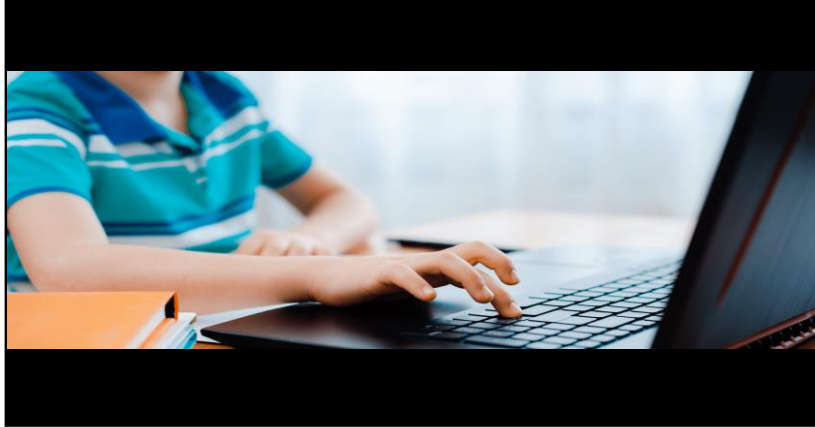


# **2021 BLENDED LEARNING CENTER PARENT HANDBOOK**



**MAUI FAMILY YMCA  
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KAHULUI, HI 96732  
(808)242-9007  
WWW.MAUIYMCA.ORG**

Updated: 12/29/20



**Dear Parents/Guardians,**

On behalf of the Programs staff, I would like to thank you for allowing the Maui Family YMCA to be part of your child's educational and child care needs. Our goal is to provide a quality learning experience to the youth in our community. We strive to ensure that you and your child will have a positive experience and build long lasting relationships.

Please take a few moments to read through this guide with your child. It will help familiarize you and your child with our policies and procedures as well as explain details about refunds, program supplies, and more.

We realize you have a choice when it comes to you and your family's recreational needs and we thank you for choosing the Maui Family YMCA.

We are looking forward to continuing to serve our community!

Sincerely,

Brian Kawamoto  
Youth Programs Director  
Brian@mauiymca.org

# MISSION & OBJECTIVES

## **MISSION STATEMENT:**

To enhance the quality of life for individuals, families, and our community through programs that foster moral growth and build a healthy spirit, mind and body for all.

## **GOALS & OBJECTIVES:**

Our cause is for youth development, healthy living and social responsibility. Our Distance Learning Centers, as part of the YMCA, reflect these values and are designed to help our participants grow physically, mentally, and spiritually within a fun learning environment. Well-trained programs staff act as a catalyst for the development in your child as they lead the participants in challenging activities.

## **CHARACTER DEVELOPMENT:**

At the YMCA, character development and values are a part of who we are. At our YMCA that means more than just activities. We believe character development is an important challenge for all of us – staff, volunteers, members, participants and parents – to accept and demonstrate the positive values of caring, respect, honesty and responsibility.

# REGISTRATION

## **REGISTRATION & ADMISSION:**

Pre-registration is strongly recommended. As we have a limited number of spaces, enrollment is taken on a first come, first serve basis. We are unable to accept phone or faxed registrations. No child will be refused admittance to the program due to race, religion, or gender.

\*If your child has special needs, please contact the Youth Program Director to discuss prior to registration.

## **Scholarships:**

The YMCA offers financial assistance to those who qualify. Applications must be completed and turned in before the program starts. Scholarship Awards must be applied at the time of registration.

## **Prorating Programs:**

Due to Health and Safety Guidelines, weekly rates will remain in place regardless of attendance. For this reason, we do not prorate from this program.

## **Age Exceptions:**

Participants must be the age indicated by the start of the program. Due to our licensing requirements there will be no age exceptions. Blended Learning Centers are designed with curriculum and programming for participants of a certain age.

## **Waiting Lists:**

In the event that the Blended Learning program fills prior to your registration, you may place your child on our waiting list. You will be contacted if a spot becomes available.

# PAYMENTS & REFUNDS

## **Payments & Fees:**

- Payments are due in full on the Friday before the upcoming week.
- In the event of a returned check, a \$10 fee will be assessed and all future payments must be made by money order, cash or credit card.
- Payments will not be prorated due to absences or inclement weather.

## **Refund Policy:**

- For a full refund, cancellation must be made at least 48 hours prior to the start date of program.
- A cancellation fee of \$25 will be assessed if cancellation request is made after the start date of program.
- Cancellations after the end date of the program are non-refundable.

## **Expulsion Policy:**

The YMCA reserves the right to end your child's enrollment with or without refund if the staff deems in the best interest and/or safety of the participants, other participants, parents or staff. If a child's enrollment termination is deemed necessary by staff, parents will be informed of reasons for termination.

# OPERATING HOURS

## **Blended Learning Center Operating Hours:**

Monday—Friday

Closed in observance of Holidays

Drop-off begins at 7:30am

Pick-up ends at 5:30pm

**\*Drop-off and Pick-up can be done at any time during operating hours.**

## **Location:**

War Memorial Gymnasium

## **A Typical Day at our blended learning center:**

The following is a sample schedule:

- 7:30am – Participant Arrival
- 8:00am – 10:00am: Virtual Learning
- 10:00am – 10:30am: Recess/Snack
- 10:30am – 12:00pm: Virtual Learning
- 12:00pm – 1:00pm: Lunch
- 1:00pm – 2:00pm: Virtual Learning
- 2:00pm – 5:00pm: Outdoor Activities
- 5:00pm – 5:30pm: Program Cleanup
- 5:30pm – Participant Departure

## **Examples of familiar Games/Activities:**

- Relay type games
- Simon Says
- Freeze Dance/Dance Jam
- Musical Hula Hoops
- Sneaky Statue
- Red Light, Green Light

# CHECK IN/CHECK OUT

## **Check In:**

The YMCA requires that all children are to be properly signed in by an adult and turned over to a YMCA staff person, leaving immediately after. This helps ensure the safety of your child. The YMCA does not and will not assume responsibility for children that arrive before the start time at any location.

Temperature screenings will be conducted upon sign-in. Any child with a temperature of 100.4° will be sent home and may return when the child's temperature has been below 100.4° for 24 hours without Tylenol or aspirin.

## **Check Out:**

Sign your child out when you pick them up from the Distance Learning Center. Please bring a photo ID with you every day. Children will be released only to those on the authorized pick-up list specified on the child's information sheet. It is the parent's responsibility to notify the programs staff of any changes in authorization. Those picking up children should be prepared to show identification to the programs staff member upon request. No child will be released to anyone who is not authorized to pick up that child.

## **Late Pick-Up:**

We close promptly at 5:30pm. For all children not picked up by the end of the program, a late fee of \$1 per minute, per child will be assessed. Payment should be made directly to staff on duty, not the Welcome Center.

After your third late fee please note that you may be asked to withdraw your child from our blended learning center program.

If you are running late, please notify the staff on duty and attempt to make alternate pick-up arrangements.

# Illness Policy

## **Illness Criteria:**

A daily health check is done when your child initially arrives at the Blended Learning Center program and occurs throughout the day. Your child's appearance, including skin (typical, pale, flushed, rash), eyes, nose and mouth (typical, unusual color, dry or discharge, rubbing), and breathing (normal or different) will be checked. Upon arrival, or at the earliest convenient time, there should be a discussion with the Site Coordinator regarding anything out of the ordinary you child may be experiencing regarding behavior at home, sleeping, eating/drinking, bowels, and urine.

The Site Coordinator should be informed if your child is receiving any medication or treatment.

Your child may be excluded from the program if he or she appears ill. It is our policy to temporarily exclude children from care who may be infectious or who demonstrates physical symptoms that require continual one-to-one care.

Occasionally, a written note from the child's physician may be required for a child to be readmitted.

If your child becomes ill while at the program, we will contact you by telephone. We would like to have ill children picked up within one hour of the phone call. Parents should have an alternate plan of action for child care to cover these situations.



# COVID-19 POLICIES

## Excluding Sick Children:

Fever over 100.4°

**May return when:** The child's temperature has been below 100.4° for 24 hours without Tylenol or aspirin.

Recurring vomiting

**May return when:** The child has been diagnosed as having a bacterial infection and has been on antibiotic for 24 hours.

Diarrhea (more than 3 times)

**May return when:** It has been 24 hours since the last episode of vomiting or diarrhea without medication.

Eye discharge

**May return when:** Eyes are no longer discharging, or the condition has been treated with an antibiotic for 24 hours.

Excessive cough

**May return when:** The discharge is not thick, yellow, or green.

Any unidentified rash

**May return when:** The rash has subsided or the physician has determined that the rash is not contagious.

# ACCIDENT/EMERGENCY

## **Accidents/Emergencies:**

All precautions will be taken to prevent serious health risks to all participants. In the event that a minor injury occurs, First Aid will be administered at the blended learning center location by the programs staff. The following procedures will be followed:

- First Aid will be provided and the incident recorded in the programs log.
- The child will periodically be observed after First Aid has been applied.

In the event of a medical emergency, immediate action will be taken by the staff as per the policies and waivers.

Please be sure to keep these forms updated at all times.

If parents or other responsible adults are unable to be reached, the child will be taken to the nearest hospital for any necessary treatment.

## **Children At Risk:**

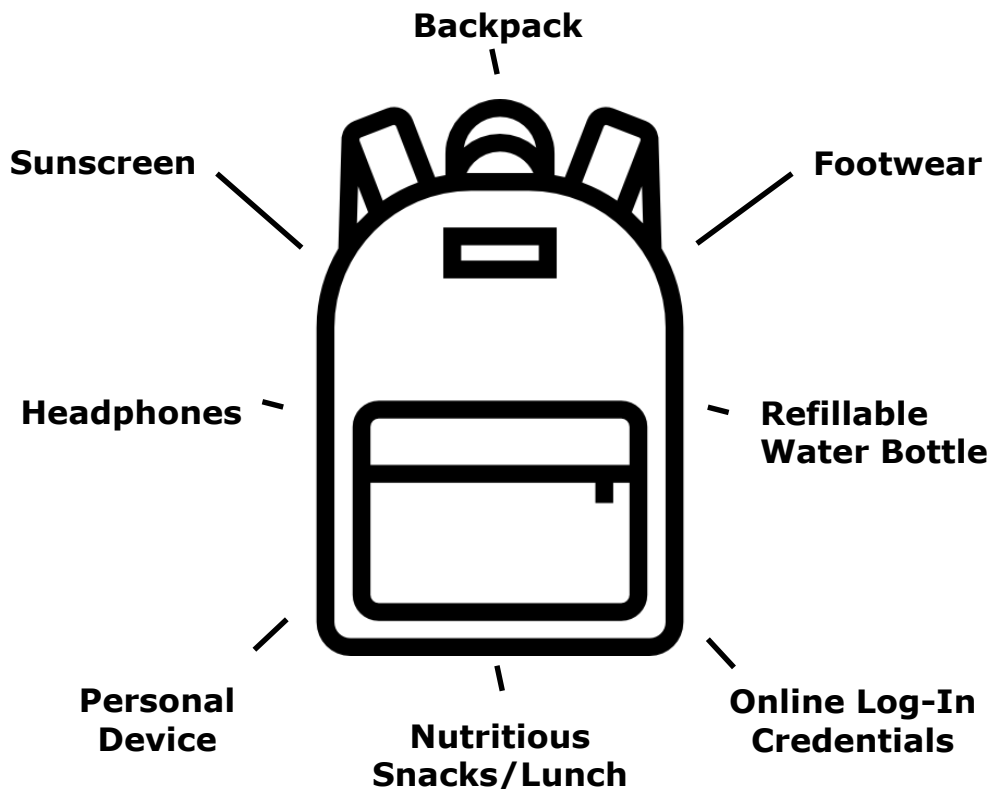
Parents who arrive at the YMCA in an incapacitated condition (i.e. alcohol, drugs) present a risk to their child. The staff in charge will advise the parent of their options regarding the transportation of their child to his/her home. Some options that may be exercised are:

- Call the other parent
- Call another person on the child's emergency contact list
- Call a nearby neighbor/friend

If a reasonable conclusion cannot be reached, the parent will be advised that either Child

## WHAT TO BRING

**PLEASE ADD YOUR CHILD'S NAME ON EVERYTHING THEY BRING TO CAMP**



**PLEASE PROVIDE YOUR CHILD WITH A FACE MASK FOR USE IN DESIGNATED AREAS**

## WHAT TO NOT BRING

All other electronics (including MP3 players, PSPs, iPods, Cell Phones), Toys and Pets, or anything of high value.

The Maui Family YMCA is not responsible for lost or broken items.

## Lost & Found



All Lost & Found items will be kept on site. After two weeks, unclaimed items will be donated to a charitable organization.

The Maui Family YMCA assumes no responsibility for lost or stolen items.

# CODE OF CONDUCT

Our Blended Learning Center program strives to meet the needs of all children without ignoring the demands of any one individual within the boundaries of set guidelines and rules.

The YMCA School Age Child Development programs have established rules, consequences and a zero tolerance policy on specific behaviors.

The YMCA reserves the right to suspend or expel a child from the program at any time based on the severity of the actions of the child.

## **YMCA Rules:**

- Wear face masks in designated areas.
  - Keep hands, feet, body, and objects to yourself.
- Maintain social distancing when directed.
  - Participate in routine hand washing and sanitizing.
- Show respect to staff, others and self.
- Speak for yourself, not others.
- Do not willfully destroy YMCA property.
- Do not go anywhere without a YMCA staff person.
- Always clean up after activities.
- Have fun!

## **CODE OF CONDUCT (cont)**

### **YMCA Consequences\*:**

- Verbal warning.
- Re-direction to another activity.
- Time away without activities.
- Parent notification at pick up time.
- Meeting with parent and behavior contract created.
- Notice of Suspension (1 Day), next day of care/without refund.
  - Notice of suspension (3 Days), next 3 days of care/without refund.
- Conference with Program Director/Parent/Participant.
- Removal from program.

**\*Due to the seriousness of the behavior any step can be taken at any time.**

### **Zero Tolerance:**

- Inflicting physical harm on another individual.
- Verbal threats that may cause physical harm to another individual.
- Verbal threats that may destroy property.
- Possession of a weapon, controlled substance, or alcohol.
- Use of foul language.
- Inappropriate touching of another individual.
- Participant does not stay within the boundaries of the facility (runs out of the program).

**The YMCA reserves the right to suspend or expel a child immediately for violation of the Zero Tolerance guideline without refund.**

# QUESTIONS?

## **Blended Learning Center Questions & Concerns:**

Questions or concerns about the policies and procedures of the Blended Learning Center program can be directed to any of the professional programs staff at the Maui Family YMCA.

All questions will be answered in a timely manner.

For questions or concerns of the day to day operation of the Blended Learning Center Program, you may contact the Youth Program Director:

Brian Kawamoto  
(808)242-9007  
Brian@mauiymca.org

Thank you for choosing the YMCA!

We are looking forward to fun experiences and great memories!

