

# 2025-26 BEFORE & AFTER SCHOOL CARE GUARDIAN HANDBOOK

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# **WELCOME TO YMCA BEFORE AND AFTER SCHOOL CARE PROGRAM!**

The Richard Kane YMCA and I welcome you to our 2025-2026 Before and After School Care program! We are looking forward to providing your family with safe and quality childcare this school year.

The Before and After School Care program is available for children in PreK through 5th grade. At Before and After School Care, your child will be provided with a variety of activity opportunities in which they will be allowed and encouraged to participate in. Provided activities and experiences include but are not limited to arts and crafts, STEAM activities, games, music, reading and so much more!

Please take a moment to review the YMCA's Before and After School Care program guidelines and expectations. Please contact us if you have any additional questions, concerns, or suggestions throughout the year. We look forward to having your family involved in our program.

**Sincerely,**  
**Summer Grissom**  
**Youth and Family Director**  
**Richard Kane YMCA**

## WHAT TO EXPECT:

*A site specific information email will be sent by Aug 1 or upon registration after that date.*

### Before School Care

When you arrive at your school site, you will walk your child to the correct door where you will ring the doorbell. Once you have rung the doorbell, a YMCA staff member will let you and your child into the building and prompt you to sign your child in on a tablet. You will sign your child in by inputting your phone number, selecting your child's name, clicking "check in" and providing your signature. During Before Care, your child will be provided with various low-level activities to participate in until school begins. If your child eats breakfast at the school, our staff will walk them to breakfast. At 8:30am our staff will release all of the students who are in our care to their classes.

### After School Care

During After Care, teachers will walk or release students to our designated After Care location in the afternoons. All students will be offered an afternoon snack. From there, students will participate in a variety of activities. Students will also have the opportunity to complete homework in After Care. When you arrive at your school site for pickup, you will walk to the correct door where you will ring the doorbell. Once you have rung the doorbell, a YMCA staff member will let you into the building and prompt you to sign your child out on a tablet. You will sign your child out by inputting your phone number, selecting your child's name, clicking "check out" and providing your signature.

***\*Please leave all toys, electronics, and home entertainments at home. No imaginative play attire or dress attire should be worn to School Age Care.***

## CARE MONTHS & THEMES:

August: Theme – All About Me & New Beginnings

September: Theme – Kindness Counts

October: Theme – Exploring Our World

November: Theme – Gratitude & Giving

December Theme – Winter Wonders

January: Theme – Healthy Me, Happy Me

February: Theme – Heart to Heart

March: Theme – STEM-tastic Adventures

April: Theme – Our Earth, Our Home

May: Theme – Celebrating US!

*\*The Y will offer full day childcare programs on select school breaks and parent teacher(P/T) conference days. These programs will involve a separate enrollment process and additional charges.*

## HOURS:

Before School Care _____	7:00am – 8:30am
After School Care _____	3:30pm – 6:00pm

The program sites open at 7:00am and close at 6:00pm. Before School Care drop-off ends at 8:20am to allow regular school drop-off to begin. Parents please do not drop your children off before the opening time or pick them up later than the closing time. Fees will be applied for early drop offs or late pick-ups. **An overtime fee of \$1.00 per minute for early drop off/late pick-up is to be paid.** Fees will be applied to your YMCA account. After 5 accumulated late pickups a \$5.00 per minute late fee charge will be enforced.

*\*Late pickups/early drop offs can be cause for dismissal from the program.*

## FEES:

Fees are per student per month. *(Financial Assistance available by application)*

### Y-Member's Cost:

- Registration Fee: *(Non-refundable)*  
\$30.00 *(one time)*
- Before School Care Only:  
\$100.00
- After School Care Only:  
\$120.00
- Before & After School Care:  
\$200.00

### Non Y-Member's Cost:

- Registration Fee: *(Non-refundable)*  
\$30.00 *(one time)*
- Before School Care Only:  
\$150.00
- After School Care Only:  
\$180.00
- Before & After School Care:  
\$300.00

*Monthly payments are calculated as an average rate based on the total number of school days and distributed evenly across the 10-month school year. Refunds, prorated adjustments, or credits for non-attendance or late registrations are not available.*

Bartlesville Public School employees must present a valid BPS badge at the time of registration to qualify for the BPS employee discount.

## FINANCIAL ASSISTANCE:

The Richard Kane YMCA offers financial assistance for people of all ages for both memberships and programs. Assistance is made available through contributions to our Annual Campaign; therefore, our funds are limited. Financial assistance for childcare may be available for qualifying families by application. Applications may be picked up at the Y welcome desk or downloaded from the Y's web site. Financial assistance applications may take up to 10 business days to be reviewed by the CEO. Financial assistance approval must

be confirmed **PRIOR** to registration to be applicable, (no retroactive assistance) therefore, **financial assistance applications MUST BE submitted 14 days BEFORE care is needed.**

*\*Previous year and/or other program financial assistance approvals do not apply. Financial assistance is available by application.*

## **PAYMENT POLICY:**

All payments must be scheduled for automatic withdrawal. Registration Fee and your first month's fees are due at the time of registration, all other payments are required to be received by the 16th of the current month. Refunds, prorated adjustments, or credits for non-attendance or late registrations are not available.

\*Families who choose not to set up automatic payments may only register in person at the YMCA. These families may only register by the month and must pay the full program fee at the time of registration.

**It is the guardians' responsibility to pay on time and maintain accurate payment information on file.** If the month payment is declined or returned a \$25.00 administration fee may be charged. Accounts past due by more than 30 days will result in dismissal from the program.

## **CANCELATION POLICY:**

If the YMCA is to close/cancel the Before and After School Care program for any reason a refund will be available upon request for \$8.50 per day of care canceled that was already paid for. Cancellation Policy is not applicable for Financial Assistance Recipients.

To cancel your program registration, the Youth and Family Director, Summer Grissom, must receive notice to do so. Notice of registration cancellation must be provided 2 weeks in advanced to receive a refund. You may call, or email (*918.336.0713 ex. 107 or Summer@rkymca.org*) You will receive acknowledgement of your request.

Not attending a program does not entitle you to a refund. When you enroll in a program, you are reserving space, time, and staffing whether or not your child attends the program. **There will be no refunds given after the first of the month.** All refunds are subject to a \$25.00 processing fee.

## RELEASE OF CHILDREN:

Children will be released to the main guardians or listed authorized pick-ups on the student's registration form (upon providing a photo ID). Any adjustments to authorized pick ups **MUST** be completed in advance on the child's childcare profile within your YMCA account. Updating your child's childcare profile can be done online through your YMCA account, calling the YMCA, filling out a form at your Before/After school site, or emailing the Youth and Family Director.

*\*When requesting an addition to your authorized pick ups the following information for the new authorized individual is required: First and Last Name, Date of Birth, Relationship to your child, and their phone number.*

Children will **NOT** be released to unauthorized individuals.

*\*An authorized individual is a person who is listed on the child's Authorized pick ups list on your child's childcare profile in your YMCA Account.*



## SNACKS:

Nutritious afternoon snacks will be provided by the program. Breakfast and lunch are provided at each elementary school through the cafeteria and may be purchased through the school system.

## CHILDREN'S PERSONAL BELONGINGS:

The program will provide children with space to keep their personal belongings while they attend the Before and/or After School Care program. **Participants should leave all personal toys, electronics, and any non-required belongings at home.** The YMCA is not responsible for any lost, stolen, or broken belongings.

## SCHOOL YEAR SCHEDULE:

The Before and After School Care program will begin with the first day of school and close on the last day of school. It will serve children only during the scheduled school days.

The YMCA will offer Day Camp Programming on some non-school days such as during Fall Break, Spring Break, Thanksgiving Break, Winter Break, and parent teacher conference days at an additional charge. Enrollment will be separate and available in advance. Late enrollments will not be accepted due to staffing and planning requirements. *There will be no childcare offered on "snow days".*

## **BARTLESVILLE PUBLIC SCHOOL CLOSURES:**

Before and After School Care programming will not be provided if Bartlesville Public schools (BPS) are closed or your child's BPS elementary school is closed due to inclement weather or any other reason that BPS may choose to close.

In case school is let out early due to weather conditions or any other reason—no After School Care will be provided and parents will be expected to pick their child up as soon as possible.

## **ILLNESS, INJURY, & MEDICATION PROCEDURES:**

If a child becomes ill or injured during program hours, on or off site, the program director or a designated staff member will contact guardian, if the guardian cannot be reached the emergency contact will be called. Guardian or alternate may be required to come pick up the child from the program.

If no authorized individual picks up the child or contacts Day Camp Coordinator after 1 hour the program personnel will contact the proper authorities: i.e. the police department & the department of Human Services, child protection division. The child will then be released to the proper authorities.

Prescription and non-prescription medication may be administered during program hours under certain circumstances.

- a) Medication to be dispensed should be hand delivered by guardian to program coordinator. Medication must be accompanied by a Medication Administering to Students Authorization form, signed and completed by guardian.

- b) Prescription medication must be in original container that indicates the following:
  - Student's name
  - Name and strength of the medication
  - Dosage and direction for administration
  - Date and name of physician and pharmacy
- c) Non-prescription medication must be in original container, label must be legible, and student's name must appear on bottle.
- d) Medication will be kept in a locked cabinet in program area. All medication left after the last day of camp will be destroyed.

## EMERGENCY PROCEDURES:

If an emergency occurs the program Site Coordinator or a designated staff member will call the guardian. If neither guardian can be contacted, the emergency contacts the guardian has provided will be contacted. for example: a grandparent, neighbor, or a close friend. If those individuals cannot be contacted the student will be taken by ambulance to the emergency room at Ascension St. John Jane Phillips Medical Center. The hospital can provide treatment only when guardian permission has been obtained. It is suggested that the guardian have on file with the hospital a signed notarized permission release to treat their child. The program's responsibility ends after the student has been transported to the emergency room. The program personnel may stay with the child until a guardian comes to the hospital.

## **EXTREMELY LATE PICK-UP PROCEDURES:**

The program Site Coordinator or a designated staff member will call the guardians, if neither guardian can be contacted, OR if guardian has not contacted program by 6:15 p.m., the emergency contacts will be requested to pick up the child.

The program personnel will contact the proper authorities: i.e. the police department & the department of Human Services, child protection division, if none of the contacts pick up the child or contact the Site Coordinator by 6:45 p.m. The child will then be released to the proper authorities.

## **DISCIPLINE AND DISMISSAL:**

Children are entitled to a pleasant and harmonious atmosphere. The program uses redirection, loss of a privilege, staff/child consultation, staff/parent consultation, and suspension from the program as measures of discipline. Unacceptable behavior will be cause for dismissal from the program.

If a child is chronically disruptive to the function of the child care program, his/her enrollment may be terminated upon the recommendation of the staff after reasonable effort to integrate the child into the program and after consulting with the site coordinator, the parent(s), the Youth and Family Director, and the Richard Kane YMCA CEO. Notification of termination will be given at least 5 school days prior to dismissal.

A child may be suspended immediately for an indefinite amount of time for unacceptable behavior such as: fighting, being

disrespectful to staff, damage to school or program property, threatening others, and non-compliance of program safety rules. No refund will be given for days of suspension.

## **CHILDREN'S RIGHTS:**

Children have the right:

- To have a safe and caring environment
- To use all the equipment and space on an equal basis
- To have their ideas and feelings respected
- To have discipline that is fair, equal and respectful
- To have staff members who care about them, respect them and enjoy being with them

## **CHILDREN'S RESPONSIBILITIES:**

Children are responsible for:

- Their actions and the consequences that result from them
- Respecting the rules that guide them throughout the school day and during childcare program hours
- Controlling their feelings so that their actions do not harm themselves or anyone else in the program
- Remaining with the group and a staff member at all times
- Returning materials and equipment to the place they found them for other children to find, before taking out a new activity
- Respecting others and treating staff with respect

## GUARDIAN'S RIGHTS:

Guardians have the right:

- To know their child is in a safe and caring environment
- To share concerns with staff about anything they do not feel is in the best interest of their child
- To know about their child's behavior (If there is a concern, they can spend time discussing the issue and a solution with the staff.)
- To know if their child does not report to the program as intended

## GUARDIAN'S RESPONSIBILITIES:

Guardians need to be responsible:

- For notifying the program if their child will not be attending
- For notifying the program when another authorized person is picking up their child
- For respecting program hours by checking their child in and out on time daily
- For keeping the child's records up to date with changes in phone numbers and addresses
- For informing the Site Coordinator if the student needs special attention which is not already indicated on their enrollment form *For example:* a special crisis in the child's life, a death in the family, medication that might need to be administered for a short time, any allergies or allergic reactions, etc.
- For paying fees on time
- For retaining receipts for tax purposes. The Richard Kane YMCA Tax ID number is 73-0521535

## **BEFORE AND AFTER CARE PROGRAM SCHOOL SITE OFFICE PHONE NUMBERS:**

Hoover Elementary: 918.335.6350

Ranch Heights Elementary: 918.335.6362

Richard Kane Elementary: 918.337.6234

Wayside Elementary: 918.335.6305

Wilson Elementary: 918.335.6303

YMCA Welcome Desk: 918.336.0713