gets returned.
5. Call or email no later than noon if your child will not be attending that day.
6. Do not send electronics. No phones. No smart watches. No personal play items.
7. Handle yourself appropriately at all times. Be respectful to children, staff, and the facility.
8. Respect our expectations and rules.
9. Understand that if your child is here, they are expected to participate in ALL activities.
10. Greet and say goodbye to staff. This helps provide closure for your child and our staff.
11. Inquire about your child's day. We prefer to have the lines of communication wide open so if you have questions, please ask.
12. Communicate with the Administrator (Amy), Director (Collis), Coordinator (Jalen and Bri) and care staff on a regular basis. If you have any goals or concerns, please let us know 😊.

Custody Disputes

Parents/Guardians must provide legal documentation of any decisions made by the court that affect the child regarding their attendance and care in the YMCA childcare program.

Babysitting/Nannyng

In accordance with YUSA, staff members are not allowed to provide personal care for children enrolled in any YMCA program.

The YMCA does not assume any responsibility for off-duty employment including, but not limited to legal liability that may occur. Under such circumstances, the YMCA is not an individual's employer and does not provide worker's compensation or other coverage for such non-YMCA employment or activity.

Thank you again for choosing the YMCA as your childcare headquarters! We look forward to a great and successful year of getting to know you and your family. If you have any questions, need to make changes to your registration form or add days, please give us a call at 715-552-1200.

Amy Peterson-Foss

Executive Director
Assoc. School-Age Childcare
715-552-1200

Collis McCloud Jr.

Assoc. School-Age Childcare Director
Manz, Meadowview, Putnam, Robbins, Sports Center
715-552-1200

Brianne O'Brien

School-Age Childcare Coordinator
Chippewa Y, Halmstad, Hillcrest, Southview
715-861-2355

Jalen Thomas

School-Age Childcare Coordinator
Eau Claire Y, Flynn, Locust Lane, Northwoods, Sam Davey
715-839-4609

Please be advised that the following meal pattern is mandatory for all children whether receiving meals through the YMCA Sports Center or if the parents/guardians are providing meals for any given day.

MEAL PATTERN REQUIREMENTS

The meal pattern shall contain, at minimum, each of the following components in the amounts indicated for the specific age group.

BREAKFAST	Age 3, 4, & 5	Age 6 up to 12
1. Milk, fluid	¾ cup	1 cup
2. Juice, fruit or vegetable ^a or Fruits(s) or vegetables(s)	½ cup ½ cup	½ cup ½ cup
3. Grains/Breads: ^b		
Bread	½ slice	1 slice
Cornbread, biscuits, rolls, muffins, etc ^b	½ serving	1 serving
Cereal (dry, cold):		
Flakes or rounds	½ cup	1 cup
Puffed cereal	¾ cup	1 ¼ cup
Granola	1/8 cup	¼ cup
4. Cooked Pasta or noodle products	¼ cup	½ cup

LUNCH OR SUPPER	Age 3, 4, & 5	Age 6 up to 12
1. Milk	¾ cup	1 cup
2. Meat or meat alternate: Meat, poultry, fish, cheese	1+½ oz	2 oz
Alternate protein products ^g	1+½ oz	2 oz
Yogurt, plain or flavored, unsweetened or sweetened	6 oz or ¾ cup	8 oz or 1 cup
Egg, Large	¾ egg	1 egg
Cooked dry beans or peas	3/8 cup	½ cup
Peanut butter, other nut or seed butter	3 Tbsp.	4 Tbsp.
Peanuts, soy nuts, tree nuts or seeds	¾ oz= 50% ^d	1 oz= 50% ^d
3. Vegetable and/or fruit ^e (at least two)	½ cup total	¾ cup total
4. Grains/Breads: ^b		
Bread	½ slice	1 slice
Cornbread, biscuits, rolls, muffins, etc ^b	½ serving	1 serving
Cereal, hot cooked	¼ cup	½ cup
Cooked pasta or noodle product	¼ cup	½ cup

SUPPLEMENT	Age 3, 4, & 5	Age 6 up to 12
Select two of the following four components		
1. Milk	½ cup	1 cup
2. Juice ^{a,f} , fruit or vegetable or Fruits(s) or vegetable(s)	½ cup ½ cup	¾ cup ¾ cup
3. Grains/Breads: ^b		
Bread	½ slice	1 slice
Cornbread, biscuits, rolls, muffins, etc ^b	½ serving	1 serving
Cereal:		
Cold dry	1/3 cup or ½ oz ^c	¾ cup or 1 oz ^c
Hot cooked	¼ cup	½ cup
4. Meat or meat alternate		
Meat, poultry, fish, cheese	½ oz	1 oz
Alternate protein products ^g	½ oz	1 oz
Egg, Large ^h	½ egg	½ egg
Cooked dry beans or peas	1/8 cup	¼ cup
Peanut butter or other nut or seed butter	1 Tbsp.	2 Tbsp.
Peanuts, soy nuts, tree nuts or seeds	½ oz	1 oz
Yogurt, plain or flavored, unsweetened or sweetened	2 oz or ¼ cup	4 oz or ½ cup

^a Must be full strength fruit or vegetable juice.

^b Bread, pasta or noodle products, and cereal grains shall be whole grain or enriched, cornbread, biscuits, rolls, muffins, etc., shall be made with whole grain or enriched meal or flour.

^c Either volume (cup) or weight (oz), whichever is less.

^d No more than 50% of the requirement shall be met with tree nuts or seeds. Tree nuts and seeds shall be combined with another meat/meat alternate to fulfill the requirement. For purpose of determining combinations, 1 oz. of nuts or seeds is equal to 1 oz. of cooked lean meat, poultry or fish.

^e Serve 2 or more kinds of vegetable(s) and/or fruit(s). Full strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.

^f Juice may not be served when milk is the only other component.

^g Alternate protein products may be used as acceptable meat alternates. These products must meet the requirements of Attachment E of PI-1486.

^h One-half egg meets the required minimum amount (one-ounce or less) of meat alternate.

FREQUENTLY ASKED QUESTIONS

1. What are care hours?

Hours are 6:30am – 6:00pm for Summer Camp and School's Out. For the Before and After Care program, children can be dropped off as early as 6:30am and may be picked up no later than 6:00pm.

2. Can a family member or trusted friend pick my child up?

Other people may pick up or drop off your child, but we must be notified ahead of time and have written consent. If it is a last-minute change, please be sure to speak directly to a School-Age Childcare Director/Coordinator/Administrator and send an e-mail with written authorization.

3. How does the payment process work?

The YMCA requires each family to grant authorization for payment withdrawal at registration time. Updates must be made to the Coordinator/Director by 6am Friday, at least 2 weeks prior to any given week of care AND receive confirmation. Payments will be withdrawn weekly (on the Monday, 2 weeks prior to expected attendance for any given week).

4. Will I get a receipt?

Receipts will NOT be automatically emailed but you may access your account at any time to see or print your receipts.

5. What if my schedule changes?

We will accommodate to the best of our ability. All updates must be made with the Director or Coordinator. **School year updates** – due by 6am Friday, at least 2 weeks prior to any given week of care. Payments will be withdrawn weekly (on the Monday, 2 weeks prior to expected attendance). Payment will be processed for the full week.

Summer Camp updates – due by 6am Monday, at least 2 weeks prior to any given week of care AND receive confirmation. All schedules will be locked in on May 1. Any changes taking place after that time will result in a \$5 change fee/day. Example: If you have 2 children and choose to cancel a full week after May 1, you will be charged \$50 (\$5/day x 10 days). No cancellations will be accepted within 2 weeks.

6. How do snacks and lunches work?

All children must be provided nourishment no longer than 3 hours apart.

Summer Camp – 2 Snacks and lunch should be sent with your child(ren) each day. If your child will be dropped off prior to 7:00am, you will need to provide breakfast for them as snack does not take place until 10:00am. If your child will be here after 5:30, please send an additional snack. Lunch is at noon.

Sports Center Specific – Children have the option of purchasing a lunch for \$5.00. Lunch includes: meal of choice, fruit/vegetable and milk. Daily lunch options are: Jumbo Hot Dog, Brat, Corn Dog, Peanut Butter or Jelly Uncrustable, Spaghettios with meatballs.

Before Care does not include food. After Care includes a provided snack.

7. What should I send with my child each day? What can they bring?

Make sure your child is wearing closed-toe athletic shoes each day and has a water bottle. Please send a change of clothes for each child that could potentially have a toileting accident.

Please do not send personal items with your child. NO ELECTRONICS. NO PHONES. NO PERSONAL TOYS.

2023-2024 RATES



Before & After Care	Member	Non-Member
Before School	\$11/day	\$13/day
After School	\$13/day	\$16/day
School's Out/Snow Day	Member	Non-Member
Rate	\$42/day	\$45/day
Sports Center Summer Camp	Member	Non-Member
5 Day Week	\$205	\$230
4 Day Week	\$175	\$200
3 Day Week	\$140	\$170
Youth Leader 12+	\$35/day	\$45/day
ECY Camp Academy Wrap-Around	Member	Non-Member
Rate	\$75	\$90
Chippewa Falls Summer Camp	Member	Non-Member
Rate	\$210	\$235

Family Membership can be set up by calling 715-836-8460.

Please note: You will be locked into your rates and membership status at the time of enrollment. This membership must remain active throughout all dates enrolled to receive the discounted rate.

If you have questions on specific days or planning, please contact your childcare professional.