

GREATER WICHITA YMCA KEY ACADEMY AND SCHOOL DAY OUT

2025-2026 ACADEMIC YEAR PARENT INFORMATION AND POLICIES

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 enrolled in Kindergarten and through age 12.

Unless otherwise noted, 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. Contact your school or district office directly for all transportation questions, to schedule service, or should any issue or concerns arise regarding transportation during the school year. 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 school begins.
- PM Session locations open when school ends and CLOSE at 6:00PM.
- NO PM Sessions are offered on the last day of school or early release days.

SCHOOL DAY OUT

- **7:00AM to 5:30PM**
- Late pick-up fees apply at 5:31PM and chronic late pick-up will result in termination of care.
- School Day Out and Break Clubs require a SEPARATE registration form and are open to both KEY Academy participants and non-participants regardless of the school the child attends as long as they meet the age restrictions. Non-KEY Academy participants must complete KDHE forms online prior to registration.
- School Day Out registration deadlines are TWO weeks in advance.

DROP-OFF AND PICK-UP

- Children must be accompanied by an authorized adult upon arrival to AM sessions and departure from PM sessions.
- 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.
- Parents are encouraged to notify Y staff when their child will not be participating as scheduled.
- Children that do not arrive at the program for the afternoon session will be presumed as absent for the day.
- 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 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.
- Programming includes a morning and afternoon snack. Parents are responsible for notifying Y staff if their child is to be released for school breakfast during morning sessions or for ensuring they eat breakfast BEFORE arrival. No OUTSIDE FOOD IS PERMITTED in KEY Academy.

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 School Day Out 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 program is closed due to school district closure or when school events or activities required Y program closures.
- Should conditions require closure after the program session has begun the Program Director or Designee will contact parents/guardians or the emergency contact by phone. Children should be picked up immediately.

WHAT TO WEAR/BRING TO KEY

- 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.
- Items left in the KEY Academy program space will be taken to the school office. For programs operated at a YMCA branch facility, items will be taken to the membership desk at the end of program.

SPECIAL NEEDS AND EMERGENCY MEDICAL CONDITIONS

We are committed to creating an environment where all children thrive, including children with special needs. A child with special needs is one whom it has been determined requires special attention and/or accommodation that other children in a group setting do not require. These determinations may be based on medical, physical, cognitive, or behavioral challenges that the child may face. Our program specializes in group child care and is an inclusive school age program that recognizes each child's uniqueness. We are an independent program separate from the unified school district, do not have access to school resources or staff during our program hours, and operate under separate regulations. Our desire is to work with every family so that their child succeeds in our program. We will make reasonable accommodations in our program toward that goal, but we must note that there are some circumstances where we cannot effectively meet the needs of a child.

Parents are asked to complete the "Special Needs Form" to help us learn about their child's special needs and their ability to manage everyday tasks or situations that are common in our school age program. This form is required if you are requesting specific accommodation. The form should be submitted to childcare@ymcawichita.org with the child's school listed in the subject line. A Program Director will contact you to review and if deemed necessary schedule an in-person meeting. We are committed to making a timely determination regarding enrollment and participation. Please allow a minimum of 10 working hours for this process.

Throughout the process, YMCA staff make every effort to support the individual needs of children and make all reasonable accommodations. Please note that based on our current funding levels, KEY Academy is not able to provide one-to-one staffing should this be deemed necessary.

PREVENTION OF ALLERGIC REACTIONS FOR

INDIVIDUAL CHILDREN

Upon initial enrollment, all parents are required to report any medical condition or food allergy that put their child or youth at risk for anaphylaxis.

- A complete allergy action plan must be provided and reviewed with the staff team prior to attendance.
- Parents are required to provide emergency response medication to be kept on site (i.e. EpiPen, Benadryl, etc.) along with a complete KDHE medication administration form. Medication can NOT be outdated.
- Staff will document any incidents and medication administration on the appropriate document for the situation.
- When appropriate and possible, areas in the program, classrooms or specific tables used for meals service may be designated as a "free zone" for allergens such as peanut butter, or tree nuts.

ILLNESS POLICY

The 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
4. Child is in the communicable period of an illness.

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

Please be advised that the YMCA staff do not administer medication outside of those for emergency situations such as food allergy and anaphylaxis emergencies where an EPI Pen is needed, or rescue inhalers for youth with asthma. Parents/Guardians are responsible for providing a complete emergency plan, on a YMCA approved form, prior to the child attending. All medication must be given directly to the YMCA staff, be in the original container, have the full prescription label and directions. Please allow additional time at drop off when delivering medication to complete the required KDHE long-term medication form.

To fill out these forms in advance visit the KDHE website at: <https://www.kdhe.ks.gov/DocumentCenter/View/1038/CCL-027-Long-Term-Medication-Authorization-PDF>

GREATER WICHITA YMCA KEY ACADEMY AND SCHOOL DAY OUTS

2025-2026 ACADEMIC YEAR PARENT INFORMATION AND POLICIES (CONTINUED)

YMCA Latchkey programs do not have access to the nurses' offices in our school district partner sites and therefore have no access to any emergency medications you have authorized the school to administer to your child. YMCA staff are trained in Pediatric CPR/AED and First Aid. The YMCA does not have medical personnel on staff at any Y program or facility branch, including our School Day Out and Break Camp sessions, held at YMCA branches. Should a child require medication during program hours, it will be incumbent upon the parent or guardian to administer this medication.

MAJOR AND MINOR EMERGENCIES

- All 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 YMCA emergency procedures, 9-1-1 will be called prior to parent notification anytime a situation warrants.
- For **Major Emergencies** YMCA staff will complete an incident/accident report on a KDHE form after the incident; a copy will be provided to the parent/guardian.

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 forms must be complete prior to registration. Visit ymcawichita.org/keyforms

- An annual, non-refundable enrollment fee of \$15/ session/child is due at registration.
- Key Academy 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 cancellation requires a **two-week notice** that should be emailed to childcare@ymcawichita.org two (2) weeks prior to the week of cancellation.
 - Request to add a session, i.e. AM or PM participation will be granted based on availability and can not be guaranteed.
 - Children that wish to return to the program in the same school year after cancellation will be welcomed back as long as the account is in good standing and based on availability. Please reach out to Child Care Accounts a minimum of one full week in advance on a Monday. Our membership desk is unable to process re-enrollment during the school year.

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 the first and/or last week of school (if applicable). Fees are prorated days that fall during Fall, Winter, and Spring Break Camps. Fees are **NOT** prorated when Y School Day out Sessions are offered and for the following closure days: Labor Day, Memorial Day, and Good Friday (Friday before Easter).
- On-site staff CANNOT accept weekly fee payments.
- Weekly Automatic Payments (checking or savings account, debit or credit card) is available at registration 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.
- Weekly Fees allow children to attend as needed each week for the session(s) they are enrolled. Fees are due in full regardless of days or hours attending.
- Pay by cash, check, credit or debit card, or money order at any Greater Wichita YMCA branch location (details at ymcawichita.org/locations).
- 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.
- Payment using DCF funds must be made through the Electronic Bank Transfer (EBT) system, a partner agency of DCF. Funds can be transferred through their on-line or phone system, we do not have a POS option at our facilities. Your child's account will NOT be credited for the transfer until you have provided the YMCA with the transaction information. The DCF Funds Transfer Record Form Can be found on our YMCA Website at: <https://ymcawichita.org/programs/child-care-and-camps/DCF-funds-transfer-record>
 - You can also send a screen capture of your transfer to childcare@ymcawichita.org Note: All information must be in the screen capture including; Provider ID, Authorization #, Child's Full Name, and amount transferred.
 - Late fees are applied to all accounts based on when the documentation of transfer is received regardless of EBT transfer date.
 - If you have questions about EBT please contact your case manager or EBT directly.
 - Do NOT transfer MORE than one month of fees, over payments will be refunded to DCF and NOT back to your card directly.
- 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.

- All balances not covered by third-party payer/ assistance are the responsibility of the parent/ guardian without exception. Late fees apply.
- School Day Out session and our Fall/Winter/ Spring Break Camps fees are due in-advance (see registration form for deadlines).

CHILD CARE FINANCIAL ASSISTANCE

Financial assistance is available through the YMCA for those who qualify. Application available online, contact Child Care Accounts for any questions regarding qualifications or your application. Please allow 7-10 days for processing, note that discounts are NOT retroactive and are separate from IBFA award for memberships or other YMCA programs.

LATE FEES / DELINQUENT ACCOUNTS

- Payments received three days or more after the due date are considered late. A \$10 late fee is added to the account.
- All returned checks, declined drafts, or other non-sufficient funds (NSF) will be assessed a \$30/ instance charge in addition to any applicable late fees and/or other fees assessed.
- Chronic late payment/ongoing account delinquency, may result in dismissal from the program.

CONTACT INFORMATION

- Contact information for each KEY Academy and School Day Out 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.

GREATER YMCA MEMBER RATE

Save \$5/week/child with a YMCA Family Membership.**

YMCA EMERGENCY PROCEDURES

- All YMCA Child Care Programs have a written Emergency Guide to provide for the safety of participants and staff in emergencies. These plans are posted at each location and a copy maintained in an emergency backpack that also contains a fully stocked first aid kit. Emergency procedures are reviewed annually in addition to being part of the new staff orientation.
- Should any emergency require program evacuation, participants will be relocated to the designated shelter in-place or emergency evacuation location on-site OR if directed by emergency personnel to a designated off premise location. The location is typically the closest YMCA facility branch, see the posted guide for your programs designated off premise location.
- Children with special needs and/or chronic medical conditions have a written plan on-site which shall include procedures for emergency evacuation as deemed necessary for the individual participant. If applicable, emergency medications are taken with the group as part of the evacuation and/or relocation procedures.
- Participant records including parent contact information and authorization for emergency medical care are maintained on site and back up records are held electronically and can be accessed from any YMCA computer.

BILLING QUESTIONS?

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

CALL 316.776.8842
EMAIL childcare@ymcawichita.org

* Discounts apply ONLY to KEY Academy rates.

** Must be under a FAMILY (vs. YOUTH) Membership in good standing.

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