



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Young Achievers Academy & After-School Parent Handbook 2020 - 2021

**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.**

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Purpose

In response to the Alamance – Burlington School System’s decision to educate students virtually, we have created a new program to meet our community’s needs. The Young Achievers Academy is designed for students in rising kindergarten through 8th grade. This program focuses on providing safe child care, while building character and creating learning opportunities.

Starting March 1, 2021, we will bring back our famous after-school program. For the two days’ students attend in-person learning, we will be transport children from school to the Y. During after-school, children will participate in activities such basketball, kickball, playground at City Park, arts and crafts, racquetball, devotion and swimming.

We also offer Kid Fun Days as a child care service for teacher work days. 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.

Leaders Club

We have also created another program to meet our community’s needs. Leaders Club is a program that provides teens (9th and 10th graders) opportunities for leadership training, personal growth, social development and service to others.

- Students will participate in weekly meetings that will prepare them to be leaders, efficient collaborators and future YMCA employees.
- Students will be given multiple time periods to complete their academics through virtual learning and participate in recreational activities such as sports, swimming, art, and music.
- Rides in will be from 7:30am – 8:30am. Rides out will be from 5:00pm – 6:00pm.
- All students will be screened upon arrival along with a daily temperature check. Masks will be required while indoors and we will promote social distancing.

Operating Schedule

7:30 – 8:30	Rides in/ Morning Work/Breakfast
8:30 – 12:00	Achiever Hours
12:00 – 12:30	Lunch
12:30 – 3:30	Achiever Hours
3:30 – 4:00	Devotion/Afternoon Snack
4:00 – 5:30	Afternoon Activities
5:30–6:00	Rides out

Fees

A \$25 registration fee is required to hold a spot in the program. This fee is **non – refundable once the program begins.**

Members	5 Days Virtual (Elon)	All-Inclusive (5 days).	Y.A.A (3 days).	ASP Only (2 days).
Price	\$110.00	\$85.00	\$70.00	\$15.00

Program Participants	5 Days Virtual (Elon)	All-Inclusive (5 days).	Y.A.A Only (3 days).	ASP Only (2 days).
Price	\$130.00	\$100.00	\$80.00	\$20.00

A \$10 per child discount is available for families registering siblings in the Young Achievers Academy.

Draft Schedule

Week 1: 03/01 to 03/05	Draft Date: 02/19
Week 2: 03/08 to 03/12	Draft Date: 02/26
Week 3: 03/15 to 03/19	Draft Date: 03/05
Week 4: 03/22 to 03/26	Draft Date: 03/12
Week 5: 03/29 to 04/02	Draft Date: 03/19
Week 6: 04/12 to 04/16	Draft Date: 04/02
Week 7: 04/19 to 04/22	Draft Date: 04/09
Week 8: 04/26 to 04/30	Draft Date: 04/16
Week 9: 05/03 to 05/07	Draft Date: 04/23
Week 10: 05/10 to 05/14	Draft Date: 04/30
Week 11: 05/17 to 05/21	Draft Date: 05/07
Week 12: 05/24 to 05/28	Draft Date: 05/14

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 Y.A.A Only 3 days, ASP Only, Kids Fun Days or Holiday Camps.

Withdrawal Policy

A one week written notice prior to the draft date of each week is required to withdraw your child from the Young Achievers Academy and Leaders Club. A cancellation form is available at the Welcome Desk of the Y. Weekly 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.

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 late fee to register on the day of care.

Fees: This program is free for our Young Achievers Academy participants and Leaders Club. Non Young Achievers Academy participants will be charged \$25 per day.

The following dates fall under Kid Fun Days:

- March 24th, 2021

Holiday Camps (Thanksgiving Winter and Spring Breaks)

The Y provides all day care on winter and spring break days that are on the traditional ABSS student calendar. Pre-registration is required, if you fail to register your child in advance you will be charged \$10.00 late fee to register on the day of care.

Fees: All Young Achievers Academy participants and Leaders Club will be charged \$15.00 per day. Non Young Achievers Academy participants will be charged \$25.00 per day.

The following days fall under Holiday Camp:

- Spring Break: April 5th-9th

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

Achiever Hours

With the help of our staff, students will be given time throughout the day to complete their academics. Students will be required to bring their devices and school supplies with them daily. In order for our students to be successful in our program, it is very important that they come prepared each day with the necessary materials.

Afternoon Activities

Children will participate in a number of different activities while attending our program in the afternoons. 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.

Piano Club

Piano Club is an added program for all ages enrolled in our Young Achievers Academy. Students will receive one hour of individualized instruction once a week. The cost for a one-week session is \$30.00. For more information, email Ally.

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. Upon showing a staff member your security card, they 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. Also, the Y utilizes Remind as a notification resource. You can sign up for these notifications by texting the code 'acymcaasp' to '81010' or you can download the Remind app and enter the same code.

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 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.

COVID-19

Screening - We will take the temperature of each student upon arrival and each parent will need to answer a series of questions before allowing their child to enter our program. Each staff member will also have their temperature checked before the start of their shift.

Isolation Room/Area - Ally's office in the will serve as an isolation room to quarantine a sick child as they wait for their parent(s) to pick them up. Parents must pick up sick children within one hour of being contacted.

Healthy Environment:

- Social distancing of children and separating children into smaller groups that fall within state or local guidelines.
- Do not share equipment and clean equipment in between use. Limit the mixing of campers from groups (e.g., stagger playground time, keep groups separate for special activities such as art, music, movement).
- Disinfect high-touch hard surfaces throughout our sites hourly, such as door handles, light switches, faucets, toys and games that children play with.
- Enhance deep cleaning every night in all areas, on all touched surfaces.
- Increase the deployment of anti-bacterial hand sanitizers and disposable gloves.
- Educate our staff on COVID-19 symptoms as well as preventative measures.
- Instruct employees and children to wash/scrub their hands a minimum of hourly, which has been proven by the CDC to be the most preventative measures.
- Mandate that those who are not feeling well to stay home to prevent the spread of germs.

Transitions - Groups will transition one at a time to allow a deep cleaning process at each activity during transition times. Deep cleaning includes using disinfectant and sanitizer solutions on all surfaces and equipment used by any child or staff member.

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

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

Major Offenses

Fighting/Kicking
Foul Language
Going into unauthorized areas
Throwing objects (Sticks, rocks, etc.)
Destroying YMCA equipment or property
Endangering the safety of others
Name calling, teasing, and bullying
Lying/deceiving, theft

The discipline procedure for each category is as follows:

Minor Offenses

Oral Warning
Time-out
1 - Written Warning & Time-out
2 - Written Warning
3 - Parent Conference
4 - One Day Suspension
5 - Three Day Suspension

Major Offenses

1 - Written Warning
2 - Written Warning/Parent Conference
3 - One Day Suspension
4 - Three Day Suspension
5 - Expulsion from the Program
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 Youth 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 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 Safety 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 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 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.