



## 2011 – 2012 PARENT HANDBOOK

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*YMCA MISSION: To put Christian principles into practice through programs that build healthy spirit, mind and body for all.*

# YMCA After School Handbook

## Purpose

We know that learning doesn't end when the school bell rings. The way your children spend time after school can make a big difference in their personal development and your family-life balance. At the Y, kids engage in a variety of exciting physical and imaginative activities that encourage them to explore who they are and what they can achieve. Through guided play, children learn to respect themselves and others, work out their differences and discover the value of friendship. Academic support from caring role models enriches your child's educational experience and enables families to spend more quality time together.

We offer after school care for children in grades Kindergarten through Middle School. Our Middle School program is called Navigators.

We are committed *to putting Christian principles into practice through programs that build healthy spirit, mind, and body for all.*

## I. Hours of Operation

Full-time care is offered from after school to 6:00 pm. Full time includes Kids Fun Days.

Part-time participants have two options: (Part time does not include Kids Fun Days)

Your child/ren can attend the program until 4:30 pm everyday (OR)

Your child/ren can attend the program twice (2) a week until 6:00 pm.

The after school program closes at 6:00 pm. A late charge \$10.00 per child will be added to your bill if picked up after 6:00.

## II. Elementary School Age Daily Schedule

2:30 – 3:15: Bus Route (if applicable) Attendance/Structured Free Play

3:15 – 3:45: Snack & Devotion

3:45 – 4:30: Homework/Structured Activities

4:30 – 5:00: Structured Activities (Organized games, arts/crafts, swimming)

5:00 – 6:00: Rides Out

## (Navigators) Middle School Age Daily Schedule

3:15 – 4:00: Bus Route

4:00 – 4:20: Snack

4:20 – 5:00: Homework/Computer Lab

5:00 – 5:30: Organized Activity (Games, community service project, specialty clubs)

5:30 – 6:00: Rides Out

### III. School Holidays / Teacher Workdays (KIDS FUN DAYS)

The YMCA provides all day care on Alamance-Burlington School System holidays, teacher workdays and on inclement weather days if appropriate.

#### Kids Fun Day Fees

Full Time Participants in the After School Program – FREE!

Part-Time Participants and Navigators in the After School Program, and Y members - \$15 per day

All Others - \$25 per day

PRE-REGISTRATION IS REQUIRED in order for your child to attend a Kids Fun Day.

If your child(ren) is Full-Time, you may register by emailing Jamaal Hill, [jhill@acymca.org](mailto:jhill@acymca.org) or calling the YMCA at 395-9622. If your child(ren) is Part-Time or in Navigators, you must stop by the YMCA to register and pay the \$15.00 fee. You may not drop off your child the morning of without pre-registration.

<u>KIDS FUN DAYS</u>		<u>REGISTRATION DEADLINE</u>
Monday, October 31		Monday, October 24
Friday, November 11	Veterans Day	Friday, November 4
Wednesday, November 23		Wednesday, November 16
Wed, Dec 21-Friday, Dec 23	Christmas Break	Wednesday, December 14
Tuesday, Dec 27-Friday, Dec 30		Tuesday, December 20
Friday, December 31 <sup>st</sup>	New Years Eve	Thursday, December 23 <sup>rd</sup>
Monday, January 2		Monday, December 26
Monday, January 16	MLK Jr. Day	Monday, January 9
Friday, January 20		Friday, January 13
Monday, January 23		Monday, January 16
Monday, February 20	President's Day	Monday, February 13
Monday, March 12		Monday, March 5
Monday, April 2-Thurs, April 5	Spring Break	Monday, March 26
Monday, April 9		Monday, April 2

If you have a past due balance with After School, you must see Jamaal Hill or Dominique Ireland prior to registering for Kids Fun Days.

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On Kids Fun Days, children should bring: lunch with drink, two snacks, a bathing suit and towel.

*In the event of inclement weather, see "Inclement Weather Policy" in this manual.*

### IV. Fees and Payment Schedules

A \$30.00 non-refundable registration fee is due upon enrollment in the after school program.

A new registration fee is collected each school year.

K-5 <sup>TH</sup> GRADE:	YMCA Members	Program Participants
Full time	\$145.00	\$175.00
Full time 2 children	\$125.00 per child	\$155.00 per child
Part time	\$85.00	\$105.00
Part time 2 children	\$65.00 per child	\$80.00 per child

NAVIGATORS:	YMCA Members	Non- Members
Full time	\$100. Per month	\$125. Per month

We require that all After School payments be set up on a Bank or Credit Card Draft. The balance will be drafted on the 27<sup>th</sup> of each month:

Due Dates

Aug/Sept.	8/27/2011	February	1/27/2012
October	9/27/2011	March	2/27/2012
November	10/27/2011	April	3/27/2012
December	11/27/2011	May/June	4/27/2012
January	12/27/2011		

**Returned Drafts:** If your draft is returned because of insufficient funds, the draft will be redeposited and a \$15.00 service charge will be added to your account.

If you have more than two returned drafts during the After School year, one of the following options may occur:

- 1) You will be required to meet with the Youth and Family Director or the Senior Program Director to discuss your payment options/plan.
- 2) Your child will lose their spot in our After School Program and will be required to go through the previous step before they can re-enroll.

If you are experiencing financial difficulty, please apply for confidential financial assistance. *The YMCA is committed to providing confidential financial assistance to anyone interested in programs or membership, based on need and available funds.*

V. Transportation

We provide transportation to the YMCA After School Site from various public and private elementary schools in Alamance County. \*Currently, we provide transportation from E.M. Holt, Smith, Grove Park, Hillcrest, Elon, Alexander Wilson, River Mill, Burlington Christian Academy and Highland Elementary.

Middle School Navigators are picked up from public and private middle schools in Alamance County.  
\*Currently, we pick up from Turrentine, Southern, Western, River Mill and BCA.

Transportation is also provided when there are scheduled early dismissal days.

\*The YMCA reserves the right to discontinue transportation from a given school if enrollment from that school drops below five (5) children. We will consider picking up from additional schools if enrollment is above (5) children.

## VI. Inclement Weather Policy

If school dismisses early due to inclement weather, the YMCA will NOT provide after school care on that day. However, if school remains closed due to inclement weather for a number of days, we will try to offer care if it is safe to do so. Please note that there will be a \$15.00 fee per child for inclement weather days as these are “unscheduled” Kids Fun Days (for both Full-Time and Part-Time participants). To determine if the YMCA is providing care, please call the Front Desk at (336) 395-9622 and a staff member or a voice recording will inform you of our decision.

## VII. Attendance

Please notify the YMCA by 12:00 NOON on the day your child will NOT be attending after school. Attendance is checked daily and it is extremely important that we are notified.

## VIII. Daily Activities

Snacks - Games - Homework - Swimming - Physical Fitness - Arts/Crafts - Organized Sports - Free Time - Movies - Music - Computer Lab - Special Activities and Events

## XI. Afternoon Pick – Up and Departure (Rides Out)

Rides out is a system offered for the convenience of the parent when picking up their child from the YMCA. During the times of 5:00-6:00 pm, parents may drive through the circle loop at the front of the YMCA and your child will be brought to you. If you wish to pick up your child prior to 5:00 pm, you must park in a parking space (not in the circle drive) and come inside.

Each child must be signed out daily. A sign-out sheet is provided at all after school sites. The sign-out sheets will be available from 2:30 -6:00 pm.

## XII. Release Procedure

If another person other than the parent or authorized persons listed in your child’s enrollment application is picking up your child, you are required to notify us in writing or by phone. When communicating this information over the phone, please ask to speak to the After School Director or go into their voice mail. Please give us your name, your child’s name, and the name of the person picking up your child. We ask you to inform the persons picking up your child that we will ask to see a picture ID prior to releasing your child.

to them. This is done for security purposes. If a note or phone call is NOT received, we will NOT release your children to anyone other than those authorized.

### XIII. Enrollment

The YMCA Child Care Program is open to all children regardless of race, creed, sex, religion, nationality or ability to pay. We guarantee placement in our program once we have your child's enrollment application and registration fee, provided we are not full.

### XIV. Withdrawal Procedures

A two-week notice prior to the monthly draft due date is required to withdraw your child from the after school program. A cancellation form is available at the YMCA Front Desk. Full monthly amounts will be charged until the cancellation form has been filled out and returned to the YMCA. There are no refunds given for missed days or special occasions. If a child has an extended illness of over one week, please notify us in writing and submit a doctor's excuse and you will not be billed for those days missed due to the illness.

### XV. Administering Medication Policy

Medication that needs to be administered to a child while attending the YMCA should:

- Be given directly to the Directors via the parent in the original medicine container.
- A written note containing permission for the Y Staff to administer the medication must include the following: dosage information, time of dosage and dates to be given, parent's name, parent's phone number and physicians' phone number.

### XVI. Emergency Information

Every effort will be made to reach you or other contacts on your child's application in the event of an emergency. If we are unable to reach any persons listed, we will take the necessary actions for the health and safety of your child.

### XVII. Holidays Observed

The YMCA After-School Program will be closed for the following holidays:  
New Years Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day.

### XVIII. Discipline

Discipline is a necessary part of an effective program. The philosophy of our program is respect being shown

to all. Praise and positive reinforcement are used to establish an environment of good will. Should a discipline issue arise; the child will be spoken to in hopes that the problem can be corrected. If it cannot, time-out will be used. Time-out is not a punishment, but a discipline technique that is a calming device and a method to help children gain self-control. If behavior does not improve after time-out and appropriate attention, then counseling with the After School Director and Counselors will follow. If the child continues to exhibit inappropriate behavior, then a conference with the parents will take place. The YMCA reserves the right to dismiss any child whose behavior is unacceptable, without refund of fees.

The YMCA promotes an atmosphere of respect - from child to staff and from child to child. Name-calling is not a demonstration of respect. There are several words and phrases that may seem commonplace but are not allowed at YMCA Child Care. For example, we discourage children and staff from saying "shut up" and encourage them to find more positive ways to quiet each other. There will be consequences for children who use such language. If there are any questions about language in our program, please feel free to call the Youth and Family Director at 395-9622.

Recently, we have seen a rise in campers bringing their cell phones to After School. While we understand the need for emergency situations when children may wish to contact their parents, we also expect cell phones to be used appropriately and not be a distraction to regular activities. If your child chooses to bring a cell phone to the YMCA, the phone must be kept in their personal belongings. Cell phones are not permitted to be out for texting, listening to music or playing games. If a student wishes to make a phone call to their parents, they must first inform their counselor of their intention. The counselor will make the decision as to whether this is an emergency situation that warrants cell phone use. Should students have cell phones out without permission, the phone will be confiscated and returned to the parent at the end of the day.

## Alamance County Community YMCA Child Abuse Prevention Code of Conduct

1. In order to protect the YMCA staff, volunteers and program participants, at no time during a YMCA program may a staff person be alone with a single child where others cannot observe them. As staff supervise children, they should space themselves in a way that other staff can see them.
2. Staff should never leave children unsupervised.
3. Restroom supervision: Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the

staff (not being alone with a child). If staff is assisting younger children, doors to the facility must remain open. No child regardless of age should ever enter a bathroom alone on a scheduled field trip. Always send children in pairs, and whenever possible, with staff.

4. Staff should conduct or supervise private activities in pairs. Such activities include putting on bathing suits, taking showers or changing an infant's diaper. When this is not feasible, staff should be positioned so that they are visible to others.
5. Staff shall not abuse children, including all of the following:
  - Physical abuse: strike, slap, or shake
  - Verbal abuse: humiliate, degrade or threaten
  - Sexual abuse: inappropriate touch or verbal exchange
  - Mental abuse: shaming, withholding love, or cruelty
  - Neglect: withholding food, water or basic care
6. Any type of abuse will not be tolerated and will be cause for immediate dismissal.
7. Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimizes the need of discipline. Physical restraint is used only in pre-determined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner and must be documented in writing.
8. Staff will respond to children with respect and consideration and treat all children equally regardless of sex, race, religion or culture.
9. Staff will respect children's rights not to be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched on areas of their bodies that would normally be covered by an article of clothing.
10. Staff will refrain from intimate displays of affection towards others in the presence of children, parents and other staff.
11. While the YMCA does not discriminate against an individual's lifestyle, it does require that in the performance of their job they will abide by the standards of conduct set forth by the YMCA.
12. Staff must appear clean, neat and appropriately attired.
13. Using, possessing, or being under the influence of alcohol or other drugs during work hours is strictly prohibited.
14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
15. Profanity, inappropriate jokes, sharing intimate details on one's personal life and other kinds of harassment in the presence of children or parents are strictly prohibited.
16. Staff must be free of physical and psychological conditions that might adversely affect a child's physical and mental health. If in doubt, an expert should be consulted.
17. Staff will be portrayed as positive role models for today's youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.
18. Staff may not be alone with children they meet in YMCA programs outside of the YMCA. This included babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.
19. Staff are not to transport children in their own vehicles.
20. Staff may not date program participants under the age of 18 years of age.
21. Under no circumstances should staff release children to anyone other than the authorized parent, guardian or other adult authorized by the parent or guardian (written parental authorization on file with the YMCA).
22. Staff are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend training on the subject, as instructed by a supervisor.

23. The YMCA is committed to 360-degree feedback on all our programs and policies. If you observe a staff member not following the above Code of Conduct, please report the incident to the Youth and Family Director at (336) 395-9622. If the Youth & Family Director is involved in the incident, please report the incident to the Senior Program Director at the YMCA.