

YMCA
PARENT HANDBOOK
AND
POLICY INFORMATION



Dear Parents,

Welcome to the Northeast YMCA Before/After-School Program. The purpose of this booklet is to provide you with a variety of information to better prepare you and your child for a quality experience at our After School Program this year.

The following are YMCA goals for our After School Program:

- To support and strengthen the family unit
- To help children develop to their fullest potential
- To deliver the program in a positive YMCA environment of safety, support and care.

We want to provide your child with a safe, well-supervised environment for those hours you are at work or school. We believe children are individuals and should be able to grow at their own rate and through the positive direction of activities, as well as letting them create on their own, with a little guidance. All activities are planned and directed toward the appropriate age level of development; some are active/quiet, individual/group, indoor/outdoor and children are given the opportunity to choose activities. The YMCA is also actively involved in the character development aspect of your child's life. The YMCA has designated four areas of character development. Through the year, the basic thread in all the projects and programs we do will be linked to Honesty, Caring, Respect and Responsibility.

Angela Stephens, the Youth & Family Services Director, is responsible for the day-to-day operation of each of our Before/After School sites. All Site Directors and After School Care Staff are qualified to address any issues that you might have throughout the year. Please do not hesitate to contact the YMCA at 478-1222 if you have any problems or concerns.

We are very excited about the upcoming 2021/2022 school year and the prospect of working with your child!

SIGN IN/OUT AND ATTENDANCE POLICY

It very important that you sign your child out each day. This is a state-licensing requirement, plus it gives us a chance to give you any information you may need regarding the program. A child can only be released to persons listed on the enrollment form.

For your child’s safety, any person who will be removing your child from the After School Care Program must be listed on the registration form and sign out card.

Photo Identification will be required at time of pick up.

SNACKS

An afternoon snack will be served to the children each day. Various foods will be served throughout the week, such as fruits, vegetables, crackers, cheese, and special treats on birthdays and holidays. Please make a special note on the enrollment form of any food allergies your child may have or any special restrictions, such as sugar or milk products, etc. Your child is also welcome to bring a nutritious snack from home if so desired. Snack must be eaten at the childcare center; and no snacks will be shared between children.

VISITATION POLICY

Parents are always welcome to visit the program at any time. We would like to have you come and share your job skills or hobbies with us as well.

APPROXIMATE-DAILY SCHEDULE
SAMPLE SCHEDULE

2:00 P.M. TO 3:00 P.M.	Arrival from schools/After School Snack
3:00 P.M. TO 5:00 P.M.	Rotation of groups: Homework, computer lab/library, STEAM, Creative Art, Center Choice &/or outdoor
5:00 P.M. TO 5:30 P.M.	Large group activity/Gymnasium
5:30 P.M. TO 6:00 P.M.	Clean-up

*This is an example only. For specific schedules for licensed, off-site school locations, and/or Health & Wellness programs, please see the site director.

ILLNESSES

Each child's parent or guardian will be notified immediately when any contagious disease, such as chicken pox, measles, mumps, etc. is present at the program. Please inform us if your child develops a contagious disease so we may notify the other parents.

Children who are suspected of having any illness shall not be accepted for care. If a child becomes ill while in the After School Program, parents are requested to come for the child. (If a child runs a fever, by law, the child must be picked up immediately.) The ill child shall be isolated from the other children and will be monitored by a staff person until the parent arrives. If your child should develop head lice, parents are requested to pick up their child at once. The child will be readmitted to the center when a head check has been done by the Site Director at your center. The YMCA has a "no nit" policy.

MEDICATION

A child may not receive medication of any type from the After School Program unless such medication is absolutely necessary and prescribed by a doctor on a scheduled basis. If this is the case, we ask the parent to follow these procedures:

1. Fill out a DCF medication form, advising the Site Director of amount and frequency of dosage. This form be completed and signed for each day medication is to be given. **
2. The medication must be in the original container with the pharmacist's label marked with the prescription number, date, child's name and physician's name.
3. At the end of the medication period, parents should take home any unused medication or give us permission to dispose of it.

**The After School Program is separate from the school. We cannot accept or assume instructions concerning medication from the school...ONLY FROM YOU, THE PARENT.

CHILDREN WITH SPECIAL NEEDS

Parents with children with special emotional or physical needs should contact the Child Care Director before registering to review our special needs policy and to ensure that the YMCA is able to accommodate your child and their special needs. We will make every effort to serve all children, with and without special needs. Each child's needs will be evaluated individually. Our program(s) are not designed to offer one on one care.

INSURANCE

The YMCA does not carry health and accident insurance. In the event of an accident or illness related to the After School Program, it will be required for the parent of the child to claim coverage through their personal insurance.

REGISTRATION AND HEALTH FORMS

We must have a registration form completely filled out for each child in the After School Program. Please make sure that each blank is filled out and the form is returned to the Northeast YMCA at 2130 Summit Blvd, before the child will be allowed to start After School Program.

FEE SCHEDULE

The After School Program will operate from your school's dismissal time until 6:00 p.m., Monday through Friday.

You must check on the registration form whether your child will be part time (two days) or full time (three or more days a week) for payment draft purposes; this will determine how much you are charged per week. Fees are listed below.

- **Registration Fee:** \$25 per child. This fee is non-refundable
- **Fees will be drafted the Tuesday prior to the week of After/Before School Care.**
- **Attending 3+ days per week qualifies as Full Time.**
- **Childcare fees are as follows:**

** Household Members

- Northeast YMCA
 - Full Time: \$47 per week
- On-Site Elementary Schools
 - Full Time: \$39 per week
 - Part Time: \$21 per week
- On-Site Middle Schools
 - Full Time: \$30 per week
 - Part Time: \$16 per week

** Program Participants

- Northeast YMCA
 - Full Time: \$60 per week
- On-Site Elementary Schools
 - Full Time: \$53 per week
 - Part Time: \$39 per week
- On-Site Middle Schools
 - Full Time: \$40 per week
 - Part Time: \$18 per week

PAYMENT POLICY

FEES ARE AUTOMATICALLY DRAFTED EACH TUESDAY, FOR THE FOLLOWING WEEK.

All payments returned for insufficient funds will be charged a \$25.00 returned fee. Anyone that allows their account to become delinquent by seven (7) or more days will not be allowed to return to the program until the account is paid and brought up to date. Once a child has dropped from the program, for more than 30 days, a \$25.00 re-registration fee will be required. **You must give a 2 weeks' notice for cancellation of childcare service of any kind.**

Refunds for Non-Attendance

Regardless of whether your child attends or does not attend there will be no refunds issued for Holiday Camps, Field Trips, Summer Camp, and/or Before and After School Programs. To receive a system credit (to be applied to future program services) **a minimum two (2) week notice must be given prior to the week of paid services.** This notice must be in writing and can be sent to the director either through email (astephens@ymcanwfl.org) or a handwritten note, signed and dated.

Late Pick-up

The YMCA Afterschool program closes at 6:00 p.m. at all sites. If your child is picked up after 6:00 p.m., there will be an additional fee of \$10 for every 5 minutes the child is picked up after that time.

FINANCIAL ASSISTANCE

Financial Assistance is available through the Y-Assistance Program. Yearly, Y volunteers raise thousands of dollars to help local children and families participate in membership or programs through the Y. Funds are distributed on a first come-first served basis. Applications may be picked up at the Y Front Desk.

HOLIDAY CAMPS

The YMCA will offer full-day programs on school holidays or legal holidays, if demand warrants. This is a separate program from AFTER SCHOOL and each **holiday requires registration and payment of appropriate fees in advance of the holiday.** The program will be centrally located at the Northeast YMCA, from 6:30 a.m. to 6:00 p.m. **Holiday Camp is a non-refundable program**

The YMCA program will be open these holidays:

- Veteran's Day – November 11
- Thanksgiving Break – November 22-26
- Christmas Break – December 20-24, 27-31 & January 3
- MLK Day – January 17
- Spring Break – March 14-18
- Teacher Planning Days – October 11, February 21, April 15

LICENSING

We are licensed by the Department of Children and Families. As such, we are required to provide outdoor time (weather permitting) every day. Therefore, we are not permitted (without a doctor's note) to keep a child inside.

YMCA RULES

Students will be held accountable for the following rules:

1. **Respect others.** Treat the other students and the counselors, as you would like to be treated.
2. **Respect property.** All property including the building, chairs, tables, toys and any other equipment should be treated in such a manner that it will not be destroyed.
3. **Use proper language.** Foul language, including profanity is not acceptable at the YMCA.
4. **Keep your hands to yourself.** Acts of aggression, including hitting, kicking, biting, etc. will not be tolerated at the YMCA
5. **Say something nice or nothing at all.** Put-downs of any kind are not acceptable at the YMCA.
6. **Walk inside.** Students will walk while inside the building- save running for outside.
7. **Use inside voices.** Soft speaking voices will be used while inside the building. Yelling, cheering and other loud noises will be saved for when we are outside.
8. **Stay with counselors.** No children will be permitted to wander the building without the supervision of a counselor.
9. **Clean up after yourself.** Students will be responsible for keeping the building clean. They will be asked to wipe tables, sweep the floor and do basic-cleaning tasks.
10. **Use good table manners.** Students will be held accountable for behaving in a proper manner at the snack table.
11. **Electronic devices (cell phones, tablets, laptops, etc.) are not permitted** except on special days (Fridays, holidays, etc.) unless otherwise authorized by the Site Director and/or Child Care Director.
12. **Personal items are your responsibility.** The YMCA will not be held responsible for things brought from home. If toys from home become a problem while at the YMCA, they will be confiscated and returned to the parent upon arrival. It is our recommendation that personal items and toys will be left at home.
13. **Please no gum or candy!**
14. **The dress code is the same as your child's school.** If the children change clothes, the clothes must also meet school dress code. Also, if they wear open-toed shoes to school, they must change into closed-toe shoes when they arrive at the Y. Modesty counts!
15. **Have FUN!**

DISCIPLINARY PROCEDURES

1. **Re-direction.** Offers the student a different activity or center so that unwanted behavior has a chance to cease.
2. **Verbal motivated discipline.** Explains to the student why his or her behavior is unwanted and allows the student the opportunity to explain why he or she is behaving in that manner.
3. **Task motivation discipline.** This may include writing a paragraph or a cleaning task. This gives time for the student to relax and think about his or her behavior.
4. **Time Out.** This is a period of time where the student is not allowed to participate with the others in the activities that are going on at the time.
5. **Behavior letter.** This is a letter from the YMCA, which informs the parent of the continued misbehavior of the student.
6. **Suspension:** Reasons for suspension include:
 - a. Malicious aggressiveness/fighting.
 - b. Flagrant disregard of the YMCA rules.
 - c. Aggressiveness toward counselors.
 - d. Running from counselors or wandering off without supervision.
 - e. Leaving the premises without supervision.
7. **Termination:** Reasons for termination may include.
 - a. Three (3) behavioral letters for the same offense.
 - b. Having weapons of any kind at the YMCA. This will also be reported to school officials and they may take further action.
 - c. Repeated suspensions.

Note: Discipline will not be associated with food, rest, or toileting.

HOMEWORK POLICY

All children are provided with a maximum of one hour of indoor seat time to work on their homework. Per the Department of Children and Family Services (DCF), we are required to provide them with an equal amount of outdoor recreation and free time as well. Our counselors supervise homework time for up to 50 children at a time and assist students as they are able. We do not, however, offer individual tutoring services and your children may need additional time at home in the evenings to complete their homework.

ELECTRONIC CONTENT CONTROL

In order to help your student(s) complete homework with their Chromebook, we have internet access available to them. However, it is NOT content controlled. Therefore, you may need to discuss the following rules with your child, monitor their history, and/or install parental controls on their devices. If they violate these rules their access to the internet and usage of electronic devices will be denied.

- Chromebooks and phones may only be used during designated homework time (up to 1 hour).

- Chromebooks may only be used for school work or playing the educational games from the school website.
- Chromebooks may be used by the assigned student only and not in groups.
- Students must remain at the tables, within supervision of the counselors.

TERMINATION

Either parent/guardian or the Y may terminate the childcare agreement upon two (2) weeks written notice to the other party. When the parent does not provide two weeks’ notice, they are required to pay for the final two weeks of care, following notice of termination, regardless of whether the child attends the program. The Y reserves the right to terminate the childcare agreement immediately without notice to the parent if: 1) Childcare fees and/or other fees are not paid when due, 2) The child’s continued participation in the program creates a direct harm to the child, other children, or the YMCA staff, (to include aggressive behavior) and 3) Parent engages in inappropriate parent conduct.

CONFIDENTIAL INFORMATION

Each child has the right to confidentiality. All information pertaining to the children in our after school program, including all reports, records, and data are confidential and used for internal purposes only. Information pertaining to children enrolled in the program will not be released to third parties without the expressed written consent of the parent/guardian, unless required by Florida Statute, Court Order, or DCF licensing mandate.

PHOTOGRAPHS

From time to time, the Y will take photographs of the children participating in program activities or field trips. The photographs will be posted for parents and visitors to enjoy. We may occasionally be filmed by the local news, Y video use for advertising, and for Y brochures. If a parent wishes that photographs or video imaging of their child **not be** taken, please provide a written notice to the Y.

PARENT HANDBOOK/PROGRAM POLICY CHANGES

The Y reserves the unilateral right to add, delete, modify, or amend the policies and procedures described in this handbook upon thirty (30) days’ written notice to the parent/guardian. Changes to policies and/or procedures contained in the handbook are effective only if set forth in writing by the YMCA.

NO PRIVATE DUTY BY EMPLOYEES

Employees of the program are prohibited from accepting offers for private duty (i.e. babysitting or Nanning) for any of the program’s children. Employees who violate this policy are subject to disciplinary action.

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**Thank you for choosing the YMCA
as you Child Care provider!**

**YMCA OF NORTHWEST FLORIDA
ACKNOWLEDGEMENT OF HANDBOOK RECEIPT**

I acknowledge having received a copy of the YMCA's BSC/ASC Parent Handbook and agree to become familiar with it's contents.

I also understand that all of the policies and procedures in this handbook or other YMCA documents may be changed at any time at the sole discretion of the YMCA, with or without prior notice to members or participants.

Member/Participant Name (Please Print)

Date

Staff Member Signature