



Welcome to the Southwestern Montana Family YMCA Adventures in After School Program. It is our goal to give children in K-5th grade a safe, nurturing and fun place to be after school each day while parents finish their workday.

Children may ride bus 9 to the Y as long as you complete the appropriate paperwork with the school. Children will be given a snack upon arrival and will then engage in the days set activities.

It is important to us that all children feel safe and welcome so we have adopted the following expectations for conduct while at the Adventures in After School Program.

Conduct

Our code of conduct is committed to providing a safe and welcoming environment for all of our camp participants and staff. We ask that individuals act appropriately while they are in our program. Our code of conduct includes respect for others and property, being responsible, being caring and compassionate toward others, and being safe. Any behavior that does not fall within these areas of behavior will be considered unacceptable.

Our policy for rule infractions is as follows:

Minor infraction: the counselor will talk to the child about the behavior and find a remedy to bring it to an end. The child may sit out of an activity for a designated time.

Major infraction (or repeated minor infractions): The child will be given a write up:

1st write up: The child will discuss the write up with the counselor and when parents arrive to pick up the child they will also be made aware of the write up.

2nd write up: The parent will be given the write up upon picking up the child and the child will need to be kept out of the program the following day. A meeting with the child and parent will take place with the counselor giving the write up.

3rd write up: the parent will be called to immediately to pick up the child from camp and the child will not be allowed to return for a period of 1 week. Before the child will be allowed to return the parent, child, and any counselors with information on the problem behavior will have a meeting to discuss the child's options to continue at camp. It is the parent's responsibility to contact the camp director to set up an appointment.

4th write up: The parent will be called to immediately pick up the child from camp and the child will be exited from the program for the remainder of the school year.

Dismissal from camp due to 4 write ups or any other extenuating circumstances due to the child's behavior may occur at any time during the year and no refunds will be given for camp dismissals.

Although we take every precaution to ensure each child's safety, we understand that accidents may occur and have the following plan of action if such an accident does occur while your child is under our supervision.

Emergency Procedures

All precautions will be taken to prevent serious health risks to all of our campers. In the event that a minor injury occurs, a certified staff person will administer first aid at the area where the incident occurs and an incident report will be filled out.

The following procedures will be implemented in the event of a major injury or health problem.

1. 911 will be called.
2. A First Aid/CPR/AED Certified staff person will administer immediate first aid at the site until professional services arrive.
3. The parent will be contacted. If the parent cannot be reached, the emergency contact person will be notified.
4. A staff person will accompany the child to the hospital and will remain with the child until the parent or emergency contact arrives.
5. The incident will be recorded on a Southwestern Montana Family YMCA incident report.

Signing your child up for Adventures: Children will need to be signed up the Friday prior to the week which they are going to attend. You may sign your child up for one week, a few weeks, or the entire month at one time. If a child comes to the program that has not been signed up, it is our policy to call the parents to ensure the child is in fact suppose to be in attendance. If it is established that the child is suppose to be in attendance, the parent will be responsible for signing the child up for the program upon their arrival for pick up or the child will be exited from the program for the remainder of that week.

Picking your child up from Adventures: You may pick your child up anytime between when they arrive and 5:30pm. We allow parents a 5 minute delay until 5:35 before our late pick up policy goes into effect. If you are late picking up your child, a \$1 per minute late fee will be assessed. We realize that extenuating circumstances occur but would expect a phone call letting us know the issue of your being detained. We will assess late fees in these circumstances on a case to case basis.

Your child will only be allowed to leave camp with his/her parents or legal guardian unless otherwise specified on our designated pick up form. Any changes in the people designated to pick up your child will need to be done by the parent. If someone other than a designee will be picking up your child, we will need advanced notice either verbally, by phone, or written. There will be a sign out sheet available for the parent to initial each day when picking up their child. Please make sure the counselor is aware you are picking up your child and sign them out each day.

If you have any questions, please call Barb at 683-9622 or email at barb@swmtf-ymca.org