

Randolph-Asheboro



After School Fun Club



**Parent Information &
Participant Handbook**

YMCA Mission...

“To put Christian principles into practice through programs that build a healthy mind, body, and spirit for all.”

General Information

Staff

Our counselors will carefully supervise your child with child to adult ratios at or below the state requirement of 20:1. All staff has passed a criminal background check before they are hired. The YMCA staff is CPR & First Aid certified and renew yearly. Van drivers have a safe driving history. All bus drivers are CDL certified.

Safety

The YMCA believes that the safety and good health of your child is our first priority. All activities are flexible in order to accommodate the needs of each individual child. However, YMCA Policy states, if your child is mentally or physically handicapped, a CAP worker must be assigned to supervise & care for your child at all times.

Goals

Through a Christian perspective we want to provide your child with an experience that they will remember for years. We want to provide service that is convenient and affordable. We have scholarships available to families who may need assistance in providing a quality after school program for their child. Our programming will offer safe, fun, structured programs with games, devotions, homework assistance and other enjoyable activities.

Pick-up sites:

Southmont Elementary School
Loflin Elementary School
Teachey Elementary School
McCrary Elementary School
Lindley Park Elementary School
Balfour Elementary School

**A minimum of 6 participants must be enrolled at each site for pick-up*

**Southmont has a maximum of 13 spots available*

**Other sites will be limited once sign-ups have begun and pick-up routes are established.*

Sickness/Illness/Medications

If your child is running a temperature or vomiting/diarrhea, please do not send them to camp until they have been fever/virus free for at least 24 hours. Also, if your child becomes sick while at the YMCA, you will be contacted by a counselor or program director to come pick him or her up with-in ONE hour of contact. If your child requires medication while at camp, please give it to a counselor or program director for safe keeping and discuss any dosing instructions with them.

Program Closures

January 1
 July 4th
 Labor Day
 Thanksgiving
 Christmas Eve
 Christmas

Holiday	Due	Charge for absence after the Grace Period
Friday, November 25, 2016 (Black Friday-After Thanksgiving)	Notice given by Nov. 11 Grace Period thru Nov. 15	\$25 per child
Friday, April 14, 2017 (Good Friday)	Notice given by Mar. 31 Grace Period thru April 4	\$25 per child
Monday, May 29, 2017 (Memorial Day)	Notice given by May 18 Grace Period thru May 23	\$25 per child

- Above dictates the “Holidays” that the YMCA is open, but the program must have a minimum of 10 children in order to operate.
 - Notice must be given by the dates above, again there is a grace period to notify the staff of changes.
 - If a child is signed-up to attend AFTER the grace period, but is absent that day, a \$25 charge will be placed on their account.
 - There is no additional charge for the days above for those that are signed-up and attend the “holiday”.

After School Fun Club General Schedule

3:00-3:20 Free Play/Social Time
 3:20-3:30 Devotions
 3:30-3:45 Snacks
 3:45-4:30 Homework Time/Quiet Time
 4:30-5:30 Organized Play
 5:30-6:00 Dismissal/Leave to go home

Notes:

- Tuesdays Yu Gi Oh cards may be brought to After School unless otherwise noted
- Fridays K-5 will swim from 3:45-5:00 unless otherwise noted
- TBA-Splash Pad Fun Days
- Please encourage your child to swim on assigned swimming days
- A daily schedule will be released monthly detailing closings, teacher workdays, holidays, swimming, parties, etc.

Cost/Payment Information

- \$25 Registration Fee (one-time, non-refundable fee)
 - This fee is waived July 1-31
- There are currently two types of payment options for the After school Fun Club:
 - Monthly payments due on the 25th of the prior month. A late fee of \$15 will be assessed for payments 5 days or more overdue and the child will not be eligible to attend the program until full payment has been made.
 - Twice monthly payments due in advance on the 25th of the prior month and on the 10th of the current month you are paying for. A late fee of \$15.00 will be assessed for payments 5 days or more late after each due date and the child will not be eligible to attend the program until full payment has been made.
 - Monthly bills are only sent if payments are late.
 - Financial assistance may be available for those who cannot pay the full fees.
- Your child will also not be allowed to participate in ANY YMCA program if you have unpaid fees in another department.
- Fees can be paid by means of cash, check or credit card.
- There is a \$35 charge on any returned checks.
- It is our goal to have a bank/credit card draft system for program fees in place by 2017.
- Additional fees may be required for field trips (these will be noted on the monthly calendars and emails).
- There are no pro-rates for months containing holidays, inclement weather or non-attendance other than those noted in the chart below.
- Notice given means your child must be signed-up for the option they need by that date, this grace period gives them the option to change their mind by that date, otherwise charges of the option chosen will be applied and due by the 25th.

Month	1 st Child Member	2 nd Child Member	1 st Child Non-Member	2 nd Child Non-Member	Due
Aug 2016	\$55	\$50	\$80	\$75	At Registration
Sept-Nov 2016	\$205	\$185	\$285	\$265	See above options
Dec 2016 w/Holiday Break	\$300	\$275	\$405	\$380	Notice given by Nov. 16 Grace Period thru Nov. 22 Payment due by Nov. 25
Dec 2016 w/o Holiday Break	\$165	\$150	\$225	\$210	Notice given by Nov. 16 Grace Period thru Nov. 22 Payment due by Nov. 25
Jan-May 2017	\$205	\$185	\$285	\$265	See above options
April 2017 w/Holiday Break	\$300	\$275	\$405	\$380	Notice given by Mar. 16 Grace Period thru Mar. 22 Payment due by Mar. 25
April 2017 w/o Holiday Break	\$165	\$150	\$225	\$210	Notice given by Mar. 16 Grace Period thru Mar. 22 Payment due by Mar. 25
June 2017	\$55	\$50	\$80	\$75	Notice given by May 18 Grace Period thru May 23 Payment due by May 25

Important Things to Remember!

- Your child will be picked up from school upon dismissal every day.
- If your child is **not** attending the afterschool program please call and inform the YMCA of their absence (see Call-In Policy). Also, if your child will no longer be attending the After School program please let the directors know.
- If your child is left at the school due to tardiness or negligence on the school's, child's, or parent's behalf we are not responsible for picking them up.
- If your child is not on the bus/van in a timely manner we will be leaving the school in order to adhere to our schedule and again we are not responsible for picking them up.
- We will provide a snack and participate in devotions every day.
- On swimming days please remember to bring a swimsuit and towel (names on belongings). **We do not have swimsuits or towels for your child to borrow.**
- Please take time to pick-up your receipt when making payments – this helps with accuracy.
- You **MUST** sign your child out each day.
- If someone other than those listed on your pick-up list attempts to pick-up your child, the child will not be able to leave until the parent is called for verification. Please contact the directors if you need to add or delete someone from your pick-up list.
- If you pick your child up after 6:00pm you **will** be charged \$1 for every minute late. **NO EXCEPTIONS!!**
- You may remit payments to After School & Front Desk Staff
- We are not responsible for any way for personal possessions. If items are left or lost it is a parent's responsibility to ensure that they are found or retrieved.
- **All toys, electronics, CD's, cards, money, etc. are not permitted (unless otherwise noted).**

Camp Chill Out (Teacher Workdays/Holidays)

- Lunches should be ready-to-eat.
 - Include a drink (no refrigeration or microwave dinners)
- Lunches should have names on the bags or containers.
- We will provide 2 snacks during the day.
- **All toys, electronics, CD's, cards, money, etc. are not permitted (unless otherwise noted).**
- Please call ahead or ask in advance if your child will need anything for these days (i.e. field trips, swimsuits, etc.)
- Staff will be here at **7am**.
- We will sign your child in; however you **Must** sign your child out each day.

Drop-Off/Pick-Up

- When picking up, you **MUST** sign your child out.
- The counselors will have a "pick-up" list, which contains names of all persons you specified that have permission to pick-up your child. Any person other than the parent/guardian must present a picture I.D. for use to verify the name on the list. This is for your child's safety. If you want to add anyone to the list please let the counselor know.
- If there is a parental custody issue in which pick-up is a concern (i.e. one parent is not allowed to pick-up the child(ren); you must give proper documentation to the Directors.
- **Pick-Up time ends at 6:00pm. If your child is not picked up earlier than 6:00pm, charges will apply. The fee is \$1 for every minute past 6pm.**
- Counselors will not take any child home or babysit at any time.
- **Late pick-up is reserved for emergencies (i.e. wrecks, illness in family, car problems, etc.) ONLY! When possible please call ahead to let us know if you have an emergency and your approximate arrival time. Late charges still apply!**

Pick-up Procedures

Playground Pick-up:

When picking-up at the YMCA playground, a Y counselor will walk the child to the parent and the parent must initial the child out or the parent must walk down to the playground and to the counselor responsible for sign-out that day and sign the child out. The counselors will do a head count and ratify their number with the sign-out sheet before leaving the playground to return inside the facility.

Gym/Teen Center/Classroom Pick-up:

The parent must enter the facility and initial the child out. If the child is in a separate location from the sign-out sheet, i.e. the child is in the Teen Center with their group/counselors, while another group is in the Classroom, a counselor will walk to get the child and the parent will initial him/her out. If a counselor is not able to leave the room, he or she will walkie-talkie to the Teen Center for the child and the child will be monitored as he/she walks to the Classroom. The parent must initial the child out.

Pool Pick-up:

If a parent is picking-up their child during a swim time, the parent must initial the child out and retrieve him/her from the pool. The parent will take him/her to the locker room or into the Special Needs restrooms to change. Parents may retrieve the rest of their child's belongings from the cubbies in the Classroom.

Inclement Weather Policy

If schools are on a delay, we operate the After School program as normal. However; if schools are closed for the day, please refer to Fox 8 WGHP (www.myfox8.com) or WFMY News 2 (www.wfmynews2.com) for the YMCA's schedule. You can also view YMCA delay or closing information on their Facebook page. If schools have an early dismissal due to inclement weather, we will contact you and let you know if it is safe for us to operate or not. If we do **NOT** operate, *it is your responsibility to arrange pick-up for your child*. If the YMCA dismisses early, we will post the information via the above portals and you will be contacted by phone and a similar email message to come pick your child up ASAP. Please make sure we have all the correct contact information for your child in case of such emergencies.

Call-In Policy

- **You must call the YMCA before 1:45pm (some drivers leave at 1:50pm for pick-up) to let the Directors/Counselors know that your child will NOT need to be picked-up for the After School Program.** If you miss this cut-off time, but it is before school is released, you may call the front desk of the YMCA and ask them to call our cell phones to let us know.
- If you do not call-in more than 3 times, your child's participation in the After School Fun Club Program will be in jeopardy.
- We do understand that there are *true* emergencies (i.e. kids get sick suddenly, family crises, etc.) and exceptions will be made for these situations ONLY.
- **This policy is primarily for the safety of your child to insure that he or she is where they are supposed to be.** It is also to assure that the After School Program runs smoothly. The bus and most of the vans pick-up at more than one school and we must be there in a timely manner and adhere to everyone's schedule.

Remind App

Attached to your December calendars you will find directions for a new app that the Y is now using; Remind. This will be a much quicker and easier way for me to get in touch with you all, especially in the event of an emergency, specifically, inclement weather. Please subscribe to the YFUNCLUB "class" to receive these messages. I have also included an image of the directions below.

Rand Ash YMCA would like you to join  remind
After School Parents!

To receive messages via text, text @yfunclub to 81010. You can opt-out of messages at anytime by replying, 'unsubscribe @yfunclub'.

Trouble using 81010? Try texting @yfunclub to (336) 895-1284 instead.

To:

81010

Enter this number

Message:

@yfunclub

Text this message

*Standard text message rates apply.

Or to receive messages via email, send an email to yfunclub@mail.remind.com. To unsubscribe, reply with 'unsubscribe' in the subject line.

New message

Recipients: yfunclub@gmail.remind.com

Subject: (You can leave the subject blank)

Randolph-Asheboro YMCA

Code of Ethics

- We respect the counselors and each other.
- We use appropriate language.
- We resolve problems by talking it out.
- We play only during supervised activities and at specified times.
- We keep our hands to ourselves.
- We do not participate in horseplay of any kind.

What happens if a code is broken?

1. If a behavior continues after corrections, the individual will be asked to sit down.
2. The counselor will let the individual know why they are sitting out and when they can get up.
3. After the time is over the counselor will talk with the individual about the incident and what they can do better next time.
4. If inappropriate behavior continues, special privileges will be taken away (i.e. Swimming, Teen Center Activities, etc.)
5. Depending on the behavior, an incident report may be written up and signed by the counselor and the parent and put on file.

Suspensions

Will occur when the behavior interferes with the safety and/or well being of the rest of the children/or at anytime due to the severity of the offense. *A child can be suspended at any time.*

- 1st Offense: Write up to signed by parent
2nd Offense: Write up to be signed by parent
3rd Offense: Write up and Suspension from after school for 1 day

****Also, if any vandalism or property damage occurs as the result of a deliberate act, the parent of the offending child will be held financially responsible for damages.***

Please return this portion to a counselor.

I understand that the Randolph-Asheboro YMCA assumes no responsibility for injuries/illnesses my child may sustain as a result of participation in summer camp, after school, or sports activities related to either of the afore mentioned programs. Parent/Guardian must discuss with the YMCA Program Director any special conditions or circumstances involving your child. I understand that no accidental or medical insurance is provided with these programs or their activities.

I _____ understand all aspects of the After School program as described in the packet. I have thoroughly read all contents and agree to adhere to all standards and procedures regarding my child's care at the Randolph-Asheboro YMCA afterschool program.

Child's Name: _____

Parent/Guardian Signature: _____

Date: _____