

AFTER SCHOOL HANDBOOK

Chapel Hill – Carrboro YMCA 442-9622

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HOURS AND FEE STRUCTURE

Grades: K - 5

Hours: After School - 6:00 PM

Fees: Members - **\$12.50** per day multiplied by the # of school days in the month.
Program - **\$14.50** per day multiplied by the # of school days in the month.
Participants

We will provide childcare during teacher workdays, school holidays, spring and winter break . There are limited spaces for these days; therefore, pre-registration is necessary. The daily fee for these days is \$32.00 per child (members), \$47.00 per child (program participants). You will be able to register for every Teacher Workday for the semester on the first day of school.

FEE PAYMENTS

All fees are due by the 10th of the month. If payment for the current month has not been paid by **8:30 PM on the 10th**, a late fee of \$10.00 per child will automatically be added to the balance. We will discontinue services to those with an outstanding balance at the end of the month.

INCLEMENT WEATHER POLICY

We will follow the Chapel Hill – Carrboro School System’s decisions on closings due to inclement weather. In the event that we are closed due to inclement weather, after school days will not be refunded. If teacher workdays are cancelled, credits will be made towards another teacher workday.

REGISTRATION FEES

A \$30.00 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.

LATE CHARGES FOR PICK-UP AFTER 6:00 PM

Our afterschool program closes at 6:00 PM. A late charge of \$5.00 per child is assessed every 15 minutes 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.

NSF CHECKS

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

WHAT HAPPENS AFTER SCHOOL??

TRANSPORTATION

We provide transportation from the 10 elementary schools in the Chapel Hill - Carrboro City School District. These schools include, Morris Grove, Carrboro, Ephesus, Estes Hills, Frank Porter Graham, Glenwood, McDougle, Seawell, Scroggs, and Rashkis Elementary schools. Transportation is provided to the YMCA by bus. If school dismisses early due to inclement weather, we will **NOT** have after school and will **NOT** provide transportation from school. Parents and/or guardians will be responsible for their child's transportation on teacher workdays.

ATTENDANCE CHECK

Please notify the YMCA by **12:00 NOON** on the day your child will **NOT** be attending After School. You may call the After School Director at 442-9622 to report an absence or email at jilloyd@chcymca.org. Attendance is kept and checked daily. Drivers and bus monitors check their 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. We do a second roll call at the YMCA of all children. The parents of those that are absent will be contacted to determine the child's location. **This is a lengthy process and takes up a lot of time; therefore, there is a \$5.00 fee each time we are not notified about a child's absence by noon of that day.** Your child's safety is our main concern.

ACTIVITIES

- *SNACKS*
- *CHESS AND ART CLASS (additional fees)*
- *GYM AND FIELD GAMES*
- *HOMEWORK TIME*
- *SWIMMING - Each child will have the choice to swim on Tuesdays and Thursdays from 3:30 – 4:15 pm. A towel and swimsuit are needed on these days. You may not leave your swim suit at the YMCA.*
- *PHYSICAL FITNESS*
- *ARTS/CRAFTS*
- *ORGANIZED SPORTS*
- *ARCHERY*
- *CLINICS*

GROUPS

The children are divided into groups according to their birthday and grade. There are no requests for groups. Each group will follow a specific schedule each day. We will participate in a variety of activities throughout the week.

LOST AND FOUND

Lost and found is kept separate for the after school program in the supply closet near the cubbies. During non after school hours, the supply closet will be locked and arrangements must be made with the director to retrieve items after hours. **PLEASE PUT YOUR CHILD'S NAME ON ALL YOUR CHILD'S ITEMS. THE YMCA WILL KEEP LOST AND FOUND FOR ONE MONTH. AT THE END OF EACH MONTH WE WILL DISPLAY THE LOST ITEMS AND THEN BRING IT TO THE THRIFT SHOP. WE WILL KEEP ALL ITEMS THAT HAVE NAMES ON THEM. PLEASE DO NOT SEND ANY VALUABLES WITH YOUR CHILD. THEY ARE NOT TO BRING GAMES OR TOYS TO AFTER SCHOOL TO ENSURE THAT THEY WILL NOT BE LOST OR DAMAGED.**

AFTERNOON PICK-UP AND DEPARTURE (Rides - out)

Each child must be signed out daily. A sign-out sheet is provided with each group for parents to sign out their child. The sign out sheets are available from 3:00 - 5:00 with the group counselors. Parents must go to the group site if they pick up their child before 5:00. This ensures the safety of the children and gives parent's an opportunity to talk to the staff or watch their child's group. At 5:00, we will begin rides - out. All groups will have a designated Rides Out location (i.e. Group 1 will be in the Preschool Room and Group 2 will be in our Arts and Crafts area) from 5:00 – 6:00 pm. There will be multiple YMCA staff in the parking lot, greeting parents, checking security cards and using our walkie talkies 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 etc. Parents are invited to use rides - out only if they choose to. We encourage all parents to come in to visit our program and see the activities that the children are participating in at any time. **We will provide each family with five security release cards for their children. The card must be shown to the YMCA After School counselor or directors 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 After School Director or Coordinator. If you need additional cards at any time, please contact the After School Director.**

RELEASE PROCEDURE

If another person other than the parent or authorized persons listed in your child's file is picking up your child, you are required to notify us by written note, email or a phone call. When communicating this information over the phone, please ask to speak to the After School Director. Please give your name, your child's name and the name of the person picking up your child. We ask you to inform the persons picking your child up that we will ask to see a **security card** and a picture ID prior to releasing your child to them. This is done for security purposes. If a note, email or phone call is not received, we will not release your children to anyone other than those listed.

ENROLLMENT

The YMCA Child Care Program is open to all children who may benefit from our type of program regardless of race, creed, sex, religion, nationality or ability to pay. We guarantee placements in our program only if we have your 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, a child may be put on the waiting list.

WITHDRAWAL PROCEDURES

It is required that a **two-week notice** be given to the After School Director **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 inside the two week limit, 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 our member services desk at the YMCA. Finally, if the YMCA credits your account for a cancellation (for example, a cancelled teacher workday) you must use the credit by December 31st of this year.

ADMINISTERING MEDICATION POLICY

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

- A) Be given directly to the After School Director via the parent in the original medicine container.

- B) A written note containing permission for the After School 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

Every effort will be made to reach you or other contacts on your child's application in the event of an emergency. If we are unable to reach any of the persons listed, we will take the necessary actions for the health and safety of your child. An emergency medical form must be submitted with your child's application prior to enrollment. Should there be any changes in the emergency contact numbers, please notify the After School Director in writing, so we may update your child's file.

HOLIDAYS OBSERVED

Labor Day - Monday, September 1

Thanksgiving - Thursday, November 27

Holidays - Friday, November 28

Christmas Holiday – Thursday, December 25

Memorial Day - Monday, May 25

YMCA DISCIPLINE AND GUIDANCE POLICY

We believe children learn self-control when adults treat them with dignity and use discipline techniques such as:

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 YMCA.

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 time-out period will be used to help regain control and not used as punishment. If a discipline problem arises and continues to persist, parents and the 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
Antagonizing / starting trouble
Bringing items that are not necessary
Play fighting or wrestling
Being in the hall without permission
Going in other people belongings

Major Offenses

Fighting/ kicking
Foul language
Going to unauthorized areas
Throwing restrictive objects (sticks, stones, wood mulch, etc.)
Destroying YMCA equipment or property.
Lying and deceiving
Endangering the safety of others.

The corrective procedure for each category is as follows:

Minor Offenses

Oral Warning
Time Out
1st - Written Warning & Time out
2nd - Written Warning
3rd - Parent Conference
4th - 1 day suspension *
5th - 3 day suspension *
6th - Expulsion from the Program **

Major Offenses

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

- * Suspension is for program days (weekends and holidays do not count and starts 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 approved by the Director and, if granted, the child will be on a 90-day probation period.

This Discipline and Guidance Policy is used as a guideline only. We reserve the right to bypass corrective procedures based on the severity of the action.

VEHICLE CONDUCT RULES

Children must follow these basic rules while being transported by the YMCA. With the first infraction, a parent 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. Parents will be notified. The following rules will apply while on the bus:

1. No fighting, swearing or abusive language.
2. Child must remain seated at all times.
3. Cannot have any part of his/her body out of the window.
4. No eating or drinking on buses.
5. Potentially dangerous actions will not be tolerated.

PROCEDURES THAT WILL HELP THE PROGRAM FLOW MORE SMOOTHLY!!

1. Please do not call the YMCA to have your child waiting in advance of the parent's arrival.
2. The child 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 Director in writing.
3. Children participating in other YMCA activities will be released at the time designated by the parents. A written note must be given to the Director informing the staff of what programs in which the child will be participating. A clear understanding of release times and method must be communicated. The individual who the child will be released to for other programs must have a security card for that child.
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.
5. Please do not call the "Y" to determine if your child has been picked up. If there is an emergency, please speak with the Director.

Thank you for your cooperation. We give quality care to a lot of children and we need your help!

