



Y LEARNING ACADEMY

2020-2021 HANDBOOK



Thank you for choosing the YMCA as your learning support provider. The YMCA Y Learning Program is available for children in grades Kindergarten through 8th Grade. As a parent, you'll have peace of mind knowing your child is learning in a safe and caring environment. We are committed to providing quality learning support, enrichment opportunities and care at each of our program locations. This handbook is designed to help you become familiar with the YMCA Y Learning Academy Program goals, curriculum, policies and procedures. If you have any questions after reading this handbook, call the School-Age Office / Y Learning Academy office at (920) 436-9675. We look forward to meeting you and providing your child(ren) with a high-quality program that is both safe and fun. We hope you and your child(ren) have a great school year!

- ◆ **East Side Site:** 2nd through 8th Grade (*2nd Grade must be 7 years of age*)
 - 1740 S. Huron Blvd, Green Bay
 - Drop off / Pick up: Main Lobby
- ◆ **Ferguson Family Site*:** Kindergarten – 8th Grade
 - 235 N. Jefferson Street, Green Bay
 - Drop off / Pick up: Pine Street - Lower Entrance
- ◆ **West Side Site*:** Kindergarten - 8th Grade
 - 601 Cardinal Lane, Green Bay
 - Drop off / Pick up: School Aged Child Care door

*Our Ferguson Family and West Side Location are licensed by the State of Wisconsin Department of Children and Family Services. These locations do qualify for Wisconsin Shares.

Y LEARNING ACADEMY PROGRAM GOALS

WE HELP CHILDREN REACH THEIR FULLEST POTENTIAL THROUGH:

- ◆ Developing self-awareness, confidence, and feelings of self-worth.
- ◆ Developing interpersonal relationships.
- ◆ Character Development Values Programming.
- ◆ Academic support and enrichment opportunities.
- ◆ Developing physical skills.

WE STRENGTHEN YOUR FAMILY BY:

- ◆ Improving communication among family members.
- ◆ Helping families share values with each other.
- ◆ Increasing a family's sense of community with other families.
- ◆ Providing families with peace of mind while children are in our care.

WE DELIVER EACH PROGRAM IN A POSITIVE ENVIRONMENT OF SAFETY, SUPPORT AND CARE BY:

- ◆ Striving to surpass State of Wisconsin Licensing Standards.
- ◆ Conducting the program in accordance with YMCA operating principles.
- ◆ Creating an atmosphere which provides care and understanding between the children and staff.

WE PROVIDE QUALITY SERVICES FOR CHILDREN REGARDLESS OF SOCIO-ECONOMIC BACKGROUND.

Our YMCA Annual Campaign provides all children with a chance to participate regardless of their income level.

YMCA MISSION:

We put Christian principles into practice through programs that build healthy spirit, mind and body for all.

Y LEARNING ACADEMY PROGRAM OFFERINGS?

We will provide a variety of activities that will support and enhance your child(ren)'s academic and social emotional experience. Staff plan their daily/weekly events while keeping in mind the interests of the children. Children are asked to give input whenever possible. There are opportunities for your child(ren) to experience something new, challenge their mind, and satisfy their curiosity every week. Children experience activities which encourage self-esteem, social interaction, self-expression and physical development.

Sample Schedule

7:30-8:00	Arrival & Check-In
8:00-8:15	Community Circle Times/Club Sign-ups/Announcements
8:15-8:30	Gear up for learning!
8:30-10:00	Learning Lab AM
10:00-10:30	Movement Break & Healthy Snack
10:30-12:00	Learning Lab AM
12:00-1:00	Lunch & Physical Activity/PLAY!
1:00-2:30	Learning Lab PM* <i>*Wednesday's Learning Lab PM: this is a "Specials" day for home schools, additional wellness and enrichment activities are planned during this time.</i>
2:45 - 3:25	Movement Break & Healthy Snack
3:30 - 5:30	Physical Activity, Enrichment Clubs & Social Time
3:30-5:30	Students can be picked up anytime during this time period.

LEARNING LABS:

- ◆ **Online Learning support:** assistance with logons, navigation and access to home school portals.
- ◆ **Daily Schedules:** staff will assist children with their daily schedules including "LIVE" time with teachers. We do our best to work with your child's schedule. If a scheduled activity is missed, the student will have time throughout the day to view the missed activity. The Y Learning Academy schedule is in place based on the best use of program time for all students.
- ◆ **Academic support:** staff will keep students engaged with their online learning and will assist with basic learning supports. Specific academic / homework questions will be directed back to your child's teacher to ensure your child has the correct understanding of the assignment *.
 - *A Release of Information from your home school will need to be completed in order for Y Learning Academy staff to communicate with your child(ren)'s teacher. Green Bay Area Public School Release of Information is available at each site.
- ◆ **Parent Communication:** communication folders will be sent home daily.

ENRICHMENT:

- ◆ **Clubs:** Weekly thematic clubs that will be fun and engaging while focusing on academic enrichment. Clubs will encompass STEM, Fine Arts, Nutrition, Social Emotional and leadership development.
- ◆ **Fitness /Wellness:** Outdoor time will occur on a daily basis with the exception of inclement weather days. This is a great way to run off some energy and get some fresh air! Your child will also have an opportunity to participate in wellness and fitness activities led by our YMCA Wellness staff.
- ◆ **Chill Time:** Time for relaxation
- ◆ **Play time/Interest Areas:** Available during free choice time such as: drama, construction, games, art, reading

SNACK

A snack is served every day in the morning and afternoon. All snacks consist of at least 2 food groups and are provided by the YMCA. If your child does have a food allergy, please note on the medical form and send a snack with your child.

LUNCH

Students may to bring a lunch to program each day. The lunch bag / container will need to be labeled with the child(ren)'s name.

Green Bay Area Public Schools students: if your child attends a school within the Green Bay Area Public School District, the food program is available for both breakfast and lunch (some schools also qualify for dinner). You will complete a Meal Request form indicating the days/times you would like your child to receive this service. Your child(ren)'s school lunch account will be charged for each meal that they are served.

Free / Reduced Lunch: if you participate in the Free / Reduced Lunch, there will be an additional form that needs to be completed for grant reporting purposes.

Please contact the Green Bay Area Public Schools Food Service department at [\(920\) 391-2565](tel:9203912565) for more information on food service costs and Free / Reduced Lunch program. Below are the links to the Free / Reduced Lunch application. This form needs to be completed annually.

[Free / Reduced Lunch application - English](#)

[Free / Reduced Lunch Application - Spanish](#)

PLAY TIME:

All program locations may include an option of outdoor time daily, weather permitting. This time is even more important this year for children to get some fresh air. Locations that do not have outside play area at the location may walk to local outside areas off of the premises along with using the gym facilities.

If children are outside, we follow the local school guidelines for outside play: Children WILL NOT go outside if the temperature or wind chill falls below zero degrees. Please dress your children appropriately for the weather conditions. They WILL NOT be allowed to go outside if inappropriately dressed.

WHAT DO I NEED TO KNOW ABOUT PAYMENTS AND MORE?

PAYMENT OPTIONS/COMMUNICATION

Y Learning Academy payment options will include monthly bank draft or credit card draft only. No cash or checks will be accepted. Completed draft forms for the current school year must be on file in the SACC / Y Learning Academy office prior to the child(ren)'s start date. All communication (attendance days, vacations, withdrawal, etc) must be made directly to the SACC / Y Learning Academy office in writing with advance notice. You will receive monthly receipts for all payments made throughout the school year.

Payments are drafted on the 1st or 15th of the month per your request for the weeks of care occurring within that month. (Example: the weeks of Sept 1, 7, 14, 21 and 28 will be drafted in September). See attached 2020-2021 Draft Guidelines for more details.

LATE PAYMENT/INSUFFICIENT FUNDS

Fees not paid by due date, insufficient funds or a declined credit card could result in termination from the program. There will be a \$10 return fee added to your account for all monthly payments that decline/return for insufficient funds. Steps will be taken to make payment arrangements prior to any program dismissal.

VACATION / LEAVE OF ABSENCE

Parents will be given one week (5 consecutive days) of vacation or leave of absence at no charge during the school year. If needing to take additional vacation/leave of absence weeks, contact the SACC / Y Learning Academy office for the additional charges. A two-week written notice must be received in the SACC office for credits to be given.

INCLEMENT WEATHER DAYS

The Y Learning Academy program will not be held if the YMCA location is closed due to inclement weather. No fee adjustment will be made to your account.

ILLNESS

There is no reduction in fees for sick days unless a child is absent for five or more consecutive school days due to illness. If this situation occurs, there is no weekly charge. A written doctor's excuse is required to receive this credit.

SCHEDULE CHANGE

Enrollment schedules may be changed provided the program site is not full on the desired days. A two-week advance written notice is required and approval must be obtained from the SACC / Y Learning Academy office. This request can be faxed/e-mailed to our office. A change in schedule must be in effect for 6 weeks in order for payments to be adjusted.

WITHDRAWAL

To withdraw a child from any SACC / YLA program, a two-week advance written notice must be given. Parents are responsible for all program fees during this two-week period, whether or not the child participates in the program. This written notice must be received in the SACC / Y Learning Academy office.

LATE PICK UP-EXTRA FEE Late pick up fees may apply for children not picked up by 5:30 pm.

MEMBER RATE

Member rates are available for individuals who maintain their membership status through the length of the program. If member status changes during the program, you will be responsible for the non-member rate.

FINANCIAL ASSISTANCE

Financial assistance is available through our YMCA Annual Campaign. Contact the SACC / Y Learning Academy office for information. **QUESTIONS** Please call the School-Age Office at 436-9675.

2020-2021 DRAFT GUIDELINES

Please keep track of your weekly payment charges by using the program fees on the previous page.

September Draft		October Draft		November Draft	
9/1-9/4	\$ _____	10/5-10/9	\$ _____	11/2-11/6	\$ _____
9/7-9/11	\$ _____	10/12-10/16	\$ _____	11/9-11/13	\$ _____
9/14-9/18	\$ _____	10/19-10/23	\$ _____	11/16-11/20	\$ _____
9/21-9/25	\$ _____	10/26-10/30	\$ _____	11/23-11/27	\$ _____
9/28-10/2	\$ _____			11/30-12/4	\$ _____

December Draft		January Draft		February Draft	
12/7-12/11	\$ _____	1/4-1/8	\$ _____	2/1-2/5	\$ _____
12/14-12/18	\$ _____	1/11-1/15	\$ _____	2/8-2/12	\$ _____
12/21-12/25	\$ _____	1/18-1/22	\$ _____	2/15-2/19	\$ _____
12/28-1/1	\$ _____	1/25-1/29	\$ _____	2/22-2/26	\$ _____

March Draft		April Draft		May Draft	
3/1-3/5	\$ _____	4/5-4/9	\$ _____	5/3-5/7	\$ _____
3/8-3/12	\$ _____	4/12-4/16	\$ _____	5/10-5/14	\$ _____
3/15-3/19	\$ _____	4/19-4/23	\$ _____	5/17-5/21	\$ _____
3/22-3/26	\$ _____	4/26-4/30	\$ _____	5/24-5/28	\$ _____
3/29-4/2	\$ _____			5/31-6/4	\$ _____
				6/7-6/11	\$ _____

POLICIES AND PROCEDURES

WHAT IS THE Y Learning Academy ADMISSION POLICY?

- ◆ Any child from Kindergarten thru 8th Grade is welcome to participate.
- ◆ The Greater Green Bay YMCA Y Learning Academy program will not discriminate by race, color, sex, national origin, religion, handicap, or income level.
- ◆ Children with special physical or emotional needs will be accepted if the program is determined to be in the child's best interest, and/or the child does not require an inordinate amount of staff time that would take away from the other children's care.
- ◆ Children must be toilet trained before attending the program.
- ◆ Enrollment forms must be completely filled out prior to child's first day of attendance including immunizations
- ◆ All information needed (phone numbers, addresses, family situations, etc.) must be kept current at all times! Parents should update this information at the time of the change with the SACC / Y Learning Academy office.

DO I HAVE TO SIGN MY CHILD IN AND OUT EACH DAY?

YES! Children should be brought into the Y Learning Academy site by a parent/guardian and also picked up by an authorized person when being signed out of the program. Your child(ren) cannot sign themselves out. There will be an attendance sheet that must be used to sign-in and sign-out your child. The staff uses these sign-in sheets to determine which children are at the site at any given time. Children will only be dismissed to parents and persons listed on the enrollment form.

WHO IS AUTHORIZED TO PICK UP A CHILD?

Only persons authorized in writing by the primary caretaker may pick up a child. (Authorized person must be of high school age or older and possess a photo ID). The staff will question those with whom they are unfamiliar (including parents) and check their authorization and ID. Anyone without proper authorization or age requirements will be stopped from taking a child. Parents will be called immediately if this occurs. It is very important to have an ID with you at all times. Any changes to your original pick up list can be faxed (436-9515) or e-mailed (sacc@greenbayymca.org) to our SACC / Y Learning Academy office at the West Side YMCA.

CHECK-IN AND PICK-UP PROCEDURES

1. A staff member will greet you and your child(ren) at the door. Parents and other family members will not be allowed inside the program area.
2. For those of you enrolled in a Y Learning Academy program, we recommend you take your child's temperature daily prior to arriving to the program.
3. Parents / guardians will be asked the following questions upon arrival:
 - Do you live with anyone or have you had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
 - Do you, your child or anyone in your household have a fever, cough and/or shortness of breath?
 - Do you or your child(ren) have any other signs of communicable illness such as a cold or flu?
4. Children and staff will be required to wash their hands immediately upon entering the building and regularly throughout the program as needed. When children are received for drop-off, they will be escorted into the nearest bathroom/sink where they will wash their hands prior to being allowed into the program area.
5. Upon your arrival to pick up your child, a staff member will greet you at the door. Doing so will limit direct contact with other children. Please be respectful and follow social distancing guidelines when picking up your child. Ideally, the same parent or designated person should drop off and pick up your child every day.

WHAT IF THE STAFF FEELS MY ABILITY TO TRANSPORT MY CHILD HOME SAFELY IS IN QUESTION? (i.e. Alcohol, Drugs...)

Staff will not release your child to any authorized person if they feel the child is in danger. Alternate authorized people will be called to provide transportation home for the child.

WHAT IF THERE IS AN EMERGENCY EVACUATION SITUATION?

- ◆ Plans for emergency evacuation are specific to each YMCA site. The plans specify the location to report to in case of a tornado and the exit to use in case of a fire.
- ◆ If the YMCA receives information regarding a threatening situation from YMCA authorities, school administration, or other credible source, the on-site staff will evacuate the premises based on the situation. Children will be safely escorted from the building, with a copy of the child's file and a first aid kit. If the need arises, the children will be transported to safety as soon as possible.
- ◆ Parents will be notified as soon as possible with the location of their child. Please note there are many children in each program and it will take time to contact each parent. Once the staff has been given notice to return to the building, parents will be contacted again. Remember that if the program has evacuated the building, staff will not be able to talk directly to you, but will be in constant communication with the SACC / Y Learning Academy office.

WHAT IF MY CHILD WILL BE ABSENT FROM THE PROGRAM?

1. If your child will be unexpectedly absent due to illness or for any other reason, **regardless of what site they attend, you must call the SACC / Y Learning Academy office at 436-9675 by 7:30 am.** You can call any time prior to 7:30 am and leave a message on our SACC / Y Learning Academy voice mail.
2. When calling the West Side YMCA SACC / Y Learning Academy office, please state "My child (first & last name) attends (site location) and will be absent from the Y Learning Academy Program".
3. The office staff will write this on a clipboard for the program staff. The staff at each location will call in for absences prior to the start of the program.
4. **DO NOT** call your child's Y Learning Academy site directly or e-mail this information to us. You **must call** the SACC / Y Learning Academy office (436-9675) and they will relay all messages to the program locations.
5. Please assist the YMCA by following these call-in procedures. By calling in your child(ren)'s absence, you are preventing staff from making an unnecessary search for an absent child. NOTE: There is no reduction in fees for sick days unless your child is absent for five consecutive school days.

WHEN SHOULD I NOT SEND MY CHILD TO THE PROGRAM?

- ◆ If your child is running a fever of 100.4 or higher or has other potential symptoms of COVID-19, such as shortness of breath or persistent dry cough within the last 72 hours.
- ◆ If your child has been exposed to others with COVID-19.
- ◆ If your child is vomiting or has diarrhea.
- ◆ Has a communicable disease (i.e. strep throat, pink eye, chicken pox).

NOTE: The YMCA is not licensed to provide sick child care. Please do not bring a child who is ill to the site.

WHAT IF MY CHILD ARRIVES ILL OR BECOMES ILL WHILE AT THE PROGRAM?

- ◆ If a child arrives ill or becomes ill at the program, the authorized person will be notified to come for the child immediately.
- ◆ The child will be isolated and monitored until picked up.
- ◆ Should your child contract a communicable disease or COVID-19, notify the lead staff person immediately. It is required by Wisconsin State Licensing to inform all program participants.
- ◆ Please see the Y Learning Academy Health / Safety Guidelines for additional guidelines.

WHAT IF MY CHILD NEEDS TO TAKE MEDICATION?

Medications which need to be administered should:

- ◆ Be brought directly to the staff in its original container.
- ◆ Written clearance must be given on the form called "Medication Authorization Form" which the YMCA staff have at the site.
- ◆ Over-the-counter medication must be marked with your child's name and a "Medication Authorization Form" must be completed.
- ◆ Medication records will be kept on file at the site.

WHAT HAPPENS IF MY CHILD IS INJURED?

If your child is injured, staff will take whatever steps may be necessary to obtain emergency medical care. These steps may include, but are not limited to the following:

- ◆ Attempts to contact a parent or guardian.
- ◆ Attempts to contact you through any person listed under emergency contacts on the enrollment form.

IF WE CANNOT CONTACT YOU OR ANY EMERGENCY CONTACTS, WE WILL DO ANY OR ALL OF THE FOLLOWING:

- ◆ Administer emergency first aid.
- ◆ Call an ambulance or fire rescue. The fee for this service is the responsibility of the parent.
- ◆ Have the child taken to the nearest emergency hospital accompanied by a staff member, if possible.
- ◆ Please note: In the event of a serious emergency, 911 will be called first.

WHAT ABOUT INSURANCE COVERAGE FOR MY CHILD?

Parents are responsible for any medical expenses related to any injury their child incurs while participating in the program. The YMCA does not carry supplemental health insurance for any of its programs. Please file any medical claims with your personal health insurance company. In the event of any injury, appropriate accident forms must be completed by staff and signed by the parent or guardian.

SCHEDULED DAYS OFF

The Y Learning Academy will operate on semesters. The current semester will run from September 3, 2020 through December 23, 2020. There will be no program on September 7, November 26, November 27. The second semester will begin on January 4, 2021.

WHAT DO WE DO ON INCLEMENT WEATHER DAYS?

- ◆ If the YMCA is not open, the Y Learning Academy will **not** be open.
- ◆ If the YMCA opening is delayed, the Y Learning Academy start time will also be delayed.
- ◆ If the YMCA closes early, after the children have been dropped off, parents/guardians would need to come and pick up their children.

WHAT HAPPENS IF THE PROGRAM RULES ESTABLISHED BY THE STAFF AND CHILDREN ARE BROKEN?

We strive to maintain high quality programming and create safe, supervised, healthy and positive environments for school-age children to explore, learn and grow. Each program strives to meet the needs of each participant's physical, intellectual, social and emotional development. Staff shall use positive methods of discipline which encourages self-control, self-direction, self-esteem, cooperation, and respect of others. Problem solving, warnings, re-direction, time-outs, and removing privileges will be used when children display inappropriate behavior. In the event of continued problems, parents will be informed to mutually establish agreeable solutions for the child's misbehavior. Staff will communicate regularly with families regarding behavior concerns.

Each program has clear expectations that children are responsible for upholding. The core areas of these expectations are to be a respectful, responsible, kind, inclusive and safe individual while participating in Y programming. Programs also implement the Y's five character values of caring, honesty, respect, responsibility and teamwork into daily activities and curriculum.

We encourage children to always strive to follow all YMCA Program Character Rules. We will work with you and your child to ensure behavior is corrected and solutions are agreed upon.

GUIDE TO APPROPRIATE BEHAVIOR

We will be establishing positive behavior expectations with the children in all areas. When unexpected behaviors occur, staff will try to use prevention strategies to help curb inappropriate behavior. Some of these strategies are as follows:

- Proactive Intervention – identifying behaviors expected in all YMCA settings.
- Active Teaching – staff and children work together to teach and model appropriate behavior.
- Ongoing recognition of appropriate behavior.
- Clear, consistent consequences for inappropriate behavior.

Limits must be set to maintain the health and safety of all children in the program. Behaviors that become disruptive to the program or interfere with the safety and wellbeing of program participants and staff will warrant disciplinary action. While staff work to positively guide the behavior of all groups and individuals the following behaviors are not tolerated and will be immediately addressed.

These behaviors may include, but are not limited to the following:

- ◆ Destroying or taking property of other children, staff, or the center. (Children will be expected to replace destroyed property at their expense).
- ◆ Continued rudeness, disrespect, defiant or discourteous behavior to other children or staff
- ◆ Foul language and inappropriate conversations
- ◆ Continued harassment or bullying of others
- ◆ Causing physical or emotional harm to other children or staff
- ◆ Leaving the program more than once without permission
- ◆ Failure to maintain self-control

Following the YMCA discipline guidelines, inappropriate behavior will be documented and a parent signature required on behavior slips. Repeated behavior slips (or even one serious problem) will require a meeting with staff, parent, and child to cooperatively agree on the best corrective action.

If inappropriate behavior still continues, the following levels of progressive discipline will begin and be followed as needed:

1. Child will be dismissed from the program for one day on their next scheduled day. (No refund will be given.)
2. Child will be dismissed from the program for one week. (Refund will be given.)
3. Child will be terminated from the program.

Please Note: The YMCA may terminate the enrollment of any child whose behavior creates a significant risk of harm to the health and safety of other children or staff, without following the steps taken above. (Examples: setting or attempting to set fires, bringing weapons to the program, a physical assault which results in serious bodily injury, damage to the facility or personal property, etc.)

WITHDRAWAL FROM THE PROGRAM

At the Parent / Guardian's request?

A two-week advance written notice of withdrawal is needed in the SACC / Y Learning Academy Office at the West Side YMCA. Your program withdrawal notice can be mailed, e-mailed, or faxed to the SACC / Y Learning Academy office. Your signature on the enrollment form verifies your agreement and understanding of this policy.

At the YMCA's request?

Notification period prior to withdrawal is not required if withdrawal is requested by the program. The Green Bay YMCA has the legal option to withdraw a child for any of the following reasons:

- ◆ Failure to pay program fees on time.
- ◆ Failure to observe rules relating to the child's arrival and/or departure.

- ◆ Failure to provide completed forms or current medical information.
- ◆ Any child who, after attempts have been made to meet the child's individual needs, demonstrates an inability to benefit from the type of care offered by the YMCA, or whose presence is detrimental to the group, shall be discharged from the program.
- ◆ Failure to comply with the School-Age Program procedures and policies.
- ◆ Failure by parents to respect SACC staff and handle concerns in a professional manner.
- ◆ Failure by children to respect staff, any threats made by children to staff, or any physical attack by child on staff.
- ◆ Continued disciplinary problems

WHAT DOES THE YMCA DO IN THE PREVENTION OF CHILD ABUSE?

- ◆ Parents are informed about their child's YMCA program participation.
- ◆ Staff are alert to the physical and emotional state of children. When any sign of injury or suspected abuse is detected, the Director will be notified immediately. This would in turn be reported to the proper authorities.
- ◆ The YMCA staff will not release a child to anyone other than the authorized parents/guardians or other individuals authorized, in writing, by parents. Sign in/out sheets will be maintained daily and kept on file.
- ◆ YMCA staff will not verbally or emotionally abuse or punish children.
- ◆ YMCA staff will not discipline children by use of physical punishment or by failing to provide the necessities of care, such as food and shelter.
- ◆ Reference checks and criminal record checks on all prospective YMCA employees working with children will be conducted, documented and filed prior to employment.
- ◆ Staff training will include information about the signs of child abuse and the procedures for responding to the suspicion of abuse.

WHEN IS THE CENTER LEGALLY RESPONSIBLE FOR MY CHILD?

The Y Learning Academy program site is legally responsible for your child(ren) **ONLY** during the time that your child(ren) is signed into the program.

WHO WILL HAVE ACCESS TO PERSONAL INFORMATION ON MY CHILD?

Information is available **ONLY** to the Y Learning Academy staff. If you would like us to be able to communicate with your child(ren)'s teacher, a Release of Information will need to be completed and returned to your child(ren)'s school. This will allow us to share information regarding your child(ren)'s educational needs and assignments. Green Bay Area Public Schools Release of Information available at each location. Outside of the Green Bay Area Public School District: Please contact your home school office.

AS A PARENT, WHAT CAN I DO TO ENSURE A SUCCESSFUL SCHOOL YEAR?

- ◆ Please notify the SACC / Y Learning Academy office, and the staff at your Y Learning Academy site, immediately of any changes in address, phone numbers, employment, authorized pick-up persons or emergency contacts. **We must be able to reach you at all times.**
- ◆ You will be given a parent home folder where you will receive staff messages, draft notices, payment receipts, program flyers, etc. **Please check your parent home folder daily.**
- ◆ Communicate all information (two-week notices, changes in attendance, payment schedule, vacations, etc.) in writing to the SACC / Y Learning Academy office and **NOT** your child's YMCA site staff.

DID YOU REMEMBER TO...

- ◆ Read your Parent handbook.
- ◆ Place the SACC / Y Learning Academy office contact info (phone #, fax, email...) in an accessible location.
- ◆ Call the SACC / Y Learning Academy office and send in writing any change in phone numbers, employment, schedule, pick-up people, vacation week(s), etc.

Please Note:

- ◆ All policies are subject to change. Parents would be given a written notice of any change.

WHERE DO I CALL OR STOP IN
IF I HAVE A QUESTION OR CONCERN REGARDING THE
SCHOOL-AGE PROGRAM?

YMCA SCHOOL-AGE CHILD CARE / Y LEARNING ACADEMY OFFICE

601 CARDINAL LANE

GREEN BAY, WI 54313-6730

PHONE: (920) 436-9675

FAX: (920) 436-9515

E-MAIL: sacc@greenbayymca.org

WEBSITE: WWW.GREENBAYYMCA.ORG

Your comments and suggestions are always welcome.

Green Bay YMCA Tax ID #39-0813466