



the

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



After School Parent Handbook

Hartley Drive Family YMCA

WELCOME TO AFTER SCHOOL!

Let us take this opportunity to thank you for trusting The Hartley Drive Family YMCA for your after school needs. We could not be more excited for this school year and have many creative ideas to make this the BEST SCHOOL YEAR EVER. Our youth programs focus on creating new friendships, developing character and creating life long, fun-filled memories. We emphasize character development; teaching the values of caring, honesty, respect, responsibility and faith.

Please carefully read through this parent handbook. There is a tremendous amount of information and it is important that you review everything thoroughly. This parent handbook will inform you of all after school policies, procedures and special events. It will also inform you of important after-school information that you and your child should know and understand.

LEADERS CLUB

Leaders Club is an extension of our After School Program designed for students in 6th grade through 8th grade. Students in Leaders Club participate in homework time, physical activities and devotion time. Leaders Club will also partake in volunteer opportunities.

AFTER SCHOOL & LEADERS CLUB INFORMATION

AFTER SCHOOL & LEADERS CLUB DATES: August 24th – June 11th. In preparation of our summer camp program, we will not be open for childcare the last week of school. This is to properly train our summer camp staff for the BEST SUMMER EVER. Please plan accordingly.

HOURS OF OPERATION: End of school – 6:00p.m.

Rides Out/Pick-up (In the back of the Y): Students should be pick up between 5:00p.m. – 6:00p.m. All participants must be picked up by 6:00p.m. each day. (See late pick up policy.)

Picking up before 5:00p.m?

If you pick your child up from our program before 5:00p.m, you will need to park your car in a parking spot behind the Y, walk into the Youth Hub Lobby to speak to the ASP Staff. Show the staff member your pick up card or state the pick up code and they will call for your child. Please remember to be patient as you are waiting because our students are active and our staff is engaged.

Picking up after 5:00p.m?

No need to get out of your car. Please drive to the back of the Y, get into the line and a staff member will be there ready to call for your child over the walkie talkie.

PAYING FOR AFTER-SCHOOL

After School Monthly Fees:

\$50 non-refundable/non-transferable registration fee.

After School: Y Members	\$219	Program Participants	\$327
Leaders Club: Y Members	\$153	Program Participants	\$269

PAYMENT INFORMATION:

All After School payments must be set up on a Bank or Credit Card Draft. This will eliminate the inconvenience of mailing in a check each month or stopping by the YMCA to pay the balance. The balance will be drafted on the due date. All drafts come out on the 1st of each month. The months of August, December, April and June will be prorated.

CANCELLATIONS AND REFUNDS:

A written one week cancellation notice prior to the session balance due date is required to stop a bank draft and/or grant a refund for the unused month of after school. Partial refunds are not given for any circumstance. The registration fee will not be refunded or transferred to existing account balances. After School fees will not be prorated. Cancellation forms are available at the YMCA Welcome Desk.

No refunds or adjustments are granted for non-attendance, illness, vacation or the cancellation of after school due to inclement weather. The YMCA reserves the right to apply any credit due to outstanding balances. Approved refunds are issued within 30 days of cancellation.

RETURNED DRAFTS:

If your draft is returned because of insufficient funds, the draft will be automatically re-submitted and a \$30.00 service charge will be added to your account. If you have more than two returned drafts during the school year, one of the following options may occur:

1. You will be required to meet with YMCA Leadership Staff to discuss your payment options/plan.
2. Your child will lose their spot in our After School Program and will be required to go through the previous step before they can re-enroll.

FINANCIAL ASSISTANCE:

The YMCA is committed to providing confidential financial assistance to anyone interested in programs or membership. Financial assistance is based on need and available funds. Qualifying for financial assistance does not guarantee you a spot, you must register your child and make payment arrangements in order to be guaranteed a spot. To qualify for financial assistance, please visit our YMCA and provide a 1040 tax form to our Member Services Associates.

Anyone interested in becoming a member or receiving financial assistance must come to the Hartley Drive Family YMCA to register for After School **in-person with our Member Services Associates.**

AFTER SCHOOL ACTIVITIES

Sample Daily Schedule:

3:00-3:30	Homework/Snack
3:30-4:15	Devotion/Team Building Activity in the Gym
4:15-5:00	Field Game
5:00-6:00	Rides Out

CHARACTER DEVELOPMENT

Character development is an important aspect of our youth programs. Participants will explore and develop their personal character through learning the importance of the Y's core values. Your child will learn about what it means to be caring, honest, respectful, responsible, and faithful. We will also explore emotion management, personal development, empathy for others and relationship building. These core values will be taught during our daily devotion huddle time.

SWIMMING

Our After School Program will swim every week from 3:30p.m. to 4:15p.m. on their assigned day. You will receive a monthly parent email stating which day your child will swim. All children will go through a swim test to determine their swimming level. After completing the swim test, participants will wear swim bands that will help lifeguards identify which area of the pool they are approved to swim in. Safety comes first when it comes to water and the well being of each camper. Non-swimmers (ie, swimmers who do not sufficiently pass the swim test) will be required to wear a life jacket. If a child's swimming ability improves, they will be re-tested and given a new swim band based on their new swimming skills.



WHAT TO BRING, AWARDS, SNACK!

WHAT TO BRING TO AFTER SCHOOL:

- Back Pack
- Labeled Refillable Water Bottle
- Extra Change of Clothes
- Swim Suit and Towel on group swim day
- Wear Tennis Shoes

WHAT NOT TO BRING:

If any of these items make it to after school, they will be taken and given to the parent during Rides out.

- Cell Phones
- Ipods/MP3 players
- Gaming Equipment
- Handheld Gaming Devices
- Toys or Cards
- Flip flops or sandals

Do not bring anything you would not want lost!

AWARDS:

SCHOLAR OF THE WEEK

Scholar of the Week is awarded to one child per age group. Scholar of the week award recipients are chosen based on their overall behavior, participation and ability to exhibit strong character through caring, honesty, respect, responsibility and faith.

KONA ICE

Our After School Program has partnered with Kona Ice to offer participants an opportunity to purchase ices to cool off! This special treat will be every Tuesday! If you would like your child to participate, make sure you send them with some spending money.

SNACK:

Our After School Program provides snack to students everyday when arriving to the YMCA. Students are to eat their snack while they complete their homework. Homework time is from the time they get off the bus until 4:00 p.m.



PICK UP PROCEDURES

Rides Out

Rides Out is a system offered for the convenience of the parent when picking their children up at the end of our after school program. Rides out starts at 5:00p.m and end at 6:00p.m. Rides out is taken place in the back parking lot at the back of the YMCA. The director or counselor will be there to assist you. Each participant will be checked out and escorted to their car.

If you wish to pick your child up prior to 5:00p.m you will need to park and come to the Welcome Desk of the YMCA.

Rides in for Student Fun Days and Holiday Camps will be conducted in the same manner. You may park at the Youth Hub Lobby parking lot and a staff member will check your child into the program and your child will be escorted to their designated area. Rides in will be from 7:30a.m. to 8:30a.m.

Safety Identification Cards are used to ensure that whoever is picking up your child is authorized to do so. Keep in mind that each person allowed to pick your child up will need to have a card. These cards may be displayed on your front dash if you are picking up in the circle, or if you are walking in to pick up your child, you must show the safety identification card to staff. If you forget your card, you may state their unique "pick up code." Your child will be called and escorted up by a member of our Youth Programs Staff. Extra identification cards are available upon request at our Front Desk.

LATE DROP OFF FOR STUDENT FUN DAYS AND HOLIDAY CAMPS

Please arrive to the Y by 8:30a.m. and do not pick up before 5:00p.m. We schedule specific staff for drop off and pick up during those designated times. Late drop off and early pick up will require parents/guardians to be patient. Between the hours of 8:30a.m.-5:00p.m., youth programs staff will be engaged in other operations and obligations.

LATE PICK UP POLICY

Our after-school program ends each day at 6:00p.m. The YMCA allows a 5-minute grace period before late fees begin to accrue.

The late fees are:

6:06-6:15	\$15.00 per family
6:15-6:30	\$30.00 per family
6:30-6:45	\$45.00 per family
6:45-7:00	\$60.00 per family

If we cannot get ahold of a parent or guardian by 6:30p.m. we will call the police for further assistance. If your child is not picked up by 7:00p.m, the fees will increase to \$20.00 every 15 minutes. Please note that After School may be discontinued if lateness becomes excessive, and the 5 minute grace period can be discontinued if it becomes your regular pick-up time.

Release Procedures

If a person other than the parent or is picking up your child, you are required to notify the Director by written note or email by 3:00p.m. the same day. Please inform the person picking up your child that we will request the safety identification card or the pick up code before releasing your child.

CUSTODY CONCERNS

It is the YMCA's intent to meet the needs of children, especially when the parents may be experiencing difficult situations such as a divorce, separation, or remarriage. However, the YMCA cannot legally restrict the non-custodial parent from visiting the child, reviewing the child's records, or picking the child up with proper pick up identification card or pick up code unless the YMCA has been furnished with current legal documents. Copies of these court documents must be kept in the child's file.

DISCIPLINE & SERVICE TERMINATION

AFTER SCHOOL DISCIPLINE

Praise and positive reinforcement are effective methods of behavior management of children. When a child receives positive, non-violent and understanding interactions from adults and others, they develop good self-concepts, problem solving skills and self-discipline.

Our After School Program's behavior management policy is a guidance policy. We strive to steer children toward good decision making and improved actions. Considering each child's age, developmental stage, and personality we establish fair and reasonable expectations of behavior and follow the below standards for redirection.

Developmentally appropriate expectations are set for each child's behavior.

- Each 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 and may result in immediate expulsion from the after-school program.
- Each child will follow all directions given by the staff regarding safety procedures and will stay with the group for all scheduled activities.
- Each child will respect the private property of others and understand that stealing or vandalizing the property of others will not be tolerated. The repair or any maliciously caused damage will be paid for by the parents/guardians of the child who caused it.
- The Hartley Drive Family YMCA has a "no tolerance" policy on violence and bullying and has the right to expel any child at their discretion.

DISRUPTIVE BEHAVIORS

Children are entitled to a pleasant environment at the YMCA; therefore, the YMCA cannot serve children who display chronic disruptive behaviors. Such behavior is defined as verbal or physical activity that may involve, but is not limited to bully behavior or behaviors that require constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff and/or disobeys the rules that guide behavior. If a child cannot adjust to the YMCA setting and behave appropriately, the child may be discharged.

DISCIPLINE STEPS

STEP 1: Talk to the child about the behavior or action that is causing disruption or harm.

STEP 2: Time out from an activity.

STEP 3: Phone call to a parent/guardian to discuss the behavior challenge.

STEP 4: Formal Disciplinary Write Up.

Formal Disciplinary Write Up forms may be used as the first Step of behavior redirection if the behavior warrants.

AFTER 3 WRITE UPS: The child will face a one day suspension.

AFTER 4 WRITE UPS: The child will face a three day suspension.

AFTER 5 WRITE UPS: The child may be suspended for up to a week or face expulsion from all child care programs at the Youth Director's discretion.

AFTER 6 WRITE UPS: The child will face expulsion from all child care programs at the Youth Director's discretion.

The following behaviors **WILL** result in immediate suspension or **expulsion** from the program. These include but are not limited to fighting, causing bodily harm, bullying, extreme disrespect to staff, the use of inappropriate language, racism or making derogatory comments.

BEHAVIOR REDIRECTION

When a child engages in inappropriate behavior that threatens the health or safety of her-self/himself or others, YMCA Staff will do the following:

- Take immediate action to stop the behavior.
- Inform the child and parents/guardians of the disciplinary action that will be taken. 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/Guardians may be called to pick up their camper immediately.

In all other situations where the safety of the child or others is not directly jeopardized, YMCA Staff will discuss the behavior problem with the camper, 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 disciplinary actions 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 participants, they may be suspended or expelled from the program. 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 paid if a child is suspended or expelled from a youth program.

TERMINATION OF SERVICE

After School services can be terminated for the following, but not limited to, reasons;

- Consistent late pick-ups.
- Not being in compliance of our bus policy.
- Failure to pay fees in a timely manner.
- Failure to comply with the YMCA policies and procedures concerning ill children.
- Extreme behaviors that prevent the child from participating safely with peers.
- Extreme behaviors that prevent the staff from providing appropriate supervision to all children in their care. This includes hitting other children and staff members.
- Running away from staff.
- Failure to follow all established policies and procedures set forth by the Hartley Drive Family YMCA After School Program.

PARENT PARTICIPATION

We feel that the relationship between parents and staff is essential for the successful development and continued growth of our participants. We ask that the parents support the youth programs' staff when challenges arise and assist in the redirection of the participants' behavior. Staff may reach out often for guidance and support from parents. It is our goal to maintain open lines of communication to ensure all children have a positive experience in our program.

Bus Policy

Our number one priority is to keep your child safe. With that in mind, all children must stay seated at all times while riding the bus. All children must keep their hands, feet and objects to themselves and within the bus. Nothing should go out of the windows. All children riding a small bus must wear a seat belt at all times. If we are pulled over and your child is unbuckled, standing, or throwing anything out of the windows, YOU as the parent, will be fined by the officer.

STUDENT FUN DAYS AND HOLIDAY CAMPS

When students are out of school due to a teacher workday or are on a break during the school year, the YMCA is here to help! Our program aligns directly with the Guilford County School System calendar. We will provide your children with a fun and safe way to spend their day! We offer care from 7:30a.m. to 6:00p.m. on all Student Fun Days and Holiday Camp dates. To avoid a late fee, pre-registration is required.

Disclaimer: We are open to add dates from other school systems if we have at least 20 students from that particular school system.

Student Fun Days Dates:

- September 21st
- October 19th
- October 30th
- November 3rd
- November 11th
- November 25th
- January 18th
- January 25th
- February 15th
- March 26th

Fees: Free for Full Time After School participants, \$30 per day for Leaders Club, \$35 per day for non after school participants.

Holiday Camp Dates:

- Winter Break: December 21st, 22nd, 23rd, 28th—31st, January 4th
- Spring Break: March 22nd – 26th, March 30th – April 2nd

Fees: \$25 per day for all After School participants, \$30 per day for Leaders Club, \$35 per day for non after school participants.

AFTER SCHOOL STAFF

Our After School Staff takes the safety and well being of your children very seriously. In order to ensure a quality program experience for you and your family, all of our staff are first-aid and CPR certified, and go through various trainings provided by the YMCA. All Staff receive a background check.

EMERGENCY CONTACT INFORMATION

Every effort will be made to reach you or other contacts on the registration form in the event of an emergency. If we are unable to reach any of the individuals listed, we will 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 we can update your child's file.

COMMUNICATION: E-MAIL/PHONE NUMBERS:

We utilize e-mail to ensure great parent-staff communication. **Expect monthly parent emails during the school year.** Feel free to email the director or coordinator throughout the school year with any important information or updates.

Below you will find the email addresses and phone numbers for the YMCA Youth & Teen Director and Coordinator:

Branson O'Hara (Director)

bohara@hpymca.org

Josue Bustos (Coordinator)

jbustos@hpymca.org

YMCA Phone Number:

(336) -869-0151

Facebook

Hartley Drive Family YMCA Youth Programs

Instagram

[@hartleymcayouthprograms](https://www.instagram.com/hartleymcayouthprograms)

Medication Consent Form

Child's Name _____

Medicine _____ No. Given _____

Time of Day _____ Special Instructions _____

[illegible]

Please provide a picture of your child for security purposes