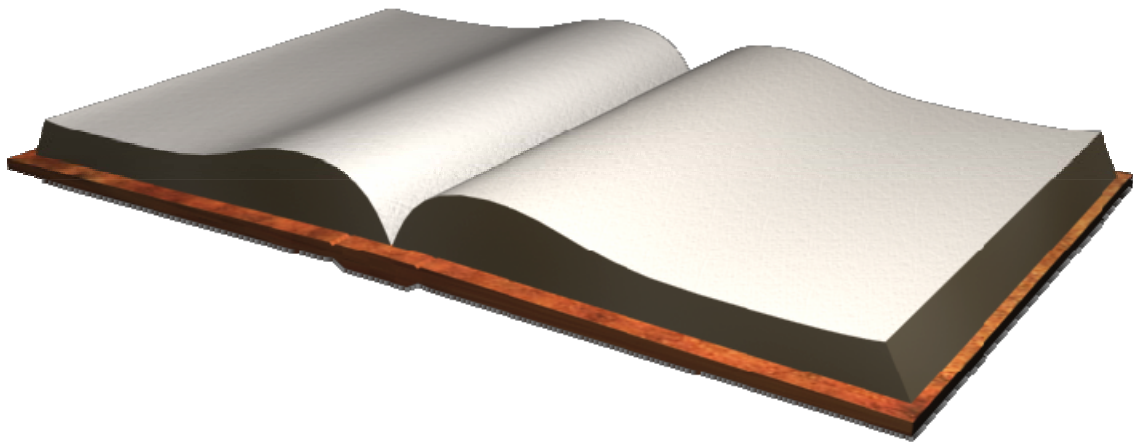


***YMCA OF THE GOLDEN CRESCENT***

***YMCA AFTER SCHOOL PROGRAM***

***PARENT HANDBOOK***



***(361) 575-0511***

***YMCA MISSION***

***TO PUT JUDEO-CHRISTIAN PRINCIPLES INTO  
PRACTICE THROUGH PROGRAMS THAT BUILD  
A HEALTHY SPIRIT, MIND AND BODY FOR ALL.***

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Dear Parents,

The YMCA of the Golden Crescent is extremely pleased to provide an After school program, for your child. By selecting the YMCA After school program, you are giving your child(ren) the opportunity to benefit from a quality program that has a foundation of YMCA traditions and many years of experience in serving children and their families.

We offer a staff of counselors that are trained in effective supervision and a positive approach to promoting the well being of every child physically, emotionally, spiritually, and intellectually. Our programs are well balanced with recreational, character development and enrichment programs.

This parent handbook has been designed to answer your questions, promote communication between our staff and your family, and to assist you in understanding our policies and procedures. The policies outlined in this booklet are intended to protect your child(ren) and to ensure that his /her experience at the YMCA After school program positive and rewarding.

Please read the handbook carefully with your child(ren) and refer to it as needed.

Sincerely,

YMCA Childcare Management Staff

## OUR MISSION

To put Judeo-Christian principles into practice through programs that build a healthy spirit, mind and body for all.

## YMCA POLICY

The YMCA prohibits behavior, which is inappropriate relating to profanity, abusive language/behavior, sexual harassment, or removal of YMCA property.

## OUR PHILOSOPHY

We believe in creating an environment for children where they have the freedom to explore experience, inquire, and discover while developing their maximum potential.

## OUR GOAL

To provide the widest range of fulfilling programs to serve the changing needs of the community. We strive to help individuals develop intellectually, emotionally, and physically.

## ENROLLMENT POLICY

- Enrollment shall be open to any child, provided the program can meet the need of that child.
- Enrollment shall be granted without discrimination in regard to race, color, creed, religion, or political beliefs.

## TERMINATION POLICY

Program participants may be asked to withdraw from the program for the following reasons:

1. Delinquency in fee payment with no immediate payment forthcoming.
2. The child shows an ability to adjust to the program rules, after all methods-including parent conferences-have been tried to affect a behavior change.
3. Parents are late twice in picking up a child.

## STAFF REQUIREMENTS

Each staff member must meet the Texas Department of Protective and Regulatory Services Minimum Standards of education and work experience in order to qualify for being considered for a position.

## ACTIVITIES

1. Staff will encourage each child to participate in all activities, however, no child will be forced to participate in any scheduled activity.
2. Outside play and activities may be limited to short periods due to the weather. We encourage outdoor play for all children daily, weather permitting.

The written activity plan includes at least the following:

1. The group activity plan is designed for and dates(daily, weekly or monthly) the plan covers;
2. A variety of activities daily;
3. Indoor and outdoor play in which the children make use of both small and large muscles;
4. A balance of active and quiet play including group and individual activities both indoors and outdoors;
5. Regular meal and snack times;(meals for full days)
6. Supervised nap times;(no child will be forced to nap)
7. Both child-initiated and caregiver-initiated activities;
8. Sufficient time for activities and routines so that children can progress at their own developmental rate; and
9. No long waiting periods between activities or prolonged periods during which children stand or sit.

### DAILY ACTIVITY PLAN:

Check-in: Roll Call, announcements

Discussion: Re: activity themes and ideas, show and tell, circle time (ex. Sunshine/cloud activity)

Snack/Meal Time: Nutrition and social time

Outdoor Recreation: Organized games/free time

Activity Centers: Enrichment modules on a varying schedule, arts and crafts, table games, and centers

## **RULES AND DISCIPLINE PROCEDURES**

### **ALL PARTICIPANTS WILL BE EXPECTED TO ABIDE BY THE FOLLOWING RULES**

#### **RULES:**

- Follow directions
- Listen to leaders at all times
- Be respectful of other's feelings, belongings, and rights
- Use appropriated language
- Let safety be your first concern
- Gum chewing is not permit

#### **DISCIPLINE:**

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements; and
4. Using brief supervised separation or time from the group, when appropriate for the child's age and development, which is limited to nor more than one minute per year of the child's age.
5. Any child who **purposely destroys or defaces YMCA equipment or property will be held accountable.** Parent/Guardian may be asked to replace or repair any equipment or property that is destroyed or defaced by the child.
6. Any child who has continuous discipline problems despite time outs may be subject to the following procedure:
  - a. **Child/Parent/Staff conference**
  - b. **Child/Parent/Director conference**
  - c. **Probation/Suspension**

There will be no harsh, cruel, or unusual treatment of any child; the following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food and naps/quiet time;
3. Pinching, shaking or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth
6. Humiliating , ridiculing, rejecting, or yelling at a child'
7. Subjecting a child to harsh, abusive, or profane language;
8. Placing a child in a locked or dark room, bathroom or closet with the door closed;
9. Requiring a child to re3main silent or inactive for inappropriately long periods of time for the child's age.

All YMCA staff members will encourage and assist all children in following the discipline rules. All children will be treated with kindness and respect. Each child's comments, suggestions, request and complaints will be given sincere consideration.

## ILLNESS/ACCIDENT/MEDICINE POLICY

**Illness:** We urge you to keep children at home if they are ill. If a child is feeling ill during After school hours for a duration of 20 minutes or longer or if illness includes fever (100.4 degrees or higher), vomiting, or diarrhea, the Program Leader will contact the parent for immediate pickup. If the child has been exposed to a communicable disease, the Program Leader should be notified at once. If children have been exposed to communicable disease at After school, we will notify the parents through a posted flyer in front of sign-in, sign-out forms at the Program leaders table or parent board center.

**Accident:** If an accident should occur at the After school program, the Program Leader will notify the parents at once. An accident report will be completed by the Program Leader. We require that parents read and sign this document. If emergency treatment is necessary, the Program Leader will immediately notify the parent or guardian and the child will be transported by ambulance to the hospital listed on their enrollment form.

**Medication:** Any prescription medication to be administered to your child by our After school staff must:

- Be brought directly to the Program Leader by the parent or guardian.
- Parents must sign an authorization form and include times for child-care center employees to administer each medication according to label directions;
- The medication must be in the original container labeled with the child's full name and the date it was prescribed;
- The medication label must clearly give the physicians name and instructions as to the time and dosage for the medication to be administered.
- A log will be kept at the center which will include the following:
  1. Full name of child to whom medication was given;
  2. Name of medication;
  3. Date, time and amount of medication and
  4. Full name of the employee administering the medication
  5. Medication records will be kept for 3 months after administering the medication
  6. Medications will be kept out of reach of children.
  7. Medications will not be administered after expiration date.

## INCLEMENT WEATHER PLAN

If inclement weather occurs in the course of the After school program and puts the children and staff in danger we will ask that the children be picked up at a designated time.

## **SUMMER CAMP PARTICIPANT RULES**

In order for us to assure that our program runs smoothly; to protect the safety of all; to promote cooperation and to assist our children in taking responsibility for their actions, the following rules will apply to all participants.

### **Participants must:**

1. **Check in** with Summer Camp Program leader immediately upon arrival each day.
2. Respect the property of the YMCA and the school.
3. Report to the director or group leader if they are sick or hurt.
4. Keep all personal belongings in their backpacks during summer camp hours, unless otherwise given instruction to retrieve.
5. Behave in a responsible manner, being helpful and cooperative.
6. Demonstrate courtesy and respect for one another
7. Respect their counselors and Program leader and follow directions
8. Obey all school rules that are observed during the school day
9. Be honest, truthful, and fair with others.
10. Comply with safety rules.

It is our goal that Program leaders, counselors, children and parents work together toward good behavior and cohesive atmosphere. However, in some cases, additional disciplinary measures may be pursued if a child inflicts physical or emotional harm on other children, is dangerous to himself or others or is physically or verbally abusive to staff and others. In these instances one or all of the following techniques may be use to achieve cooperation and safety.

1. Staff will notify parents of emerging difficulties and ask for assistance behavior management.
2. With parental permission, when appropriate, the input of teachers or school counselors may be sought.
3. Documentation of child's behavior may be written and placed in his/her file.
4. Child may be placed in time out according to his/her age or development.

**NOTE: The YMCA reserves the right to remove a child from the Summer camp program after all attempts have been made to help the child and the family, when the desired results have not been achieved. Please understand however, that our primary goal is to avoid such action and to successfully meet the need of the participants.**

## **OPERATIONAL POLICY**

1. The hours of operation will be from time of dismissal- 6:00 p.m. (Monday – Friday) through the months of August 24- June 3 2010.
2. Parents are able to visit the site anytime during the childcare center's hours of operation to observe the Child, the childcare center's operation, and program activities, without having to secure prior approval. Parents will be notified of any changes in our operational policy or enrollment agreement at the Parent information board.
3. Parents are able to review a copy of the minimum standards and the childcare center's most recent licensing report. You can find these items at your Summer Camp site. They will be located at the director's desk or the Parent information board.
4. Parents may contact Licensing representatives at 572-8241, an abuse hotline representative at 1-800-252-5400 or get online at [www.tdprs.state.tx.us/childcare](http://www.tdprs.state.tx.us/childcare) for any concerns or questions you may have.

## **PERSONAL BELONGINGS**

1. Toys are not allowed to be brought to the After school program unless approved by the Program Leaders for special activities.
2. All personal belongings are to be put in assigned place upon arrival and left until departure. Each child will be responsible for his/her belongings, and the staff will not be accountable for lost articles. Please see that your child's items are marked with their names.
3. No sharp objects or exploding toys will be allowed.

## **WATER ACTIVITIES**

All safety precautions as described in the Minimum Standards p. 145 (746.5001) will be followed.

## **BIRTHDAY PARTIES**

Birthday celebrations are always welcome at our After school Program. Please notify the Program Leader of your intentions so we can plan ahead for this. It will be the Parent/guardian's responsibility to provide any supplies that are necessary for this special event for the child's group.

## CHECK IN/ SIGN OUT PROCEDURES

Children enrolled in the After school Program will meet in the cafeteria upon arrival. YMCA staff will check them in as they arrive.

Parents are required to enter the facility and sign their children in and out each day.

Children must be signed out daily with the time of pick up listed. If anyone other than the parent is picking up a child, his/her name must be on the enrollment form. Picture identification will be asked if any unfamiliar person(s) on form claiming any child(ren) arrive and license ID and number will be recorded by Program Leader.

If a parent calls the site to authorize pick-up of any children to someone not on the enrollment form, the Program Leader will call that parent to verify call. If we are unable to reach the parent at that number, the child **WILL NOT** be released.

No child will be allowed to leave the program area unless a parent or guardian or the designated adult you have listed on the enrollment form has signed them out. A child refusing to stay at the After school program and /or attempting to leave the After school program unattended will be subject to either temporary or permanent suspension.

## CONTACT INFORMATION

If you have any questions regarding our After school Program, you may call our YMCA office at 575-0511 and any of the following staff will assist you, Michelle Cavazos or Yolanda Valdez. Office hours are 8:30 a.m. - 6:00 p.m. If you call before or after this time you may leave a message with our front desk staff.

Front desk hours:	Monday-Thursday	5:00a.m. -9:00p.m.
	Friday	5:00a.m. -8:15p.m.
	Saturday	7:00a.m. -5:00p.m.
	Sunday	1:00p.m. -5:00p.m.

If you wish to speak directly with your After school Program leader you can reach them at the following number:

1. Aloe	361-212-3428	Brooke Fajkus
2. Chandler	361-571-1544	Ashley Luna
3. DeLeon	361-571-1546	Tamara Andersen
4. Dudley	361-220-0300	Ruth Hopes
5. Edna	361-212-3429	Gail Barton
6. F.W Gross	361-571-1578	Rita Victory
7. Guadalupe	361-571-1575	Kolle Roberts
8. Juan Linn	361-571-1577	Trine Villarreal
9. Mission Valley	361-578-6782	Helen Adcock
10. Pinnacle Pointe	361-578-9925	Derrick Lopez
11. Rowland	361-571-1547	Kristen Bienek
12. Ella Schorlemmer	361-218-1331	Brad Mayer
13. Shields	361-571-1545	Xochitl Alaniz
14. Smith	361-571-1576	Jaimie Ecklund
15. Vickers	361-220-0205	Stephen Valderama

**YMCA AFTERSCHOOL & FULL DAY FEES**

Registration Fees: \$35.00

Weekly Fees:

**\*ALL CHILD CARE PROGRAM FEES ARE DUE IN ADVANCE OF CARE \* PAY MONTHLY AND RECEIVE A \$20.00 DISCOUNT PER FAMILY –MONTHLY PAYMENT MUST BE PAID BY THE FIRST MONDAY OF THE NEW MONTH TO RECEIVE THE DISCOUNT. DUE TO DISCOUNTED RATE DUDLEY AFTERSCHOOL AND PINNACLE POINTE NO MONTHLY DISCOUNT WILL APPLY. \$25.00 LATE FEE APPLIED TO WEEKLY FEE IF PAID AFTER 12:00 P.M. ON MONDAY.**

	<b>YMCA MEMBERS</b>	<b>PROGRAM MEMBERS</b>
1-5 days –Weekly Care	\$45.00 per child	\$55.00 per child
VISD	\$35.00 per child	

**AFTERSCHOOL & FULL DAY FEES**

	<b>MEMBER</b>	<b>PROGRAM MEMBER</b>
1-5days- Weekly Care	\$78.00	\$93.00

**EDNA FULL DAYS**

1-5 days weekly Care \$78.00

**EDNA AFTERSCHOOL FEES**

1-5days Weekly Care \$45.00

**PINNACLE POINTE**

Registration Fee: \$35.00

Weekly Fees:

Residents: \$30.00

Non-resident: \$55.00

Holiday (full day): \$55.00 resident \$78.00 Non-resident (member) \$93.00 Non-resident (program member)

**DUDLEY**

Registration Fee: \$35.00

Weekly Fee: \$30.00

**Refund Policy**

1. The registration fee **WILL NOT** be refunded.
  
2. **Drop-ins no longer accepted. Participants are responsible for half of weekly fee when child does not attend a week. This is to keep your child's spot reserved.**

## **BILLING POLICIES**

The following policies are in effect for all YMCA programs:

1. Payments are due each Friday prior to week attending. Late fees will be assessed if your payments are not received on time. You will be assessed a late fee of \$25.00 on Monday after 12.00p.m. There is also a \$30.00 NSF fee for all returned checks.
2. Late payment arrangements must be approved by Michelle Cavazos or Yolanda Valdez at the main YMCA office. Failure to pay and or make arrangements to pay may result in the removal of your child(ren) from our program.
3. For proper credit, all checks should have the child's name, school site, driver's license number of person signing check and what dates are being paid for. Also, all checks need a phone number.
4. Scholarships are available to those families who qualify. Families requesting a scholarship must do so through the childcare office at the YMCA. For more information, please call 575-0511. You must provide a copy of your income tax refund from previous year or three of your recent check stubs.
5. The program is open from dismissal until 6:00 p.m. Children picked up after this time will be given two (1) warnings and then suspended from the program.
  - A late fee of \$15.00 will be charged for the first 15 minutes and a \$1.00 for each minute thereafter.
  - Late fee will be paid in full the following day.
  - Exceptions to the late fee policy will be made only in the case of an emergency. You must notify the YMCA and the Program Leader of the emergency at 575-011 and site your child attends.

**IF YOU HAVE ANY QUESTIONS REGARDING THESE POLICIES, PLEASE FEEL FREE TO CALL THE YMCA @ 575-0511 EXTENSION 221.**

## **IMMUNIZATIONS**

In order for our center to comply with TDFPS standards on immunizations we must have one of the following:

1. A copy of current immunization record that is on file at the pre-kindergarten program or school the child attends.
2. A signed statement from the child's parent that the child's immunization record is current and on file at the kindergarten program or school that the child attends. The statement must be dated and include the name, address, and the telephone number of the pre-kindergarten program or school listed in the statement.

## **FOOD SERVICE**

Daily Menus will be posted on information board

1. VISD will provide a nutritious snack for the children.
2. Snack will be nutritious and include at least one of the following which can be included in the child's daily food needs:
  1. One serving from the fruit and vegetable group;
  2. One serving from the milk group
  3. One serving from the grain group; or
  4. One serving from the meat or meat alternative group.

Parents may provide their child(ren) snack. The YMCA will not be held responsible for providing its nutritional value or meeting the child's daily food needs.

Children will not be allowed to share the snack provided by the parent or the Afterschool program with other children.

If your child(ren) is on a special diet we must have written approval from a physician or a registered or licensed dietician in the child's records to serve a child a therapeutic or special diet provided by the parent.

## **TRANSPORTATION**

### **FIELDTRIPS**

In order to ensure the safety of all children on fieldtrips our center must comply with each of the following requirements:

- (1) Signed permission forms from the parent for the child to participate in fieldtrip and permission to transport a child. This information is on enrollment form.
- (2) Staff will carry with them emergency medical consent forms and emergency contact information for each child on fieldtrip.
- (3) A written list of all children on the fieldtrip will be carried and reviewed frequently to account for the presence of all children.
- (4) A first-aid kit will be immediately available on fieldtrips.
- (5) Each child must wear a shirt, or nametag listing the name of the childcare center and the phone number.
- (6) Staff will be in YMCA uniform so that children can easily locate and identify them.
- (7) At least one staff will have transportation available on each fieldtrip as well as cellular phone to be used in case of an emergency.
- (8) Staff participating in field trip will be First aid and CPR certified with rescue breathing and choking.