

**HOBART FAMILY YMCA  
SCHOOL AGE CHILD CARE LATCHKEY  
PROGRAM  
AN ALTERNATIVE  
SCHOOL AGE CHILD CARE  
for  
SCHOOL CITY OF HOBART**

**HOBART FAMILY YMCA  
601 WEST 40<sup>TH</sup> PLACE  
HOBART, IN 46342**

**Telephone-219-235-9717  
Fax-219-947-1195  
[www.starry@hobartymca.org](mailto:www.starry@hobartymca.org)**

**April 29, 2021**

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# **SECTION 1: PROGRAM DESCRIPTION**

## **PROGRAM GOALS**

The Hobart Family YMCA will endeavor to provide an enriching program for children in grades K-6 within the School City of Hobart Corporation. An overall goal will be to provide a caring, safe, productive environment for children who normally might be home alone or playing in public places without supervision, to assist children in developing to their fullest potential and to support and strengthen the family unit. Our program will not attempt to take place of either home or school, but offer warmth and security, with a consistent, responsible, well-trained staff that understands the needs of school-age children. It is NOT a babysitting service, but a high-quality school age enrichment program designed for a parent's peace of mind. Our concern is to have the very best school age program available. With the cooperation of the schools, parents, children, and the Hobart Family YMCA, we can all make this possible.

The Hobart Family YMCA's School Age Child Care Program is committed to:

- Providing a safe supervised environment.
- Developing skills necessary for students to care for themselves and others.
- Reinforcing positive feelings about school.
- Reinforcing learning skills obtained in school.
- Creating cooperation between parent, child, school, and the YMCA.
- Developing constructive use of leisure time.

The outcome objectives for children attending the SACC program as follows:

- Children attending SACC will complete homework assignments.
- Children will read books for pleasure.
- Children will demonstrate the character values of caring, honesty, respect, and responsibility.

We evaluate the program in several ways, on a regular basis using the program goals and objectives and the Indiana Quality Program Standards Assessment (IN-QPSA).

Evaluation benefits the program operation in the following ways: helps to monitor the SACC Program; points out strong and weak areas of program operation; suggests changes to increase effectiveness; examines efficiency and adequacy of program; provides quality controls; helps to set standards of performance and helps us check on continuous attainment; helps to clarify program objectives; points out inconsistencies in objectives or activities; develops new ideas for future programs and indicates degree of transferability of program to other areas and populations. The evaluation process will ascertain whether the student's needs are being met, the community needs are being met, and whether parent or guardian's childcare needs are being addressed.

## ACTIVITIES

The program offered will enable the children to engage in social, emotional, and physical activities. The staff receives weekly curriculum guides to help them plan and facilitate a variety of enrichment activities. Specifically, the program will include self-help skills, character development, creative time, arts (dance, music, creative expression, etc.) gym time, games, healthy snack, time to work on homework, and a variety of creative enrichment activities like Kidzlit, Kidzmath, STEM, Science Explorer, 21<sup>st</sup> Century Skills, Food & Fun Afterschool, a healthy living curriculum, fitness for fun, etc. We invite speakers to make presentations on various topics such as how to protect the environment; say no to drug and alcohol; Brickie Leaders; healthy food choices; fire safety and career opportunities. During school vacations when the program is held at the YMCA (Ridge View site), children will have the opportunity to participate in Out of School Time Jr. Achievement modules. The program is sensitive to a child's developmental needs.

A sample of daily activities schedule as follows:

6:00 AM-until children board busses for school	Before School (Ridge View) Breakfast/Snack Reading, creative expression, games, Legos & building blocks, rest
3:15-6:00 PM	After School Liberty (21 <sup>st</sup> CCLC), Joan Martin, Veterans (21 <sup>st</sup> CCLC) Attendance, healthy snack (nutrition time), homework--quiet time, play time/outdoor play/gym time, arts, creative time, character values, 21 <sup>st</sup> Century skills, drama, Kidzmath, Kidzlit, STEM, fitness games, service learning, special project time and tutoring at the 21 <sup>st</sup> CCLC sites.

## SERVICE OF CHILDREN

The ages of the children to be enrolled in the program will be children who are in grades K-5 in the School City of Hobart's service area. The hours of the before school program held at the Ridge View site will be from 6:00-9:00 AM Monday through Friday. The after-school program will be from 3:15 – 6:00 PM Monday through Friday held at three elementary schools. During vacations, no-school days and summer school, the program hours and days of operation are 6:00 AM-6:00 PM, Monday through Friday at the Ridge View Site.

The number of children that can be served is open. We are currently serving 210 children in the School City of Hobart.

### Number and ages of children enrolled by site are:

Liberty Elementary After School (21 <sup>st</sup> CCLC site, also)	27 children / ages 5-12 years 31 children subsidized.
Veterans Elementary After School (21 <sup>st</sup> CCLC site, also)	58 children / ages 5-12 years 35 children subsidized.
Joan Martin Elementary After School	34 children / ages 5-12 years 3 children subsidized.
Ridge View Before School/No school days	68 children / ages 5-12 years 17 children subsidized

## CHILD-TO-STAFF RATIO

Our current child-to-staff ration is 1 to 12. When the maximum of 1:15 ratio is reached, additional staff will be hired and trained.

## REVENUE AND EXPENDITURES

(The following numbers are based on the 2019-2020 calendar year revenue and expenditures)

Parent Fees	\$ 65,211.00
SACC Grant (low-income subsidies)	\$ 36,000.00
Child Care Voucher	\$ 16,525.00
21 <sup>st</sup> CCLC	<u>\$ 80,000.00</u>
TOTAL	\$197,736.00
Personnel Salaries & Fringe	\$ 164,990.00
Staff Training	\$ 6,000.00
Program Supplies	\$ 6,250.00
Other costs	<u>\$ 20,000.00</u>
TOTAL	\$ 197,240.00

## BUDGET NARRATIVE

In-Kind Contributions—After School snacks provided by SCOH.

Employee fringe benefits—Employer portion of state and Federal taxes, FICA, Workmen’s Compensation @ 10% of wages

Staff Training—American Red Cross CPR/First Aid Training, ARC Universal Precautions, Child Abuse & Prevention Training, ARC Asthma Inhaler Training, ARC Epinephrine Auto-Injector Training, 18-21 additional hours of training for each 1<sup>st</sup> Choice SACC employee

Program Supplies—Craft/ art/ paper supplies, games, manipulatives, first aid supplies, curriculum, books, equipment needed to run the program.

Other costs—TB tests for 1<sup>st</sup> Choice SACC staff, Urine Drug Tests, Criminal Police Checks, Fingerprinting by Identigo, insurance

Scholarship assistance-We provided \$20,000 in SACC scholarship assistance to families who applied. We also provided \$80,640 of scholarship assistance for 2019-2020 School Year for Liberty students who qualified for the 21<sup>st</sup> CCLC.

Even though our profit for the total SACC budget was almost \$500, we feel the service rendered to the children and their families is a worthwhile endeavor and plan to continue to provide the program. We look to grants and the Y’s Annual Fund Campaign to help us fill the gap.



## **SECTION 2: EXPERIENCE**

The Hobart Family YMCA has provided at the YMCA school-age childcare (before school and after school) to all public Hobart schools since 1987. The Hobart Family YMCA has had an agreement with the School City of Hobart to operate an After School Program in school facilities since the 1989-1990 school year. The YMCA also offered the program to all private schools in Hobart.

The following are key SACC Latchkey and 21<sup>st</sup> CCLC Program staff, their qualifications, experience, and a summary of their job descriptions:

**Sharon Tarry, YMCA Program Director, age 70**-see resume. Sharon has a bachelor's degree in Business Administration and Marketing, Associate degree in Early Childhood Education plus 43 years' experience working with children in a group setting, 43 years supervisory experience, good communication and organizational skills. The Program Director is responsible for the successful implementation of the SACC Program, 21<sup>st</sup> CCLC program, the personnel policies and serves as a resource person for the program committee of the YMCA Board of Directors. She is the liaison with the School City of Hobart and River Forest Community Schools. She trains all program staff as well as schedules other outside professionals to help train staff. The Program Director is responsible for all program sites. She has a Chauffeur's license and serves as a back-up bus driver. She is a certified YMCA of the USA School-age Director Trainer, a Kidzlit trainer, and a certified Professional Literacy Coach with the IUN Early Literacy Academy and has her Child & Youth Care Certification. She is a member of Indiana Association of School-Age Child Care, National Afterschool Association, National Association for the Education of Young Children, and the Lake Association for the Education of Young Children. She has served as a board member and officer for the past twenty-two years the Child Care Professional Network. She encourages her staff to participate in trainings offered by the ILEAD, a state professional development program. Certification in CPR and First Aid, Universal Precautions, AED, Asthma Inhaler and Epinephrine Auto-Injector training, yearly training in Child Abuse Prevention, a yearly TB test, complete physical every other year, Urine Drug Screen, Fingerprinting by FBI, Limited Criminal Police History, Sex and Violent Offender Registry check.

**Michelle Satterfield, SACC Coordinator, age 45** (see resume) Michelle was an interventionist aide (paraprofessional) at Liberty Elementary School. Michelle has 6+years' experience working with children in a group setting. She has her Child & Youth Care certification. She has at least 50 hours of training in Developmentally Appropriate Practices in School-Age Childcare. Certification in CPR and First Aid, Universal Precautions, AED, Asthma Inhaler and Epinephrine Auto-Injector training,

yearly training in Child Abuse Prevention, a yearly TB test, complete physical every other year, Urine Drug Screen, Fingerprinting by FBI, Limited Criminal Police History, Sex and Violent Offender Registry check.

**Mickie Piscione, Hobart Family YMCA  
AM Site Leader, age 63-see resume.**

Mickie has a High School Diploma plus 31 years' experience working with children in a group setting and organizing children's activities and 13 years' experience in adult supervision. She has good communication and outstanding organizational skills. She is a certified YMCA School-age Director. Mickie has over 494 hours of training in Developmentally Appropriate Practices in School-age Childcare. Certification in CPR and First Aid, Universal Precautions, AED, Asthma Inhaler and Epinephrine Auto-Injector training, yearly training in Child Abuse Prevention, a yearly TB test, complete physical every other year, Urine Drug Screen, Fingerprinting by FBI, Limited Criminal Police History, Sex and Violent Offender Registry check.

**Bari Siwy, Hobart Family YMCA Bus Driver, AM site aide, age 74**  
Bari has a High School Diploma. This is her ninth year as a bus driver and substitute at the Y. Bari has 208 hours of training in Developmentally Appropriate Practices in School-age Childcare. She has a Public Passengers Chauffeur's License. Certification in CPR and First Aid, Universal Precautions, AED, Asthma Inhaler and Epinephrine Auto-Injector training, yearly training in Child Abuse Prevention, a yearly TB test, complete physical every other year, Urine Drug Screen, Fingerprinting by FBI, Limited Criminal Police History, Sex and Violent Offender Registry check.

**Alyssa Waddell, AM Site Aide, age 20**  
Alyssa has a. She has 2 years' experience working with children in a group setting. Alyssa has 36 hours of training in Developmentally Appropriate Practices in School-age Childcare. Certification in CPR and First Aid, Universal Precautions, AED, Asthma Inhaler and Epinephrine Auto-Injector training, yearly training in Child Abuse Prevention, a yearly TB test, complete physical every other year, Urine Drug Screen, Fingerprinting by FBI, Limited Criminal Police History, Sex and Violent Offender Registry check.

**Karen Kneizler, Martin Site Lead, age 29, see resume.**  
Karen 3 has years' experience working with children in a group setting. Karen has 72 hours of training in Developmentally Appropriate Practices in School-age Childcare. Certification in CPR and First Aid, Universal Precautions, AED, Asthma Inhaler and Epinephrine Auto-Injector training, yearly training in Child Abuse Prevention, a yearly TB test, complete



physical every other year, Urine Drug Screen, Fingerprinting by FBI, Limited Criminal Police History, Sex and Violent Offender Registry check.

**Makenzy Satterfield, Martin Site Aide, age 19**

Makenzy is student at Purdue University studying business. She has 1 year experience working with children in a group setting. Makenzy has received more than 18 hours of training in Developmentally Appropriate Practices in School-Age Childcare. She has certification in CPR and First Aid, Universal Precautions, AED, Asthma Inhaler and Epinephrine Auto-Injector training, yearly training in Child Abuse Prevention, a yearly TB test, complete physical every other year, Urine Drug Screen, Fingerprinting by FBI, Limited Criminal Police History, Sex and Violent Offender Registry check.

**Carol Origel, Liberty Group Leader, age 57 -see resume.**

Carol is interventionist aide (paraprofessional) at Liberty Elementary School. She has 6 years working with children in a group setting. Carol has 72 hours of training in Developmentally Appropriate Practices in School-age Childcare. She has completed her training as a YMCA Achievement Gap assistant. She has her certification in CPR and First Aid, Universal Precautions, AED, Asthma Inhaler and Epinephrine Auto-Injector training, yearly training in Child Abuse Prevention, a yearly TB test, complete physical every other year, Urine Drug Screen, Fingerprinting by FBI, Limited Criminal Police History, Sex and Violent Offender Registry check.

**Rhonda Kostelnik, Liberty Group Aide, age-64**

Rhonda has a degree in Education from Indiana University. She has served at our Y as a summer counselor. She is currently a substitute teacher. She has at least 36 hours of training in Developmentally Appropriate Practices in School-Age Child Care. Certification in CPR and First Aid, Universal Precautions, AED, Asthma Inhaler and Epinephrine Auto-Injector training, training in Child Abuse Prevention, a yearly TB test, complete physical every other year, Urine Drug Screen, Fingerprinting by FBI, Limited Criminal Police History, Sex and Violent Offender Registry check.

**Stephanie Wagner, Veterans Group Leader, age 51-see resume.**

Stephanie has a bachelor's degree in Psychology from Purdue University. She has 15 years of experience working with school-age children in a group setting. Stephanie has 108 hours of training in Developmentally Appropriate Practices in School-Age Childcare. Certification in CPR and First Aid, Universal Precautions, AED, Asthma Inhaler and Epinephrine Auto-Injector training, yearly training in Child Abuse Prevention, a yearly TB test, complete physical every other year, Urine Drug Screen,

Fingerprinting by FBI, Limited Criminal Police History, Sex and Violent Offender Registry check.

**Julissa Barker, Veterans Group Lead, age 22**

Julissa has a CDA in Early Childhood Education from. She has 4 years of experience working with school-age children in a group setting and several years working with preschoolers. Julissa has 72 hours of training in Developmentally Appropriate Practices in School-Age Childcare. Certification in CPR and First Aid, Universal Precautions, AED, Asthma Inhaler and Epinephrine Auto-Injector training, yearly training in Child Abuse Prevention, a yearly TB test, complete physical every other year, Urine Drug Screen, Fingerprinting by FBI, Limited Criminal Police History, Sex and Violent Offender Registry check.

**Gabriella Cottrell, Veterans Site Aide, age 20**

Gabby an education student in her second year at Indiana University studying. She has 2 years' experience working with children in a group setting. Gabby has received more than 20 hours of training in Developmentally Appropriate Practices in School-Age Childcare. She has certification in CPR and First Aid, Universal Precautions, AED, Asthma Inhaler and Epinephrine Auto-Injector training, yearly training in Child Abuse Prevention, a yearly TB test, complete physical every other year, Urine Drug Screen, Fingerprinting by FBI, Limited Criminal Police History, Sex and Violent Offender Registry check.

**EVALUATION OF STAFF**

Staff evaluations will be given at least once during the year. Staff will be evaluated on: performing duties according to job description, attending staff meetings, workshops, attendance, punctuality, appearance, communication skills, attitudes, professionalism, and resourcefulness.

# S H A R O N L T A R R Y

3611 Bridgewater Drive, Valparaiso, Indiana  
219-688-9546 starry@hobartymca.org

## PROFESSIONAL EXPERIENCE

Hobart Family YMCA-Hobart-IN-1978-Present

Preschool Teacher

Preschool Director & Head Teacher

- Developed, implemented present Developmental Preschool program for 3 & 4 year olds and Pre-K students
- Created a Preschool Parent Handbook & Preschool Staff Training manual

Senior Program Director

- Direct, plan and implement the youth, senior adult and family programs offered at the Y
- Created a Member Handbook
- Composed a 1<sup>st</sup> Choice Parent Manual & 1<sup>st</sup> Choice Staff Training Manual
- Designed a Y New Employee Training Handbook
- Created an Aquatic Staff Training Manual
- Designed and implemented a Summer Day Camp Parent Manual and Summer Day Camp Staff Training Manual
- Developed and implemented the YMCA Character Development Award for Child Care programs, Older Adults and Sports

Sears • Southlake Shopping Town Mall, Merrillville, IN • 1980-1989  
Shoe Sales & Cashier

## EDUCATION

1969-Graduated with honors Merrillville High School

1972-2 year Interior Design Program-LaSalle University, Chicago, IL

1996-Columbia State University-B.S., Business Administration and Marketing

2010-Ashworth College, Associates, Early Childhood Education

## CERTIFICATIONS

Ridgecrest, NC Southern Baptist Convention Training Assembly

Preschool Certifications

- Early Childhood Development
- Understanding Preschoolers
- Working with Preschoolers

George Williams College, YMCA Director

Safe Sitter Instructor

American Red Cross CPR, Infant, Child, Adult

American Red Cross 1<sup>st</sup> Aid

AED-Automated External Defibrillation

YMCA Working with Youth 5 to 12 years old-Trainer

YMCA Principles of Child Care-Trainer

YMCA School-Age Child Care Director-Trainer

YMCA Youth Sports Director

YMCA KidzLit

YMCA Youth & Government

Purdue University Junior Master Gardener

Indiana University Northwest Professional Literacy Coach

American Red Cross Epinephrine Auto-Injector

American Red Cross Asthma Inhaler

#### PROFESSIONAL MEMBERSHIPS

National After-School Association

National Association for the Education of Young Children

IN Association for the Education of Young Children

Child Care Professional Network

School City of Hobart's –Get Ready, Get Set, Go to Kindergarten

#### COMMUNITY ACTIVITIES

Hobart Kiwanis Club-1985-Present

- Youth Services Chairperson
- Young Children Priority One Chairperson
- Human & Spiritual Development Chairperson
- President
- Board of Directors
- Treasurer

## VOLUNTEER EXPERIENCE

National Women's Missionary Union Board of Directors, SBC

BYW State President

WMU State President

BYW President, Liverpool Baptist Church

Acteen Director, Liverpool Baptist Church

WMU Director Liverpool Baptist Church

Music Director, Liverpool Baptist Church

Child Care Professional Network: Board Member and Officer

## AWARDS RECEIVED

Kiwanis Distinguished President

Kiwanis Indiana President's Award

Cooperative Program Art & Poetry Award-1<sup>st</sup> Place

Jr. Achievement Volunteer

Outstanding Literacy Coach

Outstanding Service Award 2003 Nominee-Hobart Chamber of Commerce

Dr. Richard Hug Cherish the Children Award 2013

Rachel Rodriguez Memorial Award-City of Hobart-2018

## INTERESTS AND HOBBIES

Reading, Piano, Crafts, Sewing, Knitting, Crocheting, Gardening, Decorating, Scrapbooking, being a Mom and Nana



# Michelle Satterfield

1329 Jackson Street  
Hobart, IN 46342

(219) 945-6883  
satterfieldm@yahoo.com

## **Objective:**

## **Education:**

- **Business Management** *Ivy Tech Community College Gary, IN* (In Progress)

## **Work Experience:**

- **Hobart Family YMCA**  
**2018—Present**
  - SACC Coordinator
  - 21<sup>st</sup> Century Site Lead
- **Interventionist Aide Liberty Elementary School**  
**2018-2020**
  - Assist teachers with daily clerical task
  - Worked in small groups
  - Worked one on one
  - Assessment of children with letters and sounds
  - Assignments on site words
  - Worked on phonics, math, literacy
- **NWEA Proctor Early Learning Center at George Earle**  
**2010-2011**
  - Administered and proctored NWEA
  - Made sure students understood testing expectations
  - Created a positive testing environment
  - Reported students' test scores
- **Recess Supervisor/Substitute Secretary Liberty Elementary School**  
**2009-2010**
  - Supervised students on the playground
  - Monitored students at lunch
  - Encouraged and taught appropriate play
  - Ensured a safe environment for all children
  - Subbed for the secretary while she was at lunch
  - Answer phone calls and communicate with parents
  - Communicate needs to teachers
  - Help students with variety of needs
  - Utilized student management system
  - Approve visitors and volunteers for entry
  - Organized mail and filed documents
- **Gift Ware Associate Albanese**  
**2006-2008**
  - Stocked store front

- Decorated
- Packaged candy
  
- **Helping Hands/Activities Millers Merry Manor**  
1999-2001
  - Assisted nursing aides
  - Interacted with residents
  - Took residents on outings
  
- **Bank Teller S & T Credit Union**  
1996-1997
  - Managed Accounts
  - Transactions
  - Created friendly environment
  - Filed Banking
  - Managed Vault
  
- **Cashier/Assistant Manager Popeye's**  
1993-1999
  - Created the weekly schedule
  - Monitored/interviewed/hired employees
  - Maintained food quantity
  - Created a friendly working environment for employees and customers
  - Balanced and deposited the ending shift monies
  - Placed food orders

**References:** Available Upon Request

# MICKIE PISCIONE

1280 E RAND STREET, HOBART INDIANA 46342

219-942-7773

## OBJECTIVE

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A position working with children that is challenging and rewarding.

## EXPERIENCE

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1991-present Hobart Family YMCA child care

## EDUCATION

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1996 Hobart High School Hobart, IN

## INTERESTS

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Baking, Gardening, Bicycling, active church member, Mother of 2 daughters and 1 son

## CERTIFICATIONS

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American Red Cross CPR, Infant, Child, Adult, American Red Cross First Aid, ARC Universal Precautions, ARC Epinephrine Auto-Injector Training, ARC Asthma Inhaler Training, YMCA of the USA Child Abuse Training, YMCA of the USA Principles of Child Care, Working with Youth 5 to 12 years old, YMCA of the USA School Age Director

## HIGHLIGHTS

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Taught children in Sunday School, Vacation Bible School, Girl Scout Leader

**Carol Origel**

**Phone: 219-742-7338 E-Mail: 6carol23@gmail.com**

## **Summary**

An enthusiastic, caring and qualified teacher's aide who believes that all children should learn in an environment which is stimulating, comforting and appropriate to their abilities.

## **Experience**

- Crossing Guard** 1999-2013
- George Earle Elementary School, Hobart, IN
- Clerical Aide/School Cook** 2000-2006
- St. Bridget Catholic School, Hobart, IN
    - Collected and processed tuition payments, created weekly bulletin, registered new parishioners
- Multi-Tiered System of Support Aide** 2006-present
- Liberty Elementary School, Hobart, IN
    - Various positions including but not limited to: substitute teach grades 1-5, library, gym, recess, lunch, office secretary
- Tutor/Lead After School Care** 2015-present
- Hobart YMCA
    - Sign in/out students, supervision, implement schedule of daily lesson plans and activities, maintain behavior and order of students

## **Certifications and Additional Training**

- Social Emotional Learning
- Alice Training (alert, lock down, inform, counter, evacuate)
- Non-violent crisis intervention training
- Paraprofessional
- Adult and Pediatric CPR and first aid

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# Stephanie Wagner

## Lead SACC Site Leader

234 Camelot Est  
Portage, IN 46368  
(219)628-2384  
swagner@hobartymca.org

### SKILLS

Highly skilled professional familiar with the challenges families face on a daily basis. Proficient in employing constant communication, patience and positive reinforcement in team efforts to deliver exceptional services to children and their families.

### EXPERIENCE

#### **YMCA, Hobart - Lead SACC Site Leader**

February, 2018 to present

- Implements curriculum within the established guidelines.
- Administers an enriching recreational and educational program.
- Supervises site aide(s), children, classroom and all activities.
- Maintains program site, equipment and all required program records.
- Responsible for the safety of the children at all times.
- Maintains communication with parents in regards to children's development, behavior, health and well being.

#### **Porter-Starke Services, Inc., Valparaiso - Admissions and Emergency Services Specialist**

June 2006 - October 2010

- Assessed and evaluated children and adults for outpatient services.
- Assessed children and adults in crisis for inpatient or outpatient services.
- Worked closely with psychiatrists and judges to facilitate involuntary hospitalizations.
- Completed files and all state mandated paperwork in a timely manner.

#### **First Steps, Crown Point - Service Coordinator**

March 1998 - June 2006

- Set up evaluations and ongoing therapy for children ages birth to three.
- Scheduled and facilitated six month, annual and transitional reviews.
- Maintained communication with families and providers as well as maintaining files and state mandated paperwork for all children.



- 
- Provided information on development, diagnoses and area resources to families.

### **LCAR, Gary - Developmental Specialist**

January 1996 - March 1998

- Supervised multiple rooms of clients with severe/profound disabilities.
- Created and implemented goals for each client.
- Member of each client's multidisciplinary team.
- Worked with facilitated communication and sensory integration.
- Prepared for state accreditation.

## **EDUCATION**

### **Purdue University, Hammond - Bachelor of Arts in Psychology**

September 1991 - December 1995

Bachelor of Arts in Psychology with a focus on general psychology and a minor in Sociology/Criminal Justice

11/14/12  
Site

I cannot tell you how much we love and appreciate YMCA childcare. Our children have attended Y-Care since they were 5 years old, and we have loved it since the first day.

Our children love the activities, art projects, scavenger hunts, and friendships. As parents, we love the safety and secure feeling of knowing that our children are in good hands. Especially this past year! YMCA's safety protocols and flexible schedules have made a stressful year very easy.

Ms. Mickey and her staff are absolutely the best! Courteous and accommodating doesn't even begin to summarize their level of service. They have been even more supportive and safe than we ever could have expected.

Our kids still love attending after all of these years and we are always happy to drop them off, since we know how well they will be cared for. Thank you so much for everything you all do to care for our littles; we truly appreciate you all!

~Jason and Angela Keenan

The YMCA Before-School Care program has been wonderful this year! The staff is friendly, and they have taken the time to get to know my children. I appreciate the peace of mind I have knowing that my kids are in a safe and nurturing environment while they are waiting for school. We will definitely be using this program in the years to come!

Thank you!

Sarah Pier  
mother of Jillian + Aidan

Liberty

2/11/2021

Dear YMCA Grant Program:

My name is Whitney Sedois and my 4 year old daughter Gwyneth Sedois has been attending this program for 3 years.

We were so blessed to have been offered a spot for her back in 1<sup>st</sup> grade. Gwyn has always struggled academically and has made major improvements since starting. She absolutely loves it as well.

I have not one complaint. For our family this program is a true blessing. We couldn't be happier with the staff and the academic improvements Gwyn has made with the tutoring she has been provided.

I truly hope this program continues so many other families can be as blessed as we have!

Thanks for all you do!

Whitney Sedois

Liberty

April 15, 2021

To Whom It May Concern:

My name is Kaitlin Martinez, my sons name is Landen Martinez. He attends the before and after school care program at the Y. He is in third grade at Liberty Elementary. The program has helped my husband and I tremendously in easing the stress of us both making it to work on time and knowing he is in a safe comfortable environment means the most to us. Landen has so much fun in the program he even asks me to pick him up later so he can stay longer. I am grateful for this program and the Y employees.

*Sincerely,*

*Kaitlin Martinez*



Liberty

To Whom it May Concern,

My name is Brittany Huddlestun and this is my child's first year attending the YMCA in Hobart Indiana. The YMCA has definitely helped my husband and I out with our working schedules and their amazing before and after school hours. My daughter ( who is only 5) just adores the staff in the morning and afternoons. She comes home daily with a craft that she has made, work she has had help with and always a story to share. As a parent, I really like the fact that they set aside days in the winter and allow the kids to go out and play in the snow or time to play outside in the spring/fall. The Y also has a reward called a Shout out, which kids may come home with a paper stating the great things your child has done during the time at the Y. Snacks are always available if my child is hungry also. Miss Mickey, that woman is a savior every Wednesday by always having my sign up paper ready for me to sign for the next week. My daughter really enjoys her time spent here daily. This program means a lot to my family and by the show of parents picking up, it helps them as well.

Brittany Huddlestun

APRIL 13, 2021

**Re: YMCA SACC PROGRAM**

**Brody Reynolds (2<sup>nd</sup> Grade) Joan Martin / Hobart IN**

**To whomever this may concern:**

**I highly recommend the SACC program at Joan Martin Elementary School. We need the before and after school program that the Hobart Family YMCA offers along with the summer programs. These children need these programs open.**

**My grandson needs a safe place to go to before school and after. YMCA allows him to interact with his peers and to be a child and play. With the world and situation the way it is parents and grandparents need you to be there.**

**Brody has been with the SACC Y-Care since he has started school. He knows his routine and he is not one to divert from a routine. He looks forward to play time and enriching activities. Please search deep in your hearts and prayers that you continue to offer this program; ALL the staff work hard and are a Blessing to the children. These are times all the children are going to look back on.**

**I can remember taking my children to SACC Y-Care and I knew they were safe while I went to work.**

**Again, please fund what is needed.**

**Sincerely  
Sherrielynn Meeks Aka GiGi**



4-14-21

To whom it may concern,

My son is Jayden Little and is in 1<sup>st</sup> grade at Joan Martin Elementary school in Hobart, In. He has been going to the YMCA for over 2yrs now and he loves it. They have great staff and they work well with the students in activities and homework.

Melissa Little

*Melissa Little*



To Whom It May Concern,

My name is Kim Pedroza. My family moved to Hobart in September of 2020 after living in Merrillville all of our lives. Merrillville had an afterschool program called Adventure Club that our son, Jason, used to go to. When he went there it was very unstructured, he had no homework help, and he didn't seem to be close to any of the teachers/workers there. When I would pick him up after I got off of work and would walk into the building it was always very chaotic, loud, and very unorganized. When we moved to Hobart I was worried that the YMCA might be the same way but I was very wrong and I'm glad that I was. It is structured, balanced, organized, clean, and a much healthier environment for my son than the one he was in. He feels safe when he is at the YMCA. When he gets in the car everyday he has something to tell me about what projects they are doing at the Y or what he learned from one of the teachers. The best part of his day is going to the program and learning from Ms. Stephanie, Ms. Gabby, and Ms. Julisa. It is truly all he talks about and these women and this program have made a difference in my son's life. Before, I was used to picking up my son and leaving and not even being given a hello or Jason being given a goodbye. The teachers at the Y make it a point to show they care by communicating with us, helping him with homework, teaching him things, and just being there for him and making a difference in his life. It really is such a blessing to our family. I know that not everyone Jason encounters throughout his life is going to have his best interests at heart and he knows that as well. However, I believe that when he gets older he will always remember that the YMCA staff cared and that it was somewhere where he felt safe and secure. In today's world my biggest worry as a mother is that I am sending him into a building with people who have no interest in protecting him and keeping him safe if, god forbid, the worst should ever happen. I struggled with this a lot last year when he had a teacher that he didn't feel safe with and who picked on him and isolated him from the other kids. I hated that I was sending him to a place where he didn't feel cared for and loved. I am so glad that he finally has educators who care about him. I know when I send him to the YMCA that he will be cared for and protected. As a mom, that is such a relief that I can finally say that now. I plan on sending him to the YMCA in Hobart for as long as I can because of all these reasons.

Sincerely, Kim Pedroza

Veterans

To whom it may concern:

I have two children attending the YMCA after school program. My oldest son, Elijah, is nine years old and in 3<sup>rd</sup> grade, while my daughter, Mia, is eight and in 2<sup>nd</sup> grade. This program has been beneficial to for both Elijah and Mia.


Mia has always been very outgoing and a little more on the artsy side, always wanting to do crafts and use her imagination to build anything she can come up with. The after school program has allowed Mia to really grow in this area. On a pretty regular basis Mia is asking my wife and me to save any extra cardboard, or boxes so that she can take them to the after school program and use them to build their latest project. It was not too long ago Mia was tasked with building a space capsule that would hold together while being dropped. I saw first-hand the thought and preparation Mia put into thinking about how to make this work. She was asking me detailed questions and seeking advice on the best way to make it work. As a parent I value that experience for many reasons. First, it allowed me an opportunity to connect with my daughter in a way I may not otherwise have done. Secondly, Mia was able to learn about the process of accomplishing something, and working hard to make that process work. While this is just one story, and one example, this has been happening all year, and I have many similar stories.

My son, Elijah, he has always been almost the exact opposite of Mia. He has always been much more serious. What I appreciate about the program is even though my children are very opposite of each other, the program still beneficial for Elijah too. My wife and I worry about Elijah being a little more introverted. We worry about him making friends and finding other children to connect with. Even though he is happy being by himself, we of course still want him to be social and learn social skills. The wonderful thing the After School Program offers is an opportunity to be around many other children that have a vast spectrum of interests and likes. My son this school year has built a friendship with another child which has been wonderful to watch. These two children would have otherwise probably not have been introduced to each other because they are in different grades. Having the extra opportunities for social interaction has been a blessing for Elijah.

Lastly, both Elijah and Mia receive after school tutoring. This aspect is wonderful because it allows them an opportunity to get work done or be challenged academically with an enrichment based learning strategy. The extra work both Elijah and Mia receive has been helpful to both of them and we see the benefits the time spent with the tutoring program.

In conclusion, we really love the staff at the YMCA after school program, and we value the work they put into our children. We also value the benefits the program offers Elijah and Mia.

Thank you,

  
Josh Sabinas

Waterman





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/19/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

PRODUCER: Pinnacle Ins Group of Indiana, Inc.
INSURED: Hobart Family YMCA, Inc.
CONTACT NAME: Alesha Jernas
PHONE: (219) 942-1148 638
E-MAIL ADDRESS: alesha@pinnacleinsgrp.com
INSURER(S) AFFORDING COVERAGE: West Bend Mutual Insurance Company, Liberty Mutual Insurance Group

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF, POLICY EXP, LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liability, and Workers Compensation.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
School City of Hobart and the Hobart Building Corporation is as an Additional Insured with respect to General Liability

CERTIFICATE HOLDER: School City of Hobart
CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
AUTHORIZED REPRESENTATIVE: Alesha Jernas

## EMERGENCY PROCEDURES

### ILLNESS, ACCIDENT, FIRE/TORNADO

In case a site leader or site aide should get hurt or become ill, call Shelly Satterfield or Sharon Tarry as substitute caregivers, who will care for the children until their parents arrive.

If a child should need **IMMEDIATE** medical assistance, staff will contact St. Mary Medical Center at 219-942-0551 or 911.

Staff will then call Shelly Satterfield or Sharon Tarry as substitute caregivers that will care for the other children if the site leader or site aide needs to leave because of an illness or emergency. Staff may not leave until a substitute caregiver relieves them.

Staff will keep **Child Information Sheets** in the back section of the parent sign/sign out book so they can be accessed immediately.

Staff will contact the parents of the injured or ill child to let them know their child's condition. Staff will fill out an incident report to be filled out by the parent.

The director's personal car or rescue squad, depending on the emergency will provide transportation to the doctor or hospital.

Emergency Telephone numbers will be posted at each site, preferably by the telephone as follows:

Emergency Calls	911
Poison Control Center	1-800-222-1222
St. Mary Medical Center	942-0551

#### Substitute Caregivers Telephone numbers

Shelly Satterfield, SACC Coordinator	219-235-9719 (YMCA @ RV) 219-945-6883 (Cell)
Sharon Tarry, Sr. Program Director	219-235-9717 (YMCA @ RV) 219-688-9546 (Cell)

Staff will conduct monthly fire drills with their children. Staff will review tornado procedures at the beginning of the school year and again in early spring. In case of a fire or tornado, staff will follow the school's evacuation procedures posted at each site.

Parents must complete a Medical Treatment Form for each child that is enrolled in the 1<sup>st</sup> Choice SACC Program, authorizing the YMCA, Emergency Room Physician and Hospital to treat their child in case of an emergency. Parents must also complete an Emergency Numbers and Medications Form and Child Information Card listing child's information, parent's home, work, cell and telephone numbers, child's allergies, child's Doctor and Dentist. Child Information Cards are kept in a safe place where they can be accessed immediately by staff.

**\*FEES AND COLLECTION PROCEDURE**

There is an annual registration fee of \$50.00 for each child enrolled in the program.

Transportation, supplies, and materials are included in fees.

CHARGES: Before or After School	<u>Y MEMBER</u>	<u>NON-MEMBER</u>
	\$ 5.50 Daily	\$ 7.00 Daily
	\$27.50 Weekly	\$ 35.00 Weekly

**YMCA OFFICE HOURS and DUE DATE:**

The YMCA office is opened from 8:00 a.m.-9:00 p.m. during the week and 8:30 a.m.-5:00 p.m. on Saturdays. All SACC registrations are available on-line at [www.hobartymca.org](http://www.hobartymca.org).

All accounts must be pre-paid. Payments are made on-line or by coming to the Hobart Family YMCA. The Hobart Family YMCA accepts cash, check, Visa, Discover or MasterCard.

Receipts are given for each payment. Receipts should be kept for tax purposes. If requested, a statement for tax purposes will be compiled for a fee of \$10.00.

Financial assistance is available. If a parent needs assistance, please contact the Hobart Family YMCA and complete the appropriate forms or forms are available on-line. We will make every effort to work with parents to enable quality childcare for each child. Parent(s) who qualify for free or reduced lunch program usually qualify for subsidized childcare.

**THE FEE CHARGED IF A CHILD IS NOT PICKED UP BY 6:00 PM IS \$10.00 FOR EVERY 10 MINUTES PER CHILD, OR PORTION THEREOF, THAT THE PARENT IS LATE.** We ask the parent to please contact the Hobart Family YMCA at 219-942-2183 in case they are going to be late. We also ask that they have an approved back-up person to pick their child up in their place.

**CHARGES for E-Learning/School Days Out:**

	<u>Y MEMBER</u>	<u>NON-MEMBER</u>
Daily fee	\$25.00	\$35.00

On most holidays and vacation days, we will offer Fun Days from 6:00 a.m. to 6:00 p.m. at the Hobart Family YMCA. Please refer to page 11 of the Parent Manual for the days we will NOT BE HAVING A PROGRAM when school is not in session. Swimming and gym time may be included in the daily activities. Please send a swimsuit, towel, and gym shoes as well as a lunch for your child on these days.

\*This information is in the SACC Parent Manual (Policies and Procedures, pages 2, 3, 4, 7 and 9

## **\*LATE PICKUP PROCEDURE**

### **Where do I pick up my child?**

Children are to be picked up at the program location. On school days pick up your child at the school they attend or the one your child was assigned when you registered for the program. They must be personally checked out by you or anyone who is on your authorization sheet. Transportation of the child from the after-school program is the sole responsibility of the parents. Children will NOT be allowed to wait in the parking lot in case you are late. Children will NOT be released to any person other than the parents or person authorized by the parent/guardian. Please notify in writing the Hobart Family YMCA if someone else other than those on your child's Authorized Pick-Up List are to pick up your child. Please inform authorized persons that they will be asked for picture identification when they pick up your child.

### **What happens if I am late?**

The SACC Program promptly ends at 6:00 p.m. If you arrive later, you will be required to pay for each child an additional fee of \$10.00 for each 10 minutes, or portion thereof, after the 6:00 p.m. sign out time. (Example: 7 minutes late - \$10.00; 17 minutes late - \$20.00 fee) If an emergency occurs and you are going to be late, please notify the Y office at 219-942-2183 and plan with one of the emergency contacts on your information sheet to have them pick up your child/ren.

### **What happens in the winter with snowy weather?**

If school is cancelled (before it begins) because of snow, please call the Y to check if we are going to be open. Usually, when school is cancelled, the Y is closed as well. If school is dismissed early because of snow or inclement weather, we will stay at the program sites if the superintendent approves it. You will be notified. Please plan to have your child picked up as soon as possible. In case we are unable to remain at the program sites, your child will be transported to the Y and you will be notified. Again, please plan to have your child picked up as soon as possible.

\*This information is in the SACC Parent Manual (Policies and Procedures, pages 4, 5 and 6)



## **PROCEDURE FOR COMMUNICATING WITH PARENTS**

### **As a parent or guardian where will I find the information about the program?**

You will be given a Parent Manual at the time you register your child in the SACC Program. You will find the Policies and Procedures, Code of Conduct, Billing Information, Special Programs for Non-school Days, Family Activities Scheduled, Special Requests, a SACC Child Care Complaint Form, Parent Statement of Understanding, Responsibilities of YMCA to Parents, Program Evaluation Form and School Calendars in the manual. A SACC Parent Manual and Orientation Confirmation Form will also be given to each family.

Parent Orientation Meetings will be held at the beginning of the new school year where we will go over information and any changes in the program. Additional Parent Orientation Meetings will be scheduled, as needed, for new parents who sign up after the last scheduled meeting is held.

The YMCA maintains an open-door policy. We encourage you to drop by and observe or share in the program with your child at any time.

Daily communication with the site leader or site aide will inform you of your child's health, behavior, positive anecdotes from their day, etc.

### **Where will I find important information about changes in the program, and special activities planned?**

Information will be posted at each site where you sign in/out your child on the portable bulletin board. The site leader and site aide will also be able to answer any questions you may have. We will also post information and updates on Facebook and on our website at [www.hobartymca.org](http://www.hobartymca.org).

Newsletters, notes, and flyers will be sent home throughout the year with additional information. Monthly calendars will also be posted at the sign in/out book to remind you of E-learning days, no-school days, holidays, family nights and family events.

The YMCA will offer information and assistance to parents through workshops, seminars, book, and video lending libraries.

\*This information is in the SACC Parent Manual.

## **\*PROCEDURES FOR SICK CHILDREN**

If your child has a temperature or any communicable condition, please do not send them to the program. Please call the Hobart Family YMCA and your child's school if your child will not be attending the program on the days, they were pre-registered.

If your child becomes ill while in our program, we will notify you immediately. We will keep them comfortable and separate them from the other children in another part of the room until you are able to pick them up or arrange for an emergency contact person to pick them up.

If your child attended the program and becomes ill with a communicable condition later that day; please inform the Y immediately so we may communicate with the other parents in the program that their child may have been exposed to the condition.

### **What if my child is on medication?**

Any medication, which needs to be administered, should be given to the Site Director. Please complete the Y's Authorization for Prescribed Medication form to be completed by you, the parent/guardian and your child's physician giving the Y permission to administer the medication as well as written instructions as per quantity, time to administer and any other directions pertaining to the medication. Medication must be in a container provided by the pharmacist with the required dosage.

\*This information is in the SACC Parent Manual (Policies and Procedures, page 4)

**HOBART FAMILY YMCA  
SACC CHILD CARE COMPLAINT PROCEDURE**

Any complaint regarding any facet of SACC Child Care will be handled in the following manner:

Forms will be available at each site as well as the front desk of the Y. A copy of the form is also in the Parent Manual on page 12. The form is to be completed by the parent or other involved party and returned to the front desk at the YMCA. The front desk attendant will deposit it into the Program Director's mailbox. The Program Director will complete the form with the date received, action taken, and the date and time of action. All action will take no longer than one (1) week to resolve. The Program Director will then give the document to the Executive Director to sign. If no further action is needed, the complaint form will be filed in the child's file in the SACC file cabinet in the SACC business office located at Ridge View.

**SACC CHILD CARE COMPLAINT FORM**

Person(s) Involved (Please Print):

Name \_\_\_\_\_

Day/Date of Incident \_\_\_\_\_ Time of Incident \_\_\_\_\_

Location of Incident \_\_\_\_\_

Describe Incident \_\_\_\_\_

\_\_\_\_\_

Person reporting incident \_\_\_\_\_

Home Telephone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

For Staff Use

Action taken

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time of action taken \_\_\_\_\_ Day/Date action taken \_\_\_\_\_

Program Director Signature

Date

Executive Signature

Date



## **\*BEHAVIOR MODIFICATION PROCEDURE**

All children enrolled in the 1<sup>st</sup> Choice SACC Program will be expected to follow the Code of Conduct established by the Y staff for the purpose of continuity and safety of the program. The Y's first and main concern is to provide a safe environment for each child in the program. The 1<sup>st</sup> Choice SACC staff is committed to positive reinforcement. Spanking is **NEVER** allowed. Staff will model appropriate interaction skills with children.

When a child breaks a rule, they will be separated from the other children to give them some time to think about their behavior or cool off in the chill-out chair for no more than one-minute times their age and depending on the severity of the behavior. Example: If child is 10 years of age, he will not spend more than 10 minutes for any misbehavior in the chill-out chair. Staff will counsel with the child about his/her behavior and review the rule that was violated. Staff will document the behavior on the Behavior Sheet kept in the attendance folder, recording the child's name, date, and incident. Staff will complete a Child Behavior Report and have the parent sign it when they pick up their child. The Child Behavior Report will be given to the Program Director to file in the child's folder.

If a major discipline problem occurs, the 1<sup>st</sup> Choice SACC Coordinator will contact the parents. After they have been informed of a problem and there are still reoccurring problems, a conference will be arranged with the 1<sup>st</sup> Choice SACC Program Director, SACC Coordinator, parent/guardian, child, and other staff, if involved. If a problem still exists after a conference, the child may be suspended from the program.

Parental cooperation is needed in stressing the importance of good behavior and good citizenship and enforcing this behavior. Please refer to the Code of Conduct on page 8 of the SACC Parent Manual, which lists the behavior rules.

\*This information is in the SACC Parent Manual (Policies and Procedures, page 8)

## CHILD ABUSE REPORTING PROCEDURES

The YMCA advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, redirections, prevention, and the development of self-discipline. At no time will the following disciplinary techniques be tolerated: physical punishment, striking, biting, kicking, squeezing, shaming, withholding food or restroom privileges, confining children in small, locked rooms or verbal or emotional abuse.

Affectionate touch and the warm feelings they bring are important factors in helping a child grow into a loving and peaceful adult. However, YMCA staff and volunteers need to be sensitive to each person's need for personal space (i.e., not everyone wants to be hugged). The YMCA encourages appropriate touch; however, at the same time it prohibits inappropriate touch or other means of sexually exploiting children.

If there is an accusation of child abuse, the YMCA will take prompt and immediate action as follows:

1. At the first report or probable cause to believe that child abuse has occurred, the employed staff person it has been reported to will notify the program director, who will then review the incident with the YMCA executive director, or his/her designate. However, if the program director is not immediately available, this review by the supervisor cannot in any way deter the reporting of child abuse by the mandated reporters. Most state mandate each teacher or childcare provider to report information they have learned in their professional role regarding suspected child abuse. In most states, mandated reports are granted immunity from prosecution.
2. The YMCA will make a report in accordance with relevant state or local child abuse reporting requirements and will cooperate to the extent of the law with any legal authority involved.
3. In the event the reported incident(s) involve a program volunteer or employed staff, the executive director will, without exception, suspend the volunteer or staff person from the YMCA.
4. The parents or legal guardian of the child(ren) involved in the alleged incident will be promptly notified in accordance with the directions of the relevant state or local agency.
5. Whether the incident or alleged offence takes place on or off YMCA premises, it will be considered job related (because of the youth-involved nature of the YMCA).
6. Reinstatement of the program volunteer or employed staff person will occur only after all allegations have been cleared to the satisfaction of the persons named in #1 above.
7. All YMCA staff and volunteers must be sensitive to the need for confidentiality in the handling of this information, and therefore, should only discuss the incident with the persons named in #1 above.
8. All full time and part time employees and program volunteers must read and sign this policy.

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Signature

Date

Hobart Family YMCA

## **PROCEDURE FOR OBTAINING CRIMINAL HISTORY SCREENING, CHILD PROTECTION INDEX AND SEX OFFENDER REGISTRY SCREENING OF APPLICANTS**

Each person applying for a childcare position at the Hobart Family YMCA, signs a Supplemental Criminal History Information consent form for a statewide criminal history check, Child Protection Index check, and Sex Offender Registry check and is fingerprinted by the FBI.

### **\*PROCEDURE FOR RECORD CONFIDENTIALITY**

#### **Is my child's information kept confidential?**

Your child's information is kept in a file in the 1<sup>st</sup> Choice SACC file cabinet (locked) housed in the YMCA business office. Those who will have access to the files are the Executive Director, Program Director, 1<sup>st</sup> Choice SACC Coordinator, Business Manager and the IDHS Program Consultant. In addition, any court official, lawyers, and Welfare Department officials are allowed access, if requested.

\*This information is in the SACC Parent Manual (Policies and Procedures, page 6)

### **EXPLANATION OF ACCOUNTING PROCEDURES**

The Hobart Family YMCA's accounting procedures is a calendar year, modified accrual. Financial records are audited yearly, and a report is given to YMCA Board of Directors.