



2018-2019 SCHOOL YEAR ELKINS/RANDOLPH COUNTY YMCA AFTER SCHOOL PROGRAM PARENT HANDBOOK

Welcome to the Elkins/Randolph County YMCA after school program! We are excited to be able to offer this service to the families in our community.

About the YMCA

The YMCA is a non-profit organization that is supported solely by those who choose to join and take part in the many programs and activities that we offer. A portion of our support comes from grants, the United Way and from the generosity of individuals and businesses who choose to make individual contributions.

YMCA Child Care Goals

- i) To provide a fun, safe and positive environment for all children.
- ii) To help children develop to their fullest potential by focusing on:
 - Promoting feelings of self-worth;
 - Encouraging positive interpersonal relationships with peers and staff members;
 - Following the YMCA core values of respect, responsibility, honesty and caring;
 - And, ensuring participation in regular physical activity and promoting healthy eating habits.

Hours of Operation

The after-school program runs Monday through Friday from 3:15-6:00 p.m. on regular school days.

Full-day Camps/Snow Days

Full day camps will be offered on planned scheduled days off and snow days from 8:00 a.m. to 5:30 p.m. Children should bring a sack lunch on these days.

During Thanksgiving, Christmas and spring break, holiday camps will be planned on days when 8 or more children sign up to attend.

Early Dismissals

The after-school program will run on days when there are county-wide scheduled early dismissals from school.

Holiday Closings

The after-school program does not operate on the following days:

- Monday, September 3rd – CLOSED FOR LABOR DAY
- Friday, October 5th – CLOSED FOR FESTIVAL
- Wednesday, November 21st CLOSED FOR THANKSGIVING
- Thursday, November 22nd – CLOSED FOR THANKSGIVING
- Friday, November 23rd – CLOSED FOR THANKSGIVING
- Monday, December 24th – CLOSED FOR CHRISTMAS

- Tuesday, December 25th – CLOSED FOR CHRISTMAS
- Wednesday, December 26th - CLOSED FOR CHRISTMAS
- Monday, December 31st - CLOSED FOR CHRISTMAS
- Tuesday, January 1st – CLOSED FOR CHRISTMAS
- Friday, April 19th - CLOSED FOR GOOD FRIDAY
- Monday, May 27th CLOSED FOR MEMORIAL DAY

Transportation/Pick-up

Transportation is available through Randolph County school buses from the following schools: Jennings Randolph Elementary, Third Ward Elementary, North Elementary and Midland Elementary.

Parents may also drop off their child starting at 3:15 pm.

The buses will drop off children in front of the YMCA. Children will be met by YMCA staff.

Only persons authorized by you may pick up your child. The staff will question anyone who is unfamiliar to them and ask for identification to check their authorization. If someone other than those persons authorized on the registration form is to pick up your child, you must notify the program staff in writing. Please notify staff of any custody issues.

Enrollment & Payment Information

Fees for the after-school program are as follows:

	Y Members	Non Members
Full-time: 4-5 days/week	\$32.00/week	\$40.00/week
Part-Time: 3 days or less	\$8.00/day	\$10.00/day
Full days/Snow days	\$23.00/day	\$25.00/day

Siblings receive a 10% discount off program fees. Enter "YFUN" at check out to receive the discount.

Financial assistance is available for those who qualify. Please complete a sponsorship application, which is available at the front desk.

Online Registration at www.elkinsymca.com

Registration is completed online. To register, you must have an account in our online system available on www.elkinsymca.com. On the Y's website, go to the page 'programs' then select 'child watch, after school and summer camp'. You can access the online system at the bottom of that page.

If you have never been a member or registered for a Y program before, you will need to set up an account.

Existing Members

In order to successfully complete your online account set-up, **our system must have your correct birth date and zip code on file.** If this information is not in our database, you will need to call the Y at 304-636-4515 or visit the front desk and provide staff with this information in order to gain access to your online account.

1. From the program page, click "Find My Account"
2. Enter the last name, birth date (MM/DD/YYYY format), and zip code associated with your YMCA account and click submit.
3. Verify your account with either the email address, or billing method information, on file with your YMCA account. **NOTE: If you do not have an email on file with your member record, or if your email address is associated with more than one membership record, your online account will not be able to be verified via email** and you will need to call the front desk at 636-4515 to complete this process. We recommend that you do not create a new account as it will create a duplicate record and will not be synced with your existing YMCA account.
4. If you choose to verify your account using your billing information, you will be prompted to create your online account by entering an email address and choosing a password in the next pop-up screen.
5. If you choose to verify your account using your email address, a password re-set link will be sent to your account email address. Follow the link in the email to set your account password and complete the online activation process. Now you can login and begin searching and registering for programs.

Non-Members

1. Select the "Sign Up" option.
2. Click on the non-member membership type.
3. Complete the information form with YOUR contact information. At the bottom of the screen, you will be able to save your non-member record with the option of adding additional children who you will be registering in programming.
4. Once you have finished adding individuals to your account, click next.
5. You will be prompted to enter an email and select a password on the next screen to complete the creation of your YMCA online account. You can now begin to search and register for programs.

Please note - If you are registering your child for a program, please access your account or set up an account in your name as the primary adult. You can then add your child to your account.

Required Sign-In and Out Procedures

When you bring your child to the youth center or pick up your child, you must stop at the youth center counter and sign your full name and the time on the attendance roster. This procedure helps to ensure the safety of your child and allows staff to determine which children are present at any given time.

Homework

It is the YMCA's policy to provide the opportunity for your child to do his or her homework and receive assistance when needed. Homework time is available during snack between arrival time and 4 pm and after the scheduled activity between 5 and 6 pm. Please speak to our after school program staff to let them know if you'd like your child to work on their homework while at the Y.

Snacks and Lunches

An afternoon snack will be provided to participants. On full days, snacks will be provided, but parents must pack a sack lunch and drink. If lunch is not provided, parents will be called to drop off a lunch or pick up your child.

Communication

A schedule of activities will be sent home each month. We also maintain a Facebook page called, 'Elkins YMCA After School Parent Page' where we will post information to help keep parents informed on what is happening with the program.

Schedule

An activity schedule will be published each month and will include weekly swim times, games in the gym and gymnastics room and arts and science activities. Swimming will be scheduled every Wednesday for both age groups.

Clothing/Belongings

Children may bring in and leave their swim gear at the Y. However, please make sure to clearly mark all belongings.

The YMCA is not responsible for lost, damaged, or stolen articles. Please do not send any valuable items or toys from home.

Late Pick Up

Beginning at 6:00 p.m., there will be an additional charge of \$5.00 per family for each fifteen minutes past 6:00 p.m. You will receive an invoice for this fee.

If you are running late, please notify the YMCA by calling 636-4515. If we do not hear from you, starting at 6:10 p.m. the program staff will begin calling parent contact numbers to check for problems or miscommunications. If contact is not made, alternative contacts listed on the registration form will be called.

You risk dismissal from the program if:

- You fail to pay the late pick-up fee
- You are late in picking up your children three times within a 30-day period.

Each family enrolled in the program must submit a child wellness form. The Y will maintain well check records in the child's file.

All immunizations must be current for a child to attend Y programming. Parents are responsible to disclose any illness or condition that poses a health risk to other children or staff.

Illness

Any child with an infectious disease (pink eye, virus, etc.) may not attend until the illness is resolved. If a child becomes sick while attending the program he/she will be isolated from the other children and parents will be contacted to pick up the child. Campers must be free from fever or a stomach bug for 24 hours to return to the program.

Medication Administration During Program

If a child requires any medication during the program, parents should request a time to meet with the child care coordinator to review instructions on administering medications. Any medication needing to be administered during program hours must:

- Be accompanied by a "permission to medicate" form (provided by the childcare coordinator)
- Be brought directly to a lead staff member in its original container with the child's name, physician's name and drug name on the container, and
- Have specific written instructions for amounts, time, etc.

The lead staff or program coordinator will record medication given, dosage, time on the medication form as it is administered.

Allergies

The Y will accommodate allergy concerns to the extent possible with any limitations to the facility.

Requests for food substitutions for snacks and lunches must be accompanied by a written notice from a physician. The notice should include: what the allergy is; what happens when the food is digested; and, what food items are suitable substitutes.

Parents should request a meeting with the childcare coordinator and lead staff to discuss and plan for allergy concerns.

Injuries Occurring During Program Hours

If your child is injured during program hours, the staff will take whatever steps may be necessary to obtain emergency medical care as warranted. These steps may include:

- Providing immediate first aid;
- Attempting to contact a parent or guardian;
- Attempting to contact the child's physician;
- Attempting to contact others listed on your registration forms; and/or
- In case of serious injury, securing appropriate emergency medical assistance.

Parent Involvement

Parental support is critical to the success of the program. We welcome your input to programming ideas and other suggestions to improve the program.

Daily communication with staff is important to help us understand any changes or situations that may impact your child's life.

Donations of supplies are gratefully appreciated.

Parents or guardians have the right to enter and inspect the facility in which their child is receiving care, without advance notice to the provider. Entry and inspection is limited to the normal operating hours while your child is receiving care.

The child care staff has the right to deny access to a parent or guardian under the following circumstances:

- The parent/guardian is behaving in a way that poses a risk to the children in the facility.
- The adult is a non-custodial parent, and the facility has been requested in writing by the custodial parent to not permit access to the non-custodial parent.

Child Abuse Reporting

It is required by any child care custodian, medical practitioner or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment who s/he knows or reasonably suspects has been the victim or child abuse, to report the known or suspected instance of child abuse to a protective agency immediately or as soon as practically possible by telephone or by written report.

Behavior Management Procedures

The YMCA strives to maintain a positive approach to managing children's behaviors at all times. Positive behavior is self-rewarding and allows for program activities to occur. When children choose to behave outside of the guidelines, some consequences are required to avoid future problems. The purpose of this process is to protect the safety and well being of all of the children in the program.

In cases of negative or inappropriate behaviors, the following process will be followed:

- i) 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.
- ii) 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 one minute per year of the child's age.
- iii) When a more serious incident occurs, a senior staff member or the executive director may call the parent and ask them to pick up the child within 30 minutes of the call.
- iv) If it's decided by the YMCA staff and executive director that an incident is more serious in nature; the child may be suspended from the program for a period of 1-5 days or may be removed from the program entirely.

Actions that will result in disciplinary action include, but are not limited to:

- Hitting or harming other children or adults
- Profanity in any manner (verbal or physical)
- Damaging any property

Who to See When

The senior staff member on site will be able to assist you with most questions related to the operation of the program, including:

- Behavior concerns
- Schedule changes

- Program ideas

For questions regarding billing and payment of fees, please contact Jennifer Albee at the front desk at 636-4515.

For overall program concerns, please contact the YMCA executive director, Sid Gillispie at 636-4515.

2018-2019 After School Program Key Dates

FULL DAYS	CLOSURES
<p>The program operates on the following scheduled full days when 8 or more children sign-up in advance:</p> <ul style="list-style-type: none"> • Friday, October 12th – BOE Professional Learning • Tuesday, November 6th – Election Day • Monday, November 12th – Veteran’s Day • Monday, November 19th – Thanksgiving Break • Tuesday, November 20th – Thanksgiving Break • Friday, December 21st – BOE Professional Learning • Thursday, December 27th Christmas Break • Friday, December 28th Christmas Break • Monday, January 21st – Martin Luther King Day • Monday, February 25th – Weather Dependent • Monday, March 4th – Weather Dependent • Monday, March 11th – Weather Dependent • Friday, March 15th – BOE Professional Learning • Monday, March 18th – Weather Dependent • Monday, March 25th – Weather Dependent • Monday, April 1st – BOE Professional Learning • Monday, April 15th – Spring Break • Tuesday, April 16th – Spring Break • Wednesday, April 17th – Spring Break • Thursday, April 18th – Spring Break • Monday, April 22nd – Spring Break 	<ul style="list-style-type: none"> • Monday, September 3rd – CLOSED FOR LABOR DAY • Friday, October 5th – CLOSED FOR FESTIVAL • Wednesday, November 21st CLOSED FOR THANKSGIVING • Thursday, November 22nd – CLOSED FOR THANKSGIVING • Friday, November 23rd – CLOSED FOR THANKSGIVING • Monday, December 24th – CLOSED FOR CHRISTMAS • Tuesday, December 25th – CLOSED FOR CHRISTMAS • Wednesday, December 26th – CLOSED FOR CHRISTMAS • Monday, December 31st – CLOSED FOR CHRISTMAS • Tuesday, January 1st – CLOSED FOR CHRISTMAS • Friday, April 19th – CLOSED FOR GOOD FRIDAY • Monday, May 27th CLOSED FOR MEMORIAL DAY

TENTATIVE LAST PROGRAMMING DAY – MONDAY, JUNE 3rd