

**Randolph-Asheboro**



**Uwharrie Ridge  
After School Program**



**Parent Information &  
Participant Handbook**

### Costs

There is a one-time registration fee for all students who participate in the program. This includes scholarship recipients as well as paying individuals. The first week's payment is due on the first attendance day of each week. There are no daily rates, only weekly. (There are no pro-rated fees. This fee includes weeks with Vacation and/or Teacher Workdays) ***These rates are applicable to the above dates, regardless of inclement weather or in the event the school is closed.*** There will be a 10% charge on any late payments; payments are considered to be late after Tuesday of each week. Also, at the school sites, we accept no cash, only check or money order; however, you may pay with cash or credit if paying at the YMCA front desk. This is to protect you from being double-charged if cash is lost or stolen. The YMCA turns no one away. **The YMCA provides financial assistance if needed. Ask front desk for a scholarship application.**

Activity Fee: \$50 per child per week

One-Time Registration Fee: \$25

### Pick-Up

Your child may be picked up at any time during the program hours; however, **you must sign your child out** when doing so. You should pick-up your child no later than 6pm. For every minute after 6pm that your child has not been picked up there is a \$1 charge per child; this charge is due when your child is picked-up (i.e. 15 minutes = \$15 per child). Pick-up locations will be designated for the site; please see site director for more information. **YOUR CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANYONE OTHER THAN THOSE ON THE PICK-UP LIST!**

### Holidays and Teacher Work Days

On holidays and teacher workdays the program will not be provided.

### Inclement Weather and Half Days

In case of inclement weather and school is dismissed early, the program will operate on the school's schedule and you will need to pick your child up from Uwharrie Ridge. On scheduled early dismissal days, the program will be available from dismissal time until 6pm.

## Staff

Your child will be carefully supervised by a trained and qualified Site Director with an approximate 15:1 child to adult ratio. If the site exceeds the state ratio of 20:1, a counselor will be hired to assist the site director. All staff have passed a criminal background check before they are hired. They also participate in continuing child care training sessions and staff meetings.

## 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. Drivers of vehicles have a safe driving record.

## Activities

Activities include, but are not limited to:

- Use of school gymnasium (when available)
- Use of outdoor courts, fields, etc. (when available)
- Participants can attend school sporting events at no cost
- Homework assistance
- Games & Sports
- Technology in our classroom

## Basic Schedule

<b>Monday-Friday</b>	
<b>2:55-3:05 pm</b>	Lockers/Teacher Questions/Band Room/Buy Drinks or Snacks/etc.
<b>3:05 pm</b>	Sign-In (students must sign-in to the program by 3:05pm)
<b>3:05-3:30 pm</b>	Snack
<b>3:30-4:30 pm</b>	Homework/Study Time/Reading/etc.
<b>4:30-6 pm</b>	Enrichment Activities, Computer/Technology Time, School Sports, Games, Team-Building, Parent Pick-up, etc.

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## YMCA Program Code of Ethics

- We respect the site directors, counselors, directors, and each other.
- We use appropriate language and conduct.
- We resolve any problems by talking them out.
- We “pick and play around” only during supervised hours.
- We keep our hands (and other body parts) to ourselves.

What happens if a code is broken?

1. If a behavior problem continues after verbal warning, the individual will be asked to sit out of an activity.
2. The site director/counselor will let the individual know why they are sitting out and for how long (they may be asked to write about or answer questions about why they are sitting out). This time is no longer than 15 minutes or as long as it takes for the individual to calm down.
3. After the time is over the site director/counselor will talk with the individual about the incident and what they can do better next time.

## Discipline

Discipline will be carried out at each site if incident requires further attention it will be referred to the YMCA Community Development Director. Students who are involved in fighting, hitting, vandalism, or any other serious offense, suspension or even expulsion may be issued. Also, rules of the individual schools will remain effective during the after-school hours. Any guidelines of the particular school that are broken will not only be disciplined by YMCA staff; but also by the school staff itself. The Warning/Demerit System is as follows:

10 Warning/Demerits: Write-up/Parent Signature/Conference

20 Warning/Demerits: Write-up/Parent Signature/Conference

30 Warning/Demerits: Write-up/Parent Signature/Conference /Suspension (based on severity of behavior)

35 Warning/Demerits: Automatic 1 Day Suspension

Upon further offenses the Program Director and Site Director will decide on further action (i.e. more day’s suspension or expulsion). Consequences for disruptive and rude conduct could result in suspension from YMCA and other field trips or group activities & special events.

### **Program Grievance Procedure for Students**

It is the policy of the Randolph-Asheboro YMCA/Uwharrie Ridge After School Program that all students shall have the right to present for solution any problem arising with their status as students and shall be encouraged to exercise this right without fear of recrimination. It is for this purpose that a grievance procedure is established. To ensure that any problem is corrected as soon as possible, time limits have been established to assure prompt attention to each problem. If the student does not process his/her grievance within the prescribed time limit, it shall be considered settled and not open to appeal.

The grievance procedure may be used to address any situation occurring within the operation or normal procedures of the program that causes a student and/or parent to believe there has been a violation, misapplication or misinterpretation of law, regulation or program policy, except in the case of program expulsion. Students and their parents are encouraged to discuss their concerns informally with the person(s) involved before invoking formal grievance procedures.

If the grievance concerns the YMCA Community Development Director in other than a misapplication or misinterpretation of law, regulation or program policy, the student may initiate the grievance procedure with the YMCA Executive Director. If the grievance concerns the Executive Director in other than a misapplication or misinterpretation of law, regulation or program policy, the student may initiate the grievance procedure with the Board of Directors.

The procedure for the initiation and conduct of a grievance shall be:

Step I - Conference with the Site Director. A student, parent or guardian wishing to invoke the grievance procedure shall make a verbal or written request for a conference with the Site Director to discuss the grievance and seek resolution. The following guidelines shall be observed in Step I:

1. A grievance shall be filed as soon as possible, but in no event longer than thirty (30) days after disclosure of the facts giving rise to the grievance.
2. The Site Director shall grant the conference within five (5) school days following the receipt of the request.
3. The request shall include a statement describing the grievance and/or naming the specific policy, rule or law believed to be violated.
4. The Site Director will state his/her position concerning the question in writing to the student within five (5) school days following the conference.
5. Only the parent or guardian or someone acting in place of the parent/guardian shall be permitted to join or represent the student in the conference with the Site Director.

Step II - Appeal to the Site Director. If the grievance is not resolved at Step I, the student may appeal the Site Director decision in contacting the Program Director. The appeal must be made within five (5) school days following the receipt of the Site Director's position statement of Step I.

The Program Director shall review the grievance within five (5) school days following the receipt of the appeal. A written response shall be made to the student, the parent or the guardian and the Site Director from the Program Director within ten (10) school days following the Program Director's review.

Step III - Appeal to the Executive Director. If the grievance is not resolved at Step II, the student may appeal the Program Director's decision to the Executive Director in writing within ten (10) school days following the response from the Program Director at Step II. The Executive Director shall offer a final written decision within thirty (30) days.

Step IV - Appeal to the Board of Directors. If the grievance is not resolved at Step III, the student may appeal the Executive Director's decision to the Randolph-Asheboro YMCA Board of Director's in writing within ten (10) school days following the response from the Executive Director at Step III. The Board of Directors shall offer a final written decision within thirty (30) days.

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Please sign and return this portion to the site director

We understand all aspects of the YMCA/Uwharrie Ridge After School program as described in the packet. Also, we have thoroughly read all contents and agree to adhere to all standards and procedures regarding the Randolph-Asheboro YMCA/Uwharrie Ridge After School Program.

Student's Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_