



YMCA AFTER SCHOOL

FOREVER LEARNING.
FOR A BETTER US.

PARENT HANDBOOK



www.albanyareaymca.com
229.436.0531



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



WELCOME!

The Albany Area YMCA welcomes your family to our Y family. As the largest daycare provided in the United States, the YMCA has been working with children and families for over 100 years. Our program challenges the imagination, stimulates creativity, encourages self-directed initiative, and develops leadership in children.

The YMCA Mission is to put Christian principles into practice through programs that build a healthy spirit, mind, and body for all. We strive to instill the core values of caring, honesty, respect, and responsibility in all our youth programming. Studies show that children who participate in YMCA Afterschool Programs:

- Are more cooperative with adults
- Are more likely to resolve conflicts through peaceful means
- Show an improvement in academic performance
- Become caring, responsible adults

Children will have the opportunity to engage in activities which will benefit them emotionally, physically, and educationally including:

- Arts, crafts, and creative activities
- Sports and games
- Afterschool snack and meal
- Music
- Supervised Homework Time
- Swimming (select classes available for a discount fee)

The YMCA is committed to making services available for all. Information on financial assistance is available by contacting us at 436-0531 or by visiting the front desk for a Financial Assistance application.

We look forward to helping your child grow into his or her full potential and to building a lasting relationship with you and your family. Our door is always open to children and their parents; please feel free to stop by and visit anytime! If you have any questions that are not covered in this handbook, please contact your Site Director. Thank you for making an investment in your child's development, and for being a part of the YMCA family.

If you have any questions, concerns, or feedback for our program, please do not hesitate to reach out to the Youth Development Director, Quasind Thomas, at (229) 436-0531 ext 207& 231.

Sincerely,
Albany Area YMCA
Child Care Staff

In all other situations where the safety of the child or others is not directly jeopardized, YMCA staff will discuss the behavioral problem with the child but will take no further action unless the child repeats the behavior. This process assists the child in learning to take responsibility for his/her actions. In these cases any of the following disciplinary procedures will be used:

- Hold a discussion with the child about the inappropriate behavior and its consequences.
- Inform the child of any discipline action to be taken if the behavior is repeated.
- Redirect or provide time away from the activity, with the child returning to the activity contingent on a willingness to behave appropriately.
- Provide time away from the activity and notify the parent/guardian of the child's behavior.

If the behavior continues, a parent/guardian conference will be held. If a child's persistent inappropriate behavior interferes with the needs, safety, or well being of other children, they may be suspended or expelled. The decision to suspend or expel will be carefully considered and discussed before the action is taken. There will be no refund or transfer of fees if a child is suspended or expelled.



BEHAVIOR MANAGEMENT GUIDELINES

I. Philosophy The YMCA behavior management policy is a guidance policy. We help steer children toward self-direction and conflict resolution. Considering each child's age, developmental stage, and personality, we establish fair and reasonable expectations of behavior. When a child is in need of guidance, YMCA staff begin by redirecting the child into more constructive activities. Staff set the example of appropriate behavior by modeling respect, responsibility, caring, and honesty. We teach children nonviolent forms of conflict resolution and assist them in managing their own behavior. We strive to help each child develop positive self-esteem while fostering self-direction.

II. Guidelines Developmentally appropriate expectations are set for each child's behavior. Specific guidelines are listed below:

- The child will respect the rights and feelings of others and will avoid disruptive behaviors that would interfere with program activities.
- Aggressive behaviors such as hitting, kicking, biting, tripping, verbal "put-downs", spitting, and other inappropriate behaviors will not be tolerated.
- The child will follow all directions given by the staff regarding safety procedures and will stay with the group for all scheduled activities.
- The YMCA strictly prohibits the use of tobacco, alcohol, and non-prescribed drugs.
- The child will respect the private property of others and understand that stealing or vandalizing the property of others will not be tolerated. The repair of any maliciously caused damage will be paid for by the parents or guardians.
- The Albany Area YMCA has a "no tolerance" policy on weapons, violence, and bullying behavior.

III. Behavior Management Practices When a child engages in inappropriate behavior that threatens the health or safety of him/her or others, YMCA staff will do the following:

1. Take immediate action to stop the behavior
2. Inform the child and/or parents of the disciplinary action that will be taken and begin documentation. If the severity of the inappropriate behavior warrants, or if the child cannot be controlled "on the spot", it may be necessary to temporarily remove him/her from the situation. Parents may be called immediately to pick up their child.



**BECAUSE KIDS
WILL HAVE FUN
AND BE SAFE**

PARTICIPANTS IN ACTIVE AFTERSCHOOL CAN EXPECT:

- A cheerful greeting by Y staff upon arrival each day
- Daily communication with Y staff
- Planned program curriculum
- A caring, enthusiastic, and trained staff
- Clean facilities
- Homework assistance
- Parent involvement

AS A CHILD CARE PROVIDER, THE YMCA SHOULD EXPECT:

- Parents to show an interest in their children's activities
- Input and assistance from parents
- Parents to cooperate with the policies of the Active Afterschool
- Parents to assist the YMCA in protecting the safety of the children by daily sign in/out of all participants

OUR STRENGTHS:

- Qualified and certified staff team members
- Low child-staff ratios, small group sizes, and frequent interactions between caregivers and children
- Programs and staff to ensure the healthy growth and development of children
- Parents and families involved and serving in significant ways that build upon their strengths
- Age appropriate and developmentally stimulating materials, equipment, and facilities
- Positive reinforcement of children
- Program planning and rule setting which involves children
- Community building among children and families from all walks of life

MONTHS OF OPERATION

Our months of operation run concurrently with your school system. These months are August to May (last day of school session). Our days of operation are Monday through Friday from 2:30 PM to 6:00 PM. We will open at noon for early school dismissal. Information concerning transportation from your child's school is available upon registration.

SCHOOL AGE CHILDREN

School age children are welcomed at the YMCA Active Afterschool. Children must be 5 years old by September 1, of the current school year, and in a school program to 13 years old (or eighth grade 14 years old). For our Easter Seals Y.E.S. program: we accept children ages 5 to 17 years old (age determination by September 1, of current school year).

POLICIES AND PROCEDURES

At the YMCA, our goal is to provide a child care program that is safe, dependable, creative, and fun. To offer the highest quality program, specific policies and procedures must be implemented. Please read carefully and become familiar with the following policies and procedures and keep them handy for future reference.



TRANSPORTATION Bus transportation for children five years and older is provided from area schools to the YMCA.

PICK UP SITES FOR CHILD CARE (Five child minimum requirement)

Alice Coachman	Lake Park	Lee County Schools
Lincoln	Live Oak	Lamar Reese
Merry Acres	Northside	Robert Cross
Sherwood Acres	Westtown	MLK Elementary

Children riding buses must follow all safety rules set by the driver of the vehicle. When children ride the bus, the following safety guidelines must be observed:

1. Children are expected to get on and off the bus in an orderly fashion.
2. Children are expected to follow the YMCA Core Values.
3. Children should always keep their hands to themselves.
4. Children should remain in their seats and secured by seat belts at all times the bus is moving.
5. Children should exit the bus from front to back and load from back to front.
6. No food or drink is permitted on the bus
7. **We follow the school systems on inclement weather.**

The parents will be called if a student exhibits the following symptoms:

1. Diarrhea (more than one abnormally loose stool within 24 hours)
2. Severe coughing
3. Yellowish skin or eyes
4. Conjunctivitis
5. Temperature of 100 degrees Fahrenheit or higher
6. Untreated, infected skin patches or unusual spots or rash
7. Stiff neck, Sore Throat or difficulty swallowing
9. Vomiting
10. Evidence of lice, scabies, or other parasitic infection

Any child who has been diagnosed with a communicable illness will **only** be allowed back into afterschool care with a doctor's release.

PLEASE NOTE | Peanut hulls are used as a resilient surface on our playgrounds.

EMERGENCY PROCEDURES

In the event of an injury or serious illness, the Child Care Site Coordinator or Program Director will take the steps necessary to obtain emergency medical care. These steps include, but are not limited to:

1. Assess the condition of child
2. Give first aid/medical attention
3. Call 911 (if needed)
4. Attempt to contact parent/guardian



HEALTH AND WELLNESS

CHILD ABUSE REPORTING The YMCA is legally mandated to report any suspicions of child abuse to the proper authorities.

HEALTH DEPARTMENT REQUIREMENT

Immunization Form 3231 is required to be on file for all children enrolled in our program. These records will be checked periodically by the Dougherty County Health Department and must be obtained by parents from the Health Department or the child's physician. Parents must provide a copy of their child's immunization at the time of registration. Children will not be allowed to register without this documentation. ALL IMMUNIZATION RECORDS MUST BE KEPT CURRENT.

MEDICATION POLICY

We discourage medicine being given at the YMCA unless it is required. We cannot administer any medication without written parental/guardian consent. Please do not send medicine in book bags or purses as other children could come in contact with medicine.

If medication must be administered, you should:

1. Bring medicine directly to the Site Director for daily dosages only. Medicine must be in its original container with instructions for dosage and prescription number.
2. Provide written instructions as to quantity, time to be administered, your name, and phone number.
3. Provide written clearance from parent to the YMCA staff to administer the medication. We will provide you with the appropriate form when we receive the medication.

ILLNESS, MEDICATION AND ABSENCES

The YMCA cannot provide care for sick children. Please do not send your child to the Active Afterschool if he/she is ill. We request that your child be picked up as soon as possible in the event he/she becomes ill at the program. We do exclude children with communicable diseases as defined on the chart of communicable diseases, which contains recommendations for the exclusion of sick children and their readmission.

Each staff has been trained to identify the signs and symptoms of illness. Should a student be found to have a symptom, he/she will be isolated in the office and the parents will be called to arrange for the child to be picked up immediately. A child exhibiting signs of illness will be isolated in the office and the parent(s) will be called.

For your child's safety, **please call the YMCA Child Care site BEFORE 2:00 PM** and let the staff know if your child is sick, leaving school early for an appointment, etc. This notifies us that your child will not be picked up by the YMCA bus or attend afterschool that day. We must account for every child at all times.

NOTE: YMCA buses will wait no more than 5 minutes past the time all other children are on the bus. YMCA staff will check with the teacher in charge of pick up duty to ensure children are not left and then will proceed to the next school. We **WILL NOT** return to a school to pick up children who have been detained. Parent will be called by the school to pick up their child if the Y bus is missed. Please encourage your children to go the YMCA pick up area immediately after dismissal.

DROP OFF AND PICK UP When bringing your child to the YMCA Active Afterschool, please escort your child inside the building. For the protection and safety of all children, each child must be personally signed out by the parent, guardian, or other persons authorized to pick them up. Authorized persons must be 18 years or older. Children will not be allowed to wait for parents in the parking lot or in the front lobby.

Children will not be released to any person other than the parent or other persons authorized to pick up on the registration form. You must notify the Site Director in writing if a person other than those authorized will be picking up your child. If there are special circumstances involving custody issues, you must provide the Site Director legal documentation of those arrangements. These documents will be kept in your child's file. If the authorized pick-up person appears to be under the influence of alcohol or drugs, the child will not be released and the authorities will be contacted.



LATE PICK UP Active Afterschool closes promptly at 6:00 PM. If you arrive after 6:00 PM, you will be required to pay an additional fee of \$10.00 per family for every 5 minutes after 6:00 PM and an additional \$1 per minute after that.

This payment is to be paid the same day at the Central Facility front desk.

EARLY DISMISSAL There will be an additional charge of \$10.00 per day for early dismissal days. This should be **PAID IN ADVANCE**.

HOLIDAYS The Active Afterschool will operate on the days that the public schools are in session. Private schools may run on a slightly different schedule -- check with the Site Director to confirm schedules. **The Active Afterschool will not operate on inclement weather days – if school is out for inclement weather, the YMCA program will not run.** In addition to regular school days, holiday camps will be offered for all teacher workdays and school holidays except for the following:

Labor Day Week of Thanksgiving Christmas Eve
Christmas Day Day after Christmas
New Year's Day New Year's Eve Memorial Day

PAYMENT All weekly fees must be paid by 5:00 PM Saturday for the following week. We accept checks made payable to the YMCA, cash, or credit card. Fees are paid at the Central Facility (1701 Gillionville Road). Please keep weekly fees current or your child will lose his/her space. A late fee of \$10.00 per child will be assessed if payment is made after Sunday for the next week. Please include the child's name and payment week. The YMCA can issue a receipt for payment upon request; year-end statement for tax purposes can be obtained through our business office by request with a 24 hour turn around during normal business hours. **Our tax I.D. number is 58-0610051.**

RETURNED CHECKS

You will be notified by the YMCA should an "insufficient funds" check be returned to us. After two (2) returned checks, we will accept cash or money orders only. A \$30.00 fee will be charged for each check and credit cards returned. We will not redeposit returned checks. Should you at any time have a financial problem, please contact the Childcare Director immediately. **There will be a 3% processing fee for all card transactions.**



WEEKLY FEES

The YMCA cannot deduct days missed from your weekly fee. Your fee pays for direct operating of children enrolled in the program. When you enroll, you are reserving the time, space, staff, and provisions for your child whether or not he/she attends. If your child is present one day of any week, he or she is considered present for the entire week.

Program	Member Rate	Non-Member Rate
Afterschool DCSS	\$63/wk.	\$83/wk.
Afterschool LCSS	\$63/wk.	\$83/wk.
Easter Seals	\$83/wk.	\$103/wk.
Worth County	\$73/wk.	\$73/wk.

If a School Holiday falls on more than one day for the week the weekly rate applies. If your child attends our weekly afterschool the daily rate is an additional \$10 per child above the normal weekly fees.

Please remember to add fees for holiday camps into your regular payment which is due no later than Sunday before Monday to avoid late fees. **Holiday Camp fees are non-refundable.**

Holiday Camp	Member Rate	Non-Member Rate
Week Rate (DCSS & LCSS)	\$103/wk.	\$123/wk.
Easter Seals (weekly rate)	\$123/wk.	\$143/wk.
Drop In Rate* (all programs)	\$30/day	\$30/day

STATEMENT OF CONFIDENTIALITY

Program participant records shall be considered privileged and confidential. Confidential records include, but are not limited to: the enrollment application and health/developmental information, any medical information, and/or any other information added to your child's file during his/her enrollment at the Albany Area YMCA. None of this information will be given to anyone without the parent's written permission, unless compelled by law. If an outside agency should request information from your child's file, it will be released only after the parent has signed a Release of Information Form. A record of all such releases will be kept in your child's file.