



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# Y LEARNING ACADEMY HANDBOOK

## FOND DU LAC FAMILY YMCA

**Expectations, Guidelines  
& Program details  
for Parents/Guardians**



OUR MISSION.....	PAGE 2
PROGRAM PHILOSOPHY.....	PAGE 2
PROGRAM COMMUNICATION.....	PAGE 2
PROGRAM FEES .....	PAGE 3
STUDENT PERSONAL ITEMS/SUPPLIES NEEDED.....	PAGE 4
CHILD EXPECTATIONS & CODE OF CONDUCT.....	PAGE 5
SCHEDULE AND ATTENDANCE.....	PAGE 5-6
WHEN TO STAY HOME.....	PAGE 6
MAINTAINING A HEALTHY ENVIRONMENT.....	PAGE 7-8
PARENT/GUARDIAN RESPONSIBILITIES.....	PAGE 8



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## OUR MISSION

The mission of Fond du Lac Family YMCA is to put Christian principles into practice through programs that build healthy spirit, mind and body for all.

Our programs and services strive to strengthen the family, guide the youth of today, and meet the ever changing needs of our community. The Fond du Lac Family YMCA believes that, in a diverse world, we are stronger when we are inclusive, when our doors are open to all and when everyone has the opportunity to learn, grow and thrive.

### Diversity Statement

Here at the Y, we believe that a healthier and stronger community emerges when everyone has the opportunity to cultivate and nurture a healthy mind, body and spirit. Our core values are **honesty, respect, responsibility and caring**--they guide everything we do. Together we ensure that everyone across age, ability, cultural background, ethnicity, faith, gender expression, gender identity, ideology, income, language, national origin, race, religion or sexual orientation has access to resources to reach their full potential.

---

## PROGRAM PHILOSOPHY

The Fond du Lac Family YMCA will ensure children in our program have a safe place to have a structured day and engage in their virtual school learning, while offering academic time, physical activity and peer connections, as well as instilling our core values. We understand each child will have their own individual needs and we will work together with parents/guardians to help support this.

## PROGRAM COMMUNICATION

### Program Leadership Contact

All program questions or concerns should be directed to:

**Jennie Mildebrandt**, Director of Program Development  
[jmildebrandt@fdlymca.org](mailto:jmildebrandt@fdlymca.org)  
920.921.3330 x 315



## PROGRAM FEES

The weekly fee for all students is \$60 for two days per week. There are no discounts provided for siblings.

### Late Fees

Children are expected to be picked up promptly by 4:30 pm daily; a late fee of \$1.00 per minute will be added to the next payment due, if fees are accrued.

### Program Commitment

The program commitment to the Y Learning Academy is by school semester.

### Payments

A signed **Payment Registration Form** will be handed out on the first day of the program for you to indicate your payment option choice.

Enrollment can be bank drafted weekly by bank account or debit/credit card (VISA, MC, and Discover). If a draft is not established, weekly payments can be made by cash or check and fees are due to the Fond du Lac Family YMCA by each Friday for the next week.

**All bank drafts take place weekly on Friday.**

### Refund Policy

If you need to withdraw from the Y Learning Academy for any reason, a 2-week notice is required, and weekly fees will be due during those two weeks, whether or not the child is in attendance.

Weekly payments will not be adjusted due to absences, vacations or other personal activities. Weekly payments guarantee a child's enrollment.



## STUDENT PERSONAL ITEMS/SUPPLIES NEEDED

- Your child's laptop or device for connecting to virtual learning, along with a power cord
- Individual school supplies (anything your child may need including pens, pencils, crayons, markers, scissors, notebook paper, etc.)
- Headphones with a microphone
- A mask or face covering; having an additional one is recommended
- Two healthy snacks and a lunch
- A filled water bottle
- Any medications your child takes along with a completed **YMCA medication form**
- A book or quiet time activity
- All personal items should be labeled and kept in personal bags throughout the day and should not be shared with other children

### Lunches and Snacks

- The Y does not serve lunch or provide snacks.
- Participants should bring a nutritious lunch, water bottle and two snacks. We recommend healthy snacks such as fresh fruit, raisins, pretzels, or granola bars.
- We recommend small, cooler-type lunch boxes.
- Refrigeration is not available. Non-perishable items are recommended.
- Children do not have access to a microwave.
- Children are not allowed to purchase items from the vending machine.

### Cell Phones/Electronic Devices

Children are only allowed to access personal cell phones if needed as an educational tool during study time only. Children will be asked to have additional items such as books, for quiet time. The Y is not responsible for lost, stolen, or damaged items.



## CHILD EXPECTATIONS AND CODE OF CONDUCT

To ensure the safety of our program participants and for staff to create a positive environment for all, our behavior expectations are based on our four core values of CARING, HONESTY, RESPECT, & RESPONSIBILITY. These expectations are as follows:

1. Listen and follow directions
2. Do what is right.
3. Keep your hands and feet to yourself.
4. Do your best.
5. If you see something, say something
6. Be safe and have fun!

## SCHEDULE & ATTENDANCE

### Arrival

The program runs 7:30am – 4:30pm daily. Children must arrive by 8:30 am daily to attend for the day, and must be picked up promptly by 4:30 pm.

### Drop off/Pick up

Parents/guardians must check students in between 7:30 am and 8:30 am. Children can be checked out at any time during the day by stopping at the assigned home room door (parent entry is not allowed into the home room). Two program passes per child will be issued at the start of the program. Passes are to be scanned at the Welcome Center desk upon entering the facility, prior to pick up at the home room.

At pickup time, children will only be released to parents, legal guardians and those designated as emergency contacts that show a program pass. Additional passes may be requested as needed.

### Missing Program Days

Please communicate with your child's room leader if you know **in advance** of any days that your child will be missing. If your child is going to be **absent unexpectedly**, please contact the Program Director, Jennie Mildebrandt at [jmildebrant@fdlymca.org](mailto:jmildebrant@fdlymca.org), as soon as possible in the morning.



## Daily Schedule

Here is a sample of what a scheduled day could look like. Adjustments will be based on individual student needs for virtual check-in and classes.

1. Morning study time
2. Morning snack
3. Morning recess/activity
4. Lunch
5. Afternoon quiet time
6. Afternoon study time
7. Afternoon recess/activity
8. Free time until pick-up

## WHEN TO STAY HOME

### Symptoms prior to arrival

In an effort to minimize illness in our program and facility, we ask that you screen your child daily, prior to attending the Y Learning Academy.

Please do not send your child to the Y with any of the following symptoms:

- Sore throat
- Cough
- Fever > 100.4
- Diarrhea or vomiting
- Head lice
- Undiagnosed rash, sore or other skin condition
- Any other contagious disease or symptom

If your child is demonstrating any signs of cold, flu or COVID-19 symptoms please keep them home until they are symptom free for at least 72 hours without the use of medication. Any child with a temperature of 100.4 or higher should not attend the program.



## Symptoms while attending program

A child showing any symptoms that are consistent with cold, flu or COVID-19 will be isolated from the rest of the group and the parent/guardian will be asked to pick up the child(ren) as soon as possible. If the primary parent/guardian cannot be immediately reached, the emergency contact on file will be called.

## MAINTAINING A HEALTHY ENVIRONMENT

### Cleaning Protocols and Procedures

YMCA facilities will be cleaned and disinfected prior to opening and after closing each day. Cleaning will continue during operation as well. All home rooms will implement frequent disinfection of high-traffic, high-touch areas such as door handles and faucets.

Participant's personal items will be kept 6 ft. apart.

Participants and staff are required to wear facemasks/coverings during the program.

### Handwashing by children and staff:

- Upon arrival
- Scheduled hourly
- Before meals/snacks
- After blowing nose, coughing or sneezing
- After using the restroom

### Activities at the YMCA

Precautions that will be put in place to protect participants and staff include, but are not limited to:

- Reasonable social distancing – 6 ft. between participants (including during meals & snacks)
- Promoting individual projects vs. group projects
- Not sharing equipment or school supplies
- Cleaning equipment in between uses



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

- Using open, well-ventilated areas
- Outdoor programming activities
- No special guests or visitors; no entry into home rooms by parents/guardians.
- We will not have sports or activities in which participants cannot maintain social distancing of more than 6 feet apart.

## **PARENT/GUARDIAN RESPONSIBILITIES**

Parents/Guardians are expected to do the following:

- Take responsibility for child's health & follow program guidelines, including daily screening.
- Follow drop off and pickup time requirements.
- Communicate with Y staff about child's educational or other needs.
- Take full responsibility for ensuring child's school work is completed.