

# CHAPEL HILL-CARRBORO Y AFTERSCHOOL DAY CARE

**C A R I N G**



**R E S P E C T**

**H O N E S T Y**

**R E S P O N S I B I L I T Y**

## **PARENT HANDBOOK 2011-2012**

[www.chcymca.org](http://www.chcymca.org)  
919-442-9622 Chapel Hill-Carrboro  
Branch  
919-945-0640 Meadowmont Branch

*Our Mission: To strengthen the spirit, mind, and body of all people in this community through effective programs, strong leadership, and healthy practices based on Judeo-Christian values.*

# CHAPEL HILL-CARRBORO Y AFTERSCHOOL DAY CARE

## CONTACTS

### CHAPEL HILL-CARRBORO BRANCH: KINDERGARTEN – GRADE 5

Youth Department – 919-442-9622

### CHAPEL HILL-CARRBORO BRANCH: GRADES 6-8

Youth Department – 919-442-9622

### MEADOWMONT BRANCH: KINDERGARTEN – GRADE 5 (RASHKIS, GLENWOOD, & CREEKSIDE ONLY)

Meadowmont Youth Department – 919-945-0640

## PURPOSE

Y Afterschool Program seeks to help school children achieve their fullest potential in terms of mental development, physical well-being, social growth, and spiritual awareness through the use of organized activities, trained leadership, and Christian principles.



## GOALS AND OBJECTIVES

- ❖ To provide a fun, safe, and caring atmosphere
- ❖ To provide opportunities for new experiences
- ❖ To foster personal initiative
- ❖ To cultivate values and good sportsmanship
- ❖ To build self-confidence and appreciation of each child's self-worth

## HOURS OF OPERATION

After school - 6:00 p.m.

## ENROLLMENT

The Y Afterschool Program is open to all children who may benefit from the program regardless of race, creed, sex, religion, nationality, or ability to pay. The Y guarantees placements in the program only upon receipt of the child's enrollment application, health form, emergency medical form, permission regarding the administration of medication, conduct agreement, and registration fee. The above applies as long as there are openings available. If there are no spaces available, then a child may be placed on the waiting list.

## GROUPS

Children are divided into groups according to their age and grade. Each group has approximately 25 children and 2 counselors. Each group follows a specific schedule each day, participating in a variety of activities throughout the week. There are no requests for groups.

## ACTIVITIES

Snacks  
Gym & Field Games  
Homework Time  
Swimming  
Physical Fitness  
Arts & Crafts  
Organized Sports  
Archery  
Specialized Clinics  
Drawing/Art Class  
(additional fee)



## SWIMMING

Chapel Hill-Carrboro Branch Only  
Meadowmont Branch – Seasonal

Children have the opportunity to swim at the Y's indoor pool. Please pack a bathing suit and towel for your child on Tuesday and Thursdays. Goggles are optional. On the first day of swimming, your child's swimming skills will be evaluated by YMCA lifeguards. During this swim evaluation, children are not allowed to wear goggles.

Children will wear a colored band to designate their swim level.

- ◆ Red band – non-swimmers who must stay in shallow depths and wear a YMCA flotation device if under 48 inches tall.
- ◆ Yellow band – intermediate level swimmers who can swim the width of the pool (37 feet) at 5 foot depth while putting their face in the water at least once. Yellow band swimmers must stay in shallow depths.
- ◆ Penguin band – swimmers who can swim 25 yards with their face in the water and tread water for 30 seconds. Blue band swimmers are allowed to swim in all areas of the pool, including the deep end.

## FEES & PAYMENTS

Members	<b>\$13</b> per day multiplied by the number of school days in the month
-	
Program Participants	<b>\$15.50</b> per day multiplied by the number of school days in the month
-	

A **\$35 registration fee** is due upon enrollment in the program and is non-refundable. A new registration fee is applied to each new program each year.

All fees are due by the 10<sup>th</sup> of each month. If payment for the current month has not been paid by the 10<sup>th</sup>, a late fee of \$10.00 per child is automatically added to the balance. The Y will discontinue services to those with an outstanding balance at the end of the month.

Returned checks have a \$10.00 service charge. After the second NSF check has been received, only cash and credit cards will be accepted.

The Afterschool Program closes at 6:00 p.m. A late charge of \$5.00 per child is assessed every 15 minutes after 6:00 p.m. and must be paid with monthly fees. Late time is cumulative, and fees will be adjusted according to total time late for the month. Services may be discontinued after 3 consecutive times of being late.

**FINANCIAL ASSISTANCE** is available for Y Afterschool and for all Y programs. The Y makes every effort to see that no one is turned away.

## ATTENDANCE CHECKS

Notify the YMCA by 12:00 p.m. on the day that your child will not be attending AfterSchool Day Care. To report an absence:

- Chapel Hill-Carrboro Branch – Call the Youth Department at 442-9622
- Meadowmont Branch – Call the Program Director at 945-0640

Attendance is kept and checked daily. Drivers and bus monitors check attendance as the children board the bus. If there is an unexplained absence, the bus monitor checks with the school to verify the child's whereabouts. The Y does a second roll call of all children at the Y. The parents of those who are absent are contacted to determine the child's location. This is a lengthy process and takes up a lot of time; therefore, a \$5.00 fee is assessed each time the Y is not notified about a child's absence by noon of that day. Your child's safety is the Y's main concern.





## HOLIDAYS & TEACHER WORKDAYS

The Y provides childcare during teacher workdays, school holidays, and spring and winter breaks. There are limited spaces for these days; therefore, pre-registration is necessary. The daily fee for these days is \$34.00 per child (Y-members), \$49.00 per child (program participants). You will be able to register for every Teacher Workday for the semester on the first day of school. For most of these days,

there are field trips to museums, parks, farms, etc.

### Holiday / Teacher Workday Schedule for 2011 – 2012 (Chapel Hill-Carrboro City Schools)

Thursday, August 25	First Day of AfterSchool for Grades 1 – 5 & 6-8
Monday, August 29	First Day of AfterSchool for Kindergartners
Monday, September 5	Closed – Labor Day
Friday, October 28	Teacher Workday
Monday, November 7	Teacher Workday (#1 make-up day)
Friday, November 11	Teacher Workday – Veterans Day
Wednesday, November 23	Teacher Workday (# 2 make-up day)
Thursday, November 24	Closed – Thanksgiving
Friday, November 25	Closed – Thanksgiving
Wednesday, December 21 – Friday, December 23	Winter Break Camp 1
Monday, December 26 – Friday, December 30	Winter Break Camp 2
Monday, January 16	Teacher Workday – MLK Holiday
Tuesday, January 17	Teacher Workday (#3 make-up day)
Monday, February 20	Teacher Workday (#4 make-up day)
Friday, March 23	Teacher Workday (#5 make-up day)
Monday, April 2 – April	Spring Break Camp
Monday, May 28	Closed – Memorial Day (#6 make-up day)
Friday, June 8	Last day of AfterSchool

## TRANSPORTATION

The Chapel Hill-Carrboro Branch provides bus transportation from the 10 elementary schools and 4 middle schools in the Chapel Hill - Carrboro City School District. These elementary schools include Morris Grove, Carrboro, Ephesus, Estes Hills, Frank Porter Graham, Glenwood, McDougle, Seawell, Scroggs, and Rashkis Elementary Schools. These middle schools include Phillips, Smith, Culbreth, and McDougle. The Meadowmont Branch provides bus transportation from Rashkis and Glenwood Elementary schools and from Creekside Elementary of Durham.



If school dismisses early due to inclement weather, the Y will not have Afterschool and will not provide transportation from school. Parents and/or guardians will be responsible for their child's transportation to the Y on teacher workdays and holiday breaks. Children must follow the following basic rules while being transported on Y buses:

1. No fighting, swearing, or abusive language is permitted.
2. Children must remain seated at all times.
3. Children cannot have any part of their body out of windows.
4. No eating or drinking is permitted on buses.

With the first infraction, the parent or guardian will be notified and asked to discuss proper behavior with his/her child. With the second infraction, all transportation services will be denied for a minimum of two days. In such cases, parents will be notified.

## **PICK UP & DEPARTURE (RIDES OUT)**

CHAPEL HILL-CARRBORO BRANCH

When leaving the Y Afterschool Program, each child must be signed out by a parent or guardian who must go to the group's activity location if they pick up their child before 5:00. This procedure ensures the safety of the children and gives parents or guardians an opportunity to talk to the staff or watch their child's group.



At 5:00, Rides Out begins. All groups will have a designated rides out location (e.g., Group 1 will be in the Preschool Room, and Group 2 will be in the Arts and Crafts area) from 5:00 – 6:00 pm. Multiple Y staff will be in the parking lot, greeting parents, checking security cards, and using hand-held radios to call for your child to come to your car. This is also a good opportunity to speak to the counselors and to receive newsletters. Parents are invited to use rides - out only if they choose.

Each family is given 5 security release cards for their children. The card must be shown to the Y Afterschool staff in order to allow the release of your children. Please make sure that other authorized pick-up people have these cards along with some form of identification. In case of emergency pick-up situations, all authorization must go through the Directors. If you need additional cards at any time, please contact the Directors.

## **RELEASE TO UNAUTHORIZED PERSON PROCEDURE**

If another person other than the parent or authorized persons listed in your child's file is picking up your child, then you are required to notify the Directors by written note, email, or phone call. Please give your name, your child's name, and the name of the person picking up your child. Inform the persons picking your child up that they will be asked to show a security card and a picture ID prior to releasing your child to them. This is done for security purposes. If a written note, email, or phone call is not received, the Y will not release your child to anyone other than those listed in your child's file.



## **IMPORTANT**

1. Please do not call the Y to have your child waiting in advance of the parent's arrival.
2. Children will be released only to the persons listed on the registration information form or those presenting a security card. Should this information change, please notify the Directors in writing.
3. Children participating in other Y activities will be released at the time designated by the parents or guardians. A written note must be given to the Directors informing the staff of what programs in which the children will be participating.
4. Children may not receive personal phone calls at the Y. In an emergency situation, a message will be taken to the child, and he/she may return the call.

### **WITHDRAWAL PROCEDURES & CANCELLATION POLICY**

A two-week notice must be submitted to the Directors prior to withdrawal. A cancellation form must be completed and dated two weeks prior to the withdrawal. Full tuition fees will be charged until the cancellation form has been received. There are no refunds given for missed days or special occasions. The same cancellation policies apply to teacher workdays. If you sign up for a particular teacher workday within the two-week limit, then you will not be able to receive money back or a credit for a cancellation. If withdrawal is due to a medical reason, a cancellation form must be submitted with a doctor's note. These cancellation forms can be found at the member services desk at the Y.

### **ADMINISTERING MEDICATION POLICY**

Medication that needs to be administered to a child while attending the Y should:

- A) Be given directly to the Director by the parent in the original medicine container.
- B) Be accompanied with a written note containing permission for the Director to administer the medication, dosage information, time of dosage, and dates to be given, parent's name, parent's phone number, and physician's name and number for reference.

### **EMERGENCY INFORMATION**

In the event of an emergency, every effort is made to reach you or other contacts in your child's file. If the Y should be unable to reach any of the persons listed, then the Y would take the necessary actions for the health and safety of your child. Should there be any changes in the emergency contact numbers, please notify the Director in writing so that your child's file is up-to-date.

### **SICKNESS & HEAD LICE**

Children who are sick and are not permitted to attend school will not be allowed to attend Afterschool. Children who have nits and/or active head lice will not be allowed to attend the Y until a written note is provided to the Directors by a school nurse or physician saying that the head is nit/lice free.

### **INCLEMENT WEATHER POLICY**

The Y Afterschool Program follows the Chapel Hill-Carrboro School System's decisions on closings due to inclement weather. In the event that the Y is closed due to inclement weather, Afterschool days are not refunded. If teacher workdays are cancelled, credits are made towards another teacher workday.

### **SWIM TEAM**

The Chapel Hill-Carrboro Y Swim Team is not only competitive but also very popular. The Swim Team for Afterschool students is only for 3 days per week. The Afterschool staff makes certain that any and all of its Afterschool/Swim Team children make it to practice on time. Children who are planning to skip swim team practice must tell their swim coach, and not simply their Afterschool counselor. Sign up for Swim Team at the Member Services Desk. ***(Important: Sign up for Swim Team first and then Afterschool.)***

### **SWIM LESSONS**

The Chapel Hill-Carrboro Y offers swim lessons for even the most elementary swimmer. The Afterschool staff makes certain that any and all of its Afterschool/Swim Lesson children make it to class on time. Children who are planning to skip swim class must tell their swim instructor, and not simply their Afterschool counselor. Sign up for Swim Lesson at the Member Services Desk.



### **LOST & FOUND**

Lost & Found from Afterschool is kept separate in the supply closet near the cubbies. During non-Afterschool hours, the supply closet is locked, and

arrangements must be made with the Directors to retrieve items. Please put your child's name on all of his/her items. The Y will display all Lost & Found during rides out. The Y will keep Lost & Found for 1 month. All unclaimed Lost & Found is then donated to thrift stores. The Y keeps all items that are labeled with a name. Please do not send any valuables with your child. Children are not allowed to bring games, toys, etc. to the Afterschool Program to ensure that the items will not be lost or damaged.



**FAMILY  
FUN  
NIGHTS**

The Y hosts Family Fun Nights for Afterschool

families. Themed nights showcase special activities with families and Y staff. Family Fun Nights take place for approximately an hour in the evenings.



## Y DISCIPLINE AND GUIDANCE POLICY

The Chapel Hill-Carrboro Y believes that children learn self-control when adults treat them with dignity and use discipline techniques such, as the following:

1. Guiding children by setting clear consistent limits for group behavior. In the case of older children, helping them set their own limits.
2. Visualizing mistakes as learning opportunities.
3. Redirecting children to a more acceptable behavior or activity.
4. Listening when children talk about their feelings and frustrations.
5. Guiding children to resolve conflicts and modeling skills that help them solve their own problems.
6. Patiently reminding children of the rules and their rationale as needed.

Corporal punishment or abusive language of any kind is not allowed in any program at the Chapel Hill - Carrboro Y. Rules will be consistent, based on the understanding of individual needs and development, and will promote self-discipline and acceptable behavior. Positive reinforcement will be used to guide the children. If necessary, a limited time-out period will be used to help a camper regain his/her self-control. If a discipline problem arises and continues to persist, parents and the Camp Director will work together to resolve the conflict. In an effort to ensure the uniform handling of discipline problems and corrective discipline procedures for certain situations, the following guidelines have been established:

### **Minor Offenses**

Back talking to a counselor  
Not listening to directions  
Name calling / teasing  
Being disruptive / loud during quiet times  
Antagonizing / starting trouble  
Bringing items that are restricted  
Play fighting or wrestling  
Going into other people's belongings

### **Major Offenses**

Fighting/ kicking  
Using foul language / profanity  
Going to unauthorized areas  
Throwing restricted objects (sticks, stones, etc.)  
Vandalizing Y equipment or property  
Lying and deceiving  
Endangering the safety of others  
Stealing

The corrective procedure for each category is as follows:

### **Minor Offenses**

Oral Warning & Possible Time-out  
1<sup>st</sup> - Written Warning & Time-out  
2<sup>nd</sup> - Written Warning & parent conference  
3<sup>rd</sup> - 1 day suspension \*  
4<sup>th</sup> - 3 day suspension \*  
5<sup>th</sup> - Expulsion from the Program \*\*

### **Major Offenses**

1<sup>st</sup> - Written Warning  
2<sup>nd</sup> - Written Warning & Parent  
Conference  
3<sup>rd</sup> - 1 day suspension\*  
4<sup>th</sup> - 3 day suspension \*  
5<sup>th</sup> - Expulsion from the Program \*\*

*\*Suspension is for program days (weekends and holidays are not included; therefore, suspension will begin the next program day.)*

*\*\*Expulsion from the program is for one calendar year. There will be no refund of program fees already paid. A child who has been expelled from the program may request to be allowed back into the program. This request must be put in writing and approved by the Director before the child will be allowed to return to the program. If granted, the child will be on a 90-day probation period.*

*This Discipline Policy is used as a guideline. The Y reserves the right to bypass steps when it is appropriate. The safety of all children and staff is the highest priority of the Y.*

## EMPLOYEE CODE OF CONDUCT

\*Parents, all staff are required to read and sign this Code of Conduct form before employment at our YMCA. All staff must follow these policies and would like to make the parents aware of our standards.

1. In order to protect YMCA staff, volunteers, and program participants – at no time during a YMCA program may a staff person be alone with a single child where others cannot observe them. As staff supervise children, they should space themselves in a way that other staff can see them.

2. Staff shall never leave a child unsupervised while the child is in a YMCA program.

3. Staff should conduct private activities in pairs or in plain site of others - diapering, putting on bathing suits, etc.

4. Staff shall not abuse children including:

- physical abuse – strike, spank, shake, slap;
- cyber abuse or internet intimidation of any kind;
- verbal abuse – humiliate, degrade, threaten;
- sexual abuse – inappropriate touch or verbal exchange;
- mental abuse – shaming, withholding love, cruelty;
- neglect – withholding food, water, basic care, etc

Any type of abuse will not be tolerated and will be cause for immediate dismissal.

5. Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism.

6. Staff members should make a conscious effort to recognize and report any obvious signs of abuse or other health concerns (e.g. bumps, bruises, burns, etc.) each day as children enter programs. Questionable marks must be documented and brought to the attention of a supervisor.

7. Staff will respond to children with respect and treat all children equally regardless of gender, race, religion, or culture.

8. Staff will respect a children's rights not to be touched in ways that make them feel uncomfortable, & will respect their right to say no. Other than diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit.

9. Staff will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.

10. Staff must appear clean, neat, and adhere to the CHCYMCA employee dress code.

11. Using, possessing, or being under the influence of illegal drugs is strictly prohibited.

12. In accordance with the laws of the state of North Carolina and in conformance with the CHCYMCA policy, staff under the age of 21 are not permitted to purchase, possess or consume

alcoholic beverages. If staff is 21 or older and choose to use alcoholic beverages during time off, they agree to do so (1) away from the vicinity of the YMCA & (2) with discretion. Providing alcoholic beverages to anyone under 21 years of age is not acceptable. Use, possession, or being under the influence of alcoholic beverages at any time while on duty, whether on CHCYMCA premises or away from the YMCA is prohibited.

13. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited. THE CHCYMCA properties and campuses are 100% tobacco-free.

14. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children or parents are prohibited.

15. Staff will portray a positive role model for all members and participants by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.

16. Staff may not be alone with children whom they meet in YMCA programs outside of the YMCA or its programs. This includes, but is not limited to, babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.

17. Staff is not to transport children in personal, non-YMCA vehicles.

18. Staff may not date program participants under the age of 18.

19. Under no circumstance should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian.

20. All information published on a blog or public website (e.g. MySpace, Facebook, etc.) is accessible to the public. Employees should be mindful that the information posted on the internet will likely be seen by members of the YMCA and could reflect poorly on personal character. The YMCA is obligated to take actions to preserve its core values. As such, the YMCA may terminate staff members for publishing public web pages and blogs that are contrary to the YMCA mission or that are detrimental to the community. In addition, at no time should YMCA computers be used to access any website other than those approved by the YMCA.

21. Staff are required to read and sign all policies related to identifying, documenting, and reporting child abuse, and are required to attend trainings on the subject, as instructed by a supervisor.

**MEMBER/CHILDREN  
RELEASE and WAIVER of LIABILITY and INDEMNITY AGREEMENT**

IN CONSIDERATION of being permitted to utilize the facilities, services and programs of the YMCA (or for my children to so participate) for any purpose, including, but not limited to observation or use of facilities or equipment, or participation in any off-site program affiliated with the YMCA, the undersigned, for himself or herself and such participating children and any personal representatives, heirs, and next of kin, hereby acknowledges, agrees and represents that he or she has, or immediately upon entering or participating will, inspect and carefully consider such premises and facilities or the affiliated program. It is further warranted that such entry into the YMCA for observation or use of any facilities or equipment or participation in such affiliated program constitutes an acknowledgement that such premises and all facilities and equipment thereon and such affiliated program have been inspected and carefully considered and that the undersigned finds and accepts same as being safe and reasonably suited for the purpose of such observation, use or participation by the undersigned and such children.

IN FURTHER CONSIDERATION OF BEING PERMITTED TO ENTER THE YMCA FOR ANY PURPOSE INCLUDING, BUT NOT LIMITED TO OBSERVATION OR USE OF FACILITIES OR EQUIPMENT, OR PARTICIPATION IN ANY OFF-SITE PROGRAM AFFILIATED WITH THE YMCA, THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING:

1. THE UNDERSIGNED ON HIS OR HER BEHALF AND BEHALF OF SUCH CHILDREN, HEREBY RELEASES, WAIVES, DISCHARGES AND CONVENANTS NOT TO SUE the YMCA and all branches thereof, its directors, officers, employees, and agents (hereinafter referred to as "releasees") from all liability to the undersigned or such children and all his personal representatives, assigns, heirs, and next of kin for any loss or damage, and any claim or demands therefor on account of injury to the person or property or resulting in death of the undersigned or such children whether caused by the negligence of the releasees or otherwise while the undersigned or such children is in, upon, or about the premises or any facilities or equipment therein or participating in any program affiliated with the YMCA.
2. THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releasees and each of them from any, loss, liability, damage or cost they may, incur due to the presence of the undersigned or such children in, upon or about the YMCA premises or in any way observing or using any facilities or equipment of the YMCA or participating in any program affiliated with the YMCA whether caused by the negligence of the releasees or otherwise.
3. THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE to the undersigned or such children due to negligence of releasees or otherwise while in, about or upon the premises of the YMCA and/or while using the premises or any facilities or equipment thereon or participating in any program affiliated with the YMCA.

THE UNDERSIGNED further expressly agrees that the foregoing RELEASE WAIVER AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the law of the State of North Carolina and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representations, statements or inducement apart from the foregoing written agreement have been made.

I HAVE READ AND UNDERSTAND THIS DOCUMENT AND RELEASE

