



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

# **AFTER SCHOOL**

**2022-23 Parent Handbook  
LE MARS YMCA**



## **Welcome to YMCA Day Camp**

### **Mission Statement**

At the Le Mars YMCA After School program we believe in helping children and families reach their full potential by providing a safe place to play, creating a quality learning environment, and by promoting growth.

### **Vision Statement**

To inspire families and the community to work as one to develop and participate in the education of our youth.

### **Values Statement**

Le Mars YMCA After School program provides a quality service that is as diverse as the communities we call home. We are committed to doing so by offering opportunities to improve education and life skills built on a foundation of honesty, integrity and a vision for the future.

### **Purpose of Handbook**

This handbook has been created for After School participants and their parents/guardians. This handbook will help make participants and their parents/guardians familiar with the daily procedures and policies of our After School program. Participants and parents/guardians are responsible for being familiar with and following the policies outlined in this handbook. Policies are subject to change and parents/guardians will be notified in writing if there is an update to this handbook.

### **Waiver**

As part of your child's registration you will sign off that you have received, read and agree to abide by the policies outlined in this parent handbook.

It is the responsibility of the parent/guardian to completely and accurately complete the registration form. If information provided on the registration form changes it is the responsibility of the parent/guardian to update the information and notify the After School staff.

## **How to Contact the YMCA**

Le Mars YMCA  
241 12th Street SE  
Le Mars, IA 51031  
712.546.6655

Youth Sports Coordinator/Camp Director	Krista Bolton	<a href="mailto:kristan@lemarsymca.org">kristan@lemarsymca.org</a>
Interim Executive Director	Joyce Feuerhelm	<a href="mailto:joycef@lemarsymca.org">joycef@lemarsymca.org</a>
YMCA Front Desk Supervisor	Jessica Sherlock	<a href="mailto:jessicas@lemarsymca.org">jessicas@lemarsymca.org</a>
Aquatic Director	Jack Eckstaine	<a href="mailto:jacke@lemarsymca.org">jacke@lemarsymca.org</a>

### **How to Contact Your Child During After School**

Call the YMCA at 712.546.6655 and the YMCA front desk staff will get you in contact with your child or the After School staff. Please contact the YMCA when your child will not be attending, late or leaving early. Please call the YMCA at 712.546.6655 and the front desk staff will notify the After School staff.

## **Staff Expectations & Requirements**

Our staff are key in providing a quality experience therefore we carefully select our staff and require the following of each.

- Staff are required to maintain a 1 adult to 15 participants ratio.
- Wear a YMCA shirt so they can easily be identified.
- Attend an orientation including written policies and procedures.
- Staff are required to perform emergency practice drills monthly.
- Staff are required to pass a state and federal background check and fingerprinting.
- Complete required training set forth by the Department of Human Services licensing regulations. This training includes, Mandatory Reporter Certification training, Universal Precautions Infectious Disease Control training, DHS essential training, as well as additional training as deemed appropriate.

## **Financial Assistance**

Financial assistance is available. To apply for financial assistance from the Le Mars YMCA please complete our financial assistance form and provide the requested documents. Forms are available at the YMCA front desk and online at [lemarsymca.org](http://lemarsymca.org). Generous donations to our Annual Campaign program make it possible for us to offer financial assistance to qualifying families. We would also like to thank the United Way, their contributions to our day camp program help allow us to offer a quality program at an affordable price with fun activities such as field trips and fishing.

## **Parents/Guardians Visiting**

Parents/guardians have unlimited access to their child during After School, unless parental contact is prohibited by court order. A sex offender who has been convicted of a sex offense against a minor who is required to register with the Iowa Sex Offender Registry shall not be on YMCA and Outdoor Pool property.

## **Parent Code of Conduct**

Parents/guardians are responsible for reading the parent handbook.

Parents/guardians are responsible for making sure all the information on the registration form is complete and up-to-date. It is the parents/guardians responsibility to update the registration form and notify the After School staff with any changes such as phone number, emergency contact information, custody changes, health information, etc.

Parents/guardians should support and teach the YMCA values of Caring, Honesty, Respect and Responsibility.

Parents/guardians should communicate any questions or concerns to the staff in a mature and private manner.

Parents/guardians should work with the YMCA staff in a positive manner on all behavioral issues dealing with their child.

## **Safety**

### **Mandatory Child Abuse Reporting**

YMCA camp staff are mandatory reporters of suspected child abuse and/or neglect. Staff are required by law to report any suspicion of physical, sexual, or emotional abuse and/or neglect within 24 hours when, in the course of working with a child, the employee has reason to believe that the child has suffered from sexual abuse, physical abuse, or neglect. It is not our job to determine validity of such suspicion or disclosure, but simply to report it.

When there is a suspicion of child abuse and/or neglect, staff will follow the following reporting procedures:

1. Fill out an incident report with factual details
2. Notify the Executive Director
3. Report the incident to the proper child protection services agency

Child protective services has the authority to interview children or staff and to inspect and audit child and facility records without prior consent.

All staff will be sensitive to the need for confidentiality and instructed to discuss matters pertaining to abuse or suspected abuse only with the appropriate personnel. Staff training includes information about the signs of possible child abuse and the approved procedures for responding to the suspicion of child abuse or neglect.

### **Smoke Free**

The Le Mars YMCA and Outdoor Pool are both smoke free facilities.

### **First Aid**

After School staff will have a first aid kit with them at all times. Staff are CPR, AED, First Aid and Blood Borne Pathogens certified.

## **How to Register**

### **Who Can Attend**

Kids in TK through 6th grade can attend our After School program.

### **Individualized Needs**

The YMCA acknowledges that children have individual needs. We strive to serve children with mild developmental limitations whenever possible. An assessment of the child's needs may be conducted prior to accepting the child. YMCA After School is offered in a group setting, we are able to provide some accommodations however we are unable to provide one-on-one care, unusual medical attention, or children exhibiting violent behavior.

### **How to Register**

You can register for After School at the Le Mars YMCA front desk, online at [lemarsymca.org](http://lemarsymca.org) or call us at 546.6655 and register over the phone with a Visa or MasterCard. Payment is required to be registered for After School, we can not reserve a spot without payment. Please register at least one week in advance so that we can make sure all necessary forms are completed.

### **Required Registration Forms**

- After School Registration Form
- Statement of Health Form
- Immunization Record or Certificate of Immunization Exemption

### **What is Included with Registration**

Your registration fee includes a daily snack.

### **Payment**

We accept cash, check, Visa and MasterCard. Payment is required to be registered for After School, we can not reserve a spot without payment.

### **Discounts**

Member: YMCA Members receive a lower member rate for After School.

### **Refunds**

Refunds will be considered for special circumstances only on an individual basis.

### **Delinquent Accounts**

If you have not paid for After School your child will not be allowed to attend.

### **Suspension from Program**

If your child is suspended from After School due to disciplinary reasons you will not receive a refund.

### **Enrollment Max and Waiting List**

This year we have an enrollment maximum of 26 participants.

## **Hours and Locations**

### **Hours**

Our After School program is offered school days from after school until 5:30pm. Participants can walk from school to the YMCA or ride the Le Mars School Bus Rout and a YMCA staff member will meet the kids at the bus.

### **Location**

Le Mars YMCA  
241 12th Street SE  
Le Mars, IA 51031

### **Daily Schedule**

3:30-4:00pm	Arrive at After School and Snack
4:00-4:45pm	Group Activity
4:45-5:00pm	Clean Up
5:00-5:30pm	Participants are Picked Up

### **Swimming**

Some days the After School gets will get to swim at the Indoor Pool. We will notify parents when to bring a swim suit and towel. Participants will be given a swim test by our Aquatic Director or one of our head lifeguards, based on the results of their swim test each participant will be given a color coded necklace signifying which areas of the pool they are allowed to swim in. This allows participants, staff and lifeguards to know each participants swimming abilities and where it is safe for them to swim.

### **Daily Curriculum**

Our daily curriculum includes crafts, reading, swimming, group physical activities and games, plus free play in our gym and outside.

## **Pickup and Drop Off**

### **Drop Off Procedure**

Participants can walk from school to the YMCA or ride the Le Mars School Bus Rout and a YMCA staff member will meet the kids at the bus. Participants will check-in with After School staff and sign the sign-in sheet. Parents/Guardians will be notified if a child is scheduled to attend After School and does not arrive.

### **Pick Up Procedure**

All participants must sign-out with After School staff. Participants are not allowed to leave unsupervised.

For your child's safety, you and your emergency contact should be prepared to show identification to our staff at pick-up. Children are never permitted to leave Day Camp with unauthorized individuals.

As a requirement by the State of Iowa, children may not be released to individuals who appear to be under the influence of drugs or alcohol. If the parent/guardian or person authorized by the parent/guardian appears to be physically and/or emotionally impaired to the extent that, in the judgement of the staff, the child would be placed at risk of harm, the staff shall ensure that the child may not be released to such an impaired individual. Staff will contact another person listed as authorized to pick up the child.

If there is a separation, divorce, restraining order or other custody problem of which we should be aware of, please provide legal paperwork at time of registration. According to the State of Iowa, the staff cannot deny a biological parent from picking up their child without legal documentation.

### **Walkers**

If you want your child to walk home after After School unsupervised, we require written permission. The Le Mars YMCA is not responsible once a child that has written permission signs-out and leaves to walk home.

### **Late Pick Up Policy**

Children must be picked up by 5:15pm each day. At 5:15pm staff will start contacting the list of people authorized to pick up the child. Children picked up later than 5:15 will incur a late fee as follows:

5:15-5:30pm \$10

5:31-5:45pm \$25

At 5:45pm the Le Mars Police will be contacted.

## **Transportation**

There are times such as a child missing the school bus that a child may need to be transported. If a child needs to be transported the child may be transported by Le Mars YMCA staff in a personal vehicle. Parents/guardians assume any and all liability for damages to or caused by their child in connection with the transportation offered by the YMCA, except those caused by gross negligence or intentional act of the YMCA.

## **What to Bring to After School**

### **What to Bring to After School**

- Swim suit and towel on scheduled swimming days

### **Clothing Guidelines**

- Appropriate dress for active/messy play
- Closed-toed or tennis shoes (no flip flops or crocs allowed for active play)

### **Possessions & Belongings**

The Le Mars YMCA is not responsible for lost or stolen property. Please be sure to label your child's belongings. Should a child have personal items at the Le Mars YMCA, staff will ask the child to leave the items in their bag and/or locker. If the child refuses to leave items in his/her bag or locker, the staff may confiscate the item and parents may pick up the item. If staff deem the item unsafe, they will contact the parent/guardian. Le Mars YMCA staff have the right to inspect bags and lockers if there is reasonable suspicion of theft, dangerous weapon, or other such incident. Parents will be notified if such a search was conducted during After School.

### **What NOT to Bring**

- Electronics (phones, ipods, ipads, kindles)
- Money (only bring a small amount of change for the vending machine)

## **Nutrition Policy**

### **Meal Times:**

Snack: after school - 4:00pm

The Le Mars YMCA provides afternoon snack. Each day the YMCA will provide a snack that includes two of the four food components outlined by the child and adult care food program. Children are offered all foods on the snack menu and encouraged, but not required, to try all foods. Exceptions are allowed for allergies, medical conditions and religion. Please provide a written letter to the After School staff if there are any exceptions for your child.

Snack menu will be posted in the After School room and online at [lemarsymca.org](http://lemarsymca.org).

If you wish to bring special snacks such as birthday treats for all of the participants please discuss with the After School staff beforehand.



## **Conduct & Discipline**

The Le Mars YMCA is committed to providing a safe and positive environment for all children. The YMCA encourages children to develop social skills that reflect many of the Y's values. The YMCA principles include honesty, responsibility, caring and respect. We ask individuals to act in a manner that upholds these principles at all times when they are in our facility or participating in YMCA programs. Staff will model appropriate behavior and guide positive interactions among children and adults. It is our hope that every child enjoys a safe, fun environment and the activities planned for camp. As in any group activity, the inappropriate behavior of a few children can spoil the experience for the entire group. Therefore, the following conduct policies apply to each child. The infractions listed below are some examples of misconduct, however, this is not inclusive of all possible misconduct.

- Fighting or behavior that is aggressive or threatening.
- Engaging in sexual activity or contact with another person.
- Intentionally and repeatedly going to unauthorized areas of the facility or leaving the premises without permission.
- Using angry or vulgar language, swearing, name calling or shouting.
- Harassment or intimidation with words, gestures or body language. Behavior which is inappropriate, threatening or offensive in nature.
- Repeatedly being rude and discourteous to staff and peers.
- Repeatedly not following drop-off and pick-up procedures.
- Not following bus rules while being transported for field trips.
- Stealing or behavior which results in destruction of property.
- Wearing inappropriate attire. Clothing with vulgar or profane writing or pictures is not allowed.
- Carrying or concealing devices or objects which may be used as weapons.
- Using or possessing illegal chemicals or alcohol.
- Smoking. All YMCA facilities and grounds offer a smoke free environment.

Misconduct by a child may result in the loss of privileges for participating in specific activities, suspension from the program or termination from the program. If in the sole judgement of the YMCA, your child's behavior is considered inappropriate, any of these action may be taken in any order. The YMCA reserves the right to address each situation on an individual basis.

Depending on the severity and location of the infraction, parents/guardians may be contacted and expected to pick up their child immediately from the YMCA or excursion site.

## **Policies**

### **Child Custody**

If there is a court order that limits the rights of one parent in matters such as custody or visitation, a copy must be provided to the Camp Director. Unless the court order is on file with the YMCA, staff must provide equal rights to both parents. In case of custody/pick-up disputes, the YMCA will call the police to handle the dispute.

### **Biting**

In the event that a biting incident occurs, staff will handle the incident as follows:

- Ensure all children are safe.
- Immediately respond to the child who was bitten by offering appropriate first aid treatment, concern and support.
- Contact the parents of both children involved.
- Complete an incident report.
- Assess the program environment and make any needed changes to group size, structure, etc.
- Repeated biting incidents may lead to termination from the program.

### **Restroom Policy**

Parents are encouraged to send extra clothes/materials with their child in the event of a restroom accident. YMCA staff are under no circumstances allowed to clean/change a child who has had a restroom accident. If a child is unable to clean/change themselves after a restroom accident, a parent/guardian will be contacted to assist.

### **Handwashing Policy**

The staff and children will wash their hands frequently throughout the day including after using the restroom and before eating.

### **Babysitting**

If you ask Le Mars YMCA staff to babysit your child please be aware that babysitting is out of scope of their employment at the YMCA and the YMCA is not responsible or liable for babysitting arrangements that you make with our staff.

### **Medication Administration**

Should your child need to take medication while attending After School, the following policy will be enforced:

Parent/guardian must fill out written permission form. All information must be complete and legible. Information includes name of medication, specific written instructions for amounts and times of administration, method of administration, and possible side effects.

Parent/guardian must provide medication in original container with the child's name, name of medication, dosage instructions, doctor and pharmacist listed on the label.

No over the counter medications will be given without a parent/guardian's signed letter and must be in original container and written permission form completed. The YMCA does not have over the counter medications such as aspirin or cough syrup.

Staff cannot administer amounts of medication other than specified on the bottle.

If a child refuses to take prescribed medication, the parent/guardian will be notified immediately.

## **Policies Continued**

### **Sick Child**

Children who have a temperature of 100.7 or greater, or are vomiting, have diarrhea, sore throat or showing other signs of illness, or have an infection with a communicable disease should not attend After School. Please contact the YMCA to notify After School that your child will not be attending that day. The child should be fever free for 24 hours without fever reducing medication and symptoms should be improving for a child to return to After School.

### **Child Illness & Injury**

If your child becomes ill while attending the program, staff will contact parents/guardians and you may be asked to pick up your child. If the staff are unable to reach a parent/guardian, staff will contact an emergency contact person to pick up the child.

Any child having an infectious disease may require temporary removal from the program. Parents should seek immediate treatment for these illnesses, and children should not return until 24 hours after treatment has begun.

The Le Mars YMCA reserves the right to treat each incident on a case by case basis and will follow guidelines issued by the Department of Human Services.

### **Medical & Dental Emergencies**

If your child requires emergency medical or dental treatment, the Le Mars YMCA will contact parents/guardians, if the staff are unable to reach a parent/guardian, staff will contact an emergency contact person to pick up the child. Depending on the severity of the situation the Le Mars YMCA may call 911 first and the child may be transported to a local hospital. In the event of a dental emergency, the YMCA may transport the child to the dentist listed on the child's registration form. Parents/guardians are responsible for all costs. An incident report will be completed by a camp counselor and a copy will be given to the parent/guardian and put in the child's camp file at the YMCA. In the event of a serious injury a report will also be sent to DHS.

### **Public Access**

The Le Mars YMCA is open to the public, including members and guests during our day camp hours. Children will always be with YMCA staff. The public will not be allowed in the After School room. The public will not be allowed in the bathrooms/locker rooms when participants are using the bathrooms/locker rooms.

### **Confidentiality**

In compliance with the Department of Human Services, information about a child is confidential. Anyone who acquires such information through the operation of the program may not disclose information directly or indirectly. Any confidential and sensitive information known by staff will only be shared with staff who have a need to know in order to safely care for the children.

## **Emergency Procedures**

### **Fire**

When the fire alarm sounds staff will evacuate the building through the nearest exit, the West door. If unable to use the West door they will use the next closest exit, the main entrance. If unable to exit through the main entrance, they will go to the back staircase and exit out the back of the building. Staff will take the first aid kit, flashlight, cell phone and emergency contact information. Staff will take children to the grassy area by our advertisement sign along 12th Street and take attendance. If the building cannot be reentered, parents/guardians will be contacted to pick up their child. Monthly fire drills are given to ensure all children and staff are familiar with the procedures.

### **Tornado**

Children will be moved by staff to the lower level locker rooms. Staff will take attendance and ensure children are in the "tuck" position. Staff will take the first aid kit, flashlight, cell phone and emergency contact information. They will remain in the safe area until the warning expires or given the all clear. Monthly tornado drills are given to ensure all children and staff are familiar with the procedures.

### **Intruder within the Building**

If an unauthorized pick-up person or other intruder should arrive at the site, staff will take the steps necessary to ensure the safety of all children. The staff upon assessing the situation may contact the police. If needed, the staff will move children to another area and may contact the parents/guardians. We will not allow any child to be removed by any person not authorized on the registration form as a pick up person.

### **Intoxicated Parent or Visitor**

As a requirement by the State of Iowa, children may not be released to individuals who appear to be under the influence of drugs or alcohol. If the parent/guardian or person authorized by the parent/guardian appears to be physically and/or emotionally impaired to the extent that, in the judgement of the staff, the child would be placed at risk of harm, the staff shall ensure that the child may not be released to such an impaired individual. Staff will contact another person listed as authorized to pick up the child.

### **Missing Child**

The Executive Director will be immediately notified of a missing child. Procedures will be put in place to locate the child. If the child is not found quickly, the parent/guardian as well as the police will be contacted. The Le Mars YMCA will then proceed as directed by the police.

### **Power Failure**

In the event of a power failure, staff will relocate campers to the upper corridor where there is natural light. Staff will take the first aid kit, flashlight, cell phone and emergency contact information. Staff will take attendance. Staff may take campers outside for an activity. Depending on the expected length of the power outage, the weather and the ability to do outside activities parents/guardians may be contacted to pick up their child.

### **Bomb Threat**

All bomb threats will be treated as though they are real. In case of a note or email, staff should not delete or throw away. In case of a phone call, staff are encouraged to stay on the line and try to get as many details as possible. The Executive Director and police will be notified immediately. Children will be moved to the Outdoor Pool parking lot, staff will take attendance and parents/guardians will be called.

## **Emergency Procedures Continued**

### **Chemical Spill and Gas Leak**

If the chemical spill / gas leak is within the building staff will use the same procedure as Fire. If the chemical spill / gas link is outside staff will keep the children indoors.

### **Earthquake or Structural Damage**

If the building is deemed unsafe, staff and children will be evacuated to a safe place. Staff will take the first aid kit, flashlight, cell phone and emergency contact information. If the building cannot be reentered, parents/guardians will be contacted to pick up their child.

### **Flood**

If the building floods, staff and children will move to the highest ground possible (gym or indoor pool). Staff will take the first aid kit, flashlight, cell phone and emergency contact information. Parents/guardians will be contacted to pick up their child.

### **Winter Weather**

If school is cancelled due to weather there will be no After School. If school is dismissed early due to weather, participants can come to the YMCA and parents/guardians are asked to pick them up as soon as possible.

### **Parent/Child Reunification**

If an emergency occurs where it is unsafe for staff and campers to return to the YMCA building and if phone service is unavailable parents can reunite with their children at the Outdoor Pool (across the street from the YMCA). If the children are not able to be at the Outdoor Pool there will be a staff or notice at the Outdoor Pool letting parents/guardians know where they can reunite with their child.

### **Heat Index**

On days that Plymouth County is in a heat advisory, outdoor activities will be limited to shorter time periods and campers will take frequent water breaks.

### **Covid-19**

We will implement safety precautions using guidance from the CDC, Iowa Department of Public Health, FVH and the Plymouth County Health Department.

### **Infections Disease Control**

Standard precautions include:

Handwashing:

- After taking the children to the toilet, both staff and children
- After handling bodily fluids of any kind
- For staff before starting work
- Before and after giving first aid
- After cleaning up spills or objects contaminated with body fluids
- After taking off disposable gloves

Latex gloves:

- Worn during contact with blood or bodily fluids which contain blood (such as vomit or feces)
- Worn when a child has a cut, scratch, or rash which causes breaks in the skin



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

**LE MARS YMCA  
241 12<sup>th</sup> Street SE  
Le Mars, IA 51031  
712-546-6655  
lemarsymca.org  
Like us on Facebook**