



Calhoun County
YMCA

School Age Program
Parent's Handbook
2009-2010

1300 N. Virginia
Port Lavaca, TX 77979
361-551-2562

We build
Strong kids,
Strong families,
Strong communities



Our Commitment to you...

The Calhoun County YMCA after school care programs have an underlying goal which seeks to provide a happy atmosphere, develop positive self-esteem in children, provide social opportunities, strengthen self-discipline, stimulate curiosity and encourage self-expression. In our after school care program your child receives the: perfect balance of fun, learning and physical development. Planned, safe activities are set to be a weekly theme taken from the National YMCA curriculum framework. We provide a well trained caring staff, nutritious snacks, safe supervised activities, structured daily schedules and homework room at:

YMCA After School Facility

HJM Elementary – 605 N. Commerce – 220-0306

Jackson Roosevelt Elementary – 1512 Jackson – 220-0114

The Calhoun County YMCA after school care program maintains a staff to child ratio of less than 1:15. The program is licensed by the Texas Department of Family & Protective & Services and conforms to the strict standards YMCA of the Golden Crescent. Financial assistance is available based on family size and income. For more information call (361)551-2562.

Before completing the enrollment form, please take the time to read through this packet carefully, making note of the policies and guidelines, which enable us to do the best possible job of caring for your children.

Once again, thank you for making the Calhoun County YMCA your choice in quality after school care!

Cordially,

Roland Zepeda
Executive Director

Operational Policies

1. Hours, days, and months of operation:

The After school care Program begins the first day of school, and will operate until the CCISD school year ends. The Calhoun County YMCA's after school care program hours are from 3:00 pm to 6:00 pm. If you are late picking up your child, a late fee of \$1.00 per minute per child after 6:00 pm will be due at the time you pick up your child.

2. Procedure for the release of children:

I understand that I must sign my child out daily, and I may be required to show a photo ID to do so. All persons signing out children must be 18 years or older and be on the registration form. If someone under the age of 18 is picking up children the parent of the registered child must get a release form filled out and notarized. All persons authorized to pick up my child must be listed on the registration form with driver's license numbers or some form of photo ID, or my child will not be released to that person.

3. Illness and exclusion criteria:

If my child cannot go outside or participate in the program due to illness, I understand that I will keep my child at home. My child may not attend the after school care program if they have not attended school that day or if they have been sent home from school ill.

4. Procedures for dispensing Medications:

The YMCA will not administer any medications unless I complete a Medication Form and the medication is in its original container. Medication not in its original container will be taken away from the child and returned to the parent at the end of the day. It needs to include the prescription on the bottle or if it's an over the counter medication that a doctor has prescribed it needs to be accompanied by the doctor's prescription.

5. Procedures for handling medical emergencies:

a. If my child is injured or becomes ill while in the YMCA care, staff will do the following:

1. Administer basic first aid
2. Contact parent or guardian
3. Contact YMCA director
4. If necessary, transport the child to the nearest medical facility or call 911
5. Fill out necessary paperwork for licensing

6. Procedures for parental notifications: Please look at our parent board for any upcoming events and or activities. Parents will be notified either in person, over the telephone, or in writing of any special discipline problems with my child as well as any communicable diseases occurring at the after school care program. We also have monthly newsletters that will be available for parents to take home.

7. Discipline and guidance practices:

- a. I understand that my child must adhere to all YMCA expectations.
- b. I understand the procedure for dealing with unacceptable behavior is as listed below:
 - a. Clear warning including discussion of the problem that occurred with child.
 - b. Renewal time if a problem is reoccurring, age appropriate renewal time will be used as needed.
 - c. Repeat of renewal time
 - d. Child will meet with the Site Director or Program Director/Coordinator.
 - e. Parent meeting with the Site Director or Program Director/Coordinator.
 - f. Persistent problems or situations that endanger a child or others at the program could result in automatic suspension or termination
 - g. I understand that if my child is suspended or terminated from the program, I will not receive a refund.
 - h. In case of extreme behavior issues, the YMCA may immediately suspend a child.

8. Meals and Food service practices:

We will provide a small nutritious snack each afternoon. Children may bring their own snack each day as well.

9. Enrollment procedures:

Enrollment forms must be filled out completely annually and updated whenever information on the form changes. We will notify parents of any changes to our operational policies in writing.

10. Questions and Concerns about the policies and procedures :

Questions or concerns about the policies and procedures of the after school care program can be directed to any of the professional

after school care staff at the YMCA. They will be answered in a timely manner.

11. Parent/Guardian site visitation:

Parents and guardians are always welcome to visit our program anytime during our hours of operation.

11. a. Procedures for Parents to Participate:

Parents are allowed to at anytime to participate in the children’s activities. We also allow parents to donate sealed up snacks, crafts, etc. Also, parents are encouraged to help and participate in our holiday parties.

12. Procedures for parents to review minimum standards and the After School care center’s most recent licensing report:

Minimum standards are available at our sign out table in each after school care program in the site director’s handbook. The most recent licensing report is posted on our site information board each site.

13. Instructions on how parents may contact the local licensing office, TDFPS child abuse hotline, and TDFPS web site.

Parents may contact licensing at 361-572-8241, Texas Abuse/Neglect Hotline 1-800-252-5400 or view the web page at www.dfps.state.tx.us

Registration: All registration forms must be completed and necessary fees paid in person in order to enroll your child (ren) in the program.

Hours of Operation: Monday –Friday, school dismissal until 6:00 pm. The program does not operate on the following national holidays: Labor Day, Thanksgiving Day and the day after, Christmas Eve and Day, New Years Day, MLK Day, Good Friday and Memorial Day.

Transportation: will be provided to field trips and CCD class using the YMCA van or CCISD buses, CCD transport will be \$2.00 per child per week

Cost:

<u>Payment Schedule</u>	<u>Members</u>	<u>Non-Members</u>
Registration Fee:	\$30 per child	\$30 per child
After School Child Care	\$32/week	\$45/week
	\$15/day	\$20/day
School Age Full Day Care	\$72/week	\$90/week
	\$25/day	\$35/day

Siblings receive \$5.00 off!

Payments due the Friday Before care. Late fees will be assessed in the amount of \$25.00 if payment for that week is not received by Monday at 12:00am.

We do provide full daycare during the year on specific days with a separate rate. 7:00 a.m. – 6:00 p.m.

Members
\$72 per week
\$25 day

Program Members
\$90 per week
\$35 Day

October 14
November 25
December 21,22,23,28,29,30,31
March 15-19

What are my payment options?

You may choose one of the following payment options:

- 1) Credit Card
- 2) Check or Money Order
- 3) Cash

You can pay monthly or weekly. Payments are due the Friday before care.
All payments must be made at the Fitness Center address.

Do we receive credit for absences?

The YMCA does not credit for missed days. Your fee pays for direct operating costs, such as: staff, snack, crafts, transportation, and other program supplies. All of these must be available for the number of children we have in the program. When you enroll we reserve the time, space, staff, and provisions for your child whether he or she attends.

How do I report an absence?

- Parents are responsible for notifying the YMCA by calling (361)551-2562 before 11:00a.m. and (361)220-0306 between the hours of 3 p.m. and 6 p.m. (on the day of the absence) if the child will not be attending our program.
- Please give your name, child's full name, and parent driver's license number or last four digits of social security number for verification.
- If no communication has been made with the childcare department, you or someone on the emergency contact list will be notified to verify absence.
- School will be contacted to see if the child was absent that day.
- \$5.00 fee for no call

Do you charge late fees?

Late fees will be assessed if your payments are not received on time. You will be assessed a \$25.00 late fee on Monday after 12:00 pm if payment for that week has not been received. However, if you elect to do bank account or credit card draft you will reduce your chance of getting charged late fees. There is also a \$25.00 NSF fee for all returned checks.

Does the YMCA offer financial assistance?

Yes, The YMCA of Calhoun County believes in providing membership and program services to all who desire to participate. The YMCA’s financial assistance program, supported by our annual Friend of Youth campaign and the United Way, uses all available resources to provide support to those who have financial need and qualify for assistance.

Playground Facilities

The Calhoun County YMCA Afterschool Program Director has informed me that the outdoor play equipment at the YMCA Afterschool Site does not meet the Licensing standard Manual in the revised Minimum Standard Manual on page 137. Parents may find this information in the Minimum Standard Manual located at the Site Director’s table. There is nothing dangerous about or on the playground. The State of Texas has certain rules and regulations that daycare providers have to abide by and since we do use the schools facilities and the school is not mandated by the state the playground does not meet the minimum standard of the State of Texas.

I give permission for my child(ren) to participate in activities planned outdoor on school playground equipment and understand that safety checklists will be conducted and documented daily. If you have any further questions please call our YMCA office at 551-2562.

Parent Statement of Understanding

I have read and understand all of the Calhoun County YMCA’s Parent handbook.
I agree to abide by all of the after school Program Policies and Procedures.

Parent/Guardian Signature: _____

Date: _____