



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

**Doris Miller Family YMCA  
1020 Elm Street Suite 900-I  
Waco, Texas 76704  
(254) 752-2124  
[www.ymcactx.org](http://www.ymcactx.org)**

## **Youth Policy and Procedures Handbook**

**A United Way Member Agency**

The following rules and regulations must be adhered to. Please read the following very carefully. If you should have any questions, please feel free to ask.

**Mission:**

The mission of the YMCA is to put Christian principles into practice through programs that build healthy spirit, mind and body. To go hand-in hand with the YMCA mission, the programs seek to help participants: grow personally, clarify values, develop specific skills, improve family and personal relationships, become better leaders and supporters, appreciate diversity, and TO HAVE FUN.

**Chain of Command:**

If a parent had a concern with any aspect of the program, the first person to be contacted is the Youth Director, CaSaundra Foreman. This is a very important first step as this is the person who can immediately make changes concerning staff and program if warranted. A personal meeting can be scheduled depending on the nature of the issue. Please leave a message, and CaSaundra Foreman will be in contact with you.

If you are still not pleased with the outcome of the discussion, contact the Branch Director at 752-1605.

**Hours of Operations:**

**Summer Camp: Summer Break months**

Monday through Friday 7:30am to 5:30p.m. Children may be dropped off between the hours of 7:00am and 9:00am and picked up anytime. Summer Camp closes at 5:30p.m. We ask that all parents cooperate in picking up their children before 5:30pm. We understand that emergencies do arise, but please, keep in mind that Summer Camp does end at 5:30p.m.

**After School: Current School Year**

Monday through Friday 3:00-6:00pm we provide transportation from school for children enrolled in the program. We ask that all parents cooperate in picking up their children before 6:00p.m.

**Payments:**

There is a non-refundable activity fee of \$20.00. The cost of the program is due in advance, on or before Monday 9am each week.

Due to licensing requirements, staff to child ratio is based on the number of children enrolled. Tuition cannot be refunded for the day(s) your child is absent. We do not offer pro-rating. There will be no fee reductions for absences, and there are no half days or half weeks.

We recommend that payment records for tax purposes be personally maintained throughout the year. However, the Doris Miller Family YMCA will mail this information to you at the end of January of the following year.

**Late Fees**

If for some reason a parent must be late, please call the center and inform the Director. We understand that emergencies do arise, but please, keep in mind the closing times of programs your child is enrolled. A late charge of \$10.00 per quarter hour (15 minutes) per child will be charged and must be paid to the staff member when your child is picked up.

**Summer Camp**

**After School**

5:31-5:45=\$10.00/per child  
5:46-6:00=\$20.00/per child  
6:01-6:15=\$30.00/per child  
6:16-6:30=\$40.00/per child

6:01-6:15=\$10.00/per child  
6:16-6:30=\$20.00/per child  
6:31-6:45=\$30.00/per child  
6:46-7:00=\$40.00/per child

**Parents who are continuously tardy will be asked to withdraw their child from the program.**

The Doris Miller Family YMCA admits all children regardless of race, color, religion, sex, national origin, or physical or mental handicap.

### **Sign in/Sign out:**

All children must be signed in by the parent or an authorized adult when dropping off and signed out by the parent or an authorized adult when picking up each day. The Doris Miller Family YMCA is not legally responsible for a child's supervision if the parents have not signed their child in that day. Please have photo I.D. ready to sign out your child.

If anyone else picks up your child the following will apply: 1-They **MUST** be on the pick-up list and have a photo I.D.; 2-If someone is not on your pick-up list you must call the Youth Director and give approval. The Youth Director will call you back and confirm that you called.

The person who picks up your child **MUST** have a photo I.D. The YMCA will not get involved with custody disputes and will recognize the biological parents unless court documentation is provided.

### **Drop-off/Pick-up**

**Summer Camp** drop off time begins at 7:00am. All campers **MUST** be picked by 5:30pm. Structured camp activities run between the hours of 9:00am-4:30pm unless otherwise noted. All other times structured around supervised free activities.

**After School** drop off time begins at school pick-up site during the school year. All Children **MUST** be picked up by 6:00pm. All structured and free play after school activity is supervised.

### **Field Trips:**

When your child is scheduled for a field trip, they must be signed-in by the designated time or they will miss the van/bus. Return times may vary according to each field trip. Notice will be given at the sign-in/sign-out table concerning the departure and arrival times. Permission slips for each trip must be signed to attend all field trips. Doris Miller Family YMCA will provide responsible adult supervision for all excursions. Participation in such excursions is part of the registration packet.

**CAMP T-SHIRTS and TENNIS SHOES MUST BE WORN ON EACH FIELD TRIP!**

### **Dress Code:**

**Summer Camp:** children should wear tennis shoes at all times. **No open toe shoes! No skirts or dresses unless shorts are worn underneath!** Children should be dress in comfortable play clothes; all purpose shoes (**NO Sandals**), bring a swimsuit, Lifejacket (if unable to pass Swim Test) **"Floaties" are not allowed!** A towel, sunscreen and a water proof sack to store their wet suits. All personal belongings should be labeled with child's name (i.e. towels, swimsuits, sunscreen, camp T-shirt, bag, etc.). Personal items such as toys, radios, walkmans, collector cards, video games, etc. are prohibited unless prearranged through camp coordinator.

**The Doris Miller Family YMCA is not responsible for lost or stolen property.**

### **Medical Emergencies:**

**Medication will be administered at Lunch time, 11:30 am and Snack time, 3:30pm**

All medications must be given to the Camp Counselor upon arrival. The parent must sign a Medical Authorization Form with the necessary information. All medications must be in their original containers.

- Prescription medication must be in original container, labeled with the child's name, date, directions and physicians' name.
- Non-prescription medication, including aspirin must be in original container, labeled with the child's name, date, directions.
- A written note or medication form must accompany any medication from the parent with dosage, time, and date of the administration of the medication.
- All medication will be administered in accordance with label directions.

- Staff will administer no medication without prior approval from the parent or guardian, or in an emergency situation with approval of Youth Director.
- Medication will only be give to the child for whom it is intended; and
- No expired medication will be administer
- **State if the medication needs refrigeration**

### **Illness & Exclusion:**

Children will not be admitted if one or more of the following exists:

1. The illness prevents the child from participating comfortably in scheduled activities including outdoor play;
2. The illness results in a greater need for care than can be provided without compromising the health, safety, and supervision of the other children in care;
3. The child has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in the child-care center's activities: (licensing standards 746.3601)
  - Oral temperature of 100.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
  - Rectal temperature of 101.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
  - Armpit temperature of 99.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness; or
  - Symptoms and signs of possible severe **illness** such as **lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs** that the child may be severely ill; or
4. A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical

documentation to indicate that the child is no longer contagious.

**Emergencies:**

In the event of a medical emergency or of an accident, we shall contact the parents and/or family physician of the child. If the parents or doctor cannot be reached, and emergency treatment is required, the child shall be taken to Hillcrest Medical Hospital or other parent designated emergency facility.

Your authorization for Doris Miller Family YMCA to contact your family physician and to take whatever emergency medical measures are deemed necessary is part of the registration packet.

**Immunization requirements:**

Not required for School-age children

**TB Test requirements:**

Not Currently Required in This Area of the State.

**Vision and Hearing requirements:**

- Each child who is in the first, third, fifth, or seventh-grade must complete a screening or examination within the school year.
- Signed statements from the child's parent that the child's screening records are current and on file at the school the child attends away from the center. The statement must be dated and include the name, address, and telephone number of the school.

**Family protective services and abuse hotline:**

The State of Texas requires that all members of this association be on the lookout for, and report to the State, any and all cases of child abuse. The Doris Miller Family YMCA is, therefore, obligated to report to the State any suspected cases of child abuse and/or neglect.

**Contact information:**

- Abuse and Neglect Hotline 1-800-252-5400 to make confidential reports
- Texas Department of Protective and Regulatory Services: [www.tdprs.state.tx.us](http://www.tdprs.state.tx.us) or [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

**Parent Information and Involvement:**

Parents are welcomed to visit the facility anytime during hours of operation.

- A Parent Bulletin Board is on display outside the classrooms.
- The board will be a resource for current information to the parents. Messages, menus, newspaper and magazine articles, certificates, etc. will be displayed.
- We encourage each parent to exchange thoughts and information with the counselors.
- Parents are welcome on field trips, to join in on projects, and to share their talents with the children and the counselors.
- Parents are encouraged to help with various projects that benefit the children throughout the year.

**Policy Changes:**

Parents will be notified in writing of any and all policy and enrollment agreement changes that affect the programs.

**Transportation:**

We will provide transportation for After School pick-up during the current School Year and Field Trips during breaks, holidays, and Summer Camp only.

**Water Activities:**

All aquatic activities will be in compliance with the standard of all day camp and aquatic regulatory agencies and in compliance with the standards of the YMCA of Central Texas and Minimum Standards Rules.

### **Meals:**

Children will be provide Breakfast, Lunch through the WISD Summer Food Program and the Y will provide afternoon snack during summer camp and only an afternoon snack during the School year and holiday breaks. Summer Campers may bring their own lunch if they choose. Please mark your child's name on the lunches and coolers. Children should not depend on purchasing food from the snack machines.

### **Minimum Standards Rules:**

You may obtain information about Licensing Standards or procedures by calling toll free, 1-800-862-5252 or visiting the web site at [www.tdprs.state.tx.us](http://www.tdprs.state.tx.us) or call the Local Licensing office at 750-9344.

The Inspection Report may be found online or on the Parent Bulletin Board inside the Center.

### **Photography and Publicity:**

Pictures of the children participating in the programs may be taken. These pictures may appear in newspapers, magazines, brochures, television or other publicity materials. Permission for your child to participate in these promotional activities is in the registration packets.

### **Discipline and Guidance:**

- Discipline must be:
  1. Individualized for each child;
  2. Appropriate to the child's level of understanding; and
  3. Directed toward teaching the child acceptable behavior and self control.
- A caregiver may only use positive methods of discipline and guidance that encourage self -esteem, self -control, and self-direction, which include at least the following:

### **Discipline and Guidance Continue:**

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements; and
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, or toilet training;
3. Pinching, shaking, or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;
6. Humiliating, ridiculing, rejecting, or yelling at a child;
7. Subjecting a child to harsh, abusive, or profane language;
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747,  
Subchapters L, Discipline and Guidance

### **Important Numbers:**

CaSaundra Foreman, Youth Director	254-752-1605 Ext 208
LaNita Keys, Executive Director	254-752-1605 Ext 207
Patrick Murphy, President/CEO	254-776-6612



# Doris Miller Family YMCA

## Receipt of Parent Policy Handbook

I/We have read and fully understand the policies and conditions of the Doris Miller Family YMCA Parent Policy Handbook. I agree with all the policies, conditions, and to the following issues:

1. To give my child permission to participate in water activities, field trips and nature walks.
2. To allow my child to be photographed in daily activities and they may be published in newspapers, magazines, brochures, television, etc.

If you **DO NOT** want your child photographed, please sign here: \_\_\_\_\_

Child's Name \_\_\_\_\_

Mother's/Guardians signature \_\_\_\_\_ Date \_\_\_\_\_

Father's/Guardians signature \_\_\_\_\_ Date \_\_\_\_\_

Youth Director's signature \_\_\_\_\_ Date \_\_\_\_\_