



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# KEY academy

## PARENT INFORMATION & POLICIES

### YMCA KEY ACADEMY - Before & After School

23 LOCATIONS IN 6 SCHOOL DISTRICTS!

Enrollment is available to students in kindergarten thru age 12 attending the following schools:

**ANDOVER** (All sites AM/PM)  
Cottonwood, Martin, Meadowlark, Prairie Creek, Sunflower and Wheatland Elementary schools

**GODDARD** (All sites AM/PM)  
Apollo, Clark-Davidson, Explorer, Amelia Earhart (Also serves \*Oak Street)

**MAIZE** (All sites AM/PM)  
Central, Pray-Woodman, South, Maize Elementary (Also serves \*Vermillion)

**RENWICK**  
St. Marks (AM/PM)  
Andale and Garden Plain (PM only)

**VALLEY CENTER** (All sites AM/PM)  
Abilene, and Wheatland (Also serves \*West)

**WICHITA** (Sites at Elementary schools)  
Beech (AM/PM), Caldwell (PM only), Mueller (AM/PM), and Ortiz (AM only)

Unless otherwise noted, children must attend the school in which the program is located.

\*The YMCA does NOT provide any transportation. If transportation is available in your district arrangements must be made, in advance, with your school or transportation office. Please notify the YMCA, upon enrollment, if your child is being transported to the program.

### KEY ACADEMY HOURS

- All AM session locations open at 6:30 a.m.
- AM sessions end when school begins. PM sessions begin when school end including early release days.
- All PM session locations close at 6:00 p.m.

### DROP OFF AND PICK UP

- Children must be accompanied by an authorized adult upon arrival to AM sessions and departure from PM sessions
- Children must be signed in and out of the program daily by their parent/guardian or authorized adult
- Full signature of parent or guardian is required weekly to verify attendance
- Parent/guardian or other authorized adult may be required to show PHOTO ID at pick up
- It is the parent/guardian's responsibility to notify the site director of an absence
- Changes to your authorized pick-up list must be provided in writing
- It is the parent/guardian's responsibility to notify the child's school office and teacher of his/her enrollment at YMCA KEY Academy
- **Parents/guardians are welcome to visit KEY Academy at any time, please check in with staff upon arrival**

### LATE PICK-UP

- Fee of \$1.00 per minute is charged for children picked up AFTER 6:00 p.m. The late fees are to be paid directly to KEY Academy staff in check or money order before the child can return to KEY Academy. Written receipt provided upon request.
- Children remaining in the program after 7:00 p.m. with no communication from a parent or guardian will be released to child protective services. Every attempt will be made to contact the parent/guardian and all other emergency contacts before 911 is called.
- Chronic late pick up may result in dismissal from the program.

### PROGRAM CLOSURE

- YMCA KEY Academy will be closed anytime the district announces a weather or other emergency closure. This includes nonscheduled early release.
- School closure notice is provide by the school districts and typically available on their website and advertised through media outlets (local TV and Radio)
- Fees are not refunded or prorated when program is closed due to school district closure

### WHAT TO WEAR/BRING TO KEY

- It is suggested that your child bring an extra change of clothing on days they "dress up" for school.
- Closed-toed shoes are recommended.
- No Personal Items -We request that all personal items, food, and toys (such as electronic games and radios) be left at home.

### LOST AND FOUND

- YMCA does not accept responsibility for lost or stolen items
- Each location will have a designated place for found items; these items are discarded or donated after a 2 week period

### ILLNESS POLICY

The YMCA follows KDHE guidelines for exclusion of children who are ill and/or show one or more sign or symptom of illness. While fever alone does not always indicate a serious condition, it is unreasonable and inappropriate for child care staff to determine this for participating children. This is the responsibility of the child's legal guardian, with the help of the child's health care provider. Parents/guardians will be notified anytime a child has a fever with or without additional symptoms.

Children will be excluded from the program when:

1. The illness prevents the child from participating comfortably in facility activities
2. The illness results in a greater care need than the child care staff can provide without compromising the health and safety of other children; or
3. The Child exhibits signs or symptoms of illness, including but not limited to the following:
  - o Presence of a fever and other signs of illness or behavioral change
  - o An acute change in behavior including lethargy, irritability, and/or persistent crying
  - o Uncontrolled coughing, rash, diarrhea, vomiting, abdominal pain, mouth sores, pink or red eyes
  - o Untreated head lice, scabies, or other infestation
  - o Known or suspected contagious diseases while in the communicable stage

### PLEASE NOTE:

- Children excluded for a fever must be fever free, without fever reducing medication, for 24 hours before returning to the program.
- Ill children will be monitored and isolated with necessary supervisor, until a parent/guardian or other authorized adult picks up.
- Parents/guardians should make arrangements to ensure prompt pick up within an hour of notification.
- Parents/guardians are required to notify the program when a child is diagnosed with a communicable disease; a doctor's release may be required to return to the program.
- All families will be notified if a participant or staff has a confirmed communicable disease; confidentiality will be maintained. (Individuals will not be named)

### MEDICATION POLICY

- If your child requires medication, we request that you set dosage intervals as to avoid or limit the need for administration during KEY Academy hours.
- If medication must be administered during KEY Academy hours, the following applies:
  - o Discuss the need for medication with your site director or a member of our administrative team in advance to determine what forms and/or documentation will be needed.
  - o Complete the appropriate KDHE medication authorization form, review with the program staff and include administration instructions that match the prescription or recommended dosages on the product.
  - o Medication must be given directly to the KEY Academy staff in the original container, labeled with the child's full name. If a prescription, include the full prescription label and instructions. A doctor's note must be provided for all over the counter medication for which instructions and/or dosage does not match what is indicated on the product.
  - o Any child with a serious medical condition that requires special instructions, care, or treatment including but not limited to asthma, seizures, and diabetes will require a written plan and prior approval from the Senior Program Director or Branch Director. (See also "Children with Special Needs")

### MAJOR AND MINOR EMERGENCIES

- All YMCA staff are certified in pediatric CPR/AED and basic First Aid
- Minor injuries will be treated on site and parents will be informed at pick-up and/or provided an "ouch report"
- Parents will be notified immediately of any serious injury or major emergency situation.
- In accordance with the YMCA emergency procedures, 9-1-1 will be called prior to parent notification anytime a situation warrants.
- YMCA staff will complete an incident/accident report on a KDHE form after the incident; a copy will be provided to the parent/guardian.

## CHILDREN WITH SPECIAL NEEDS

- Children with special medical, developmental, physical, and/or behavioral needs will be accepted into the program as deemed appropriate. The YMCA will make every effort to support all children's needs and all reasonable accommodations will be made. Approval from the Child Care and Camp Branch Director is required prior to registration. Failure to obtain prior approval may result in suspension of care until the child's needs are evaluated and/or a care plan is in place.
- Families whose children have special needs must schedule an interview with the Child Care and Camp Branch Director prior to attendance. 316.264.1610 x8241

## BEHAVIOR MANAGEMENT POLICY

The Y's philosophy on discipline is based on respect for the child's self-esteem, setting reasonable limits, consequences, and encouraging increased self-discipline. All children will be expected to act in a manner that demonstrates the four YMCA character values of caring, respect, responsibility, and honesty.

- The YMCA reserves the right to suspend and/or dismiss any child based the child's actions and behaviors
- Immediate suspension may occur if a child:
  - threatens harm to another
  - attempts to and/or strikes a staff member
  - demonstrates violence and/or aggressiveness
  - willfully leaves or does not return to the program area without permission from the staff
  - uses profanity
  - is verbally disrespectful to peers or adults
  - damages or takes the property of the program or others
  - refuses to comply with verbal directions from staff
  - in any way compromises their safety or the safety of others
- The YMCA understands that from time to time all children need support and redirection. When consistent and/or escalating behavior compromise the staff's ability to facilitate program activities and/or supervise the group, suspension from the program may be required until a conference with the family can be established and a plan for improvement implemented.
- If a child's behavior or actions cause destruction or damage to property, equipment, or the facility, the family will be held responsible for any and all costs for repair or replacement.
- Refunds are not given when children are suspended or dismissed for inappropriate behavior.

## CONFIDENTIALITY

All family records are confidential. Only authorized staff and regulatory agencies have access to files. No information will be released to any other person or agency without the parent/guardian's written permission.

## Y FAMILY MEMBERSHIP SAVES YOU MONEY!

Save \$5 per week with a YMCA Family Membership! (Weekly discounts do not apply to individuals with YMCA Youth Memberships. Family Membership must be active during throughout the enrolment period to receive the discounted rates.)

WEEKLY FEES		1-2 days/wk		3-5 days/wk	
		M	CP	M	CP
KEY ACADEMY	Before School	\$30	\$35	\$50	\$55
	After School	\$35	\$40	\$55	\$60
	Before AND After School	\$45	\$50	\$65	\$70

M= YMCA Member | CP= Community Participant

## ENROLLMENT & REGISTRATION

- Online enrollment forms must be complete prior to registration. Visit [ymcawichita.org/keyforms](http://ymcawichita.org/keyforms)
- An annual, non-refundable \$30 enrollment fee and the first full weekly fee is due at registration. Register for bank draft and save \$15 off your registration fee.
- Registration deadline is by 10:00 p.m. on the Monday prior to your first week of attendance.
- Weekly fees are due REGARDLESS OF ATTENDANCE, in advance on or before Monday of each week.
- Unless otherwise noted, children must attend the school in which the program is located.
- Changes to children's enrollment, including adding or reducing days and session changes require a ONE WEEK written notice.
  - Request to change and/or add enrollment days will be granted based on availability.
  - All requests must be made on site, ask your Site Director for applicable forms.
  - Based on availability, children can return to the program as long as accounts are paid in full. To re-enroll, contact [childcare@ymcawichita.org](mailto:childcare@ymcawichita.org) a minimum of 7 days prior to requested return date.
- To completely cancel a registration and avoid charges, written notice is required a minimum of 2 weeks in advance. Notice can be provided by email to: [childcare@ymcawichita.org](mailto:childcare@ymcawichita.org) or by completing a cancellation form with your site director or at any YMCA membership desk.

## PAYMENT POLICIES AND OPTIONS

- Weekly program fees must be paid in full by 10:00 p.m. on the Monday of each week of program.
- Fees are NOT prorated for school in-service, Labor Day or Memorial Day.
- Fees ARE prorated for partial weeks as follows:
  - First and last week of school as applicable
  - The week of Thanksgiving
  - Any partial weeks during winter & spring break
  - NO fees are charged when school is out a full week
- On-site staff can NOT accept weekly fee payments at site with the exception of DCF payment forms (EBTs)
- Avoid late fees, sign up for the convenient automated weekly BANK DRAFT option when you register or by contacting child care accounts; 316.776.8842 [childcare@ymcawichita.org](mailto:childcare@ymcawichita.org)
- Easy and on your schedule – Pay ONLINE with Visa/MC/ Discover through your YMCA account at [ymcawichita.org](http://ymcawichita.org). Credit cards are a one-time charge; no auto-pay option is available.
- Pay at a YMCA LOCATION with cash, check, debit/credit card or money order
- If paying by mail, please ensure child's full name and KEY location appear on the check and allow sufficient time, late fees will apply for checks received after the due date. Make checks payable to the Greater Wichita YMCA / Child Care & KEY Academy and send to:
  - Greater Wichita YMCA
  - Child Care Accounting
  - 402 N Market, Wichita, Kansas 67202
- DCF Electronic Bank Transfer (EBT) payment accepted at any YMCA
  - Need our provider ID? – Contact any YMCA or a child care accounts team member.
  - YMCA/EBT documentation form is required. Forms are available at any YMCA School Age Program or YMCA location.
    - (Note documentation of transferred funds, including the authorization number, are required as proof of payment and must be presented no later than Monday of each week. Family may pay in advance monthly or bi-weekly if they choose. To avoid interruption in service and late fees ensure payments are paid in advance.)
- All balances not covered by 3rd party assistance are the responsibility of the parent/guardian.
- For alternate payment arrangements, including 3rd party accounts such as foster care, please contact the YMCA Child Care Accounts to complete registration and set up payment schedules; 316.776.8842 or [childcare@ymcawichita.org](mailto:childcare@ymcawichita.org)

## YMCA FINANCIAL ASSISTANCE

Scholarships are available for those who qualify. Approval for income-based financial assistance does not guarantee enrollment or placement.

The Y's financial assistance program ensures that everyone can participate, regardless of their ability to pay. Confidential applications for assistance are available at [ymcawichita.org](http://ymcawichita.org) or any Y location. These applications are separate from those for membership or facility program. Questions about YMCA Child Care Financial Assistance can be directed to [childcarescholarship@ymcawichita.org](mailto:childcarescholarship@ymcawichita.org)

## LATE FEES / DELINQUENT ACCOUNTS

- \$10.00 late fee, per week, is applied to all delinquent accounts (Full fee due Monday late fees applied on Tuesday)
- If your payment is made after Monday, PROOF OF PAYMENT MUST BE PRESENTED TO THE ONSITE STAFF BY WEDNESDAY MORNING. Your child will not be allowed to attend, if fees have not been paid in full or other arrangements made prior to Wednesday morning of program. Proof of payment is the responsibility of the parent/guardian and may include a paper receipt from the membership desk, email verification of on-line payment or an email from the YMCA Child Care Accounting team that verifies the account is paid in full.
- All return drafts/checks will be assessed a \$10.00 return item charge, in addition to any applicable late fees. Future payments may be requested by money order or credit card.

## CONTACT INFORMATION

- Each location has a cellular phone for messages and emergencies.
- Phones are not answered throughout the day but checked at the beginning and end of each KEY Academy session.
- Contact information for your child's KEY Academy will be located at the parent table.

To reach the Child Care and KEY Academy Administrative Offices please call 316.264.1610

Administrative Assistant – ext. 8251  
Jennifer Schell | [jennifer.schell@ymcawichita.org](mailto:jennifer.schell@ymcawichita.org)

Senior Program Director – ext. 8243  
Jon McReynolds | [jon@ymcawichita.org](mailto:jon@ymcawichita.org)

Child Care and Camp Branch Director – ext. 8241  
Andrea Eliot | [andrea.eliot@ymcawichita.org](mailto:andrea.eliot@ymcawichita.org)

For question regarding your account, enrollment, or child care records please contact Child Care Accounts at 316.776.8842 or [childcare@ymcawichita.org](mailto:childcare@ymcawichita.org)

## BILLING QUESTIONS?

All billing questions should be directed to the YMCA Child Care Accounting clerk at

[childcare@ymcawichita.org](mailto:childcare@ymcawichita.org)

**IMPORTANT: ALL KEY ACADEMY POLICIES ARE APPLICABLE TO DISCOVERY CLUBS AND FUN CLUBS, INCLUDING WINTER AND SPRING BREAK CAMPS.**