

**Marshall Area YMCA  
After School Program  
Parent Information**



Welcome to the Marshall Area YMCA After School Program! We are pleased to be able to provide your child with chances to express individual talents in the arts, sports or other areas of interest as an extension of their school day. In addition to these opportunities, we will provide time for homework assistance, tutoring and special projects. As with all YMCA programs, the activities are age appropriate, recreational, fun and emphasize caring, honesty, respect, and responsibility!

**CHILD CARE PROGRAM PLAN:** The Marshall Area YMCA After School Program's mission is to work together for the success of our children through Youth Development, Healthy Living, and Social Responsibility. Our Afterschool Program provides safe, productive, & creative activities for elementary school youth during after school hours.

**REGISTRATION & FEE PAYMENT:** Registration is now open. Thank you for taking the time to fill out the registration forms thoroughly. Please remember that any unpaid balances are due 1 week prior to the start of each weekly session.

**CREDITS & REFUNDS:** Once a weekly session begins, we will not give credits or refunds for that session.

**AGES & NUMBERS OF CHILDREN:** The Marshall Area YMCA After School Program will follow Minnesota guidelines of 1 staff to 15 school age children.

**HOURS & DAYS OF OPERATION:** After School Program runs from 3:00pm – 6:00pm Monday – Friday on regular school days and will be at the YMCA for Marshall participants. On Early Out Wednesdays the Program will run from the time school gets out until 6:00pm. Our School's Out Camp is available on scheduled non-school weekdays at the Marshall Area YMCA.

**Transportation:** Park Side students will be bused to the Y by Southwest Coaches. Parents **MUST** fill out the attached transportation form and return to Southwest Coaches no later than 3 working days before child needs transportation! Any students attending other schools in Marshall will be bused by the YMCA to the Y.

**School Vacation, Holiday, and Snow Days:** There is NO Afterschool Child Care Program on days there is no school. The YMCA offers "School's Out Camp" on most scheduled non-school days at the YMCA. There is an additional fee for School's Out Camp. In the case of an early release due to bad weather (snow), we **WILL** have the Afterschool Program. This is to ensure your children keep their habits the same and reduce confusion. On these bad weather days, the Afterschool Program will be held at the YMCA (your children will be picked up and bussed to the YMCA). *When school is let out early, we will charge \$5/hour up until 3:00. At that time, the fee for the Afterschool Program takes effect.* If school is cancelled because of weather before the day begins, there will be no child care option at the Y.

**PARENT CONFERENCES:** Individual conferences with the Youth Development Coordinator may be scheduled on an as needed basis.

**CHILD IMMUNIZATION RECORDS:** As parents, you are asked to make many important decisions concerning your children and some of these decisions concern their health care. Having your child immunized is one of these decisions. Likewise, as a community, we need to protect the public's health. Therefore, up to date immunization records are required for all children before they will be allowed to participate in the Marshall Area YMCA After School Program.

**ILLNESSES:** Please keep ill children at home for his/her sake and that of others. If your child is registered to come to the After School Program but cannot attend, please call the YMCA and let us know as early as possible on the day of his/her absence. If your child becomes ill during program hours, the staff will provide care and comfort and you will be notified so you may come and pick up your son/daughter. If we cannot contact you directly, attempts will be made to contact you through the people you listed as a contact in an emergency. The YMCA phone number is 532-YMCA (9622). We do not give credits or refunds for individual program days missed. If your child becomes suddenly ill and must miss an entire week of After School Program, please notify the Youth Development Coordinator.

**INFECTIOUS/CONTAGIOUS ILLNESSES:** Parents/Guardians must notify the Youth Development Coordinator if participant or another family member has a contagious illness (ex. chickenpox, measles etc.) We insist that children who are ill remain at home until the infectious period is completely over. Parents/Guardians will be alerted in the event that a program participant has an infectious or contagious illness. A listing of the recommended minimum exclusion periods for children and contacts of children with infectious diseases is available from program staff.

**INJURIES / MEDICAL EMERGENCIES:** After School Program is well run and the children are well cared for and properly supervised at all times; nevertheless, an emergency may arise. The staff is certified in adult, child and infant CPR as well as having First Aid certification. The staff will usually treat minor scrapes and bruises, if any occur, and the parents/guardians will be notified. If your child is seriously injured while at a YMCA program, the Youth Development Coordinator, or designated staff person, will take whatever steps may be necessary to obtain emergency medical care. These steps may include, but are not limited to the following:

- Attempts to contact the parent/guardian; Parents/guardians are cautioned to keep the YMCA informed about changes to telephone numbers and other contact information.
- Attempts to contact you through the people listed to contact in an emergency; If we cannot contact you we will do any or all of the following:
  - Call an ambulance or paramedic;
  - Have the participant taken to Avera Medical Center in the company of a staff member.

**MEDICATION:** If your child needs to take medication (over the counter or prescription), please bring the amount needed with written directions and give to the Youth Development Coordinator. Please do not send any more medication than is needed for one week. All medications are kept locked up until needed, with the exception of inhalers and epipens. If possible, we ask that you administer any necessary medication before or after the After School Program. Any prescribed medication brought into the facility by the parent, legal guardian, or responsible relative of a child shall be dated, and shall be kept in the original container labeled by a pharmacist with the child's first and last names; the date the prescription was filled; the name of the health care provider who wrote the prescription; the

medication's expiration date; and specific, legible instructions for administration, storage, and disposal (i.e., the manufacturer's instructions or prescription label). Any over-the-counter medication brought into the facility for use by a specific child shall be labeled with the following information: the date; the child's first and last names; specific, legible instructions for administration and storage (i.e., manufacturer's instructions); and the name of the health care provider who made the recommendation. All medications, refrigerated or unrefrigerated, shall have child protective caps, shall be kept in an orderly fashion, shall be stored away from food at the proper temperature, and shall be inaccessible to children. Medication shall not be used beyond the date of expiration.

**PARENTAL PERMISSION:** Our registration packet includes authorization for your child to be included in evaluations and pictures associated with After School Program and to participate in field trips. This authorization extends throughout the school year for all such occasions.

**SNACKS:** A snack will be provided for all participants each day the program is in session. Snacks served will not be prepared on site, but rather store bought. Participant's food allergies will be posted in the area where food is served. All staff providing care to the child will be informed of the allergy. Drinking water is available to children throughout the hours of operation and offered at frequent intervals.

**BEHAVIOR GUIDANCE POLICY:** We provide guidance and discipline which reflects the four core values of caring, honesty, respect, and responsibility. We follow a set of simple, consistent and easy-to-understand rules.

**We have 4 Rules —**

**Show caring by taking turns with equipment & supplies and inviting others to play/share in the activity.**

**Be honest and give an honest effort. Play by the rules. Character is more important than winning.**

**Show respect for everyone at the YMCA. Name-calling or inappropriate language will not be allowed.**

**Display responsibility. Clean up after yourself and take care of all equipment.**

**ANIMALS:** Animals will not be permitted into the building with the exception of individuals requiring a service animal, such as a Seeing Eye dog.

**VISITING DURING PROGRAM HOURS:** Parents/Guardians of enrolled children may visit the After School Program any time during the hours of operation.

**Racquel Winters  
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Marshall Area YMCA  
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(507)532-9622**

## **After School Program**

The Afterschool Child Care Programs will run on a weekly basis. Parents will have the option to send their child Monday-Friday all month or choose up to any 3 days each week for the month, or only on Early Out Wednesdays.

### **Monday- Friday Full Week:**

Members: \$53                      Non-Members: \$68

### **Three Day Week:**

Members: \$42                      Non-Member: \$53

### **Early Out Wednesdays:**

Members: \$16                      Non-Members: \$21

## **After School Program Daily Schedule**

**3:00-3:30- Play Outside/Gym**

**3:30-4:00- Snack/Homework Help/Brain Power Activity**

**4:00-4:15- Afternoon Meeting**

**4:15-5:15- Enrichment Activity**

**5:15-6:00- Clean up/Gym/Outside**