

**YORK BRANCH YMCA**  
Afterschool Program  
2007-2008



Parent Handbook

# THANK YOU PARENTS!

Thank you and welcome to our YMCA Afterschool Program for the 2007-2008 year. We're glad you've chosen to spend some memorable moments with us. We look forward to providing an exciting summer filled with wonderful experiences for your child. We want your child's school year to be filled with opportunities to try new things, learn and grow, and make long-lasting friendships. Additionally, the YMCA offers a healthy, safe, and fun environment where positive interactions from staff members help build strong character. Our program can make an impression that will last a lifetime! Through afterschool activities, your child will learn the YMCA Character Development traits: caring, Honesty, Responsibility, and Respect.

If at any time, the YMCA staff can make your child's Afterschool Program experience any better, please call the following numbers:

**York Branch YMCA**

803-684-2247

**Kristin Carroll**

Afterschool Site Director

803-627-2247

**Ron Black**

Branch Director

803-242-0284

[ronblack@upymca.org](mailto:ronblack@upymca.org)

**YMCA MISSION STATEMENT**

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

**Afterschool Program Goals**

Our camp seeks to help campers:

1. Grow personally
2. Learn core values
3. Develop specific skills
4. Improve relationships
5. Develop leadership abilities
6. Appreciate diversity
7. HAVE FUN!

## **Core Values**

The York YMCA works to accomplish its mission by living and sharing the following core values:

**Caring:** Love; putting others before yourself; building more responsive communities

**Honesty:** Integrity; telling the truth; keeping promises to self and others; trustworthiness; maintaining wholeness of spirit, mind and body

**Respect:** Regard; treating others as you would have them treat you; acknowledging and accepting others regardless of differences

**Responsibility:** Duty; to do what you should; accepting accountability to long term relationships; pursuing excellence; following through with personal commitments

## **Non-Discrimination**

The YMCA does not discriminate on the basis of race, color, national origin, age, religion or gender in its programs or its employment practices.

## **Afterschool Program Hours**

Students will be picked up from Hunter Street, Jefferson, and Cotton Belt Elementary Schools, and Harold C. Johnson Middle School. Students MUST be picked up from the YMCA by 6:15 PM.

## **Afterschool Program Monthly Payments**

Afterschool Program payments are due on the 1<sup>st</sup> of each month. You have until the 15<sup>th</sup> of the month to pay without a late fee of \$30.00.

## **Holidays**

The YMCA Afterschool Program will be closed the following days (during 2007):

September 3 – Labor Day

November 22-23 – Happy Thanksgiving

December 24-26 – Merry Christmas

## **Late Pick-Up**

We will close promptly at 6:15 pm.

All children not picked up by this time will be taken to the front office of the YMCA and the following late policy will be in effect:

First 5 minutes:                      Grace Period

Each minute thereafter:            \$1.00 per child per minute

The late fee is in place to compensate staff members for their time. If you know you will be late, please attempt to make alternate pick-up arrangements. The YMCA should be notified if you foresee late arrival, as it is often stressful for a child when parents are late.

### **Children At Risk**

Parents who arrive at the YMCA in an incapacitated condition (i.e. alcohol, drugs) present a risk to their child. The staff in charge will advise the parent of their options regarding the transportation of their child to his/her home. Some options that may be exercised are:

- Call another person on the child's Emergency contact list
- Call the other parent
- Call a taxi
- Call a nearby neighbor/friend

If a reasonable conclusion cannot be reached, the parent will be advised that either Child Protective Services or the Police will be called.

### **Staff**

The YMCA strives to hire a highly qualified, well-trained staff to conduct all YMCA childcare programs. The student to staff ratio is no more than 15 to 1. On field trip days, we tend to have a smaller ratio.

### **Baby-sitting**

Employees of the YMCA are prohibited from babysitting for families with children enrolled in a YMCA program.

### **Lost and Found**

Our site will have a designated "lost and found" area. Check with the program staff about its location and the procedures for returning items to campers. Labeling your child's items will reduce the risk of their being lost.

### **Rainy Days**

Camp is held rain or shine. We will be conducting activities inside and outside (providing that there is no lightning). Please dress your child accordingly.

### **Inclement Weather**

In the case of inclement weather, the York Branch YMCA will do the following:

Childcare staff will pick students up from school where possible. The severity of the weather will determine the time by which parents have to pick their children up at the YMCA.

When school is cancelled as a result of inclement weather, the YMCA will typically follow the schools' plans (when school is cancelled, childcare will be cancelled). **HOWEVER, call**

**803-627-2247 for program information on days the weather is in question.** The YMCA will strive to provide care for your children, but the

safety of its staff members arriving at the YMCA is first priority.

## **General Program Policies**

### **Health Policy**

The YMCA Day Camp programs are equipped to care only for children who are in good health. Children may NOT attend the program if they exhibit any of the following symptoms:

- a fever of 100 degrees or more
- vomiting or diarrhea
- severe nasal or eye discharge
- an unidentified rash
- a contagious disease (chicken pox, measles, lice and ring worm)

If a child is prescribed antibiotics, the child must be on the medication for at least 24 hours before returning to the camp program. If your child has a communicable disease, please notify the director as soon as possible. If a student becomes ill while at the Y, parents will be contacted to make necessary arrangements to pick up the child.

### **Injury Policy**

Camp staff will treat routine scrapes and cuts. In all cases of serious illness or accident, the Director will contact the parent or guardian. In the event they cannot be reached, the signed authorization on the child's health form will allow the YMCA to secure prompt treatment. Injuries requiring ambulance service and medical attention are the financial responsibility of the parent or guardian.

### **Medication Policy**

All prescribed oral or topical medication for the student, which must be administered during the program hours, requires **written permission** from the parent and written instructions from the physician or dentist. The medication must be in its original container labeled with the students' names, dates and the amount and frequency of dosage clearly labeled. Medication forms must accompany prescriptions. Under NO circumstances are students allowed to administer their own medication.

### **Allergies**

In recent years, there has been an increase in the number of children with severe allergies to peanut products and other things in our program we try our best to accommodate these students without inconveniencing other children. If you're aware that your child is severely allergic to something, it is your responsibility to notify the YMCA in advance so we may take proper precautions.

## **Behavior Management**

### **General Guidelines**

Guiding the behavior of children, helping them develop core values, and building healthy personalities are important tasks that adults must take seriously.

### **YMCA Afterschool Program Rules**

- Show respect for yourself and others
- Speak for yourself, not for anyone else
- Use put-ups, not put-downs
- Listen and others will listen to you
- Play safely and fairly

Other rules will include basic playground rules and any risk management policies needed at camp sites.

Children are entitled to a pleasant environment at the Y. Therefore, the YMCA cannot serve children who display chronic disruptive behavior. Such behavior is defined as “verbal or physical activity which may involve, but is not limited to, behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff and/or ignores or disobeys the rules that guide behavior during the day at camp.”

If a child cannot adjust to the Y setting and behave appropriately, the child may be discharged. Reasonable efforts will be made to help children adjust to the Y setting.

### **Action Steps**

The YMCA believes that children learn self-control for appropriate and responsible behavior when adults treat them with dignity and use proper techniques:

- Guide children by setting clear, consistent, fair limits for behavior
- Value mistakes as learning opportunities
- Redirect children to more acceptable behavior or activities
- Make eye-to-eye contact and listen when children talk about their feelings and frustrations
- Guide children to resolve their own conflicts and model skills that help them to solve problems
- Patiently remind children of rules and their rationale as needed
- Use effective praise that is immediate, sincere, and specific
- State directions in a positive fashion

- “Time Out” is used as a method of behavior management. If this does not solve the inappropriate behavior, then a behavior report will be written and discussed with the parent/guardian.
- If a child receives three written behavior reports during the summer, the child will be suspended at the end of the day of the third report. The suspension length will be the decision of the camp director and will be based on the offense.
- Expulsion from the program is automatic for fighting or stealing. There are no refunds given for suspensions or expulsions.

If you have questions or concerns, please feel free to address them to the YMCA Afterschool Program Director or call the Executive Director at 803-684-2247.

We look forward to a happy and safe school year with your children.