

# YMCA

## SUMMER FUN CLUB

### Parent Handbook



**This Parent Handbook is comprised of important information about the YMCA's Summer Fun Club. Please review its contents with your child(ren) before attending the program.**



### **Parent Meeting**

To ensure a successful summer, make plans to attend the mandatory parent meeting. Check with your branch for the date and time. The meeting is your chance to receive an overview of the program, ask questions and meet the Summer Fun Club staff.

### **Drop Off/Pickup**

Children must be signed in and out. For your child's safety, we must check the identification of anyone picking up a Summer Fun Club participant and verify they are authorized to do so. Please be prepared to show a photo ID.

### **Holidays/Inclement Weather**

- Summer Fun Club will not run on Memorial Day and the Fourth of July. YMCA buildings are also closed.
- Severe weather may affect the pickup process. In cases of driving rain and/or other severe weather, staff will keep children sheltered until conditions improve. The safety of YMCA children and staff is our first priority.
- In the event an emergency situation occurs in which a YMCA branch has to be closed, parents/guardians will be notified.

### **Fees**

- The registration fee(s), partial-payment fee(s) and weekly fee(s) are due prior to your child's participation in Summer Fun Club.
- The registration fee is a one-time \$20 administrative fee (add \$5 for each additional child).
- A minimum \$20 partial-payment fee per child is required to secure each week's registration. Partial-payment fees are applied to the total balance owed each week. Partial-payment fees must accompany the registration form. The remaining weekly fee balance is due prior to the week(s) for which your child is attending.

- A \$10 late fee will be assessed if the balance is not paid by the due dates. A payment schedule outlining due dates will be available in May at the parent's meeting.
- All weeks are filled on a first-come, first-served basis.
- You are responsible for all fees associated with each week for which your child is registered.
- Other activities will be offered throughout the summer for an additional fee.
- In order to receive the YMCA member fee for Summer Fun Club, the participant(s) must be a YMCA member for the entire summer.

### **Late Pickup Fee**

A late pickup charge of \$1 per minute will be charged to parents/guardians for each child that has not been picked up by the designated time. This fee is to be paid at the time of pickup on the evening that you are late. Your child(ren) will not be permitted to attend again until this fee is paid.

### **What Should My Child Wear?**

- Dress appropriately for play and take weather into consideration.
- Wear tennis shoes and socks for active play and field trips.
- Bring a swim suit and towel on swim days, if participating.
- All clothing should be clearly marked with the child's name.
- The YMCA does not provide sunscreen and staff is not allowed to administer it.

### **What Should Stay At Home?**

- Heelies or shoes with wheels are not allowed.
- Toys, electronic games, radios, headsets, cell phones and money should be left at home.

### **Lost and Found**

Neither the YMCA nor its staff is responsible for

lost or stolen items. Please check with your child each day to make sure belongings were not left behind, and items that do not belong to them are returned. Lost items will be collected and any unclaimed items will be given to charity throughout the summer.

### **Lunch/Snacks**

Please contact your local YMCA regarding lunch and snack options.

### **Accidents**

The YMCA does not have health or accident insurance. All individuals participate at their own risk. Parents will be notified if medical attention is recommended.

### **Health/Illness**

Please do not let your child attend Summer Fun Club with any of the following symptoms:

- Nose that runs consistently with an unusual color.
- Undiagnosed rash, sore or other skin condition.
- Sore throat.
- Excessive coughing.
- Diarrhea or vomiting.
- Fever (a temperature of 100 degrees or higher.)
- Lice.
- Eye drainage/ Pink eye.
- Any other contagious disease or symptom.

The YMCA staff can administer over the counter and prescription medications only in their original containers with written parent authorization and a signed medication form and note from a doctor. Before any medication can be administered, all necessary forms must be submitted to the program director. It is the parent's responsibility to provide YMCA staff the paperwork and directions for administering medicine.

### **Swim Test**

Children, whom the YMCA has received parental permission for swimming in the deep end of the pool, must first pass a swim test administered by YMCA lifeguards. The test will be conducted daily.

### **Disciplinary Policy**

Because of the large number of children enrolled in Summer Fun Club, a disciplinary policy is needed to ensure the safety of the participants. The rules will be explained to the children. They will be expected to follow the rules and take responsibility for their actions when rules are broken. If rules are broken, the disciplinary procedure will be followed. Parents will be given a copy of those procedures. Please go over this information with your child prior to the start of Summer Fun Club.

While in the program, your child is expected to adhere to these four basic YMCA principles:

- Respect all adults in the YMCA.
- Respect all children in the YMCA.
- Respect the YMCA property.
- Respect other children's property.

Failure to follow these principles will result in disciplinary action.

### **Sexual Harassment**

Unwelcome physical contact of a sexual or inappropriate nature and unwelcome verbal, written, physical advance, gesture, or suggestion of a sexual or inappropriate nature will not be tolerated. This applies to all areas of the YMCA, including locker rooms and bathrooms. The YMCA reserves the right to expel a child from the program at any time after the first offense.

### **Bullying**

The YMCA wants to make every child's experience in Summer Fun Club memorable. Bullying will not be tolerated. If you have questions or concerns, please inform the YMCA staff.

### **Physical Assault**

Aggressive physical contact against a participant or staff member with the intent to harm that person will not be tolerated. Situations will be evaluated individually, based on the circumstances of the assault. The YMCA reserves the right to expel a child from the program at any time after the first offense.

## Summer Fun Club Locations

Armbrust Family  
5404 S. 168th St.  
Omaha, NE 68135  
402-896-4200

Butler-Gast  
3501 Ames Ave.  
Omaha, NE 68111  
402-453-8903

Council Bluffs  
7 S. 4th St.  
Council Bluffs, IA 51503  
712-322-6606

Downtown Family  
430 S. 20th St.  
Omaha, NE 68102  
402-341-1600

LaFern Williams South  
3010 R St.  
Omaha, NE 68107  
402-731-3999

Maple Street  
7502 Maple St.  
Omaha, NE 68134  
402-393-3700

Mills County  
110 Sivers Rd.  
Glenwood, IA 51534  
712-527-4352

Sarpy Community  
1111 E. First St.  
Papillion, NE 68046  
402-339-9861

Southwest  
13010 Atwood Ave.  
Omaha, NE 68144  
402-334-8487

Twin Rivers  
6100 Twin Rivers Cir.  
Valley, NE 68064  
402-359-9622

### Visits

Parents are encouraged to visit anytime during program operation hours.

### Tax Information

For your tax records, you may wish to know how many weeks your child attended Summer Fun Club, how much you paid and the YMCA's Federal ID #. This number is **47-0376586**. We suggest that you save all weekly receipts to keep track of this information. A summary can be provided to you at the end of the summer upon request.

### State Assistance

Title XIX (Iowa) and Title XX (Nebraska) are child care subsidy programs provided by the states of Iowa and Nebraska for low income families to help them afford quality child care. In order to qualify for assistance, you must need child care because you're:

- Employed.
- Attending school or trainings.
- Going to medical or counseling appointments.
- Incapacitated (must be verified by a physician).

You will need to supply verification of your gross income and any other income (child support, social security, or unemployment). All are counted.

For more information, or to obtain an application go online to [www.hhs.state.ne.us/chs/chc/chcindex.htm](http://www.hhs.state.ne.us/chs/chc/chcindex.htm) or call 402-471-9325.

Applications for Title XIX are available at the Council Bluffs and Mills County YMCAs.

Only an Iowa or Nebraska Department of Health and Human Service case worker can authorize child care, not the YMCA. Authorization must be received prior to child attending SFC.

### Financial assistance

The YMCA of Greater Omaha will not turn anyone away for inability to pay within the resources of the organization. To learn more about our financial assistance program, please see the program director at your local branch.



*Recognized nationally as an Activate America YMCA.*

*YMCA Mission:*

*To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.*