



FOR YOUTH DEVELOPMENT*
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



2017 Y B.R.E.A.K. Parent Handbook

Enjoy Summer fun in 2017
with the
Manitowoc-Two Rivers YMCA
and a partnership with
the Manitowoc Public School District.

BMO  Harris Bank
We're here to help.

United Way 
United Way
Manitowoc County, Inc.



Location: Madison Elementary School
701 N. 4th Street, Manitowoc

Age: 5-12 years of age

Fee: \$35 Annual Family Registration

When: Weekly Sessions
June 12th – August 18th

Time: Weeks 1, 4, 7, 8, 9, 10
Monday - Friday
6 a.m. - 6 p.m.

Weeks 2, 3, 5, 6
Monday - Friday
**Summer School Programming
8a.m.- 12p.m.
** Before & After Summer School Programming
6am-8am and 12p.m-6p.m.

WELCOME

Our Y B.R.E.A.K. program will run from June 12th to August 18th, 2017 . We have a strong partnership with the Manitowoc Public School District and we look forward to making the strength of this partnership even better.

The Y.B.R.E.A.K. experience is designed to help your child grow personally and academically. If your child's home elementary school is offering an Academy program this summer, your child will participate there. Children whose home elementary school does not have an Academy, their school is out of District or a Parochial school, must sign up to participate at Jackson Elementary Summer School.

- **Summer School and Academy are running on weeks 2, 3, 5, and 6** (Week of June 19, June 26, July 10 and July 17). **Normal B.R.E.A.K. programming will commence on July 24th.**
- Due to the changes, your family will be **charged less** during The Manitowoc Public School District Summer Programming.
- **Transportation** will be provided from Madison at approximately 7:20am to the following Summer School Programs: *Jackson, Franklin, Jefferson, Monroe and Riverview*. If your child plans on riding the bus to their Summer School Program, please be sure your child is at Madison by 7:10am. If your child misses the bus at Madison, it is your responsibility to transport your child to their Summer School Program. Y B.R.E.A.K. children will be returned to Madison after Summer School Programs.

Weekly Scheduled Activities

Each day, your child will be provided with a morning snack, breakfast, lunch and an afternoon snack. All children will have the opportunity for the following activities each and every week: Swimming two times per week, sports and games, art, gymnastics one time per week, character development, computer lab time, nutrition planning, music, literacy programming and an enrichment field trip per week.

All children (5-12 year olds) will walk down to the Y for swimming and gymnastics 2 days a week.

If you need this information translated into a different language, we have resources available. Please contact Mary Sue Yindra at 920.482.1515.

STAFF

Our experienced staff strives to provide a fun, adventurous and safe summer experience. The staff are chosen based on their enthusiastic personalities, leadership abilities and dedication to children. Each teacher and assistant will work with a group of approximately 20-30 children. All of our staff is trained in CPR and First Aid. They are also certified and/or educated in child development, positive behavior guidance, abuse prevention, emergency procedures and safety.

REGISTRATION

Y B.R.E.A.K. Operates 10 weeks throughout the summer for children ages 5-12. While in our program your child will participate in a variety of activities including swimming, active games, arts & crafts, learning fundamentals, group challenges and much more with children in their own age group. There are also weekly structured field trips.

Hours of Care: *Weeks 1, 4, 7, 8, 9, 10, Monday-Friday: 6 a.m. - 6 p.m.*

*Weeks 2, 3, 5, 6: Monday-Friday: **Summer School Programming from 8a.m.-12p.m.** Before and After Summer School Programming 6am-8am and 12p.m-6p.m.*

Structured Activities: 8:30 a.m. – 4 p.m.

Children ages 5 through 12, may enroll at Y B.R.E.A.K. any days throughout the summer. Priority registration for full week involvement starts **April 6th**. Partial week enrollment will begin on May 8th. Full week involvement fills up quickly! We encourage you to register early.

Registration will be at the Manitowoc Public School District Administration Building (2902 Lindbergh, Manitowoc) on **April 6th and 7th**. Membership staff will be onsite for you to become a Y member both days.

After **April 7th**, you can register and join at the Y.

Registrations for Week 1 will not be accepted after June 2nd. Remember space is limited and enrollment will be denied if the week is full. It is best to sign up early and not wait until the last day. If the week you are registering for is full, your child will be put on a waiting list.

FEES

Ten one-week sessions running from June 12th – August 18th.

Tuition Rates for weeks 1, 7, 8, 9, 10

<u>Rates</u>	<u>YMCA Member</u>	<u>Non-Member</u>
3 days/week	\$100	\$120
5days/week	\$130	\$160

Tuition Rates for weeks 2, 3, 5, 6

**Summer School Programming weeks*

<u>Rates</u>	<u>YMCA Member</u>	<u>Non-Member</u>
3 days/week	\$ 70	\$ 90
5days/week	\$100	\$130

Tuition Rates for week 4

<u>Rates</u>	<u>YMCA Member</u>	<u>Non-Member</u>
3 days/week	\$100	\$120
4days/week	\$104	\$128

***Those participating in Y B.R.E.A.K. must have a Y Membership at the time of registration in order to take advantage of the Member rate*. Please indicate at the time of membership registration that this is for Y B.R.E.A.K. and the joiner fee will be waived, if applicable. Memberships are prorated based on sign up date and continue on a monthly bank draft.**

\$10 discount for a second child registered for full week care only, and only if you registered your first child for that same week.

All fees are due the Friday prior to the week of services. A \$20 late fee may be assessed each week for fees not received by Friday. Any family with past fees due of one week or more must pay in full, including late fees, before child can return to the program. No exceptions! This includes any previous years attended. Slots may be given to other children if payment is not received by the second week.

SCHEDULE CHANGES AND CANCELLATIONS

Cancellations and schedule changes will be accepted until May 22nd, 2017 without a charge. After May 23rd your schedule is locked in and you are responsible for fees associated with your schedule. Cancellations after this date will be charged the full rate. Cancellation for the full summer requires a two-week written notice.

CHECK IN/OUT

Check in/out is located inside the hallway by the Gym of Madison School by the south door. All parents and those authorized must sign your child in/out daily. To pick up your child, simply show the staff your photo id (driver's license). No child will be allowed to leave Summer B.R.E.A.K. with a non-authorized person without proper identification. **Your child's safety is our #1 priority!**

LATE PICK-UP

There is a \$25 late pick up fee if your child is picked up after 6:00 p.m. Every effort will be made to contact the parents and emergency contacts in the event of a late pick-up. If parents or emergency contact are not reached by 6:15 p.m. staff are authorized to call the Manitowoc Police Department and the Department of Human Services.

BREAKFAST /LUNCH/ AM & PM SNACK

Breakfast, A.M. Snack, lunch, and P.M. snack will be provided at no additional charge. Menus will be posted on the parent board. Children may bring a bag lunch if they choose to.

WHAT TO BRING

We recommend that children wear outdoor clothing and tennis shoes. (No flip flops) Send a jacket or sweatshirt along on cool days. A backpack, swimsuit and towel will be needed on your child's swim days. Mark all your child's belongings with their full name. Please do not send personal toys or electronic games. Y Teachers will keep these items if found and return to the parent/guardian signing them out that day. All marked items should come in a backpack. Please make sure your child brings a backpack everyday with an extra set of clothes in the backpack. Children will keep their backpacks with them or in a designated area throughout the day. Optional items to bring would include, water bottle, plastic bag to put wet swim suit and towel into, comb/brush, goggles or nose plugs. **We are not responsible for lost items.**

CLOTHING

Children should wear simple, non-restrictive clothing that you do not mind getting dirty, muddy or possibly ruined. Shorts, jeans, sweatshirts and t-shirts are a good choice. **We are not responsible for lost or stolen items.**

LOST AND FOUND

We will make every effort to keep your child's belongings with your child. However, a lost and found box will be available near the check in/out tables for all misplaced items found throughout each day. Please label all clothing, towels, backpacks, water bottles and anything else your child may bring to the program.

- Do not send anything valuable to Y B.R.E.A.K.
This includes items of sentimental value.
- Please mark your child's full name clearly on everything
We are not responsible for lost or missing items.
You would be surprised what we find at the end of each day!
- All unclaimed/unlabeled items will be cleaned and donated to charity at the end of summer.

ABSENSES

If your child will be absent, please call Madison School at [920.663.9940](tel:920.663.9940) prior to 8:00 a.m. If no one answers please leave a message on the voice mail, with child's name and age. The voice mail will be checked periodically throughout the day. Please be respectful of other families. If your child contracts anything that may be contagious please call and let us know immediately. Your name will be kept confidential, but other parents would like to know if their child has been exposed to anything. Your child's health status will be checked informally each day. If your child shows any sign of illness, rash, high temperature, diarrhea, infection, lice, or any contagious diseases, etc. the parent/guardian or authorized person will be called and required to pick up the child within one hour. Each child receives two sick days per summer. If your child does not come in by 9am on a day they are scheduled, we will call you to find out whether or not the child is coming in that day.

AGE GROUPS

Your child will be placed in an age appropriate group during the bulk of the day and then given a group name. Ages 5/6 are grouped together, 7/8 and 9/12. During early morning and late afternoon care the children are together with all ages.

EXPECTED BEHAVIORS AND DISCIPLINARY ACTION PLAN

All Y B.R.E.A.K. participants are entitled to a pleasant, safe, orderly, and enjoyable program. A system of positive reinforcement will be used to recognize and celebrate appropriate behaviors. It is the hope of the staff that all program time is embraced by the Y B.R.E.A.K. participants with positive behaviors. Everything that the program does is aimed at creating a safe, orderly, and positive summer experience.

It is the intent of the Y B.R.E.A.K. program that each child enjoys the activities planned and participates in a manner that reflects responsibility for one's own actions. All program participants will be provided knowledge of the basic rules of safety and good conduct. These basic rules will be shared frequently during the course of the summer so that each participant has a very clear understanding of behavioral expectations. All Y B.R.E.A.K. participants will demonstrate the qualities of self-control, respect for others, and cooperative participation.

Inappropriate behaviors of a few can often spoil the experience for an entire group. The Y B.R.E.A.K. program has a continuum of behavioral interventions designed to address behaviors based on their frequency and their severity.

The Continuum of behavioral interventions includes:

1. Behavior incident report
2. Loss of privilege to participate in a specific activity
3. Program Suspension (1 to 3 days)
4. Parent Conference
5. Crisis Response Meeting
6. Expulsion from the Program

It might be noted that behavioral intervention can occur at any level depending on the severity of the behavior and at the discretion of the program coordinators.

Some inappropriate behaviors that may result in disciplinary action include:

- Disruption to the program
- Not staying with the group or in designated area
- Ignoring or disobeying safety rules
- Inappropriate bus behavior
- Refusing to take part in activities
- Use of inappropriate language
- Bullying others**
- Physical fighting**
- Defacing property**
- Willful disrespect of staff**

Parents should be aware of the fact that this is not an all-inclusive list and that the last four behaviors in bold are likely to involve at minimum a parent contact/conference. Parents may be asked to pick up their child immediately in the case of physical altercation and/or willful and repeated disrespect of staff.

Parent can anticipate the following progression of disciplinary action:

1. Behavior incident report is filled out
2. Three behavior incident reports within a 2 week period of time will result in a 1 day suspension (parent will be notified).
3. If the child again receives 3 behavior incident reports within a 2 week period of time it will result in a 3 day suspension and a parent conference.
4. Dismissal from the Y B.R.E.A.K. program will be considered if the behaviors continue to exist after the second period of suspension.

Note: In instances of suspension or dismissal from the program, there will be **NO REFUNDS** for fees that have already been paid.

Severe Behaviors

Severe behaviors include any behavior that compromises the safety or well-being of your child, other children, or staff. The severity of a behavior is determined at the discretion of group leaders in consultation with the program coordinators.

The following steps will be followed when a severe behavior occurs:

1. The child will be sent home immediately
2. The child will be suspended from the Y B.R.E.A.K. program until a parent meeting occurs.
3. The parent meeting will be held with the Behavior Crisis Team which will consist of the program coordinators, the DPI certified behavioral consultant, and the YMCA Associate Executive–Youth Development.
4. The meeting will result in an acceptable behavioral change plan or a determination of dismissal from the Y B.R.E.A.K. program

Continuum of Behavioral Intervention

A Behavior Incident Report will be filled out for each incident of inappropriate behavior. The following continuum of behavioral intervention will be used to address behavioral concerns:

Behavioral Intervention	Behavior Conditions	Anticipated Consequences
Stage 1	Child receives three (3) Behavior Incident Reports within a two (2) week period of time	1 day suspension from Y BREAK
Stage 2	If the child returns from suspension and again receives three (3) Behavior Incident Reports within a two (2) week period of time	3 day suspension from Y BREAK and a parent conference will be scheduled
Stage 3	If the child continues to demonstrate inappropriate behaviors after the 3 day suspension	Dismissal from the Y BREAK program

Severe Behaviors

Severe behaviors that compromise the safety or well-being of your child, other children, or staff will be addressed through the Crisis Intervention Strategy.

Step 1	Parents will be asked to pick up their child immediately.
Step 2	The Child will be suspended from the Y BREAK program until a parent meeting occurs
Step 3	The meeting will result in an acceptable behavioral change plan or dismissal from the Y Break Program.

The Following forms of unacceptable behaviors have specific consequences:

Physical Fighting: Parents will pick up their child immediately from site or excursion site. A parent conference will be scheduled and/or the child will be suspended depending on the severity of the offense

Defacing Property: Parents will be asked to pay for repairs and the child will receive a Behavior Incident Report

Willful disrespect of staff: This behavior will not be tolerated.

These situations will result in a Behavior Incident Report and a scheduled parent conference. Continued disrespect will result in suspension(s) and/or dismissal from the Y B.R.E.A.K. program.

Bullying others (verbal or physical): Children involved in bullying behaviors will receive a Behavior Incident Report and a verbal reprimand from staff. Continued bullying will result in a required parent conference and could result in suspension(s) or possible dismissal from the Y B.R.E.A.K. program.

Foul Language: Incidents of foul language will result in a Behavior Incident Report

Other areas of concern (not limited to): Not staying with the group or in designated area, ignoring or disobeying safety rules, inappropriate behavior on the bus, refusing to take part in activities, etc. These behaviors will result in a Behavior Incident Report.

COMMUNICATION

The Manitowoc-Two Rivers YMCA strives for open communication between parents and staff. Every group of children will have a lesson plan posted on the parent board. Every family has a parent folder that should be checked daily for bills, receipts, news from your child's teacher, and other additional information.

INJURY

Moderate injuries will be communicated to parent in the form of writing or by phone once proper first aid has taken place. Any bump to the head will result in the parents being notified via a phone call. In severe injuries needing higher medical attention, the parent or guardian will be contacted immediately. 911 may be called if necessary for severe injuries.

EMERGENCY MEDICAL FACILITY

The hospital we use for emergency care is Holy Family Memorial which is located at 2300 Western Ave. Manitowoc, WI 54220 (920) 320-2011.

FIELD TRIPS

Field trips will be taken on Wednesdays for all age groups. A bag lunch will be provided by us on field trip days. Field trips may include very physical activities such as hiking, climbing, running, swimming, etc. We will use Brandt Buses as our transportation provider, unless otherwise communicated. Some field trips may go longer than 3:30 p.m. Children must wear their Y Summer B.R.E.A.K. field trip t-shirt on field trip days. These will be provided at the start of Summer B.R.E.A.K. If you forget your child's t-shirt the day of the trip, you will have the option to go home and get it or purchase an additional shirt at \$5.

There will be extra staff especially for out of town trips. Parents are welcome to come along to chaperone. Background checks are required. If interested, please fill out the caregiver background check at least 48 hours prior to the field trip. Field trips are subject to change, especially due to weather. If a water park or outdoor field trip is planned and it looks like rain, please send socks along with your child. Often times we will then go roller skating or bowling. A listing of field trips will be sent to all Summer B.R.E.A.K. participants prior to the start of Summer B.R.E.A.K.

POLICIES AND PROCEDURES

A full listing of our policies and procedures is made available daily near our sign in/out table. Please ask a staff member if you would like to see it.

QUESTIONS/COMMENTS/CONCERNS

Each day we have 3 Summer B.R.E.A.K. coordinators on site that can handle most questions and/or problems that may occur. For further assistance you may contact Mary Sue Yindra at 920.482.1515.

2017 WEEKLY THEMES

Dates

Wk 1: June 12-16

Wk 2: June 19-23

Wk 3: June 26-June 30

Wk 4: July 3-7

Wk 5: July 10-14

Wk 6: July 17-21

Wk 7: July 24-28

Wk 8: July 31-Aug. 4

Wk 9: Aug. 7-11

Wk 10: Aug. 14-18

Theme

We Are Family

Under the Sea*

Wisconsin Adventure*

Space is the Place

Fun & Fitness*

Artful Antics*

Animal Planet

Mad Science

Y B.R.E.A.K.'s Got Talent

Best of the Best

* Themes may be changed due to field trips.