



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

**TRI-CITIES FAMILY YMCA
HEALTHY OUT OF SCHOOL TIME
(HOST)**

2018 – 2019

INFORMATION HANDBOOK

Dear Healthy Out of School Time (HOST) Participants and Parents,

Welcome to HOST Programming at the Tri-Cities Family YMCA! We are so glad that you are interested in attending.

Nationally, the YMCA is known for its HOST programming, and we are very excited to offer this program. It demonstrates that our YMCA is focused on healthy living, youth development, and social responsibility.

This handbook is designed to give you an idea of how the HOST programming is going to run, and will show you how to make the most of this program.

During the school year we have lots of great activities planned! Our activities utilize YMCA Healthy Eating and Physical Activity Standards (HEPA). You will notice that there is only a very basic schedule in this handbook. That is because almost anything can change based on the input from teens as we get further into the school year. We hope that everyone who attends this program will be excited, active, and engaged while they are here.

We look forward to seeing you this year! Feel free to contact us if you have any questions.

Sincerely,

Erica Phelps, RD

Fitness and Wellness Director
Erica.Phelps@tcfymca.org
(616) 842-7051 ext. 224

Mission, Goals, Values, Leadership

YMCA Mission

Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all.

Core Values

The YMCA works to accomplish its mission by living and sharing the following core values:

Caring: Love; putting others before yourself; building more responsive communities

Honesty: Integrity; telling the truth; keeping promises to self and others; trustworthiness; maintaining wholeness of spirit, mind and body

Respect: Regard; treating others, as you would have them treat you; acknowledging and accepting others regardless of differences

Responsibility: Duty; to do what you should; accepting accountability to long term relationships; pursuing excellence; following through with personal commitments

What we do

The HOST Program is a free afterschool program for students in grades 5th - 12th in the Tri-Cities area.

Teen Adventure Center Goals

We seek to help Teens:

1. Grow personally
2. Demonstrate the core values

3. Improve relationships
4. Develop leadership abilities
5. HAVE FUN!

Staff Leadership

All HOST Program staff are at least 18 years old and have been carefully selected for their maturity, character, experience with children and teens, special talents and creativity. The staff has been screened with a complete background and criminal history check. All staff receive extensive training in HOST programming, age appropriate activities, behavior management and emergency procedures. All staff are also certified in CPR, Basic First Aid, and HOST specific policies and procedures.

Program Structure

Our building is open to registered HOST participants from 3:00-5:30pm Mondays, Wednesdays, and Thursdays. All students must sign in at the Welcome Center upon arrival. We also require them to sign out upon departure.

Schedule

3:00-3:30 pm	Sign In/Homework/Healthy Snack in YMCA Lobby
3:30-4:30pm	Scheduled Programming (see monthly calendar)
4:30-5:30pm	Homework/Free Time in the YMCA/Check Out

All programming focuses on healthy living: fitness, nutrition, and relationship building. Here are some activities that are offered:

- Nutrition Classes-cooking and more
- Fitness time in the cardio and/or weight room
- Rockclimbing
- Ninja course
- Scavenger hunts
- Inclusive, active outdoor games
- Service projects
- Nature hikes
- Board games

- Wii game competitions
- Tailgate games

Pre-program Packet

Please complete all necessary paperwork and return it to the YMCA Welcome Center. A teen CANNOT attend until these forms are completed. The necessary documentation includes: Contact and Health History Form, Rock Wall Waiver, and the HOST Waiver.

Check In/Check Out Procedures

Once a teen turns in the registration packet information, they will be issued a HOST card. To see more information on this card, refer to the below section. Each time that a teen comes to the HOST, they will swipe their card at the front desk. At the Welcome Center, teens will write their name, time that they arrived, and sign.

To sign out, a teen only needs to write the time and sign their name on the same sheet that they used to sign in on. There is a single sign in and sign out rule. This means that a teen cannot sign out and then later come back and sign in again. They are only allowed to sign in and out once per day.

ID Cards

Teens will be issued ONE free HOST card for the year upon completing the registration forms. If you lose your participation card you will be charged \$5.00 for a new one. You must have your participant card to attend the HOST.

Snow Days

When Grand Haven Area Public Schools are closed due to inclement weather, programming will not be offered.

Scheduled Day Off

The HOST Program will not run during winter break, spring break, or on any scheduled half days or off days according to the Grand Haven Area Public Schools District Calendar.

Code of Conduct

Code of Conduct: Rules, Policies, and Expectations of Behaviors

We expect all teens to behave in a manner that is fitting for the YMCA, and that honors our core values of caring, honesty, respect and responsibility. The Code of Conduct is to be followed at all times. Failure to abide by these rules may result in removal from the program.

1. All teens must have a permission form and waiver on file, signed by a parent or guardian to use the teen center.
2. Staff is to be respected at all times.
3. Participation is expected during programming.
4. Personal electronic device use may be limited during programming.
5. Re-entry is not permitted, sign in once and sign out once.
6. Possession of or being under the influence of tobacco, alcohol, or drugs will not be tolerated.
7. In keeping with the values of the YMCA appropriate language is expected at all times. No swearing.
8. Overtly sexual actions including but not limited to, kissing, sitting on laps, laying on top of people, and inappropriate touching will not be tolerated.
9. Fighting and possession of weapons will not be tolerated.
10. Threats, bullying, and sexual harassment will not be tolerated.
11. Teens will respect the YMCA facilities and equipment. If something breaks it should be reported to a staff person immediately. Teens will be responsible for replacing items intentionally broken or vandalized.
12. Teens will come to the center appropriately dressed. No backless, strapless, midriff exposing, or spaghetti tops. No revealing shorts or mini skirts. Underwear will not be showing. Nor will clothing with explicit references to drugs, alcohol, tobacco, contain obscenities or offensive language, or having sexual references be allowed.
13. Any action or behavior that is deemed by staff to be inappropriate or unacceptable or which poses a direct threat to the health and or safety of others, including members/guests/staff, will not be tolerated.

Consequences

If the code of conduct is broken, there will be consequences ranging from verbal warning or removal for the remainder of the program to a year long or indefinite suspension. The HOST Coordinator will review all reported incidents and deem the appropriate action. Consequences will apply based on the severity of the violation. To see the general guidelines that we will follow, please refer to the Code of Conduct form.

Transportation Policies

Transportation to and from the YMCA is the responsibility of the parents. The Tri-Cities Family YMCA does not provide transportation. Harbor Transit can be utilized to transport students if you wish. The YMCA can provide Harbor Transit passes if finances limit ability to participate in programming.

Electronics/Cell Phone Policy

Cell phones are allowed, but should be used to communicate about rides or with parents ONLY. If a teen is using their cell phone excessively for purposes other than this, they will be asked to put it away. We discourage electronics other than what is necessary for doing schoolwork. If teens do choose to bring them, IPODs, MP3 players, and CD players etc. are allowed during chill/homework time ONLY. The Tri-Cities Family YMCA is not responsible for lost, stolen or broken items.

Health Policy

The YMCA is equipped to care only for teens that are in good health. Teens may NOT attend the program if they exhibit any of the following symptoms:

- Fever of 100 degrees or more
- Vomiting or diarrhea
- Severe nasal or eye discharge
- An unidentified rash or open sore
- A contagious disease (chicken pox, measles, lice)

Teens that did not attend a full day of school due to illness should not attend the YMCA. If a teen is prescribed antibiotics, the teen must be on the medication for at least 24 hours before returning to the program. In the event that a teen has a communicable disease, please notify the HOST Coordinator as soon as possible. If a teen becomes ill while at the YMCA, they will contact their parents to pick them up.

Your teen can attend the HOST again when:

- A temperature is steadily below 100 degrees for 24 hours without medication.
- An infection has been diagnosed and teen has been on antibiotics for 24 hours.
- It has been 24 hours since the last episode of vomiting or diarrhea.
- Nasal discharge is not thick, yellow or green.
- A rash has subsided, or a physician has determined that it is not contagious.
- Head lice/nits have been treated and there is no sign of nits.

Injury Policy

YMCA staff will treat routine scrapes and cuts. In all cases of serious illness or accident, the parent and/or guardian will be contacted. In the event they cannot be reached, the signed authorization on the teen's health form will allow the YMCA to secure prompt treatment. Injuries requiring ambulance service and medical attention are the financial responsibility of the parent and/or guardian.

Medication Policy

The Tri-Cities Family YMCA will not be responsible for administering any medication. If teens have prescriptions that they need to take, we ask that they be in the original container labeled with the teen's name so that they will not violate the rules as previously stated.

Emergency Contacts

If there is an emergency while your teen is attending the program, contact the Welcome Center. The phone number for the Welcome Center is (616) 842-7051. If there is an emergency during non-program hours that you believe the program staff should know about, please email Erica.Phelps@tcfymca.org or leave a message at (616) 842-7051 ext. 224.