

## YMCA School-Age Care Parent/Guardian Statement of Understanding



- I have received the Parent Handbook from the YMCA staff, and I acknowledge that the YMCA has met its obligation to inform me of its policies and procedures by providing me with the Handbook. I understand that if I have a question regarding a specific area of content in the Handbook, a YMCA staff member will clarify the area for me.
- I agree to follow all program policies as stated in the YMCA Parent Handbook, with special attention to the following areas: Guidance Policy, Fees and Collection Policies, and Supervision/Safety Policy.
- I understand that my child may not be released to anyone without prior written documentation and presentation of a valid photo identification.
- I understand that the YMCA staff cannot withhold a child from a biological or custodial parent without legal documentation (i.e. court orders, custody papers, etc.)
- I understand and will follow the YMCA of Central Ohio's Fee Policy as outlined in the Parent handbook.
- I understand that if my child is ill, or will not be attending the program for any reason; the YMCA program must be notified prior to my child's scheduled attendance.
- I understand that credits will not be issued for any absences. Credits will only be issued for program closings due to severe weather or other facility closings where other arrangements have not or could not be made by the YMCA.
- I understand that if my child does not attend the program for 2 consecutive weeks, without notification, my child's slot may be forfeited. In the event that I would lose my slot, the YMCA will notify me.
- I understand that the YMCA is not responsible for and discourages employees from providing paid care and custody for a YMCA participant under the age of 18 outside of a YMCA Program (i.e. babysitting).
- I have reviewed the YMCA Employee Code of Conduct Review for Parents.
- The information given in the registration and \*medical information paperwork is correct and complete to the best of my knowledge and the person herein described has permission to engage in all activities in the program, except as noted. (\*all necessary and important medical information regarding my child has been documented on the medical forms provided in the registration paperwork.)
- I agree to hold harmless the YMCA, its agents and employees for all incidents alleging bodily injury or property damage or loss occurring while the person herein described is a participant at a YMCA sponsored activity on or off the YMCA premises. I will not hold harmless the YMCA from any liability arising out of negligence of the YMCA.

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

### \* Information/Photography Release \*

Please check the appropriate line in regards to YMCA staff photographing or video taping my child for YMCA promotional purposes (ads, brochures, newspapers, recruitment videos,) or for on-site activity purposes

\_\_\_\_\_ I DO give the YMCA staff permission to take my child's picture for promotional purposes or on-site activities.

\_\_\_\_\_ I DO NOT give the YMCA staff permission to take my child's picture for promotional purposes or on-site activities.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_



# Parents-For Your Review

## YMCA of Central Ohio's Employee Code of Conduct Related to the Interactions Between YMCA Staff and Program Participants, Members and Volunteers

The YMCA of Central Ohio is committed to keeping its program participants, members, volunteers, staff and the community safe. We feel that it is important to share with you the expectations that we have of our staff regarding their interactions with program participants, members, volunteers, fellow staff, and the community.

The following information is important for you to know about our staff:

- By Ohio law, all of our employees are MANDATED REPORTERS of any suspected abuse or neglect of a child to the proper authorities i.e., Franklin / Delaware / Pickaway / Logan County Children's Services.
- During YMCA programs, staff should never be left alone with a single child, out of sight or unobserved by other YMCA staff or persons.
- When working in, or utilizing a YMCA facility or program, staff are expected to portray a positive role model by maintaining an attitude of caring, honesty, respect and responsibility.
- Staff are to refrain from the use of language, physical conduct or behavior which is sexually suggestive, harassing, intimidating or offensive to program participants, members, fellow employees, volunteers or other participants in YMCA programs or activities. Examples include sexual innuendoes, put downs or phrases that could be construed as profane.
- Staff are expected to treat persons of all races, religions, and cultures with respect and consideration.
- When working with children, the following, under appropriate conditions, may be permissible forms of non-verbal communication:

### **Children Over Age Six:**

- Hand to shoulder contact
- Side by side hugs
- Rustling of hair and pats on the head
- "High Fives"
- "Slap me Fives"
- Handshakes
- Eye Contact
- Smiles

### **Children Under Age Six**

- Same as children over age six
- A child may be hugged or permitted to sit on an employee's lap only to meet the children's needs for comfort and security, necessary for healthy emotional growth.

- The YMCA is not responsible for, and discourages staff from providing paid care and custody for a YMCA participant, under 18, outside of a YMCA program.
- Physical restraint (staff confining a child by holding the child appropriately) is only to be used in situations where a child puts himself/herself or others in danger and must be documented in writing.
- Staff should use positive techniques of child guidance, including redirection, anticipation and elimination of potential problems, and encouragement, rather than competition, comparison or criticism.
- Staff may not touch children on areas of their bodies that would be covered by a swimming suit except when diapering, changing clothes, giving medical treatment or washing a child off as appropriate to their job function, or in programs requiring appropriate spotting or manual instructional support (such as gymnastics and swim instruction.)
- Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
- Staff should not accept gratuities from participants; if staff are given a gift from a member/participant/volunteer, staff should notify their supervisor so that s/he can help you determine if it is of substantial value. Gifts that are considered to be of substantial value cannot be accepted.
- Parental permission must be given to take photos of YMCA participants. The use of personal cell phones to photograph YMCA participants is prohibited. Staff may not use photographs taken at YMCA programs and/or of YMCA participants for purposes other than those directly related to the program or to the YMCA.
- If staff chooses to post a personal website, or to participate in web-groups, chat rooms or blogs, the following guidelines must be followed:

The use of photos, logos or images of the YMCA or its programs is prohibited. If staff use the YMCA's name (including names of camps or other programs) in any such communication, staff should be especially careful to support and certainly not to harm or ridicule the YMCA's image or mission.

Personal website should be marked "private," so that only people that staff have invited may access your page. *Staff are prohibited from inviting YMCA youth (campers, program participants, members, etc. under the age of 18) to access their website.*

**If you observe any inappropriate behavior, or violations of the Code of Conduct, you should report it to YMCA personnel immediately.**