

YMCA Prime Time Enrichment Program 2009 – 2010 Parent Handbook



YMCA

We build strong kids,
strong families, strong communities.

Dear Prime Time Parents:

We are happy that your child(ren) will be joining us in our Prime Time Program. This handbook 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 Handbook so that we can begin to work together to make this program the best that 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 (located in hallway by B1 Classroom) 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. We are looking forward to getting to know your family and hope that this will be a positive experience for you.

Sincerely yours in childcare and summer camp services,

Deb Beauford

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Director of Children's Services

We build strong kids, strong families, strong communities.

J.M. Tull-Gwinnett Family YMCA

2985 Sugarloaf Parkway
Lawrenceville, GA 30045

Phone: 770-513-5956

Fax: 770-963-6037

Website: tgy.ymcaatlanta.org



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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 the J.M. Tull Family YMCA Children's Services Director for an application form or you can download it from our website at tgy.ymcaatlanta.org. Financial assistance is limited and dispersed on a first come, first served basis.

J.M. Tull-Gwinnett Family YMCA Prime Time

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. Periodically we may have special guests and family events. 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 J.M. Tull-Gwinnett Family YMCA Prime Time Program is administered by the Program Directors at our branch. Prime Time is staffed by trained, qualified personnel who meet YMCA 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.

Hours of Operation

Prime Time begins as soon as the participants enter our site and continues until 6:30 p.m. Our program operates on-site at 5 elementary schools and at the YMCA serving 5 elementary schools every day that school is in session, weather permitting. Participants from Benefield, Cooper, Lovin, Mulberry and Grayson will be served at their respective schools. Participants from Cedar Hill, Craig, Holt, Pharr and Simonton Elementary schools will be transported to the J. M. Tull Gwinnett Family YMCA for Prime Time. On selected school breaks and holidays the J.M. Tull-Gwinnett Family YMCA will be offering full day Holiday Camp at the J.M. Tull-Gwinnett Family YMCA location. Holiday Camp will have an additional daily fee. Holiday Camp registration forms will be available at each Prime Time Site two weeks prior to the holiday.

Financial Assistance

Financial assistance is available to qualifying families through the generous donations of our Partner With Youth Campaign donors. Although we have a sliding fee scale, there are limited funds available. In order to pay a fee other than the standard weekly fee of \$65.00, a financial assistance form must be completed and approved. The standard payment must be paid until you receive confirmation of assistance.

Snack

Snack is provided. All snacks are USDA approved snacks. Nutritionally balanced snacks will be provided to every child in attendance. Weekly menus will be posted on the parent board. According to the states rules children can not bring additional food or drink to the Prime Time program unless it is a full day event like Holiday Camp. Food and menu exceptions can not be made for individual children, unless for documented medical reasons, which must be supported by a doctor's statement.

Personal Items

Children should avoid bringing personal items to holiday camps, camps and after-school Prime Time programs. The YMCA is not responsible for these items. Rule of thumb is – if it can not be brought to school, it can not be brought to the YMCA. Things can be lost, borrowed or broken. Examples of items NOT to bring are toys, cell phones, and other electronics.

Off-site Program Components:

- Snack – USDA approved
- Themed daily activities
- Age appropriate groups & activities
- Homework time with assistance
- Centers – reading, arts & crafts, science, homework, board games, etc.
- Outside or Indoor Play – 30 minutes per day
- Fitness Component

YMCA On-Site Additional Components (those that are transported daily to the YMCA from the local schools)

- Fridays are swim days, weather permitting. When there is lightening in the area, the pools closes for 30 minutes.
- Bring a swim suit and towel
- Your child will be swim tested

Parent Involvement

We enjoy input and involvement from parents. You are welcome to visit the sites at any time. Please make your presence known to the staff when visiting the site. At times we may have parents come in as guest speakers, help with solicitation of donations or grants, or other talent. Please let our staff know if you are interested in presenting a program to the Prime Time group.

It is the Parents' responsibility to keep the child's records current to reflect any significant changes as they occur, e.g. telephone numbers, work location, emergency contact, child's physician, child's health status, pick-up, etc.

Payment Policies

OPTION 1

Automatic Debit/Charge - Tuition is automatically charged to your account on a bi-weekly basis. Please see the **Payment Schedule** for exact dates of debits and charges. The YMCA accepts American Express, MasterCard, Visa and Discover.

Defaulting on Option 1

Please note that services will be suspended if you have an outstanding balance of two weeks. After payment of outstanding balance you will then be automatically set up on the Option 2 payment plan which is payment by cash or money order every two weeks according to the Payment Schedule.

OPTION 2

Self Pay- Tuition will be brought or mailed into the YMCA on a bi-weekly basis according to the **Payment Schedule**. Please see the **Payment Schedule** for exact dates that tuition is due. **Payments will not** be accepted at **any** sites other than the YMCA. Services will be suspended if you have an outstanding balance of two weeks. The **YMCA** will only accept payments in the form of cash or money order for the remainder of the semester if you have one returned check. There is a \$37 returned check fee per check that is not honored by your financial institution.

All accounts that become more than 20 days past due will be automatically forwarded to a collection agency. Receipts can be sent upon request. Please allow a two week processing period for an annual receipt request.

Three days of Prime Time services offered = Full week payment.

Early release days will **NOT** be pro-rated, regardless of attendance.

Your payment may be pro-rated only if your child is absent from the program for three or more consecutive days in any given week due to illness. **Approval for pro-rating must be given by the Children's Services Director.** *Please submit request for refunds with a note from your child's doctor within 30 days. Attendance on three of the five days of the week constitutes a full week.*

The only week that will be pro-rated throughout the school year is Thanksgiving. The 2009 - 2010 payment schedules are as follows:

PRIME TIME PAYMENT SCHEDULE Fall 2009

Payment Due Date	Week #	Tuition Dates Covered	Cost
1. 8/07/09	1, 2	8/10/09 - 8/21/09	= \$130
2. 8/21/09	3, 4	8/24/09 - 9/4/09	= \$130
3. 9/4/09	5, 6	9/7/09 - 9/18/09	= \$130
4. 9/18/09	7, 8	9/21/09 - 10/2/09	= \$130
5. 10/2/09	9, 10	10/5/09 - 10/16/09	= \$130
6. 10/16/09	11, 12	10/19/09 - 10/30/09	= \$130
7. 10/30/09	13, 14	11/2/09 - 11/13/09	= \$130
8. 11/13/09	15, 16*	11/16/09 - 11/24/09	= \$91
*Thanksgiving Holiday – prorated tuition of \$26 for 11/23 – 11/24 School's Out 11/25 – See Holiday Camp Schedule			
9. 11/27/09	17, 18	11/30/09 - 12/11/09	= \$130
10. 12/11/09	19	12/14/09 - 12/18/09	= \$65

Winter Break – 12/21/09 – 1/4/10 - No Prime Time – Sign-up for Holiday Camp

PRIME TIME PAYMENT SCHEDULE

Spring 2010

Payment Due Date	Week #	Tuition Dates Covered			Cost
1. 1/01/10	1, 2	1/5/10	-	1/15/10	= \$130
2. 1/15/10	3, 4,	1/18/10	-	1/29/10	= \$130
3. 1/29/10	5, 6	2/1/10	-	2/12/10	= \$130
4. 2/12/10	7, 8	2/15/10	-	2/26/10	= \$130
5. 2/26/10	9, 10	3/1/10	-	3/12/10	= \$130
6. 3/12/10	11, 12	3/15/10	-	3/26/10	= \$130
7. 3/26/10	13, 14	3/29/10	-	4/3/10	= \$130
	&	4/12/10	-	4/16/10	
Spring Break No Tuition Charge - 4/5/ - 4/9/10 - See Holiday Camp Schedule					
8. 4/16/10	15, 16	4/19/10	-	4/30/10	= \$130
9. 4/30/10	17, 18	5/3/10	-	5/14/10	= \$130
10. 5/14/10	19, 20	5/17/10	-	5/26/10	= \$130
School's Out 5/27 & 5/28 – See Holiday Camp Schedule					

Returned Checks

You will be notified by a Check Care representative should a “non sufficient funds” check be returned to us. A \$37.00 fee will be charged for each check returned. After one returned check, we will only accept money orders or cash. Should you have a financial problem, contact the Child Care Director immediately.

Withdrawal Notice

A two week written notice of withdrawal must be mailed or delivered to the YMCA two weeks prior to the last day of attendance. Please indicate the reason for withdrawal on your notice. Please note that you are responsible for payment through the two week written notice. If there are any questions or concerns about withdrawing your child, please contact the Children’s Services Director.

Pick-Up from Prime Time

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 Prime Time.** If a person other than those authorized will be picking up your child or permanently added to your pick-up list you must:

- Fax your request to the Children's Services Director with the name of the person whom you will be adding with a copy of your picture ID.
- Or, while at pick up prior, 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 the Children's Services Director with 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 Prime Time. Parents must add this adult's name to the authorized pick-up list.

Late Pick-Up Charges

All children must be picked up by 6:30 p.m. If you arrive late, you will be required to pay an additional fee of \$1.00 per minute, per child, after the 6:30 p.m. sign out time. This payment is due at pick-up. **Continual late pick-up may result in dismissal from the program.** If the YMCA has not been notified about your delay, the YMCA will exhaust emergency contacts and authorized pick-up lists before contacting DFACS for assistance. If the YMCA is unable to make contact with the parents or emergency contacts for a child, the child will be put into the custody of DFACS after 7:00 pm.

Inclement Weather

Our policy for closing will be the same as Gwinnett County and/or individual schools. When the school is closed, Prime Time will be closed. If schools close early or cancel Prime Time programs, Prime Time will be closed. 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 try to contact parents if this happens through phone calls and emails. Tuition will not be prorated in the event of early dismissal or snow days.

Sign-up for StatusMe to receive E-mail and/or text messages regarding weather and building closures for related child care closings. www.statusme.com

It will be the responsibility of the parent or guardian to monitor the media 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 Prime Time 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.

Early Release Days

Transportation to the YMCA for Cedar Hill, Craig, Holt, Pharr and Simonton participants will continue on Early Release days.

Unfortunately, we do not have adequate transportation available to all of our school sites, nor can we reach those schools in a timely manner that is requested by the schools to offer transportation on those days. Parents of the off-site schools must transport their children to the YMCA during the Early Release days if they want to use the services provided. There are two Early Release days each semester. Please see the Early Release Registration form and schedule.

Three days of Prime Time Attendance = Full week payment. Early Release days will not be pro-rated, regardless of attendance.

Holiday Camps

Holiday Camp is held from 7:30 a.m. to 6:30 p.m. Cost is \$30.00 per day, per child for Program Members. Space is limited to a first-come, first-served basis. Holiday Camp is held at the J.M. Tull-Gwinnett Family YMCA and will be announced by your Prime Time site staff three weeks before the scheduled date. The following is the tentative 2009-2010 schedule.

Early Release

Early Release dates that your child may attend the YMCA. Only the participants that are regularly transported from school to the YMCA for Primetime will be transported by the YMCA on Early Release Days. All others will need to provide their own transportation from school to the YMCA.

Fees: \$5.00 per day, per child. The \$5.00 fee is in addition to your regular tuition fee for that week.

- November 11, 2009
- November 12, 2009

- February 3, 2010
- February 4, 2010

Early Release Days will not be pro-rated, regardless of attendance.

Prime Time Holiday Camp Schedule for 2009-2010

Choose dates that your child will be scheduled to attend Holiday Camp (Limited Space)

The fees for the dates below are:
\$10 per day/per child (Prime Time participant)
\$25 per day/per child (Facility Member)
\$30 per day/per child (Program Member)

- | | |
|--|---|
| <input type="checkbox"/> October 9, 2009 | <input type="checkbox"/> March 12, 2010 |
| <input type="checkbox"/> October 12, 2009 | <input type="checkbox"/> March 15, 2010 |
| <input type="checkbox"/> January 4, 2010 | <input type="checkbox"/> April 2, 2010 |
| <input type="checkbox"/> February 12, 2010 | <input type="checkbox"/> May 27, 2010 |
| <input type="checkbox"/> February 15, 2010 | <input type="checkbox"/> May 28, 2010 |

The fees for the dates below are:
\$25 per day/per child (Facility Member)
\$30 per day/per child (Program Member)

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Nov 25, 2009 | <input type="checkbox"/> Dec 30, 2009 |
| <input type="checkbox"/> Dec 21, 2009 | <input type="checkbox"/> April 5, 2010 |
| <input type="checkbox"/> Dec 22, 2009 | <input type="checkbox"/> April 6, 2010 |
| <input type="checkbox"/> Dec 23, 2009 | <input type="checkbox"/> April 7, 2010 |
| <input type="checkbox"/> Dec 28, 2009 | <input type="checkbox"/> April 8, 2010 |
| <input type="checkbox"/> Dec 29, 2009 | <input type="checkbox"/> April 9, 2010 |

**Holiday campers will have the option of going on field trips during some Holiday Camps. There will be an additional \$10 fee per child for such trips.*

What to Bring To Holiday Camp & Early Release Days

- A lunch and drink*
- 2 snacks and 2 drinks
- Swim suit and Towel
- Sneakers for active games
-

*You can pay \$5.00 per child the morning of Holiday Camp and receive two slices of pizza and a drink for lunch.

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. ***We will inform parents whenever we learn that their child may have been exposed to a communicable disease during the program.***

We will also inform the parents of any incidents or injuries that occurred at the program. 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 Prime Time. 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 Prime Time, 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 that is compliant with Bright from the Start rules and regulations and call 911. Parents will be contacted immediately of emergency. The YMCA has an agreement with Gwinnett Medical Center 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 in the original container 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 the Children's Services Director or Site Director if your child(ren) need medication dispensed at Prime Time.

Discipline

Staff will provide clear, reasonable limits for children's behavior. Each child is expected to maintain proper behavior while in the Prime Time 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 Prime Time 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. The “time out” period will not exceed 1 minute per year of child’s life, e.g. 9 minutes for a 9 year old.
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 Prime Time Program, the child may be asked to leave the program.
6. Prime Time will not tolerate swearing, hitting, bullying or any other type of disrespect towards authority or other Prime Time participants.

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 is 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.

Miscellaneous

Every child is part of the Prime Time Program. The proper use and cleanliness of the room, games, books, toys, etc. is the responsibility of all. Clean up is important and we need your support. When picking up your child please take time and encourage your child(ren) to clean up, put things away, and gather all their belongings before you leave. Remember, the space we use is borrowed from the school! We need to show them our respect and need to be responsible for our actions.

Please notify your child’s teacher of enrollment in the Prime Time program.

Periodically we take pictures of children and activities for newsletters, for the promotion of programs in brochures or presentations, and/or for use at family events. If you **do not** want your child's picture to be used, please indicate this in writing to a Children's Services Director.

Evaluations of the program are done twice a year and parents are encouraged 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. If they are not resolved, please call the Children's Services Director at 770-513-5956



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