



FOR YOUTH DEVELOPMENT™
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

School Age After School Program Parent Handbook 2011-'12 School Year

San Angelo YMCA
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ABOUT THE YMCA

The San Angelo YMCA

The San Angelo YMCA has been serving the San Angelo community since 1949. The San Angelo YMCA After-School Program is a joint venture between the San Angelo YMCA, the San Angelo ISD, Wall ISD, Miles ISD and the United Way of the Concho Valley. The child-care program at the San Angelo YMCA began in January 1991 with 3 pilot programs; we now have expanded to serve 21 schools.

Nationally there are YMCA movements in over 120 countries. YMCAs make up the nation's largest child care provider. Collectively more than 330,000 children a year are cared for at some 8,000 sites nationwide. The YMCA is also the nation's largest voluntary community service organization; more than 2,400 YMCAs nationwide serve 17.9 million people of all ages, incomes, abilities, races, and religions.

The YMCA Mission Statement

The mission of the San Angelo YMCA is to serve the people in the San Angelo community of all faiths and ages, with emphasis on families and youth, to permit them to achieve their God-given potential in spirit, mind and body through its programs, staff, facilities and the community.

Child Care Facilities

The San Angelo YMCA utilizes San Angelo Independent School District and Miles Independent School District facilities to hold the After-School and Summer Day Camp Programs. The YMCA After School Programs use the school's playground & equipment that may not meet Licensing standards specified in the Minimum Standards for Child-Care Centers.

Child Care Staff Qualifications

The quality and effectiveness of YMCA services for children are directly related to the skills and personal characteristics of the staff. Recruiting, selecting, training and supporting the staff are essential, interrelated processes in ensuring the success and integrity of children's programs. The leaders are required to have experience in working with children, knowledge of recreation activities, demonstrate the character values, and must possess certain qualities in order to serve as role models for children.

Staff members are selected for personal qualities (e.g., warmth, sympathy, and the ability to relate positively with children). They receive training in many areas: safety, child/adult communication, and activities including arts and crafts, games, homework assistance, etc. YMCA staff members are first aid and CPR certified. Background checks are conducted on all staff members. This includes a criminal record background check, FBI fingerprint check, central registry check, and reference checks.

Other Program Opportunities (Supplementary Services)

In becoming a YMCA member or participant through the school aged child care program, you have joined with over 30 million other individuals in 120 countries throughout the world who are striving to become better people as a result of their involvement together. You will receive information throughout the year on these and other programs:

Aerobic Classes
Youth Clubs
Kid's Night Out

Teen Volunteer Opportunities
Youth Sports: Football, Volleyball, and Basketball
Summer Camps

Equal Access

The San Angelo YMCA, in keeping with its mission to help all people realize their fullest potential, encourages and supports the participation of all children in the YMCA Child Care Programs. We serve all children regardless of gender, race, color, nationality, religion, ethnicity, or disability. Whether a child is non-disabled or has special needs, consideration is given to the individual needs of every child and the [ability] of the program to meet those needs. Please see your program director for guidelines and additional information.

CHILD CARE PROGRAM INFORMATION

YMCA Child Care Program Goals

- Providing an environment of safety, support, and care;
- Developing the inner strength of young people;
- Focusing on increasing self-control, self-confidence, and feelings of self-worth;
- Focusing on learning to be effective members of a group; and
- Improving the ability of parents/guardians and children to communicate with and understand each other.

Admissions Criteria

Children must be between 5 and 12 years-of-age and enrolled in elementary school to be accepted. Parents/guardians must complete, in its entirety, the San Angelo YMCA After-School Program Registration Packet prior to the first day of participation in the child care program. A \$15 registration fee and at least one installment payment are also due prior to the child's start date.

Program Fees

Program fees are determined by multiplying the daily rate by the number of school days. Holidays are not included in this number. The total amount is then equally divided over the course of the school year to avoid charging different amounts each month.

For example: Member daily rate = $\$8.46 \times 178$ school days = \$1508.00
This is then divided by 9 months (\$160) and pro-rated for August (\$68)

Non-member daily rate = $\$10.06 \times 178$ school days = \$1790.00
This is divided by 9 months (\$190) and pro-rated for August (\$80)

Families have the option of paying the fees on the first of the month, or in four equal installments due on Fridays. Regardless, payments must be kept current. Accounts two or more weeks past due may be terminated.

Day Camp fees are in addition to After School fees.

Scholarship Program

The San Angelo YMCA is committed to serving families, and offers a scholarship assistance program to families who qualify. Awards are determined based on the total income and number of dependents in the home.

Families receiving assistance must apply in advance, providing income verification as well as any other requested documentation. The Child Care programs reserve scholarship assistance for families with parents/guardians who are working or going to school. Families are required to apply at the time of admission, and again at the semester break during the school year. Scholarships awarded for the After School program will also be applied to Day Camps.

After-School Program

The program begins at school dismissal and continues until 6:00 p.m. Monday-Friday during SAISD/WISD/MISD school calendar only. A daily schedule might be:

- Dismissal – 3:30 p.m. Outdoor play, homework time
- 3:30 p.m. Snack
- 3:30 – 5:00 p.m. Centers : crafts, games, sports, small groups
- 5:00 – 6:00 p.m. Guided indoor activities, clean-up

**After-School will begin at the time of dismissal on early release days.

Day Camps

On days when school is not in session, child care is offered from 7:00 am to 6:00 pm at the Downtown YMCA. Full day schedules vary with planned activities. Children are required to bring a sack lunch on full day schedules. A morning and afternoon snack will be provided. Fees are in addition to regular After School program tuition. Pre-registration is required for participation in Day Camps.

Holiday Schedules

The Child Care Program does not operate on the following days:

New Year's Day	Labor Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
4 th of July	Christmas Day

Bad Weather/Snow Closure

If school is closed due to inclement weather there will be no after-school care. We do not provide Day Camp on these days.

Homework

It is the YMCA's policy to provide the opportunity for your child to do his or her homework and to receive assistance when needed. (Specific homework time will be designated by the Site Director) However, it is your responsibility as a parent/guardian to impress upon your child the importance of taking advantage of the scheduled time. We are not able to provide one on one or individual tutoring or skills mastery.

Children's Rules

It is our intent that each child enjoys the planned activities by understanding that s/he is responsible for his or her actions. With prior knowledge of our basic rules as stated in the Behavior Management Plan, each child is made aware of how to exercise self-discipline [and to understand] that we are here to assist her or him and that we expect them to succeed. YMCA house rules are posted at every YMCA program center. Character development is an important part of our program.

Release of Children

For your protection, only persons authorized in writing by the parents/guardians may pick up your child. We cannot release children to anyone other than a parent/guardian or a person designated in writing by the parent/guardian. The staff will question anyone who is unfamiliar to them and ask for identification to check their authorization; staff will then record a driver's license number and a license plate number.

Anyone without proper identification or authorization or 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. Any restricted individuals must have a restraining order on file with the director. Be advised that without a legal document of custody, we cannot deny the other parent's pick up rights. Parents / guardians are responsible for notifying the child care director of any changes

Parents and authorized persons are expected to be prepared to show identification every time they pick up their child(ren). **Refusal to show identification when picking up a child will be grounds for termination from the program.**

Required Sign-in and Sign-out Procedures

After School: Children must be signed out by parent/guardian or authorized person when being picked up.

Day Camp: Children must be signed in and out by a parent/guardian or authorized person when being dropped off and picked up.

Late Pick Up

YMCA licensed child care ends at 6:00 p.m., and our staff is scheduled to leave. However, please notify the program director if you anticipate being late; this will ensure the comfort of your child.

Beginning at 6:00 p.m., there will be an additional charge of \$1.00 for the first five minutes and \$1.00 for the second five minutes. At 6:10 p.m. there will be an additional charge of \$1.00 for each additional minute.

Parents/guardians who have not notified the program center that they will be late can expect the following sequence of events to occur. These steps are necessary to ensure the safety of the child as well as YMCA staff members.

6:00 p.m.	Program closes, and staff member calls Downtown YMCA
6:05 p.m.	Staff member in charge begins calling parent/guardian work number(s) to check for problems or miscommunications. If contact is not made, alternative contacts listed on the enrollment form will be called.
6:30 p.m.	Staff member in charge contacts local authorities to determine if any problem related to the parent/guardian has been reported.

7:00 p.m. Contact the YMCA at 655-9106 for location of child. If there is no contact from the parent/guardian and no other safe option, the child may be turned over to the Tom Green County Sheriff's Department (or local Police).

You risk dismissal from the program if:

- You fail to pay the late pick-up fee
- You are late in picking up your child(ren) three (3) times with-in a 30-day period.

Daily Absences

If your child is going to be absent, it is **VERY IMPORTANT** that you call the Downtown YMCA between 8:00 a.m. and 12:00 p.m. the day of the absence. If the program directors are not available you may leave a message for your convenience. You risk losing child care services if you fail to notify the YMCA when your child will not be participating.

If your child(ren) goes home from school, call the Downtown YMCA and notify the program directors.

If your child will return late from a school field trip, it is your responsibility to notify the Downtown YMCA. When a child needs to stay after school, a note must be sent to the Head Counselor from the child's teacher.

Child Illness

For the sake of your child and others, if a child has a temperature of one full degree over normal, is vomiting, or shows signs of illness, s/he will not attend the After School program.

Illness Occurring During Program Hours

If your child becomes ill, s/he will be isolated from other children and you will be contacted to pick him or her up. The YMCA is not equipped to handle ill children beyond securing their immediate comfort. If you cannot be reached, we will contact someone you've authorized.

Injuries Occurring During Program Hours

If your child is injured during program hours, the staff member in charge will take whatever steps may be necessary to obtain emergency medical care as warranted. These steps may include but are not limited to:

- Providing immediate first aid or CPR;
- Attempting to contact a parent or guardian;
- Attempting to contact the child's physician;
- Attempting to contact others listed on your registration forms;
- In case of serious injury, [contacting] appropriate emergency medical assistance; and
- Ensure supervision of other children in the group.

Medication during Program

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

- Be accompanied by a "Medical Dispensing" form (available at the program site);
- Be brought directly to the Site Director in its original container with the child's full name, physician's name, and drug name on the container; and
- Have specific written instruction for amounts, times, etc.

Additional rules:

- No over-the-counter medication, including aspirin, cough medicine, etc. will be given without a doctor's order.
- Staff cannot split pills or administer amounts other than specified on bottle.

Emergency Procedures

If the After School program center must evacuate due to an emergency, staff will lead children to the places listed on the posted, "Emergency Care and Disaster Plan." The alternate location for a toxic fume evacuation is the YMCA at 353 S. Randolph.

Immunization Requirements/Hearing and Vision Screening Requirements

Immunization records must be current and on file at the school the child attends.

Children must also have a vision and hearing screening on file at the child's school. A child must be screened during the first, third, and fifth grade during the school year.

Meals and Food Practices

The After School and Day Camp programs participate in the Federal Child and Adult Care Food Program in order to receive reimbursement for the snacks provided. Parents are asked to complete the Child Nutrition Program Application at the time of enrollment to assist us in receiving the maximum allowable reimbursement.

The After School program will provide an afternoon snack. The Day Camp program will provide a morning and afternoon snack. Parents will be required to provide a sack lunch during Day Camps. Children will not have access to a microwave or refrigerator during these times.

The snack menu is posted in the white notebook and accessible to parents at all times. Parents are welcome to supplement or provide alternate snack for their child.

Clothing/Belongings/Lost and Found

Please mark all your child's belongings (e.g., lunch boxes, jackets, coats, backpacks, etc.) We do not allow children to bring toys, electronics or cell phones to the program. The YMCA will not be responsible for lost, damaged, or stolen articles. Please do not send valuables.

Notice to Parents/Guardians

When you sign out your child each day, please check for any up-to-date information or notices at the parent/guardian information area. Please check any posters and brochures for other information pertaining to YMCA activities.

Parent/Guardian Conferences

The exchange of information about a child from the parent's perspective and the staff's perspective can be very helpful to both home and the program staff. Parent/guardian conferences can be informal or formal. We cannot emphasize enough that it is important that you share changes at home or at the school that will affect your child's life. Changes occurring in the relationship of the parents/guardians will influence the way in which your child(ren) relates to others. Staff can better provide for a child's needs at these times if we are aware of changes.

Please talk with the Head Counselor at your child's site if you have any concerns. If you feel that your child's needs are not being met please call the YMCA to talk with the program directors.

Parent's Behavior Expectations

Parents are expected to behave in a professional and respectful manner when at the YMCA site. Foul, abusive or threatening language or behavior directed toward staff or children will not be tolerated, and will be grounds for dismissal from the program.

Transportation

During the After-School and Day camp programs children may be bused from various locations for care or field trips. We utilize YMCA 15 passenger vans and busses, or SAISD transportation to go swimming, bowling, skating, and various other field trips.

Field Trips

Occasionally Site Directors will schedule a field trip for the After School programs. Parents will be notified a minimum of 24 hours in advance and asked to sign a permission slip for the activity. Children not participating in the field trip will need to have alternative care provided on that day.

Water Activities

Permission is required for children to participate in water activities during the After School and Day Camp programs; permission is granted when enrolling your child.

Who to See When

Your Site Director will be able to answer most questions related to your child's site. If you have questions regarding your bill please talk to the Child Care Bookkeeper at the YMCA. A question about schedule changes, behavior concerns, program concerns, policies and procedures or program ideas can be directed to the program directors.

Visiting Your Child's Site

You may visit your child's site during normal operating hours (2:30 p.m.-6:00 p.m.) to observe your child, the site's operation, and program activities without prior approval from the child care directors. Proper identification will be required.

If you would like to participate in the site's operation please make arrangements at least 24 hours in advance with the program director.

Keeping Children's Records Current

Parents/guardians must keep the YMCA office and program center notified of phone number changes for work, home, and emergency contacts at all times.

Withdrawal From the Program

Families are free to withdraw from the program at any time, without penalty. Please contact the Child Care bookkeeper at 655-9106 to notify the program of the child's last day and ensure the account is paid in full.

Re-entry into the program during the same school year will be allowed without paying an additional registration fee. Enrollment forms will need to be updated prior to the child's start date.

Notification of Changes to Operational Policies

In the event that it becomes necessary to make changes to the parent handbook, parents will be notified by letter which will include the change and effective date of that change.

Playground Equipment Usage

The San Angelo YMCA After-School Program uses the public school facilities' outdoor playground equipment which may not meet Licensing standards specified in the Minimum Standards.

Child-Care Minimum Standards and Licensing

You may review the child-care minimum standards and the most recent Licensing inspection report at your child's site or at the YMCA. You may contact the local Licensing agency by calling 657-7406, the Protective and Regulatory Services child-abuse hotline at 1-800-252-5400, and the Protective and Regulatory Services website at <http://www.tdprs.state.tx.us/>.

YMCA Waiver

By signing the parent/guardian agreement, I [you] hereby for myself and my agents waive and release any and all rights and claims which I have or which may accrue against the San Angelo YMCA and its' respective officers, agents, sponsors, or any employees for any injury which may be suffered in connection with my participation in this event.

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 guidelines are established by the staff and children at each After School site. Positive behavior is self-rewarding and allows for program activities to occur. When children choose to behave outside the guidelines, some consequence is required to avoid future problems. The overall safety of all 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 process will be employed.

1. **Reasoning:** Every effort will be made to help the child understand the inappropriateness of his or her actions and agree to an alternate 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 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. Parent/guardian notification will be sent home to be discussed.
3. **Child/Director Conference:** When the Site Director is not successful in correcting the behavior, the program director is consulted and may decide on longer or stricter consequences if necessary.
4. **Conferences:** If the parent/guardian needs to be formally involved in the process, specific changes in behavior will be requested, with specific consequences for non-compliance outlined. This is usually accomplished through the use of a "Behavior Contract." Whenever possible, the child is present and heard at these conferences.

Removal from the Program for Inappropriate Behavior

If the above process has not resulted in corrected behavior, the family will be asked to remove the child from the program.

Behavior Related Issues

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

- No staff member will ever strike, swear at, abuse, or threaten with physical intimidation either a child or a parent/guardian.
- No staff member will allow a child to be stricken, sworn at, abused, or physically intimidated by anyone else in the program.

- No child will be allowed to continue in the program that becomes a safety hazard to him/her or others.
- No staff members will ever solicit or accept gratuities in consideration for any treatment of a child.

Special Needs

We welcome children into our program who have special needs and do our best to work with the child and caregivers to provide a stimulating and positive experience. Children must be able to participate in a 1:15 ratio, be toilet trained and able to manage their own self-care. Additionally, behaviors may not place any person or property in danger.

When it is mutually determined by the YMCA staff that a child needs professional help beyond the capabilities of the staff in areas of social, emotional, cognitive, language, and/or motor developmental growth, a referral to a professional resource in the community will be made to the parents/guardian of the child.

Behavior Management

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

- When a child has a serious discipline problem (on any ONE occasion), the parent/guardian 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 directors 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.

YMCA Child Abuse Prevention

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

- Employee reference checking and hiring criteria;
- Training and supervision requirements for staff;
- Staff relationships with children; and
- Unscheduled site visitation by YMCA supervisory staff.

These policies are enacted to protect parents/guardians, children, and YMCA staff members from actual occurrences of child abuse as well as allegations of abuse. For more information contact your Child Care Director.