



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# After School Adventures



**Parent Handbook**  
**2019-2020**

# 2019-2020 School Calendar Year

<u>Tuesday, September 3</u>	ASA Open House (4:30-5:30pm)
<u>Thursday, September 5</u>	School Starts for Grades K-8
<u>Thursday &amp; Friday, October 17 &amp; 18</u>	MEA – (No ASA)
<u>Friday, November 8</u>	No School (No ASA)
<u>Tuesday – Friday, November 26 - 29</u>	Fall Break – (No ASA)
<u>Monday, Dec. 23 - Wednesday Jan. 1</u>	Winter Break – (No ASA)
<u>Thursday, January 2</u>	School begins after break
<u>Monday, January 20</u>	Martin Luther King Jr. (No ASA)
<u>Monday, January 27</u>	End of quarter break (No ASA)
<u>Monday, February 17</u>	(No ASA)
<u>Tuesday, February 18</u>	(No ASA)
<u>Friday, March 13</u>	No School (No ASA)
<u>Thursday, March 26-Monday March 30</u>	No School (No ASA)
<u>Thursday &amp; Friday, April 9 &amp; 10</u>	No School (No ASA)
<u>Monday, May 25</u>	Memorial Day (No ASA)
<u>Thursday, June 4</u>	Last Day of School!

*Non-School Day Camp is available on most days when ASA is not in session.*

*Register with payment at the YMCA front desk!*

## **Unscheduled School Cancellation:**

In the event District #77 closes school because of bad weather or any other circumstances, After School Adventures is also cancelled. If your child is at school when the cancellation is made, they will need to be picked up or bused from school.

Thank you for choosing the Mankato Family YMCA for your child's After School Adventures! In order to make you and your child more comfortable in our program, please review the following carefully.

## Philosophy

The Mankato Family YMCA implements a program for youth which includes the following components: Arts and Humanities, Character Development, Health and Wellness, Homework Support, Literacy, Science and Technology, Service Learning, Social Competence and Conflict Resolution. The themes and curriculum provides a stimulating environment where children can develop in a positive manner.

## Character Development



YMCA's worldwide continue a 150 year-old commitment to promote character development in children, families and communities. At After School Adventures, as in all of our programs, participants will learn how to apply the five YMCA core values of caring, honesty, respect, responsibility, and faith. These core values are not only taught in our various activities, they are the values practiced by our staff in their relationship with the After School Adventurers and parents.

## Payments

Payments are drafted from your checking account or credit card on the 6<sup>th</sup> of each month, September 2019 through May 2020. Complete the Authorization form, choosing Credit Card or Bank Draft.

## Participation Withdraw

We understand that there may be circumstances during the school year that will cause you child to withdraw from the program. The YMCA requires a **30 day written notice** in order to do so. With that, you are still required to pay for that month's expenses. Registration deposits are not refundable.

## Hours of Operation

After School Adventures follows the District 77 school year schedule; September through June, Monday through Friday from release of school (2:30 - 2:50pm) until parent pick-up (before 5:30pm.) **When District 77 cancels school or has an unscheduled early release, After School Adventures will also cancel.**

## Absences: When and How to Call Us

### You must notify the YMCA whenever your child will be absent from ASA.

- Call/text the YMCA Cell Phone at 507-995-9740, or call the YMCA front desk at 507-387-8255 as soon as you know of any absences or changes in your schedule.
  - Call no later than 2pm the day of their absence so that our staff knows of the absence for transportation purposes. (*Absences are not deducted from yearly fee.*)

## Illness

We have neither the facilities nor the staff to provide care for sick children. For the protection of the sick child and all children in the program, children may not participate if they have any of the following symptoms: temperature, diarrhea, vomiting, and a rash, discharging eyes or ears, pink eye or if feeling unwell prevents them from participating in program activities. Children who are absent from school or who leave school early due to an illness cannot attend ASA on that day.

- If a child becomes ill while at ASA, the child will be isolated from other children in the program and we will notify you immediately to come get your child(ren) to avoid any further illnesses.
- In cases of communicable diseases such as chicken pox, lice, impetigo, and strep, we will notify other parents in writing the same day, so they may be alerted of the incubation period and symptoms. Please notify us if your child has contracted or been exposed to any of the above illnesses or diseases.

## Injuries

All After School Adventures staff members have been trained in CPR and first aid. If a child has a minor injury they will be treated and cared for until they feel ready to return to After School Adventures activities. In the case of a more severe injury we will:

1. Contact you (or your designated emergency contacts should you be unavailable)
2. Contact professional emergency care providers, if necessary. We will always notify you of any injury—whether minor or severe.

## Emergency Procedures

All staff members are trained in the emergency procedures to keep all participants safe. Staff will follow YMCA procedures and be in contact if necessary. If the injury warrants immediate medical attention, 911 will be called to secure medical treatment for the child. If a child receives medical treatment for the injury, a staff member will complete an accident/incident report form, inform parent/guardian of injury and obtain the parent/guardian's signature on the form.

## **Medicines**

All prescription medicine, sunscreen lotion, and insect repellent administered at ASA should:

1. Be brought in the original container, clearly labeled with the child's name
2. Be brought directly to the After School Adventures staff
3. Contain written instructions as to quantity, time for administration, name and phone number of prescribing doctor, and any other directions.
4. Any expired medication (prescription or over the counter) will not be administered to a child and will be returned to the parent/guardian.

In addition, written permission must be given to the YMCA staff from the child's parent or legal guardian before they can administer the medication. Please make sure to fill in "Consent to Administer Medication" form, issued upon request.

"As needed" nonprescription medications, sunscreen lotion, and insect repellent are administered according to the manufacturer's instructions unless a licensed health care professional provides written instructions to use a product differently with specific reasons and times when such medication can be given.

## **Allergies**

Before admittance to ASA, documentation of any known allergies must be on file. Each record must include a description of the allergy, triggers, avoidance techniques and symptoms of an allergic reaction as well as procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information.

Staff will be informed of your child's current allergy information and any changes made to allergy-related information in your child's record. Your child's allergy information will be available at all times including on site, when on fieldtrips or during transportation. Food allergy information will be readily available to staff in the area where food is prepared and served.

## **Activities**

The After School Adventures Program curriculum involves: Arts and Humanities, Character Development, Health and Wellness, Homework Support, Literacy, Science and Technology, Service Learning, Social Competence and Conflict Resolution. We will encourage everyone to participate in the scheduled activities, however; no one will be forced to participate. If a child chooses not to participate, they may sit nearby to watch, but cannot leave the area.

## **Safe Environment**

The program areas used by a YMCA youth program are kept clean and in good repair. Furniture and equipment is structurally sound and is appropriate to the age and size of the children who use the area. Hazardous items including but not limited to sharp objects, medicines, cleaning supplies, poisonous plants, and chemicals are kept out of reach of children.

## **Clothing**

Please dress in clothes that are comfortable and weather appropriate. We may be going outside to play. **Children must have tennis shoes to play in the YMCA gyms, courts and aerobic studios..**

## **What NOT to bring**

Children should not bring personal items such as: cell phones, electronic smart watches or games, music players, pocket knives or any form of weapon, trading cards, toys, or anything of value that are prohibited during the school day. The Mankato Family YMCA is not responsible for lost, stolen or damaged personal items.

## **Snack**

After School Adventures staff will provide healthy snacks each day. Children will be involved with snack preparation and serving to learn the skills of proper handling of food, manners, and learning to make snacks on their own!

## **Picking Up Your Child**

It is the parent's responsibility to pick up children before 5:30 pm. Any child not picked up after 5:30 will be brought to the YMCA ChildWatch room or the Pepsi Rec Room where the parent will be responsible for any fees. **If your child's group is out of the building for an activity we will always have them back by 4:30pm.**

Each child will need to be signed out from an adult each day. Only prearranged adults may pick up your child and may be asked to show identification.

### **Whoever picks up child(ren)**

- 1. Must walk down to the ASA check-out table to meet child(ren) and sign child(ren) out. Children will not be allowed to walk through building to front entrance unescorted.**

**OR**

- 2. It may be prearranged to have your child(ren) participate in the ASA curbside service: the child(ren) will be escorted to the front of the facility by an ASA staff member to meet parents in their vehicle. Parents must sign child(ren) out with that staff.**

As a child's parent or legal guardian, you are allowed access to your child(ren) at any time while your child(ren) is/are in our care. YMCA members enter through the turn-style with their membership card and non-YMCA members will need to sign the "Visitor Log" clipboard located at the front desk and be admitted through the gate. The YMCA provides a safe and fun environment for your child. Any questions or concerns please contact:

**Youth Program Director**

**Karri Olmanson**

**Office: (507) 345-9808**

**[kolmanson@mankatoymca.org](mailto:kolmanson@mankatoymca.org)**

**Youth Activities Coordinator**

**Dustin Slaughter**

**(507) 387-8255 Ext. 250**

**[dslaughter@mankatoymca.org](mailto:dslaughter@mankatoymca.org)**