



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BUILDING STRONG BRIGHT FUTURES

Y CLUB AFTERSCHOOL Family Handbook

ADAIR COUNTY FAMILY YMCA



Dear Parents,

This Parent Handbook includes our policies, procedures, and some extra information about our After School Program. Please take a moment to read all this information, ask questions if necessary and become knowledgeable about the program.

Our primary goal is to provide a safe, healthy, and fun. We provide both recreational and enrichment activities to develop your child's mind, body and spirit.

The YMCA has a long track record of recruiting and hiring qualified, well-trained staff whose major concern is the well-being of each child. Our staff provides program activities that are appropriate for all age levels so that our participants will find the program enjoyable, stimulating, relaxing and motivating.

Thanks for your participation and support. We look forward to seeing you at the Y! If you have any questions throughout the program, feel free to contact me at bkastelic@adairymca.org or at the YMCA, 660-665-1922.

Sincerely,

Brittni Kastelic

YMCA MISSON:

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

GENERAL INFORMATION

The Adair County Family YMCA offers an afterschool program that is far from ordinary! Emphasizing our Christian mission, the Y engages students in a variety of ways – see why we are so different! Afterschool at the Y engages kids in physical active, learning and imaginative activities that encourage exploration of who they are and what they can achieve. In addition to supplementing what they have learned in school, they participate in interactive learning models that help build healthy habits, active lifestyles and continued learning. Students get assistance with their homework from trained Y staff, form long-lasting friendships that enhance their development and growth and learn skills that can build self-confidence. Each participant will be required to **complete all necessary paperwork prior to your child or children's first day of participation** (Waiver, Medical/Contact Information, and Signature Authorization). All information provided will be kept confidential and is used in the best interest of your child. Our staff will be given only information necessary to make the after school experience as positive as possible for your child. **If your child will be absent please call the Y and let us know.**

TYPICAL DAY

3:00p.m. – 3:15p.m. Check-In
3:15p.m. – 3:45p.m. Snack Time
3:45p.m. – 4:00p.m. Homework/Organized Game
4:00p.m. – 5:00 p.m. Organized Game/ Craft time/Outdoor Play
5:00p.m. – 6:00p.m Pick up time/Quiet time/Free time

PROGRAM FEES

Monthly/Daily Registration:

Member \$30/month
Participant \$60/month

*Fees are due on the 1st business day of each month. Fees can be paid by check, cash or you can set up a monthly draft though a checking or savings account.

LATE PAYMENTS/INSUFFICIENT FUNDS

*Your monthly payment is due on the 1st of each month. Here are the late payment charges.
2nd – 5th grace period
5th – 31st an additional \$10 charge will be added to your account

FINANCIAL ASSISTANCE

At the YMCA no one is ever denied the opportunity to participate due to the inability to pay. Scholarship request forms are available at the front desk for all YMCA members. The scholarships are based on total household income and number of dependents to determine the fees for those with documented financial need. The forms MUST be filled out two weeks prior to joining the program.

Y VALUES

The Y is ran on 5 basic core values: caring, honesty, respect, responsibility and faith. The Y is an inclusive, family friendly organization. We expect all members, program participants and guests to model our values in their conduct and language.

STAY & PLAY CAMP

The Y will be offering an all-day program called Stay & Play for your child on the days that the school district has a scheduled day off due to teacher workdays, some holidays, etc. On Stay & Play days, you will be able to bring your child to the YMCA where we will keep them busy with arts and crafts, group games, sports and much more. Please bring a sack lunch, tennis shoes and a water bottle.

Location: Adair County Family YMCA

Hours: 8 AM – 5 PM

Fee: Members \$15/day Participants \$20/day

Sign Out Procedures

Parents/Guardians are required to sign in and out their child as they enter and exit the building. Younger siblings may not sign out children unless they have a valid driver's license and are on the enrollment form.

-It is required that parents or an authorized person sign your child out every day with correct date, time and signature.

-Child may not attend Y-Club if the child did not attend school.

Person's Authorized to Pick-Up

A child will only be released to persons authorized by custodial parent on the child's enrollment form. Anyone not on your list or who is not authorized in writing will not be allowed to take your child from Y-Club.

-You will be required to provide a valid driver's license at time of pick up.

-Staff will ask for photo ID until they become familiar with persons picking up your child.

-The person signing your child out must be of driving age.

Late Pick-Up

Your child must be picked up by 6 PM. A late fee will be assessed for any child picked up after that time. The fee is \$1.00 per minute/per child according to site clock. Frequent late pickups (late more than 3 times) may lead to suspension or termination from the program.

Absences/Unusual Schedules

If you know in advance that your child will be absent from Y Club, please notify the site director and/or the YMCA at 660-665-1922.

Accidents and Injuries

1. Any child showing signs of illness shall be isolated until he/she leaves the site. A staff member shall be available to comfort and observe him/her periodically. Parents or emergency contacts will be notified and expected to pick up the child immediately after contact.
2. If children have been exposed to a communicable disease within the program, all parents will be notified of possible exposure. Any child who has been dismissed due to illness cannot return until they are over the illness and if necessary a physician's signature to verify the return of the child.
3. YMCA staff will treat routine scrapes and cuts; however participants needing additional medical attention will follow the medical release form information to the best of our ability.

We will make every attempt to notify the parent immediately if additional medical attention is required. Your authorized signature on the Health, Information, and Release forms allow us to secure prompt medical attention if necessary.

Discipline

Children count on the wisdom of adults to set reasonable limits for them. Limits are necessary to maintain their safety, protect health and guard the rights of others. Discipline will be based on reason and understanding. Children will be informed of all rules and regulation. If rules are broken the staff:

1. Will take the child aside and discuss the problem. A verbal warning will be given.
2. A written warning may be given for multiple/severe offenses. The parents will be notified at the end of the day and be asked to sign the written warning.
3. Will remove the child from the group for a period of time with the understanding that when the child is ready to rejoin the group and cooperate he/she may do so.
4. May take privileges away (Time taken from play period, free time or group activities).
5. If a child's behavior is such that it had a negative effect on the child or staff, the child will be placed on immediate probation, with the parents understanding that the child may be asked to withdraw from the program.
6. A child who has 3 written warnings during the school year will be suspended from the program and their position in the program will then be determined by the YMCA. No refunds will be given due to disciplinary issues.

Parent Involvement

Things may happen at home that affect your child's behavior. Please feel free to discuss these matters with the staff. In order for us to instill self-discipline, we need cooperation and support from all parents.

Snacks

Snack will be provided to children at 3:15 p.m. each day. If the children wish to bring his/her own snacks then they are welcome to do so. Please no soda or sugar filled beverages, suckers, nuts or gum.