



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

# **Y KIDS CLUB Parent/Guardian Handbook**



## **YMCA MISSION:**

To put Christian principles into practice through programs that  
build a  
healthy spirit, mind, and body for all.

## **Site Locations:**

**Y Kids Club**  
**Okoboji Elementary School Lunch Room**  
**708 N Avenue**  
**Milford, IA 51355**  
**712.330.9644**

**Y Kids Club**  
**Spirit Lake Middle School Lunch Room**  
**609 28th St**  
**Spirit Lake, IA 51360**  
**712.330.0212**

### **DEFINITIONS OF CARE AVAILABLE:**

**Y Kids Club** - Before and After School Care (During school year)  
**Kids Day Out** - Scheduled No School Days Care (During school year)  
**Y Kids Summer Adventure Club** - Summer Care (During Summer Break)

### **HOURS OF OPERATION**

School Days: Monday-Friday	6:00 AM-8:15 AM 3:00 PM-6:00 PM
In-service and Snow Days:	6:00 AM-6:00 PM
Summer:	6:00 AM-6:00 PM

Y Kids Club site will be closed on the following holidays (or when the holidays are observed):  
New Year's Day, Christmas Eve, Christmas Day, New Year's Eve, Memorial Day, Fourth of July, Labor Day, and Thanksgiving Day.

### **WHAT NOT TO BRING**

Children should not bring toys from home UNLESS staff requests that they bring them. Toy guns or weapons of any sort are NEVER allowed. We are not responsible for lost, stolen, or damaged items.  
**No electronic hand held games or cell phones are permitted.**

### **WHAT TO WEAR**

This program is designed as a recreation-based program. Therefore, for the safety of your child, tennis shoes and close-toed shoes are strongly encouraged. Flip flops will not be allowed

### **INCLEMENT WEATHER**

Y Kids Club will provide care for children on late starts, early weather dismissals and snow days as per the guidelines set below:  
Late Starts – Y Kids Club will operate on late start days, until school starts.  
Early Weather Dismissals – Y Kids Club will operate when school is dismissed early due to inclement weather.  
School Cancellations (snow days) – Y Kids Club will operate when school has been cancelled due to weather. The program will only start if the staff can arrive safely to the site. Must be a minimum of 6 children to operate child care. If there are not children present by 8:00am, the site will close for the day.  
\*\* Note—All inclement weather policies are subject to changing if weather worsens and the program needs to close. If weather is unsafe for staff and parents to travel, the program will not take place. Please listen to the local radio station (KUOO 103.9) for any related YMCA announcements.

## **ENROLLMENT AND ADMISSION PROCEDURES**

### **ELIGIBILITY**

No person will on the basis of race, color, creed, national origin, disability, marital status, religion, age or sexual orientation, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any YMCA program. YKids programming offers services for children 4 to 10 years of age (during the school year) and 5 to 10 years of age (summer). All participants must be potty trained. Y Kids programming is provided in a group setting. The YMCA is unable to provide individualized care for those needing special assistance.

### **INFORMATION PACKETS**

At the time of registration, you will be given a packet containing many important forms. **These will need to be completed and submitted before your child is officially enrolled in the YMCA Y Kids Club program.** Your child's file will contain a registration form, emergency contact form, physical examination consent, prescription consent, non-prescription consent, field trip consent, and photo release form. Packets will be updated annually. Additional changes in information needs to be reported immediately. In the event your child comes down with a communicable disease, you are required to notify Y Kids Club center. All records are kept confidential and are disclosed only to parents/guardians, child care staff, law enforcement officers, or other constituted agencies as required. When behavior reports are issued, the names of other children involved will remain confidential.

### **BEHAVIOR GUIDANCE**

At the YMCA, we believe that guidance is something that should be positive and approached in a fair and caring manner, consistent with the developmental needs of individual children. Clear behavioral limits are set and modeled and reasons for guidelines are explained. We encourage children to develop self control and to handle conflicts in peaceful, effective and acceptable ways, protecting the safety of both children and staff. Positive behavior is reinforced in order to discourage inappropriate behavior. We focus on the Character Values of Caring, Honesty, Respect, and Responsibility. Redirection away from problems and toward constructive activity, as well as immediate and directly related consequences for a child's unacceptable behavior, are used as the situation warrants.

As with any group activity, the inappropriate behavior of a few children can spoil the experience for the entire group. If persistent unacceptable behavior continues, we consult the parent/guardian. Open communication between the Y Kids Club staff and the parent/guardian is valued and conferences will be scheduled as needed. A plan to address the inappropriate behavior will be developed. In accordance with the severity of the behavior, a child may lose the privilege of participating in a specific activity and/or be suspended from the program. If efforts made by the family, child and staff fail to modify the behavior, and/or the behavior puts other participants, staff, or the child at risk, the YMCA reserves the right to dismiss the child from Y Kids and any other YMCA programs without further notice. The Y also reserves the right to deny enrollment of children who have been dismissed from a Y program into future programs until such time as the parent/guardian can show that the child no longer poses a threat to others and/or self.

Participants can be removed from the program based upon inappropriate behavior of parent or guardian.

### **INCLUSION SERVICES**

The YMCA offers recreational programs. Although your child's growth and development is our top priority, we do not offer therapeutic levels of intervention or reporting. Progress notes should not be expected as they are outside our scope of services. We are not providing clinical levels of intervention. We do provide fun experiences in a safe and healthy environment.

Our YMCA welcomes participation by children of all abilities. The Y provides a recreational environment for children and teens with and without disabilities through added support staff, when needed, to facilitate successful participation in the programs, when appropriate. Parents/Guardians of children with specialized educational documents will be contacted by the director at the Bedell Family YMCA.

You must submit a current IEP/BIP/504 Student Accommodation Plan and complete the Inclusion information forms before program participation is authorized. Enrollment will NOT be considered final until all required processes have been met and reviewed. Although every effort is made to provide reasonable accommodations, there may be instances where a child's needs may exceed the parameters of the scope of our program.

The center will try to make reasonable accommodations for children under the Americans with Disabilities Act, if requested.

## **REGISTRATION/FEES, TUITION, AND ATTENDANCE**

All registration packets must be returned before a child is considered registered for the program. Without being registered, your child will not be accepted into the program. For current fees and rates please see the Program Director.

### **DROP OFF AND PICK UP**

Parent/Guardian **MUST** accompany children into the child care site each day. This must be an adult, over 18 years of age. Children will not be let into the child care site before posted hours of operation. If someone is picking up your child other than a listed pick up person you must let us know in advance. If there is a shared custody arrangement in place, the parent registering the child must take the responsibility to ensure this is in accordance with his/her specific court agreement. A copy of the court agreement must be provided to the center to ensure accuracy. If a parent is not listed as a pick up person, and said parent contests the same, he/she will not be allowed to pick up the child until the parent registering the child gives approval. If the contesting parent can offer proof that he/she is indeed the legal parent or guardian and has legal right, we will allow the parent to pick up the child and to submit his/her own pick up permission form. The YMCA is not responsible for resolving concerns or disagreements between parents/legal guardians regarding pickups. If an individual picking up a child is unknown they may be asked to show ID. The YMCA provides transportation for fieldtrips on in-service days and during the summer. The cost of field trips and transportation will be paid by the parent or guardian. **We cannot release your child to a sibling or relative under the age of 18.**

### **PAYMENTS**

The Bedell Family YMCA requires weekly program fees be automatically withdrawn from a personal checking or savings account. Weekly deduction will begin after your child's first week of service if prepayment is required. If prepayment is not required the draft will start on the first week of care. Fees will be drafted from your account every Thursday and cover care for that week. In the event there is no billing on a Thursday due to a holiday or other circumstance, accounts will be drafted on Wednesday or Friday. If your payment information changes at any time please visit Bedell Family YMCA Front Desk to complete a new Program Direct Draft Authorization Form.

Your membership status at the time of registration determines the fee for the program. If your membership status changes while utilizing the Y Kids program your weekly fees will be adjusted accordingly. If you have questions regarding a payment, you should contact the School Age Director.

Each dishonored or returned bank draft will have a \$25.00 return service fee attached to its redeposit Amount. The YMCA reserves the right to withdraw again 5 days from the return notification along with a \$25.00 return fee. You will be notified by phone before the withdrawal is made.

### **FINANCIAL ASSISTANCE**

If you are experiencing a financial burden at this time, we ask that you communicate with us as quickly as possible as we have several options available to help you financially.

- Annual Community Support Campaign Dollars: Every year we work to raise dollars to ensure everyone has an opportunity to participate in Y programming regardless of the inability to pay. Applications to utilize the community support dollars that can cover up to 50% of the cost of programming are available at the front desk(s) of our facilities. We will make sure your application is processed quickly and confidentially.
- Department of Human Services (DHS): under certain circumstances you may be qualified to receive DHS dollars for child care, please contact Dickinson County DHS at: 1802 Hill Avenue, Suite 2401 in Spirit Lake, Phone 712.336.2555. State of Iowa DHS Phone is 800.972.2017.

\*If you are planning on utilizing state funding, a child is only eligible to start using Y Kids once all the necessary paper through the state has been completed and an acceptance letter has been received by the director. If these arrangements have not been made ahead of time you will be charged the appropriate weekly rate and the funds will be drafted from your account weekly.

### **LATE CHARGES AND PENALTIES**

If your child is picked up after closing time, you will be charged \$5 for the first 10 minutes and \$1 for every minute thereafter. If your child has not been picked up 15 minutes after closing and you have not made contact with the child care staff or YMCA personnel, the child care staff will begin calling your emergency contacts to pick up your child. If you are an hour late, and no contact has been made with you or emergency contact person, the police will be notified so they can assist in finding you. Timing is determined by a time piece at the child care site and any calculations of time by YMCA personnel is deemed to be correct and final.

### **INSUFFICIENT FUNDS**

Checks or payments returned for insufficient funds will result in immediate notification. Participants will be required to pay the previous amount due in addition to any fees associated by cash or money order.

## **ENROLLMENT FORMS AND POLICIES**

The following is a list of forms required when enrolling a child. According to chapter 109 of the Child-care Centers and Preschools Licensing Standards and Procedures, new forms will be completed yearly and also updated as necessary.

### **EMERGENCY MEDICAL/DENTAL CONSENT FORM**

This form gives the center permission to call an ambulance or transport a child in case of an emergency, to contact the child's physician or dentist for consultation, or to contact another physician or dentist for consultation. It includes the names of the child's physician, dentist and hospital. This form must indicate any allergies, medication, and/or other conditions pertinent to emergency care. If a physician, dentist or hospital is not listed, the center will designate a facility of their choice for the child.

### **PICK-UP PERMISSION FORM**

This form must list anyone who has permission to pick up or visit the child at anytime, including parents and those on the emergency list. It also names anyone who is not allowed to pick up the child as well as any custody situations that the center needs to be aware of. Registered sex offenders may not be authorized to pick up a child under any circumstances.

### **CHILD INFORMATION FORM**

This form contains information concerning contacts, such as phone numbers and addresses, for parents/ guardians as well as people who are to be utilized as alternate contacts for emergencies or illnesses when the parents/ guardians are unreachable. This form also gives the center permission to photograph or video tape the child to be used in promotional or training materials.

### **INCLUSION SERVICES FORMS (If applicable)**

A current IEP/BIP/504 Student Accommodation Plan and inclusion information forms.

### **TRANSPORTATION PERMISSION FORM**

This form gives the center permission to transport the child in a center owned vehicle for field trips and/or to and from school.

### **SUNSCREEN PERMISSION FORM**

This form requests that each parent provide sunscreen for his/her child. It also informs the parents that sunscreen will be applied to each child whenever the center deems necessary.

### **FEE AGREEMENT**

The FEE AGREEMENT is a contract which states the amount that is agreed to be paid weekly upon registering the child in the center. This form also outlines the center's hours of operation, rates for each age group, late fees, vacation policy, holiday policy, discounts and payment schedule. This form also doubles as a GUARANTEED START AGREEMENT for children who will be starting longer than two weeks after paying the registration fee.

### **PARENT ACKNOWLEDGEMENT FORM**

This form is signed by the parent who acknowledges that he/she received, read and understands the policies contained in this parent handbook.

### **FIELD TRIP POLICY**

- Fieldtrips will occur during the school year when possible. The registration packet must be completed at the time of enrollment and includes a travel authorization for field trips. Parents/ guardians are given advance notice of upcoming fieldtrips through handouts and postings in the child care site. Destinations, departure times, and expected return times will be posted at least five days in advance.
- Field trips may be taken to the Bedell Family YMCA for a day of swimming or to Camp Foster for a day of hiking. If your child does not want to participate in the field trip, you must make other arrangements for your child that day.
- Y-Kids Club will be transported to and from the fieldtrips on YMCA authorized bus or a school bus.
- Money may be sent along on field trips as long as YMCA staff have given consent for your child to do so. If your child does bring money, please be advised the YMCA of the Okobojis is NOT responsible for lost or stolen money.

## **DISCHARGE POLICY**

The YMCA reserves the right to dismiss a child upon notification. Dismissal may result from but is not limited to:

- Failure to make payment for services rendered.
- Behavior displayed by any child that threatens their well being or another child or staff member.

Previously stated behavior policies will be followed when the situation allows. Should the situation present immediate or on going threat, a dismissal may be without warning and will be effective upon notification. Dismissal decisions will be determined by leadership staff of the YMCA and may be appealed in writing to the YMCA within 5 days of dismissal notice.

Discharge from Kids Club can result from inappropriate behavior (examples: hitting or kicking another child, biting another child, use of offensive language, etc).

- **First offense:** Parent/guardian will be notified by an incident report that is filled out by the staff member that observed the inappropriate behavior. The staff member will have a conference with the child and parent and try to find a solution to resolve the inappropriate behavior.
- **Second offense:** Parent/guardian will be notified by an incident report that is filled out by the staff member that observed the inappropriate behavior. The site supervisor will conference with the child and parent and try to find a solution to resolve the inappropriate behavior. The child may be dismissed from the program for a period of time (example: three days). The site supervisor will make the decision as to length of time, and said decision shall be final.
- **Third offense:** Appropriate actions will be taken at this time that are decided upon by the site supervisor and the program director. This may include notifying the parents of the child's dismissal from the program and need to pick the child up immediately.

If efforts made by the family, child and staff fail to modify the behavior, and/or the behavior puts other participants, staff, or the child at risk, the YMCA reserves the right to dismiss the child from Y Kids and any other YMCA programs without further notice.

## **HEALTH AND SAFETY**

### **HEALTH**

We will notify you if your child has been exposed to a communicable disease, such as chicken pox, strep throat, or pink eye. Please notify us if your child contracts any of these illnesses so that we may inform other parents/guardians. Please check your child each morning for any signs or symptoms of illness and use careful judgement in sending your child to the site. Please refrain from sending your child to the site if any of the following symptoms are observed. If your child displays any of these symptoms during program hours they will be sent home:

- Watery, inflamed eyes or crusty eyelids;
- Deep, severe cough;
- Heavy nasal discharge;
- Fever of 100-degrees or higher;
- Vomiting or diarrhea;
- Rash or unusual discoloration;
- Other symptoms of illness or communicable diseases.

### **GUIDELINES FOR WHEN A CHILD CAN RETURN FROM AN ILLNESS**

These guidelines are recommended by the American Academy of Pediatrics and the American Public Health Association. These guidelines will be observed unless your child has a doctor's release to return. For a complete list, see a member of the Leadership Team.

Fever:	Must be fever-free for 24 hours with the exception of an ear infection. In the case of an ear infection, the child may return after treatment of antibiotic has started.
Vomit:	Must be vomit-free for 24 hours.
Diarrhea:	Defined as an increased number of stools compared with the child's normal pattern, with increased watery stool and/or decreased formed consistency that cannot be contained by the diaper or toilet use. The child cannot return until he/she has had normal stools for 24 hours. If it is determined that the diarrhea is caused by medication or teething, the child will not be asked to leave the center.
Pink Eye:	24 hours after documented treatment for conjunctivitis has begun.
Mouth Sores:	Must have a doctor's note stating that the child is non-infectious.
Rash:	With any rash, whether or not accompanied by a fever or behavior change, the child cannot return without a doctor's note stating that the illness is not a communicable disease.
Infestations:	Cannot return until 48 hours after treatment has begun or at the Director's discretion. Infestations may be head lice, scabies, etc.
Impetigo:	Cannot return until 48 hours after treatment has been initiated.
Strep Throat:	Cannot return until 24 hours after documented treatment has been initiated. The incidence of a communicable disease at the center will be posted at the check-in desk as well as on the door of the infected room.

## **COMMUNICABLE DISEASES**

Children with a communicable disease will be allowed to attend as long as they are physically able to do so and so long as their presence does not create a substantial risk that others will become infected. The term "communicable disease"; means an infectious or contagious disease spread from person to person or animal to person. Once administration, in conjunction with the health officials decide the child's condition poses a health threat to others the child will be excluded from attendance for the duration of the period of contagion. In extreme cases, the child will be sent home. In order to prevent the spread of communicable diseases to other children and staff, parents should use their good judgment in keeping sick children home.

## **MEDICATIONS**

All medications brought to the site, both prescription and nonprescription, must be given directly to child care staff. Medication must be in the original container and labeled with your child's full name. Medication brought in any other container will be sent home immediately. A Medication Release Form (separate for each medication) must be filled out completely and signed by a parent/guardian before medication of any type may be given. Forms can be obtained from your Program Director. Instructions on the form must match the instructions on the container exactly. For long-term medication, a new medication sheet must be filled out every 30 days. Completed forms will be retained in your child's file. Nonprescription medications are also included in this process.

Topical ointments, creams or lotions may be administered without a doctor's note, provided the staff has detailed written instructions. These directions must include: whether the staff or the child is to apply the medication, the amount to be administered, the area to be covered, and the time the medication is to be applied. Some examples of these medications may include:

- Calamine and/or Caladryl Lotion
- Sunscreen and/or sun block
- First-Aid antibiotic ointment and/or cream
- Vaseline
- Hand and/or body Lotion
- Insect itch relief medication

Nonprescription medications such as cough syrup or Tylenol type products must be accompanied by a note from a doctor outlining the purpose of the medication and the length of time it is to be given.

**\*\* Please note: Children will apply sunscreen unless specific written instructions are given to the Program Director to apply the lotion.**

The YMCA reserves the right to deny the administration of some medication based on staff qualifications.

## **EMERGENCY CARE**

A form authorizing emergency medical and dental care for your child was included with the packet you received at registration. In case of emergency, the parent/guardian will be called. If the child care staff is unable to reach you, they will attempt to contact the emergency person(s) indicated on your child's authorization form.

## **ADDITIONAL SAFETY PRECAUTIONS**

All staff employed by the YMCA Child Care programs are trained in Universal Precaution procedures, Mandatory Reporting of Child Abuse, and First Aid and CPR for your child's protection. Further, to reduce the possible spread of unwanted germs, staff are asked to wash hands before and after any First Aid is administered as well as before and after any preparation of food.

## **STAFF BABYSITTING POLICY**

We understand that Y Kids Club staff may provide personal child care outside of the YMCA program. The YMCA is not responsible for babysitting in a private home.

## **STAFF ORIENTATION AND ONGOING TRAINING FOR STAFF DEVELOPMENT**

- All staff is CPR, First-Aid, AED, and Mandatory Reporter certified.
- Staff meetings are held when needed to address issues that need to be talk about as a full staff or to review the center's policies and licensing regulations.
- Y-Kids Club follows the Okoboji and Spirit Lake Schools policies for emergencies.

## **WEAPONS POLICY**

The YMCA strictly prohibits the possession, creation, or verbal threat of weapons of any type at any YMCA program site. Weapons will be confiscated and the child will serve an immediate suspension of a minimum of one week or expelled from the program, without refund, depending on the severity of the incident. A parent/guardian meeting will be held prior to any possibility of the child returning to the program. Any further incidence will result in expulsion from the program, without refund. Bringing a weapon to any YMCA program will result in an immediate expulsion and police notification.

### **Injuries**

All injuries brought to the attention of a staff member will be documented on an injury/accident report. Any injury causing a mark constitutes an INCIDENT REPORT which must be completed by the staff member who witnessed the incident. This report will include the injury, first aid given and staff members who were present when the incident occurred. Every written report will be reviewed and signed by a supervisor and will require a parent's signature. Once signed the report is to be put in the child's file. Parents will be immediately contacted for all serious injuries, and an ACCIDENT REPORT will be completed. To ensure first aid is available for all injuries, a first aid kit will be kept in each room as well as on each vehicle used for transporting the children. First aid kits will also be taken to the playground and on each field trip.

### **Dental Emergency**

Should a dental emergency occur where a tooth is damaged or prematurely extracted (excluding the loss of loose baby teeth) a supervisor will be called to evaluate the situation. Permanent teeth that have been extracted will be placed in a glass of whole milk until further arrangements are made. The parent will then be called to make arrangements for the child to be transported to their dentist. In the event that the parents or emergency contacts cannot be reached, the child's dentist will be contacted by a member of the leadership team.

### **Smoking Policy**

According to state licensing regulations Chapter 109.10(11), "Smoking and the use of tobacco products shall be prohibited in the center, outdoor play area and in center-operated vehicle during hours of operation of the center." Such regulation shall be followed by all persons at the center

### **Hand Washing Policy**

All team members must wash their hands at the following times to prevent or minimize the transmission of illness or disease: upon arrival at the center, immediately before eating or participating in any food service activity, after diapering a child, before leaving the restroom either with a child or by themselves, before and after administering first aid, and after handling animals or cleaning cages. Children's hands will be washed at the following times to prevent or minimize the transmission of illness or disease: Immediately before eating or participating in any food service activity, after using the restroom or being diapered and after handling animals.

### **Universal Precautions Policy**

Universal precautions must be followed by team members at all times. A protective barrier such as gloves must be worn when handling any bodily excrement or discharge. Proper hand washing must be followed as stated in the Hand Washing Policy. All sharps must be placed in the sharps container after use.

### **Nutrition Policy**

Snack will be served following the HEPA Standards (Health Eating Physical Activity). Exceptions to these standards will be allowed for allergies, medical conditions or religion. Parents may be required to provide substitutes when accommodating children with allergies or medical conditions.

### **LUNCH, SNACK**

**School Year** - Breakfast is provided by the school. Please contact the school for more information. Afternoon - snacks will be given after school.

**No School Days** - (Scheduled or Snow) Lunch will be provided by the YMCA, kids are welcome to bring a sack lunch if they choose. Morning and afternoon snack will also be provided.

**Summer** - A morning snack will be provided by the YMCA. This is not intended to replace breakfast it is recommended your child have breakfast before arriving for the day. Lunch and Afternoon snack will also be provided by the YMCA. Children who do not want to eat YMCA lunch are welcome to bring a sack lunch from home.



## Emergency Procedures

### Fire

The school fire alarm will sound, Children will be evacuated according to the diagram and evacuation sheet posted in their room or as directed by the police. A head-count will be taken before and after the evacuation to ensure accountability. In case of inclement weather, the children will be transported to a safe evacuation site by bus or van. The police will be contacted as well as KUOO Radio (103.9) to broadcast the children's location. EMERGENCY CARDS and First Aid kits will be taken along with the children.

### Tornado

**Tornado Watch:** A tornado MAY develop, continue normal procedures

**Tornado Warning:** A tornado has been detected; take cover in designated safety areas.

**Tornado Siren Sounded:** Take cover in the point of greatest safety, no one leaves until the sirens have cleared.

### **TORNADO, EARTHQUAKE AND FLOOD PROCEDURE**

A member of the Leadership Team will receive notification of a tornado warning on the weather radio and will then notify the center of the warning. Children will be evacuated to the tornado safe area according to the diagram posted in their room. A head-count will be taken before and after the evacuation to ensure accountability. In case of structural damage to the building, the children will be transported to a safe evacuation site, by bus or van. The police will be contacted as well as KUOO Radio (103.9) to broadcast the children's location. EMERGENCY CARDS and First Aid kits will be taken along with the children.

### Blizzard and Power Failure

When Dickinson County Public Schools dismiss early due to a blizzard, parents need to pick up their children as quickly and safely as possible. As ratios allow, the center will send team members home. If parents are unable to immediately pick up their child, a ratio-sufficient number of our team, including an on-site supervisor, will stay with the children as long as necessary. In the case of a power failure do to a blizzard, parents should come as quickly as possible to pick up their children. All closures will be at the discretion of the CEO and will be broadcasted on KUOO radio (103.9)

### INTOXICATED PARENT OR VISITOR

When the Y Kids Club site is visited by a suspected intoxicated person, staff shall take measures to insure the safety of the children at the site. Staff shall work to remove the suspect from the area of the children. Staff are then instructed to contact the Program Director immediately. Staff should try to get pertinent information concerning the description of the car including license plates. If necessary the police will be contacted and this information will be turned over to law enforcement. Most importantly, staff should never put themselves or children at risk.

### Intruders

In the case of an intruder entering the center and creating a hostile situation, a designated code will be put out to alert other team members of the situation and to alert them to phone the police. If possible, children will be taken to a designated "safe area" in the building. The center will then proceed as directed by the police.

### Missing/Abducted Child EAP

The on-site supervisor will be immediately notified of a lost or abducted child. Procedures will be put in place to locate the child. If the child is not found, the parent as well as the police will be contacted. The center will then proceed as directed by the police.

### Record Checks

All staff will undergo back ground checks through the state and federal governments upon being hired and every 2 years after.

## **MANDATORY CHILD ABUSE REPORTING**

Section 232.69 of the Iowa Code requires that every employee of a licensed day care or preschool facility, who, in the course of employment, reasonably believes a child has suffered sexual abuse, physical abuse, or denial of critical care, shall immediately notify the Department of Human Services. Section 232.70 of the Iowa Code requires that each report made by a mandatory reporter, as defined in Section 232.69, shall be made both orally and in writing. The oral report must be made by telephone or otherwise to the Department of Human Services within 24 hours of becoming aware of suspected abuse. If the person making the report has reason to believe that immediate protection for the child is advisable, that person shall also make an oral report to an appropriate law enforcement agency. The written report must be made to the Department of Human Services within 48 hours after the oral report. By law, the oral and written reports shall contain the following information, or as much thereof as the person making the report is able to furnish:

1. The names and home address of the child and parents/guardian believed to be responsible for his/her care.
2. The child's present whereabouts if not the same as the parent/ guardian's home address.
3. The child's age.
4. The nature and extent of the child's injuries, including any evidence of previous injuries.
5. The name, age, and condition of other children in the same home.
6. Any other information which the person making the report believes might be helpful in establishing the cause of the injury, the identity of the people responsible for the injury, or in providing assistance to the child.
7. The name and address of the person making the report.

Legal sanctions for failure to report are as follows:

1. Any mandatory reporter who knowingly and willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor.
2. Any mandatory reporter who knowingly fails to report is civilly liable for the damages proximately caused by such failure (Legal Reference 232.75).

Any mandatory reporter who in good faith makes a report of child abuse or participates in the investigation of a child abuse has immunity from any liability, civil or criminal. Records and/ or information pertaining to the abuse may be released to the child abuse investigator without releases required in other situations (Legal Reference 232.73).

To report child abuse anytime, day or night: 1-800-362-2178 (toll free)

## **ON-GOING TRAINING & STAFF DEVELOPMENT PLAN**

After the first year of employment, all team members must comply with the following training requirements:

- Maintain Mandatory Child Abuse Reporter Training for the State of Iowa.
- Maintain Infant, Child and Adult CPR.
- Maintain Infant, Child and Adult First Aid.
- Maintain Universal Precautions and/or Infectious Disease Control for the State of Iowa.
- Receive a minimum of ten training hours.
- Attend on-site team meetings that cover a variety of policies and procedures.

## **STAFF ORIENTATION PLAN**

### **POLICY FOR HIRING COMPETENT TEAM MEMBERS**

Each applicant must complete an application as well as interview with a member of the Leadership Team. The applicant must be qualified in all sections of the state guidelines in Chapter 109.6. All applicants are required to meet the standards outlined in the New Staff Training listed below as well as the on-going training listed Above. The applicant will also be informed of the requirements of working in a Christian environment.

### **NEW STAFF TRAINING**

All new team members will complete a Center Orientation which includes the completion of all personnel records, an overview of all policies and procedures and any training videos pertaining to child-care that are set at the discretion of the training coordinator. They must also complete the following training requirements before the end of their probationary period of 90 days:

- Mandatory Child Abuse Reporter Training for the State of Iowa.
- Universal Precautions and/or Infectious Disease Control for the State of Iowa.
- Infant, Child and Adult Cardiopulmonary Resuscitation (CPR).
- Infant, Child and Adult First Aid.

### **NEW STAFF TRAINING (Cont.)**

A minimum of ten hours of training from one or more of the following areas:

- Child development
- Guidance and discipline
- Developmentally appropriate practices
- Nutrition
- Health and safety
- Communication skills
- Professionalism
- Business practices
- Cross-cultural competence

### **WITHDRAWAL FROM PROGRAM**

Written notice of intent to withdraw your child from the program is to be submitted to the Program Director. Clear communication is important to provide a quality program. On the registration form, you must list all people authorized to pick up your child. You must inform the child care site staff if anyone (must be 18 years or older) other than a parent/guardian is picking up your child. The person must be listed on the pick-up permission form unless further written authorization is received from the parent/guardian. If an unauthorized, incapacitated, or person suspected of child abuse attempts to pick up your child, the child care staff will contact a parent/guardian or emergency contact person and proceed according to their instruction. Staff will not release a child until an authorized individual has arrived to pick up the child. However, if a legal guardian comes to pick up a child, and no court order is on file restricting pick up, the child will be released to the legal guardian.

Written notice is required 2 weeks prior to the end of the month in order to cancel a child's registration or change the payment information. Please visit the Bedell YMCA Front Desk for a program cancellation/change form.

### **CHILD AND SEXUAL ABUSE POLICY**

The Camp Foster YMCA Association has well developed policies regarding the protection of children while in our care. These policies have been developed with guidance from the YMCA of the USA. Please be aware that all employees are subject to criminal background checks, and no one, while employed by us, is allowed to perform private child care services for members, campers, or program participants unless they have filled out the staff baby sitting policy previously mentioned. We will encourage all parents to report any suspicious activity to a professional staff member. Our complete staff code of conduct and policies regarding this subject are available to anyone upon request.

### **KIDS CLUB GUIDLINES**

1. Listen when a staff member or another Y-Kid is talking.
2. Show respect for all Y-Kids. Treat them with kindness in your actions and words.
3. Be responsible for your own actions and words.
4. Keep your hands, feet and objects to self at all times.
5. Stay in the clubhouse at all times unless permission is given to leave
6. HAVE FUN!!!



## Statement of Understanding

I have read the Parent/Guardian Handbook and understand the policies/procedures of the Y Kids Club program.

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Parent/Guardian Signature

Date

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Child's Name

***\*This must be signed for your child to be enrolled in our program.***

Bedell Family YMCA  
1900 41st Street  
Spirit Lake, IA 51360  
(712) 336-9622