

After School Enrichment Parent Handbook YMCA of the Upper Pee Dee



EXCEL AFTER THE BELL

2021-2022

FOR YOUTH DEVELOPMENT, FOR HEALTHY LIVING, FOR SOCIAL RESPONSIBILITY

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YMCA MISSION STATEMENT

The YMCA of the Upper Pee Dee, under the guidance of Christian principles, seeks to serve all people in our community to enable them to achieve their full potential through the development of spirit, mind, and body.

AFTERSCHOOL CARE GENERAL INFORMATION

Hours: after school until 6:00 pm, Monday through Friday

Admission Criteria:

Children must be 5-12 years of age to be accepted. Parents must complete in its entirety and sign the YMCA of the Upper Pee Dee registration materials, which include the Registration Form, Parent Handbook Policies Form, Disciplinary Policy, State Policies, and Child Abuse Reporting Policy. **A payment equal to a week of participation and the registration fee is due prior to the start date.**

***All previous After School Care or Summer Day Camp balances are to be paid in full before a child is allowed to register in the current program.**

Afterschool Care Program Daily Schedule:

2:30-3:15pm	Arrival/Attendance, Devotion, Snack
3:15-4:15pm	Homework Help
4:15-5:00pm	Outdoor physical activity (weather permitting)
5:00-5:30pm	STEM projects or counselor-led learning opportunities
5:30-6:00pm	Pick-Up, Self-Choice Activities

This schedule is only a guideline; we want to be flexible enough to make the Afterschool Care Program FUN and engaging.

Holiday Schedule:

During the holidays weeks, your Childcare Director will provide a modified holiday schedule.

Inclement Weather:

The YMCA Afterschool Care Program operates with the Darlington County School District when dealing with severe weather. If schools dismiss early because of inclement or severe weather, the YMCA of the Upper Pee Dee Afterschool Enrichment Program will not operate. It will be the responsibility of the parents to make arrangements for their child(ren) to be picked up from school. If schools have CLOSED because of inclement or severe weather, there will be NO ALL DAY CARE.

Lunch:

On full-day care days, each child must bring his/her own lunch. Staff is not allowed to pick up lunch for the children.

Open Door: The YMCA Afterschool Care Program has an open door policy to parents at all times. You are always welcome to observe and/or participate. Please advise the Childcare Director if you plan to attend.

Outdoors Play:

1. All children will be required to play outdoors, weather permitting. Parents must submit a written note if they do not wish for their child to be outdoors due to illness or injury.
2. Staff will supervise children closely at all times. Children will not be left unattended by staff.
3. We believe that outdoors and indoor play serve as valuable outlets in a child's development. Playtime may be structured or independent. We encourage children to play.

Children's Rules:

It is our intent that each child enjoys the planned activities by understanding that he/she is responsible for his/her actions. With prior knowledge of our basic rules of safety and good conduct, each child is made aware of how to exercise self-discipline and to understand that we are here to assist him/her and to help him/her succeed. YMCA house rules and conflict resolution are posted at every YMCA program site. Character development is an important part of our program.

Special Needs:

The YMCA of the Upper Pee Dee welcomes children with individual needs for our After School Enrichment Program when reasonable accommodations can be made. All children have multiple opportunities to learn, develop, and form positive relationships while in our care. During registration, please identify any health concerns or any individual needs your child may have so that we can determine together what accommodations your child may need to be successful. To best respond to your child's needs, a meeting with the Childcare Director is necessary prior to camp participation.

Toys:

The YMCA will not be held liable or responsible for any items brought from home that are lost, stolen, or broken during the Y program. Parents are encouraged to not allow their children to bring valuable toys to the YMCA program.

Required Sign-In and Sign-Out Procedure:

When you bring your child to the program site or pick your child up, you must stop at the parents' table to sign your name and the exact time on the attendance roster provided. This procedure helps to ensure the safety of your child and allows staff to determine which children are present at any given time.

Authorized Individuals for Pick-Up:

For your protection, only persons authorized in writing by the parents may pick up your child. The staff will question anyone who is unfamiliar to them and ask for identification to check their authorization. Anyone without proper authorization will be stopped from

taking a child. If someone other than those persons authorized on the registration form is to pick up your child, you must notify the program director in writing or in person. Any restricted individual must have a restraining order on file with the director. You must provide a code word on the registration form. This code may be required at pick up.

Late Pick-Up:

The YMCA Afterschool Care Program ends at 6:00 pm and our staff is scheduled to leave then. If, due to an unavoidable emergency you must be late one day, please notify the YMCA so that staff may ensure the comfort of your child.

Beginning at 6:00 pm, there will be an additional charge of \$5 for every 5 minutes, per child after 6:00 pm. This late fee will be due no later than the following day of service. Parents who have not notified the site that they will be late can expect the following sequence of events to occur. These steps are necessary to ensure the safety of your child as well as YMCA staff members.

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| 6:00 pm | Program closes. |
| 6:15 pm | Staff member in charge begins calling parent contact numbers to check for problems or miscommunications. If contact cannot be made with a parent, alternative contacts listed on the registration form will be called. |
| 6:30 pm | The Childcare Director or other YMCA management staff person will then come pick the child up (in a YMCA vehicle) and bring the child to the YMCA front lobby where parents or guardians will be responsible for picking him/her up. |
| 7:00 pm | The Childcare Director or other YMCA management staff person will contact local authorities to determine if any problems related to the parent has been reported. If there is no contact from the parent and no other safe option, the child will be turned over the local Police Department. |

We do understand that parents may work late and that emergencies do arise, but please make other arrangements when these circumstances arise in order to avoid late fees.

You risk dismissal from the program if:

- You fail to pay the weekly fee.
- You fail to pay the late pick-up fee.
- You fail to pay the late fee charge for making late payments.
- You are late picking your child up three (3) times within a school year.

Parents must keep the YMCA office and program site notified of phone numbers changes for work, home, cell, and emergency contacts at all times.

Clothing/Belongings and Lost-and-Found:

Please mark all your child's belongings (i.e., lunch boxes, jackets, towels, etc) and be sure to check for your child's belongings at the end of each day. The YMCA will not be held responsible for lost, damaged, or stolen articles. Please do not send valuables. After one month, lost-and-found items will be donated to a charitable organization.

YMCA BEHAVIOR MANAGEMENT PROCEDURES

Philosophy:

The YMCA strives to maintain a positive approach to managing children's behavior at all times. "Discipline" is the process of teaching self-control and the ability to live within limitations and agreed-upon guidelines. Expected behavior is self-rewarding and allows for program activities to occur. When children choose to behave outside of the guidelines, some consequence is required to avoid future problems. The overall safety of the children in the program is our highest priority.

Process:

As mentioned above, when positive behavior is displayed, the consequence is participation and enjoyment of planned activities. In cases of negative or inappropriate behavior, the following processes will be employed.

1. Reasoning: Every effort will be made to help the child understand the inappropriateness of his/her actions and agree to an alternative form of behavior. When the conflict is child-to-child, every effort will be made to have them reason together face-to-face with staff facilitating.
2. Removal from the specific activity: When reasoning has been pursued and the behavior has not changed, removing the child from the activity involved for an appropriate amount of time is necessary. The denied activity should be related to the misbehavior and the removal should not exceed 15 minutes. Other duty-oriented consequences suitable to the inappropriate behavior may also be utilized at this stage.

If a child breaks a rule that is harmful to him/herself or others, or repeatedly violates a rule, then he/she will receive a written reprimand.

Reprimands: Each child will be allowed two written reprimands after which a conference will be requested with a parent or guardian, staff on site, and the Childcare Director. The program dismissal form will be filled out and signed by the parents with the understanding that the third reprimand may result in permanent dismissal from the program.

3. Child/Director Conference: When the Site Supervisor is not successful in correcting the behavior, the Childcare Director is consulted and may decide on longer or stricter consequences if necessary.
4. Conferences: If the parent needs to be formally involved in the process, specific changes in behavior will be requested, with specific consequences for non-compliance outlines. This is usually accomplished through the use of a "Behavior Contract." Whenever possible, the child is present and heard at these conferences.

Removal from Program for Inappropriate Behavior:

If a child violates a rule that presents danger to the staff, other children, or him/her, then he/she will be dismissed from the program immediately.

Behavior Related Issues:

In addition to behavior management procedures outlined above, parents must be aware that:

- No staff member will ever strike, swear at, abuse, or threaten with physical intimidation either a child or a parent.
- No staff member will allow a child to be struck, sworn at, abused, or physically intimidated by anyone in the program.
- No child will be allowed to continue in the program if he/she becomes a safety hazard to him/herself or others.
- No staff member will ever solicit or accept gratuities in consideration for any treatment of a child.

Behavior Management:

The safety of every child is the highest priority for setting behavior management procedures.

- When a child has a serious discipline problem (on any ONE occasion), the parent may be called by staff and asked to pick up the child within one hour of the call. (Biting another child or injuring another child or staff member is a serious discipline problem.)
- Should it be decided by YMCA staff that a child poses a serious discipline problem, the child may be suspended from the program for a period of 1-5 days or may be removed from the program entirely.

MEDICATION DURING PROGRAM

All medication must be turned in to the Site Supervisor by the parent.

Any medication that needs to be administered during program hours must:

- Be accompanied by a “permission to medicate” form available at the program site.
- Be brought directly to the Site Supervisor in its original container with the child’s name, physician’s name, and drug name on the container, and
- Have specific written instructions for amounts, times, etc.
- No over-the-counter medication, including aspirin, cough medicine, etc. will be given without a doctor’s instructions.
- Staff cannot split pills or administer amounts other than specified on bottle.
- All medications MUST be administered by a staff member.

Illness Occurring During Program Hours:

If your child becomes ill, he/she will be isolated from other children and you will be contacted to pick him/her up. The YMCA is not equipped to handle ill children beyond securing their immediate comfort. A staff person will be made available to observe the child periodically. Please be sure to keep the YMCA office and your program site informed of any changes in your work, cell, or emergency phone numbers. If you cannot be reached, we will contact someone you have authorized.

- Parents will be notified if it’s known that their child has been exposed to a communicable disease.

- Staff shall administer or obtain immediate treatment for a child who sustains a minor injury or insect bite. The parent will be notified.
- If a major accident or injury occurs, the staff will immediately seek professional medical attention for the child and the parents will be notified immediately. If they are not available, the emergency contact person will be notified.

Illnesses and Accidents:

For the sake of your child and others, if a child has any of the following symptoms, your child should not be brought to the YMCA program.

- Fever – 100 degrees orally or 101 rectally or higher
- Severe cough
- Difficult or rapid breathing
- Yellowish skin or eyes
- Pinkeye – tears, redness on eyelid, followed by swelling and discharge or pus
- Unusual spots or rashes
- Crusty, bright yellow, dry or gummy areas of skin – possibly accompanied by fever
- Unusually dark, tea-colored urine – especially with fever
- Gray or white stool
- Headache or stiff neck
- Vomiting
- Severe itching of body or scalp
- Hair lice

Medications and Special Diets:

- If a child needs to take oral medication on a regular basis during the day, medication must be in the original container and have written permission with instructions.
- If medication is to be kept on hand for emergencies (i.e., bee stings, asthma), special instructions and permission must be given in writing.
- If your child should require a special diet from a physician, you must notify the staff with a written note. We provide a basic snack; if your child needs something other than what we provide, please feel free to provide your own snack from home.

ADMINISTRATIVE PROCEDURES

Payment Policy:

1. No child is officially registered in the ASE program until:
 - a. All unpaid balances are paid in full.
 - b. The registration fee and first week of care are paid.
 - c. A bank draft has been set up for future payments.
2. All payments to YMCA ASE require payment by bank draft.
3. There will be a \$25 fee for returned drafts.

4. The following weeks will be drafted every Friday for the upcoming week. Childcare payments and bank return draft fees must be made before the child starts the new week.
5. You must pay the full amount for childcare if you are waiting for a scholarship or ABC voucher to be processed.
6. The YMCA does not offer a drop in rate. The full fee for the week will be charged, no matter how many days the child attends.

Non-Payment Policy:

1. If there is a return draft, the child may not return until all fees have been rectified and brought up to date.
2. If the child returns to the site without up to date payment, the supervisor will contact the parent/authorized person to pick up the child. If this person cannot be contacted, the Childcare Director will notify the police (only the Childcare Director or other senior-level YMCA management staff can notify the police). The police will write up a report charging the parents with child abandonment. The police will notify the Department of Social Services. DSS will then take the child into custody. The parent will then need to contact DSS.

Financial Assistance:

Those families unable to pay the full cost of participation are encouraged to apply for YMCA Program Scholarship. You must pay the full amount for childcare if you are waiting for a scholarship or ABC voucher to be processed.

ABC Assisted Participants:

1. All fees must be paid on time to continue on the Grant.
2. Attendance is a must for children receiving Grant Assistance. You are only allowed a few unexcused days for the year.
3. If a child is absent or sick, the parent must notify your childcare director at the YMCA and provide a doctor's excuse if applicable.
4. All YMCA-related fees not covered by the ABC program are subject to the YMCA non-payment policies and procedures.

Parent/Child Confrontation:

It is the policy of the YMCA of the Upper Pee Dee that no parent may confront a child in the program. If you or your child has a problem with another child in the program, please inform the staff and they will handle the situation.

Child Abuse and Neglect:

By South Carolina law, the YMCA is required to report all suspected cases of child abuse and/or neglect to the Darlington County Department of Social Services.

YMCA Child Abuse Prevention:

The YMCA maintains a policy of child abuse prevention practices, which include procedures related to:

- Employee reference checking, hiring criteria, etc
- Training and supervision requirements for staff
- Staff relationships with children
- Unscheduled site visitation by YMCA supervisory staff and Board of Managers volunteers

These policies are enacted to protect children, parents and YMCA staff members from actual occurrences or child abuse as well as allegations of abuse.

Parent Volunteers:

Parents are encouraged to volunteer in the program, to assist the regular staff, and to complement or work on special projects as their time permits. Activities involving parents should be designed by site staff based on the individual needs of the program. As an example, parents may be included as guest speakers when the children are learning about careers or may assist in supervising program trips. Parents should always work with staff in the program. Parents should never be left alone with a child (ren) or be acting as a substitute for a staff person.

COMMUNICATION WITH STAFF

Each YMCA childcare site has a supervisor in charge of that site. The site supervisor will be able to assist you with most any question related to the operation of the program including behavior concerns, schedule changes, program ideas, and program concerns. The site supervisor is your link to the YMCA office, management, and Board of Managers and will be able to work closely with you to ensure a positive YMCA experience for both you and your child. If after working with the site supervisor, you are unable to reach satisfactory resolution to a concern, please contact Jermaine Whack, the Hartsville YMCA Childcare Director at 843-383-4547.

For any billing questions or concerns, please contact Linda Hickman in the Hartsville YMCA Business Office at 843-383-4547.