

YMCA
BRIDGES:
BEFORE & AFTER
SCHOOL PROGRAM

2025-2026
PARENT HANDBOOK

“For Youth Development, Healthy Living, & Social Responsibility”

MID-WILLAMETTE FAMILY YMCA

DEAR YMCA BRIDGES: BEFORE & AFTER SCHOOL PROGRAM PARENTS:

Congratulations on enrolling your child in our fun and engaging before & after school program. We will be bringing many exciting activities, games and crafts to keep your child entertained and safe while they are in our care.

We are committed to providing your child with a rewarding and memorable experience. We have hired role models for your children who will help build character, positive experiences and memories that will last a lifetime.

The goal of all YMCA programs is to build strong kids, strong families, and strong communities. As a part of the YMCA, the BRIDGES Program reflects these values and is designed to help your children grow mentally, physically, and socially within a fun, safe, and caring program environment.

This parent handbook is designed to prepare and assist you with sending your child to the BRIDGES Program. It contains helpful and pertinent information that will make the program a meaningful experience for your child as well as a valuable service to you.. Please read this handbook carefully and review the program rules and guidelines with your child.

If we can provide you with any additional information or be of any service to you throughout the year, please do not hesitate to contact us.

SPECIAL NOTE TO PARENTS:

As a provider of children's programs, the YMCA strives to effectively screen and train all staff and volunteers. Our quality programs enrich the lives of thousands of children each year and the safety of every child is a top priority for us. To make sure your child remains safe outside of YMCA supervision and to protect our staff and volunteers, the YMCA encourages your cooperation in the following areas:

- It is a violation of YMCA policy for an employee to baby-sit, host sleepovers, or spend time one-on-one with your child outside of the YMCA programs.
- Talk to your child about the importance of telling you if someone does or says something that makes them feel uncomfortable. Emphasize that adults should not ask them to keep secrets from you.
- Explain to your child that she/he has a basic right to privacy and that no one should touch them inappropriately or compel them to touch someone else inappropriately.
- Instruct your child to always remain part of the group. Stress safety in numbers.
- Be concerned if your child suddenly becomes withdrawn or balks at attending certain activities or being around a particular person. Gently seek to find out why.
- Report any actions by YMCA staff or volunteers that you deem to be inappropriate to the Program Director. If these actions involve suspected child abuse, contact the Child Protective Services Department of your jurisdiction immediately, or call your local police department.

Sincerely,

Matt Soot

BRIDGES Director

541-926-4488 x 1104

PROGRAM INFORMATION:

**Registration for Non-School Days not included. Please visit the following link to register for Non-School Day [BRIDGES: Non-School Days](#)*

FEES:

Before school - \$100/month

After school - \$250/month

Late Fee: Families will be charged \$1 per minute for late pick up after 6:00pm. At the end of the week, parents will be given an invoice, which must be paid in full by the following Monday. Accounts with outstanding balances will not be able to attend the after school program until it is paid.

Cancellation must be done before the start of the month you are canceling or you will be charged in full for that month.

STAFF

Our staff will consist of highly trained individuals who have a passion for working with children. Our staff members are enrolled in the Central Background Registry, certified in CPR, First Aid and AED. In addition, they are trained in Child Sexual Abuse Prevention, Hazardous Communication, Slips, Trips, and Falls, Blood Borne Pathogens, Appropriate Touch, Safe Lifting and Sexual Harassment Prevention.

CHARACTER DEVELOPMENT

We plan to provide the best after school program possible. At the 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 positive values.

PERSONAL ITEMS

Please label all items the child may bring to the BRIDGES Program with the child's first and last name. The YMCA and its staff cannot be held responsible for your child's personal belongings. Please do not send video games, trading cards, or other items of value to the program. While every effort will be made to locate lost items, the YMCA is not responsible for replacing these items.

COMMUNICATION

Communication between parents and staff is vital to maintaining a fun and engaging program for all involved. Flyers will be sent out with information about program dates and times when the need arises.

DISCIPLINE

If your child has been receiving assistance in behavior management during the school year, it is imperative that this information be shared with the camp staff. This will enable us to work more effectively and productively with your child. Good behavior will be elicited in a positive and kind way. Children will be given understandable guidelines for their behavior so that they develop internal control of their actions. The staff will work cooperatively with parents, keeping them informed of behavior problems and methods used to teach and guide the child towards socially acceptable behavior. Behavior problems that cannot be resolved may result in the child's dismissal from camp without a refund. Certain abusive behaviors will result in immediate dismissal.

CONDUCT

Our Code of Conduct states that the YMCA is committed to providing a safe and welcoming environment for all of our members and guests. To ensure safety and comfort for all, we ask individuals to act appropriately while they are participating in a YMCA program. We expect persons using the YMCA to behave in a mature and responsible way and to respect the rights and dignity of others.

Our code of conduct does not permit language or action that can hurt or frighten another person or that falls below a generally accepted standard of conduct. Specifically this includes:

- Angry or vulgar language including swearing, name calling, and shouting
- Physical contact with another person in an angry or threatening way
- Any demonstration of sexual activity or sexual contact with another person
- Harassment or intimidation with words, gestures, body language or other menacing behavior
- Behavior which intends to or results in the theft or destruction of property
- Carrying or concealing any weapons or devices that may be used as weapons.

Staff are trained and expected to respond to any reported violation of our code of conduct. Please do not hesitate to notify staff if you need assistance. YMCA Management will investigate all reported incidents. Dismissal from a program may result from any violation of the code of conduct. [No refunds will be given.](#)

DISABILITIES

In order for the YMCA to provide the best program experience for your child, we ask that prior to registration, you consult with the program director regarding any special needs of your child. Due to the fact that there are some medical treatments and procedures the YMCA staff are not legally trained nor qualified to perform, children will be enrolled on an individual basis. We will make every attempt to serve all children.

SPECIAL ACCOMMODATIONS

If your child has an IEP/behavioral plan/504 student accommodation form during the school year you must disclose this to the Mid-Willamette Family YMCA. As an inclusive organization, the Mid-Willamette Family YMCA will make all attempts within our policy to

accommodate all children. While we are experienced and able to support a wide variety of exceptionalities, we are unable to offer one on one support for a child that needs that level of care.

Due to the fact that there are some medical treatments and procedures the Mid-Willamette Family YMCA staff are not legally trained nor qualified to perform, please meet with the program director to discuss any special accommodation that may be needed.

LOST AND FOUND

Items left at the BRIDGES Program will be placed in the lost and found box at the end of each day. Ask BRIDGES Program staff members for the location of the lost & found. All items not claimed by the end of each month will be donated.

EMERGENCY PROCEDURES

All precautions will be taken to prevent serious health risks to all our program students. In the event that a minor injury occurs, our certified staff will administer first aid at the site and an Ouch Form will be filled out.

The following procedures will be implemented in the event of a major injury or health problem:

- 911 will be called
- A First Aid certified staff person will administer immediate first aid at the site until professional services arrive. All efforts will be made by the staff to make your child comfortable.
- The parent will be contacted, then the emergency contact person if need be.
- A staff person will accompany the child to the hospital and will remain with the child until the parent or emergency contact person arrives.
- The incident will be recorded on a YMCA Incident Report Form listing all medical procedures and first aid administered.

The emergency procedures for minor injuries are as follows:

- First aid will be provided and the incident will be recorded on an Ouch Form.
- The child will be observed continuously and made as comfortable as possible during and following the treatment period. Parents will be notified.

All BRIDGES Program staff members are trained in First Aid/CPR. The YMCA does not pay for treatment due to injury at the BRIDGES Program. Health cost/treatment is the sole responsibility of the parent. It is imperative that parents indicate their health insurance information on their BRIDGES Program Registration Form at enrollment. Additionally, please assign an emergency contact who can be easily reached.

ILLNESS

If your child is sick, please keep him/her at home. If your child is sent to the BRIDGES program with an illness, we will notify you to pick up your child. Children will be sent home for the following reasons: fever, diarrhea, unexplainable rash, lice, upset stomach, and vomiting.

A child, who has been vomiting, has a fever or diarrhea must be kept home for a minimum of 24 hours after the symptoms have subsided without the use of medication.

Children with lice must be nit free before returning to the BRIDGES Program. When a child is sent home with a communicable disease, he/she cannot return without a note from a doctor. Remember, we have the health of all students and staff to consider.

MEDICINE

BRIDGES Program staff members will administer prescription and over-the-counter medications to children only when the parent, legal guardian, or physician has completed a written medication form. This includes sunscreen and bug spray, etc. All prescription medications must have a doctor's signature and be in the original container along with the child's name. No exceptions will be made.

PHONE CALLS

Please do not call to speak to your child or staff members during program hours unless it is an emergency. If your child is experiencing problems, we will call you immediately. You may call the Program Director with your questions or concerns at any time. If your child has a cell phone of their own, it needs to remain off during BRIDGES Program hours.

RULES & SAFETY

Safety is paramount to the BRIDGES Program. All students MUST be signed out by a parent or authorized person. All parents that are unknown to staff members will be asked to show an I.D. when retrieving their child. This helps ensure their safety.

BRIDGES Program rules will be established and taught to the children at the beginning of each session and regularly reviewed to ensure the safety of all children.

WEATHER

Outdoor play is an important part of our daily camp schedule. Parents are asked to dress their children appropriately for the weather conditions.

BRIDGES Program Behavior Agreement

At the YMCA we take the happiness of your children very seriously. We want every day here to become a happy memory for them. Therefore, we work hard at creating an environment that will allow this to happen. Along with our efforts, we need the children to help us create that environment by following some simple, but effective rules. Below is our Behavior Agreement, please read over it with your child and be sure they understand what it is and why they are signing it. This will allow us to help them have a wonderful experience at the BRIDGES Program.

___ I will listen to the staff and follow their directions.

___ I will respect other people's belongings by not touching/using their stuff without permission.

___ I will sit properly with my feet facing forward, bottom in my seat and all legs of the chair on the floor.

___ I will respect other people's space by keeping my hands and feet to myself.

___ I will not hit or fight other people.

___ I will not yell while inside the building and will use my inside voice when speaking.

___ I will use appropriate language. Which does not include swear words or negative remarks. (I.E. "Shut up," "Stupid", "Dumb", etc...)

___ Before leaving the room, I will ask a staff member for permission.

___ I will respect other's feelings by having a positive attitude when talking to them.

Not abiding by these rules can result in suspension from the program. All incidents will be handled on a 3 incident system, except hitting/fighting. Hitting/fighting, running from the program, or other extreme behaviors, will be an immediate 1-day suspension from the program. All other incidents will be handled as follows:

1st Incident: VERBAL WARNING

2nd Incident: WRITTEN WARNING/PARENT MEETING

3rd Incident: 1-DAY SUSPENSION

At the Program Director's discretion, students that receive 3 written warnings during a session may be asked to leave the program for the remainder of the session. If your child gets removed from the program no refunds will be given.