

# YMCA After School Enrichment Program 2010 – 2011 Parent Handbook



YMCA

We build strong kids,  
strong families, strong communities.



Dear Parents:

Welcome to the YMCA After School Program. This packet will acquaint you with the procedures and policies of this program. We look upon everything we do through the eyes of a parent; with safety, fun and growth as our greatest concerns.

Please review the Parent Packet so we can begin to work together to make this program the best it can be. Please feel free to ask questions, make suggestions and help us problem solve. Your input is very valuable to us. Please review the Parent Information Board for further information.

We are in the office between 9:30 a.m. and 6:00 p.m. Frequently we visit our sites after 2:30 p.m. If you have any questions or concerns, please contact us. We are looking forward to getting to know your family and hope that this will be a positive experience for you.

Sincerely,

Carol Blanchard  
Greenway  
Director of Children's Services  
Registrar  
770.663.3535  
770.663.3525  
[carolb@ymcaatlanta.org](mailto:carolb@ymcaatlanta.org)  
[ginag@ymcaatlanta.org](mailto:ginag@ymcaatlanta.org)

Amy Cook  
Director of Children's Services  
770.663.3530  
[amym@ymcaatlanta.org](mailto:amym@ymcaatlanta.org)

Gina  
Child Care

## Ed Isakson/Alpharetta Family YMCA

3655 Preston Ridge Road  
Alpharetta, GA 30005  
Phone: 770-664-1220  
Fax: 770-664-0337



YMCA

We build strong kids,  
strong families, strong communities.

## **YMCA MISSION STATEMENT**

Your YMCA, reflecting its Judeo-Christian heritage, is an association of volunteers, members, and staff, open to and serving all, providing programs and services which develop spirit, mind, and body. Financial assistance is available based on need. The YMCA actively seeks to identify and involve those in need.

**NOTE:** If you need financial assistance, please contact an Ed Isakson/Alpharetta Family YMCA Children's Services Director for an application form. Financial assistance is limited and dispersed on a first come, first served basis.

## **Ed Isakson/Alpharetta Family YMCA After School Program**

Our programs are designed to offer each child many opportunities for intellectual, physical and social development. Children take part in a wide variety of group and individual activities including art, enrichment components, homework time and sports. We offer a quality program that includes planned activities to complement the school experience. Our highest goal is a warm, safe and caring atmosphere for children.

## **Administration and Staff**

The Ed Isakson/Alpharetta Family YMCA After School Program is administered by the Program Directors at our branch. The program is staffed by trained, qualified personnel who meet YMCA and Bright From the Start standards. We hire our staff through a careful selection process which includes a criminal background check. We do our best to maintain staff stability and minimize transition for the children. Our staff to child ratio is maintained at an average of 1 to 18. The Ed Isakson/Alpharetta Family YMCA is located at:

3655 Preston Ridge Road  
Alpharetta, GA 30005  
Phone: 770-664-1220  
Fax: 770-664-0337

## **Hours of Operation**

The After School Program begins as soon as the participants enter our site and continues until 6:30 p.m. Our program operates on-site at 27 elementary schools every day that school is in session, weather permitting. On selected school breaks and holidays the Ed Isakson/Alpharetta Family YMCA will be offering full day Holiday Camp at an alternate location. Holiday Camp will have an additional daily fee. Holiday Camp registration forms will be available at each Prime Time Site three weeks prior to the holiday.

## **Program Components:**

- Snack – USDA approved and provided by the Fulton County Food Program
- Age appropriate groups & activities
- Homework time with assistance
- Centers – reading, arts & crafts, science, homework, board games, etc.
- Outside Play – 45 minutes a day (weather permitting)
- Themed daily activities
- Fitness Component

## Payment and Program Policies

- **Returned Checks.** Parents will be notified by Check Care Systems if a check is returned. A penalty of \$37.00 will be charged. If the YMCA receives more than one returned check you will be required to pay by money order/cash/credit card for the rest of the school year.
- **Monthly Fees.** The total monthly fee is due unless a child is out THREE OR MORE DAYS IN ONE WEEK DUE TO ILLNESS. The YMCA will prorate fees when this occurs, but the parent must contact the Program Director for approval and provide a doctor's excuse. The total monthly fee will not be prorated when schools are closed due to teacher workdays, inclement weather, and holidays, except for Spring Break, Thanksgiving and Winter Break. Payment of monthly child care fees is the responsibility of the parent/guardian. Payment reminders will be given; however, payment must be made on a timely basis REGARDLESS OF RECEIPT OF INVOICE. Fees are due by the FIRST of each month, but arrangements can be made for bi-monthly payments. Parents are responsible to keep the account current at all times. *Payments must be mailed or brought to the Ed Isakson/Alpharetta Family YMCA. No payment will be accepted at school sites.*
- **Past Due Accounts.** Full payment is due by the FIRST of each month. Payment received after the FIFTH of each month will be assessed a \$10.00 late fee and your child's participation in the program will be at risk. All accounts that become more than 30 days past due will be automatically forwarded to a collection agency.
- **Cancellation.** The after school program requires a TWO WEEK WRITTEN notice of withdrawal of a participant to be given to the YMCA office, not counselors. Until such notice is received by the After school Program Director, parents are responsible for fee. If you change your mind about enrollment in the program before or on August 9, 2010, your membership and first week's payment are refundable. If you change your mind after August 9, 2010 only your membership is refundable. Contact the After School Registrar for details regarding cancellation if you wish to cancel enrollment.
- **Late Pick Up Fees.** The after school sites close promptly at 6:30 p.m. If you arrive late, you will be required to pay an additional fee of \$5.00 per 5 minutes, per child, after the 6:30 p.m. sign out time. This payment will be billed to your account at the YMCA. Continual late pick-up may result in dismissal from the program. If your child is left after closing time, YMCA staff will attempt to contact parents first and then will proceed to the listed emergency contacts. The YMCA is required by law to notify the Department of Family And Child Services if any child is not picked up one hour after site closing time.
- **Immunizations.** A current health department immunization record #3231 is required with enrollment papers. If the record expires during the school year, the parent is responsible to provide a current immunization before the expiration date.

- **Updates.** I agree to keep the office and counselors informed of any changes in information and update on any significant changes at home that might affect my child.
- **Pick-Up From YMCA After School Program.** For the protection of the children, each child must be personally signed out by the parent or guardian each day. *Children will **not** be allowed to leave the building unless an adult has signed them out.* All children must be supervised and escorted from the building at time of pick-up. **Children will only be released to those people authorized on the registration form. Authorized adults must be 18 years or older to pick up a child(ren) from YMCA After School Program.** If a person other than those authorized will be picking up your child or permanently added to your pick-up list you must:
  - fax a note to a Children’s Services Director with the name of the person whom you will be adding with a copy of your picture ID.
  - have the Site Director add the person to your pick-up list while you are at the site.

***Anyone who is unfamiliar to the YMCA Staff will be required to show a picture ID.*** If there are special circumstances involving custody issues, you must provide a Children’s Services Director legal documentation of those arrangements. These documents will be kept confidential in your child’s file on site. Once a child has been released to you or a person authorized for pick-up, the YMCA is no longer responsible for the child.

***If a child is participating in an extra-curricular activity at the school, parents must arrange for an adult from that program to sign the child out of and back into YMCA After School Program. Parents must add this adult’s name to the authorized pick-up list.***

- **Inclement Weather.** Our policy for closing will be the same as Fulton County and/or individual school. When the school is closed, YMCA After School Program will be closed. If schools close early or cancel after school programs, YMCA After School Program will be closed. Please call (404) 818-9008, for any closing announcements. If we need to close after we have opened for the day, please be sure to pick up your child as soon as possible. We will contact parents if this happens through phone calls and emails. Tuition will not be prorated in the event of early dismissal or a snow day.

Please monitor the media and Fulton County’s website, [www.fultonschool.com](http://www.fultonschool.com), for early school dismissal. Parents will need to make suitable pick-up arrangements for each child. The YMCA will not endanger staff by sending them to YMCA After School Program sites for early dismissal due to inclement weather.

- **Emergency.** Plans have been developed and are posted for parent viewing for the following:
  - Severe weather
  - Fire
  - Physical plant problems, such as power failure, that affects climate control or structural damage.

- Parents and/or emergency contacts will be notified by phone when such events occur.
- **Illness.** YMCA staff is trained to recognize the common signs of communicable disease or other illnesses and will observe each child at the beginning of his/her day. Children with symptoms of communicable disease are isolated immediately. A communicable disease chart is posted for parents. When children indicate illness at home, but are able to go to school, please anticipate that the child may not feel well by the end of the day and may need to be picked up early from YMCA After School Program. A slight cold is acceptable but heavy coughing or runny nose, or worsening of symptoms during the day will result in the parent being called to care for the child.

If the child becomes ill or injured at YMCA After School Program, you will be contacted immediately and arrangements must be made to pick up the child as soon as possible. The child will be isolated from other children, supervised and made comfortable until a parent arrives. We will contact all emergency contact persons as listed on the registration form. In case of an emergency, the staff will provide first aid and call 911. Parents will be contacted immediately of emergency. The YMCA has an agreement with North Fulton Regional and Gwinnett Medical Center on McClure Road to accept your child(ren) in order to receive emergency medical treatment if we are unable to reach you.

*It is the parent's responsibility to maintain primary insurance on their child(ren)*

- **Medication.** The program staff will administer only dated, labeled, prescribed medications or age-appropriate over-the-counter medication as indicated by the parent or physician. Parents must sign an authorization form before any medication can be administered. Authorization to dispense medication will be limited to two weeks, unless otherwise prescribed by a physician. Medicines which are no longer to be dispensed will be returned to the child's parent immediately. Personnel will only dispense medications that are provided by the parent and meet the criteria listed on the Medication Form. Medication will be kept in a locked storage separate from cleaning chemicals, supplies or poisons. The program will maintain a record of all medications dispensed to children by personnel. The medication must be in the original container with the child's name, time to administer, and the dosage. Parents will be notified of any adverse reaction to the medication. Please contact a Children's Services Director or Site Director if your child(ren) need medication dispensed at YMCA After School Program.
- **Discipline.** Staff will provide clear, reasonable limits for children's behavior. Each child is expected to maintain proper behavior while in the YMCA After School Program. Positive behaviors will be reinforced; and negative behaviors will be identified and redirected. Children will be taught to recognize and identify their feelings as valid and acceptable, but emphasis will be put on appropriate ways of dealing with those feelings.  
The YMCA After School Program is a quality experience for many children. However, it may not be the best child care experience for every child. Every effort will be made to communicate and solve individual behavior situations. Children must be able to function in a 1:18 counselor/child ratio. We reserve the right to ask any child to leave the program for his/her own betterment or for the welfare of the group.

*The process for disciplining a child is as follows:*

1. The child will be redirected from a disruptive behavior to an acceptable behavior.
  2. If the child does not respond to encouragement from staff to stop inappropriate behavior, the child will be asked to take a short “time out” to think about more appropriate behavior.
  3. If the behavior continues, or a child continues to be disruptive, the child will be removed from the group or activity and be given something to do individually. Depending upon the severity of the action, a parent may be called for immediate pick-up. The staff will discuss with the parent what occurred, and what further actions may be taken.
  4. If the behavior continues, or a child continues to be disruptive or exhibits inappropriate behavior/attitude over a series of days, then a conference will be set up between the parent, staff and Program Director. A one to three day suspension will be effective immediately. Refunds are not available for suspended days.
  5. Should a child’s behavior/attitude continue to disrupt the YMCA After School Program, the child may be asked to leave the program.
  6. YMCA After School Program will not tolerate swearing, hitting, bullying or any other type of disrespect towards authority or other YMCA participants.
  7. If a child decides to run from a staff person, we will make every effort to keep the child safe, but we will not chase the child. The staff will immediately call the parent and the child must be picked up at once. It is the YMCA’s procedure to notify the police when this occurs.
- **Child Abuse Policy.** The YMCA of Metropolitan Atlanta believes that the safety, support and care of our children are the most important goal of the child care program. The law also has provisions safeguarding the well-being of our children. Therefore, we must comply with the law as outlined in the following:  
Child care personnel having reasonable cause to believe that a child under the age of 18 has had physical injury inflicted upon him/her by other than accidental means by a parent or guardian, or has been neglected or exploited by a parent or guardian or has been sexually assaulted or sexually exploited, MUST report or cause reports to be made to the Department of Human Resources, Child Protection Agency.
  - **Evaluations.** The YMCA program provides parent evaluations twice a year. However, we encourage you to communicate regularly with staff. Your input is valuable to us, and an important part of our continuing effort to make this program an excellent experience for your family. If you have concerns, please notify the site director at your Prime Time program or the Children’s Services Director at 770-664-1220.

## Holiday Camps

Holiday Camp is available exclusively to currently enrolled YMCA After School participants and is held from 7:30 a.m. to 6:30 p.m. Cost is \$30.00 per day, per child. Space is limited to a first-come, first-served basis. Holiday Camp's event and location will be announced via your YMCA After School site staff three weeks before the scheduled date. The following is a tentative 2010-2011 schedule:

### Prime Time Holiday Camp Schedule for 2010-2011

<b>September 6</b>	<b>Labor Day</b>	<b>Closed</b>
October 11	Teacher Workday	Holiday Camp Available
November 24	Thanksgiving Break	Holiday Camp Available
<b>November 25 &amp; 26</b>	<b>Thanksgiving</b>	<b>Closed</b>
December 23	Winter Holidays	Holiday Camp Available
<b>December 24</b>	<b>Winter Holidays</b>	<b>Closed</b>
December 27 - 30	Winter Holidays	Holiday Camp Available
<b>December 31</b>	<b>New Year's Eve</b>	<b>Closed</b>
January 3-4	Winter Holidays	Holiday Camp Available
<b>January 17</b>	<b>Martin Luther King, Jr.</b>	<b>Closed</b>
February 21	President's Day	Holiday Camp Available
March 11	Teacher Workday	Holiday Camp Available
April 4 - 8	Spring Break	Holiday Camp Available
April 22	Teacher Workday	Holiday Camp Available
May 27	Last Day of School	Last Day of Prime Time

*Holiday Camp and full day programs are not provided at each school. They are held at an alternate location.*

### **Prime Time Payment Schedule: 2010 – 2011**

The only months that will be pro-rated throughout the school year are for Thanksgiving, Winter and Spring Break. The 2010 - 2011 payment schedule is as:

<u>MONTH</u>	<u>DATES</u>	<u>AMOUNT</u>
August	8/23 – 8/27	\$65.00
September	8/30 - 10/01	\$325.00
October	10/04 – 10/29	\$260.00
November	11/1 – 11/26	\$221.00
December	11/29- 12/22	\$260.00
January	1/5 – 1/28	\$260.00
February	1/31 – 2/25	\$260.00
March	2/28 - 4/01	\$325.00
April	4/11 – 4/29	\$195.00
May	5/2 – 5/27	\$260.00

***\*Monthly tuition varies. Tuition is based on the number of weeks of care per month. \*\*YMCA After School does not offer Part Time or Drop In.***