

# Y CLUB - Afterschool Program

## 2023 Parent Handbook



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## Parent Handbook 2023–2024

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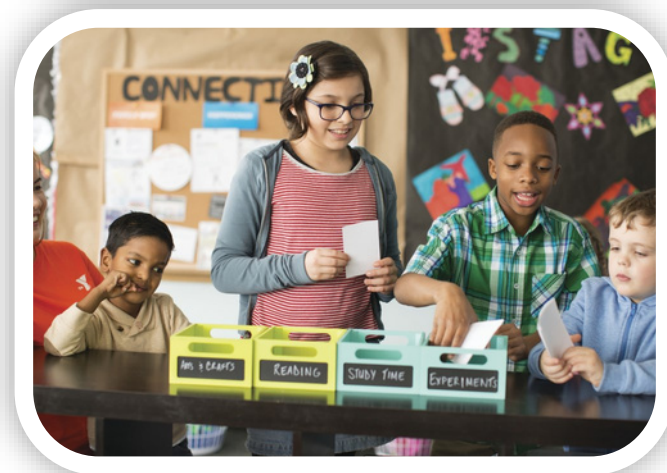
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# Noble County Family YMCA

## Y Club 2023-2024

For decades, The Noble County Family YMCA has been serving families through healthy living programs, youth sports, aquatics, summer camp, hunger relief, and afterschool programs for decades. This year, we are excited to provide Y Club, our signature afterschool enrichment program at Perry Upper Elementary for grades Kindergarten—6th.

Y Club strives to provide high-level enriching programming coupled with activities that work to engage students on learning concepts essential to their success in school while also encouraging youth to explore and develop to their greatest potential in *spirit*, *mind*, and *body*. With these priorities in mind, this program incorporates healthy and safety conscious policies into our practices, procedures and activities to provide your children with the ideal summer experience. We are looking forward to another incredible year with the youth of Noble County!

### OUR YOUTH DEVELOPMENT PHILOSOPHY:

Our programs will create a space where kids are accepted for who they are, supported and encouraged to explore the world around them.

Youth will be surrounded by positive role models dedicated to creating a safe and fun environment where kids can be free to discover new interests, safely venture outside their comfort zone with support and guidance, and forge lasting friendships.

We are creating pathways and scaffolding for youth to grow more resilient, confident and hope-driven skills that will help them take on the challenges of life beyond their summer experience.

The Y will be a force of good for our program participants, counselors and our Noble County family, where the focus is always on character, families, and our community.

## Your Y Leadership Team

**Shea Boschee**

CEO

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# Our Guiding Values

## Caring

**Caring:** To show concern and compassion for others. Caring means looking for ways to help others, even when it isn't convenient for us.

We will help one another if we fall down, fall behind, or need a friend. We listen to the struggles of one another and work to help each other overcome those

## Honesty

**Honesty:** To be truthful about our choices and actions, even when it means there may be consequences. Honesty means making the same good choices when no one else is around.

We will play by the rules, be truthful when asked questions, and we will not take things that do not belong to us.

## Respect

**Respect:** To treat others the way they wish to be treated and understand each person is unique, bringing a different set of gifts, ideas, and boundaries to the table. We must listen to one another to see the needs of others.

We will listen to one another, treat equipment, people, and places kindly.

## Responsibility

**Responsibility:** To take care of the world and community around us, to understand and work towards the expectations set for us, and to be good stewards of our belongings.

We will stay with our group, take care of our belongings, set a good example for others, and encourage our camp family to do the same.

### The Character Creed:

I pledge my commitment to the Four Core Values of **Caring**, **Honesty**, **Respect**, and **Responsibility** and to reflect them in my thoughts, words, and actions to be



## Our Staff

**Staff Training:** All Youth Development staff are required to complete many hours of training before the start of Y Club. This training prepares them for activating emergency response protocols, handling behavior issues with a solid understanding of positive redirection techniques, group management, etc. All staff are certified in Basic Life Support, Basic First Aid, AED, Hazard Communication, Child Abuse Prevention, Trauma-Informed Practices and Character Development.

**Staff Expectations:** Our staff understand they play a vital role in creating both safe and exciting experiences for every child in our programs. As such, they are focused on being Positive Role Models while also preventing unnecessary risk. We encourage our staff to engage in all program activities, from group games to the talent show, to demonstrate the safe and appropriate way to have fun while still holding up our core values.

**Staff Fraternization:** While our staff do a wonderful job of engaging with and protecting their scholars, their role is exclusive to The Y. **This means our staff may not babysit for Power Scholars Academy families or attend birthday parties., or any gatherings outside of The Y.** We love and appreciate our Y families, however, we maintain these boundaries to ensure a professional and safe summer experience for every student and staff.

## Policies & Procedures

### The Application Process

#### HOW TO APPLY:

**Our Program Coordinator, Aubrey, will be assisting you in** registering your child for the program. Please email her a copy of your completed application packet or any questions you may have.

Please take your time on the application form and fill it out to the best of your ability. The more information we have, the easier it is for us to place your child.

**[aubrey.gottschalk@noblecoymca.org](mailto:aubrey.gottschalk@noblecoymca.org)**

Registration packets may be picked up at the front desk of the YMCA or emailed to you!

You may also call with any questions you may have  
Monday—Friday, 10:00am—4:00pm, at 580.336.4411

#### AFTER THE APPLICATION:

Once received, your application will be reviewed by our team. After review, one of our Youth Development Staff will reach out letting you know if your student has a spot and next steps.

Once accepted into the program, you will be asked to complete and submit some additional paperwork, including but not limited to the following:

+ DHS Program Acknowledgement Form + Code of Conduct  
+ Immunization Record + Authorized Pick-Up Form  
+ Medication Authorization Form (if needed)

Please ensure that you have submitted these forms within the first two weeks of the program. Please return by email to **[aubrey.gottschalk@noblecoymca.org](mailto:aubrey.gottschalk@noblecoymca.org)** or in-person

# Changes & Communication

We are delighted that your student will be joining us afterschool for Y Club. Over the course of Y Club, August 17, 2023 –May 15, 2024, if there are any changes to your student's needs– be it an authorized pick-up adjustment, medication, or an absence—please let our Y Club Team know at your earliest convenience.

**Aubrey Gottschalk**  
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**Kayla Wedel-Lobsinger, M.S.**  
Director of Equity  
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## Snacks at Y Club

Through partnerships with fellow community-focused organizations, a nutritious afterschool snack will be provided to all students at no cost. Snack menus are set by our partners and are posted weekly in the check-in/check-out area. If your child has specific allergies or preferences, please contact our youth development leadership to discuss accommodations.

Designated snack time is built into each group's daily schedule. Our dedicated snack time brings students and counselors together, where fun conversations are had and friendships grow. Meal-time talk is important for team-building and trust! Bare in mind, if your child has any food or severe allergies, our staff would love to know so we can ensure your child's safety during meals.

In effort to align with Y-USA Healthy Eating & Physical Activity Standards, we ask that families do not send outside snacks with their student to the program. Not only does this ensure all students have the same quality experience, but it also prevents any potential allergen exposure and maintains an equitable environment for all students.

## Health & Safety Measures

The Noble County Family YMCA has carefully considered how the coronavirus pandemic could affect the well-being of kids, families, staff and the community. Our desire, as always, is to positively impact youth and families in spirit, mind, and body. While the pandemic has impacted how people gather, we at The Y are committed to our community **and ensuring that every child in our programs has an unforgettable year.**

Protecting your child's health and safety to the best of our abilities is always our priority. The measures outlined below are to that purpose exactly: prioritizing each kid's health and safety while providing memorable experiences, strong positive role models, and a foundation from which they can grow to their fullest potential. Should you have any questions or concerns about how we are incorporating COVID-conscious measures into Y Club, please contact our **Director of Equity, Kayla Wedel-Lobsinger.**

# Health & Safety Measures Continued

## Groups & Interaction:

Following state and local health department guidelines, groups will maintain small group sizes identity. Groups will function independently, following their own schedule to maximize their experience and sense of group ownership. Groups will rotate through the same exciting program areas, joining other groups for activities periodically.

## Social Distancing & PPE:

The combination of social distancing, thorough and regular handwashing, and the use of personal protective equipment like masks reduces the risk of infection with communicable diseases. Following the guidance of the Noble County Health Department, staff recommend and institute procedures to keep our scholars safe, which may include social distancing and masking, or other health protection precautions. Hand sanitizer and regular hand-washing breaks will be provided to create a healthy summer.

## Cleaning Procedures:

All equipment, supplies, and surfaces utilized during program will be sanitized between uses, employing cleaning products rated to eliminate COVID-19 and other communicable diseases. Programming will limit the amount of hands-on and shared equipment. Thorough and rigorous cleaning procedures occur each day after Y Club has closed for the day.

Our commitment is to protect the summer scholars community, and this requires communication, partnership, and patience. We appreciate our families understanding and cooperating in this keeping our Y community safe.

## Fever, Isolation, Dismissal and Re-admittance:

If your student or someone in your household is running a fever of 100.4°F or higher, they will not be admitted to program. If your student begins to run a fever or vomit during program, they will be isolated from the group and you will be contacted to pick them up. If your child becomes ill, she/he will be isolated from other children and you will be contacted to pick her/him up. The YMCA is not equipped to handle ill children beyond securing their immediate comfort. If you are contacted, you need to make arrangements to pick up your child within one (1) hour. Please be sure to keep YMCA staff of informed of any changes in your work or emergency phone numbers. If you cannot be reached, we will contact someone you have authorized.

## No Nit Policy (Lice):

The YMCA has a No Nit Policy as a health standard intended to keep children lice free, nit free and able to attend the YMCA program. Head lice are one of the most common communicable childhood diseases. Parents can help prevent the spread of lice by conducting routine screening, early detection and removal of lice and nits. Should your child contract lice or nits, please inform the YMCA . Families may be asked to provide a doctor's note that their child is free of lice and nits before returning to the program. Should there be an outbreak of lice; parents will be notified in writing. The center will be properly treated. Our priority is the safety and well-being of all the children in the program.

**Thank you for helping us maintain a healthy and safe summer environment!**





## Allergies, Medications, and Special Accommodations

### Allergies:

All allergies should be noted on your child's registration paperwork. Please feel free to also discuss any particular concerns regarding allergies with Y Club leadership to ensure your student's best experience. It should be noted that students will participate in programming outdoors. At Y Club, we have a strict no food sharing rule for the students so as not to expose anyone to their allergens unknowingly; we also extend this to ask that snacks are not to be brought from home.

### Medications:

All medications (over-the-counter, prescription, epi-pens, inhalers, cough drops, etc.) must be checked in with our staff accompanied by a completed medical release form. **NO MEDICATIONS WILL BE ALLOWED IN YOUR STUDENT'S LUNCHBOX OR BACKPACK.** All prescribed medications must be in the original container with label identifying the prescribing physician, medication name, dosage, and frequency of administration.

### Special Accommodations:

Students with emotional or physical needs should be brought to the attention of the Y Club Coordinator prior to starting the program. The more fully informed we are, the better we can work towards your student's success at Y Club.

*Though we wish to accommodate the needs of every kid, Y Club is not a one-on-one program, and scholars will spend their time in group settings indoors and outdoors.*

## Picking Up Your Student

Safety of your child is our ultimate priority; therefore, scholars must be signed out every day, including your initials and the time of day.

Pick-Up will occur in the front lobby of the Old Perry Junior High, 901 Elm, Perry, Ok. An electronic doorbell will be available for parents to page our staff, alerting them to your arrival. Please allow yourself a minimum of 5 minutes for check-out, as programming is spread throughout the building. Our staff will assist parents to check students out.

- Photo ID is required for any person picking up a Y Club student
- All those listed to pick up the child must be 18 years of age or older
- All guardians must meet staff to sign out before the scholar will be released—***this is a state law***
- No child in our care will be released to persons not listed on the authorized pick up list without parental authorization
- In case of an emergency or any changes, please contact the coordinator to make arrangements for other individuals to pick up your scholar
- If a person picking up a child displays signs of being impaired or in some way unable to provide safe transportation for the child, the director will make arrangements for alternative transportation with another person listed on the child's approved list

Y Club begins at school dismissal, 3:20, and closes at 6:00 pm. All students must be picked up by 6:00 pm. A bus will be provided by Perry Public Schools that will transport students from the Upper and Lower Elementary schools to the old Junior High.

Because Y Club utilizes the full school building, if you are planning on picking up early, have an appointment, or are needing to leave urgently, please call the YMCA main desk phone at least 30 minutes ahead of the intended pick up time.

**Noble County Family YMCA: 580.336.4411**

## Additional Notes for Program Participation

### Self - Health Monitoring:

It is our highest priority to maintain a safe and healthy atmosphere at Y Club. Please keep in mind that students who are sick, running a fever, or who have vomited in the last 24 hours are not ready to re-enter the Y Club environment. Please take into account your child's health each day.

**PLEASE ALLOW YOURSELF AMPLE TIME FOR DROP-OFF AND PICK-UP**

# The Scholar Experience

## **Diversity & Inclusion at Y Club:**

We strive to create an atmosphere where every kid is accepted for who they are and is welcomed into a safe community that allows everyone self-expression. Our programs are about learning life skills, developing character, and building friendships. Few environments are as special as spaces where kids get to build their own environment, where kids are taken into the fold of a community as they explore their independence while learning how to be a community contributor outside of school. Our belief is that by creating an environment that protects and embraces diversity, we are building a generation to go out in the world and do good.

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, regardless of any factors, has the opportunity to reach their full potential with dignity. Our core values are Caring, Honesty, Respect, Responsibility, and Inclusion—they guide everything we do.

## **Discipline & Positive Redirection**

At The Y, we believe every child has the opportunity to grow to their fullest potential. We also understand that mistakes and accidents are a natural part of learning and growth, one must learn from past choices to better inform what a positive choice would be. Our role is to guide students towards making positive choices and help them understand how poor choices can affect their community and themselves. It all comes back to our Four Core Values and reflection.

The philosophy of our program is based on character development principles of Respect, Responsibility, Honesty, Caring, and Inclusion. It is expected that our staff gives respect and courtesies to each participant, as we expect the same in return. Program rules are designed to enhance the happiness and safety of all kids. Children who do not demonstrate appropriate behavior in the judgment of the director will be sent home.



## Y Club Culture & Activities

Y Club involves hours of unique programming. From homework help and tutoring, to STEM and social-emotional learning, group games to performing arts, environmental education to arts & crafts, movement to nutrition, character counts to global learning and so much more!

Because we are dedicated to creating an afterschool experience like no other, we encourage students to fully participate in all aspects of Y Club. Students are given alternatives if they wish to not join in, however we hope that they find a way to still support their group.

## Schedule

Every student's group will have a set schedule for the week that ensures every kiddo has the opportunity to experience as much as possible. Though weather and other circumstances may cause us to move certain activities around, below is a good example of what an average week of Y Club might look like!

BASIC DAILY GROUP SCHEDULE		ROTATIONS
3:20-3:30	Arrival & Check-In	Movement STEAM Homework Help & Tutoring Arts & Humanities Nutrition Character Corner Performing Arts Arts & Crafts SEL
3:30-3:45	Snack & Group SEL	
3:45-4:00	Character Creed, Values, Daily Intentions	
4:00-4:30	Rotation 1	
4:30-5:00	Rotation 2	
5:00-5:30	Rotation 3	
5:30-6:00	Dismissal & Free Choice Centers	

## Challenge by Choice

Every student should have the opportunity to grow to their fullest potential, be accepted for who they are, and be supported in taking measured risks and step out of their comfort zone. The Y empowers kids to determine for themselves what they are comfortable trying. The Challenge by Choice philosophy guides us in evaluating three levels of comfort going into a task or activity: the comfort zone, the stretch zone, and the panic zone. Growth comes from individuals stepping into their stretch zones when they feel prepared to make that choice.

Y Club staff scaffold youth to be brave and bold, stepping into their stretch zone when they are ready. Every kiddo's comfort, stretch, and panic zones are different. The best summer experience comes from full participation in program activities, but we believe kids should be supported to decide how they wish to fully participate. Your child may take time to warm up to active games or the swim test, but they can support their team, help keep track of their group's goals, or find another role to participate in.

## STUDENT ESSENTIALS

### What to bring to Y Club:

- Backpack
- Homework folder from school
- Book
- Refillable water bottle
- Sunscreen
- Close-toed shoes
- A positive attitude

**\*Note:** Smart watches are allowed; however, calls and messaging on them are prohibited. If this becomes an issue, we will contact you to identify next steps.

### What not to bring to Y Club:

- Cell Phones
- Tablets or hand-held games
- Toys
- Trading cards (Pokemon, Yu-Gi-Oh, baseball, etc.)
- Soda, Energy Drinks, Prime
- Matches or lighters
- Fireworks
- Vaping devices, cigarettes, etc.
- Weapons (including pocket knives)

## Important Details & Dates

### Fees, Subsidy, & Scholarship

Y Club is part of the Oklahoma State Department of Education's Elementary & Secondary School Emergency Relief Initiative. This initiative seeks to address the needs of students most disproportionately impacted by the coronavirus pandemic, providing high-quality afterschool and out-of-school time enrichment on an equitable and accessible basis. Aligning with the YMCA's Non-Profit foundation, this state initiative allows us flexibility to offer multiple payment options for families of all backgrounds. As such, each application for Y Club is processed by a staff member who will then reach out to you about your family's specific options.

#### Payment Options Include:

Private Pay

ESSER Subsidy

DHS Childcare Subsidy

YMCA Scholarship

Questions, comments or concerns? Feel free to reach out to our team!

580.336.4411 | [aubrey.gottschalk@noblecoymca.org](mailto:aubrey.gottschalk@noblecoymca.org) | 107 N. 7th St., Perry, OK 73077

# School Year Calendar

Date	School Calendar	Y Club Calendar
August 17, 2023	First Day of School	First Day of Y-Club
September 4, 2023	Labor Day   No School	YMCA Closed: No programming offered
September 15, 2023	No School   School Day Out	All day care provided at old Junior High
September 18, 2023	Professional Development   No School   No School Day Out	Staff Training: No programming offered
October 12, 2023	Parent-Teacher Conferences   Early Release at 2pm	Y-Club Extended day: 2pm-6:00p
October 13, 2023	Parent-Teacher Conferences   No School   School Day Out	All day care provided at old Junior High
October 19-20, 2023	Professional Development   No School   School Day Out	All day care provided at old Junior High
November 20-24, 2023	Thanksgiving Break   No School   School Day Out	All day care provided at old Junior High 23rd: YMCA Closed: No programming offered
December 8, 2023	No School   School Day Out	All day care provided at old Junior High
December 20, 2023	Parent-Teacher Conferences   Early Release at 2pm	Y-Club Extended day: 2pm-6:00p
December 21, 2023 — January 3, 2023	Winter Break   School Day Out	All day care provided at old Junior High December 21, 22, 26, 27, 28, 29 January 2 & 3 YMCA Closed: December 25 & January 1
January 4, 2023	First Day of 2nd Semester	Y-Club resumes
January 12, 2023	No School   School Day Out	All day care provided at old Junior High
February 22, 2023	Parent-Teacher Conferences   Early Release at 2pm	Y-Club Extended day: 2pm-6:00p
February 23, 2023	Parent-Teacher Conferences   No School   School Day Out	All day care provided at old Junior High
March 15, 2023	No School   School Day Out	All day care provided at old Junior High
March 18-22, 2023	Spring Break   School Day Out	All day care provided at old Junior High
March 29, 2023	No School   School Day Out	All day care provided at old Junior High
April 8, 2023	Professional Development   No School   School Day Out	All day care provided at old Junior High
May 15, 2023	Last Day of School   Early Release at 2pm	Y-Club Extended day: 2pm-6:00pm Last day

## School Days Out

The Y offers single day camp sessions on days when school is out (dates as listed above). School Days Out is a program that allows your child a fun day away from school where they can still learn new skills through creative activities, develop friendships, and explore the natural world.

School Days Out registrations are separate from Y Club and must be taken care of at the front desk of the Noble County Family YMCA one week prior to that day of program. Payment will be required at the time of registration. If two days prior to the School Day Out session, registration does not meet a minimum of 7 kids, the session may be cancelled.

Kids will need to wear weather-appropriate clothes for outdoor activities, closed-toe shoes, and bring a backpack with lunch, swimsuit, towel, and a refillable water bottle.



# NOBLE COUNTY FAMILY YMCA CODE OF CONDUCT

Positive discipline and guidance are critical and necessary developmental aspects of a child's life and the application of both is an ongoing process. YMCA staff strives to create an environment for children and staff to have positive experiences from which they can grow to their fullest potential; because of that, our discipline philosophy at the YMCA employs positive reinforcement and social-emotional practices to help your child grow.

The Noble County Family YMCA has developed the following policy in regard to child behavior & discipline:

The YMCA may immediately suspend a child for engaging in any verbal, physical, or psychological bullying or confrontation during the program. Our goal is that each child has the opportunity to feel safe and grow in Spirit, Mind, and Body; establishing an environment of respect and tolerance is paramount to this purpose. We reserve the right to suspend or expel any child without prior notice to parents if the child is putting themselves or another child or staff in danger. The YMCA may also immediately suspend a child for bringing any type of weapon to the program (pocket knives, guns—toy or real, etc.). Prior notice to parents will not be required.

The Noble County Family YMCA may suspend (upon written notification) a child from the program when the child does not engage in one or more of the following by showing:

- Respect for authority, self, and others
- Fairness, by treating others with courtesy
- Responsibility, by following directions and being prepared for the program
- Caring, by keeping his or her hands, feet, and objects to themselves
- Citizenship, by avoiding disruptive behavior at the YMCA and contributing to the group
- Honesty, by telling the truth

At the time of the first offense (other than those listed in the handbook as requiring immediate suspension), there will be a written warning and notification will be made to the child's guardian. The second offense will result in suspension from at least one scheduled day of the program. The third offense will result in a conference with the director, the parents/guardians, and the child, evaluating the child's placement in our program.

Verbal or physical bullying is not allowed, nor tolerated; if a child bullies other children, he or she may be immediately removed from the program. Parents will be responsible for any and all financial damages. It is at the Youth Development Director and YMCA Leadership's discretion whether any type of behavior violates the program culture and will deal with said behavior as they best see fit.

**By signing below, I agree that I have received a copy and/or have read The Noble County Family YMCA's Power Scholars Academy Handbook:**

Guardian Name (Print and Sign): \_\_\_\_\_

Child Name: \_\_\_\_\_

Date: \_\_\_\_\_