

March 25, 2024

South Gibson School Corporation  
3321 W 800S  
Fort Branch, IN 47648

To Whom It May Concern,

Thank you for your interest in the possibility of partnering with the YMCA of Southwestern Indiana for Before & After School Child Care Services for Owensville Elementary School. For more than 35 years, the Y has provided a safe and caring environment, positive role models, creative activities and opportunities to serve the needs of others to children and families within the schools that we serve.

We currently support over 2700 youth each day in partnership with School Districts across our communities. With our commitment to high quality programming and demonstrated delivery, we pledge to leverage our nationally accredited program framework and curricula to provide the very best for your corporation. We are also incredibly proud to be one of 18 YMCA's in the nation to have achieved Praesidium Accreditation in 2022, recognizing the Y's commitment to safety and adherence to the highest standards in abuse prevention.

The Y understands that families need reliable, affordable and high-quality care that gives them peace of mind. We pride ourselves on providing families with a program that is aligned with academic, social-emotional, character and physical youth development best practices. And for our kids, it is a place to belong, try new things and have fun!

This packet includes references, information on our fee schedule, organizational structure, staff hiring and certification process, ratios, curriculum and community partners. We would provide evidence of liability insurance as well.

If you have any questions, or need any additional information, please do not hesitate to let me know.

Kelly Boylls  
YMCA of Southwestern Indiana  
Child Care Branch Executive Director

## **References**

North Gibson School Corporation  
Attn: Dr. Eric Goggins, Superintendent  
1104 N. Embree Street  
Princeton, IN 47670  
(812) 385-4851

Warrick County School Corporation  
Attn: Dr. Abbie Redmon, Superintendent  
300 East Gum Street  
Boonville, IN 47601  
(812) 897-0400

MSD of North Posey County  
Attn: Michelle Walden, Assistant Superintendent  
101 North Church Street  
Poseyville, IN 47633  
(812) 874-2243

## **Weekly Fee Schedule**

We offer both part-time and full-time enrollment options to accommodate a range of work and family schedules.

<b>Part time - 1 or 2 days per week</b>	<b>Per Child Fee</b>
Before School only	\$25.00
After School only	\$37.00
Before & After School	\$43.00

### **Full time - 3-5 days per week**

Before School only	\$36.00
After School only	\$54.00
Before & After School	\$65.00

There is a 10% discount for each additional child in the same family.

## **Financial Assistance**

The YMCA of Southwestern Indiana has a proven, long-term commitment to accessibility regardless of economic circumstances. We commit to enrolling all interested families with no caps or maximums on the number of slots per program site for subsidy families. Additionally, Y employees, board and community members raise dollars annually to support financial assistance so we can stand behind this commitment.

## **Extended Care**

We understand that families come to depend on care not only during typical school days but also on early dismissal days and delayed start days due to inclement weather. Child care on these days is offered free of any extra charge to the families in our program. In addition, the Y offers a fee-based, full day program in our branches for any day that school is cancelled due to inclement weather.

## **Organizational Structure and Supervision Model**

**Child Care Branch Director** – Kelly Boylls has responsibility for supporting all Child Care Services programs for the Y. This includes Before & After School Care, Day Camp programs, School Day Off programs and inclement weather care for both Ascension St. Vincent and Deaconess hospital employees. She has a degree in Education from the University of Southern Indiana and has served the Y in both Aquatics and Child Care for 30 years. She carries a YMCA Organizational Leader Certification, is a Certified Praesidium Guardian (Child Safety Certified Guardian) and a Certified Child and Youth Care (CYC) Professional.

**Child Care Coordinator** – Each of our schools has a full time staff who is responsible for the quality and direct operation of that site. This position is responsible for training and supporting staff, planning curriculum and supplies, communicating with family members, working with the school staff, and ensuring a positive environment for all. We employ 4 full time Coordinators with a combined tenure of 32 years in YMCA Child Care programs.

**Site Director** – Each site has a part time Site Director that provides day to day, on-site leadership. They work directly with the children, oversee other part time staff, implement curriculum, address behavior challenges, and communicate with families on a daily basis. For day-to-day operational decisions, our Child Care Coordinators work with the Site Directors to problem-solve both urgent and routine issues. **All Site Director personnel must be 18 years of age and out of high school.**

**Counselor** - In compliance with the YMCA's ratio guidelines, sites serving over 14 students are supported by additional part time staff that work directly with children, and help with supervision and implementation of curriculum. All counselors must be at least 16 years of age. **Anyone under the age of 18 will not be left alone in the program at any time.**

## **Staff Recruitment and Hiring Process**

Knowledgeable, high-quality staff are a critical foundation to a strong child care program. To ensure the very best possible staff screening, selection, development and training, the Y uses an array of best practices including:

- Strong recruitment techniques which are intentionally diverse to attract high quality staff who reflect the students we serve. Employment openings are primarily posted on our YMCA website, Indeed and other employment websites. In addition, the YMCA works closely with Oakland City, USI, UE and Ivy Tech to recruit students who have studied child-development and education.
- Strong interview strategies utilizing best practice recommended standard interview questions to assess the candidates values relative to the Y Core Values, understanding of equity and inclusion and Child Abuse Prevention best practices.
- Each applicant must submit the names and phone numbers of three references. Two references must be professional references, and the third must be a personal reference. The professional reference must be familiar with the quality of the individual's work and have known the individual in a work environment. If the applicant has identified previous work with youth or vulnerable adults, the references must include a supervisor or co-worker from that position. The personal reference should only include individuals who have known the applicant for more than one year.
- The YMCA uses Intellicorp to conduct criminal background checks that meet or exceed state or licensing and program-specific requirements on all new hires. Prior to beginning employment, new hires are required to undergo a criminal background check that meets or exceeds the following criteria: A multi-state criminal records search, a social security number trace and alias search and an individual county level search in every county the applicant has lived over the last seven years and a check related to Government Sanctions (fraud, terrorism, international narcotics trafficking, activities related to the weapons of mass destruction and other sanctionable actions). Background checks are repeated after every 2 years of employment.

- Any employee or volunteer who, subsequent to their engagement with our organization, is arrested for, or convicted of (including pleas of guilty and nolo contendere), a misdemeanor or felony offense must notify their supervisor within one business day of such arrest or conviction. Supervisors must immediately notify the organization's Human Resources department. After a review of all factors involved, the arrest or conviction of an employee or volunteer may result in corrective action, up to and including termination.
- The YMCA conducts a National Sex Offender Registry check on all new hires. We use the National Sex Offender Registry check as one measure of a person's suitability for employment at our organization. We repeat the registry check every two years or any time a staff member has been absent for nine months or longer. In addition, all employees are entered into our membership database. This database is checked nightly against the National Sex Offender Registry.
- It is the intent of the YMCA of Southwestern Indiana to maintain a drug free workplace in compliance with requirements of the state of Indiana and in compliance with a proper work environment for a community services organization. To that end, the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is strictly prohibited. Employees in violation of this prohibition will be reported to legal authorities. Further, the YMCA workplace shall be drug free under the definition of Executive Order 90-5 and we will work to keep employees fully informed of the consequences of illegal drug use. Employees who may be convicted of violations will come under the provisions of the disciplinary action outlined in the personnel policy which may include termination. Such employees may be required to enter appropriate counseling or rehabilitation programs as a condition of continued employment. The YMCA will test for drugs or alcohol for any employee whose behavior or action causes suspicion of drug or alcohol use on the job or is injured on the job.

### **Staff Certification and Training**

All YMCA staff are committed to supporting families and children with safe, affordable, quality care during the hours when there is no supervision in the home. The YMCA takes pride in the staff facilitating our programs and works continuously to recruit, train and retain a strong team of cause-driven leaders that are talented, diverse, educated, and passionate about their work.

All Child Care staff go through a thorough onboarding process with our YMCA Child Care Administrative Staff before beginning their positions. In addition, a comprehensive Before & After School staff training is conducted before the beginning of each school year. Staff are required to become certified in CPR/AED, First Aid, Child Abuse Recognition & Prevention, Bloodborne Pathogen Training and Oxygen Administration.

Child Care staff meet several times during the school year for specific training on relevant topics according to the specific needs of the programs (e.g. positive behavior guidance, program safety, diversifying activities, policies and procedures review).

Lastly, employee engagement surveys, training plans and annual performance appraisals ensure staff are invested in their own learning with flexibility to pursue specialized trainings related to their position through our community partners.

### **Staff to Child Ratios**

We strive to maintain staff/child ratios of 1:14 for school age care. Our ratios will at no time exceed the State of Indiana ratio of 1:20.

## Curriculum and Schedule

Our curriculum is designed to support the healthy development of children by building strengths and meeting the needs of the whole child. In the fall of 2022, we partnered with the Indiana Afterschool Network in order to evaluate our program's performance and increase our capacity to develop a high-quality, comprehensive program.

An afternoon snack is provided to each child at the beginning of our after school programming. We follow the Y's Healthy Eating and Physical Activity (HEPA) standards to make sure that we create an environment rich in opportunities for healthy eating and physical activity. School-assigned electronics are permitted to assist with homework only.

Our program combines a predictable schedule, a balance of active and quiet activities, structured lessons and student choice to cultivate a supportive environment. All activities have been selected to incorporate the following program components:

### DAILY

**QUESTION OF THE DAY:** Open-ended questions that help build relationships and develop social-emotional skills in youth.

**PHYSICAL ACTIVITY:** Indoor or outdoor games and activities that align with the Y's Healthy Eating and Physical Activity (HEPA) standards.

**ACADEMIC ENRICHMENT: HOMEWORK ASSISTANCE/MATH OR LITERACY EXPANSION** A time for children to work on homework in the presence of a YMCA staff member. Children who do not have homework can choose to read or work on alternate academic enrichment materials.

### WEEKLY

**STEAM:** Project-based learning that focus on science, technology, engineering, art, or math.

**SOCIAL-EMOTIONAL LEARNING:** Activities or small group time that have a focus on developing social and emotional skills, including the YMCA's four core values (caring, honesty, respect, and responsibility).

**GLOBAL LEARNING & INCLUSION:** Cultural events and projects that explore diverse perspectives, ideas, beliefs, and customs.

**WELLNESS & NUTRITION:** (2x per month) Nutrition education and other activities related to well-being aligned with the Y's Healthy Eating and Physical Activity (HEPA) Standards.

**LEADERSHIP DEVELOPMENT:** Experiences that intentionally allow participants to plan, develop, and lead program components with staff support (e.g., snack choice, activity planning, program activity set up).

### EACH SEMESTER

**SERVICE LEARNING:** Projects with clear learning objectives that engage youth in planning, implementation, and debriefing.

## **Our Partners**

The Y believes we best meet our school, family and staff needs through strong partnerships and collaborations. As one of the largest and most far-reaching nonprofit providers of out-of-school time programming, including after school, in the US, the power of our partnerships helps us to uphold the value of learning and working together, the value of diverse views and to harness the power of collective wisdom.

### **Praesidium**

Praesidium is the national leader in abuse risk management and prevention of sexual abuse of vulnerable populations. While Praesidium and Y-USA have had a long standing partnership to align our mission and values with best practices in abuse prevention, the YMCA of Southwestern Indiana achieved Praesidium Accreditation in 2022. This accreditation recognizes that Praesidium Standards have been fully implemented across our organization and that we are committed to safety and adherence to the highest standards in abuse prevention and have demonstrated a commitment to safety to both internal and external audiences.

### **Indiana Afterschool Network (IAN)**

The IAN is a state-wide intermediary committed to providing the support and resources that out-of-school (OST) programs need to create better outcomes for kids. Our partnership with the IAN pairs us with Lana Brown, IAN's Director of Quality Initiatives and Andrea Gerig, their STEM Specialist. IAN's quality standards, professional development and curriculum tools help us to strengthen staff learning and support curriculum. Their Quality Assessment process also helps us to assess program quality based on the following measures: safe environment, supportive environment, interaction, engagement, youth-centered policies & practices, high expectations for youth & staff, and access.

### **Character Development Institute (CDLI)**

A virtual institute to support the infusion of research-based character development across YMCA youth programs. Through this partnership, we are committed to developing youth leaders in five areas of practice: empathy, emotion management, responsibility, relationship building and personal development. It targets staff and volunteer youth development leaders as they model, scaffold, and create an environment where wellness and whole child development influences and impacts youth positively.

### **Lampion Center**

Lampion Center is a provider of mental health to our community and has developed expertise in the area of training staff who work with youth on the importance of brain based behavior intervention and positive behavior management strategies. We have partnered with Lampion Center to provide staff training to improve their ability to provide ongoing high quality programs while working in a stressful environment.

### **Deihl Consulting Group**

The Y's assessment partner, Deihl Consulting Group is an external evaluator of Y programs, including our Before & After School Program Parent Surveys and program improvement process.