



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# School Age Programs and Summer Day Camp Parent Handbook

## Registration

YMCA Before and After School Programs and Summer Day Camps are welcoming to children of all abilities. Registration is available online at [www.ymcanoco.org](http://www.ymcanoco.org). The YMCA of Northern Colorado has adopted ePACT, a secure emergency network that we use to collect medical and emergency contact information electronically. You'll receive an email invite to share information with YMCA of Northern Colorado after you register. Your child will not be able to participate in Y programs without the required paperwork.

If you register within two business days of your child's first day in our program, you will be charged a \$70 late fee in addition to the \$85 registration fee. The Y is licensed by the State of Colorado, and we must adhere to staffing ratios. Because of this, immediate care may not be available for your child if you register within the two business days of the first day of care and you will be charged the late fee.

**General Program Guidelines:** The YMCA offers additional support and assistance in **small group settings (1:15 ratios)**. In a small group context, children must be able to safely and cooperatively participate in program activities such as community field trips, swimming, and outdoor sports and games. Children must also be able to reliably follow directions and cooperate with guidelines regarding their safety and well-being and the safety and well-being of others.

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### **YMCA OF NORTHERN COLORADO MISSION STATEMENT**

The YMCA of Northern Colorado is an Association of people of all ages, abilities, ethnic groups, and religious affiliations who are united in a common effort with a worldwide fellowship putting Christian Principles into practice and enriching the quality of spiritual, mental, and physical life for all.

## **YMCA PHILOSOPHY OF SCHOOL AGE PROGRAMS**

The YMCA of Northern Colorado has been providing quality, licensed school age programming for families for over 35 years. With an emphasis on character development, our programs are value driven and committed to providing a supportive, fun environment for youth and support for their families. It is our belief that children do not stop learning when school is out; they simply change “teachers” and “lessons”! We look forward to your family becoming part of our YMCA family. (7.712.31 A. 1)

## **YMCA GOALS FOR SCHOOL AGE PROGRAMS & SUMMER DAY CAMP**

### ***To support youth by focusing on:***

- self-awareness, confidence, and feelings of self worth
- building interpersonal relationships
- an understanding and acceptance of diversity
- physical fitness, health and nutrition
- an awareness of safety and respect for our environment
- effective communication skills
- accountability for our actions
- a variety of fun and enriching activities and opportunities
- exposure/opportunities to a variety of opportunities

### ***To support and strengthen families by focusing on:***

- positive, supportive communication
- opportunities for families to work and play together developing healthy lifestyles
- increasing a sense of community with other families
- providing a safe, happy, and fun environment in a program that gives parents peace of mind
- guiding parents in supporting their child’s journey
- offering opportunities for parental leadership

### **YMCA CHARACTER DEVELOPMENT:**

The YMCA seeks to model, teach and promote strong character in all members and participants focusing on these core values.

**Caring - Honesty - Respect - Responsibility**

## **YMCA School Age Program and Summer Day Camp Overview**

**Program Ages** – Our program enrolls children in Kindergarten through 5<sup>th</sup> grade during the school year, and incoming Kindergarteners through 10<sup>th</sup> grade during summer day camp. Our license includes children up to 16 so that we can provide leadership opportunities for older youth in our “Leaders in Training” school year program or Summer Programs to work directly with a staff person to provide leadership opportunities. These youth are included in the ratio. (7.712.31 A. 2)

## **Activity Stations**

The following activity stations are offered daily and are set up for children to initiate choices based on their interests:

- STEAM to stimulate creativity, curiosity and exploration of our environment
- Board Games to build problem solving skills and social skills
- Manipulatives to stimulate our need to build and create
- Competitive and Non-competitive physical activities to keep us healthy and challenge us physically
- Reading and Math games to stimulate us intellectually

## **Focus Time:** Quiet Time for Study and Individual Work

Focus Time is scheduled Monday - Thursday so we can **support work on Homework**. We recognize that there is a wide range of philosophies on homework from school to school and from family to family. Our goal is to provide a half hour of time that is conducive for children to work independently on their homework. If your child does not have homework or you would prefer your child work on this at home with you, we provide a variety of quiet, cognitive activities, such as word games, math challenges, reading, mazes or other academic related activities. All children are expected to work independently without side conversations during this time. Studies have shown that children concentrate better on homework after they have had time to burn off energy, have a healthy snack and have had time to socialize with their friends. Please let your Director know if your child is struggling with homework. Although, we are not set up to provide individual tutoring, we can collaborate with your child's teacher to support homework time.

## **Program Calendars**

During our Before and After School Program, you will receive a monthly calendar outlining activities that are offered. During the Summer Day Camp season, you will receive a weekly calendar outlining activities that are offered. If your child has any special interests you would like to see added to our program, please let us know! We live in a world that is forever changing and we want to respond to the changes this is creating in our youth.

## **Structured Activities**

In addition to our Activity Stations, our Directors plan special Art Projects, Homework/Quiet, Sports, Science, Team Building, Active Play, CLUBS, STEM, Culinary Arts, Pop Culture Hero Social Emotional Learning Curriculum and a variety of other activities each day. When group size necessitates, and allows, youth are divided by age groups to participate in these age specific special activities.

## **Field Trips**

If the YMCA program is attending a Field Trips a notice with location and departure/return times are listed on each program's weekly schedule. This information is also posted on the program center door at departure time. We ask that children are dropped off by 9:00AM unless otherwise notified. Field trips usually return to the site by 4:00PM. Due to issues involved in ensuring the safety of the children in the group, parents **may not pick up and drop off their children at a field trip destination**. If you have special time constraints that make it difficult to have your child at the site from 9:00am-4:00pm, please talk with your Site Director in advance. All children attending are required to go on scheduled field trips. In the rare instance when a child may not be interested in participating in field trip activities, we take additional materials when appropriate. (7.712.31 A.4) (7.712.31 A.13)

## **About Our Staff**

An ability and desire to relate positively to children and parents is a crucial requirement in choosing our staff. All of our staff meet, and in many cases, exceed the qualifications required by the Department of Human Services. Programs are led by qualified YMCA Directors that meet all CDHS Director Level qualifications.

Our staff is required to provide three references from past employers or others that may be knowledgeable about their ability to care for children. In the case of a younger program aide, this may be

their first work experience. We then ask for references from teachers, clergy, scout leaders or others who may have provided leadership for the young person.

All staff are required to be fingerprinted which provides us with a background check. Colorado Bureau of Investigation (CBI)/FBI would report any offense including misdemeanor or felony charges. Central Registry of Child Protection would report anyone listed as a known child offender in the State of Colorado. Our staff also completes orientation training on YMCA policies and procedures, child abuse laws, discipline, and child development. Over 15 hours of training are provided before summer begins. We provide insurance, sick and vacation days to all our year-round full-time Directors. Please talk to your Director about the qualifications of the specific staff caring for your children.

### **Staff Time with Families Outside of Program Time**

**For the protection and safety of your child and our staff, YMCA employees are not permitted to:** baby-sit for children who are in our program; spend personal time with our families, or transport children in private vehicles at any time. No contact from staff directly to children by phone, email or internet is allowed. Please do not put our staff at risk of losing their position with us by asking them to do so.

### **Dates and Hours of Operation**

#### *BVSD*

Afterschool Care: Dismissal-6:30pm

School Day Off Camps: 7:00am-6:30pm

#### *SVVSD*

Before School: 7:00am-Start of school

Afterschool Care: Dismissal-6:00pm

School Day Off Camps: 7:00am-6:00pm

#### *Weld RE-5J*

Before School: 6:30am-Start of school

Afterschool Care: Dismissal-6:00pm

School Day Off Camps: 6:30am-6:00pm

#### *TSD*

Before School: 7:00am-Start of school

Afterschool Care: Dismissal-6:00pm

School Day Off Camps: 7:00am-6:00pm

Our summer camps vary in hours of operation. For more information on your specific camp's hours, please visit our website: [www.ymcanoco.org](http://www.ymcanoco.org). We **do not provide care** on the following holidays: New Year's Day, Christmas Day, July 4<sup>th</sup>, Memorial Day, Labor Day, Thanksgiving and the day after. If a holiday falls on a Saturday, we close on Friday; if a holiday falls on a Sunday, we close on Monday. We do not provide care on the last day of school. Please check your Program Center parent board for specific dates of closure.

**Due to the substantial risk** to staff, and participants and the unavailability of emergency support, the **YMCA will not provide care on district established SNOW DAYS. We are also unable to provide care when the school announces an EMERGENCY CLOSING** such as, but not limited to, a gas leak or no water (7.712.31 A. 4). **No refunds or credits will be issued on district established school closures.**

## **POLICIES AND PROCEDURES**

### **Attendance**

If a child comes to the Y program ill or becomes ill in our care the staff will call the parent/guardian to have their child picked up from the program. While the child is waiting staff will check child's temperature, provide water and a sick mat/pillow for the child to rest on until guardian arrives. Per the Department of Health and Human Services: a child must be fever free and symptom free for 24 hours or have a signed doctor's authorization to return to the program. Should an emergency arise, we require that a parent or authorized adult be available within a half hour of being contacted. We do not offer credits for missed days due to illness or any other absence. (7.712.31.A.10.A)

### **Staff Illness Policy**

In addition to children, staff should also be excluded from the child care facility under certain circumstances, including if they are unable to participate or perform the functions required for their position or if they are suffering from certain infectious diseases. A staff member or staff means any person working or volunteering to perform duties in a child care facility, including caregivers.

Directors/supervisors are responsible for observing the staff for signs of illness throughout the day. Staff members have the responsibility of reporting, to the person in charge, any signs of infection or illness that may pose a hazard to the health of children and other staff. If a staff member is not well enough to work they may return based on the requirements in How Sick is Too Sick, the Infectious Disease Guide, or as directed by their health care provider or public health professional.

#### Food Handling Staff Exclusion Requirements

Special attention will be given to staff members that handle food because many illnesses can be spread through food from an infected person. Food handling activities include preparation of any food (i.e. washing, cutting, cooking, and portioning), the mixing and feeding of bottles, and feeding infants and toddler's solid foods. Food handling staff must notify the person in charge:

1. If they exhibit any of the following symptoms:
  - a. Vomiting;
  - b. Diarrhea;
  - c. Jaundice;
  - d. Sore throat with fever; or
  - e. Any open or draining wound that is not covered with a waterproof bandage and is:
    - i. On the hands or wrists\*;
    - ii. On any exposed portions of the arms; or
    - iii. On other parts of the body.

\*In addition to waterproof bandages covering wounds on hands and wrists, single service gloves must be worn at all times when handling food.

2. Has an illness diagnosed by a health care provider due to:
  - a. Norovirus
  - b. Hepatitis A virus
  - c. Shigella
  - d. Shiga Toxin Producing Escherichia Coli (e-coli)
  - e. Typhoid fever (caused by Salmonella Typhi) or

f. Salmonella

3. Has been exposed to, or is the suspected source of, a confirmed disease outbreak or living in the same household as someone who works or attends a setting where there is a confirmed outbreak.

Staff will be allowed to return to work based on requirements in How Sick is Too Sick, the Infectious Disease Guide, as directed by the health department, or as directed by a health care provider, or public health professional.

**Child Illness Policy**

There are three main reasons to keep sick children and adults at home:

1. The child or staff member does not feel well enough to take part in usual activities. For example, a child is overly tired, fussy or will not stop crying.
2. A child needs more care than teachers and staff can give while still caring for the other children.
3. The symptom or illness is on this list, and staying home is required.

**Children should be kept home if they show the following symptoms:**

DIARRHEA: Frequent, loose or watery stools compared to child’s normal ones that are not caused by food or medicine

FEVER: With behavior change or other illness A fever of 100°F or above in babies 4 months or younger needs immediate medical attention.

“FLU-LIKE” SYMPTOMS: Fever over 100°F with a cough or sore throat. Other flu symptoms can include tiredness, body aches, vomiting and diarrhea

VOMITING: Throwing up two or more times in the past 24 hrs

CHICKEN POX: Until blisters have dried and crusted (usually 6 days)

HEAD LICE OR SCABIES

HEPATITIS A: Until 1 week after the start of the illness and when able to take part in usual activities

IMPETIGO: For 24 hours after starting antibiotics

STREP THROAT: For 24 hours after starting antibiotics and the child is able to take part in usual activities

VACCINE PREVENTABLE DISEASES: Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)



## How Sick is Too Sick?

### When Children and Staff Should Stay Home from School or Child Care

During COVID-19's response to the COVID-19 pandemic, children and staff who have been exposed to a positive case or who have symptoms consistent with COVID-19 listed below, must follow the [Guidance for Cases and Outbreaks in Child Care and Schools](https://covid19.colorado.gov/cases-and-outbreaks-child-care-and-schools). Testing for COVID-19 is strongly recommended for anyone with symptoms or a known exposure. When the guidance for COVID-19 instructs children and staff to follow their regular return to school illness policy, this guidance may be used to determine when children and staff may return to school or child care.

#### MAJOR SYMPTOMS of COVID-19

- Feeling feverish, having chills or temperature of 100.4° F or greater
- Loss of taste or smell
- New or worsening cough
- Shortness of breath or difficulty breathing

#### MINOR SYMPTOMS of COVID-19

- Sore throat
- Runny nose or congestion
- Muscle or body aches
- Headache
- Fatigue
- Nausea, vomiting
- Diarrhea

#### There are four main reasons to keep children and adults at home:

1. Someone who the child or staff lives with or has had close contact with who has been diagnosed with COVID-19 or has symptoms of COVID-19.
2. The child or staff member does not feel well enough to take part in usual activities. For example, a child is overly tired, fussy or will not stop crying.
3. A child needs more care than teachers and staff can give while still caring for the other children.
4. The symptom or illness is on this list, and staying home is required.

Remember, the best ways to stop the spread of infection is staying home when sick and good hand washing.

Symptoms	Child or staff must stay home?
Coughing	<p>Yes - Is the cough new and unrelated to an existing chronic condition? If the cough is unexplained and inconsistent with the person's baseline, then follow the COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools found at <a href="https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools">https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools</a>.</p> <p>When the guidance for COVID-19 instructs children and staff to follow their regular return to school illness policy, they may return to school or child care as long as the cough has been resolved for 24 hours unless the cough is caused by an illness that requires them to stay home longer. If the cough is explained by a specific illness other than COVID-19, then the child or staff can return to school or child care following exclusion guidelines for that illness.</p>

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Symptoms	Child or staff must stay home?
Diarrhea Frequent, loose, or watery stools (poop) compared to normal ones that are not caused by food or medicine.	<p>Yes - Is the diarrhea new and unrelated to an existing chronic condition? If the diarrhea is unexplained and inconsistent with the person's baseline, then follow the COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools found at <a href="https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools">https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools</a>.</p> <p>When the guidance for COVID-19 instructs children and staff to follow their regular return to school illness policy, they may return to school or child care 24 hours after their last episode of diarrhea unless the diarrhea is caused by an illness that requires them to stay home longer. If the diarrhea is explained by a specific illness other than COVID-19, then the child or staff can return to school or child care following exclusion guidelines for that illness.</p>
Fever Fever is a temperature of 100.4° F or greater. Babies who are 4 months or younger need to see a doctor right away for a fever of 100° F or higher.	<p>Yes - Follow the COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools found at <a href="https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools">https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools</a>.</p> <p>When the guidance for COVID-19 instructs children and staff to follow their regular return to school illness policy, they may return to school or child care if the fever has been resolved for 24 hours without fever reducing medications unless the fever is caused by an illness that requires them to stay home longer. If the fever is explained by a specific illness other than COVID-19, then the child or staff can return to school or child care following exclusion guidelines for that illness.</p>
Minor Symptoms of COVID-19 Sore throat Runny nose or congestion Muscle or body aches Headache Fatigue	<p>Yes - Follow the COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools found at <a href="https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools">https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools</a>.</p> <p>When the guidance for COVID-19 instructs children and staff to follow their regular return to school illness policy, they may return to school or child care as long as the symptoms have been resolved for 24 hours unless the symptoms are caused by an illness that requires them to stay home longer. If the symptoms can be explained by a specific illness other than COVID-19, then follow the exclusion guidelines for that illness.</p>
New Loss of Taste or Smell	<p>Yes - Is the loss of taste and smell unrelated to severe congestion? If yes, follow the COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools found at <a href="https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools">https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools</a>.</p>
Vomiting/Throwing Up	<p>Yes - Is the vomiting new and unrelated to an existing chronic condition? If the vomiting is unexplained and inconsistent with the person's baseline, then follow the COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools found at <a href="https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools">https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools</a>.</p> <p>When the guidance for COVID-19 instructs children and staff to follow their regular return to school illness policy, they may return 24 hours after their last episode of vomiting unless the vomiting is caused by an illness that requires them to stay home longer. If the vomiting can be explained by a specific illness other than COVID-19, then follow the exclusion guidelines for that illness.</p> <p>If a child with a recent head injury vomits, seek medical attention.</p>

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Illness	Child or staff must stay home?
Chicken Pox	Yes - until the blisters have dried and crusted (usually 6 days).
Conjunctivitis (pink eye) Pink color of eye and thick yellow/green discharge	No - children and adults do not need to stay home unless they have a fever or are not able to participate in usual activities. Call your doctor for advice and possible treatment.
COVID-19 symptoms may include any of the following: New loss of taste or smell Fever or chills Fatigue New or unexplained persistent cough Shortness of breath or difficulty breathing Sore throat Runny nose or congestion Muscle or body aches Headache Fatigue Nausea or vomiting Diarrhea	<p>Yes - children and staff who have been diagnosed with COVID-19 must be excluded until:</p> <ol style="list-style-type: none"> <li>1. The child or staff member has not had a fever for 24 hours, AND</li> <li>2. Other symptoms have improved (example, the cough or shortness of breath has improved), AND</li> <li>3. At least 10 days have passed since the symptoms first appeared.</li> </ol> <p>Prior to diagnosis, children and staff with symptoms or known exposure to COVID-19 should follow COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools the exclusion guidelines for COVID-19 found at <a href="https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools">https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools</a>.</p> <p>Testing is strongly recommended for anyone with symptoms of or known exposure to COVID-19.</p>
Fifth's Disease	No - the illness is no longer contagious once the rash appears.
Hand Foot and Mouth Disease (Coxsackie virus)	No - unless the child or adult has mouth sores, is drooling and is not able to take part in usual activities.
Head Lice or Scabies	Yes - children may stay at school or child care until the end of the day but cannot return until after they have had the first treatment.
Hepatitis A	<p>Yes - children and staff may return to school or child care when cleared by the health department.</p> <p>Children and staff should not go to another facility during the period of exclusion.</p>
Herpes	No - unless there are open sores that cannot be covered or there is nonstop drooling.
Impetigo	Yes - children and adults need to stay home until antibiotic treatment has started.
Ringworm	Yes - children may stay at school or child care until the end of the day but cannot return until after they have had the first treatment. Keep the area covered for the first 3 days if participating in sports with person to person contact.
Roseola	No - unless there is a fever or behavior changes.
RSV (Respiratory Syncytial Virus)	Yes - For any symptoms consistent with COVID-19, follow COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools the exclusion guidelines for COVID-19 found at <a href="https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools">https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools</a> .

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Illness	Child or staff must stay home?
Strep Throat	<p>Yes - for 12 hours after starting antibiotics unless the doctor says that it is okay to return to school sooner. Children and staff also need to be able to take part in usual activities.</p> <p>For any symptoms consistent with COVID-19, follow COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools the exclusion guidelines for COVID-19 found at <a href="https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools">https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools</a>.</p>
Vaccine Preventable Diseases Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	Yes - Children and staff can return to school once the doctor says they are no longer contagious.
Yeast Infections Thrush or Candida diaper rash	No - follow good hand washing and hygiene practices.
Other Symptoms or illnesses not listed	<p>Contact the child care center director or school health staff to see if the child or staff member needs to stay home.</p> <p>For any symptoms consistent with COVID-19, follow COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools the exclusion guidelines for COVID-19 found at <a href="https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools">https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools</a>.</p>

This document was developed in collaboration with the Children's Hospital of Colorado School Health Program. The information presented is intended for educational purposes only. It is not intended to take the place of your personal doctor's advice and is not intended to diagnose, treat, cure or prevent any disease. The information should not be used in place of a visit, call or consultation or advice of your doctor or other health care provider.

References  
American Academy of Pediatrics. *Managing Infectious Diseases in Child Care and Schools: A Quick Reference Guide*. Aronson SS, Shope TR, eds. 5th ed. Itasca, IL: American Academy of Pediatrics; 2020.20.  
Colorado Department of Public Health and Environment. *Infectious Diseases in Child Care and School Settings: Guidelines for Child Care Providers and Health Consultants, School Nurses and Other Personnel*. 2019.  
Colorado Department of Public Health and Environment. COVID-19 Resources. <https://covid19.colorado.gov/>. October 7, 2020.

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### **Sign In and Out**

It is a Department of Human Service regulation that **all** children must be signed in and out daily with full signatures. This policy ensures the safety of all children in our care. The YMCA of Northern Colorado may allow children 12 years or older to sign themselves in and out of School Age Programs once the following has occurred: a parent submits a completed authorization form, the site director confirms the child demonstrates sufficient maturity to handle the responsibility and the **Executive Director has authorized, as determined by the specific conditions under which this is allowed.**

Anyone picking up and signing out a child must be at least 18 years of age, listed as an authorized pick up person by the parent/guardian, and must provide a picture ID. If you wish to add or delete someone to the list of adults authorized to sign your child out, please notify your site director in writing and update the information in ePACT. It is important that we have current information on your child at all times. We sometimes have substitutes that may not be as familiar with parents as our regular staff. Please be prepared to show your photo ID every time you arrive to pick up your child. (7.712.31 A.15)

### **Late Pick Up**

If a child is not picked up by site closure and the Director has not been notified, the Director will contact everyone on the emergency pick up list and notify the leadership team. If the Director has not received a return call within 30 minutes of site closure, the Director may contact the police department, ask for the social worker on call, and report an "abandoned child". One hour after site closure the Director will ask that the child be in the custody of a social worker from child protection. Late pick up charges are as follows: for every 10 minutes past site closure, you will be charged \$10.00. I.e. if you are between 21-30 minutes late you will be charged \$30.00: (7.712.31 A.16)

### **Visitors**

All visitors to the program must fill out the information required in the visitor log, provide a picture ID and get authorization prior to the visit. (7.712.31 A.21)

### **Program Fees**

Please visit our website at [ymcanoco.org](http://ymcanoco.org) for a detailed breakdown of programs options and fees.

### **Cancellations/Plan Change**

**Before and After School Programs:** Changes must be submitted at least two weeks in advance of start date. A \$25 change fee will be assessed per week. Refunds or credits, less \$10 per day or \$50 per week if you are on a monthly plan, will be authorized when a cancellation form is submitted at least two weeks in advance of the start date. No credits or refunds without a two-week written notice. No refunds will be given if there is a balance owed for any Y program. Exception to these policies can only be made by the Senior Directors of School Age Programs/Day Camp. Exception requests may be granted when extenuating circumstances arise. Requests are accepted in writing on our change/cancel form that can be found on the parent information portal on our website. This form should be sent to [reg@ymcanoco.org](mailto:reg@ymcanoco.org). This may take up to two weeks to process.

At select locations, the Year Round Plan includes care from the 1<sup>st</sup> day of school through the last day of summer camp. If you are registering between September 1<sup>st</sup> and January 1<sup>st</sup>, you may still enroll in the Year Round Plan with a payment for the difference between the School Year and Year Round Plan from September-December. If you cancel/change your Year Round Plan, no refunds are issued for previous month's payments and are not accepted after April 1<sup>st</sup> for summer. All Change/Cancel policies apply. (7.712.31 A 25)

**Summer Day Camps:** Changes must be submitted at least two weeks in advance of camp start date. A YMCA change/cancel form must be completed and returned to [reg@ymcanoco.org](mailto:reg@ymcanoco.org). Fee differences must be paid according to registration policies. A \$25 change fee will be assessed per week. If you are looking to cancel, refunds or credits, less \$50 per week will be authorized when a cancellation form is submitted at least two weeks in advance of camp start date. No credits or refunds without a two-week written notice. No refunds will be given if there is a balance owed for any Y program.

## **Appropriate Dress**

Children attending our program need to be appropriately dressed for recreational activities. Appropriate outerwear to accommodate Colorado's ever-changing weather is crucial. **Children must have appropriate footwear – rubber soled shoes that fully cover their feet such as tennis shoes.** Footwear needs to fit well and be comfortable and safe for climbing and running. Please do not send your child in crocs, flip flops or other open toe/heal shoes. Clothing that expose tummies or undergarments and/or T-shirts with insulting or derogatory sayings and/or pictures should not be worn to our program.

## **What to Bring and What to Leave at Home**

Children will be provided with an area to store their personal belongings while participating in YMCA programs. These can be cubbies, baskets or hooks in a closet. Please be aware that they are not lockable areas. We will support your child in keeping track of his/her belongings; however, **the YMCA is not responsible for damaged, lost or stolen items.** (7.712.31 A19)

### **Things to bring**

Full Water Bottle  
Jacket or sweatshirt  
Sunscreen (at least 30 spf+)  
Nutritious/Non-perishable lunch (full days)  
Swimsuit and Towel (on swim trip days)  
Tennis shoes or closed healed/toed shoes  
Backpack to hold all belongings

### **Things to leave at home**

Toys, Games or Money  
Electronic devices (including Smart Watches)  
Anything not allowed by the School District  
Other Personal Belongings  
Junk Food, Soda, Candy

Age-appropriate movies may be shown on special occasion. If a computer/technology is required for your child's homework please inform your director.

## **Transportation**

When transporting children, we use only qualified, licensed drivers in accordance with Colorado State law. Children are transported in YMCA vehicles that meet the Colorado School Bus Standards as well as buses that are leased from the local School District. All buses traveling in the mountains are equipped with the proper safety equipment and the drivers are mountain trained/certified. In addition, children will sometimes walk or take the RTD to field trips. Staff is not allowed to transport children in their personal vehicles at any time. (7.712.31 A.12)

**Transportation During Y Programming:** Transportation may be provided to children for field trips and other outings taking place in YMCA programs. All parents/guardians will review and sign off on approval for transportation while in YMCA care on their parent's agreement found in their child's registration packet. All transportation of children is pre-scheduled and available to parents on their child's daily/weekly site calendar. Families will be made aware in advance of all off site trips/transportation of their child. (7.712.31.1.12.1)

**Transportation Safety:** While riding on the bus participants will sit face forwards with backs to the seat at all times. Children will load the bus and sit with their attendance group. Staff will sit throughout the bus with children in order to see all seats and monitor behavior. Before each bus departure a safety/emergency talk will be provided by the bus driver and/or Y staff (7.712.31 A14).

## **Audio/Video Policy**

Watching **television & movies** is not a regular part of our programs. **Videos/DVDs** are shown on an occasional basis on bad weather days or when related to a specific theme. Only "G" or "PG" rated films will be shown and the specific movie will be listed on the weekly schedule. There will always be alternative activities during movie times. YMCA owned **Video and Computer games** may be offered on a limited basis for Upper Graders. Only "child-rated" games which the staff has purchased will be offered

on special occasions. Video games from home are not permitted due to the difficulty in monitoring their content. We want to make sure all children are getting the physical/social activity they need, therefore, please leave all handheld games at home. (7.712.31 A.13)

### **Medication Administration**

Medication regulations are established by The Nurse Practice Act. Medication refers to **skin creams, lip balms, over the counter drugs, prescription drugs, homeopathic and alternative medicine, vitamins, and some health drinks and foods.** Please check with your director before bringing medication to the program. (7.712.31 A.18)

- A YMCA Medication Form with all state required information must be filled out by a physician and signed by the parent
- Medication must be in its original container.
- Medication must be given directly to a Director or Assistant Director (these individuals have received the CDHS approved training).
- We cannot keep more than one week's supply of medication.
- We can only accept non-perishable medications.
- Failure to provide prescribed medication which is mood/behavior altering may result in inability to attend until the medication is received.

Some Y locations may not have the facilities to store refrigerated medication. Medication is stored in a locked bag at the program center and should not be sent with your child. At no time should a child have medication on his/her person or belongings. Many medications that seem harmless to your child may cause allergic reactions or damage to other children. If your child has any medication that cannot be given by mouth or applied to the skin, we may be unable to administer it. In some cases Epi-pens and inhalers may be kept with the child after a discussion with the parent and director and Department Executive occur, though this is rare.

### **Insect Repellent**

**Insect Repellent:** During summers when mosquitos are an issue, it is very important to send insect repellent with your child. As with sunscreen, this must be labeled with your child's name. Repellent may be in the form of wrist bands, wipes, or lotion. **No sprays will be accepted due to public health regulations.** Since sunscreen is applied several times during the day, the health department recommends not using the sunscreen which includes insect repellent, to avoid over exposure to chemicals.

### **Sunscreen Requirement/Application**

It is important to send at least **30 SPF sunscreen** with your child during any season when sun exposure might be a problem. When selecting a sunscreen, please consider the level of waterproof protection, allergies, and degree of protection your child may need. **No sprays will be accepted due to public health regulations.** Please label your child's sunscreen with his/her first and last name. We will do everything we can to prevent sunburn, including making sure sunscreen is applied frequently and shelter is provided. **For those children who are especially vulnerable to sunburn, a dark colored T-shirt to wear during outdoor swim is requested. If your child does not have sunscreen, s/he may be excluded from activities in the sun.**

### **Swimming Trips**

Open swim at local pools and Y branches are scheduled as field trips. Children are supervised by staff and qualified lifeguards when swimming. Children will remain in the shallow end unless "deep water swim" is authorized by a parent and a swim test is passed. Children authorized for deep water swim wear a wrist band. Be sure to send a swimsuit and towel on swim days. If you do not provide sunscreen, we will need to keep your child in the shade and s/he will be unable to swim. Please make sure to send an extra t-shirt for your child to wear if necessary and let the staff know that your child will need to wear it. (Please label all items!)

## **Security and Confidentiality**

If there is a restraining order or custody restrictions concerning your child(ren), we **must** have a current copy on file in our office and at your child's program center. Please discuss any special circumstances with the Program Director. Our policy is not to release information about your child to anyone who is not on your emergency authorization list. We will contact you if anyone who we are not familiar with or who is not listed on your registration forms tries to get information and/or pick up your child. Under certain circumstances, YMCA staff may need to discuss issues concerning the health and welfare of your child with school staff.

## **Photos and Videos of Your Child**

YMCA staff may also take photos or videotapes of your child for educational, promotional or special project purposes, unless you notify us otherwise. **If you have concerns, please discuss this with your Site Director and give them any exceptions in writing.**

## **Collecting Data from Your Child**

To ensure that your child is engaged in high-quality programming, we may collect data from your child. Our programs are periodically assessed to see what is going well, to identify areas of the program that can be improved, and to make sure that the children the YMCA serves are benefitting from the program. By collecting surveys and related information, the Y is investigating whether the goals for positive youth development are being met. As a youth program participant, your child may be asked to complete a survey. The Y and YUSA may use the information collected from your child (e.g., assessments, survey results) to improve program quality.

## **Developing Healthy Eating Habits**

Our YMCA School Age Program and Summer Day Camps are committed to serving children healthy meals and snacks in our all of our Youth Serving programs – we do this by providing the following and ask your support when packing your child's lunch for their camp day with us!

### **Snacks**

Our goal is to offer fresh fruits or vegetables for every snack time along with a whole grain, dairy or low fat protein item. Junk foods and sugary snacks are avoided with the exception of an occasional treat. We provide afternoon snack during after school program as well as during School Day off Camps and Summer Day Camps. Children may eat a snack brought from home as long as it meets these criteria. Water will be readily available and offered as the main beverage. Parents are required to provide a water bottle for their child every day during the summer.

### **Lunch**

**Parents are required to provide a nutritious, non-perishable lunch** for their child during the summer and on non-school days. Please place an ice pack or a 100% frozen juice or freeze-pack in the lunch if there are perishable items. The Department of Human Services requires that all lunches are checked for nutritional balance and spoilage. **Please do not bring soda, sweetened drinks, candy or junk foods.** If a child forgets to bring a lunch or has an inadequate lunch, we will notify you and give you the opportunity to bring a lunch for the child when possible. If a parent cannot be reached, is unable to bring a lunch, or if staff does not have time to notify a parent, a lunch will be provided for your child. **You will be responsible for paying the \$25 "no lunch fee" which is due when the child is picked up at the end of the day.** It is against Department of Human Service regulations for a child not to have a lunch available. We will never force a child to eat their lunch or snack but will encourage them to eat in a healthy manner. We will not withhold snack or lunch from a child for any reason. Please be sure to let us know if your child has any food allergies. Please ask for help if you are having a difficult time finding healthy choices your child will eat.

**Every child must have a water bottle and will be encouraged to drink plenty of water at lunch and throughout the day.**

## **Inclusive Participation in YMCA Programs**

**Diverse Abilities:** The YMCA is welcoming of all children within our programs. Our objective is to provide all children equal benefits of a YMCA program experience and to have all children benefit from accepting and understanding diversity in others.

A Support and Assessment Questionnaire is first step in this registration process. This can be filled out by parents, teachers, and other health support teams as the first step to determining the best placement in our programs for your child. Assessments of this information are made to determine individual needs of the child and to create a support plan. The development of this plan can take up to two weeks to create. Participation plans may include alternate programming, which may be more effective for the individual. (7.712.31 A: 3)

**At no time can a single child's situation put other participants, staff or the organization at risk or be detrimental to the overall goals and objectives of the program.**

**Economic Hardship:** The Association will make efforts to provide financial assistance to families facing economic hardships and therefore unable to afford our fees. YMCA of Northern Colorado generally provides financial assistance for up to 50% of the fee for those who qualify. Families can apply for assistance by requesting the appropriate form and returning it with the documentation requested to our Arapahoe branch. Appropriate forms are available at our school-based program centers, the Y branches and on our web site. Our funds are provided for those who do not already qualify for the **Colorado Child Care Assistance Program** or any other third-party organization. Depending on your situation, you may be required to apply with CCAP before YMCA financial assistance will be considered. CCAP, in most cases, will also be able to give you a better rate if you qualify. You can reach CCAP via the phone numbers listed below.

Boulder County: 303-604-1043

Weld County: 970-400-6017

Larimer County: 970-498-6300

## **Guiding Children**

The YMCA School Age Program offers a well-rounded program with a wide variety of daily activities for children. The YMCA staff models, teaches and encourages good communication skills, problem solving skills, and positive social interactions between peers and staff by providing a well-organized, fun and challenging program. We believe this approach creates an atmosphere which decreases the amount of behavior concerns and provides a strong support system for children who are having challenges. When behavioral concerns arise which are beyond the normal range of day to day occurrences, the staff will communicate with the parents. Our goal is to then create a plan with the parent(s) and child to interact in a more positive way with the staff and their peers. All children go through challenging times and our goal is to support them in their efforts to make progress.

The YMCA has a responsibility to approach behavior management in a preventative and positive manner by providing well supervised programming by qualified and adequately trained staff. At no time in any of our programs are staff allowed to manage children's behavior through hands on restraints, physically moving or picking up a child or by grabbing or removing a child's hand/other body parts. Staff are to appropriately handle behaviors through the below steps and other children in the program are never to assist in behavior management or redirection of another child in the program.

The YMCA can provide information and guidance to Mental Health Partners and the Mental Health Partners Kids Connects program for any family requesting mental health services. The YMCA will access an Early Childhood Mental Health Consultant or other specialist as needed.

**Behavior Contract:** Steps taken for serious behavior problems may include written reports with behavior contracts, additional positive reinforcement, and discussions with parents to create a plan for change. In

the rare occasion when the situation cannot be resolved, suspension/expulsion of the child from the program may occur. All steps taken will be documented prior to the suspension/expulsion of a child due to behavior concerns. Behavioral issues following a suspension will be reviewed by the site director, department head, senior staff and YMCA legal counsel which could result in expulsion. Our goal is to provide a safe and enjoyable environment for all participants. (7.712.31 A.9)

**The YMCA may terminate/suspend a child's enrollment for any of the following reasons:**

- Failure to adhere to Health and Human Services regulations and YMCA policies; including signing in and out.
- Behavior by a child that poses a threat to the safety of him/herself or others; including directly disobeying a staff person.
- Behavior by a child that is continually disruptive to the program and it's participants and staff
- Destruction to the property of the program, school, staff or peers
- Behavior by a parent which is disrespectful to staff, children or community.
- Non-payment, late payment or return of payments by financial institution
- Any of these behaviors will result in a behavior action plan up to and including suspension and or/ permanent removal from YMCA programs. During a suspension period, the incident will be investigated and a decision will be made by appropriate YMCA staff using appropriate resources to determine if all stakeholders are best served by the child returning to the program. Future incidents regarding the same child will follow this procedure.
- Leaving the direct supervision of a staff person without his/her specific permission according to the expectations of the program. (7.712.31 A.9)

**Reporting "Suspected" Child Abuse**

**Colorado State law requires anyone who works with children** to report possible signs of child abuse or neglect. Some examples are (including but not limited to) suspected verbal abuse, physical abuse, sexual abuse, lack of basic care in the areas of personal hygiene or nutrition or leaving a child alone or in the care of another child under the age of twelve. After a report is made, it is up to child protection staff to determine outcome. We are not allowed by law to discuss the situation with the parent before or after making a report. Please discuss any concerns you may have with your Director. (7.712.31 A23)

**Staff/Child Ratio**

The State of Colorado's minimum standards for staff to school age child ratio is 1:15. The YMCA of Northern Colorado will always be in compliance with these standards.

**Tracking System**

All sites use tracking sheets to keep track of children at all times. Staff use small group attendance forms with children's names noted- staff will perform name to face checks every 30 minutes and at transitions. Please ask your director to show you how the system works and what you can do to support your child and YMCA staff in utilizing the system effectively. Staff will ensure at the end of the day that all children have been picked and signed out for the day. (7.712.31 A.8)

**School Activities**

Any child attending a club/alternate afterschool program and will return to the YMCA afterschool after must complete an activity release form. This outlines what the activity is, where it is located and the dates it will occur. This form will also state what time the child should be back in attendance at the YMCA Program. All parents/guardians acknowledge the follow:

- It is my responsibility to ensure that my child knows what to do and where to go for the activity.
- If my child attends the activity immediately after school. He/she must check in at the YMCA before attending the activity. While at the activity the YMCA will not be responsible for his/her whereabouts.
- If my child attends an activity that does not occur immediately after school, he/she must go to the YMCA and the staff will deliver my child to the activity (school-based only) at the appropriate time.



While at the activity the YMCA will not be responsible for his/her whereabouts until he/she returns to the YMCA at the scheduled time.

- I am responsible for informing the YMCA if my child is scheduled to the YMCA but is picked up instead. 7.712.31.25

### **Emergency Procedure**

The Department of Human Services requires every childcare/camp facility to have an emergency plan in the event that any of the following emergencies should arise. Staff is trained to deal effectively with emergency situations. A record of emergency incidents for all program facilities is made public at the Department of Human Services.

**Parent has a Last Minute Emergency:** If you need to contact your Director, (forgotten lunch, late pick up, new person picking up your child, checking to see how your child is doing) please call your Director's site phone and s/he will return your call as soon as possible. All Directors have a site cell phone.

**Severe/Excessive Hot Weather Conditions:** All groups will seek shelter immediately and stay there until after the weather clears. We will provide activities indoors or in shaded outdoor areas as appropriate. Water is accessible to children at all times and they are encouraged to drink fluids throughout the day. Children are expected to bring water bottles and take them outdoors with them. (7.712.31 A.5)

**Fire Procedures:** All sites will have a written fire evacuation plan onsite that all staff are trained on and sign off on. Sites will perform practice fire drills throughout the school year and summer with staff and program participants to ensure all participants are familiar with evacuation procedures. A written fire log will be available onsite for three years documenting practice fire evacuation procedures.

**Flood:** All sites will have a written flood plan onsite that all staff are trained on and sign off on. In the event of a flood the program center will move all children, staff and attendance records to the second level of the building or higher. Attendance of children and staff will be taken immediately.

**Tornado/Severe Weather:** All sites will have a severe weather plan that all staff are trained on and sign off on. In the event of severe weather all participants and staff will proceed to the required area as determined per program center. This area must be an area completely free of windows. Attendance of children and staff will be taken immediately. These are performed monthly March-October (7.712.31A5)

**Missing Child:** We will make every effort to notify the parent immediately. Our staff will immediately start searching for the child and contact the police for support when necessary. If an incident of a missing child occurs, it will be reported to the parent and is reported to The Colorado Department of Human Services, Division of Child Services within the same day (7.712.31 A.11).

**Late Drop Off:** Parents are provided with weekly schedules, listing all field trip locations, times, and site specific cell phones. On full days drop off is before 9am and pick up after 4pm to cover field trip times and be involved in pre-trip announcements and expectations. Children may not be picked up or dropped off at field trip locations. If you arrive at the site to drop your child off and their group has already left for their field trip it is the parent/guardians responsibility to care for their child until their group returns to the home site. At no time shall any child be dropped off at a facility where YMCA staff is not present. (7.712.31 A17)

**Medical Emergency:** We will administer first aid and/or CPR and make every effort to contact the parent/guardian. If emergency medical treatment is required, we will contact a doctor, hospital, or call 911 depending on the severity of the injury or illness. Health insurance information should be provided if at all possible. Please be aware that any medical expenses incurred will be the responsibility of the parent or guardian. (7.712.31 A.10)

**Vehicle Mechanical Failure or Accident:** We will administer treatment as necessary and notify the authorities. The vehicles used by the YMCA are all supplied with first aid materials. Emergency information on each child is taken along on any outing away from the program center. Parents will then be notified as appropriate. (7.712.31 A.10)

**Field Trip Emergency:** If an emergency occurs on a field trip the Director will ensure the safety of the children according to the resources available at the specific location and environment and contact the leadership team concerning the nature of the emergency, the plan, and new return time. The leadership team will contact parents. (7.712.31 A.10)

Emergency Closure: If the site will be closed or needs to shut down due to an emergency, families will be notified via phone or email. You can also access closures on our website at: [www.ymcanoco.org](http://www.ymcanoco.org) (7.712.31 A24)

### **Field Trip Safety**

We often take field trips during full days and during summer camp. Any time we leave the site with a group of children an increased awareness of safety issues is imperative. Staff is required to do face counts regularly and check each child on the tracking sheet. This includes a face count on the bus, getting off the bus, several times on the trip, getting back on the bus and exiting the bus. Field trip details, especially those concerning safety, are shared with all staff and children at group time. Children wear colored wrist bands with the YMCA contact information listed. Children are accompanied by staff when using public bathrooms. (7.712.31 A.13)

### **Parent Communication and Involvement**

It is our belief that open, honest and direct communication between the adults in a child's life is vital to his/her success. The YMCA will seek to communicate regularly with you about your child's progress or any concerns. We encourage you to communicate your concerns and comments with the director immediately if they arise. We believe that the best way to support you and your family is to work as a team with a solution-oriented approach. Please do not have your cell phone on when in the program. Our staff and your child(ren) deserve your highest level of attention when you arrive.

**Parent Involvement** - We welcome parent involvement in all of our programs. Please share your ideas, interests, and concerns as they arise. Your input helps us make our programs the best they can be. Concerns, questions and suggestions for the program should be addressed to your Director. If further support in solving a challenge is needed, please call the **Administration office at (303) 664-5455**

**Phones** – Every site has a cell phone which is the best way to communicate with your Site Director. The Director's first priority is the children and staff in his/her program during program hours. They normally do not answer when the Director is in ratio running programming or in a staff meeting. Please feel free to leave a message or text message for your Site Director and they will return your call at their earliest convenience.

**Sick Child** – If a child comes to the Y program ill or becomes ill in our care the staff will call the parent/guardian to have their child picked up from the program. While the child is waiting staff will check child's temperature, provide water and a sick mat/pillow for the child to rest on until guardian arrives. Per The Department of Health and Human Services: a child must be fever free and symptom free for 24 hours or have a signed doctor's authorization to return to the program. Should an emergency arise, we require that a parent or authorized adult be available within a half hour of being contacted. We do not offer credits for missed days due to illness or any other absence. (7.712.31.A.10.A)

**Accident/Injury** – If a child experiences a non-medical emergency injury while in the care of the YMCA, the staff on site will contact the parent via phone to inform them as well as discuss with parent/guardian upon pick up time that day. If the injury is severe and requires immediate medical attention the staff will call emergency responders first followed by the parent/guardian. All incidents will be discussed with the child's parent/guardian upon pickup that day. (7.712.31.A.10.A)

### **Child Care Staff Daily Cleaning Plan**

#### **(BVSD, SVVSD, Weld RE-5J)**

1. Disinfect during the day with Oxivir Tb wipes or spray. Disinfecting should take place daily and in between groups using the same spaces or materials. For toys, tables tops, mats you must:
  - a. Disinfect with Oxivir Tb only

- b. Rinse with clean water
- c. Air dry

2. Items that would not be in the mouth we can disinfect without rinsing (faucets, table, door handles etc.)

**(Thompson School District)**

1. Disinfect during the day with the school district supplied disinfectant and sanitizer. If the district disinfection is not available for any reason, use Oxivir Tb wipes or spray. For toys, tables tops, mats we need to:

- a. Disinfect with school supplied disinfectant or Oxivir Tb only
- b. Rinse with clean water
- c. Air Dry

2. Items that would not be in the mouth we can disinfect without rinsing (faucets, table, door handles etc.)

**COVID Refund and Credit Policy (Updated 11/4/2020)**

The COVID Refund and Credit Policy for Y Programs supersedes the YMCA of Northern Colorado’s existing refund/credit policy. This policy applies to registration in the following programs: Health/Fitness, Sports, Aquatics, Ice, Preschool, Youth and Teen Programs and Adult Programs. This policy does not apply to Y membership or YMCA Camp Santa Maria.

In the event your circumstance falls outside the below examples, the Y’s existing refund/credit policies apply. While we will always try to inform you in advance, the Y reserves the right to change its policies at any time with or without prior notice and to make exceptions at its sole discretion.

All credits on account will expire 1 year from issue date.

- 1. If a Y program is shut down by the state, school district, county or local municipality your paid fees will qualify for a credit on your account that can be used for a future purchase applicable to Y programs or membership fees. All programs that have started will receive a pro-rated credit.

Administrative Costs: The overhead for most of our programs is 20%. Because of that, once you register for a program, 20% of the program fee is not eligible for credit and is nonrefundable. If you are enrolled in our Preschool or School-Age Programs, the administrative fee is \$50 and that is not available for credit and is non-refundable.

**Example:** You are currently enrolled in our YMCA Preschool or School-Age Program, and we are shut down due to exposure within our Y program. You will receive a credit (on your account for future purchase) minus the \$50 administrative fee. The credit amount will be based on the plan you chose.

However, if it is the Y that decides not to run a program due to lack of enrollment, we will fully refund the program fee and the 20% administrative cost in the form of the original method of payment.

**Example:** If we shut down the program because only three children have registered and we can't run basketball with just three children, you will receive a full refund in the form of the original method of payment.

2. If your child has been quarantined due to COVID, there is an emergency that shuts down a program area, or there is a weather delay/cancellation, our normal policy stands that we do not issue either a refund or credit.

**Example:** You have been asked to quarantine because of exposure to COVID outside of a Y program (school or workplace) or have been diagnosed with COVID, you are not eligible for a refund/credit.

### **Community Support Campaign – An opportunity to contribute!**

The YMCA of Northern Colorado serves a very economically diverse population. For the last 50 years we have impacted the community through School Age Programming, Summer Day Camps, Residence Camp, Teen Programs, and Youth Sports. If you would like to make a contribution to support other youth who are less economically capable of participating in our programs, please contact our Development Department at 303-443-4474 ext. 1301.

### **Expressing Concerns**

Our program can only be at its best with input from our families. If you have a concern or question about your child's program, please set up an appointment to speak to your site director. Please address all concerns in a professional manner. We focus on our four-character values; Honesty, Respect, Responsibility and Caring. Therefore, it is important that we all role model appropriate problem-solving skills. Most issues can be easily resolved at this level.

If the director and parent(s) are struggling with a concern, they may ask a supervisor to be involved. Please feel free to contact our Department Executive if you need further support:

**Julia Capnerhurst**

**Executive Director - School Age Programs and Day Camp**

**YMCA of Northern Colorado**

**[Julia.Capnerhurst@ymcanoco.org](mailto:Julia.Capnerhurst@ymcanoco.org)**

**303-443-4474 x4295**

**Lisa Swainey**

**Vice President - Community Programs**

**YMCA of Northern Colorado**

**[Lisa.Swainey@ymcanoco.org](mailto:Lisa.Swainey@ymcanoco.org)**

**303-443-4474 x4700**

If at this time, you have questions about policy or wish to address a concern that you feel the YMCA is not addressing appropriately you may call the governing body for childcare in the State of Colorado to file a complaint. (7.712.31 A.22)

**The Division of Child Care  
Colorado Department of Human Services  
1575 Sherman Street  
Denver, Colorado 80203-1714  
303-866-5958**

**State Licensing**

The YMCA complies with the rules and regulations of the Colorado Department of Human Services which licenses all of our programs. Licenses are available at site locations. For further information regarding their policies, please call 303-866-5948. The Department of Health and the Fire Department also inspect our programs. All staff is required to be cleared by the Colorado Central Registry which has information concerning anyone who has been convicted of child abuse or neglect.

**INFORMATION FROM DEPARTMENT OF HEALTH AND HUMAN SERVICES**

***The following is a letter from Department of Health and Human Services. It is a requirement of every childcare facility to issue a copy of this information to all parents.***

Dear Parent,

Your child is now enrolled in a child care program that is licensed by the Colorado Department of Social Services. The license indicates that the program has met the required standards for the operation of a child care facility. If you have not done so, please ask to see the license.

Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasions, an incident of physical or sexual abuse may occur. If you believe that your child has been abused, you should seek immediate assistance from your county department of social services. The telephone number to report child abuse in your county is:

1-844-CO-4-KIDS, 1-844-264-5437

Boulder County Social  
Services  
3400 Broadway  
Boulder, CO 80304

1-844-CO-4-KIDS, 1-844-264-5437

Weld County Social Services  
1150 O Street  
Greeley, CO 80631

1-844-CO-4-KIDS, 1-844-264-5437

Larimer County Social  
Services  
200 Peridot Ave.  
Loveland, CO 80537

Child care services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's education, physical, emotional, and social development will be nurtured in a well-planned and run program. Remember to observe the program regularly, especially regarding children's health and safety, equipment and play materials, and staff. For additional information regarding licensing, or if you have concerns about a child care facility, please consult the Colorado Office of Child Care Services at 303-866-5958

## **YMCA MEMBERSHIP/PROGRAM OPPORTUNITIES – One Membership – Four Facilities**

Families signed up for any before or afterschool plan, excluding drop-in, will receive a FREE Family Membership. Ask your site director for the membership form and return it to our business office at [reg@ymcanoco.org](mailto:reg@ymcanoco.org)

A **YMCA MEMBERSHIP** is one of the best investments that you could possibly make for an individual or a family's well-being and fun. The YMCA specializes in helping those who are new or returning to exercise and those wishing to develop a healthier lifestyle. You will find programs for the whole family to participate in making your experience with the YCMA inviting and satisfying. For more information call the Mapleton Center at 303-442-2778, the Arapahoe Center at 303-664-5455, the Longmont Center at 303-776-0370, or the Johnstown Center at 720-797-2020.

### **COME JOIN THE YMCA FAMILY – [www.ymcanoco.org](http://www.ymcanoco.org)**

#### **MAPLETON CENTER INFORMATION**

2850 Mapleton Avenue, Boulder, CO 80301  
303-442-2778

#### **ARAPAHOE CENTER INFORMATION**

2800 Dagny Way, Lafayette, CO 80026  
303-664-5455

#### **LONGMONT CENTER INFORMATION**

950 Lashley St. Longmont, CO 80504  
303-776-0370

#### **JOHNSTOWN CENTER INFORMATION**

165 Settler Way, Johnstown, CO 80534  
720-797-2020

### **Program Opportunities**

Youth Sports: Soccer, Lacrosse, Ice Hockey, Figure Skating, Basketball, Volleyball, Martial Arts,

Adult Hockey, Pilates, Yoga, Reformer, Zumba & Dance, Fit Boxing, Personal Training, "Drop In" Basketball and Hockey, Cycling, Golf and 8-15 fitness classes a day.

Pre-School Center at the Longmont YMCA

Indoor Pool at Mapleton, Longmont, and Johnstown & Outdoor Heated Pool at Arapahoe

Ice Rink

Free Childwatch for children 6 weeks to 10 years old while you work out!

Swim Lessons, Swim Team, Kid's Birthday Parties and Open Gym Times

Summer Day Camps throughout Boulder, Weld, Larimer Counties

Resident Camp, Family Camps and Outdoor Ed at beautiful Santa Maria outside Bailey, Colorado!

Red Cross, Lifeguard and Babysitting Certifications

Middle School & Teen Programs, Camps & Leadership Programs

Teen Programs and Camps: Outdoor Adventures, Theme Parks, and Cycling

Silver Sneakers Senior Program

School Age Programs on Full Days when school is out