



2017-2018 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. On full/snow days, the program runs 8:00 am to 6:00 pm.

Early Dismissals

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

Full-day Camps/Snow Days

Full day camps will be run on planned ISE days and snow days from 8:00 a.m. to 6:00 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. A sign-up sheet for these weeks will be made available in the weeks leading up to the holidays.

Holiday Closings

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

- Monday, September 4th – CLOSED FOR LABOR DAY
- Thursday, November 23rd – CLOSED FOR THANKSGIVING BREAK
- Friday, November 24th – CLOSED FOR THANKSGIVING BREAK
- Monday, December 25th – CLOSED FOR CHRISTMAS
- Tuesday, December 26th – CLOSED FOR CHRISTMAS
- Monday, January 1st – CLOSED FOR NEW YEARS
- Friday, March 30th - CLOSED FOR GOOD FRIDAY
- Monday, May 28th CLOSED FOR MEMORIAL DAY

Transportation/Pick-up

Bussing is available 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.

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.

Communication

A schedule of activities will be sent home each month. We also maintain a Facebook page called, 'Elkins YMCA 2017-18 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 Friday 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.

Child Illness

For the sake of your child and others, if your child has a fever or is vomiting, please do not send your child to the program that day. If your child becomes sick while attending the program he/she will be isolated from the other children and we will contact you to pick him/her up.

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.

2017-18 After School Program Key Dates

EARLY DISMISSALS

The after school program operates on the following **early dismissal days**:

- Wednesday, August 16th – 3 hour early dismissal
- Monday, August 21st – 3 hour early dismissal
- Monday, October 9th – 2 hour early dismissal
- Friday, December 15th – 2 hour early dismissal
- Tuesday, April 17th – 2 hour early dismissal
- Friday, May 12th – 2 hour early dismissal
- Friday, May 26th – 2 hour early dismissal
- Friday, June 2nd – 3 Hour Early Dismissal
- Monday, June 5th – 3 Hour Early Dismissal

FULL DAYS

The program operates on the following scheduled full days when 8 or more children sign up to attend:

- Friday, November 10th – Election Day
- Monday, January 15th - Martin Luther King Day
- Monday, February 19th - President's Day (Weather Dep)
- Monday, February 26th (Weather Dependent)
- Monday, March 5th (Weather Dependent)
- Monday, March 12th (Weather Dependent)
- Monday, March 19th (Weather Dependent)
- Tuesday, May 8th

CLOSURES

- Monday, September 4th – CLOSED FOR LABOR DAY
- Friday, October 6th – CLOSED FOR FESTIVAL
- Thursday, November 23rd – CLOSED FOR THANKSGIVING
- Friday, November 24th – CLOSED FOR THANKSGIVING (Weather Dependent)
- Monday, December 25th – CLOSED FOR CHRISTMAS
- Tuesday, December 26th – CLOSED FOR CHRISTMAS (Weather Dependent)
- Monday, January 1st – CLOSED FOR NEW YEARS
- Friday, March 30th - CLOSED FOR GOOD FRIDAY
- Monday, May 28th CLOSED FOR MEMORIAL DAY

HOLIDAY CAMPS

When 8 or more children sign-up to attend, the program operates full days on the following **holiday breaks**:

- Monday, November 20th to Wednesday, November 22nd - Thanksgiving Break (Weather Dependent) *** Closes at 3 pm on Wednesday
- Wednesday, December 27 to Friday, December 29th - Christmas Break (Weather Dependent)
- Monday, April 2nd to Friday, April 6th - Spring Break (Weather Dependent)

TENTATIVE LAST PROGRAMMING DAY – MONDAY, JUNE 1st