



LEARN

GROW

THRIVE

2026-2027

AFTER SCHOOL

Alamance County Community YMCA

Parent Handbook

Alamance County Community YMCA

1346 South Main Street Burlington, NC 27215

Phone: (336) 395.9622

www.acymca.org

Our Mission: To put Christian principles into practice through programs that build health spirit, mind and body for all.

TABLE OF CONTENTS

Purpose, Operating Schedule	3
Fees, Returned Drafts, Financial Assistance, Cancellation Policy	4
Transportation, Kids Fun Days, Inclement Weather	5
Holiday Camps, Holidays Observed, Activities, Custody Concerns	6
Swimming, Homework, Pick-up, Text Alerts, Electronics	7
Medication, Emergency Contact, Email Communication	8
Discipline Procedures	8-9
Child Safety Information	10-11
Youth and Teen Mental Health	12
Non-Discrimination Statement	13
Medication Consent Form	14

PURPOSE:

We know that learning does not end when school ends. 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, our children 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. Giving children time during our After-School program to do their homework allows families to spend more quality time together.

Our After-School Program is for children in grades Kindergarten through 8th grade. For teacher workdays, we offer Kids Fun Days as a childcare service. For a child to attend each of these programs, they should be registered at the Member Services Desk at the Y or online at acymca.org. Holiday Camps are available as full day childcare during the winter and spring breaks of the traditional ABSS student calendar.

We are committed to teaching character development in our youth programs, especially the values of caring, honesty, respect, responsibility and faith. YMCA programs are open to all children, regardless of race, sex, religion, nationality, gender identity or ability to pay.

OPERATING SCHEDULE:

Full-time After School is offered from the time school ends until 6:00PM

Part-time care is offered two days a week from the time school ends until 6:00PM

Children are to be picked up from the YMCA by 6:00PM. A late fee of \$10 per child will be charged for all children picked up after 6:05PM. We understand things happen, if you are going to be late, please call the Member Services desk at 336-395-9622. A late fee form will be given to you to sign acknowledging that you are late picking up your child and understand that you will be charged accordingly. You will be drafted the next day for this late fee from your account on file.

K-5th Grade Daily Schedule:

2:30-3:00	Bus Route and Attendance
3:00-3:45	Super Snack
3:45-4:15	Enrichment
4:15-5:15	Activity
5:15-6:00	Rides Out

6th-8th Grade Daily Schedule:

3:30-4:00	Bus Route and Attendance
4:00-4:15	Super Snack
4:15-5:15	Activity
5:15-6:00	Rides Out

FEES

A \$25 non-refundable registration fee per family is due at registration. We also offer a multiple child discount of \$10 per child.

	Full-Time	Middle School
YMCA Member	\$199	\$129
Program Participant	\$249	\$159

**** The last day of After School is June 2nd, 2027**

All After-School payments are required to be drafted on a bank account, credit or debit card draft. Monthly fees will be automatically drafted on the first of the month beginning September 1st and ending May 1st.

RETURNED DRAFTS:

If your draft is returned because of insufficient funds, the draft will be automatically re-submitted and a \$25.00 service charge will be added to your account. If you have more than two returned drafts during the school year, one of the following options may occur:

1. You will be required to meet with YMCA Leadership Staff 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.

FINANCIAL ASSISTANCE:

The YMCA is committed to serving all, regardless of inability to pay. We provide confidential financial assistance to those families that qualify. If you are experiencing financial difficulty and cannot afford childcare fees in full, please get a Financial Assistance application from our Member Services desk or online at acymca.org. Financial Assistance is not offered for Kids Fun Days or Holidays Camps.

CANCELLATION POLICY:

A two week written notice prior to the first day of each month is required to withdraw your child from the After-School Program. A cancellation form is available at the Member Services desk or you can email Ryan May at rmay@acymca.org. Monthly fees will be charged until a cancellation request is received. There are no refunds given for the missed days or special occasions. If your child has an extended illness, please notify us in writing and provide a Doctor's note and you will not be billed for those missed days.

TRANSPORTATION:

The Y provides bus transportation from various public schools in Alamance County. The program schedule is based on the traditional ABSS student calendar. Transportation is not offered if schools release early due to weather or on early release days. Currently, we provide transportation to the following schools:

- Altamahaw Ossipee Elementary
- Alexander Wilson Elementary
- Elon Elementary
- EM Holt Elementary
- Hillcrest Elementary
- Grove Park Elementary
- Highland Elementary
- Smith Elementary
- Turrentine Middle
- Western Middle

The YMCA reserves the right to discontinue transportation from any school if enrollment from that school drops below five children.

KIDS FUN DAYS:

The Y provides full day childcare on days when the traditional ABSS student calendar has teacher workdays and certain holidays schedule. Pre-registration is required. If you fail to register your child in advance, you will be charged \$10 to register on the day of care. These days are free for After School Participants, while Non-After school participants will be charged \$25 per day.

The following dates fall under Kids Fun Days:

- October 2nd and 26th, 2026
- November 3rd, 11th, and 25th, 2026
- January 18th and 19th, 2027
- February 19th, 2027
- March 12th, 2027
- April 30th, 2027

INCLEMENT WEATHER:

If school is closed early, the Y will not have After School care. If school is closed for inclement weather, the YMCA will make every effort to have an Inclement Weather Fun Day if we are safely able to do so. Because these days are unplanned and are not included in the After School Fees, there will be an additional cost. These days will be \$20 for After School Participants.

HOLIDAY CAMPS (WINTER AND SPRING BREAK)

The Y provides full day childcare during winter and spring break days that align with the traditional ABSS student calendar. All After School program participants will be charged \$20 per day. Pre-registration is required. If you fail to register your child in advance you will be charged a \$10 late fee to register on the day of care.

The following days fall under Holiday Camp:

- Winter Break: December 21st, 22nd, 23rd, 28th, 29th, 30th
- Spring Break: March 29th, 30th, 31st, April 1st, 2nd

Holidays we observe (no childcare offered)

- New Years Eve
- New Years Day
- Memorial Day
- Labor Day
- Good Friday
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

ACTIVITIES:

Children will participate in a number of different activities while attending our After-School Program. A few of these activities include board games, homework, arts and crafts, character development and organized sports. Children will participate in a number of special activities on Fridays including swimming.

CUSTODY CONCERNS:

It is the YMCA's intent to meet the needs of children, especially when the parents may be experiencing difficult situations such as a divorce, separation, or remarriage. However, the YMCA cannot legally restrict the non-custodial parent from visiting the child, reviewing the child's records, or picking the child up with proper pick up identification card unless the YMCA has been furnished with current legal documents. Copies of these court documents must be kept in the child's file.

SWIMMING

After-School children have the opportunity to swim. A swim schedule will be sent out to parents/guardians. All children will take a swimming test to determine their swimming level. After completing the swim test, students will wear swim bands that will help lifeguards identify which area of the pool they are approved to swim in. A swim band is worn by each child to distinguish his or her swimming ability. Safety comes first when it comes to water and the well-being of each child. Swimmers who do not sufficiently pass the swim test will be required to wear life jackets. If a student's swimming ability improves, they can request to be re-tested and be given a new swim band based on their new swimming skill level.

HOMEWORK

Homework is offered Monday through Thursday for each child for 30 minutes. This homework time is optional. If you want to require your child to stay for homework, email the After School Director, Ryan at rmay@acymca.org. We do not ensure that your child will complete their homework during the allotted time. Please encourage your child to take advantage of this quiet time to complete their homework or at least get started.

PICK-UP/RELEASE PROCEDURE

Rides out is a system offered for the convenience of the parent when picking up your child. Between the hours of 5:00-6:00PM, we will have a staff member in the front circle of the Y with a sign out sheet. This staff member will call for your child without you having to get out of the car. If you pick up your child before 5:00pm, you must park in one of the parking lots and walk into the Y. A staff member will call for your child so you can sign them out. If you authorize someone other than yourself to pick up your child, please email rmay@acymca.org or call the Membership Desk the day of the scheduled pick up. The authorized individual will be asked to provide ID.

TEXT ALERTS

If there is an emergency or there is information that needs reach parents quickly, we do have a text alert system. Please text the keyword "asp2627" to 833-495-4465 in order to sign up for the text alerts.

ELECTRONICS

While we recognize that most students now carry cell phones and other electronics, we do not allow them to be used during YMCA After School programming. We believe in the benefits of healthy activity and social engagement, so we promote that philosophy through our daily activity schedule. If you need to reach your child, feel free to contact the Membership Desk at 336-395-9622. If your child is caught using their electronic device while attending the program, a staff member will collect the device and return it to you during rides out.

MEDICATION

All medications your child takes in our care must be given to the After School Director in the original container on your child's first day of care. A medication authorization form is available at the end of the handbook and must be completed in order for us to administer medication to your child. A current photo must accompany the medication for safety purposes. This form includes the name of the medicine, what time the medication needs to be taken, permission to administer, parent's name and doctor's phone number for a reference. Medication may not be administered without this consent form. If medication is not picked up by your child's last day of care, we will hold the medication for a maximum of one week before it will be discarded.

EMERGENCY CONTACT

Every effort will be made to reach you or other contacts on the After School registration form that you completed in the event of an emergency. If we are unable to reach any of the persons listed, we will take the necessary actions for the health and safety of your child. Should there be any changes in the emergency contact numbers, please notify the YMCA in writing so we may update your child's file

EMAIL COMMUNICATION

We utilize email to ensure parent communication. If you do not receive emails from us, please make sure the After School Director knows so we can make any changes. You can use email to inform us if your child will not be attending on a certain day or for any other communication you may need.

DISCIPLINE POLICY

We believe children learn self-control when adults treat them with dignity and use techniques such as:

- Guiding children by setting clear, consistent limits for group behavior. Older children should help set their own limits.
- Visualizing mistakes as learning opportunities.
- Redirecting children to a more successful behavior or activity.
- Listening to children when they talk about their feelings and frustrations.
- Patiently reminding children of the rules and the rationale as needed.

Corporal punishment or abusive language of any kind is not allowed in any program at the Alamance County YMCA. Rules will be consistent based on the understanding of the individual needs and development. Rules will also promote self-discipline and acceptable behavior. Positive reinforcement will be used to guide children. If necessary, a time-out period will be used to help regain control. If a discipline problem continues to persist, parents and staff will work together to resolve the conflict.

To ensure the uniform handling of discipline and corrective discipline procedures, the following guidelines have been established:

Minor Offenses:

- Back talking to a counselor
- Non-compliance with directions
- Leaving the group
- Being disruptive
- Antagonizing/starting trouble
- Play fighting or wrestling
- Going through others' belongings

Major Offenses:

- Fighting/Kicking
- Inappropriate language
- Going into unauthorized areas
- Throwing objects
- Destroying YMCA equipment or property
- Endangering the safety of others
- Teasing or bullying
- Theft
- Leaving the group

The discipline procedure for each category is as follows:

Minor Offenses:

- Oral warning
- Time Out
- 1. Written warning and Time-Out
- 2. Written Warning
- 3. Parent Conference
- 4. One day suspension
- 5. Three day suspension
- 6. Expulsion from the program

Major Offenses:

1. Write Up/Phone Call
2. Write Up/Parent Conference
3. Write Up/One day suspension
4. Write Up/Three day suspension
5. Expulsion from the program

Expulsions from the program are for the remainder of the school year. Refunds will be considered on a case-by-case basis. A child who has been expelled from the program may request to be allowed back in the next school year. This request must be approved by the After School Director and, if granted, the child will be on a 90 day probation period. The Alamance County YMCA reserves the right to suspend or dismiss a child for behaviors that cause physical, mental, or emotional harm to themselves, other children, and staff.

COMMITMENT TO A CHILD SAFE ENVIRONMENT

The Alamance County YMCA is committed to keeping children safe in our community. This means educating ourselves and our community about child abuse and how we can work together to prevent it. Please read further to learn more about what you can do to protect children from abuse.

Information About Abuse

Child abusers can be parents, caretakers, friends, neighbors or anyone who comes in contact with your child—even other youth. It takes everyone's help to stop the cycle of abuse. Below are the four types of child abuse that are registered by most states:

- Emotional-Threatening a child using words that can hurt a child's feelings and self-esteem; withholding love and support from a child.
- Physical-Causing injuries to a child on purpose, such as bruises, burns, scars, or broken bones.
- Sexual-Having sexual contact in any form with a child, including exposing, fondling, intercourse, pornography, or internet solicitation.
- Neglect-Not providing children with enough food, clothing, shelter, medical care, hygiene, or supervision.

Child abuse can happen between an adult and a child, or from one child to another (peer to peer).

Child Safe Policy

Our Staff—The Alamance County YMCA has more than 200 staff members and volunteers working with youth in multiple departments.

Our Screening—To keep children in our program safe, we take the following steps in our intensive screening of employees and volunteers;

- Detailed Application Forms
- Comprehensive Interview Process
- Reference Checks
- Criminal Background Checks
- Internet Searches

Our Trainings—Employees complete an extensive child abuse prevention training program. Supervisors and managers complete additional training to further promote a child-safe environment. All staff members are mandated to report any suspected child abuse.

Our Policies—Staff are prohibited from working one-on-one with youth. Policies exist to ensure staff and volunteers are not alone with a child. If you observe a member of our staff violating this or any other policy, please alert us

Working Together for Safety

Whether your child is attending one of our programs or any youth program we suggest having open and honest discussions with your child on a routine basis about his or her experiences. Talk to your child about his or her experiences in our program, school, sports, and other activities.

Watch for warning signs of abuse:

- Unexplained bruising or other physical markings
- Disturbed sleeping or eating patterns
- Abrupt changes in behavior-anxiety, clinging, aggressiveness, withdrawal, depression
- Fear of a certain person or place
- Discomfort with physical contact

Listen and watch for signs of your child receiving special attention that other children are not receiving, including favors, treats, gifts, rides, increasing affection, alone time particularly outside the activities of school, child care, or other activities.

Every once in a while, ask your child these questions:

- Is anyone scaring or threatening you?
- Is anyone asking you to keep secrets?
- Has anyone said anything to you that made you feel bad?
- Is anyone touching you in a way that you don't like?

Encourage your child to tell you or another trusted adult if anything happens to him or her.

If you suspect abuse...

- Report this to the local Child Protective Services 336-229-2908 or local law enforcement (911)
- If you think your child has been physically injured, seek medical attention
- If you have any questions or concerns regarding a member of our Y staff, please contact our CEO Walter Britt
- National Child Abuse Hotline: 800-422-4453
- Alamance County Department of Social Services: 336-229-2908
- Crossroads Sexual Assault Response and Resource Center: 336-228-0813

Anonymous Reporting of Safety Concerns

The Alamance County Community YMCA is committed to maintaining a safe environment for all children participating in our programs. Staff, volunteers, parents, and participants are encouraged to report any concerns related to safety, misconduct, policy violations, or suspected abuse.

In addition to reporting concerns directly to YMCA staff or leadership, individuals may report concerns anonymously through Praesidium's 24/7 helpline.

Praesidium Helpline:

 **855-347-0751**

This confidential reporting line allows individuals to report concerns or ask questions related to abuse prevention and youth safety at any time.

All reports are taken seriously and will be reviewed by appropriate YMCA leadership. The YMCA strictly prohibits retaliation against anyone who reports concerns in good faith.

If there is an immediate safety concern, please notify YMCA staff or leadership immediately.

Youth and Teen Mental Health

As part of our commitment to encourage healthy childhood development, we partner with Insight Professional Counseling to provide social and emotional learning to all youth in our after school program. On a weekly basis, trained clinicians from Insight Professional Counseling lead group activities and games that foster age appropriate conversations about emotions, coping skills, and well-being. Insight Professional Counseling does not provide therapy or work one on one with participants. If you would prefer that your child does not participate in programming with Insight Professional Counseling or if you would like more information on the services they provide, please email Ryan May rmay@acymca.org.

Referrals

On occasion, a young person may benefit from additional support beyond what our program staff can provide. In these situations, and always in partnership with families, we may recommend connecting with a mental health agency via a referral. Making a referral is conducted thoughtfully, with care, and with the goal of ensuring each young person has access to the support they need to thrive.

We want to be clear that:

- · Participation in after school does not replace clinical mental health services.
- · Any referral to a community partner is voluntary and occurs only with parent or caregiver involvement or consent.
- · Our staff do not provide therapy or diagnoses.

If you have any questions about the purpose or process of recommending referrals, please reach out to Ryan May rmay@acymca.org.



United States Department of Agriculture

USDA Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Medication Consent Form

Child's Name _____

Medicine _____ No. Given _____

Time of Day _____ Special Instructions _____

Parent's Signature _____

[illegible]

Please provide a picture of your child for security purposes