



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

2019 -2020 After School Handbook

Alamance County Community YMCA
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www.acymca.org

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

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Purpose:

We know that learning does not 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 education experience and enables families to spend more quality time together.

At the Y, we offer After School Care for children in grades Kindergarten through Middle School. Our Middle School program is called Navigators. We also offer Holiday Camps, which is specialized child care during the Spring and Winter breaks from school.

We are committed to teaching character development in our youth programs...specifically the values of caring, honesty, respect, responsibility and faith.

All YMCA programs are open to all children, regardless of race, creed, sex, religion, nationality or ability to pay.

Hours of Operation:

Full time care is offered from the time school gets out until 6:00pm.

Part time care has two options:

- Your child can attend the program until 4:30pm each school day
- OR
- Your child can attend the program twice (2 days) a week until 6:00pm.

Children are to be picked up from the YMCA by 6:00 PM. A late fee of \$10.00 per child will be charged for all children picked up after 6:00 PM. 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:

2:30-3:35	Bus Route, Attendance, Super Snack in outdoor Shelter
3:35-4:15	Restroom, Devotion, Homework in Homerooms
4:15-5:00	First Activity
5:15-6:00	Snack and Rides out in outdoor Shelter

6th – 8th Grade (Navigators) Daily Schedule:

3:30-4:20	Bus Route, Attendance, Super Snack in outdoor Shelter
4:20-5:15	Activity/Homework
5:15-6:00	Snack and Rides out in outdoor Shelter

FEES AND PAYMENT SCHEDULE:

A \$30 per family each academic year non-refundable registration fee is due upon registration.

K-5th Graders	YMCA Members	Program Participants
Full Time with one child	\$150.00 per month	\$180.00 per month
Full Time with 2 or more children	\$130.00 per child per month	\$160.00 per child per month
Part Time with one child	\$90.00 per month	\$110.00 per month
Part Time with 2 or more children	\$70.00 per child per month	\$90.00 per child per month
6th – 8th Graders- Navigators	\$105.00 per month	\$130.00 per month

All after school payments are required to be drafted on a bank or credit card draft. Monthly fees will be automatically drafted on the first day of every month, beginning Sept 1 and ending May 1.

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 your child care fees in full, please pick up a Financial Assistance from the front desk of the Y. Financial assistance is not offered for Kids Fun Days or Holiday Camps.

Withdrawal Policy:

A two week 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 front desk of the Y. Full monthly fees will be charged until the cancellation form is received. There are no refunds given for missed days or for special occasions. If your child has an extended illness, please notify us in writing and provide a doctors note and you will not be billed for those missed days.

Attendance:

Please notify the Y by noon on the day your child will not be attending YMCA After School.
336-395-9622

Transportation:

The Y provides bus transportation from various public and private school in Alamance County. The transportation schedule is based on the traditional ABSS student calendar and not on each individual school calendar. Transportation is also provided when there are scheduled early dismissal days based on the traditional ABSS student calendar. Currently, we provide transportation from the following schools:

- Altamahaw Ossipee Elementary
- Elon Elementary
- Hillcrest Elementary
- Blessed Sacrament
- Burlington Christian Academy
- E.M. Holt Elementary
- Highland Elementary
- Grove Park Elementary
- Smith Elementary
- Rivermill
- Alexander Wilson Elementary
- Southern Middle
- Western Middle and High Schools
- Turrentine Middle

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

Kids Fun Days (Teacher Workdays):

The Y provides all day care on days from the ABSS Traditional Student Calendar that are teacher workdays and certain holidays.

Pre-registration is required, if you fail to register your child in advance you will be charged \$10.00 to register on the day of care.

Fees: Free for full time participants, Part Time and Navigators \$15.00 per day, non After School kids \$25 per day.

- September 18, 2019
- October 29, 2019
- November 5, 2019
- November 11, 2019
- November 27, 2019
- January 20, 2020
- January 21, 2020
- March 27, 2020

Holiday Camps (Spring and Winter school breaks):

The Y provides all day care on days from the ABSS Traditional Student Calendar during Spring and Winter breaks.

Pre-registration is required, if you fail to register your child in advance you will be charged \$10.00 to register on the day of care.

Fees: All ASP Participants \$15.00 per day, non After School kids \$25 per day.

- Dec 23, 2019
- Dec 26, 2019
- Dec 27, 2019
- Dec 30, 2019
- Dec 31, 2016
- January 2, 2020
- January 3, 2020
- April 13 through 17, 2020

Please note: We do not offer child care on Good Friday or Memorial Day.

Activities:

Snacks, Games, Homework, Swimming, Physical Fitness, Arts & Crafts, Organized Sports, Free Time, Movies, Music, Special Activities, Character Development, Healthy Eating

Swimming:

After School children have the opportunity to swim every Friday! All students will take a swim 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 a circular strap that will be 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. Non-swimmers (ie, 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 given a new swim band based on their new swimming skill level.

If you want your child to swim on Fridays, don't forget to pack their bathing suit and a towel!

Homework:

Homework time is offered Monday through Thursdays from 3:35-4:15pm. During this time, children are asked to either do their homework or do a quiet activity. While we have staff to help kids as needed, we do not assure that your child will complete their homework; that is entirely up to how well they manage the time that we allow. Please encourage your child to take advantage of this opportunity for quiet time to get their homework done, or at least started!

Pick-up and Release Procedure:

Rides out is a system offered for the convenience of the parent when picking up your children. Between the hours of 5:00-6:00pm, we will have a staff member in the front circle parking lot with the sign out sheet. Your child will come out to your car without you having to get out.

If you come to pick up your child before 5:00pm, you must park in the parking lot (NOT the front circle) and walk into the Y. A staff member will call for your child and you will need to sign them out. If you authorize someone other than yourself to pick up your child, please notify us either in writing or by phone call the day of the scheduled pick up. The authorized individual will be asked to provide ID.

Inclement Weather Policy:

If school dismisses early due to inclement weather, the Y will NOT provide after school care or transportation on that day. However, if school remains closed for several days and we are able to secure staff, we will offer care. To determine if the Y is providing care, please call 336-395-9622 and a staff member or the voice recording will inform you of our decision. You can also visit www.acymca.org or the Alamance County YMCA Facebook page.

Please note there will be a \$10.00 per day fee for child care on inclement weather days, this fee applies for all, whether your child is enrolled full time, part time or in Navigators.

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 in this packet of information and must be completed in order for us to administer medications to your child. A current photo must accompany the medication for safety purposes.** This form includes name of 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, after that 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.

E-Mail Communication:

We utilize e-mail to ensure great parent to staff communication. If you do not receive emails from us, please make sure we have your correct email address. You can also use email to inform us if your child will not be attending on a certain day or for any other communication you may need.

Holidays We Observe (when child care is not offered):

- New Year's Day
- Memorial Day
- Labor Day
- Good Friday
- Thanksgiving Day
- The Friday after Thanksgiving
- Christmas Eve
- Christmas Day

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.
- Re-directing children to a more acceptable 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 individual needs and development, and will promote self-discipline and acceptable behavior. Positive reinforcement will be used to guide the children. If necessary, a time-out period will be used to help regain control. If a discipline problem continues to persist, parents and the staff will work together to resolve the conflict.

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

Minor Offenses

Back talking to a counselor
Not listening to directions
Leaving the group
Being disruptive / loud
Antagonizing / starting trouble
Play fighting or wrestling
Rummaging through other people's belonging

Major Offenses

Fighting/Kicking
Foul language
Going to unauthorized areas
Throwing restrictive objects (sticks, rocks)
Destroying YMCA equipment or property
Lying and deceiving/Theft
Endangering the safety of others
Name calling / teasing / bullying

The corrective procedure for each category is as follows:

Minor Offenses

Oral Warning
Time – out
1st - Written Warning & Time – Out
2nd - Written Warning
3rd – Parent Conference
4th – 1 day suspension
5th – 3 day suspension
6th – Expulsion from the Program *

Major Offenses

1st - Written Warning
2nd - Written Warning/ Director & Parent Conference
3rd - 1 day suspension
4th – 3 day suspension
5th Expulsion from the Program *

** Expulsion from the program is for the remainder of the school year. Refunds will be considered on a case by case situation. 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 Executive Director and, if granted, the child will be on a 90 day probation period.

Cell phones and other 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 and promote that philosophy through our daily activity schedule. If you need to reach your child, feel free to contact the front desk of the Y, 336.395.9622 and we will either give them a message or have them come to the front desk to speak to you. If your child is caught using their electronics while attending the Y After School Program, a staff member will take their phone away and give it to you during rides out.

Our Commitment – 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 this document, ask us questions, and learn more about what you can do to protect children from abuse.

Information about Child 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 4 types of child abuse that are recognized by most states:

- **Emotional** – Threatening a child or 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 to a child, or from one child to another (peer to peer abuse).

Child Safe Policy

OUR STAFF

The Alamance County YMCA has more than 200 staff members and volunteers working with youth in the many programs we offer.

OUR SCREENING

To keep children in our programs safe we take the following steps in our intensive screening of employees and volunteers:

- Detailed application forms
- Comprehensive interview process
- Reference checks
- Criminal background record checks
- Internet Searches

OUR TRAINING

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 is 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 programs, school, sports, and other activities.

Drop in on your child's programs.

Trust your instincts. Don't wait to tell a supervisor if something seems "strange." Speak up!

Watch for warning signs of abuse:

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

Listen and watch for signs of your child receiving special attention that other children or teens are not receiving, including favors, treats, gifts, rides, increasing affection or time alone, 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 or Dominique Ireland at 336.395.9622
- 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

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