



**LEARN  
EXPLORE  
CREATE**

**J. Smith Young YMCA  
After School Discovery Program  
Parent Handbook  
2016-2017**



**J. SMITH YOUNG YMCA  
119 W. 3<sup>rd</sup> Avenue  
Lexington, NC 27292  
336.249.2177  
[www.lexingtonymca.com](http://www.lexingtonymca.com)**

***YMCA Mission: To Put Christian Principles Into Action Through Programs That Build Healthy Spirit, Mind, and Body For All.***

**YMCA PROGRAM GOALS**

The YMCA's programs are based on the Judeo-Christian concern for human life and are designed to achieve common objectives for individual, and families that are attending the programs. Here at the YMCA we seek to help individuals and families to do the following:

**GROW PERSONALLY**- We encourage people to set personal goals and work toward them through programs structured to help develop a healthy self-image.

**CLARIFY VALUES**- YMCA program provide opportunities for reflection on personal values and the relationship between stated values and actual behavior. We emphasize the match of individual values and Christian traditions and beliefs.

**IMPROVE PERSONAL AND FAMILY RELATIONSHIPS**-The YMCA helps people develop cooperative operative attitudes and communication skills through programs for individual and families.

**APPRECIATE DIVERSITY**- Here in the YMCA we have a variety of ages, different ethnic groups and religions. We recognize this and try to encourage diversity of understanding among all people.

**BECOME BETTER LEADERS AND SUPPORTERS**-In YMCA programs, shared leadership and support are basic organizational principles that are taught, practiced, and encouraged.

**DEVELOP SPECIFIC SKILLS**-The development of individual skills is essential in accomplishing personal goals and improving confidence and self-esteem.

**HAVE FUN**- Most importantly we like for everyone to have fun, enjoyment and laughter. Each of these are essential qualities of the program and contributes to people feeling good about themselves and the YMCA.

### **AFTERSCHOOL DISCOVERY PROGRAM POLICIES**

#### **RATIO**

The counselor to child ratio is 1 to 12, one group leader to every 12 children. This guideline exceeds state regulations. Group breakdowns are implemented at sites generally by age, in support of this ratio.

#### **ATTENDANCE**

A record of daily attendance will be kept. Parents are requested to inform the YMCA if their child will not be attending the program on a given day.

#### **DISMISSAL POLICY**

Your child will only be dismissed to the individuals you have listed on the ASDP registration form. We will not release your child to anyone else unless we have written authorization from you. If a non-custodial parent has been denied access to a child by a court order, you must submit documentation to that effect and we will comply with it accordingly.

#### **SIGN-OUT PROCEDURES**

All parents or alternate escorts must sign-out their child. You will be asked to produce identification if our site leaders do not recognize you. We kindly ask all parents to cooperate with us in order to make dismissal as smooth as possible.

#### **LATE PICK-UP**

The ASDP closes promptly at 6:00 p.m. Any participant picked up after 6:00 p.m. will be charged a late fee of \$1 per minute after 6:00 p.m. **The YMCA clock is the official clock of reference. Parents picking up late will be given a late fee slip when they arrive with the late fee amount.** All late fee charges will be added to the fees for the following week. Chronic lateness may result in dismissal from the program. In case of an emergency, please notify us immediately.

#### **FAILURE TO PICK-UP CHILD**

If the parent or authorized person(s) fails to pick-up the child at the time of the ASDP's closing, the site staff will ensure that:

1. The child is supervised at all times;
2. Staff members will attempt to contact the parent or authorized person(s); and
3. A maximum of one hour after closing time, and provided that other arrangements for releasing the child to the parent or authorized person(s) have failed, and the staff member(s) cannot continue to supervise the child at the

ASDP, the staff member will call the Prevent Child Abuse in North Carolina Hotline (1-800-CHILDREN) or Davidson County DSS (336-242.2500) to seek assistance in caring for the child until an authorized person is able to pick-up the child.

### ***INABILITY TO PICK-UP CHILD***

If the parent or authorized person(s) appear to be physically and/or emotionally impaired to the extent that, in the judgment of the Site Supervisor and/or staff member, the child would be placed at risk of harm if released to such an individual, the ASDP will ensure that:

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child's other parent or authorized person(s) for pick-up; and
3. If the ASDP is unable to make alternate arrangements, a staff member will call the Prevent Child Abuse in North Carolina Hotline (1-800-CHILDREN) or Davidson County DSS (336-242.2500) to seek assistance in caring for the child.

### ***FIELD TRIPS***

Each site will schedule field trips which may cost a minimal fee for entrance. On-site "field trips" or special events may be brought to the site as well to enrich the child's experience. Parents will be notified at least one week in advance of the activity. Parents should refer to the site newsletter, bulletin board or sign out table each day for information.

### ***CONDUCT WHILE ATTENDING THE ASDP***

We work to maintain an atmosphere of mutual caring, respect, and understanding at the Afterschool Discovery Program. Proper participation and conduct by your child is expected and includes the following rules:

- Respect others feelings and property
- Cooperate with each other
- Listen to your group leaders
- Stay with your group
- No fighting, yelling, or cursing
- Tell a group leader if someone/something is bothering or upsetting you
- Clean up after yourself
- Remain seated with seat belts on during bus trips
- Keep all body parts and objects inside of the bus

Please discuss and reinforce these behavioral expectations with your child.

Staff supervises all activities and help children resolve conflicts and problems as they arise. Behavioral redirection is seen as an opportunity for learning and approached accordingly. However, if a child continually disrupts the program, or poses a safety risk to themselves or others, then a written behavior notice will be sent home to the parents explaining the issue to be addressed. If behavior violations are deemed severe enough by the Site Supervisor, he/she reserves the right to recommend to the Associate Executive Director suspension and/or dismissal of the child from the program without reimbursement.

### ***PARENT PARTICIPATION***

In order for you and your child to receive the most out of the Afterschool Discovery Program, we encourage any suggestions you may have regarding how we might best contribute to your child's experience with us. Please state any special needs of your child that our staff should be made aware of. We also invite you to visit the ASDP periodically.

### ***CHILDREN DISPLAYING ILLNESSES***

Parents will be notified of any child with a temperature of 99 degrees or more or experiencing other symptoms such as nausea, headache, etc. which requires immediate attention.

### ***SNACKS***

Children will receive a healthy snack each day. If a child wants to bring a snack from home they may only eat it during designated "snack time". Children will not be allowed to visit the drink machines or snack machines at the school.

### ***LOST ITEMS***

The YMCA is not responsible for items lost during ASDP activities. Please make sure you label all your child's personal items (coats, towels, swimsuits, etc.) to help us keep track of your child's belongings. We recommend that electronic games and toys be left at home.

### **PHOTOGRAPHS/VIDEOS**

The YMCA may take some video or pictures of YMCA ASDP activities to share at meetings, on our website, on our social media pages or for other advertisements. By enrolling your child in our program, you give your permission for child to be videotaped or photographed. If you would prefer that your child not be videotaped or photographed, please put your request in writing and leave it with the ASDP director. We will honor your request.

### **HOMEWORK POLICY**

All children will be provided a quiet environment and necessary assistance to complete their homework during the ASDP. If your child needs additional time to complete their homework, please contact the ASDP staff, we will be happy to assist with this. If your child does not have homework, we will provide some academic activities for them to work on during homework time.

### **ENRICHMENT ACTIVITIES**

The ASDP will bring a variety of enrichment activities to each site during the course of the school year. Planned activities include arts & crafts, dance, guest speakers and music activities. If you are interested in providing an enrichment activity or have an idea for our program, please contact the ASDP director.

### **PHYSICAL ACTIVITY POLICY**

In accordance with YMCA Board Policy, each site will have 30 minutes of organized physical activity each day. Additional time for recreation time (both indoors and outside) will be allotted.

### **OPERATING SCHEDULE**

ASDP will meet in accordance with the school year schedule for students. ASDP will operate daily from school dismissal until 6:00 PM. Teacher work days and school holidays (hereafter referred to as "Holiday Camp"): Site Supervisors will inform you of whether you meet at the school or at the YMCA. Holidays and days when school is canceled due to inclement weather, care will be offered at the YMCA unless weather prevents the YMCA facility from opening. Early dismissal due to weather will operate at the school site unless otherwise determined by school administration. The program will not operate on the following days:

### **2016-2017 ASDP CLOSINGS**

Labor Day	September 5, 2016
Thanksgiving Holiday (Thursday & Friday)	November 24-25, 2016
Christmas Eve & Christmas Day	December 26
New Year's Day	January 2, 2017
Good Friday	April 14, 2017
Memorial Day	May 29, 2017

During Holiday Camp, care is provided 7:00 AM-6:00 PM at the YMCA and 7:30 AM-6:00 PM when provided at a school site. Drop off time for YMCA care is from 7:00-9:00 am, pick up time is from 4:00-6:00 pm.

### **INCLEMENT WEATHER**

The program will take place at the school sites if school is dismissed early due to the weather unless otherwise determined by school administration. If school is not in session due to inclement weather, the program will meet at the YMCA. The YMCA reserves the right to close all sites at 4:30PM on days when the school system closes early due to inclement weather.

### **TEACHER WORK DAYS**

On teacher work days the program will meet at the YMCA or the school site depending on the arrangement with the school. Each site supervisor will make sure that the parent's school and YMCA front desk have the information regarding teacher work days at least one week in advance of the day out of school.

### **PAYMENT POLICIES**

We offer four types of payment programs for our ASDP.

- A. Twice monthly payments are due on the 10<sup>th</sup> and 25<sup>th</sup> of each month in advance. A \$15.00 late payment fee will be assessed for payments 5 days late and the child will not be eligible to attend

unless arrangements are made with the Associate Executive Director or YMCA Registrar for payment within 7 days of late fee assessment.

- B. Monthly payments made by 25<sup>th</sup> of each month for the following month. Payments 5 days overdue will be assessed a \$15.00 late payment fee and the child will not be eligible to attend the program unless arrangements are made with the Associate Executive Director or YMCA Registrar for payment within 7 days of late fee assessment.
- C. Full payment for the entire school year. An 8% discount will be given to anyone choosing this option.
- D. Bankdraft or credit card draft monthly fees.
- E. In an effort to keep fees low, we will not send bills unless you are late with your payment. You are responsible for paying your monthly fees on time.
- F. The YMCA charges \$30.00 for returned checks.
- G. The YMCA reserves the right to make adjustments to fees at any time.
- H. The YMCA reserves the right to terminate care for non-payment per agreement.
- I. Participants with accounts 12 days past due will be dropped from the program until full payment is made. The YMCA will consider financial assistance only after past due amounts are paid. A check returned twice to the YMCA as uncollected will also result in termination.
- J. Anyone terminated from the program is not eligible to register for any other YMCA program until payment in full is made.
- K. Accounts 12 or more days past due will be sent for collections.
- L. Families who qualify for our educator discount (by employment through Davidson County and/or Lexington City Schools) will be asked to provide proof of employment each year when enrolling their child(ren). Proof can be a current year ID badge or recent paystub. Thank you for your understanding and assistance.

**CHANGES**

Please contact YMCA Registrar to update and change information on file (ie. Address, phone numbers, emergency contacts, etc.)

**Monthly Payment Schedule**

<b><u>Month paying for:</u></b>	<b><u>Date due:</u></b>	<b><u>Late fee added on:</u></b>
August	August 20	None for this month <u>only</u>
September	August 25	September 1
October	September 25	October 1
November	October 25	November 1
December	November 25	December 1
January	December 25	January 1
February	January 25	February 1
March	February 25	March 1
April	March 25	April 1
May	April 25	May 1
June	May 25	June 1

## **Twice Monthly Payments**

<b><u>Month paying for:</u></b>	<b><u>Date due:</u></b>	<b><u>Late fee added on:</u></b>
August	Aug. 20 (1 payment)	None for this month <u>only</u>
September	½ Aug. 25, ½ Sept.10	Sept. 1, Sept. 16
October	½ Sept. 25, ½ Oct.10	Oct. 1, Oct. 16
November	½ Oct. 25, ½ Nov. 10	Nov. 1, Nov. 16
December	½ Nov. 25, ½ Dec. 10	Dec. 1, Dec. 16
January	½ Dec. 25, ½ Jan. 10	Jan. 1, Jan. 16
February	½ Jan. 25, ½ Feb. 10	Feb. 1, Feb. 16
March	½ Feb. 25, ½ March 10	March 1, March 16
April	½ March 25, ½ April 10	April 1, April 16
May	½ April 25, ½ May 10	May 1, May 16
June	May 25 (1 payment)	June 1

### ***Afterschool Discovery Program Contact Information***

Cheryl Shaw, YMCA Registrar	cheryl@lexingtonymca.com	336.249.2177 (Office)
Jen Fuller-Allen, Programs Director	jen@lexingtonymca.com	336.250.0714 (Cell)
Billy Freeman, Senior Associate Executive Director	billy@lexingtonymca.com	336.309-3861 (Cell)

### ***Afterschool Discovery Program Site Locations***

Central Middle School	336. 247.1502
Davis-Townsend Elementary School	336. 239.2926
Arcadia United Methodist Church (serving Northwest Elementary)	336. 250.7359
Friedberg Elementary School	336. 239.2764
Lexington City Site	336.239.3213
Midway Elementary School	336.239.3321
Reeds Elementary School	336. 239.3367
Southmont Elementary School	336. 239.3794
Serving Tyro Elementary School (at Reeds Elementary)	336. 479.0343
Welcome Elementary School	336. 239.3709

**THANK YOU FOR ALLOWING US TO SERVE YOUR FAMILY!**

