



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

After School Adventures



Parent Handbook

After School Adventures Leadership Team



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Contact for questions on Camp Payments

Dear Parents and Guardians,

Welcome to the Mankato Family YMCA's After-School Adventures program! We are excited to partner with your family in creating a safe, engaging, and enriching space where your child can unwind, explore, and grow after the school day ends. Our program is designed to spark curiosity, build friendships, and support each child's confidence through fun, meaningful activities and positive connections.

At After-School Adventures, we believe the strongest experiences are built through teamwork between families and our staff. By working together, we can ensure every child feels supported, respected, and encouraged to try new things. We proudly guide our participants to live out our YMCA core values of Caring, Honesty, Responsibility, Respect, and Faith, helping them develop strong character both in and beyond our program.

This handbook is an important resource for a successful year. Inside, you'll find helpful information about schedules, safety guidelines, expectations, and daily procedures. We encourage you to review it so we can create a smooth, positive, and rewarding experience for your child.

Be sure to follow us on social media to catch a glimpse of the fun, creativity, and growth happening each day! Thank you for trusting the Mankato Family YMCA to be part of your child's after-school journey. We look forward to a year filled with learning, laughter, and unforgettable moments.

With appreciation and excitement,
Dustin



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GENERAL PROGRAM INFORMATION

YMCA Mission

To put Christian principals into practice through programs and services that build a healthy spirit, mind, body, and social well-being for all.

Philosophy

The Mankato Family YMCA After School Adventures program is designed for youth in grades kindergarten through 5th grade. The program includes the following components: Arts and Humanities, Character Development, Health and Wellness, Literacy, Science and Technology, Service Learning, Social Competence and Conflict Resolution. The themes and curriculum provide a stimulating environment where children can develop in a positive manner. The ratio of staff to children within the After-School Adventures program is approximately one staff for every 12 children.

Program Standards

- Staff/Child ratio: 1:12
- Staff must pass a criminal/child protection background check and complete CPR/First Aid training.

PAYMENT, FEES & WITHDRAWAL

Payments

Payments are drafted from your checking account or credit card on the 6th of each month, September through May. Payment for the program is compiled by the number of days of school. However, payment is divided equally amongst nine amongst for simplicity and convenience for parents. For questions or concerns, please contact Susan Lyons at slyons@mankatoymca.org

Financial Assistance

The Mankato Family YMCA is committed to ensuring that every child has the opportunity to participate in our programs, regardless of financial circumstances. YMCA Financial Assistance is awarded on a first-come, first-served basis and is dependent on funds provided through donations, grants, and special campaigns. The application process is open year-round. Applications can be round on our website or through our Director of Youth Development. Applicants will be notified of their award status and the amount of assistance via email.

Participation Withdraw

The YMCA After School Adventures program requires a 30-day written notice in order to withdraw from the program. You are still required to pay expenses through those 30-days. The registration deposit is not refundable.

Follow Mankato Family YMCA Youth Programs on Social Media

@Mankato Family YMCA Youth

@mankatoymcayouth



HOURS OF OPERATION

Program Dates

After School Adventures follows the District 77 school year schedule. Therefore, the program starts and ends when the school year does. When the District does not have school, the program does not run. The program hours are from the release of school (2:30pm) until 5:30pm.

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.

Scheduled Early Release

On scheduled Early Release Days for District 77, After School Adventures will operate within its normal hours (2:30pm-5:30pm). Child Care between school release and ASA (12:30pm-2:30pm) is available and provided by the District. Contact your child's school to sign up for the 2-hour gap care. After School Adventures will run our normal bus routes beginning at 2:30pm and will operate until 5:30pm.

Inclement Weather/Communication

The safety of our children and staff is our top priority. If District 77 is dismissed early or closed due to inclement weather- ASA will be closed as well. No refunds will be given for unforeseen closures. Inclement Weather communication will be sent out via REMIND and posted on social media platforms.

Check Out

- **Check-Out Time:** Daily check-out is available from 4:30 PM to 5:30 PM.
- **Authorized Pick-Up:** A valid photo ID is required to sign out your child. Only individuals listed as authorized pick-ups may check out a participant. To add an authorized adult, please notify After-School Adventures staff in advance.
- **Parking:** Parents/guardians should park in the Mankato Family YMCA parking lot before proceeding to the check-out area.
- **Check-Out Location:** All participants must be checked out at the designated table located at Door A (to the left of the YMCA's main entrance).
- **Door A Access:** For safety reasons, parents/guardians may only use Door A during the official check-out window of 4:00 PM to 5:30 PM.
- **Early Pick-Up:** If a child needs to be picked up before 4:30 PM, the parent/guardian is responsible for meeting them at the location where their After-School Adventures group is scheduled.
- **Patience & Safety:** We appreciate your patience during check-out. Maintaining accurate attendance and ensuring the safety of every child is our top priority.

Authorized Pick-Up List

Participants in the After-School Adventures program will only be released to individuals listed on their Authorized Pick-Up list. YMCA staff are required to request a valid photo ID from anyone picking up a child. If an individual who is not listed attempts to pick up a child, staff will contact the parent/guardian immediately. If the parent/guardian cannot be reached, the child will not be released until proper authorization is confirmed.

To add or remove individuals from your Authorized Pick-Up list after submitting the Participant Information Form, please contact the Director of Youth Development directly.

Program Communication

At the Y, we are committed to keeping families informed and engaged in their child's After-School Adventures experience. Throughout the school year, families can expect timely and helpful communication, including program updates, weekly previews, and opportunities to share feedback. Periodically, we will also send short surveys to gather your input so we can continue improving our program and better serve your family.

REMIND – Primary Communication Tool

REMIND is our primary and most efficient way for families to communicate directly with our After-School Adventures staff. Staff are available on REMIND from 8:00am-5:30pm, Monday-Friday during program hours. Messages sent outside this window may be answered the next business day. To join REMIND, please email our Director of Youth Development at dslaughter@mankatoymca.org.

To enroll, please text @26asa27 to 81010.

We strongly encourage all parents and guardians to enroll in REMIND. Important updates, schedule changes, and reminders are shared primarily through this platform. Families who choose not to enroll may miss essential information, and the Mankato Family YMCA After-School Adventures Program cannot be held responsible for missed communication due to non-enrollment.

Absences

Parents and guardians are required to notify the After-School Adventures whenever their child will be absent for any reason via REMIND. We ask that all absences are reported before 2:00pm each day. For safety and accountability, our team remains at each school until we account for every enrolled child. When we are not informed of an absence, staff must wait and search for a child who is not attending, delaying transportation and disrupting the efficiency of the program.

Your communication is not optional. It is a critical part of keeping children safe and ensuring After-School Adventures runs smoothly and on time. We appreciate your cooperation and partnership in helping us provide a safe, organized, and reliable program for all families.

Bus Transportation

Participants and staff in the After-School Adventures program may be transported using YMCA-owned vehicles or Yaeger Bus Service for school pick-ups and program-related activities. Safety is our highest priority, and the following guidelines must be followed at all times:

- **Boarding and Exiting:** Children must enter and exit the vehicle in an orderly manner and follow all instructions from the driver and YMCA staff.
- **Personal Safety:** Hands, feet, and personal belongings must remain inside the vehicle and to themselves at all times.
- **Seating & Restraints:** Participants must remain seated while the vehicle is in motion and use a seatbelt or safety restraint whenever available.
- **Behavior & Noise:** Voices should remain at appropriate levels. Screaming, yelling, or the use of inappropriate or vulgar language is not permitted.
- **Food & Drink:** Food and drinks are not allowed on the vehicle unless otherwise directed by staff.
- **Disruptive Behavior:** Any behavior that compromises the safety of others may result in suspension or loss of transportation privileges. The driver and/or YMCA staff have final authority on all safety-related decisions.
- **Damage Responsibility:** Parents/guardians may be held financially responsible for any damage caused to YMCA-owned or contracted vehicles by their child.

CURRICULUM & ACTIVITIES

Activities

The After-School Adventures program offers a rich and engaging curriculum that includes Arts and Humanities, Character Development, Health and Wellness, Homework Support, Literacy, Science and Technology, Service Learning, and Social Skills & Conflict Resolution. We encourage all participants to take part in the planned activities, but no child will ever be forced to join. If a participant chooses not to participate, they are welcome to observe nearby, but must remain within the program area.

Swimming

After-School Adventures participants will have the opportunity to swim throughout the school year. Each grade level will have a designated "Swim Day". On these days, we ask that participants bring a swimsuit, towel, and a plastic bag to keep their belongings dry. Swimming will take place from 3:30 PM to 4:30 PM on each grade's assigned day. Participants who choose not to swim on their scheduled swim day will be asked to sit on the pool deck and observe safely.

Character Development

For more than 150 years, the YMCA has been dedicated to building strong character in children, families, and communities. In After-School Adventures, participants learn and practice the five YMCA core values: Caring, Honesty, Responsibility, Respect, and Faith.

These values are woven into daily activities and modeled by our staff through positive interactions with children and families. Each After-School Adventures group brings the core values to life in meaningful and age-appropriate ways, helping participants see how they can use them both in the program and beyond. We encourage parents and guardians to talk with their children about how these values show up during their afternoons at the Y, sparking conversations that reinforce positive choices and character growth.

Clothing

Participants are expected to be dressed ready to play, explore, and be active! Running, and gym play is common! Outdoor activities may occur!

Personal Property

Participants are not allowed to bring personal items such as: toys, stuffed animals, sports balls, games, music players, any form of weapon, trading cards, or anything of value to the After-School Adventures program. The Mankato Family YMCA is not responsible for lost, stolen or damaged personal items.

Electronic Devices

Participant use of personal electronic devices such as cell phones, smart watches, tablets, etc. are not allowed within the After-School Adventures program. If devices are used, the device will be brought to ASA Lead staff or the Director of Youth Development for safe keeping. Devices will be returned to the participant or family upon parent pick-up. Smart watches may be worn during program time as long as they do not become a distraction.

Lost & Found

Items found within the After-School Adventures program are placed in the ASA Lost & Found. The program Lost & Found is located at Door A. If you cannot locate the lost item within the program lost & found, please contact the YMCA Front Desk for the overall YMCA Lost & Found. Items/equipment not claimed within the two-week period will be donated to a local charity.

HEALTH & SAFETY

Snack

After School Adventures provides two snacks a day for program participants. Participants can choose to have one or the other or both. Dietary needs and allergies are accommodated to the best of the program's ability. Due to allergies, no outside snacks are allowed within After School Adventures. For more information regarding your participants allergies or dietary needs, please contact our Director of Youth Development.

Child Abuse Prevention

At the YMCA, safeguarding children is a fundamental responsibility. We believe every child deserves a safe, supportive environment where they can learn, grow, and thrive. As mandated reporters, YMCA staff are required by law to report any incident or concern that may indicate intentional, reckless, or knowing harm to a child. Our team receives comprehensive training in identifying and reporting suspected child abuse, and we maintain clear guidelines for safe, appropriate interactions between staff, youth, and families.

Below are examples of behaviors that align with our Child Abuse Prevention Practices:

- Physical Interactions
 - Appropriate: Side hugs, handshakes or elbow bumps, high fives or fist bumps, pats on the shoulder or back
 - Inappropriate: Full frontal hugs, kissing, lap sitting, any form of unwanted or intrusive physical contact
- Verbal Interactions
 - Appropriate: Positive reinforcement, age-appropriate and respectful humor, encouragement, praise
 - Inappropriate: Name-calling or belittling language, secrets between staff and youth, cursing, derogatory remarks, or sexual language

These guidelines help ensure that all interactions remain safe, professional, and supportive. Our commitment to child abuse prevention is central to the mission of the YMCA and the trust families place in our care.

Child Safe Environment

At the Mankato Family YMCA, ensuring a safe and supportive environment for every child is our highest priority. We maintain rigorous supervision standards and follow all Child Abuse Prevention Policies set by the YMCA. All staff and volunteers complete comprehensive training, including our Code of Conduct and mandatory reporting procedures. In addition, every team member undergoes criminal and child protection background checks and is certified in CPR and First Aid. Our commitment to safety guides every aspect of our program, helping us create a secure and positive experience for all participants.

Illness

The Mankato Family YMCA After-School Adventures program follows Minnesota Department of Health guidelines and asks that children remain home if they show symptoms of illness. Participants may be excluded from the program for the following reasons:

- Vomiting or Diarrhea: Child may return 24 hours after the last episode.
- Fever: Child may return 24 hours after being fever-free without the use of medication.
- Undiagnosed Rash: Please contact your medical provider before sending your child back to the program.
- Impetigo, Strep Throat, Ringworm: Child may return 24 hours after beginning treatment.
- Chickenpox/Shingles: Child may return once all blisters have dried and scabbed.
- Head Lice: Child may return once treatment has been completed.
- Hand, Foot, and Mouth Disease: Child must be fever-free for a minimum of 24 hours.

If a child becomes ill while participating in After-School Adventures, they will be supervised and separated from the group to help prevent the spread of illness. Parents/guardians will be contacted and are required to pick up their child within 30 minutes.

For communicable illnesses such as chickenpox, lice, impetigo, and strep throat, the YMCA will notify other families in writing on the same day so they can monitor for symptoms during the incubation period. Please notify After-School Adventures staff immediately if your child has contracted or been exposed to any of the above illnesses.

Injuries

All After-School Adventures staff are trained in CPR and First Aid to ensure prompt and appropriate care for participants.

- Minor Injuries: Children with minor injuries will receive basic first aid and care until they are able to safely return to program activities.
- Serious Injuries: For more significant injuries—including severe falls, lacerations, sprains or fractures, or head injuries—staff will contact parents/guardians immediately and complete an incident report documenting the situation.
- Emergency Situations: In the event of a medical emergency, staff will call 911 and notify parents/guardians as soon as possible. Emergency personnel will determine the appropriate course of action, and if further medical attention is required, the child will be transported to the nearest medical facility. Parents/guardians are responsible for any medical expenses incurred.

Parent/Guardian Responsibility: It is the responsibility of parents/guardians to ensure that After-School Adventures staff have accurate and up-to-date contact information and that all authorized emergency contacts are reachable at all times.

Emergency Procedures

The safety of our participants is a top priority at the Mankato Family YMCA. All After-School Adventures staff are thoroughly trained in Emergency Action Procedures (EAP) and receive comprehensive instruction on how to respond to a wide range of situations, including severe weather, medical emergencies, missing children, and other unexpected incidents. Staff regularly practice these procedures to ensure they can act quickly, calmly, and effectively to keep everyone safe.

In the event of an emergency, families will be contacted promptly through REMIND with important updates and any necessary instructions. Our ongoing training and preparedness help us maintain a secure and supportive environment, giving families peace of mind while children enjoy a fun, engaging, and enriching After-School Adventures experience.

Medicines

- **Medication Containers:** Parents/guardians must provide all medications in their original container with the original pharmacy label. Medications not in their original container cannot be accepted.
- **Administration:** All medications will be collected by After-School Adventures staff and administered according to the instructions on the prescription label.
- **Return of Medications:** Any unused medications will be returned to the parent/guardian on the child's last day of participation in the program.
- **Self-Carry Medications:** Children who use asthma inhalers or emergency medications (such as an EpiPen for allergic reactions) may carry their medication with them, but it may only be self-administered under the direct supervision of YMCA staff.

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.

INCLUSION & BEHAVIOR MANAGEMENT

Non-Discrimination Statement

No person shall be denied the opportunity to participate in the YMCA as a participant, employee, or volunteer based on race, sex and/or gender, or religious beliefs. The Y is made up of people of all ages and from every walk of life working side by side to strengthen communities. Together we work to ensure that everyone has the opportunity to reach their full potential with dignity. Our core values are caring, honesty, responsibility, respect, and faith – they guide everything we do.

The YMCA After School Adventures program is a large-group program designed to foster participant development in a positive manner. In order for participants to be successful, please review the recommended program readiness standards.

Suspension from School

If a program participant is suspended from school due to policy violations, the participant is also suspended from After School Adventures. No refunds will be given due to suspension circumstances.

Program Readiness

The Mankato Family YMCA After School Adventures program follows best-practice readiness standards to ensure participants have a safe, positive, and enriching experience. Our programs are designed to support social-emotional learning by helping participants develop skills in self-management, social awareness, relationship building, self-awareness, and responsible decision-making. YMCA school-age programs are not designed for one-on-one care, so parents/guardians should carefully evaluate if the program is appropriate for their participant.

Participants are most successful in our programs when they can:

- **Demonstrate independence:** transition between locations, dress, eat, and maintain personal hygiene without assistance.
- **Regulate emotions, thoughts, and behaviors** in a variety of situations.
- **Express and recognize emotions and thoughts** effectively.
- **Show empathy and respect** for others, including those from diverse backgrounds.
- **Build and maintain healthy relationships**, including effective communication, listening, cooperation, and resisting inappropriate behaviors.
- **Make safe, healthy, and respectful choices** for themselves and others.

Accommodations

The YMCA After School Adventures program is committed to providing reasonable accommodations to support the physical, emotional, and social development of every participant. The Director of Youth Development will work closely with families to gather information and determine what accommodations can be implemented to ensure a safe, inclusive, and successful experience.

Honesty and transparency from families are essential to helping staff understand and meet the unique needs of each participant. The camp's goal is to create an environment where all participants and staff feel valued and included.

Parents/guardians are expected to collaborate with program staff to support their participant's growth and development, ensuring that accommodations are effective and the participant can fully engage in all aspects of the program.

This partnership helps guarantee that every participant has the opportunity to thrive, learn, and enjoy their camp experience.

Behavior Management

The goal of the Mankato Family YMCA After School Adventures program is to provide a safe, welcoming, and inclusive environment for all participants and staff. Our programs focus on teaching and reinforcing the YMCA core values: Caring, Honesty, Responsibility, Respect, and Faith.

Participants are expected to follow behavior guidelines and interact appropriately in a group setting.

These guidelines include:

- **Caring**: Participants will care for themselves and those around them.
- **Honesty**: Honesty is the foundation for all relationships and interactions.
- **Responsibility**: Participants are responsible for their actions and choices.
- **Respect**: Participants must respect others, themselves, and the environment.
- **Faith**: Participants have faith in themselves and others to overcome challenges and handle incidents positively.

In the event of a behavior incident, the following behavior management strategies may be used:

- **Redirection**: Participant and staff will discuss the behavior and why it is deemed inappropriate. Staff use situations as learning moments for participants to understand the impact of their behavior and healthy ways to react in the future
- **Modeling**: Program staff will model positive behavior, provide praise, and encourage acceptable behavior

If behaviors escalate and camp safety is a concern, parent/guardians will be contacted for an immediate pick-up. Documentation will be collected on the incident.

Behavior Expectations

The Mankato Family YMCA After School Adventures program is committed to providing a safe, positive, and respectful environment for all participants and staff.

- Keep Everyone Safe
 - Participants use their bodies and words in ways that keep themselves and others safe. This includes keeping hands, feet, and objects to themselves, using kind and appropriate language, respecting personal space, and making choices that help everyone feel secure and welcome.
- Care for Our Space and Belongings
 - Participants treat YMCA facilities, equipment, and personal belongings with care. This means using materials properly, cleaning up after activities, and respecting the property of others. Families are responsible for any damage caused by their participant.
- Participate Positively in the Program
 - Participants stay with their group, follow staff directions, and make a genuine effort to take part in activities and transitions. This helps ensure that the day runs smoothly and that everyone has a fun and meaningful camp experience.
- Live the YMCA Core Values
 - Participants are expected to model the YMCA Core Values of Caring, Honesty, Responsibility, Respect, and Faith in their words and actions by showing kindness, being truthful, taking ownership of their choices, and treating others with dignity

The following behaviors are considered inappropriate:

- Threats to Safety: Any behavior that directly or indirectly threatens the safety of participants or staff, including but not limited to: hitting, kicking, pushing, biting, choking, throwing objects, verbal threats, disrespectful language, inappropriate gestures, inappropriate touching, or sexualized behavior.
- Destruction of Property: Any behavior that intentionally damages YMCA property or the property of participants or staff, including graffiti, malicious destruction, or intentional misuse of equipment. Parents/guardians are financially responsible for any damages caused by their participant.
- Disruption of Program: Behavior that consistently disrupts the camp environment, such as leaving the program area or building without permission, refusing to follow directions, or being unable to transition between activities.
- Failure to Follow Core Values: Any behavior that does not align with the YMCA Core Values of Caring, Honesty, Responsibility, Respect, and Faith.

Camp staff will address behavioral issues as appropriate. Participants sent home for disruptive behavior will not receive a refund.

Zero-Tolerance Policy

The Mankato Family YMCA After School Adventures program has a zero-tolerance policy for serious behavior issues. The behaviors listed below are grounds for immediate removal from participant for the remainder of the day, week, month, or year. Each incident is evaluated on a case-by-case basis to determine the best course of action.

- Any kind or type of physical assault, such as hitting, kicking, pushing, or biting
- Endangering the health or safety of themselves, other participants, staff, members, etc.
- Inappropriate touching of themselves or others or sexual misconduct
- Theft, damaging, or destruction of YMCA property
- Leaving the YMCA After School Adventures program without permission
- Using profanity, vulgarity, or obscenity frequently
- Acts or threats of physical harm, mental harm, or bullying
- Possession of tobacco, alcohol, drugs, weapons, or explosives

Disciplinary and Dismissal Process/Intervention

The YMCA After School Adventures program strives to provide a safe and positive environment for all participants. When a participant demonstrates negative or disruptive behavior, the following steps may be taken:

1. **Redirection:** Staff will redirect the participant to more appropriate behavior, reminding them of camp rules and behavior guidelines.
2. **Parent Notification:** If the behavior continues, parents/guardians will be notified. Staff will explain the behavior, the strategies used to redirect the participant, and how the behavior is affecting the camp environment.
3. **Behavior Meeting:** If the behavior persists, a meeting will be scheduled with the parent/guardian, participant, staff, and Director of Youth Development to discuss the behavior and establish clear expectations moving forward.
4. **Dismissal:** If the behavior continues despite these interventions, the participant may be dismissed from the YMCA After School Adventures program.

YMCA administrative staff reserve the right to take immediate action if a participant's behavior poses a threat to their own safety or the safety of others.

Important: No refunds will be issued for participants who are dismissed due to behavioral issues.

Bullying

The YMCA After School Adventures program is committed to providing a safe, welcoming, and inclusive environment for every participant. If you feel your child is being bullied or struggling within the program, we encourage you to follow the grievance procedures outlined below.

What is Bullying?

Bullying is unwanted, aggressive behavior between individuals that involves a real or perceived power imbalance and is repeated or has the potential to be repeated over time. To be considered bullying, the behavior must be aggressive and include:

- **Imbalance of Power:** Individuals who bully use their power—such as physical strength, access to private information, or popularity—to control, intimidate, or harm others. Power imbalances can change over time and differ between situations, even if the same individuals are involved.
- **Repetition:** Bullying behaviors occur more than once or have the potential to recur; a single incident is not considered bullying.

If bullying is suspected, the Summer Camp lead staff and Director of Youth Development will conduct a thorough investigation. If confirmed, the YMCA reserves the right to terminate enrollment to ensure the safety and well-being of all participants.

In the event of multiple incidents or extreme circumstances of inappropriate behavior, the YMCA After School Adventures program will implement the follow policy:

Grievance Procedure

If you have a concern or grievance regarding bullying or any other camp-related issue, please follow these steps:

1. Contact Lead Staff via REMIND or speak with Leadership Staff during pick-up to discuss the concern.
2. Contact the Director of Youth Development via REMIND or email if the issue is not resolved. A phone call or meeting may be scheduled to address the concern.
3. Contact the YMCA Executive Director by phone or email if all previous steps do not resolve the issue.

Altercation Policy for Mankato Family YMCA

This policy is to define what an altercation is and how the Mankato Family YMCA will handle each situation to better serve our members, guests, community and staff. The following is a basic guideline and is not all encompassing, the below lists what an altercation is defined as and a minimum consequence to be given for violating the policy. This policy covers the majority of incidents, but it is also not limited to the below incidents or consequence guidelines and are subject to change based on the severity of the incident.

- *Physical Altercation definition: An act done with intent to cause fear in another of immediate bodily harm or the intentional infliction of or attempt to inflict mental or physical harm upon another.
MN Statute 609.02 Subd. 9.6 subd. 10 to comply with MN guidelines.*

The above covers the following but is not limited to the list: Hitting, Punching, Slapping, Pinching, Kicking, Spitting on, Biting, Pushing, Grabbing, Throwing objects at or around someone, Tripping, etc.

*Incident Investigation In the event of a violation of this policy the YMCA will conduct an investigation into the matter. While the investigation is ongoing the individual/s who are involved will be suspended from the Mankato Family YMCA facilities and all programming until the conclusion of the investigation. There will be a minimum suspension of 48 hours or 2 standard business days to conduct the investigation, following that 48 hours or 2 standard business days those who were involved will get an update via phone call or email with either the results of the investigation or informed more time is needed to conduct the investigation.
2 Standard business days are Monday – Friday 8am–5pm*

If the incident happens on a Friday anytime the offender/s will not be allowed in/on the Mankato Family YMCA properties or in any program at minimum until Wednesday, the following week. Monday and Tuesday would be the 2 standard business days after the altercation.

Each altercation will be reviewed on a case-by-case basis, and the consequences are determined by a panel of 3 individual directors (full time staff) 1 of the area where the incident occurred, that person's direct supervisor and 1 individual from the safety committee (rotating).

The 3 will determine the severity of the altercation, history of past events and other extenuating circumstances that lead to the altercation.

- *First Consequence violation results in a minimum 48 hour (2 Standard business days) for the investigation.*
- *After the investigation process the consequences can vary, based on the severity of the include but are not limited to 2 days, 1 week, 1 month, 1 year, until the age of 18 (for minors), permanent suspension (adult and minors) from the Mankato Family YMCA properties and programs.*
- *Should the offender/s not be in a program the following week but in subsequent weeks following the offence, this consequence will be imposed on the next registered program. This will be communicated to the member/members guardians via phone or email.*

Reinstatement

For reinstatement a letter of apology must be given to the affected areas director and a meeting must be held between the director and a member of the investigation committee assigned to the incident. In this meeting there will be a code of conduct signed and given to the members along with a copy retained by the YMCA. Any further incidents (if not already permanently suspended) can lead to permanent suspension from the Mankato Family YMCA and all properties/programs.

If asking for reinstatement to the Mankato Family YMCA see below for different incident types:

- *Permanent Suspension- If under the age of 18 when suspension is levied depending on the suspension reason a letter can be sent for consideration after the age of 19 is reached. This matter will be reviewed by the safety committee within 5 business days, and a letter will be sent with the determination. There is no guarantee of reinstatement.*
- *Two day, One week - Follow regular reinstatement protocol listed above. A meeting must be held with the director of the area and a member of investigation committee. A code of conduct must be signed and understood any further incidents can lead to but are not limited to permanent suspension from the Mankato Family YMCA.*
- *One Year Suspension – A letter of apology and a meeting with the affected area director, member of the investigation committee and executive director must take place. A signed code of conduct must also be received at the end of the meeting. The 3-person committee will then render a decision within 2 business days of the meeting, a letter will be sent to the member seeking reinstatement along with a phone call with the determination.*
- *If it at any point the member cancels the membership, the already mentioned will still apply for reinstatement of the membership. A meeting will need to be held along with a letter of apology to reinstate the membership.*