



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

WELCOME TO THE Y'S KIDS AFTERSCHOOL PROGRAM!

We are so excited to have your children in our programs. At the Y, our mission is to put Christian principles into practice that build healthy spirit, mind and body for all.

Afterschool Program Admission/Attendance Policies

- The Y's Kids Afterschool Program is for children enrolled in kindergarten – 6th grade (Graves County Schools) and children enrolled in kindergarten – 5th grade (Mayfield Independent Schools).
- The Mayfield Graves County YMCA and its programs do not discriminate by race, color, sex, national origin, creed or special needs. Kids requiring special accommodations must get prior approval, based on if the YMCA is able to reasonably accommodate the child's special needs, without requiring one on one staff supervision.
- A list of persons authorized to pick up your child must be noted on the registration form. If an unauthorized person comes to pick up your child, we must have written or verbal consent from the parent/legal guardian before releasing your child to them.
- Anyone unfamiliar to the Site Director will be asked for identification. For your child's protection, there is no exception to this policy.
- Parent's / Guardians are required to sign their children out each day and provide a signature at the end of each week verifying the attendance is accurate.
- Children will arrive at the dismissal of their school and must be picked up by 6:00 PM. Staff are scheduled until 6:00PM. If you are running late at pick-up, please call us in advance so we can plan appropriate staffing and reassure your child. A fee of \$5 per minute will be charged per child for every minute after closing time. The time will be determined by the closest clock (including cell phone) to the sign in sheet. This will be automatically added to your weekly balance. Emergency contacts will be utilized if the custodial parent does not answer. If the staff on duty does not have anyone answer or arrive by 6:15PM, the Site Director will contact the local authorities. Chronic late pickups are grounds for dismissal from the program.

MAYFIELD GRAVES COUNTY YMCA
1545 Cuba Road • P.O. Box 402
Mayfield, KY 42066
(270) 247-0049 • mayfieldymca.org

Tuition, Payment Policies and Procedures

- Payments for each child are based on weekly rates, based on your child's attendance for that week and are classified as Part Time or Full Time rates. Your child's weekly rate will be indicated on the registration form. Part Time students are students that attend 1-3 days per week, and Full Time students are students that attend 4-5 days per week.
- The registration fee is \$10.00 per child and is nonrefundable. There is not a discount on the registration fee for enrolling multiple children at once.

The weekly rates are as follows:

Part Time (1-3 days)	Full Time (4-5 days)
YMCA Member: \$33	YMCA Member: \$55
Nonmember: \$45	Nonmember: \$75

- Multiple child discounts are applied for enrolling multiple children in the afterschool program. Each child that is enrolled after the first child will receive \$5.00 discount per week applied to their weekly rate plan.
- Payments must be linked to ACH (bank draft) or valid debit/credit card for automatic withdrawal each week. The YMCA imposes a 3% Infrastructure Fee on all credit/debit card transactions, and a 1.06% Infrastructure Fee to all ACH/Bank Draft transactions.
- Payments will be drafted out each Monday throughout the school year.
- If the credit/debit card is returned, a \$5.00 returned card fee will be applied. Checks or cash are not accepted for payment unless approved by the Childcare Director.
- The YMCA will still require payments on days/weeks with holidays, inclement weather days, or any other circumstances that may cause closures. If the week has less than three days, the YMCA will prorate that accordingly.
- There are no refunds given, however, if you overpay for one week you will be credited for future dates. If payments are more than two weeks behind, your child may lose their spot in the program.

Financial Assistance

Kentucky Childcare Assistance Program (CCAP) is accepted for the Y's Kids Afterschool Programs. For instructions on how to apply, visit mayfieldymca.org/childcare/after-school/ or Google "KY CCAP Program".

The Mayfield Graves County YMCA provides financial assistance that is separate from CCAP. To apply, visit mayfieldymca.org to print an application or visit the front desk at the YMCA facility.

Withdrawal From Program & Disciplinary Policies

The Mayfield Graves County YMCA requires a formal written letter and/or email withdrawal request to have your child withdrawn from the program. A formal request must be made at least one week prior to the withdrawal date. Phone calls or over the phone withdrawal requests are not allowed. Refunds will not be given for dates that are before the formal written and/or email withdrawal request.

The Mayfield Graves County YMCA reserves the right to withdraw a child from the program for any reason at any time, including suspension or expelling a child. Examples of a child's withdrawal are listed below, but are not limited to:

- If the enrollment of the child negatively affects the program and/or the YMCA's legal obligations through and under the Division of Regulated Childcare
- At the parent's request
- Written and/or emailed withdrawal form given to the Site Director and/or Childcare Director
- At the YMCA's request
- Continuous disciplinary problems such as, but not limited to bullying, physical contact, verbal abuse such as profanity and refusal to listen to YMCA staff
- Hostility towards parents, staff, volunteers or other children.
- Inappropriate conduct, disrupting factors to the program, disobedience to staff or other children.
- Parent's conduct toward staff, including but not limited to disrespect toward staff members, policies, yelling at staff, profanity toward staff
- Non-payment of fees as agreed upon
- Repeated failure of parents/guardians to pick up child on time
- Failure to provide the afterschool program location with forms and/or medical information as stipulated by state licensing and the handbook.

Disciplinary Ladder

Our goal is to guide each child to make good choices and to teach appropriate behavior. We celebrate in each child making good choices and reinforce these positive and appropriate choices.

The Site Director and/or staff members will never harm the child's self-image or embarrass the child. A verbal warning will be given to the child and suggestions made for how they can improve their behavior.

- Constant verbal warnings will result in a discipline form at the Site Directors discretion. Discipline forms are not to be abused by staff and only used accordingly to disciplinary problems.

- Verbal communication with parent/legal guardians about consistent misbehavior will occur. Constant misbehavior will result in a discipline form. If a child accrues up to three discipline forms, they may be suspended or expelled from the program at the Childcare Directors discretion.
- For physical contact offenses such as, but not limited to pushing, shoving, punching, kicking, etc., the child will be suspended and/or expelled from the program effective on the date of occurrence. The Childcare Director will have the final discretion on the severity of the disciplinary action based on the offense.

Injuries and Emergencies

If your child is injured during our afterschool program, the Site Director will take whatever steps necessary to obtain emergency medical care. In the event of a serious, life-threatening incident, 911 will always be called first.

These include, but are not limited to the following

- Attempting to contact the parent/legal guardian directly
- Attempting to contact a parent/legal guardian using emergency contacts listed on the child's registration form.

In the event of being unable to get ahold of the parent/legal guardian, we will do the following, depending on the extremity of the emergency:

1. Contact an ambulance
2. Have the child taken to the closest emergency hospital

Plans for emergency evacuation are specific to each site. The plans specify the location to report to in case of a tornado and the exit to use in case of a fire.

- Fire and tornado drills are practiced monthly as required by the State of Kentucky licensing rules.
- If the site receives information regarding a threatening situation from YMCA authorities, school staff, or other credible sources, the Site Director will evacuate the premises based on the situation. Children will be safely escorted from the building with a copy of the child's file and a first aid kit. If the need arises, the children will be transported to safety as soon as possible.
- Parents will be notified as soon as possible with the location of their child. Please note that there are many children in each program, and it will take time to contact each parent. A sign will also be placed on the door to notify

parents of emergency information. Once the Site Director has been given notice to return to the building, parents will be contacted again.

Illnesses

- The YMCA does not administer sick care. If your child is sick, please do not send them to our Afterschool Program. Parent/legal guardian will be contacted immediately, and the child must be picked up within one hour of being contacted.
- YMCA staff cannot administer any medications. If your child needs medications before coming to our program, please make arrangements with the school nurse at your site to administer those medications.

Child Abuse Prevention

A principal endeavor of the YMCA is to provide a healthy atmosphere for the growth and development of children. Any suspected or reported child abuse shall be treated in accordance with applicable laws and approved policies. All YMCA employees must read and sign the Employee Code of Conduct prior to employment.

Every staff member and volunteer have a legal and ethical duty to report any reasonable suspicion of child abuse, molestation, neglect, or sexual misconduct to the Child Protective Services. Suspicion means that it is understandable for a person to entertain such suspicion, drawing when appropriate on his or her training and experience to suspect abuse. Child Protective Services will determine the accuracy of the report. If there is a suspicion of abuse in any form (physical, neglect, emotional, or sexual) with a child at the YMCA, or participant in one of our programs, the Mayfield Graves County YMCA will take immediate action.

School Calendar & Early Dismissal

We are following the Graves County School Districts calendar for the schools located within that district. We follow the Mayfield School Districts calendar for the Mayfield Elementary School Y's Kids location. This includes snow days or any other weather-related closings. You will be informed of any additional closings at the Y's Kids site as soon as we are able to make an announcement. In the event of inclement weather, school closings, or early dismissals, the YMCA will still charge the same amount weekly regardless. The YMCA reserves the right to still charge for days/weeks with early dismissals.

The Afterschool Program will follow Graves County School System's school calendar for all county schools. The Afterschool Program at Mayfield Elementary will follow that school's calendar. We will observe all snow days, additional

closings, and early dismissals for the appropriate schools and these changes will be announced as soon as possible.

Daily Schedule

- Site Director greets and signs in each child as they enter the program. Children may not arrive prior to the scheduled starting time.
- Children will leave their backpacks and other belongings in the area designated by the Site Director.
- Bathroom break and wash hands to prepare for snack. A nutritional afternoon snack/meal will be provided from the school for each child.
- Homework/quiet time provided for each child. Length of time will vary per site and number of kids, but at a minimum of 30 minutes per day. Each child will have adequate time and help given.
- Children will then have time for free play with games, gym time, or outdoor time. All of this is subject to change based on availability of gym use or weather permitting for outdoor time. These activities will vary by site and at the Site Director's discretion.
- At the time of pick-up, please ensure that you sign your child out with the correct time and initial. The child will need to gather up all personal items to take home. At this time, any behavioral issues will be discussed with you by the Site Director.

We look forward to meeting you and having your children in our programs this year! Please feel free to contact our staff if you ever have any questions regarding our childcare programs!

Taylor Douglas
Childcare Director
taylor@mayfieldgravesymca.com

Emily Thurston
Childcare Assistant
emily@mayfieldgravesymca.com