



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

DISTANCE LEARNING ACADEMIC SUPPORT PARENT HANDBOOK



Welcome

We would like to thank you for being a part of the Distance Learning Academic Support program. We hope the following information will help you and your child feel more comfortable with the upcoming school year.

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Distance Learning Academic Support Coordinator
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2020-2021 School Year Calendar

Thursday, September 10	School Starts Grades K-8
Thursday & Friday, October 15 & 16	MEA- No DLAS
Friday, November 13	No School - No DLAS
Tuesday-Friday, November 24-27	Fall Break- No DLAS
Wednesday, Dec. 23- Friday, Jan. 1st	Winter Break- No DLAS
Monday, January 18	MLK Jr. Day.- No DLAS
Friday, January 29	No School- No DLAS
Wednesday-Friday, March 31- April 2	No School- No DLAS
Monday, May 31	No School- No DLAS
Friday, June 4	Last Day of School

Unscheduled School Cancellation:

In the event District #77 closes or calls early pick up from school because of bad weather **or any other circumstances**, the Distance Learning Academic Support program would also cancel or call for early pick up.

Arrival and Dismissal

Distance Learning Academic Support runs Monday – Friday from 7:30 a.m. to 2:30 p.m. The DLAS program participants will enter and exit through door A on the west side of the YMCA building. Drop off will start at 7:30. Upon arrival at the YMCA, the student will be asked a set of questions about their health and their temperature will be taken with a no-contact thermometer. The questions will be: Do you have a cough, shortness of breath, or any troubles breathing. If the student has any of these symptoms or a temperature over 100F, they will not be permitted.

For those not participating in the After School Extended care option; pick up will be at door A beginning at 2:00, ASA participants at 4:30. Whoever is picking up the student will need to be on their approved pick up list on the information form. They will come to the table outside Door A and let the staff there know what their name is and who they are coming to pick up. The staff will then retrieve the student from their classroom.

Lunch

Free hot lunches will be provided by District 77 via West High School. Please let the staff at drop off know if the student will be having hot or cold lunch that day. Hot lunch menus can be found [here](#). A free morning snack is also provided for all students.

Behavior Policy & Management

The YMCA staff works proactively with your student to instill the principles of Caring, Honesty, Respect, Responsibility, and Faith. We expect all students to treat all others with these principles in mind. If a student makes a poor decision, we will respond with those same principles. We recognize differences in children and will use a variety of methods to deal with situations that may arise. When an incident arises with a student it will first go to their in-class facilitator and if the behavior persists it will move to the DLAS coordinator or program lead. We do not use physical or emotional punishment or any other type of technique that would harm a student. Parents will be notified if their camper has been in a situation involving inappropriate language and/or touch, disruptive behavior, profanity, blatant disrespect or violation of rules, or other behavior deemed unsuitable for the program.

The YMCA does not tolerate physical fighting or illegal activity. If this should occur, parents will be notified and may be asked to pick up their child, dependent on the circumstances. Refunds will not be given if a child is sent home because of a behavioral problem. We want every student's experience to be as safe, educational, and as much fun as possible. We will do our best to ensure that everyone is treated with equity.

Clothing

Children will be expected to be in clothing appropriate to the weather and that can be active in. This includes close-toed, sturdy shoes, as well as proper winter gear, come the season. Rooms may be cold so a jacket is suggested.

Devices

Each student will need to bring an electronic device appropriate for online learning such as a laptop or tablet. The device needs to be fully charged for each day as there is not enough outlet space to guarantee room to charge any devices. Headphones are also necessary for each child each day.

After School Extended Care Option

DLAS participants have the opportunity for extended care from 2:30-5:30pm for an additional cost. They will remain in their already established classrooms and no new students will be added. They will participate in a curriculum that includes art, STEM, and character development activities. They will also receive a snack.

Field Trips/Out of Y Experiences

Throughout the semester the students may leave the building to go to locations such as the public library and park spaces. Anytime time children leave the YMCA caregivers will be informed on where they are going and how long they will be gone. Social distancing and mask mandate guidelines will still be followed both on the vehicle and at the destination. Students will be transported in disinfected YMCA vehicles only and never in a staff member's private car.

Items from Home

Only educational materials and lunches will be permitted from home. Please do not send any toys or food to share from home. If these are brought they will be kept in the student's bag until the end of the day.

Health and Safety

Medications

One Health form per child must be on file for each student. No medication will be administered without written permission. Any medication will be kept with the student's facilitator until it is needed. Medications must be in the original bottle with the appropriate dosage and instructions. Unused medications will be returned to the caregiver when empty or on the final day of the program. Students who use asthmatic inhalers or medications for allergic reactions (i.e., an Epi-Pen for bee stings) may keep the medication on them with caregivers' permission, but can only administer it to themselves under the supervision of a counselor /adult. The staff must know where to find the medication in case of an emergency.

Emergencies

All staff is trained in the procedures of an emergency and to keep all participants safe. In case of an emergency, staff will find the nearest shelter until it is safe to return to the scheduled programming. DLAS administration will contact you if an emergency situation arises.

Medical Accidents

We strive that no child will be injured while in our care, but a few minor injuries can reasonably be expected. All DLAS staff 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 rejoin the activities. In the case of a more severe injury we will:

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

COVID and Sickness

In the time of COVID-19, we take the children in your care's health seriously. Because of this, we will have new policies in place to make sure the students and staff within the Youth Programs are as safe as possible. Daily health checks will be conducted for children and staff to ensure those who exhibit any symptoms of illness are not present. We will be following the CDC guidance for what to do if someone becomes sick with COVID-like symptoms as described below:

- The sick individual will be isolated from the others
- If a sick individual has been isolated at the YMCA, we will clean and disinfect surfaces in the space or area after the individual has left
- We will follow CDC guidance on how to disinfect the building
- If any individual within the program is diagnosed with COVID-19 or if we have questions on anyone exhibiting any symptoms we contact the MDH and follow their direction.

For any questions or concerns please contact the DLAS coordinator.

Snacks and Lunches

One snack will be provided in the DLAS around 9:30 each morning. The snack will be individually packaged and distributed. Any food allergies or restrictions should be told to the facilitators and an alternate snack will be provided. Lunches should be brought from home each day. Students will not have access to a fridge or microwave so please consider this when packing a lunch each day.

Our Staff

The DLAS staff are selected for this program for their excellence. Each staff has experience managing a group of children and giving exceptional care. Our staff is here to help their students get the very best out of their online learning experience. However, these facilitators are not certified educators and are here to help guide students through their district provided online materials not be the teacher.

Communication

At the end of each day, the classroom facilitator will send an email update on the work the student finished that day and what will need to be completed as homework. All program-wide updates will be sent through the Remind app, @DLASF to 80101. Any questions can be sent to the DLAS coordinator email jworley@mankatoymca.org.

Absence

You must inform the YMCA whenever your child will be absent from DLAS. Please either text the Remind or call the YMCA front desk at 507-387-8255 as soon as you know of any absences or changes in your schedule. (Absences are not deducted from the fee.)

Face Masks and Social Distancing

Due to the Minnesota Mask Mandate, all children and staff must wear masks when inside the YMCA. The exception being when participating in physical activity, swimming or eating. Social distancing will be maintained within classrooms. There will be no interaction between children of separate classrooms. Classrooms will be limited to nine children and one facilitator.