



2025 - 2026 KIDS' CLUB
BEFORE & AFTER SCHOOL CARE
KOSCIUSKO COMMUNITY YMCA



LEARN MORE AND REGISTER ONLINE AT
WWW.KCYMCA.ORG OR IN PERSON AT THE PARKIEW
WARSAW YMCA

HOW TO REGISTER FOR KIDS' CLUB BEFORE AND AFTER SCHOOL CARE

Complete a 2025-2026 Kids' Club registration form online at www.kcymca.org or a paper registration form can be filled out at the Parkview Warsaw YMCA Welcome Center.

STAFF CONTACT INFORMATION

LORENA OPLINGER: DIRECTOR OF CHILDCARE AND INCLUSIVE PROGRAMMING | (574) 269 - 9622 x221

KARLEE FAWLEY, CHILDCARE AND INCLUSIVE COORDINATOR | (574) 269 - 9622



BEFORE AND AFTER SCHOOL CARE

KIDS' CLUB BEFORE AND AFTER SCHOOL CARE | In general, each program site may open as early as 6:00 a.m. and close no later than 6:00 p.m. Each program site will determine hours of operation based on enrollment. Claypool will only offer before-school care at Lincoln Elementary. Each program site will inform parents and guardians of their hours of operation. Drop off and pick up will not be available before opening or after closing times. At Lincoln and Mentone, Kids' Club is for children entering preschool through 6th grade. For all other Warsaw elementary schools, Kids' Club is for children in kindergarten-6th grade. Children must be toilet trained.

SCHOOL BREAK CAMPS

SCHOOL BREAK DAY CAMPS | During scheduled school breaks, the YMCA offers programs that complement the before and after school program. These programs are held at the YMCA for kids in kindergarten through the 6th grade and have limited enrollment. Space is limited for planned School Break Camps, in order for you to reserve a spot and for the staff to prepare for School Break Camp, please sign up by the deadline or a late fee will be applied. There may be a chance we cannot register late sign-ups. Each program is held at the Parkview Warsaw YMCA and will open at 6:00 a.m. and close no later than 6:00 p.m. Drop off and pick up will not be available before opening or after closing times. During scheduled school closures all students must provide their own lunch. Please bring a water bottle.

LOCATIONS, CONTACT, HOURS

| LOCATION | PHONE NUMBER | BEFORE SCHOOL CARE START TIME | AFTER SCHOOL CARE END TIME | AGES |
|---|------------------|-------------------------------|----------------------------|--------------------------|
| EISENHOWER | (574) 377 - 4786 | 6:00 AM | 6:00 PM | KINDERGARTEN - 6TH GRADE |
| HARRISON | (574) 551 - 3923 | 6:00 AM | 6:00 PM | KINDERGARTEN - 6TH GRADE |
| JEFFERSON | (574) 551 - 3960 | 6:00 AM | 6:00 PM | KINDERGARTEN - 6TH GRADE |
| LINCOLN | (574) 551 - 3912 | 6:00 AM | 6:00 PM | PRESCHOOL - 6TH GRADE |
| CLAYPOOL (MEETS AT LINCOLN ELEMENTARY) | (574) 551 - 3912 | 6:00 AM | N/A | KINDERGARTEN - 6TH GRADE |
| MADISON | (574) 551 - 2594 | 6:00 AM | 6:00 PM | KINDERGARTEN - 6TH GRADE |
| WASHINGTON | (574) 551 - 2598 | 6:00 AM | 6:00 PM | KINDERGARTEN - 6TH GRADE |
| LEESBURG | (574) 551 - 3924 | 6:00 AM | 6:00 PM | KINDERGARTEN - 6TH GRADE |
| MENTONE | (574) 253 - 8746 | 7:00 AM | 5:30 PM | PRESCHOOL - 6TH GRADE |

SCHOOL CANCELLATION DAY CAMP/SCHOOL DELAYS | If a school cancellation is announced after the sites open, Kids' Club participants must be picked up by a parent or authorized pickup person and can be taken to the YMCA for a School Cancellation Day Camp. If a school cancellation is announced before the sites open, then children can be dropped off at the Parkview Warsaw YMCA. School Cancellation Day Camps are an all-day developmental program provided at an additional cost. To be able to use School Cancellation Day Camps please mark "YES" on the Kids' Club registration form. During unscheduled school closures the Parkview Warsaw YMCA will not provide lunch for students. Your child will need to have a packed lunch.

SCHOOL CANCELLATION/SCHOOL DELAYS | Please be aware of Warsaw Community School Corporation's delays and closings. Kids' Club will operate at each program site starting at 7am on school delay days. If a school cancellation is announced before the sites open, then children can be dropped off at the Parkview Warsaw YMCA. An all-day developmental program will be provided at an additional cost.

STAFF DEVELOPMENT DAY | Camp Days will be held on staff development days.

HOW TO REGISTER FOR SCHOOL BREAK DAY CAMPS (KIDS' CLUB PARTICIPANT) | If you have already registered for Kids' Club Before and After School Care, please complete a 2025-2026 School Break Camp Kids' Club Participant registration form online at www.kcymca.org. A paper registration form can be filled out at the Kosciusko Community YMCA Welcome Center. (This registration form is much shorter as we already received most of the information we need when you registered for Kids' Club.)

HOW TO REGISTER FOR SCHOOL BREAK DAY CAMPS (NOT A KIDS' CLUB PARTICIPANT) | If you not registered for Kids' Club Before and After School Care but would like to attend a School Break Camp, please complete a 2025-2026 School Break Camp New Participant registration form online at www.kcymca.org. A paper registration form can be filled out at the Kosciusko Community YMCA Welcome Center.

PROGRAM OUTCOMES

The Y's Before and After School Programs are firmly based in its Christian mission and purpose. The specific outcomes include but are not limited to:

1. Children demonstrating an appreciation for arts
2. Children demonstrating caring, honesty, respect and responsibility
3. Children demonstrating physical fitness
4. Children completing their homework
5. Children reading for pleasure
6. Children demonstrating a commitment to learning and using problem-solving skills
7. Children maintaining adequate self-esteem
8. Children avoiding engaging in anti-social behavior

ARRIVAL AND PICK UP

ARRIVAL AND PICK UP EARLY DROP OFF AND LATE PICK UP | Children may not be dropped off prior to the arrival of a YMCA staff member at a Before and After School Care site. A late fee of \$3.00 per minute will be assessed after the site closing time until the child is picked up.

CHECK IN/CHECK OUT PROCEDURES FOR KIDS' CLUB | Parents may drop off their registered children at the Kids' Club site in the morning after the posted opening time. Please check with the Site Director for the opening time. The afternoon session begins when school is dismissed and closes at 6:00 p.m. The YMCA is not responsible for children until they are presented and transferred over to Kids' Club staff, failure to do so can result in termination of services. Children must be picked up from Kids' Club in the evening by a parent, guardian, or an individual who is 18 years of age or older. A sibling, at least 15 years of age, can pick up his/her siblings as long as they are listed on the registration form as an authorized person to pick up.

CHECK IN/CHECK OUT PROCEDURES FOR SCHOOL BREAK, SCHOOL CANCELLATION CAMPS | Check-in will be in the lobby of the Parkview Warsaw YMCA. Parents will check in their students and staff will escort them to their rooms. We ask that parents not go past the check-in table unless they are planning to use the YMCA facility after check-in.

AUTHORIZED INDIVIDUALS FOR PICK UP | For their safety, children are released from Kids' Club only to authorized individuals. An authorized individual must be listed on the registration form, be 18 years of age, and present photo identification. A sibling under 18, and at least 15 years old, can pick up his/her siblings as long as they are listed on the registration form as an authorized pick up person. Should an intoxicated or impaired individual arrive at a Kids' Club site and insist on removing a child, the staff will immediately call 911 and ask for law enforcement assistance. If a court order exists preventing a particular individual from having contact with a child, a copy of the court order must be provided and on file with the YMCA.

CHANGES IN AUTHORIZED PICK UP | Changes in authorization must be provided to the director one week prior to implementation. Only the individual who registered the student may make changes to the list of authorized pick-ups. Staff are not permitted to release children to individuals who are not on the authorized pick-up list. Additionally, they cannot disclose the names on the authorized pick-up list to anyone except the individual who registered the student.

SNACKS AND ACTIVITY

KIDS' CLUB AFTERNOON SNACKS | All snacks will be served family style (family style means children serve themselves with limited help from adults). Children and staff will sit down and eat snacks together. Please bring a water bottle.

INDOOR PLAY | Staff and children are encouraged to be active in the gym as much as possible. Staff will try to offer 30 minutes of play each morning and each afternoon.

OUTDOOR PLAY | Staff will try to take children outside as much as possible. Please make sure the children are dressed appropriately for the weather; hat, gloves, and coat when the weather is cooler. Temperature needs to be 45 degrees or warmer to be outside, staff will take into consideration what the temperature feels like as well. Staff will be cautious in taking the children outside if there are heat advisories or warnings issued in our area. Weather permitting, the goal is to provide 30 minutes or more of outdoor play daily.

WEATHER POLICY

TWO-HOUR DELAY | If Warsaw Schools declares a 2-hour delay the Kid's Club sites will delay and open at 7:00 a.m.

SCHOOL CANCELLATION | If Warsaw Schools cancels school, Kids' Club sites will NOT open and all-day childcare will be offered at the YMCA starting at 7:00 a.m. at the full day rate. Parents are responsible for transportation and lunch.

IF THE YMCA CLOSSES FOR THE DAY DUE TO WEATHER, ALL-DAY CHILDCARE WILL NOT BE OFFERED AT THE YMCA.



PROGRAM FEES

| | YMCA MEMBER | NON YMCA MEMBER |
|--|-------------|-----------------|
| FULL WEEK ATTENDANCE IN THE AM ONLY | \$37 | \$42 |
| FULL WEEK ATTENDANCE IN THE PM ONLY | \$37 | \$42 |
| FULL WEEK ATTENDANCE IN BOTH THE AM AND THE PM | \$55 | \$65 |
| ONE DAY ONLY | \$20 | \$25 |

SCHOOL BREAK, SNOW DAY, AND SCHOOL CANCELLATION CAMPS

| | | |
|------------------------------|--------------|--------------|
| SCHOOL BREAK DAY CAMP | \$30 PER DAY | \$35 PER DAY |
| SCHOOL CANCELLATION DAY CAMP | \$30 PER DAY | \$35 PER DAY |

DISCOUNTS AND FEES

| | |
|--|-------|
| ONE TIME PROCESSING FEE | \$25 |
| DISCOUNT FOR 2ND CHILD | -\$5 |
| DISCOUNT FOR 3RD CHILD | -\$10 |
| DECLINED CREDIT CARDS, RETURNED CHECKS, AND OR NON- SUFFICIENT FUNDS | \$25 |

PAYMENT OF PROGRAM FEES

RESPONSIBLE BILLING PARTY | The Kosciusko Community YMCA will bill only one party for program costs. We do not split costs between parents or bill two different accounts for fees. Access to children's records, billing information, and/or other information is confidential. The primary parent or legal guardian and billing account holder must request in writing any changes to children's records. We cannot provide any information to individuals who are not authorized in the registration forms.

REMOVAL FROM PROGRAM BECAUSE OF NON-PAYMENT | No registration will be allowed for accounts with a past due balance. In the event that an account is past due for two weeks, participation in the program will be discontinued. Efforts will be made to contact parents by phone or email prior to discontinuation of a child's participation. Please be sure to maintain current contact information with the YMCA.

MINIMUM/MAXIMUM PARTICIPATION | The YMCA reserves the right to close Kids' Club sites that do not have participation levels necessary to cover the cost of operation and to put enrollment caps in place when necessary.

FINANCIAL ASSISTANCE | The YMCA does not deny participation or services based on the inability to pay for programs. Assistance must be applied for 3 weeks prior to enrollment and participation in any program for which assistance is needed. A financial assistance application is available at the YMCA Welcome Center and questions concerning income requirements can be addressed by calling the YMCA at (574) 269-9622. Financial assistance offers up to 50% off program fees.

TAX INFORMATION | A report of all YMCA childcare expenses for the previous calendar year will be distributed to parents by January 31st. There will be a fee of \$10.00 for any additional copies. The YMCA tax number is 35-1068182.

STAFFING

STAFFING CHILD CARE STAFF QUALIFICATIONS | The YMCA recognizes the effect a positive experience will have on the development of children and youth. The Kids' Club staff are carefully selected based on education, qualifications, work experience, and for their ability to act as positive role models. Each of our staff has demonstrated a strong commitment to caring for children and has passed pre-employment criminal background checks and drug screening. YMCA childcare staff hold current CPR and First Aid certifications. Our team is a dedicated group that knows the importance of combining a safe and caring environment with a strong curriculum to benefit your child's development.

CHILD ABUSE PREVENTION | The YMCA is committed to the prevention of child abuse. All Y staff are required to complete child abuse training and are ready to observe the early warning signs and report inappropriate behavior. You can help to ensure your child's safety by taking an active interest in his or her YMCA experience and asking your child specific questions about program activities and staff relationships.

As part of the association's prevention program, YMCA staff are prohibited from babysitting or transporting children at any time outside of the Kids' Club program. The YMCA staff do not accept gifts or tips and should not provide gifts to children. By law the YMCA must report any suspected cases of child abuse or neglect to the appropriate authorities.

BEHAVIOR MANAGEMENT PROCEDURES

PHILOSOPHY | The Kosciusko Community YMCA is committed to providing a safe and welcoming environment for all children. To ensure safety and comfort for all, we ask children to act appropriately while they are participating in Kids' Club activities. We expect children to behave in a mature and responsible way and to respect the rights and dignity of others. Kids' Club staff will redirect a child's behavior and respond to inappropriate choices on an individual basis. The YMCA teaches the core values of caring, honesty, respect and responsibility. Children who attend Kids' Club are expected to follow the behavior guidelines and to interact appropriately in a group.

BEHAVIOR MANAGEMENT | When a child chooses not to follow the behavior guidelines of the YMCA Kids' Club, the following steps will be taken:

- Staff will work with the child to understand the reasoning for the behavior and work through more appropriate behaviors.
- The child will be reminded of our behavior philosophy and take a "time out" to regroup before heading back into the group.
- If behavior persists, staff members are not able to help the child understand and change the inappropriate behavior, parents will be notified, and behavior may result in suspension from the program.
- If the child's behavior at any time threatens the immediate safety of the child, other children, or staff, the parent will be notified and expected to pick up the child immediately. This may result in immediate removal from the program.

REMOVAL FROM THE PROGRAM FOR INAPPROPRIATE

BEHAVIOR | The following behaviors are NOT acceptable and may result in the immediate suspension of a child as listed below:

1. Endangering the health and safety of children and/or staff, members, or volunteers. This includes aggressive behaviors such as hitting, kicking, punching, biting and spitting.
2. Stealing or damaging YMCA or personal property.
3. Leaving the Kids' Club site without permission.
4. Continuing to disrupt the program.
5. Using profanity, vulgarity, or obscenity frequently.
6. Any demonstration of sexual activity or sexual contact with another

person

7. Harassment or intimidation with words, gestures, body language or other menacing behavior
8. Carrying or concealing any weapons or devices that may be used as weapons

FIRST OFFENSE | Dismissal for current day and the following day

SECOND OFFENSE | dismissal for the current day and the following on week.

THIRD OFFENSE | dismissal for the remainder of the school year.

**If behaviors persist and the child continues to disrupt their camp, the YMCA reserves the right to suspend the child from the program. Expulsion from the program will be considered in extreme cases.*

BULLYING | The YMCA does not tolerate bullying of any kind. Any form of bullying may result in immediate suspension and dismissal of the program.

INCLUSIVE SUPPORT INFORMATION

INCLUSIVE SUPPORT | Inclusive support is available for children with diverse abilities or those who require specialized care. To receive Inclusive Support please mark "YES" on the registration form. After your Kids' Club registration form is turned in, you will be contacted by Karlee Fawley for additional information. This intake process must be completed before the start of camp.

The following accommodations can be made to meet sensory needs:

- Sensory needs
- Headphones
- Scheduled sensory breaks
- Sensory breaks as needed
- Visual schedules
- Visual transitions
- Visual communication cards

Inclusion accommodations that we cannot make:

- We cannot force a child to take sensory breaks, if they refuse, we will document and move on
- We cannot provide one-on-one or small group support
- Continuously eloping from staff
- Continuous refusal to follow directions while using visual transition

and prompts

- Aggressive behaviors: hitting, kicking, punching, spitting
- Any actions that cause harm to other campers: bullying, aggressive behaviors
- We will not accommodate children who are continuously refusing to follow directions even with accommodations

Every effort will be made to provide reasonable accommodations for mentally and physically challenged children. However, the YMCA is not able to accommodate children who are a danger to themselves, a danger to others, or a disruption to normal activity, making it unreasonably difficult for other children to enjoy programs.

ILLNESS AND INJURY

CHILD ILLNESS | As a guideline the YMCA suggests that children running a fever of 100 degrees or greater and children with recurring vomiting or diarrhea should remain at home for at least 24 hours after the fever has broken or the vomiting or diarrhea has stopped. If your child has a communicable disease or lice, the parents are urged to notify Kids' Club within 24 hours so that the parents of other children may be notified. Children who have had a communicable disease may not return to the program unless they have a doctor's note stating that they are no longer contagious.

INJURIES DURING THE PROGRAM | The YMCA assumes no responsibility for injuries or illnesses which may be sustained as a result of participation in athletic activities, sports programs, and the use of any equipment, exercise or any other activities or incidents. Parents or guardians assume the risk for any and all injuries and illnesses which may result from participation in these activities.

When a student is injured, our staff will:

- Provide basic first aid if needed.

EMERGENCY PROCEDURES | In the event that a parent or guardian cannot be reached in an emergency, YMCA staff will call 911, so that medical personnel can provide appropriate medical treatment. This treatment may include, but is not limited to, routine tests, X-rays and the release of any records necessary for insurance purposes. The YMCA does not carry accident or medical insurance on program participants. Payment for these services is the sole responsibility of the parent or guardian.

MORE INFORMATION

MEDICATIONS | The YMCA staff are not authorized to administer medication during Kids' Club hours. Any medication sent with your child for use during school hours must be stored and kept consistent with school policy. Please inform our staff of any long/short term medical conditions that your child may have so that appropriate care can be provided.

ELECTRONICS | All electronic devices, kindles, iPods, iPads, DSs, MP3 players etc. will not be allowed unless they school approved E-Learning devices. Cell phones must be on silent and in backpacks. The YMCA is not responsible for these items.

NON-DISCRIMINATION POLICY | The Kosciusko Community YMCA does not discriminate against anyone based on race, religion, color, sex, age, national origin, sexual orientation or disability.

MARKETING | On occasion, the YMCA takes photographs, film footage, or tape recordings of our programs. This media may include your child's image or voice and is used only for purposes of promoting or interpreting YMCA programs. At registration you will be asked for permission to include your child in these promotional materials.





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