



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

NEW SCHOOL YEAR. NEW ADVENTURE.

Hello Parents & Guardians of our Before & After School Program Participants:

Thank you for enrolling your child in the Y Before & After School Program. As we prepare for this upcoming school year, please be assured that your child's safety remains our number one priority. We are looking forward to offering families a safe and fun place for all children enrolled in our Before & After School Programs!

Please take the time to review the contents of this packet as it outlines many important details and helpful information that you and your family will need to know while attending our program. The Lincoln Y will be following many of the same protocols and guidelines set by Lincoln Public Schools (LPS) and will adjust protocols as necessary due to changes in conditions. During the 2021-2022 school year, protocols may change for a specific school building, program, classroom or settings based on cases, contact tracing, community conditions and risk of spread.

Here are some things you can expect:

- During the Before & After School Program, we will be checking children in and out of the program outside the entry door each day. We will also be evaluating the health of students and staff at check-in and throughout their time in our program. If we identify a COVID-19 symptomatic child or staff member we will isolate them and coordinate with the appropriate parties to get the child or staff member home safely.
- Our staff will be doing additional sanitizing and cleaning of areas before/after transitions. Handwashing/hand-sanitizing will take place during transitions as well.
- We will be providing only pre-packaged snacks during the after school program.

If you have any questions or concerns, please don't hesitate to contact us.

We know our Y program participants are eager to have a fun and exciting school year, to get outside and make lasting memories! The safety of our participants is our number one priority and we are excited for what is sure to be a great school-year!

See you soon!

Your Lincoln YMCA Youth, Teen & Family and Community Learning Center Directors

*Please Note: All policies/procedures related to COVID-19, including but not limited to masks, social distancing and quarantine requirements, are subject to change based on Directed Health Measure guidance, LPS & Department of Health & Human Sciences (DHHS) Child Care Licensing requirements.

For more information on the LPS Safe Return to School Plan please visit: <https://lps.org/safereturn/>
LPS will continuously review and update the 2021-22 Safe Return to School Plan throughout the school year. This work will be ongoing as new research emerges and more guidance is provided to the school district from the Lincoln-Lancaster County Health Department (LLCHD), the Center for Disease Control (CDC), the Nebraska Department of Education and the U.S. Department of Education. Any changes to our plans, protocols and requirements will be communicated through email and our website.

IMPORTANT PROCEDURES FOR THE 2021-2022 SCHOOL YEAR



IF YOUR CHILD IS SICK, PLEASE KEEP THEM HOME!

Participants who are sick or who are experiencing any of the main symptoms of COVID-19 and/or 2+ of the other symptoms, are NOT allowed be in our programs. The main COVID-19 symptoms and other symptoms include:

MAIN COVID-19 SYMPTOMS	2 OR MORE OF THE OTHER SYMPTOMS
<ul style="list-style-type: none">• Fever of /over 100.4• Onset of shortness of breath or difficulty breathing• New onset of dry cough• New onset of loss of taste or smell	<ul style="list-style-type: none">• Chills longer than 2 hours• Congestion and/or runny nose• Nausea, Vomiting or Diarrhea• Sore throat• Headache• Muscle Pain

If the participant is already onsite and they begin to show the symptoms noted above, the supervisor will place the participant in the isolation area and contact their parent/guardian for immediate pick up.



ILLNESS EXCLUSION FOR COVID-19

If a participant has COVID-19 symptoms, they will be required to self-quarantine for 10 days from the last day they felt symptoms (may return on 11th day). If given a negative test result within the 10 days, may return prior to the expiration of 10 days as long as they no longer have a fever and other symptoms have improved.

If a participant tests positive for COVID-19, they will be required to:

- Self-quarantine for 10 days
- At the end of the 10 days, the participant may return to the program only if they have been fever free for at least 24 hours without fever reducing medications and all other symptoms have improved.

If a participant is identified as a close contact with a positive case of COVID-19 you must notify the Program Director and you will be required to follow the direction and guidance of LLCHD and LPS.

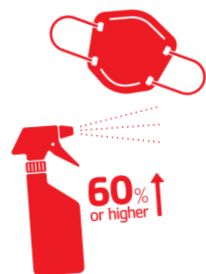
Refunds will not be made if the participant attends any part of the month.



SIGN-IN & OUT PROCEDURES

In an effort to keep everyone healthy and safe, we will be checking children in and out of the Before & After School Program outside of the program entrance/exit of the school site each day. All children MUST be walked to the entrance by an authorized adult to be checked in by the staff.

Upon arrival, our staff will do an initial assessment of your child, which includes taking their temperature. If your child's temperature is 100.4 or above, they will be excluded from camp.



SAFETY COMES FIRST

Staff and participants will be subject to temperature checks at check-in before/after school. For staff who are fully vaccinated, face coverings are OPTIONAL. For staff who are not fully vaccinated, face coverings are REQUIRED. For program participants who are fully vaccinated, face coverings are OPTIONAL. For students who are not fully vaccinated, face coverings are STRONGLY RECOMMENDED. *Please note: The requirement for face coverings may change if there is an identified high risk of spread within the community, school building, program or classroom.*

Our staff will be doing additional sanitizing and cleaning of areas before/after transitions. Where possible, YMCA Staff will promote the practice of good social distancing behavior within their groups.



VISITOR POLICY

For visitors and parents/families who are fully vaccinated face coverings are OPTIONAL. For visitors and parents/families who are not fully vaccinated face coverings are REQUIRED. All guests must perform the self-screening for symptoms prior to entering a building and adhere to the face covering protocols.

Parents/guardians of children enrolled in our Programs are welcome to enter the program while following face covering requirements. Parents/guardians who are entering must check-in with the greeter/program staff upon arrival and must remain in authorized areas under the supervision of our Program Staff. We ask that parents/guardians/visitors follow the same guidelines as our employees when it comes to interacting with children. These guidelines are outlined in our Program Handbook.

IMPORTANT PROCEDURES FOR THE 2021-2022 SCHOOL YEAR



ACCESSIBILITY IS A MUST

A parent/guardian/emergency contact must be accessible by phone, at all times, during the hours of the program. It may also be necessary for you to come to the site to pick-up your child within 30 minutes of the Y contacting you. If we are unable to reach an authorized adult, or if you fail to pick-up your child within the 30 minute time frame, staff may contact the Lincoln Police Department to assist. Failure to comply with this policy may also result in dismissal from the program.



GROUPS, ACTIVITIES & HOMEWORK

When possible, students will be split up into smaller, grade level groups. We strive to provide a safe, fun and happy environment for our students by providing a wide variety of age-appropriate activities to promote self-confidence, cooperation and teambuilding. Activities include: sports and fitness activities, science, technology, arts, crafts, indoor outdoor active play, games, music, exploring nature and more.

During the after school program, students will have the opportunity to work on their homework. We will encourage all students to begin working on their homework upon arrival in our program after school. Due to the large number of children in our program and the additional responsibilities of our program staff, our staff are unable to provide one-on-one homework support and are unable to check each and every child's homework or backpack to ensure they are doing their homework. Our staff will do their best to answer student questions that may come up while your child is working on their homework, but they cannot be responsible for checking your child's homework. If you find that your child is not working on their homework afterschool and you would like them to be, please speak to the Site Supervisor or Program Staff so that we can offer your child specific reminders and encourage them to work on it.



WHAT SHOULD MY CHILD BRING TO THE PROGRAM?

We request that students bring some personal items to be used throughout their time in the program. We are asking that children bring the following items for the program in their backpack. Please make sure your child has the following items, labeled with their first and last name, in their bag each day:

- A water bottle
- Pencils to use for doing homework– *PLEASE WRITE THEIR NAME ON THEIR PENCILS*
- Art Supplies for activities– crayons, markers, scissors, glue stick
- A personal reading book
- Change of clothes– these come in handy in cases of illness, nosebleeds or accidents
- Be sure to wear comfy clothes & closed toed shoes. Children should be dressed appropriately for active play. We plan to have lots of fun, go outside, do hands on projects and much more. Your child's clothes may get a little messy and shoes should allow them to run around safely.

PLEASE DO NOT BRING: money or valuable items!

The Y is not responsible for any personal belongings that may become lost or stolen while participating in our Youth, Teen & Family Programs.



CELL PHONE/SMARTWATCH POLICY

All of our Youth, Teen & Family Programs have a phone on site. For the safety and privacy of the students in our programs the Y does not allow recreational use of personal cell phones/smartwatches during program hours and asks parents/guardians/students utilize the program phone when they need to communicate with one another. Students may only use their cell phone/smartwatch with permission from the Program Staff. If the cell phone/smartwatch is used improperly and/or inappropriately or if the use of a cell phone/smartwatch becomes a distraction during the program and/or conflicts with program activities the Program Staff reserve the right to confiscate the cell phone/smartwatch and hold it until the program participant is picked up.



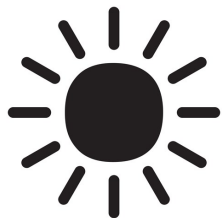
COMMUNICATION

We will communicate with parents in a variety of different ways. Here are some things to note about changes to our communication procedures:

- A majority of our communications with you will be done face-to-face at pick-up, via email or over the phone.
- We ask that parents check their child's backpack every day. We will place Health Reports*, Behavior Reports, personal notes, etc. in there that are specifically for your child(ren).

*Please note that our staff do their best to fill out Health Reports for all injuries that are reported to us. If you find that your child was injured and you did not receive a Health Report, please contact one of our Directors as soon as possible so they can assist with the matter.

IMPORTANT PROCEDURES FOR THE 2021-2022 SCHOOL YEAR



WEATHER & OUTDOOR PLAY

Students should come to the program dressed appropriately for the day's weather, as we will try to go outside everyday (weather permitting). When deciding if we will go outside we will consider the Child Care Weather Watch guidelines as recommended by the Lancaster County Health Department, in addition to following the direction of the school administration. We ask that children wear tennis shoes or closed toe shoes as it is difficult to play and run wearing sandals/flip flops.



ADDITIONAL PROCEDURE UPDATES TO NOTE

Some additional procedures have been changed for the 2021-2022 Before & After School Programs. These changes include, but are not limited to:

- The drinking fountains will not be open. Students will only have access to water refill stations. We ask that program participants bring a water bottle to use for drinking. We will keep cups on hand for students who may not have a water bottle. At our non-CLC Sites a prepackaged snack will be provided by the YMCA once per day during the after school program.
- Program participants & staff must wash their hands or use hand sanitizer before and after snack times.
- While in the yellow/orange status on the LLCHD COVID-19 Risk Dial there will be limited access to our program areas. Parents/Guardians will have very limited access to the school/program areas. If a parent/guardian needs to physically enter the program area their access must be approved by a supervisor and they must wear a face covering and practice appropriate physical distancing. Other visitors and guest speakers will not be allowed in the school/program areas.



OTHER REMINDERS

- Lincoln Public Elementary schools and Middle schools will dismiss 80 minutes early for PLC days as noted on the LPS Student Calendar. On these days the after school Program will begin immediately when school releases for those enrolled in the after school program.
- We have several different positions within our Youth Program staff structure, including; Program Staff, Site Supervisors and a Program Director. In addition to having Site Supervisors and Program staff caring for the students. We also have greeter/floater position who will typically assist with check-in/out and who may fill in for other program staff when and where necessary. All program staff are well trained and receive continuous training throughout the year. We encourage parents/guardians to communicate with our staff regarding questions or concerns at drop-off/pick-up, or over the phone during the program hours.
- Your membership status at the time of registration determines the rate for the program. If your membership status changes or if you wish to withdraw your child from the before and after school program/after school enrichment program you must visit the Y Branch Front Desk to complete a Program Change/Withdraw Form at least two weeks prior to the end of the month to amend your fees or to cancel/change your child's enrollment. Please note: the annual registration fee is non-refundable and non-transferable.
- The monthly program fees for Before & After School care do not include or guarantee childcare on non-school days. Supplemental child care will be available on many of the non-school days through our Out of School Days non-school days child care program. This information will be posted on our website.



HANDBOOK

The Youth Teen & Family Programs Handbook outlines the basic policies and procedures for those families participating in any Y Youth, Teen & Family Programs. Please note that due to COVID-19 some of our policies have been modified or changed for the 2021-2022 Before & After School Program and those changes have been outlined in this packet. A PDF copy of the Lincoln Y Youth, Teen & Family Programs Handbook can be found on our website at:

<https://www.yocalincoln.org/programs/education/after-school-programs> on the right side of the page.

IMPORTANT PROCEDURES FOR THE 2021-2022 SCHOOL YEAR



FAILURE TO COMPLY IS NOT AN OPTION

The Y is committed to providing a healthy, fun, nurturing environment for children in our care. We believe that program rules and a specific discipline policy for inappropriate behavior are necessary in order to maintain a positive and safe environment for all program participants. Please read over and talk about the program rules and the behavior management and disciplinary procedures with your child so they understand them prior to the start of the program. These items are outlined in this packet and in our handbook. At all times, children in our Youth, Teen & Family Programs should be safe, respectful, responsible, caring and honest. Each behavior intervention puts students, families and staff at additional risk. To minimize risk for all parties involved, multiple interventions will result in suspensions and/or lead to expulsion from programming. We want to keep our doors open for as many families as possible. Doing so means taking the safety of everyone seriously. The Y reserves the right to discontinue school year Before & After School child care services for any child/family who fails to comply with our program rules, policies and procedures.



PARTNERING FOR SUCCESS

The Y encourages and supports a team approach to addressing any behavior concerns. We want to help program participants be successful in our Programs. Y staff will communicate with children and their parent/guardian about any concerns and issues that arise, and we ask that parents/guardians communicate with program staff as well. We will utilize documentation including but not limited to, incident and accident reports, behavior and intervention reports, communication from parents/guardians and behavior and/or additional support plans. Our programs provide a structured recreational and educational environment and when ongoing challenging behavior occurs, it is disruptive and distracting. The Y has a responsibility to respond to challenging behaviors according to the guidelines and procedures outlined in this packet.

The Y is able to provide the following:

- Care to children with mild-moderate behaviors.
- Individualized behavior support plans as needed.
- Training to all of our staff in general behavior management.

The Y acknowledges the following limitations:

- We are unable to provide one-on-one care.
- We have a no-chase policy, so in the event of a runaway we will contact the police and parents/guardians to arrange immediate pick-up.
- We are unable to offer services to children who pose a significant safety risk to themselves or others.
- We are also not able to provide treatment level care or therapeutic behavioral services.
- We are unable to assist with toileting/diaper changing.

Parent/Guardian Responsibilities Include:

- Parents/Guardians will be involved in their children's problem solving process. This includes reading and signing any documentation at pick up and actively participating in problem solving over the phone if needed.
- For the safety of the child, other children, and the staff, when a child has demonstrated extreme inappropriate behavior, or is requiring one-on-one support, a parent or authorized escort must pick up the child. In these circumstances it may be necessary for you to come to the site to pick up your child within 30 minutes of the Y contacting you. If we are unable to reach an authorized adult, or if you fail to pick-up your child within the 30 minute time frame, staff may contact the Lincoln Police Department to assist. Failure to comply with this policy may also result in dismissal from the program.
- Parents will be expected to take an active role in the development and implementation of a behavior plan if needed.
- If at anytime you have questions, concerns or need support, please reach out to the Program Director immediately. We are here for you!

Our team wants to partner with parents, families and campers to help ensure every child has a fun, safe and enjoyable experience in our programs. However, the YMCA does reserve the right to terminate care immediately for conduct unbecoming a program participant including but not limited to continued behavior issues, causing harm to another participant or lack of parent cooperation.



WHAT NOT TO BRING EACH DAY

Please **DO NOT** bring the following personal items to the Y Program:

- × Money
- × Electronic gaming devices.
- × Weapons
- × Candy/ gum
- × Toys/ games/ valuables–

Due to the fact that we provide toys, manipulatives, sports equipment, etc., we ask that participants **DO NOT** bring their own toys and games from home as this tends to cause issues and can result in items being lost, stolen or damaged, including, but not limited to:

Card Games	Fidget Spinners	Beyblades	Stuffed Animals
Homemade Slime	Shopkins	Legos	Sports Balls & Equipment
Keychain Toys	Lotions, Make-up	Balloons	

PLEASE CHECK YOUR CHILD'S BAG EACH DAY TO ENSURE THEY HAVE NOT PACKED THESE ITEMS. If personal items are brought, staff will collect and keep the items and return them to parents when the child is picked up.



ADDITIONAL PROGRAM FORMS

Communication between program staff and the parents/families of our program participants is key to the success of each child in our program! Our goal is to help every child have a fun and safe time while in our care. Communication about a child's progress and behavior will be shared by the Y staff, generally over the phone or via email. Other means of communication include parent newsletters or notes sent home with the child.

MEDICATION REQUEST FORM (included in this packet)

Because we are a state licensed program, we cannot administer medications without written instruction and consent from the parent/guardian. If your child has medication please fill out a Medication Request Form and ensure it is always up-to-date while on file. If during the course of the program, you find you need to fill one out, the program staff will have extra copies. All medications to be given to your child must be in the original container and sealed in a clear plastic bag. Medications need to be labeled with the child's name, doctor, medication name, dosage, and pharmacy. If your child has an EpiPen we will need an Allergy Plan from your child's doctor. If your child has an inhaler for Asthma we will need an Asthma Plan from your child's doctor.

ADDITIONAL SUPPORT PLAN (included in this packet)

We do understand that some of our participants may need some additional support to help them be successful in our program. The Lincoln Y does not discriminate against children with special needs or who need additional support in our programs. We request this information in order to provide a safe and enjoyable experience for each child. Please note that the terrain of our facilities, program constraints and our activity levels may make it difficult to accommodate children with certain special needs/additional supports. This form is to be used by the Program Director and the parent/guardian, in order for the Y to be made aware of a child's additional supports and/or specific special health, dietary, mobility or disability needs and to put in place safety and/or medical accommodations as applicable. The Y will make every reasonable effort to accommodate a child's special needs/additional supports but we cannot guarantee that this is possible in all circumstances. If your child needs more assistance or support than the staff is able to provide, during their time in our care, we may contact the parent/guardian or the emergency contacts to assist the child at the program site or over the phone, and if necessary, come and take them home for the day. The Additional Support Plan is included in this packet and should be filled out by the parents and returned to the Program Director, prior to the first day of camp.

PARTICIPANT MEDICATION REQUEST FORM

I understand that all medications must be brought in their **original** container, listing all of the following and then sealed in a plastic bag:

*Doctor's Name *Name of Medication *Dosage *Child's Name *Pharmacy

PLEASE COMPLETE THE FOLLOWING INFORMATION:

I, _____, do hereby request and give my permission to the staff at the YMCA of Lincoln
Parent/Guardian

to give the medication listed below to _____.
Child's First & Last Name

Name of Medication: _____

Dosage: _____

Time and Date medication is to be given: _____

Signature of Parent/Guardian

Date

I, _____, do hereby request and give my permission for my child _____
Parent/Guardian Child's First & Last Name

to administer their own medication under the supervision of the YMCA staff.

Name of Medication: _____

Dosage: _____

Time and Date medication is to be given: _____

Signature of Parent/Guardian

Date

Competency Statement

I, _____, have determined the YMCA Staff competent to give or apply medication to my child.
Parent/Guardian

Signature of Parent/Guardian

Date

YMCA of Lincoln Youth, Teen & Family Program Additional Support Plan

Must be completed by Parent/Guardian

The YMCA of Lincoln, NE does not discriminate against children with special needs or who need additional support in our programs but requests this information in order to provide a safe and enjoyable experience for each child. Please note that the terrain of our facilities, program constraints and our activity levels may make it difficult to accommodate children with certain special needs/additional supports. This form is to be used by the Program Director and the parent/guardian, in order for the YMCA to be made aware of a child's additional supports and/or specific special health, dietary, mobility or disability needs and to put in place safety and/or medical accommodations as applicable. The Y will make every reasonable effort to accommodate a child's special needs/additional supports but we cannot guarantee that this is possible in all circumstances. If your child needs more assistance or support than the staff is able to provide, during their time in our care, we may contact the parent/guardian or the emergency contacts to assist the child at the program site or over the phone, and if necessary, come and take them home for the day.

Child's First and Last Name: _____ Date of Birth: _____ Age: _____ Grade: _____

Male Female

Primary Phone: _____

Address: _____ City: _____ Zip: _____

Parent/Guardian's Name:

Parent/Guardian 1: _____ Work: _____ Cell: _____ Email: _____

Parent/Guardian 2: _____ Work: _____ Cell: _____ Email: _____

EMERGENCY CONTACTS

1. Name: _____ Phone Number: _____ Relationship: _____

2. Name: _____ Phone Number: _____ Relationship: _____

3. Name: _____ Phone Number: _____ Relationship: _____

INFORMATION REGARDING YOUR CHILD'S NEEDS: (Please check if applicable)

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Visual Impairment | <input type="checkbox"/> ADHD/ADD | <input type="checkbox"/> Asthma | <input type="checkbox"/> Hearing Impairment |
| <input type="checkbox"/> Asperger Syndrome | <input type="checkbox"/> Learning Disability | <input type="checkbox"/> Autism | <input type="checkbox"/> Seizure Disorder |
| <input type="checkbox"/> Developmental Delay | <input type="checkbox"/> Diabetes | <input type="checkbox"/> Behavior Concerns | <input type="checkbox"/> Sensory |
| <input type="checkbox"/> Physical Impairment | <input type="checkbox"/> Tourette Syndrome | <input type="checkbox"/> Assistive Technology | <input type="checkbox"/> Dietary Restrictions |
| <input type="checkbox"/> Mental Health Concerns | <input type="checkbox"/> Health/Medical Conditions | <input type="checkbox"/> Mobility | <input type="checkbox"/> Allergies |
| <input type="checkbox"/> Speech/Communication | <input type="checkbox"/> Other Needs | | |

For all needs checked please provide additional information including, but not limited to, how the need is displayed and other important information.

If your child uses an insulin pump and / or blood glucose meter:

Uses independently Needs some assistance Needs regular assistance Not applicable

Additional information regarding your insulin pump and/or glucose meter: _____

Would need to take medication at the YMCA: YES NO

If yes, please provide additional information: _____

Allergies (food/medication/etc.): YES NO

If yes, please provide additional information: _____

Would need assistance in eating or drinking: YES NO

If yes, please provide additional information: _____

Any recent big life changes for your child: YES NO

If yes, please provide additional information: _____

COMMUNICATION: (Please check if applicable)

Non-verbal Limited verbal Verbal

Uses a communication device: YES NO

Uses a hearing aid or amplification: YES NO

Loud noises are distressing: YES NO

Please include any additional information to support your child's communication needs and how to communicate effectively with them:

MOBILITY: (Please check if applicable)

Independent Uses a walker/crutches/cane Uses a wheelchair

If your child uses a wheelchair:

Uses independently Needs some assistance Needs regular assistance Electric wheelchair

If your child uses walker/crutches/cane:

Uses independently Needs some assistance Needs regular assistance

Additional information regarding your child's mobility:

Additional information or strategies (general, calming, coping, etc.) to help your child be successful:

Any additional information not previously covered:

Parent/Guardian's Signature: _____ Date: _____

YMCA USE ONLY-----

Director's Signature: _____ Date Assessment of Receipt: _____

Determination: _____

Assessment Reviewed By: _____

Notification to Requesting Party: ___/___/___ By: _____