



Dear Parents/Guardians:

Welcome to the Orleans County YMCA Afterschool Enrichment Program! We are all excited for the opportunity to help your child learn and grow in our program. The Y Program is based on the mission and the four core values of the YMCA, where we are committed to helping instill these values in your child: Caring, Honesty, Respect, and Responsibility. Our friendly, qualified and experienced staff provide a safe and caring environment where your child will have opportunities to make new friends, participate in fun activities, learn new things and build unforgettable memories! Our program offers homework help, arts & crafts, science experiments, enrichment activities, a healthy snack and much more! We want your child to feel safe and comfortable and know that if they are looking to have a good time and relax with some fun friends and activities, the Y program is where it's at!

Attached to this letter you will find information that you will need to know to prepare your child and yourself for the Y program. We kindly ask you to take the time to look over the packet and all of its contents carefully. The information you provide is required from the YMCA and the Office of Children and Family Services. Remember, the more information you provide for us, the better able we are to care for your child and their specific needs (if any). All information acquired is confidential and used for the purpose of providing your child with a safe environment. Please be aware that the attached forms need to be filled out completely and returned to the YMCA before your child will be able to begin attending program.

If you have any questions, please feel free to contact us. Thank you ahead of time for your cooperation. We truly look forward to working with you and your child!

Sincerely,

Liz Delfox
Child Care Director
(W) 585-798-2040
Ldelfox@glowymca.org



Parent Handbook

GLOW YMCA Afterschool Enrichment program

Statement of Purpose

The purpose of the GLOW YMCA Afterschool Enrichment program is to provide quality care in a safe and supportive environment which encourages the physical, emotional, intellectual, and social growth of children while supporting and strengthening families.

Licensing/Registration Agency

The GLOW YMCA Afterschool Enrichment program is licensed through the New York State Office of Children and Families Services (OCFS). If you would like to contact OCFS, you may do so at (716) 847-3828 or www.ocfs.state.ny.us.

Goals and Objectives

The GLOW YMCA Afterschool Enrichment program promotes the character values of Caring, Honesty, Respect, and Responsibility. The program will meet the needs of children at each stage of development by creating an environment that is structured but encourages independence, self-confidence, cooperation, teamwork and self-control among the children who participate. The daily schedule is structured, allowing a wide range of developmentally appropriate activities, balanced with active and quiet times and providing opportunities for children to pursue interests and develop individual abilities. Children are encouraged to participate in the daily operation of the program, especially on formulating behavioral expectations.

Program Philosophy

The GLOW YMCA Afterschool Enrichment program philosophy is to deliver a program in a positive environment of safety, support and care that will allow children the opportunity to relax and participate in a variety of fun and exciting, health conscious and age-appropriate activities!

Staff Philosophy

We believe that the success of our program lies in the quality of our staff. Our staff members are hired based on childcare experience, education, character, talents and interpersonal skills. All staff, under NYS OCFS standards, have been fingerprinted, completed a background check and are CPR & first aid certified. Child Abuse Prevention training, along with additional training, is mandated for all employees by the GLOW YMCA.

Enrollment Criteria

The YMCA Afterschool Enrichment program is open to all families regardless of race, gender, religious affiliation, cultural heritage, financial status, political beliefs, national origin, disability, marital status or sexual orientation. Registration is first offered to existing participants, then to the established waiting list and then to the general public. Enrollment capacities are dictated by local and state regulations. Please note that questions regarding your child's race are used strictly for research purposes through the Child and Adult Care Food Program (CACFP).

Forms

Enclosed is a packet of forms that must be filled out and returned **before** your child may attend the YMCA afterschool Enrichment program. In addition, the Parent Handbook must be read in its entirety, then signed and dated, this way we know that you are aware of all policies and procedures of the program ahead of time.



Pick-up Authorization

Prior to the child's enrollment in YMCA Afterschool Enrichment program, the primary parent must complete a pick-up authorization form. Please know that parents are more than welcome to visit the program during operation hours at any time. No child will be released to anyone under the age of sixteen. Parents or designated persons picking up children must provide photo identification. If your child is to be picked up by someone other than an authorized person, you must notify the YMCA Afterschool Enrichment program Site Director 24 hours in advance in writing by completing a pick-up authorization form. (Forms are available upon request at each site). For your child's safety, children are not allowed to leave without staff authorization. Sign-in and sign-out sheets will be used daily containing the date, child's name, signature of your child's pick-up, sign-in and out times along with a health check. Every visitor who enters the YMCA afterschool Enrichment program must also sign in and out of the visitor's log.

Registration Changes

Any changes in pick-up authorization, address, work or phone numbers, emergency contacts, etc., need to be given to the Site Supervisor as soon as possible. If you are changing your child's scheduled days, advanced notice would be appreciated.

Financial Information

No returned fees or credits are issued except for documented medical reasons. Monthly payments are not reduced for any scheduled holidays or closures due to weather.

We require payments to be set up through a checking account or credit card/bank card. Payments will be drafted on the 1st of the month. Auto-draft will need to be set up prior to child attending program. Any return payments that occur will be assessed an additional \$20 fee that will be parent's responsibility to pay.

We also require a 15-day written notice if your child is not going to be attending the program for a long period of time or if you wish to make changes to the type of enrollment (e.g. Full time to part time). You will be charged for the original arrangement if 30 days are not given.

Financial Assistance

The GLOW YMCA Scholarship Assistance policy states that no person will be denied membership or program participation based on their inability to pay.

Thanks to grant funding, a reduced fee is already available to all families, regardless of income, for the Afterschool program but to apply for financial assistance for programming or membership fees, please visit our website: [https://glowymca.org/access-for-all/.](https://glowymca.org/access-for-all/)"

Scholarship assistance is granted based on the available resources of the YMCA.

Confidentiality of Records

All information in your child's record is privileged and confidential and will not be released without your written consent.

Hours and Activities

The YMCA afterschool Enrichment program runs from the first day of school to the last day of school, from dismissal from their school until 6:00pm. There will be days when the staff would like to do walking field trips with the kids. A permission slip will be handed out at least 1 week prior to the field trip.



Inclement Weather Policy

Weather conditions may alter program delivery schedules. If school is closed or closes early due to weather, there will be no YMCA afterschool Enrichment program. If all after school activities are cancelled, it is the parent's responsibility to pick up their child no later than 4:00pm.

Attendance

We are responsible for all registered children each day once checked into our care. Parents or emergency contact will be notified if the child does not arrive at the program without previous notice being given.

- Students are required to attend a minimum of four (4) days per week out of the five-day program schedule in order to retain their enrollment status. Failure to maintain an attendance rate of at least eighty percent (80%) in any given week may result in the forfeiture of the student's spot, which will then be offered to a family on the waitlist.
- Children must be signed out by a parent/guardian daily, or authorized adult over the age of 16.
- On scheduled early release days, the YMCA program will still run from dismissal until 6pm. On early release days please send lunch with your child as we cannot provide one.

Snack

The YMCA asks that you provide your child with their own snack. However, the YMCA will have a selection of healthy snacks for any child that needs one each day. On occasions such as holidays or special events, an alternative (not as healthy) snack is provided. **OUR YMCA PROGRAMS ARE PEANUT/ TREE NUT FREE**, any snack that contains this will be sent home and your child will be offered one of our snacks. Please be sure to list any food allergies / dietary restrictions your child may have.

Personal Belongings

We take pride in our ability to provide your child with a variety of activities which entertain and challenge. Bringing personal belongings to the YMCA afterschool Enrichment program is based upon your own judgment and at your own risk. **Please be aware if any personal belongings are damaged or taken by other participants from your child during the program, it will not be the YMCA's responsibility to replace it.** If the personal item causes any problems, arguments, safety issues or hinders the ability to follow the safety rules and procedures they will be asked to put it away. If the problem continues the item will be taken until pickup in which the parent will be given the personal item. Due to state regulations, cellphones and/or any other type of electronics are not permitted to be used in program. Please be aware if any personal belongings are lost or stolen from your child during the program, it will not be the YMCA's responsibility to replace it.

Electronics

Due to state regulations, cellphones and/or any other type of electronics are not permitted to be used in program. With the exception of school issued chrome books for homework purposes only. If your child abuses this exception, they will not be allowed to utilize the chrome book.

Clothing

Children at the YMCA Afterschool Enrichment program are active, so be sure they are wearing clothes that are comfortable and appropriate. The YMCA Afterschool Enrichment program is not responsible for lost or damaged clothing. Children will have the opportunity to go outside, so please prepare them for the appropriate weather conditions. **Socks and sneakers should be worn daily.**



Health Policy

Each child must have an up-to-date YMCA Afterschool Enrichment program Information form on file. Children who become ill or are suspected of having a communicable disease may not remain in the program. They will be isolated from the other children and a parent or emergency contact will be notified and asked to pick up their child immediately. The attached guidelines with relevance to illness have been arranged and will be followed unless your physician states in writing that your child may attend. (Please see attachment B, page 8).

Termination Policy

When the health, welfare, and safety of other children is at stake, the YMCA reserves the right to terminate childcare services immediately. Possible reasons for termination of a child from services include, but are not limited to the following:

- Inappropriate behavior considered to be harmful to your child, staff or other program participants.
- Incident reports resulting from inappropriate behavior.
- Overdue Fees

Late Pick-up Policy

On certain occasions when a parent must be late, the YMCA has established these firm policies: (the school needs to lock up and the YMCA Afterschool Enrichment program needs to vacate the school property by 6:00pm):

- Parents must call the YMCA Afterschool Enrichment program Site Director to let them know what time they can be expected to arrive, or to inform them of alternate transportation arrangements that have been made.
- If a parent is late, a fee of \$1 every minute (6:01pm) will be charged. If this incident occurs, the staff on site will make sure the Site Director is aware. Please make the payment in the same manner as paying a bill.
- In the event that the YMCA does not receive a phone call prior to the parent being late, the following procedures will be immediately implemented:
 - A staff member will attempt to contact the child's parents.
 - If contact cannot be made, a staff member will call the individuals listed on your child's registration packet for emergency contacts until someone is reached.
 - If 1 hour has passed with no contact being made by either the child's parents or emergency contacts, a call will be placed to Child Protective Services to figure out what further arrangements are necessary.

VIDEO AND AUDIO SURVEILLANCE

The YMCA and our partnering schools are committed to maintaining a safe and secure environment for all members, students, staff, and visitors. At their discretion, the YMCA and the schools may use video and/or audio surveillance to monitor and record activities in public areas on property under their control.

All video and/or audio surveillance is conducted in compliance with applicable provisions of New York State law, including the General Business Law governing surveillance practices. Access to and viewing of surveillance recordings is limited to authorized personnel for essential safety and security purposes. Employees and staff are prohibited from downloading, copying, or distributing any recordings except when necessary for safety-related purposes, authorized investigations, or official law enforcement activities.



Code of Conduct

Please discuss the following segment with your child

Children's Responsibilities

Children are responsible for:

- ★ Being respectful, honest, and caring to others such as but not limited to program participants and staff.
- ★ Take responsibility and consequences for their own actions.
- ★ Respecting the rules that are established for and by them during the program.
- ★ Controlling their anger so that their actions and decisions do not negatively affect others.
- ★ Being respectful to equipment or property which does not belong to them.
- ★ Remaining with staff members at all times and notifying staff if they need to go to another area.

Children's Rights

YMCA Staff are responsible for ensuring that children enrolled in the YMCA Afterschool Enrichment program:

- ★ Have a safe and reliable environment free of hazards.
- ★ Have their ideas and feelings heard and respected.
- ★ Have discipline that is fair, equal and respectful of them.
- ★ Have activities that allow participants to express their ability as they explore and discover, while developing to their fullest potential.
- ★ Have a right to voice their opinion and have input on activities offered.
- ★ Are treated in a caring, honest, respectful, and responsible manner.
- ★ HAVE A BLAST!

Child Care Policies

While participating in the program, please be certain that both you and your child are completely familiar with these policies. These policies are put into place to assure protection and safety of your child. The Director of the YMCA Afterschool Enrichment program, upon notification to the parents, may suspend or terminate a child from all activities and participation in the program for the following types of conduct:

- Leaving the program premises without permission or going into unauthorized areas.
- Threatening staff or other participants in any way.
- Use of foul language or rudeness to staff, other participants, or others in building.
- Defacing the YMCA property, school facility, or field trip facilities.
- Engaging in fighting as a means of solving a problem.
- Bringing or using illegal substances.
- Stealing or defacing another child's property purposefully.
- Intentionally injuring another person.
- Refusing to remain with the group during outings.
- Refusing to follow check in and out procedures.



Discipline

All participants must follow the "House Rules". If any of these rules are broken while the child is under the YMCA's care, the following procedure will be followed.

1. Verbal warning and/or reminder
2. Redirection
3. Time Out / Cool Down time
4. Talk through the problem
5. Discuss problematic situations with child's parent and incorporate their suggestions into the child's behavior management plan
6. Write a report and have it signed by the parents, for unsafe behavioral incidents
7. If behavior continues to be an issue, establish a behavior contract with parent and child
8. Three incident reports may constitute a suspension or expulsion from the program without refund.

If you have any questions or concerns about any of the information provided within this handbook, please contact the Director listed below.

I have listed our licensor at the Office of child and family services, Stacy Bisker, information for access if there is an issue you would like to address regarding concerns on how the program functions.

	Liz Delfox	Jay Cisco
Title	Child Care Director	Executive Child Care Director
Office Address	306 Pearl St Medina, NY 14103 Or Oak Orchard Elementary School	211 E. Main St. Batavia NY, 14020
Phone Number	C: (716) 318-5020 P: (585) 798-2040	P:(585) 344-1664
Email Address	Ldelfox@glowymca.org	jcisco@glowymca.org
Children & Family Services specialist – Licensor Stacy Bisker 295 Main Street Suite 545 Buffalo, NY 14203 O: 716-847-3817		



Attachment B

Level of Illness

Any child who exhibits any of the following symptoms cannot attend program, or will be immediately sent home to protect other children if symptoms appear while the child is at program:

- A suspected or diagnosed communicable disease as defined by the New York State Department of Health until evaluated and approved for inclusion by a health care provider to participate in the program
- A fever which reaches 103°F or higher orally, Forehead or aural (in the ear)
- A child with a temperature of 99.5°F or higher orally, Forehead or aural (in the ear) which is accompanied by a behavior change, stiff neck, rash, unusual irritability, lethargic, vomiting or excessive crying
- Looking or acting very ill and quickly deteriorating
- Neck pain when the child's head is moved or touched
- A stiff neck or severe headache which appearing ill
- A first time seizure
- Acting unusual or confused
- Unequal pupils
- A blood-red or purple rash made up of pinheaded-sized spots or bruises that are not associated with an injury
- A rash of hives or welts that appears and spreads quickly
- Breathing intensely enough to cause the child to cease play, talking, crying, or consuming anything
- A severe stomachache that causes the child to double up and scream
- A stomachache without vomiting or diarrhea after a recent injury, blow to the abdomen or hard fall
- Stool that is black or blood-mixed
- The cease or urination within an 8 hour period, accompanied by dry mouth, no tears or sunken eyes
- Continuous clear drainage from the nose after a hard blow to the head
- Suspected case of head lice
 - A note from the child's doctor or school nurse must be presented to a staff member prior to the child's return to program

Adapted from *Preparing for Illness: A Joint Responsibility for Parents and Caregivers, 4th Edition* from National Association for the Education of Young Children



**Orleans County YMCA
YMCA Afterschool Enrichment program
2026 – 2027 PRICING GUIDE**



These prices are based upon a MONTHLY rate



ALL PROGRAMS REQUIRE 6 STUDENTS MINIMUM TO RUN

Medina Primary/Intermediate Schools & Lyndonville Primary/Intermediate Schools
After-School Enrichment Prices (School Dismissal – 6)

PM Only available	Member Rate
Full Time 5 Days until 6pm	\$50 /month

NOTES:

- The YMCA of Medina has a capacity of 30 students in the program at a given time. Once 30 students are accepted we will hold a wait list.
 - Students are required to attend a minimum of four (4) days per week out of the five-day program schedule in order to retain their enrollment status. Failure to maintain an attendance rate of at least eighty percent (80%) in any given week may result in the forfeiture of the student’s spot, which will then be offered to a family on the waitlist.
 - All absences must be excused with a written note and must be communicated to program staff in a timely manner. Unexcused or unreported absences may be grounds for removal from the program.
- The YMCA **does not pro-rate** or discount for holidays, snow days or vacation days, as they are already pre-calculated into the fee schedule;
- The YMCA reserves the right to delay and/or cancel a program based upon enrollment/ staffing reasoning.
- Scholarship Assistance is available for membership and youth sports
 - They are available at all YMCA’s or on the website <https://glowymca.org/join/scholarship-assistance/>