
Graduate Oklahoma Handbook



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WELCOME

Dear Parent/Caregiver:

We are excited to invite your student to participate in the YMCA Graduate Oklahoma (GO) Club program. The program is focused on helping increase your child's academic success and develop their social and emotional skills in a way that supports a child's overall youth development.

We believe that family involvement is the key to the success of any child. In order for your child to most effectively participate in the program, we need your participation too. **Your family involvement will include registering your child for the program, reading and understanding the parent handbook, supporting the program model, and helping provide a way for your child to fully participate.**

We intend for your child to have FUN, be ACTIVE, and make HEALTHY CHOICES—during the program AND at home!

Your initials and signature are required on the last page of this registration form. Please take a moment to read and complete the following information and agreement, followed by completing your student's registration with your initials and signature where applicable. We look forward to working with you and your child this year!

WHAT MAKES GO SAFE?

All YMCA childcare staff go through local and national fingerprinting and background checks with Oklahoma State Bureau of Investigation and the YMCA of Greater Tulsa.

All YMCA childcare staff are required to have annual training including Child Abuse Prevention, CPR, First Aid, Emergency Oxygen, Hazardous Communications, Blood Borne Pathogens, as well as many other childcare and education trainings.

MISSION AND CREED

YMCA MISSION - To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

GO CLUB MISSION - To positively affect students' success in school with improved grades and attendance by providing increased health and wellness education.

PROGRAM CREED - "I pledge my commitment to the four core values of Caring, Honesty, Respect and Responsibility and to reflect them in my thoughts, words and actions to be the person I was intended to be."

SCHOLARSHIPS AVAILABLE

Financial assistance is available to individuals and families who substantiate a need. Applications for financial assistance must be turned in prior to registration. Applications may be picked up at the front desk or online at ymcatulsa.org

DHS-LICENSED

All our Aftercare sites are DHS-licensed facilities. All families interested in receiving DHS benefits are required to bring a current DHS childcare co-payment letter at the time of registration.

GO CLUB SITES

Bixby GO Clubs

Bixby Central Elementary (including Central Intermediate)

Bixby North Elementary (including North Intermediate)

Bixby East Elementary (including East Intermediate)

Bixby West Elementary (including West Intermediate)

GO LEADERSHIP

Bixby GO Clubs Shante Tipton-Bentley

Educational Initiatives Director stipton@ymcatulsa.org

918.728.3998

Home Branch: Daily Family YMCA

SCHOOL'S DAY OUT CAMPS

The Y offers day camp at Daily YMCA during most extended breaks that students are not at school. These day camps are not free; cost varies by length of the camp. Enrollment will be available 2 weeks prior to the date. Some sites do provide lunches to all campers, so please check with your site before registration regarding your child and meals. A morning and afternoon snack are provided to each child daily.

School's Day Out Dates are TBD and could differ between school districts. Please visit ymcatulsa.org for more information on dates.

GO Club will not be in session on inclement weather days determined by the school district.

GENERAL PROCEDURES

ARRIVAL AND DEPARTURE

Each participant is signed by an authorized adult listed on the registration form each time they attend the program. Adults will be responsible for providing the correct identification when signing out their child. **To ensure the child's safety, the YMCA reserves the right to not release a child to unauthorized individuals.** If at any time you need to add an authorized pickup, just speak to us so we can get them added to your child's registration form. All drop offs and pickups will take place outside of the facility in a designated area. If a child needs to be picked up at the regularly scheduled school pick up time, please follow the regular school procedures for pick up.

LATE PICK UPS

Pick-up is at 6:00. We give a 5-minute grace period before considering it a late pickup. **Repeated late pickups can result in dismissal from the program.** We also want to make sure that our staff's time is respected so that they can be on time to second jobs or getting home to their families. Please contact the GO site coordinator or director if a late pick-up is going to happen.

DISCIPLINE

The philosophy of our program is based on our Four Core Values of Respect, Responsibility,

Honesty and Caring. It is expected that our staff give respect and courtesy to each participant, as we expect to get the same in return. Discipline and guidance are a necessary developmental aspect of a child's life and it is an ongoing process. GO Club uses positive discipline and restorative practices; however, specific methods may vary based on each child's understanding, needs, and stage of development.

BEHAVIOR EXPECTATIONS

While we believe that having a safe and engaging place to go afterschool is the right of every student, we do have high expectations that have to be met in order for your child to be able to be in our program. This is to ensure both the safety of your child and other students, as well as to ensure that our staff has the capacity to meet the needs of your child.

Here are the behavior expectations, procedures, and consequences:

1. If a child is not following procedures (e.g. walking in the hall instead of running, listening when someone else is speaking, etc.), a GO Counselor will first redirect them and remind them of the expectation.
2. If the child continues to fail to follow the procedure, or if a child is otherwise failing to uphold our 4 Core Values or another group agreement, their counselor will have a conversation with them about why they did this and come to an agreement on what they need to do to make it right and change their behavior. This conversation will be documented on our Corrective Action form; the bottom portion will go home with whoever picks the child up. *If the behavior issue involves a conflict with another person, we will use a restorative justice model. This focuses on mutual respect and working to heal the damage caused by the conflict and coming to a shared agreement.*
3. If the child continues to struggle in this area, the child will be sent to the YMCA Site Coordinator or Director (whichever is available). Here, they will fill out a reflection sheet and we will call home to have them speak to their parent or guardian about their behavior. Depending on the severity of the issue, we may then require the child be picked up at this time. We will seek to mend any damage done by the child's negative choices and come to an agreement with the child (and likely their counselor) about what changes they will make and anything they need to do to make amends.
4. If the child does not make the agreed upon changes OR refuses to participate in the above step, they will be sent home and may face suspension from program.
5. If we have continued issues that do not resolve, your child will be removed from program.

NOTE: If the behavior issue is violent in nature (hitting, kicking, pushing, etc.), including threats, they will immediately jump to step 3.

WHAT TO EXPECT

Please take the weather forecast and GO activities into consideration when dressing for the day. We encourage each child to wear clothes they can play in, as children will be participating in outdoor and indoor activities.

For safety reasons, participants should wear tennis shoes and socks to after school care every day. A refillable water bottle is encouraged for each child.

WHAT NOT TO BRING

Please leave the following items at home: toys, electronic games, cell phones, etc. In addition, firearms, fireworks, knives, matches, lighters, tobacco products, vaping products, illegal drugs, money, trading cards and bad attitudes are not permitted in our facilities or programs.

Please monitor the items that your child brings to the YMCA. Only necessary items will be allowed. To ensure this as it relates to program health and safety, we may find it necessary to inspect backpacks or bags for compliance.

PERSONAL BELONGINGS AND LOST AND FOUND

Children will be provided with a space to put their belongings. We will make every effort to return lost and found items during after school care. However, we are not responsible for lost, stolen or damaged clothing or equipment. **Please do not send your child to school with very valuable items or amounts of money over \$5.** There will be a place to look through for lost items at each school site.

FREQUENTLY ASKED QUESTIONS

What is the difference between GO Club and daycare?

Daycare focuses on providing an environment that is play-centered. GO Club is educational in nature and focuses on the kids having new experiences and trying new things in a fun, non-threatening, safe environment that is structured with time in movement, science, reading, and more.

Why do I have to fill out paperwork annually?

This helps ensure that, in the event of an emergency, the paperwork we have for your child is up to date.

What type of training does the staff have?

All staff are required to attend over 40 hours of training before working in our school care programs. Their training hours are spent on CPR, First Aid, Character Development, Age-Appropriate Activities, Child Abuse Awareness, and a variety of other topics to ensure your children have a safe and fun experience during school care.

Are there transportation options?

There will be no transportation provided for Bixby due to programming happening on-site for each school.

MEDICATIONS AND SICKNESS

All medications should be administered at home before the school day. Medications that are required during programming will be dispensed by our GO Site Coordinator. No medications will be allowed in participant's backpack. All prescription medications must be in the original container that identifies the prescribing physician, the name of the medication, the dosage, and the frequency of the administration. Parents must also fill out a medication release form. Any medications provided without a medication release will be confiscated and returned to the parent.

Emergency Medical Care Authorization

Routine scrapes and cuts will be treated by program staff. In the case of serious illness or accident involving a participant, the Y will contact the guardian directly. In the event the guardian cannot be reached the signed authorization on the participants registration form allows us to secure prompt treatment; outside medical cost will be billed to the participant's guardians.

Sick Child Procedures

The following symptoms will require a participant to be sent home:

- *Cold with fever
- *Severe cough
- *Lethargic behavior
- *Skin eruptions
- *Sore throat
- *Fever of 100 degrees or more
- *Vomiting and Diarrhea

Children must be picked up within one hour after parent is contacted. Contagious children will be placed away from other children during the duration of that one hour. Children sent home for any illness must be out of the program for a minimum of 24 hours from the time of departure. Those with a temperature over 100 degrees will **not be allowed to return for 3 days**, and there must be an improvement in temperature without fever reducing medication.

Should your child be diagnosed with a contagious illness, please contact the GO Director immediately. A doctor's note must accompany the child upon returning to the program. Director's discretion can override the doctor's statement due to the severity of the illness. Additionally, all parents will be notified in the event communicable disease exposure occurs in the program.

HELPFUL TIPS

Prior to attendance, please inform your GO Director of any important information we could use to better serve your child. Any specific emotional, psychological, or physical needs that we are aware of will allow us to serve your child at the highest level.

POISON EXPOSURE

If a child is exposed to poisonous material, Poison Control will be contacted, followed by the parent/guardian. Any further medical attention will be sought based on the recommendation of Poison Control.

LICE

We are a lice free program. If live lice and/or nits are found on a participant, they will be separated from the group and a parent will be notified to pick up the child. The child must be treated before they can return to our program. All children will be checked for lice if a case is found, and all parents will be notified if more than one case is identified.

OUTDOOR WEATHER

To protect against cold, heat, sun injury, and insect-borne disease, the staff ensures that:

Children wear clothing that is dry and layered for warmth in the cold weather.

Children can play in the shade.

PARENT/GUARDIAN AGREEMENT

I, _____ (please print parent/guardian's first and last name) have received the GO Club Parent Handbook and understand and agree to the following: (Please **initial** each of the following)

- ☐ I understand that my child is expected to stay at program until at least 5:15 every day.
- ☐ I understand that frequent absences will result in my child being removed from program.
- ☐ I understand that repeatedly picking my child up late from program will result in their removal from program.
- ☐ I understand that my child's failure to follow behavior expectations and procedures can result in consequences up to and including suspension and removal from program.
- ☐ I agree to allow my child's information to be used as part of program evaluation. I understand that this evaluation is part of the program my child is receiving and that my child's participation is voluntary.
- ☐ I agree that the YMCA GO Club staff have my permission to release my student to those listed for Authorized Pick Up. I also understand that anyone who will be picking up my student will be required to provide a form of identification before my student is released.
- ☐ I understand the Photo and Video/Audio Release above. I agree that my consent and this release are irrevocable. I hereby release and discharge the YMCA and collaborating third parties from any and all claims in connection with the uses and reproductions, of any video film, footage, soundtrack recordings and photo reproductions of me and/or my narrative account of my experience as described herein.
- ☐ I understand that children are not allowed to be on their cell phone during program, and that repeated use of a cell phone may result in its confiscation until the end of the day.
- ☐ I understand that fighting is not allowed at GO Club and that the YMCA teaches to try to resolve conflict peacefully when possible.

By signing below, I agree that the health history is correct, and the child herein described has permission to engage in all activities and field trips, except as noted by me. I understand and am aware that my child will be participating in many physical activities and the potential for accidents does exist. In the event I cannot be reached in an emergency, I hereby give permission to the YMCA and collaborating third parties to administer first aid and/or transport to the nearest hospital. I give consent for the necessary treatment from physician and/or hospital/clinic. I do hereby agree to indemnify and hold harmless the YMCA of Greater Tulsa, its staff, and collaborating third parties from any and all claims or demands, cost or expense arising out of any injuries, damages or other losses, whether personal or property, sustained by me or any party for whom I am responsible. I give my consent for my child to be transported by YMCA staff to or from school and or field trips and to participate in water activities. I do hereby agree that I have fully read, understand, and agree to items listed in this document.

Authorized Signature

Date