FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

2021 – 2022
After-School Program Handbook

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

Table of Contents

Purpose, Operating Schedule.....3

Fees, Financial Assistance, Withdrawal Policy.....4

Transportation, Kids Fun Days.....5

Holiday Camps, Holidays We Observe, Activities, Swimming.....6

Homework, Pick-up/Release Procedures, Social Media, Inclement Weather.....7

Medication, Emergency Contact, Email Communication.....8

Discipline Policy.....9

Cell Phones/Electronics, Commitment to a Child Safe Environment.....9-10

Working Together for Safety.....11-12

Medication Consent Form.....13

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. Our middle school program is called Navigators. For teacher workdays, we offer Kid Fun Days as a child care service. For a child to attend each of these programs, they should be registered at the Welcome Desk at the Y or online at acymca.org. Holiday Camps are available as full day child care 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. All YMCA programs are open to all children, regardless of race, sex, religion, nationally or ability to pay.

Operating Schedule

Full-time care is offered from the time school ends until 6:00pm.
Part-time care has two options:

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

Children are to be picked up from the YMCA by 6:00pm. A late fee of $10.00 per child will be charged for all children picked up after 6:00pm. 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 - 3:15	Bus Route, Attendance, Home base
3:15 - 4:00	Homework, Bathroom, Devotion
4:00 - 4:30	Super Snack
4:30 - 5:15	Physical Activity
5:15 - 6:00	Rides Out and Snack

6th – 8th Grade

3:30 - 4:15 Bus Route, Attendance, Home base
4:15 - 4:45 Super Snack/Devotion
4:45 - 5:30 Physical Activity
5:30 - 6:00 Rides Out

Fees

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

	YMCA Members	**Program Participants**
Full-time (One Child)	$150 per month	$180 per month
Part-time	$90 per month	$110 per month
Navigators	$105 per month	$130 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 the month, beginning September 1st and ending May 1st.

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 child care fees in full, please get a Financial Assistance Application from our Welcome Desk or online at acymca.org. 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 Welcome Desk of the Y. Monthly fees will be charged until the cancellation form is received. There are no refunds given for the missed days or for 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 and private schools in Alamance County. The transportation schedule is based on the traditional ABSS student calendar 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 for the following schools:

- Altamahaw Ossipee Elementary
- Alexander Wilson Elementary
- Elon Elementary
- Hillcrest Elementary
- E.M. Holt Elementary
- Highland Elementary
- Grove Park Elementary
- Smith Elementary
- Rivermill
- Western Middle
- Turrentine Middle

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

Kid Fun Days (Teacher Workdays)

The Y provides full day care on days when the traditional ABSS student calendar has teacher workdays and certain holidays scheduled. 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: This program is free for Full-time participants, Part-time and Navigators will be charged $15.00 per day, while non After School Participants will be charged $25 per day.

The following dates fall under Kid Fun Days:

- September 20, 2021
- October 8, 2021
- November 1, 2, 11, 24 2021
- January 17, 21, 24 2022
- February 21, 2022
- March 28, 2022

Holiday Camps (Winter and Spring Breaks)

The Y provides all day care during winter and spring break days that align with the traditional ABSS student calendar. 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 After School Program Participants will be charged $15.00 per day. Non After School Participants will be charged $25.00 per day.

The following days fall under Holiday Camp:

- Winter Break: December 20,21,22,23, 27,28,29,30
- Spring Break: April 18,19,20,21,22

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

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 devotions and organized sports. Children will participate in a number of special activities on Fridays. One of these activities will include swimming.

Swimming

After-school children have the opportunity to swim every Friday. All children 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. Of course, if your child wants to swim, they will need to pack proper swim wear on Fridays.

Homework

Homework is offered Monday through Thursday for each child for 30 minutes. During this time, children are asked to either do their homework or a quiet activity. While we have staff to help kids as needed, we do not assure that your child will complete their homework during their 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 (not the circle) 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 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.

Social Media Accounts

Feel free to follow our social media accounts. We have two specifically for our youth programs. You can find our accounts on Facebook and Instagram by searching Alamance County YMCA Youth Programs. By following these accounts, you will receive up to date information about programs and see fun posts about group activities.

Inclement Weather Policy

If school is dismissed early due to inclement weather, the Y will not provide after school care. 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. You can also visit acymca.org or social media accounts (Facebook - Alamance County YMCA Youth Programs, Instagram - @acymcayouthprograms).

On certain inclement weather days, we will offer child care. An email will be sent to all participants notifying them of the option of child care. All full-time, part-time and Navigator participants will be charged $15.00 for this all day child care. Program participants will be charged $25.00.

Medication

All medications your child takes in our care must be given to the Youth and Family Director, in the original container, on your child's first day of care. A medication authorization form is available at the conclusion of this packet 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 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 and after 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 to staff communication. If you do not receive emails from us, please make sure the Youth and Family Director knows to add you to the email chain. 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 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 the 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	Major Offenses
Back talking to a counselor	Fighting/Kicking
Not listening to directions	Foul Language
Leaving the group	Going into unauthorized areas
Being disruptive/loud	Throwing objects (Sticks, rocks, etc.)
Antagonizing/starting trouble	Destroying YMCA equipment or property
Play fighting or wrestling	Endangering the safety of others
Going through other people's items	Name calling, teasing, and bullying
	Lying/deceiving, theft

The discipline procedure for each category is as follows:

Minor Offenses	Major Offenses
Oral Warning	1 - Written Warning
Time-out	2 - Written Warning/Parent Conference
1 - Written Warning & Time-out	3 - One Day Suspension
2 - Written Warning	4 - Three Day Suspension
3 - Parent Conference	5 - Expulsion from the Program
4 - One Day Suspension	
5 - Three Day Suspension	
6 - 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 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/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 Programing. 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 Welcome Desk at (336) 395-9622. If your

child is caught using their electronic device while attending the program, a staff member will take their phone away and give it to you during rides out.

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 - Emplyees 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 experience. Talk to your child about his or her experiences in our program, school, sports and other activities.

Drop in on your child's program and trust your instincts - Don't wait to tell a supervisor if something seems strange

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 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, partially 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 Jason Fields 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

Medication Consent Form

Child's Name _____

Medicine _____ No. Given _____

Time of Day _____ Special Instructions _____

Parent's Signature _____

DATE	TIME OF DAY	NO. GIVEN	STAFF INITIALS

Please provide a picture of your child for security purposes.