



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

A GREAT END TO THE DAY



YMCA After School Program

Waco Family YMCA After School Parent Handbook

6800 Harvey Drive
Waco, Texas 76710
(254) 776-6612

www.ymcaofcentraltexas.org

Youth Policies and Procedures YMCA of Central Texas

For Youth Development
For Healthy Living
For Social Responsibility

Youth Director, Holly Auvenshine
Email: holly.auvenshine@ymcactx.org

Waco Family YMCA After School Policies Revised 2011

The following rules and regulations must be adhered to. Please read the following very carefully. If you should have any questions, please feel free to ask.

Mission:

The mission of the YMCA is to put Christian principles into practice through programs that build healthy spirit, mind, and body for all. To go hand-in-hand with the YMCA mission, the After School program seeks to help participants: grow personally, clarify values, develop specific skills, improve family and personal relationships, become better leaders and supporters, appreciate diversity, and to HAVE FUN.

Our staff-to-child ratio goal is 1:12. We stress that each child should learn a level of self-responsibility throughout the After School program, whether it is achieved through keeping up with personal belongings or doing homework. After School provides a balance of recreation, learning, value development and the belief that "everybody plays, everybody wins."

Concerns:

If a parent has a concern with any aspect of the program, the first person to contact is the Site Director. If you feel that your concerns need to be taken to a higher level, the person to contact is the Youth Director, Holly Auvenshine. A personal meeting can be scheduled depending on the nature of the issue. Please leave a message and Holly will contact you.

If you are still not pleased with the outcome of the discussion, contact the CEO, Pat Murphy at 776-6612.

Medication:

Medicine will be dispensed to children only as follows:

- a. Prescription medication must be in original container, labeled with the child's name, date, directions and physician's name.
- b. Non-prescription medication, including aspirin must be in original container, labeled with child's name, a date, and directions.
- c. A written note must accompany any medication from the parent with dosage, time, and date of the administration of the medication.
- d. All medication will be administered in accordance with label directions.
- e. Staff will administer no medication without prior approval from the parent or guardian, or in an emergency situation with approval of Youth Director.

- f. Medication will only be give to the child for whom it is intended
- g. No expired medication will be administer; and
- h. State if the medication needs refrigeration

Illness & Exclusion:

Children will not be admitted if one or more of the following exists:

1. The illness prevents the child from participating comfortably in scheduled activities including outdoor play;
2. The illness results in a greater need for care than can be provided without compromising the health, safety, and supervision of the other children in care;
3. The child has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in the activities:
 - Oral temperature of 100.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
 - Rectal temperature of 101.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
 - Armpit temperature of 99.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness; or
 - Symptoms and signs of possible severe **illness** such as **lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs** that the child may be severely ill; or
4. A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

Emergencies:

In the event of a medical emergency or of an accident, we shall contact the parents and/or family physician of the child. If the parents or doctor cannot be reached, and emergency treatment is required, the child shall be taken to Providence Hospital or other parent designated emergency facility. Your authorization for Waco Family YMCA to contact your family physician and to take whatever emergency medical measures are deemed necessary is part of the registration packet.

Parent Information and Involvement:

- Parents are welcome to visit the facility anytime during hours of operation.
- We encourage each parent to exchange thoughts and information with staff.

- Parents are welcome to join in on projects and to share their talents with the children and the staff. A volunteer application and background check must be completed at Waco Family YMCA facility two weeks prior to the desired activity.
- As a Licensed Child Care Center by the Department of Family Protective Services, we follow the Minimum Standards for operating such a facility. These will be kept in the classroom and can be viewed at any time when requested.
- The Child Care Center's most recent report will be posted on the Parent Bulletin Board for parents to view and ask questions about.

Photography and Publicity:

Pictures of the children participating in the programs may be taken. These pictures may appear in newspapers, magazines, brochures, television or other publicity materials. Permission for your child to participate in these promotional activities is in the registration packets.

Discipline:

The Waco Family YMCA does not believe in corporal punishment under any circumstances or conditions. Denial of food, water, or restroom privileges is also not considered an acceptable form of punishment. Staff members are given the authority to give children "time-out" under their supervision or the supervision of the Youth Director. Children may sit out from individual activities, including free swim, if a proper level of conduct and respect is not maintained. Parents will be notified of any significant behavioral problems. Suspension or expulsion from After School may occur if the child is continually disrupting others from enjoying or participating in activities. A child may also be dismissed if he/she is endangering himself/herself or others.

Potential Suspensions:

Not wearing a seat belt while on the bus or van, inappropriate touching, fighting and/or threatening conversations will result in the following discipline actions

First offense –Time Out

Second offense -Time Out/Parent Notification- Phone call

Third offense – Week suspension

Removed from program

*Depending on the severity of the problem a child could be immediately removed from the program.

Payment:

The cost of the program is due in advance. Payment for each week must be paid by 6 p.m. the Thursday before the week your child is attending or your child's spot may be forfeited.

Payments can be made at the Waco Family YMCA or the Off site campus your child attends.

Early release days are included in the cost. The Waco Family YMCA will offer "No School Fun Days" but the cost is not included in the afterschool program rate. An additional fee and registration is required for "No School Fun Days."

A late fee of \$5 will be charged for each 15 minutes parents are late in picking up their child. We understand that emergencies do arise, but please, keep in mind the closing time of the programs your child is enrolled in. If you will be late, call the Site Director or Holly A.S.A.P. so staffing arrangements can be made.

Parents who are continuously tardy will be asked to withdraw their child from the program.

The Waco Family YMCA admits all children regardless of race, color, religion, sex, national origin, or physical or mental handicap.

We recommend that payment records for tax purposes be personally maintained throughout the school year. However, the Waco Family YMCA will mail this information to you at the end of January of the following year.

Cancellation:

You must cancel with a written notice Thursday prior to the week you wish to cancel or you will be expected to pay for the week in which you are enrolled. Exceptions will only be made due to extenuating circumstances/illness approved only by the Youth Director.

Refund Policy:

A refund is given only when the YMCA cancels the activity. Credits are not given for absences.

Attire/What to bring:

- *Play clothes
- *All purpose shoes (no sandals)
- *Swimsuit
- *Lifejacket (if unable to pass WFY swim test)
- *Towel

- *A waterproof sack to store their swimsuit (optional)
- * YMCA membership card (if applicable)

Each personal article needs to be labeled with your child's name or initials. This includes towels, clothes, bathing suits etc. **Personal items such as toys, Ipods, cell phones, collector cards, video games, etc. are prohibited. The Waco Family YMCA is not responsible for lost or stolen articles.**

Snack:

Waco Family YMCA will provide a snack based on the state's Minimum Standards. If a child has a food allergy and is unable to eat what is being served, that child will receive an alternative snack. Children may also bring their own snack if they choose to. Children are not allowed to purchase food from the snack machines.

Transportation:

The Waco Family YMCA will pick up children for field trips. Parents must complete a transportation form for any field trips we may take. Children **must** wear a seat belt while on the bus or van.

Field Trips:

Parents will be notified at least 48 hours prior to any field trips taken with the Afterschool program. This notice will be given at the sign-out table concerning the departure and arrival times. Return times may vary according to each field trip.

Admission to each field trip is included in the weekly fee. Your child may bring extra spending money for concessions or souvenirs. Check the money in with Afterschool staff when needed.

Sign-in/Sign-out:

Parents are required to sign out each day. Please have photo I.D. ready to sign out your child. If anyone else picks up your child the following will apply:

- 1-They **must** be on your pick-up list and have a photo I.D.;
- 2-If someone is not on your pick-up list you must call the Youth Director and give approval. The Youth Director will call you back and confirm that you called.

The person who picks up your child **must** have a photo I.D. **The YMCA will not get involved with custody disputes and will recognize the biological parents unless court documentation is provided.**

Drop-off/Pick-up:

All children must be picked up by 6:00 p.m. Structured Afterschool activities run between the hours of 2:30 p.m. – 5:30 p.m. unless otherwise noted. All other times are structured around supervised free activity.

Swimming:

Your child will have the opportunity to swim at the Waco Family YMCA. Staff will be both in and out of the water supervising the children. Your child will need to bring his/her own life jacket in order to swim if he/she is not able to pass the swim test given by the Waco Family YMCA Lifeguards. "Floaties" are not allowed!

Child Abuse Prevention:

The YMCA of Central Texas takes accusations of child abuse very seriously and reports all suspected child abuse to Child Protective Services and The Texas Department of Protective and Regulatory Services.

Waco Family YMCA Afterschool:

Afterschool –Waco Family YMCA 6800 Harvey Dr. Waco, TX 76710

Important Numbers:

Child Care Licensing	254-756-5571
Family & Protective Services	254-750-9365
Holly Auvenshine, Youth Director	254-776-6612
Pat Murphy, C.E.O.	254-776-6612
Child Abuse Hotline	1-800-252-5400

Waco Family YMCA After School Agreement

Our child development programs strive to meet the needs of all children without ignoring the demands of any one individual within the boundaries of set guidelines and rules. The YMCA programs have established rules, consequences and a zero tolerance policy on specific behaviors. The YMCA reserves the right to suspend or expel a child from the program at any time based on the severity of the actions of the child.

YMCA RULES

1. Keep hands, feet, body and objects to yourself.
2. Show respect to staff, others and self.
3. Speak for yourself, not others.
4. Do not willfully destroy YMCA property.
5. Do not go anywhere without a YMCA staff person.
6. Always clean up after activities.
7. Have fun.

YMCA CONSEQUENCES

*Due to the seriousness of the behavior, any step can be taken at any time.

1. Verbal warning.
2. Re-direction to another activity.
3. Time away from activities.
4. Parent notification at pick up time.
5. Meeting with Parent/behavior contract created.
6. Notice of suspension (1 day) next day of care/ without refund.
7. Notice of suspension (3 days) next 3 days of care/without refund.
8. Conference with Program Director/Parent/Child.
9. Removal from program.

ZERO TOLERANCE

1. Inflicting physical harm on another individual.
2. Verbal threats that may cause physical harm to another individual.
3. Verbal threats that may destroy property.
4. Possession of a weapon.
5. Possession of a controlled substance.
6. Possession of alcohol.
7. Use of foul language.
8. Inappropriate touching of another individual.
9. The YMCA reserves the right to suspend or expel a child immediately for violation of the Zero Tolerance guideline without refund.

Parent/Guardian signature _____

Date _____

Waco Family YMCA

Receipt of Afterschool Parent Handbook

I/We have read and fully understand the policies and conditions of the Waco Family YMCA Parent Policy Handbook. I agree with all the policies, conditions, and to the following issues:

1. To give my child permission to participate in water activities and field trips.
2. To allow my child to be photographed in daily activities and they may be published in newspapers, magazines, brochures, television, etc. If you **DO NOT** want your child photographed, please sign here: _____

Parent/Guardian signature _____

Date _____

After School Code of Conduct Parent Copy

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