



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# 2023-2024 BEFORE & AFTER SCHOOL PROGRAM FAMILY GUIDE

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

Thank you for enrolling your child in the Y Before & After School Program. We are looking forward to what is sure to be a fun school year!

Please take the time to review the contents of this Before & After School Program Family Guide as it outlines many important details and helpful information that you and your family will need to know while attending our program this school year. Our Youth Teen & Family Programs Handbook also outlines the basic policies and procedures for those families participating in any YMCA Youth, Teen & Family Programs including our Before & After School Programs. The YMCA of Lincoln Youth, Teen & Family Programs Handbook can be found on our website at [ymcalincoln.org](http://ymcalincoln.org). Please read through the handbook and familiarize yourself with its contents prior to the start of the program.

We know our Y program participants are eager to start a new school year and we are looking forward to partnering with your family! If you have any questions or concerns, please don't hesitate to contact us.

See you soon!

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

## SIGN-IN & OUT PROCEDURES



We will utilize specific doors as the entrance to the Before & After School Programs at each of our school sites. **If you arrive at a school-site program entrance and there is not a staff person present you will need to ring the doorbell and/or call the program site cell phone. This information will be shared with you by your Program Director.** 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. When you arrive to pick-up your child, you will meet staff in the same location as you did when you arrived for sign-in. Again, if you arrive and there is not a staff person at the door or no answer when you ring the site door bell, please call the program site cell phone so a staff person can assist you.

Anyone dropping off/picking up a participant from our program must physically walk to the building entrance/exit. For the safety and protection of each participant, the staff cannot accept or release any participant before he/she has been checked in or out by an authorized adult. Anyone picking up a program participant may be required to show ID until the staff are able to identify and verify you when they see you. Please remain patient while the YMCA staff retrieve your participant as it may take a few minutes for staff to facilitate. The YMCA utilizes ActiveNet Connect on iPads to check participants in and out of the program. Please note that the following individuals listed when completing the questions, as part of the registration process, will be automatically listed as an Authorized Pick-Up Person for the participant: 1st and 2nd Parents/Guardians; Emergency Contacts, and Authorized Pick-Ups. All adults authorized to check your participant in and out of the program need to be listed in your participant's custom questions. If someone other than those adults listed as authorized will be picking up your participant, it is important that you call the site phone and email the Program Director so that we can add them to the participant's authorized list. If we receive no message and can't reach you, or an emergency contact by phone, we will refuse to let your child go, no matter the circumstances. We are obligated to care for and protect your child, so you must be committed to communicating all changes such as these to the program staff.

## HEALTH PROCEDURES



If your child is sick, please keep them home. Participants who are sick or who are experiencing illness symptoms are not allowed to be in our programs. If the participant is already on site and they begin to show illness symptoms, the staff will place the participant in the isolation area and contact their parent/guardian for immediate pick up. Participants will then need to be excluded for a certain period of time, depending on the symptoms/illness. Please refer to page 9 of the Youth, Teen & Family Program Handbook for a detailed outline of our Illness Exclusion Policy for Youth, Teen & Family/CLC Programs.

## VISITOR POLICY



Parents/guardians of children enrolled in our programs are welcome to visit the Before & After School Program Sites. To schedule a visit or a tour please contact the Program Director. Parents/guardians who are visiting the program must check-in with the greeter/program staff upon arrival and must remain in authorized areas at all times, 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.

## 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.

## 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.

## 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 after school 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
- 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 YMCA is not responsible for any personal belongings that may become lost or stolen while participating in our Youth, Teen & Family programs.

## WHAT NOT TO BRING



Please **DO NOT** bring the following personal items to any Youth, Teen & Family/CLC Program: money, weapons, candy/gum/soda pop, 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. These include, but are not limited to; card games, fidget spinners, beyblades, stuffed animals, slime, shopkins, legos, keychain toys, balloons, sports equipment, etc.

**Please check your child's bag each day to ensure they have not packed any of these items. If personal items are brought, staff will collect and keep the items and return them to parents/guardians when the child is picked up.**

## COMMUNICATION



We correspond with parents/guardians in a variety of different ways, here are some things to note about our communication procedures:

- A majority of our communications with you will be done via email or over the phone.
- Both the 1st Parent/Guardian and the 2nd Parent/Guardian listed on your child's registration will receive information about the program, including, but not limited to the Family Guide, schedules, and other communications from the Program Director.
- We ask that parents/guardians 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 you.

\*\*Please also note that in the case of divorced, separated, or unmarried parents, the YMCA will assume both adults listed on the child's registration may give directives in regards to the child. If there is a conflict, the YMCA will take direction from the adult that registered the child.

## OUR TEAM



We have several different positions within our Before & After School Program staff structure. A Program Director oversees each of our program sites. When a Program Director is not on site we have several lead staff who will be there to assist you immediately. Our Site Supervisors assist with the direct supervision of our program participants and program staff. If you have a compliment, grievance, question or concern about our programs, we encourage you to address it immediately with the Site Supervisor or contact the Program/CLC Director. Our team of program staff also consists of group counselors and/or club leaders and assistant counselors/floaters. When possible, a greeter/floater will typically assist with check-in/out and 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.

## PARTNERING FOR SUCCESS



We aim to build strong kids and families through programs that promote positive character development and healthy relationships. Our staff seek to promote an environment that allows each child to participate fully and safely. The Y is committed to providing a healthy, fun, nurturing environment for children in our care. We believe that program rules and specific discipline policies for inappropriate behavior are necessary in order to maintain a positive and safe environment for all program participants. Please read over and talk about 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, participants in our Youth, Teen & Family programs should be safe, respectful, responsible, caring, and honest.

The Y encourages and supports a team approach to addressing behavior concerns. We want to help program participants be successful in our programs. Y staff will communicate with participants 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, goal sheets, behavior plans 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 and in our handbook.

### **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/Guardians will be expected to take an active role in the development and implementation of a behavior plan if needed.
- If at any time 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 participants 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.

## 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.

## YOUTH, TEEN & FAMILY HANDBOOK



In addition to this Family Guide, the Youth Teen & Family Programs Handbook outlines the basic policies and procedures for those families participating in any YMCA Youth, Teen & Family program. Please review this handbook prior to the start of the Before & After School program. A PDF copy of the YMCA of Lincoln Youth, Teen & Family Programs Handbook can be found [here](#).

## 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 program.
- The monthly fees for our before and after school programs are set based on the total number of school days and hours of care offered in the school year, divided over the number of months care is offered from August to May. The Lincoln YMCA requires monthly program fees be automatically withdrawn from a credit or debit card on the first of every month, August to May of the academic year. Payments must be set up for a monthly credit/debit card draft. We accept Visa, MasterCard, and Discover. Monthly deduction will begin August 1. The application fee and August program fee will be due in full if registration is received after August 1. Families are responsible for paying all fees in a timely manner. If payment is past due, families will be responsible for any additional charges that may accrue on their account. If payment is not collected by the 15th of the month, the participant will be withdrawn from the program and will not be able to enroll in any other YMCA programs until the past due balances are paid.
- 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 you must 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 at [ymcalincoln.org](http://ymcalincoln.org).
- Receipts are available for you to print from your YMCA ActiveNet account online at <https://apm.activecommunities.com/ymcalincoln/Home>. Receipts are also available upon request at each YMCA facility. A tax receipt for child care for the previous year will be available after January 1. You will need to log onto your YMCA ActiveNet Account or visit the Front Desk at a YMCA facility to obtain a tax receipt for your records. For your records our Tax ID # is 47-0376578.
- In the event that Lincoln Public Schools cancels school for an emergency or weather, the before/after school programs will be closed and the Out of School Days program will not be offered. No refunds will be given. Listen to or watch your local news for updates on school closings.
- Children's actions in our program often reflect situations they are experiencing at home (i.e. pet's death, parent divorcing, fight with sibling, etc.) If any such disruptive or traumatic experience should occur, we encourage you to inform the Program Director or Site Supervisor. This will enable us to better meet the needs of your participant.
- Child Custody – In the case of divorced, separated, or unmarried parents, the Y will assume both adults may give directives in regards to the child. If there is a conflict, the YMCA will take direction from the adult that registers the child.

## 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. The additional forms on the following pages are to be used as needed if applicable. You can return these forms to the YMCA staff on the first day of the program.

### **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 program.

# 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

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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: \_\_\_\_\_