



**BEFORE &  
AFTER SCHOOL  
PROGRAM  
2023–2024**

**Family  
Handbook**

**For a better us.®**

YMCA OF SAN JOAQUIN COUNTY  
(209) 472-9622 [YMCASJC.ORG](http://YMCASJC.ORG)

Thank you for choosing the YMCA of San Joaquin County for your Before & After School care. This handbook serves as part of the admission agreement and is designed to inform you of the policies and procedures for the program. The Family Handbook is in effect from May 2023-June 2024 to cover the enrollment period and school year. We look forward to providing your family with quality programming and exciting, rewarding experiences.

Please keep this handbook as a reference to answer your questions regarding program policies, procedures, and fees. If at any time you have questions, concerns, or suggestions please feel free to speak to your site lead or program coordinator.

If you have a question or concern with something that has happened at the site please contact your Site Lead.

If you feel the Site Lead has not addressed your concern, please contact the Program Coordinator to schedule a time to discuss your concerns.

Welcome to the YMCA of San Joaquin County.

Sincerely,

**YOUR BEFORE & AFTER SCHOOL PROGRAM MANAGEMENT TEAM:**

**Juliette Medrano**  
Youth Development Director  
(209) 292-8473  
jmedrano@ymcasjc.org

**Heather Iversen**  
Member Services  
(209) 292-8478  
hiversen@ymcasjc.org

**Eva Gutierrez**  
Program Coordinator  
(209) 292-8472  
egutierrez@ymcasjc.org

**PROGRAM SITES:**

**Elk Horn**  
10505 Davis Rd.  
Stockton, CA 95209  
(209) 639-7015

**Lockeford**  
19456 N. Tully Rd.  
Lockeford, CA 95237  
phone coming soon

**Julia Morgan**  
3777 A.G. Spanos Blvd  
Stockton, CA 95209  
(209) 953-8453  
Extension 131044

**Manlio Silva**  
6250 Scott Creek Dr.  
Stockton, CA 95219  
(209) 953-9302  
Extension 149034

**Podesta Ranch**  
9950 Windmill Park Dr.  
Stockton, CA 95209  
(209) 953-8543  
Extension 145041

To report your child absent from the program please call (209) 292-8472

**For a better us.®**

# WELCOME TO THE YMCA OF SAN JOAQUIN COUNTY BEFORE & AFTER SCHOOL PROGRAMS



## OUR MISSION

To build strong minds, character, and bodies for all children in our community.

## OUR VISION

We are the program of choice for inspiring youth to reach their full potential.

## OUR PHILOSOPHY

We believe that children should be given the opportunity to reach their full potential in spirit, mind, and body. In our Before & After School programs, we engage children in a safe, caring and nurturing environment. All participants are provided age appropriate opportunities and experiences that stimulate their physical, emotional, social and educational growth.

We help children discover their unique talents while respecting and appreciating others. We integrate our values of caring, honesty, respect, and responsibility in everything we do. For children to learn well they need to feel good about themselves, and be confident in their capabilities. We provide a variety of experiences that encourage children to develop their confidence and successfully face new challenges.

The YMCA of San Joaquin County is committed to the healthy development of your child through a "child centric" environment, providing individual attention and encouragement, as well as group participation. We provide a safe, secure and caring place where your child can make friends, learn new skills, continue to develop self-esteem, and have fun.

## OUR AREAS OF FOCUS

The YMCA is a cause-driven organization for youth development, for healthy living and for social responsibility. A strong community can only be achieved when we invest in our kids, our health and our community.

*For Youth Development:* Nurturing the potential of every child and teen.

*For Healthy Living:* Improving the nation's health and well-being.

*For Social Responsibility:* Giving back and providing support to our neighbors.

## OUR SAFETY

The safety and wellbeing of your child is our primary concern. All staff and volunteers are fingerprinted through LiveScan.

The YMCA Child Abuse Prevention Policy and Code of Conduct states our staff cannot babysit program participants during non-program hours.

Our staff are mandated reporters as required by the state of California for all adults working and/or volunteering with children. They are obligated to report any suspicion of child abuse, neglect, or endangerment to Child Protective Services.

Our staff escort 2 or more children to restroom facilities during program hours. Staff checks the restroom before any child enters for their safety. YMCA staff are unable to go into the restroom once children have entered. Staff remains outside the restroom and ensures all students return to the program activities.

## OUR PROGRAM

At the YMCA, we nurture the development of youth by providing a safe place to learn foundational skills, develop healthy, trusting relationships and build confidence. We emphasize safety and fun and offer interesting, age-appropriate learning activities that help kids discover their talents and aspire for healthy, happy lives.

We work with parents, schools and communities to create a balance of physical, intellectual, emotional and social opportunities to develop your child inside and out.

Our goal is to increase the academic achievement of youth by providing access and opportunities to engage in a wide variety of activities.

### *Program Components:*

Arts Education	College and Career Exploration
Global Learning	Time to Work on Homework
Leadership Development	Math / Literacy Enrichment
Nutrition Education	Physical Activity
21st Century Skills (Critical Thinking, Collaboration, Communication, Creativity)	

### *The purpose of the After School Learning Program is:*

- To support students' social-emotional development by providing a safe, positive environment that includes opportunities to build relationships with caring adults and each other.
- To support academic achievement of all students by providing a quiet space for students to get independent practice on their core subjects to accelerate their learning.
- To spark interest in new passions, hobbies, and potential career pathways by offering a variety of extracurricular and recreational enrichment activities.

### **After School Funded Programs**

These low cost or free After School programs are publicly funded by California Department of Education state funding such as ASES grant, 21<sup>st</sup> Century and/or ELOPS and secured by your child's School District. The School District has chosen to partner with the YMCA to operate these programs on both elementary and middle school campuses. The emphasis for this program is academic achievement, educational enrichment, recreation, nutrition and safety. This program is license exempt and does not adhere to state licensing regulations. Attendance is required to be enrolled in the program and will be taken daily.

### **MEDIA RELEASE**

The YMCA may photograph, video and/or audio record students participating in the program. Any/all of these forms of media may be used by the program for promotional purposes, including the YMCA of San Joaquin County's website and social media accounts. If you do not want your child photographed or image used, please notify the Youth Development Director in writing prior to your child's start date.



## SCHOOL CALENDAR DAYS AND HOURS OF OPERATIONS

The program calendar follows the district calendar from the first day of school through the last day of school (excluding holidays as indicated by the district calendar.) During school breaks, our Before & After School Program is closed. (Please see Break Camp section below)

<b>Regular Contracted Hours:</b>	<b>Lodi Unified Schools</b>		
Before School Care	6:45am –8:15am	After School (1st-8th)	2:20pm –6:00pm
Kindergarten Care	12:00pm-6:00pm	All Minimum Days	12:15pm –6:00pm
<b>Holidays and School Closures</b>	<b>Lodi Unified Schools</b>		
September 4, 2023	Labor Day	December 25, 2023- January 5, 2024	Winter Break
October 2-13, 2023	Fall Break	January 15, 2024	Martin Luther Day
November 10, 2023	Veteran’s Day	February 9, 2024	Lincoln’s Holiday
November 22-24, 2023	Thanksgiving	February 19, 2024	Washington’s Holiday
December 25, 2023	Christmas Day	March 18-29, 2024	Spring Break
December 29, 2023	New Year’s Eve	May 27, 2024	Memorial Day
January 1, 2024	New Year’s Day		

## CANCELLATION DUE TO WEATHER OR NATURAL DISASTER

The Before & After School Program policy on inclement weather days (i.e. flooding) or air quality days (i.e. fire days) affecting care is:

- If school is cancelled, the Before & After School Program is cancelled.
- If school begins in the morning but ends early due to weather, power outage or any other reason the district and/or school administration determines, the Before & After School Program will also be closed. Parent/Guardians will need to make other arrangements during the Before & After School Program hours.
- A prorated amount may be credited to accounts for cancellation of the fee based Before School Program due to weather or natural disaster at the discretion of the Youth Development Director.

## BREAK CAMP REGISTRATION AND FEES

Break camps are offered at a cost to the parent/guardian during district breaks, excluding the holidays above. These break camps are operated at various Lodi Unified School District sites.

Fall Break	October 2, 2023—October 13, 2023
Spring Break	March 18, 2024—March 29, 2024

All students are welcome to attend these camps for a fee as a parent/guardian paid program. Registration is available online under your YMCA Family Membership and by the Wednesday before each week of break camp. (i.e. Week 1 Fall Break Camp; student must be registered by Wednesday September 27, 2023.) This allows our staff enough time to properly prepare supplies for each week. Camp staff cannot process registrations or payments at the break camp location. Rates are available online or at the YMCA office when registration opens. Any late registrations, approved by Member Services or Youth Development Director, after the registration period is closed, will incur a \$30.00 late fee due at the time of processing.



## APPLICATION

Each student must have an application completed and submitted to the YMCA main office. Applying to the After School Program does not guarantee placement in the program. Each student's application is verified with the school district, which includes the requirement to complete your family's Data Confirmation in Aeries. (Please contact your school office for more information about Aeries.) The verification can take 2-4 weeks depending on the number of applications received by the YMCA and the district office.

Enrollment priority is given at District Funded After School Sites as follows:

- 1) Current families who were enrolled the previous year
- 2) Students who are homeless or foster children
- 3) Siblings of current families with a child enrolled the previous year
- 4) Referrals from the school
- 5) New students (with completed Data Confirmation in Aeries)

The number of spots available at each site vary due to space limitations.

## REGISTRATION

Registration packets will only be provided to the parent/guardian who signed the student's application after the enrollment priority has been established. Each family will have 5 business days to return the completed registration packet to the YMCA main office located at 2105 W. March Lane Suite 1 Stockton, CA or by email to Member Services at [hivarsen@ymcasjc.org](mailto:hivarsen@ymcasjc.org). Registration packets cannot be processed by our Before & After School Program staff or the school office administration. The YMCA of SJC is a separate organization from your child's school, and operates on school campus under a yearly contract with the district office.

## PAYMENT AND FEES

All registrations require an Electronic Fund Transfer Agreement (EFT form) on file by either automatic bank draft or automatic credit/debit card transactions. A current EFT form must be on file and updated each school year with your registration before the student can attend the program. Accounts will automatically be drafted on the 3rd or 20th of each month prior to service for Plan A only. (August payment processed 7/03 or 7/20.) If your bank draft or credit/debit card is rejected, a \$25 service charge will be added to your account. Payments received after the 1st of the month will be assessed a \$35 late fee. Accounts with Plan B & C required to have an EFT form on file to allow the YMCA to process any Late Pickup fees. (See policy Page 8.)

Plan A:	Before School (6:45am-8:30am)	\$175.00 per month
Plan B:	After school Kindergarten (12:00pm-6:00pm)	Free*
Plan C:	After school 1st-8th (2:15pm-6:00pm)	Free*

\*We are unable to accept Family Resource Center payments for Plan B & C After School Programs.

## CONTRACTED PARENT/GUARDIAN AND CONTACT INFORMATION

The parent/guardian signing the admission agreement, referred to as the contracted parent/guardian, is responsible for all paperwork and payments. The contracted parent/guardian listed on the registration forms replaces any other parent/guardian which may have been different on the submitted application. The contracted parent/guardian is the only person/s who can make changes to the registration forms, emergency form, child release authorization, and voluntary enrollment changes. Our registration forms provide space for up to two parent/guardian's to sign as contracting parent/guardians. The YMCA of San Joaquin County does not provide copies of documents (e.g. sign in/out sheets) to any other adult unless requested by the contracting parent/guardian or by subpoena. Some documents are internal documentation and will not be released for any reason. If you experience a change of contact information such as your address, phone number or email, be sure to contact Member Services or the Youth Development Director in writing within 48 hours of the change. The Y will not be held accountable for not contacting any contracted parent/guardian due to outdated information. This includes attempts to contact you by phone, email, or postal mail.

## DIVORCED / SEPERATION / CUSTODY

If the contracting parent/guardian wishes a divorced or separated parent/guardian to pick up their student, the contracting parent must list that person on the Child Release Authorizing Form. If the contracted parent/guardian chooses not to list the other parent/guardian, our staff cannot release the student to the non-contracted parent who is not on the student's authorized pickup form. It is the sole responsibility of the parents to work out these arrangements, such as both parent/guardian's signing the registration forms. *The YMCA of San Joaquin County does not engage in parent/guardian custody disputes.*

## **PROGRAM EARLY RELEASE POLICY AND PROCEDURES**

Our agreement with the district states that the After School Program will be open 5 days a week, Monday through Friday and staffed until 6:00pm. It further states that the After School Program must maintain daily attendance using their sign out forms. The YMCA After School Program shall provide for student needs in accordance with the criteria stated in this handbook. However, it is fully recognized by site and advisory committees that the stated criterion does not provide for the safety and interest of all students and families. The YMCA has elected to establish a reasonable early release policy that applies to all District Funded After School Programs. Recognizing that student safety is the primary responsibility of all persons associated with the program, the YMCA has elected to establish the following early release policy:

The authorized pickup adult will complete the sign-out form and early release code (provided on form) and signature prior to the end of the program time at 6:00pm. A student may only be released early from the After School Program to an authorized pickup adult listed in the registration packet for one or more reasons:

1. Student attends a "parallel program" (programs in the school or community such as sports, music lessons, dance classes, etc.). An agreement with the parent and documentation of enrollment makes this parallel program the student's enrichment component for the program.
2. Regular school day releases between 12:30pm –2:30pm and the student has remained in the program for two or more hours that day (i.e. child may leave at 4:30pm if the regular school day release is 2:30pm) Early sign-out codes must still be used for any child leaving before 6:00pm.
3. Family emergencies (such as death in the family, catastrophic incidents, etc.)
4. Dismissal by staff members per program behavior/discipline policy.
5. Student has a medical or dental appointment. Documentation may be requested.
6. Weather conditions or early darkness.
7. Student accidents or illness that occur during program time. Program staff will call parent/guardian or designated emergency contact.
8. Other conditions as prescribed by the school, especially as they relate to a student's safety.

The time for every student's departure will be recorded each day. For any students signed out prior to 6:00pm, program staff are required to record which of the above approved reasons justifies early release.

Further, a contracted parent/guardian may submit a signed letter or email for a recurring early release in advance to authorize a recurring parallel program for one of the approved reasons and state a specific time of release (i.e. student will leave at 4:00pm every Wednesday for piano lessons).

If your child must be released early because of a reoccurring appointment, and you would like your student to return to the program after the appointment, please contact the Youth Development Director. Your request will be evaluated and a decision will be made at the sole discretion of the Youth Development Director in a timely manner.



## **SIGN OUT RELEASE**

A child may only leave the program with the contracted parent/guardian or another adult who is listed on the authorization pickup list (submitted with the registration forms by the contracted parent/guardian). Proof of identification will be required if the person is on the authorization list and is unfamiliar to Y staff. All pickup adults are required to provide identification during the child's first 30 days in the program, to provide staff time to become acquainted. Identification may be asked at any time throughout the program based on changes to Y staff. Only the contracted parent/guardian can update the authorized pickup list. In the case of extenuating circumstances, a special exception must be requested by contacting the Youth Development Director. (Running late does not count as an extenuating circumstance.) It is the responsibility of the contracted parent/guardian to ensure all authorized pickup adults are aware of our sign out procedures, including early release. Any adult who refuses to follow these procedures will be removed from the authorized pickup list for that child. If the contracted parent/guardian refuses to follow these procedures their child will be removed from the program immediately.

## **ARRIVAL AND CHECK IN**

If your child participates in the Before School Program, please sign him or her in each day. Parents and children will not be able to enter the classroom before 6:45am. All children must be accompanied into the Before School Program and signed in by a parent, guardian or authorized adult age 18 or older. Our Y staff sign in all students to the After School Program when they arrive after school release each day.

## **LATE PICK UP**

The After School Program is open until 6:00pm Monday through Friday. There is a \$5 per minute late pick up fee due to additional costs the program incurs. These fees will be charged to the contracted parent/guardian using the EFT payment method provided at the time of registration. At 6:30pm if you have not contacted the YMCA staff regarding being late to pickup your child, and after attempts made by Y staff to contact you and the listed emergency contacts go unanswered, we will contact the Law Enforcement and Child Protective Services to take further action.

After three (3) late pick-ups, the YMCA reserves the right to terminate the After School Program contract and remove the child/ren for the remaining school year.

## **CONCERNS FOR SAFETY**

Safety is our number one priority. If we have reason for concern regarding the safety of a child's release to a parent or other adult, we may call Law Enforcement. Cause for this course of action includes, but is not limited to:

- Parent/Guardian/Adult is suspected to be "under the influence".
- Parent/Guardian/Adult is abusive or threatening to the child or our staff.

## **MANDATED REPORTERS**

As mandated by California state law for all adults age 18 or older who work with children age 0-17, the YMCA staff must and will report any suspicion of child abuse, neglect, or endangerment to Child Protective Services. For more information or to become a mandated reporter please visit <https://mandatedreporter.ca.com>





## **ABSENCE POLICY**

Due to the terms of the district funding, we cannot accept part-time attendance for the After School Program. Students must be able to attend all five (5) days a week. If the student is frequently absent, his/her enrollment will be reviewed. The district funding requires enrolled students attend the program from the time of school release until 6:00pm. This will be strictly enforced and parents will be contacted based on excessive absences. Absence due to the students suspension from school must be reported to the Youth Development Director the same day. Any absence due to a family trip will be unexcused. The exception is a family trip due to funeral or bereavement for an immediate family member (grandparent, aunt, uncle, sibling, or parent).

**3 unexcused absences= 1 point**

**Each additional unexcused absence= 1 point**

**5 unexcused absences= 3 points**

**7 unexcused absences= 5 points**

**3 points= 1 week suspension from program**

**5 points= removal from program remaining school year**

To excuse your child's absence from the After School Program you must contact the program call out line at (209)292-8472 within 48 hours of the date the absence occurred. Your message must include: your name, child's name, program location, reason for absence, and the date student will return to the program. Absences for 3 or more consecutive days due to illness will require a doctors note emailed to [yabsence@ymcasjc.org](mailto:yabsence@ymcasjc.org). Your child will not be allowed to attend the program, even if they attended school, if a doctors note was not provided. Site staff cannot accept doctors notes during program hours, and will send your child to the school office. Failure to notify the YMCA directly will result in an unexcused absence. Notifying the school's office or regular school day teacher does not excuse the child's absence from the YMCA After School Program. Only the contracted parent/guardian, per the registration contract, may excuse a students absence. Doctors notes may be emailed to us from the providers office using the same email [yabsence@ymcasjc.org](mailto:yabsence@ymcasjc.org).

## **TERMINATION FROM BEFORE & AFTER SCHOOL PROGRAMS**

A family's participation in these programs may be terminated, at any time without warning, for any of the following:

- Failure to pay fees for the Before School Program.
- Any child who, after attempts have been made to meet the child's individual needs, demonstrates the inability to benefit from the type of care offered by the program, or whose presence is detrimental to the other participants or staff.
- Failure by child or parent/guardian to comply with the Before & After School Program procedures and policies, or respect towards program staff.
- Students inability to use the restroom independently, including clothing assistance.
- Failure to attend the program Monday-Friday, excluding holidays, from school release until 4:30pm (3:30pm minimum days). Early sign-out codes apply.
- Failure to properly notate early release by parents and/or authorized adults on sign-out forms.
- Refusal by contracted parent/guardian to follow the sign-out policies and procedures.
- 3 or more late pickups after 6:00pm.
- Failure to pay late pickup fees within 30 days of the occurrence.



## **HOMEWORK**

Each day, we provide a quiet time for your child to work on their homework. While we encourage children to use this time to complete homework assignments, we can not force them to do so. Our program is a ratio of 1 staff to 20 students, with basic homework assistance. Due to the ratio, our staff cannot provide individual tutoring. Homework time is considered independent quiet work time. It is up to parents to encourage their child, or impress upon them, that homework must get done. When homework time is over, students are expected to participate in the scheduled program activities. Students will not be allowed to continue working on homework outside of the designated homework time.

## **ALIGNMENT WITH PUBLIC SCHOOL—DAY POLICIES AND PROCEDURES**

The YMCA Before & After School Program is aligned with the school day whenever possible. Students are expected to follow the schools student Code of Conduct and all school behavior rules and expectations which also apply while the student is on campus during the Before & After School Program hours.

## **ELECTRONICS AND ITEMS FROM HOME**

Please do not allow your child to bring items from home, such as toys, games, electronic devices, cell phones, or trading games to the Before & After School Program. They are not allowed unless the staff have requested them for a specific activity. We also discourage children from bringing valued treasures from home. Cell phones will be collected by staff at check-in each day and returned at pickup. All smart watches will need to be placed on airplane mode during program hours as well.

We are NOT responsible for any items brought from home that may become lost or broken. Lost and found items will be kept for one month and then donated to Goodwill.

## **YMCA MEMBERSHIP AND OTHER PROGRAMS**

The YMCA of San Joaquin County is a nonprofit, membership-based organization; everyone is welcome. At the Y, we offer a variety of program and services for youth, adults and families. As a member, your child can participate in other programs, such as youth sports, swim lessons, summer day camps and other enriching fun activities. For more information please call the main office at (209) 472-9622 or visit our website.

## **CONSULTING SERVICES**

The YMCA does not use or provide any consulting services (i.e. access to a therapist, tutor, aide, etc.)

## **SPECIAL NEEDS AND INCLUSION**

If your child has a special need, please let us know during enrollment. We want to provide the best environment for everyone and will make reasonable accommodations to fully include every child in activities. Failure to inform the Y, at time of enrollment, will result in a delayed program start date as we work to provide reasonable accommodations. The Y welcomes inclusion aides who are contracted by other reputable agencies with the required documents on file with the YMCA and School District. The YMCA of San Joaquin County does not provide aides for children in the Before & After School Program. Parents or guardians who would like to provide their own aide should schedule a meeting with the Youth Development Director prior to making any arrangements with an agency or individual. All Aides, approved by the Youth Development Director, are subject to state requirements, fingerprint clearance and TB tests. These records must be on file with the Youth Development Director before any aide is allowed to enter the Before & After School Program.

## **SCHOOL IEP'S AND 504 PLANS**

If your child has a 504 plan or IEP on file with their school and/or school district, the YMCA Before & After School Program is not included in the plan. These plans are put in place with the school during normal school classroom instruction hours only and does not include the Before & After School Program facilitated by the YMCA of San Joaquin County, which operate outside of normal school classroom instruction hours.

## **ILLNESS**

Please contact the YMCA via email [atyabsence@ymcasjc.org](mailto:atyabsence@ymcasjc.org) or call (209) 292-8472 and leave a voicemail if your child is ill and will be absent from the Before & After School Program that day. For the health and well-being of all children and staff, please do not bring your child to the Before & After School Programs if they are ill and did not attend school or left school early. If your child becomes ill during our program hours, we will call you or an emergency authorized adult to pick-up your child within one hour.

We will refuse admittance to any child who shows signs of illness for any/all programs.

Symptoms that may predicate refusal of admittance include:

High fever of 100 degrees or higher	Diarrhea
Nausea and/or vomiting	Communicable diseases (e.g., chicken pox, head lice)
Signs of infection	Undiagnosed skin rash
Congested cough	Unable to participate in program (i.e. lethargic, sleepy)
Watering or inflamed eyes	

Children must be symptom free for 24 hours in order to return to the program (see Absence policy page 9). Children who become ill at school will not be accepted into the YMCA After School Program and will be sent to the school office.

## **COMMUNICATABLE DISEASES**

If we notice a contagious illness affecting children in our programs, we will notify you immediately and encourage you to consult your family doctor. We report major outbreaks to our local health authorities. If your child is absent with a contagious disease, he or she may return to the program with a signed doctor's note indicating that your child is no longer contagious and is ready to return to normal activities. All doctor's notes MUST be submitted to the YMCA of San Joaquin County by email to [yabsence@ymcasjc.org](mailto:yabsence@ymcasjc.org)

## **ACCIDENTS**

All Y staff are certified in basic First Aid and CPR. For minor incidents such as scraped knees, a scratch or a bump, they will be treated by Y staff and recorded in our incident log. Parents are informed through an "Ouch Report" when an accident or injury occurs which requires basic first aid at pickup. These reports are informational, consisting of time the injury occurred and any treatment given (i.e. ice pack, bandage, etc.).

In the event of a serious medical or dental emergency, we will first call 911 for medical assistance, then notify you. If we cannot reach you, we will notify the person/s designated on your child's registration under the emergency contact section. If the emergency contact section is blank, we will contact the Authorized Pick up adults so they can contact you.

The YMCA does not provide insurance for medical costs incurred by anyone in our Before & After School Programs. Insurance is the responsibility of the child's parent/guardian. Insurance information provided in the registration is to provide the YMCA necessary information to any and all emergency responders in the event of a medical emergency.

## **MEDICATION**

If your child needs medication during our program hours, be sure to complete the Medication Disbursement Authorization Form\* available at your program site from the Site Lead. Y staff can only dispense medication if it is in the original container with the doctor's prescription label attached. A Medication Disbursement Authorization Form must be on file with the Site Lead when providing any medication. "Over the counter" medicine will only be administered if a written order from the child's doctor accompanies it. No medication may be in the possession of children (including cough drops, vitamins, inhalers, etc.) and the child cannot administer their own medications; the exception being an inhaler where a staff member supervises the child.

\*Any medication forms completed for your child's school campus and district office are not valid for the YMCA Before & After School Programs.

## **YMCA PROGRAM BEHAVIOR GUIDELINES**

**People are RESPONSIBLE for their actions  
RESPECT each other and the environment.  
HONEST will be the basis for all relationships and interactions.  
We will CARE for ourselves and those around us.**

### **Expectations for Children**

- **Respect the program and activities each day**
- **Take care of program equipment and property**
- **Share equipment and facilities with all children**
- **Remain with a staff member at all times, notify staff before moving to another area**
- **Come to the After School Program directly and immediately after school**
- **Return materials/items to where the child got them before moving to another activity or leaving.**
- **Finish an activity that they have started**
- **Leave personal belongings at home (toys, pets, electronics, etc.)**
- **Practice positive behavior; accept there are consequences to negative behavior**
- **Be able to use the restroom without assistance**

### **Parent's/Guardian's Responsibility**

- **Respect that the program staff must maintain order in the program**
- **Review and abide by the procedures detailed in this handbook and explain these to their child**
- **Cooperate with staff to carry out appropriate discipline techniques**
- **Seek advice from staff and other appropriate agencies for assistance with behavior of their child**
- **Meet with the site lead if needed regarding their child or staff behavior**
- **Promote positive behaviors in their own actions**

### **Staff Responsibility**

- **Review and explain the rules to children and parents**
- **Establish and model an environment of appropriate behavior**
- **Communicate with children and parents about behavior problems and proposed solution**
- **Support self-development of every child through character development**
- **Be open and receptive to parent constructive input**

### **Zero Tolerance Policy**

**Any of the below behavior by child or adult is grounds for immediate termination from the Before & After School Program without warning:**

- **Inflicting physical harm on another individual.**
- **Verbal threats that may cause physical harm to another individual.**
- **Verbal threats that may destroy property.**
- **Possession of a weapon, controlled substance or alcohol.**
- **Use of foul language.**
- **Inappropriate touching of another individual.**
- **Student does not stay within the boundaries of the program (runs out of the program).**
- **Inability for child to use the restroom independently, including clothing assistance.**

## DISCIPLINE

Our first step of discipline is prevention. We provide clear, reasonable limits for children's behavior and maintain them in the Before & After School Programs. We reinforce positive behaviors, redirect negative behaviors and work with children to recognize and identify their feelings as valid and acceptable.

We make every effort to communicate and solve individual behavior challenges. However, if a problem persists, we reserve the right to suspend a child temporarily or permanently from the program.

Behavior expectations are made by the staff and children during the first week. Discipline is designed to promote the development of self-direction, self-control, and socially acceptable behavior. This is accomplished through sensitivity, consistency, firmness, fairness, and follow-through.

YMCA of San Joaquin County believes that children need both clear and consistent guidelines which help maintain health, safety, and respect for self and others. If your child gets suspended from the program due to behavior, refunds and credits will not be given for parent paid programs. The Youth Development Director has the power, at any time, to permanently remove a child for the rest of the school year on a case by case basis.

When a child does not follow the Behavior guidelines, we follow the below steps:

- Encourage positive behavior
- Staff redirects child's behavior
- A reminder of the expectations, discussion of the problem and consequences that take place. The student will be given a "Think Sheet" to allow them to reflect on their actions, without disciplinary measures.
- If the child does not respond to redirection and "Think Sheet", the child may be removed from an activity. Other "duty-oriented" methods of discipline suitable to the behavior may be used (i.e.: throw crayons, pick them up.) A "Behavior Report" will be issued as a disciplinary action.
- When three (3) Behavior Report warnings have been issued, a parent conference will be held to discuss the problem in detail. A "Behavior Contract" will be implemented and signed by the student, parent/guardian, and Y staff.
- On the forth (4th) Behavior Report, the student will be suspended from the program enrolled in, ranging 1-5 days, at the discretion of the Youth Development Director.
- If the problem continues after four (4) Behavior Reports, the YMCA reserves the right to permanent termination from the Before & After School Program. Termination from the program's could make the student ineligible to enroll in future YMCA programs at the Youth Development Directors discretion.



*If we feel the child's safety or the safety of others is in jeopardy, parents will be asked to immediately come and pick their child up for the day.*

## **SUSPENSION FOR THE REMAINDER OF THE CURRENT DAY AND THE NEXT DAY**

- Children suspended from school are not permitted to attend the Before & After School Program for the duration of the suspension.
- Endangering the health and safety of the children and/or staff.
- Threats made to children and/or staff regarding firearms, knives, firecrackers or explosives.
- Theft or damage to YMCA, school, or personal property.
- Refusal to follow program behavior guidelines and school rules.
- Use of profanity, vulgarity, and/or obscenity.
- Lewd behavior

If any of the behaviors listed above persists, a second suspension may occur pending termination.

## **IMMEDIATE TERMINATION**

- Possession of any weapon, controlled substance, illegal substance, or alcohol.
- Inappropriate interaction by parents, tutors or family towards other parents, participants or staff. (example: fights, hostile, etc.)
- Children expelled from school are not permitted to attend any programs on the school campus; this includes the Before & After School Program.
- Failure of the contracted parent/guardian to notify the Youth Development Director of their child's suspension or expulsion from school.
- Leaving the program without permission. Student leaves the boundaries of program; runs away.
- Inflicting physical harm on another individual.
- Verbal threats that may cause physical harm to another individual.
- Verbal threats that may destroy property.
- Use of foul/profane language towards any individual.
- Any inappropriate touching of another individual.

## **CONSEQUENCES OF PARENT/GUARDIAN MISBEHAVIOR**

In regards to the "Adult Code of Conduct" (page 15), any parent/guardians' misbehavior will result, at the Youth Development Director's discretion, ranging from a verbal warning to the maximum penalty of the parent/guardian's removal from the program site and authorized pickup list and/or the student's removal from the program.

## **ADULT CODE OF CONDUCT**

The following guidelines have been created to meet the standards, policies and procedures of the YMCA of San Joaquin County. All Y Staff and volunteers are informed of these standards, policies and procedures.

### **Adult Code of Conduct guidelines for all contracted parent/guardians:**

- Communicate with Site Lead and/or staff daily as pertaining to the students success in the program.
- Give detailed information to the Youth Development Director if a custody situation arises.
- Notify the Youth Development Director of your child's suspension/expulsion from school the same day of occurrence.
- People whose behavior and/or health status pose an immediate threat or danger to the health and safety of the student must not be present when students are in care.
  - Do not confront any students in a threatening manner.
  - Do not confront students from other families.
  - Using profanity in the presence of a child is prohibited.
  - Report concerns to the Youth Development Director in a timely manner.
  - In the event of threatening behavior towards a YMCA staff member or child, 911 will be called. Any costs and/or fees associated with calling 911 due to threatening behavior is the responsibility of the contracted parent/guardian on file.
- Consumption and/or possession of alcohol or tobacco products, including vapor/smokeless devices, in any form are strictly prohibited by the YMCA of San Joaquin County and the School District. Any controlled substances/medications in the possession of an adult must be accompanied by a written doctor's prescription when used during the program, during transportation, or on field trips. People must not be under the influence or impaired by alcohol, controlled substances, or illegal substances in the presence of children and staff.
- Children will not be released to parents, guardians or other authorized adults if the YMCA staff feels as though the individual is consuming, under the influence or impaired by alcohol, a controlled substance (even if doctor's prescription is provided) or illegal substance.

### **Adult Code of Conduct guidelines for all authorized pickup/emergency contact adults:**

- Do not confront any students in a threatening manner.
- Do not confront students from other families.
- Using profanity in the presence of a child is prohibited.
- Children will not be released to parents, guardians or any authorized adults if the YMCA staff feels the individual is consuming, under the influence of or impaired by alcohol, a controlled substance (even if doctor's prescription is provided) or illegal substance.
- In the event of threatening behavior towards a YMCA staff member or child, 911 will be called. Any costs and/or fees associated with calling 911 due to threatening behavior is the full responsibility of the contracted parent/guardians' on file.

The goal of the YMCA of San Joaquin County is to provide a healthy, safe and secure environment for all Before & After School Program children. The YMCA teaches the core values of *Respect, Responsibility, Honesty, and Caring*. Children attending these programs are expected to follow the behavior guidelines and appropriately interact in a group setting.



## **NUTRITION**

Our YMCA is committed to Healthy Eating and Physical Activity standards (HEPA) for our After School Programs. Children in the After School Programs receive a healthy daily supper (provided by the school) or snack which is low in sugar and always includes a fruit or vegetable. If grains are served, they will be whole grains. Fried foods are not served. Water, 1 or 2% milk or 100% fruit juice are the main beverages served.

Please be sure to indicate any dietary restrictions your child has on the Medical Form and send an email to the Youth Development Director.

During break camps, meals are not provided by the school, children need to bring a morning and afternoon snack, lunch and drink. We encourage participants to bring a reusable water bottle. Please do not send nut products, soda, foods that do not conform to the Y's healthy eating standards, or foods that require heating.

***NUTS: ALL of our facilities are nut-free for the protection of all students and staff. Nuts/tree nuts are not allowed in our programs so please do not send your child with any.***

Parents are always welcome to observe our program, help in some way or share a skill. If you are interested in volunteering, or give us feedback, please contact the Youth Development Director.

We believe that all kids deserve the opportunity to discover who they are and what they can achieve. Volunteers are needed each year for the Y's Annual Giving Campaign. During this campaign, volunteers raise money for the Y's financial assistance program, which helps us meet the growing need for more families to participate in all YMCA programs.

## **INVESTIGATING AN ISSUE OR CONCERN**

You may occasionally have an issue or concern you wish to bring to our attention. We welcome your thoughts and comments. In the event you have reported an issue at the site, please be assured that we will complete a thorough investigation, which includes speaking to any pertinent staff and sometimes the students. We reserve the right to suspend a child's enrollment indefinitely while an issue is being investigated. Listed below are the procedures we follow when handling parent concerns:

- We speak with the contracted parent/guardian to get all of the information regarding the concern. We are not allowed to speak with anyone other than the contracted parent/guardian (this includes grandparents, aunts and uncles, etc.)
- If necessary, we will bring in an independent consultant to work with us during an investigation.
- Once we have gathered all pertinent information, we will follow the YMCA of San Joaquin County's Policy and Procedures. Depending on the circumstances, disciplinary action may be necessary. Due to confidentiality, we are unable to discuss any details, including discipline, even if it involves another Y participant or staff.
- There is no time limit with an investigation. We will take as much time as necessary to thoroughly investigate all issues and concerns.
- Retaliation against anyone who reports an issue or concern is not tolerated. Whenever possible, we will do everything possible to protect anonymity.

## **OPPORTUNITIES FOR ALL**

The YMCA is for everyone. Our programs, services and initiatives enable kids to realize their potential, prepare for middle school, offer ways for families to have fun together, empower people to be healthier in spirit, mind and body, prepare people for employment, welcome and embrace newcomers, and help foster a nationwide service ethic. And that's just the beginning.

To apply for financial assistance please find our financial aid application online at [www.ymcasjc.org](http://www.ymcasjc.org). Financial aid applications can be submitted via email to Member Services or in our main office. To make a donation to our Annual Giving Campaign, please contact us at 209-472-9622.



## **WAIVERS**

The QR codes provided on this page are the same QR codes included in your child's registration packet. They are an access link to the YMCA of San Joaquin County's (YMCA OF SJC) complete waivers and agreements found at: <https://ymcasjc.org/media/attachments/2022/11/17/waivers.pdf>

In the event you cannot access the link provided, a copy can be requested by email, mail, or coming into the YMCA main office.



**ENGLISH**



**SPANISH**