



A SAFE PLACE TO GROW

2018-2019 AFTER SCHOOL PARENT HANDBOOK

**1346 South Main Street
Burlington, NC 27215
Phone: (336) 395-9622
Fax: (336) 229-4507**

www.acymca.org

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.

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.

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: offered from after school to 6:00 pm.

Part -Time Care: 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.

YMCA After School care 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 – 4:00:	Snack & Devotion & Restroom & Homework
4:00 – 4:45:	First Activity (Gym Games, Board Games, Sports)
4:45 – 5:30:	Second Activity (Organized games, arts/crafts, outside play)
5:30 – 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/Quiet Activity
5:00 – 5:30:	Organized Activity (Games, community service project, specialty clubs)
5:30 – 6:00:	Rides Out

III. Fees and Payment Schedules

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

K-5 TH GRADE:	YMCA Members	Program Participants
Full time	\$150.00	\$180.00
Full time 2 children	\$130.00 per child	\$160.00 per child
Part time	\$90.00	\$110.00
Part time 2 children	\$70.00 per child	\$85.00 per child

NAVIGATORS:	YMCA Members	Non- Members
Full time	\$105. Per month	\$130. 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 27th of each month:

Payment Due Dates

Aug/Sept.	8/27/18	February	1/27/19
October	9/27/18	March	2/27/19
November	10/27/18	April	3/27/19
December	11/27/18	May/June	4/27/19
January	12/27/18		

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

III. Teacher Workdays (KIDS FUN DAYS)

November 6&12&21 2018 /January 21&22 2019/ February 15, 2019

The YMCA provides all day care based on the **Alamance-Burlington Traditional School System** calendar. **Pre-registration for Kids Fun Days is required.** You may pre-register by e-mailing Jason Fields (jfields@acymca.org) or registering through the YMCA website (acymca.org). Past due balances on full time participants may not register for a free Kid Fun Day.

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

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

IV. Holiday Camps

The Alamance County Y is now offering “camp style” programming during the Alamance Burlington School System’s Spring and Christmas breaks. These camps will be just like Summer Camp with all of your favorite trips and activities. Daily swimming, arts and crafts, sports, indoor and outdoor play! You can register for one day or the entire week.

- **December 21&26&27&28&31, 2018**
- **January 2 - 4, 2019**
- **April 22 - 26, 2019**

Field trips and snacks are included! Kids will need to bring lunch and drinks, bathing suit and towel.

FEES: \$10 per Day for Full Time Afterschool Participants
 \$15 per Day for Navigators and Part Time Participants and Y-Members
 \$25 per Day for Non-YMCA Members

V. Transportation

The YMCA provides transportation from various public and private schools; however the schedule is based on the traditional ABSS calendar and not on each individual school calendar.

*Currently, we provide transportation from the following elementary schools: E.M. Holt, Smith, A.O. Grove Park, Hillcrest, Elon, Alexander Wilson, Blessed Sacrament, River Mill, Burlington Christian Academy and Highland. Middle School Navigators are picked up from Turrentine, Southern, Western, River Mill, BCA & Blessed Sacrament.

Transportation is also provided when there are **scheduled** early dismissal days based on the traditional ABSS calendar.

*The YMCA reserves the right to discontinue transportation from a given school if enrollment from that school drops below five (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, Part-Time and Navigators. 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. You can also visit www.acymca.org or the YMCA Facebook or Twitter page for updates.

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. Activities

Snacks - Games - Homework - Swimming - Physical Fitness - Arts/Crafts - Organized Sports -Free Time - Movies - Music - Special Activities and Events-Character Development-Evening Meal

IX. Homework

Homework time is offered Mondays through Thursdays from 3:30pm to 4:00pm. During this time students can receive help with their homework from After School Staff and volunteers. Homework time is scheduled daily activity. Participants who do not have homework will be given a quiet activity to complete such as reading, activity sheets, coloring, or other literacy based activities. We are currently working with Service Fraternities and other student organizations at Elon University to help provide tutorial services and assistance during homework time.

X. Pick Up Procedure (Rides Out)

Rides out is a system offered for the convenience of the parent when picking up their child from the YMCA. Between 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 will be available at the Welcome Desk. The sign-out sheets will be available from 2:30 -6:00 pm.

XI. Release Procedure

If someone 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.

XII. Withdrawal Procedure

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.

XIII. Administering Medication Procedure

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

- Be given directly to the Director by 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.
- Include a current photo of child (safety purposes)

XIV. In Case of an Emergency

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.

XV. Holidays Observed

The YMCA After-School Program will be closed for the following holidays:

New Years Day, Memorial Day, Labor Day, Good Friday, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day.

XVI. 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 students 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.