



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

AFTERSCHOOL PARENT HANDBOOK



YMCA of Greenville and Hunt County

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

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Dear Parent,

Welcome to the YMCA Afterschool Program. Thank you for choosing us to provide care for your child. We look forward to providing your child with a unique, memorable experience, filled with fun and learning in a Christian environment. With health care and child obesity being a huge concern in today's society, the Y is also dedicated to providing afterschool programming that will encourage healthy life style habits.

The YMCA staff members are here to serve you. Contact us if you have any questions or suggestions. Thank you again for allowing us to serve you and your family.

In the Y Spirit,

Laura Rodriguez
Director of Child Care

Our Mission

The YMCA is a Christian based organization that strives "To put Christian principles into practice through programs that build healthy spirit, mind, and body for all". Our focus in the Afterschool Program is to encourage children to accept and demonstrate the YMCA's five character traits: Caring, Honesty, Respect, Responsibility and Faith.

Our Purpose

Each day we strive to provide a quality, Christian-oriented experience in a safe, convenient, and creative environment. Our program presents opportunities and activities that enhance each child's spiritual, physical, social, intellectual, and emotional growth.

Our Goals

To provide a positive growth experience, recognizing each individual child's needs and abilities.

- To provide activities and experiences that develop and support Christian values, self-esteem, and fun.
- To provide a safe environment for individual and group growth.
- To create an environment where children can learn from each other.

YMCA Afterschool Agreement

Participants in this program must abide by the

1. I will be respectful of other people.
2. I will not hurt other people or their feelings on
3. purpose. I will not use bad language.
4. I will tell the truth.
5. I will use good manners.
6. I will listen carefully and speak clearly.
7. I will put away my things and clean up after
8. myself. I will not damage YMCA property.
9. I will not leave the YMCA Afterschool Program without permission.
10. I will follow the rules when riding in the YMCA

IMPORTANT INFORMATION:

Phone:	903-455-9622
Absence notification:	903-455-9622 ext. 20
Address:	1915 Stanford
Facebook:	facebook.com/greenvilleymca/
Website:	www.ymcgreenville.org
Email:	Laurar@greenvilleymca.org

Fees

\$25.00 registration fee per child

- Programs days and times are based on Greenville ISD School Calendar
- Weeks with school closing due to holidays will not be prorated
- No discounts given for absence from the program.

Kid's Day Out and Full Day Holiday Programs*

Kid's Day Out is held on teacher in-service/workdays. These days are included in the cost of weekly afterschool. Afternoon snack will be provided. Children will need to bring lunch.

We will also offer a full day of care on other school closing days. These days are at an additional cost for afterschool participants and months with these dates have been prorated accordingly. Afternoon snack will be provided. Children will need to bring lunch.

Registration deadlines for each Kid's Day Out, full day holidays and field trips are generally two business days prior to the activity.

A program will be held these days provided that at least 20 children have been registered by noon one day in advance.

*Schedules are consistent with the Greenville Independent School District

2016 - 2017 Afterschool Calendar *		
Date	Care Type	Cost
September 5	CLOSED	N/A
September 19	Inservice /KDO	included
October 24	Inservice /KDO	included
November 21 - 22	Inservice /KDO	included
November 23- 25	CLOSED	CLOSED
December 16	Early release	Included
December 19-23 & 26-30	Holiday Camp	additional
January 2	Inservice /KDO	included
January 16	Holiday	included
February 20	KDO/inservice	included
March 13-17	Spring camp	additional
April 3, 14, 17	Inservice/closed/BWD	Included
May 19	BWD	included
May 25	Early release	included

Daily Schedule

Groups are based on grade for the school year. Activities may vary depending on the number of children participating.

3:30 - 4:00	Children arrive at the YMCA; Snack and Free Play
4:00 - 4:30	Homework
4:30 - 5:00	Group Time, Games, Activities
5:30 - 6:00	Rides Out, Large Group Games, clean up

Homework

The homework group will have a quiet space to work while the remainder of the children engages in other activities within the facility. We cannot guarantee that your child will complete their homework or the accuracy of it. Staff members are available to answer questions and to ensure that the homework area is quiet.

Electives

Electives are available to allow children to participate in other areas of interest during afterschool hours. Possible electives will be highlighted at the YMCA or through newsletters, e-mails and flyers. These electives are available at an additional cost such as swim lessons and basketball.

Kid's Night Out

Throughout the school year we will offer children the opportunity to spend an evening at the YMCA. They will get to eat dinner, swim, play games, and watch a movie. These are at an additional cost and will be highlighted in our monthly newsletter.

Snack

Snacks are provided each day by the YMCA. Snacks will consist of items such as crackers, chips, fruit and dairy products provided by a grant. If your child does not enjoy the provided snacks, you are welcome to bring a labeled snack to the YMCA for them.

PICK UP AND SIGN OUT PROCEDURES

Daily Pickup

Each child is picked up at his/her school by one of our buses and staff. Attendance is taken at the school prior to leaving. If your child is not present at time of departure, and we have not been notified of an absence, YMCA staff will check with school personnel to see if your child was in attendance that school day.

Early Pick Up

In order for your child to get the full benefits of our program, we strongly encourage you not to pick your child up before 4:30pm. The Front Desk staff will be available to help you sign out your child. Children are in several different areas of the building, and it may take a few moments to bring your child to be signed out.

Pick up Process

Each parent must provide driver license when picking up a child.. YMCA afterschool staff will only release a child to authorized individuals who are on the registration form. If any other person is picking up and is not on the form YMCA will not release. Remember your child safety comes first.

Rides Out*

From 4:00-6:00pm, an afterschool counselor is located on the alley way on the side of the YMCA which is located by our classroom. To speed up the sign-out process, have a photo ID ready. Vehicles should form a line outside the entrance and children will be escorted to vehicles by counselors.

*Payments and registration forms will not be accepted during rides out. Parents/Guardians must bring these to Front Desks.

Late Pick Up

The YMCA Afterschool Program ends at 6:00pm. We will give parents a 5 minute grace period only the first time but all children picked up after 6:00pm will incur the late pick-up fee of \$1.00 per minute per child. Afterschool staff will not leave a child unattended. If a child is not picked up by 6:45pm and we receive no communication from a parent or guardian, the local authorities will be called.

Consistently late pick up may be grounds for

Extended Care

If parents need care for their child after 6:00pm on a consistent basis, we do offer extended care. This program operates from 6:00pm to 7:00pm each day that care is offered. Children must be registered and pay in advance for this program.

Absentee Procedure

If for any reason your child will be absent from the Afterschool Program, please call the YMCA of Greenville and Hunt County at 903-455-9622. A voicemail box for the program has been set up at extension 20. Your message should contain the date, your child's name, grade and the school he/she attends and site. This minimizes delays at school and increases the safety of your child. A fee of \$10.00 per child, per day is charged for failing to notify the YMCA of your child's absence. For drivers and counselors to know who will be present at each school, the YMCA must be called no later than 1:00pm the day of the absence.



Inclement Weather Policy

If Greenville School District closes due to inclement weather, the YMCA Afterschool Program will not be offered on that day nor will there be any full day programming provided.

If schools dismiss early due to weather, the program will not be offered.

If schools schedule a makeup day on a Saturday, the YMCA Afterschool Program will not be offered on that day. Parents will be responsible for picking up their child(ren) from school.

In the event of weather emergency various actions and procedures will be taken. Emergency drills for tornados and severe thunderstorms are run on a regular basis. We also practice fire drills each month.

What Not To Bring To Afterschool

Electronic games or toys, playing cards, jewelry, laser lights, fingernail polish, firearms, fireworks, knives, matches, lighters, tobacco products, expensive items, and money. Any of these items that are brought to the YMCA will be taken and returned to the parents at the end of the day. The YMCA can assume NO responsibility for items that may be lost, stolen, or damaged if brought to the YMCA.

Lost And Found

We make every effort possible to return lost items. Label your child(ren)'s belongings including coats, jackets, backpacks, lunchboxes, swimming items and water bottles. Parents are welcome to check our lost and found at any time. We encourage you to check for lost items as soon as you realize they are missing. Due to an overwhelming amount of lost and found items, we do donate the items to a local charity at the end of every month.

The YMCA is not responsible for lost or stolen items.

Discipline Policy

- If a child is unable to comply with the behavior expectations, staff will make every effort to correct the behavior with verbal communication.
- If after the verbal communication the child is still unable to comply with the behavior expectations, staff may utilize “time-out” for a period of time then discuss the reasons for the “time-out” with the child.
- If a child’s behavior continues to be disruptive and/or unsafe, behavior will be documented in the following format:

- 1st. Verbal communication by staff to child and timeout
- 2nd Documentation of behavior – copy given to parent/guardian
- 3rd. Documentation – copy given to parent/guardian during discussion concerning behavior.
- 4th. Documentation – 1-day suspension and meeting with parent/ guardian to discuss behavior and intervention.
- 5th. Documentation – 3-day suspension from program and meeting with parent/guardian to discuss continued behavior.
- 6th. Documentation – 5-day suspension from program and meeting with parent/guardian to discuss future participation in program.

*Future participation in program will be evaluated in each individual case. After careful evaluation, the decision that is best for both the child and the program will be made by the Child Care Director and Site Director.

Please Note- No refunds/credits for time missed due to behavior. Behaviors which may result in immediate dismissal from program include but are not limited to:

1. Damage or theft of property
2. Assault (hitting, biting, kicking, verbal insult, or
3. throwing objects) Possession of weapons
4. Possession of tobacco products, alcohol, narcotics or other illegal substances
5. Gang-related activity or
6. bullying Sexual misconduct

*Depending on the severity of the offense, any and all steps in the Discipline Policy may be eliminated or combined.

Medications

Whenever possible, medications are to be administered at home either before or after the Afterschool Program. If medication is required during afterschool time, it will be administered under these conditions:

1. The medication must be given directly to the YMCA Site Director by the parent, and must be in the original, labeled package.
2. The medication must be accompanied with specific instructions on how and when the medication should be administered.
3. Parent must complete a medication form to be kept on hand with medication.
4. All medications must be administered by the YMCA Site Director or Childcare Coordinator. At no time is a child to possess any medication (including over the counter) in his/her personal belongings.

*All inhalers must be kept in the afterschool medication box. This box is easily accessible and inhalers can be obtained in a moment's notice. However, if a parent requests in writing that the inhaler is to be kept with the child, we will honor the request, if the child can demonstrate responsibility for the use and possession of the inhaler. Any misuse or misplacement of the inhaler during the afterschool session will be cause for the inhaler to be kept in the medication box.

Illness

If a child shows any sign of illness or fever (100°F or higher), the parents or guardian will be notified to pick up the child.

Emergencies

Routine cuts and scrapes are treated by counselors. In the case of serious illness or accident involving your child, the YMCA Childcare Site Director or Child Care Director will contact the parents/guardians listed on the child's registration form. In the event that such cannot be reached, your authorization signed on your registration form allows us to secure proper treatment. Please note: in the event of a serious emergency, 911 will be contacted first.

Parent Evaluations

We appreciate your comments and feedback about staff and programs. Evaluations will be periodically sent at the end of the school year which will help us improve different aspects of our program such as staff, activities, and communication. Please take time to complete these evaluations when they are distributed so we may use your feedback to make our YMCA Afterschool Program even better.

Financial Obligations

All Afterschool fees are due the Friday's before Monday. Fees are paid on an automatic draft. Any fees not received by Wednesday of that week will be charged a \$10 late payment fee. The YMCA reserves the right to turn away any child whose payment is outstanding by the 10th of the month.

Receipts

The YMCA does **not** print monthly receipts for distribution. If you need a receipt for monthly afterschool payments, please indicate so at the time of payment.

Outstanding Balances

Afterschool registration will not be accepted for accounts that have an outstanding balance.

Financial Assistance

Financial assistance is available for all YMCA programs and memberships. Scholarships are provided through the YMCA "Open Doors" Program, funded by the annual campaign. To apply for financial assistance, ask for an application at the Front Desk.

Child Care Services (CCS)

We are a CCS provider. This program helps pay for child care and its funded by the government. If you qualify for any government help like Medicaid, food stamps etc. More than likely you qualify for this program.

This annual campaign runs throughout the spring, but the YMCA continues to accept donations throughout the year. Contact us if you would like to make a contribution or if you would like more information.