

2020-21 ACADEMIC YEAR PARENT INFORMATION AND POLICIES

GREATER WICHITA YMCA SCHOOL-AGED CHILD CARE PROGRAMS

KEY Academy, School Day Out, and Break Club



KEY Academy is a before/after school program that is owned, staffed, and operated by the Greater Wichita YMCA in elementary school locations across six school districts. Enrollment is available to students K-5 and ages 12-or-younger attending participating schools.

Unless otherwise noted and approved, children must attend the KEY Academy site where they are enrolled as a student. The Greater Wichita YMCA does NOT provide any transportation for KEY Academy students. If transportation is made available by school districts offering service at one school site for students attending other schools, parents must contact the school district for all arrangements and considerations. Please notify KEY Academy staff, upon enrollment, if your child is being transported to/from program sites by the school district.

KEY ACADEMY HOURS

- **AM SESSION** Locations **OPEN** at **6:30AM** and close when the school begins.
- **PM SESSION** Locations open when school ends and **CLOSE** at **6PM**.

DROP-OFF AND PICK-UP

- All children must arrive (AM Sessions) and depart (PM Sessions) with an authorized adult
- Children must be signed in and out of the program daily by their parent/guardian or authorized adult
- Full signature of parent or guardian is required weekly to verify attendance
- Parent/guardian or other authorized adult may be required to show PHOTO ID at pick up
- It is the parent/guardian's responsibility to notify the site director of an absence
- Changes to your authorized pick-up list must be provided in writing
- It is the parent/guardian's responsibility to notify the child's school office and teacher of his/her enrollment at Greater Wichita YMCA KEY Academy (site emergency phones are available to receive text or voice messages)
- Parents/guardians are welcome to visit KEY Academy at any time, please check-in with staff upon arrival

LATE PICK-UP

- KEY Academy program sites close promptly at 6PM. Contact the program *immediately* if an emergency occurs leading to late arrival.
- A minimum of \$10 will be charged for each child picked up after 6PM.
- An additional fee of \$1/minute/child is charged for each minute, after 6:10PM, if a child is still waiting.
- Late pick-up fees must be paid, in full, before a child can return to KEY Academy or Fun Club programming.
- **ONLY** Late Fees may be paid, by check or money order, at KEY Academy sites.
- Chronic late pick-up may result in suspension from or termination of services.
- Children remaining at a program site at 7PM, with no communication from a parent/guardian, will be released to the police and/or child protective services.

PROGRAM CLOSURE

- The Greater Wichita YMCA will close KEY Academy sites anytime the district announces a weather-related or other emergency closure. This includes nonscheduled early release.
- School closure notice is provided by the school districts and is typically available on their website, on their social media accounts, or shared through local/regional media (TV and radio) outlets.
- Fees are not refunded or prorated when the program is closed due to school/district closure

WHAT TO WEAR/BRING TO KEY

- It is suggested that your child bring an extra change of clothing on days they "dress up" for school.
- Closed-toed shoes are recommended.
- Unless otherwise indicated, all personal items (food, toys, phones, electronic phones, games, etc.) should be left at home.

LOST AND FOUND

- The Greater Wichita is not responsible for lost/damaged/stolen items and does not store or take control of personal items left behind.
- Each KEY Academy location/site has a designated place for found items. Items left in this area will be discarded or donated after a period of two weeks.

CHILDREN WITH SPECIAL NEEDS

- Children with special medical, developmental, physical, and/or behavioral needs will be accepted into the program as deemed appropriate. The Greater Wichita YMCA will make every effort to support all children's needs and all reasonable accommodations will be made. Approval from the Child Care and Camp Branch Director is required prior to registration. Failure to obtain prior approval may result in suspension of care until the child's needs are evaluated and/or a care plan is in place.
- Families whose children have special needs must schedule an interview with the Child Care and Camp Branch Director prior to attendance. 316.776.8241

ILLNESS POLICY

The Greater Wichita YMCA follows KDHE guidelines for exclusion of children who are ill and/or show one or more sign or symptom of illness. While fever alone does not always indicate a serious condition, it is unreasonable and inappropriate for child care staff to determine this for participating children - it is, instead, the responsibility of parent/guardian, with the help of the child's health care provider. Parents/guardians will be notified if a child has a fever with or without additional symptoms. Children will be excluded from participation when:

1. The illness prevents the child from participating comfortably in facility activities
2. The illness results in a greater care need than the child care staff can provide without compromising the health and safety of other children; or
3. The child exhibits signs or symptoms of illness, including but not limited to the following:
 - Presence of a fever and other signs of illness or behavioral change
 - An acute change in behavior including lethargy, irritability, and/or persistent crying
 - Uncontrolled coughing, rash, diarrhea, vomiting, abdominal pain, mouth sores, pink or red eyes
 - Untreated head lice, scabies, or other infestation
 - Known or suspected contagious diseases while in the communicable stage

NOTE:

- Children excluded for a fever must be fever free, without fever reducing medication, for 24 hours before returning to the program.
- Ill children will be monitored and isolated with necessary supervisor, until a parent/guardian or other authorized adult picks up.
- Parents/guardians should make arrangements to ensure prompt pick up within an hour of notification.
- Parents/guardians are required to notify the program when a child is diagnosed with a communicable disease; a doctor's release may be required to return to the program.
- All participating families will be notified if a child or staff has a confirmed, communicable disease; maintaining confidentiality (individuals will not be named)

MEDICATION POLICY

- If your child requires medication, we request that you set dosage intervals as to avoid or limit the need for administration during KEY Academy hours.
- If medication must be administered during KEY Academy hours, the following applies:
 - Discuss the need for medication with your site director or a member of our administrative team in advance to determine what forms and/or documentation will be needed.
 - Complete the appropriate KDHE medication authorization form, review with program staff and include administration instructions that match the prescription or recommended dosages on the product.
 - Medication must be given directly to the KEY Academy staff in the original container, labeled with the child's full name. If a prescription, include the full prescription label and instructions. A doctor's note must be provided for all over the counter medication for which instructions and/or dosage does not match what is indicated on the product.
 - Any child with a serious medical condition that requires special instructions, care, or treatment including but not limited to asthma, seizures, and diabetes will require a written plan and prior approval from the Senior Program Director or Branch Director. (See also "Children with Special Needs")

MAJOR AND MINOR EMERGENCIES

- All Greater Wichita YMCA staff are certified in pediatric CPR/AED and basic First Aid
- Minor injuries will be treated on site and parents will be informed at pick-up and/or provided an "ouch report"
- Parents will be notified immediately of any serious injury or major emergency situation.
- In accordance with Greater Wichita YMCA emergency procedures, 9-1-1 will be called prior to parent notification anytime a situation warrants.
- Greater Wichita YMCA staff will complete an incident/accident report on a KDHE form after the incident; a copy will be provided to the parent/guardian.

FIND MORE INFORMATION, ENROLLMENT FORMS, AND MORE AT [YMCAWICHITA.ORG/KEY](https://www.ymcawichita.org/key)

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CONFIDENTIALITY

All family records are confidential. Only authorized staff and regulatory agencies have access to files. No information will be released to any other person or agency without parent/guardian's written permission.

BEHAVIOR MANAGEMENT POLICY

The Greater Wichita YMCA's philosophy on discipline is based on respect for the child's self-esteem, setting reasonable limits, consequences, and encouraging increased self-discipline. All children will be expected to act in a manner that demonstrates the four YMCA character values of caring, respect, responsibility, and honesty.

- Minor behavior issues will be shared as needed with families verbally. When warranted written documentation will be provided to outline both unacceptable behavior and expectations.
- The YMCA reserves the right to suspend and/or dismiss any child based on the child's actions and behaviors
- Immediate suspension may occur if a child:
 - threatens harm to another
 - attempts to and/or strikes a staff member
 - demonstrates violence and/or aggressiveness
 - willfully leaves or does not return to the program area without permission from the staff
 - is verbally disrespectful to peers or adults and/or uses profanity
 - damages or takes the property of the program or others
 - refuses to comply with verbal directions from staff
 - in any way compromises their safety or the safety of others
- The YMCA understands that from time to time all children need support and redirection. When consistent and/or escalating behavior compromise the staff's ability to facilitate program activities and/or supervise the group, suspension from the program may be required until a conference with the family can be established and a plan for improvement implemented.
- If a child's behavior or actions cause destruction or damage to property, equipment, or the facility, the family will be held responsible for any and all costs for repair or replacement.
- Refunds are not given when children are suspended or dismissed for inappropriate behavior.
- YMCA staff are there to support youth. To ensure a timely response, we ask that youth and parent/guardians go directly to a staff member to report any concerns or incidents immediately.

ENROLLMENT AND REGISTRATION

- Online enrollment forms must be complete prior to registration. Visit ymcawichita.org/keyforms
- An annual, non-refundable \$25 enrollment fee is due at registration.
- Registration deadline is 10PM Monday one full week prior to the Monday of the first week of attendance/participation.
- Weekly fees are due REGARDLESS OF ATTENDANCE, by 10PM Monday the week prior to the week of service.
- Unless otherwise noted, children must attend the school in which the program is located.
- Changes to children's enrollment, including adding or reducing days and session changes require ONE WEEK written notice.
 - Request to change and/or add enrollment days will be granted based on availability. To request a change, email child care account and/or complete and submit a change form at any YMCA location.
 - Based on availability, children can return to the program as long as accounts are paid in full. To re-enroll, contact childcare@ymcawichita.org a minimum of seven (7) days prior to requested return date.
- To completely cancel registration and avoid charges, written notice is required at least two (2) weeks in advance. Email your intentions to childcare@ymcawichita.org or ask your KEY Academy site director for a cancellation form (that can be left with the staff or submitted at the front desk of any Greater Wichita YMCA branch location).

KEY ACADEMY PAYMENT POLICIES AND OPTIONS

- Weekly program fees must be paid in full by **10PM** on the Monday *prior* to the week of services.
- Fees **ARE** prorated for partial weeks as follows: the first and/or last week of school (if applicable), the week of Thanksgiving, partial weeks connected to winter/holiday break or spring break.
- Fees are **NOT** prorated for school in-service, Labor Day or Memorial Day.
- **NO** fees are charged during full-week school breaks.
- On-site staff **CANNOT** accept weekly fee payments with the exception of DCF payment forms (EBTs).
- Weekly AutoDraft payments (checking or savings account, debit or credit card) is available at enrollment or by contacting Child Care Accounts.
- One-time, online payments (Discover, MasterCard, or Visa cards) can be made online at ymcawichita.org for those with an Online Account. Start at ymcawichita.org/account/registration or log-in at ymcawichita.org.
- Pay by cash, check, credit or debit card, or money order at any Greater Wichita YMCA branch location (details at ymcawichita.org/locations).

KEY ACADEMY PAYMENT POLICIES AND OPTIONS (CONT.)

- Payments by mail (check or money order (payable to "Greater Wichita YMCA Child Care / KEY Academy) - do NOT mail cash) can be sent to the Greater Wichita YMCA / Child Care & KEY Academy and send to: Child Care Accounting, c/o Greater Wichita YMCA Child Care and Camp Branch, 402 N. Market Street, Wichita, KS 67202. Be sure to allow ample time for mailing and processing (late fees apply) and include student's name on the "memo" line of the check to ensure proper processing.
- DCF Electronic Bank Transfer (EBT) payment is accepted for any Greater Wichita YMCA Child Care or Camp program, including KEY Academy and Fun Club. Payments may be coordinated through any Greater Wichita YMCA branch location with a completed version of the required YMCA/EBT documentation form. The Greater Wichita YMCA Provider ID is available by contacting Child Care Accounts. Retain a physical receipt of payment to provide, upon request, to KEY Academy staff.
- Fees may be paid in advance (bi-weekly, monthly, etc.) if preferred by parent/guardian/custodian. Contact Child Care Accounts for information on timing considerations and other questions. Late fees apply for incomplete/untimely payments.
- All balances not covered by third-party payer/assistance are the responsibility of the parent/guardian without exception. Late fees apply.
- For alternate payment arrangements, including third-party accounts registration and payment schedules please contact Child Care Accounts.
- School Day Out (SDO) Winter and Spring Break Fun Clubs: All fees are due, in full, upon registration and are nonrefundable regardless of attendance. To cancel registration and transfer fees to another Fun Club Day contact Child Care accounts the week prior to schedule attendance, on Monday, by 5:00 PM.

GREATER WICHITA YMCA INCOME-BASED FINANCIAL ASSISTANCE (IBFA)

To ensure access to Child Care and Camp programs, regardless of ability to pay, the Greater Wichita YMCA provides income-based financial assistance (scholarships/reduced rates) for KEY Academy participation to those who qualify. Separate from membership or other program assistance qualification, IBFA for Key Academy does not guarantee enrollment or placement. Confidential applications for assistance are available at ymcawichita.org/assistance or at any Greater Wichita YMCA branch locations. Contact Child Care Accounts for more information. Please allow 7-10 business days for processes; awards are not retroactive. Financial assistance can be accessed for weekly Key Academy Fees, week long fun clubs (Winter and Spring Break) but not for single day school day out sessions.

LATE FEES / DELINQUENT ACCOUNTS

- A \$10/instance/child late fee will be applied to all delinquent accounts (see payment deadlines and requirements above).
- All returned checks, declined drafts, or other non-sufficient funds (NSF) refusal of payment will be assessed a \$20/instance charge in addition to any applicable late fees and/or other fees assessed.
- To avoid interruption of service, parents/guardians paying after deadline or are responsible to provide **PROOF OF PAYMENT** of all costs and fees to KEY Academy Site Director.
- Chronic late payment/ongoing account delinquency, may result in dismissal from the program.

CONTACT INFORMATION

- Contact information for each KEY Academy and Fun Club site is available on the "parents table" at each site or from staff.
- KEY Academy phones are not answered during the school day but messages are checked at the start of each AM and PM session and are answered during service hours.
- Call KEY Academy Administrative Offices at 316.264.1610. Contact Jon McReynolds, Senior Program Director (316.776.8243, jon.mcreeynolds@ymcawichita.org) or Andrea Eliot, Child Care and Camp Branch Director (316.776.8241, andrea.eliot@ymcawichita.org).

Y MEMBER DISCOUNT Save **\$5/Child/Week** on **KEY Academy** rates for children included on a Greater Wichita YMCA **FAMILY** Membership. Learn more and discover other benefits of membership at ymcawichita.org/ReasonsY.

ACCOUNT QUESTIONS?

Contact **CHILD CARE ACCOUNTS** to discuss accounts, charges, fees, payment, etc.

- **ONLINE** ymcawichita.org/ChildCareSupport
- **CALL** 316.776.8842
- **EMAIL** childcare@ymcawichita.org



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