



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

# **INSPIRATION RECREATION EDUCATION**

## **'11-'12 Afterschool Parent Handbook**



Pickens County YMCA  
Working to Make a Difference.

# Welcome to the Pickens County YMCA 2011 – 2012 Afterschool Program

We thank you for the opportunity you have given us to serve and minister to your child. The counselors and staff are excited to help in the development of your child in spirit, mind and body.

## **YMCA Mission**

The YMCA is a Christian organization that strives to “put Christian principles into practice through programs that build a healthy spirit, mind and body for all.”

## **YMCA Character Values**

Caring, Honesty, Respect, Responsibility and Faith

## **YMCA Areas of Focus**

Youth Development. Nurturing the potential of every child and teen.

Healthy Living. Improving the nation’s health and well-being.

Social Responsibility. Giving back and providing support to our neighbors.

## **Afterschool Program Content**

Afterschool provides the following activities and more for participants and their families:

- Character Development
- Indoor Sports/Fitness Activities
- Outdoor Sports/Fitness Activities
- Homework Center
- Fun Friday Activities
- Daily Snack
- Educational Activities
- Arts and Humanities
- Devotions
- Service Learning Activities & Projects

## **Afterschool Locations**

Easley Site: Pickens County YMCA – 201 Burns Road – Easley – 29640

Pickens Site: Pickens County YMCA – 2223 Gentry Memorial Highway – Pickens – 29673

Hunt Meadows Elementary School Site: 420 Hunt Road – Easley – 29642

Powdersville Elementary School Site: 139 Hood Road – Greenville – 29611

Concrete Primary School Site: 535 Powdersville Main – Easley – 29642

Wren Elementary School Site: 226 Roper Road – Piedmont – 29673

## **Afterschool Hours of Operation**

### Anderson District One

Elementary Programs: Monday through Friday from 2:30pm – 5:30pm.

### Pickens County School District

Elementary Programs: Monday through Friday from 2:30pm – 6:00pm.

Middle School Program: Monday through Friday from 3:15pm – 6:00pm.

In-Service/Holiday Hours at the Easley Facility: 7:00am – 6:00pm

## **Registration**

A complete registration packet must be turned in for your child to attend. Sites have limited enrollment and are on a first come first serve basis. A minimum enrollment is required in order to run any program.

## **Staff**

A YMCA professional directs the afterschool program at all times. We recruit our staff from local high schools, colleges and recommendations by members of the community. All staff are required to complete Child Abuse Prevention, CPR and First Aid training. The YMCA performs background checks on all staff prior to their start date. If you have any questions concerning staff, please contact Jennifer Murray, Youth and Family Director at 864.855.9622.

## **Counselor/Child Ratio**

The YMCA works to keep our counselor to child ratio at an average of 1:12 to 1:15.

## **Parent Communication**

### **Newsletters**

Please check at your site sign out desk for newsletters regarding afterschool schedules and information. Newsletters will also be available on the websites listed below.

### **Email Announcements**

Look for email announcements regarding afterschool activities and information.

### **Evaluations**

At any time throughout the year, please feel free to discuss ideas and concerns with our staff. At the end of the school year, we will have evaluations available online and at your site.

### **Parent Website Page**

Afterschool information for parents, including newsletters and calendars that mark important dates for programs, such as in-service days and holidays. No external link. Parents must type in the URL.

Pickens County Programs: <http://www.pcmca.net/pickens-county-afterschool-parent-page.php>

Anderson One Programs: <http://www.pcmca.net/anderson-one-parent-page.php>

### **No Child Care**

- Monday, September 5, 2011
- Thursday, November 24, 2011
- Friday, November 25, 2011
- Monday, May 28, 2012

## **In-Service Days and Holidays**

**Location:** All full day child care is held at the Easley Facility of the Pickens County YMCA at 201 Burns Road – Easley – 29640 unless otherwise informed.

**Lunch:** Your child will need to bring a lunch everyday including days of field trips unless otherwise notified. There may be lunch options available on select days. You will be notified ahead of time if there are options, when they will be available and how much they will cost.

**Snack:** Afternoon snack is provided. Your child will be involved in activities throughout the day, so it is important that he/she bring a snack for the afternoon if you feel they will not eat what is provided.

**Play Clothes:** Because our activities often involve running, jumping, and high energy, we ask that your child be dressed accordingly. Tennis shoes are required for every child every day.

**Field Trips:** On some half days and holidays the afterschool program may attend field trips. Schedules will be available to keep you informed as to when and where your child will be going. Please make sure that your child comes prepared for the field trip.

## **What to Leave at Home**

For the safety of your child, their belongings and the safety of other children in our program, we ask that your child not bring the following:

- Cell Phones
- Heeley's or any skate shoes
- Toys or Games (trading cards, collectibles)
- Valuables
- Any other items that may be lost, stolen or cause a disruption during afterschool
- Gaming Systems (Nintendo DS, Gameboy, etc)
- Music Players (iPods, MP3 Players, etc)
- Make-up
- Items that may be considered weapons

YMCA staff reserve the right to confiscate any such items brought to the afterschool program and will return them at the end of the day as the child is leaving. The YMCA is not responsible for items that are lost/stolen in our program, even if confiscated.

## **Lost and Found**

It is the parents/guardians' responsibility to check lost and found. The YMCA does not accept responsibility for lost or damaged items. Items that are not claimed will be donated to Miracle Hill.

## **Payments**

Your child will not be allowed to attend afterschool if there is an outstanding balance on his/her account from afterschool or any other YMCA program or membership.

If you have questions about your account and/or balances, please contact Amy Gantt at 864.307.0216.

Automatic Draft from a banking account or credit card is available for afterschool payment. Payment is drafted weekly. Please complete the "Authority to Manually Draft Weekly Afterschool Payments" section on the back of your child's registration form.

Please see enclosed Payment Contract for payment details.

## **Child Care Tax Statements**

Tax Statements are by request only. January 1, 2012 a tax statement request form will be available at both Pickens County YMCA locations. Please allow 3 to 4 weeks after the end of the calendar year to receive your tax statement.

Pickens County YMCA Tax ID Number: 57-0405623

## **Sign In**

You must sign your child into full day camp (in service days and holidays).

## **Sign Out**

You must sign your child out everyday.

Children will not be released to anyone who is not listed on your registration form as authorized to pick up or who does not have proper authorization made through the Site Coordinator. Please be sure that your authorized pick up information is up to date.

Until site staff begin to recognize everyone, persons picking up children, including yourself, will also be asked to show photo ID to verify that they are approved to pick the child up. For safety reasons, only persons age 16 and older are allowed to sign participants out.

After 3 late pick-ups, your child may not be allowed to return to the afterschool program. There is a fee for late pick-ups. Payment of late fee is due at the time of pick up.

## **Special Needs/Concerns**

A parent/guardian must discuss special conditions or circumstances involving their child with the director (including food allergies). This must be completed prior to the registration so that the administration may make a determination if reasonable accommodations can be made for your child. While the Pickens County YMCA will make every effort to provide reasonable accommodations for the mentally and physically challenged children, the program will not accept children who are: (1) of danger to themselves, (2) of danger to others, (3) a disruption to the normal activities making it unreasonably difficult for other children to enjoy child care programs. Any of the above reasons will be grounds for dismissal from the program.

## **Visitations**

You are always welcome and encouraged to visit our afterschool program. If you decide to visit, for the safety of your children, please check in with the coordinator and have someone escort you into the program.

## **Medication Policy**

If your child needs to take medication during afterschool, we ask that you:

1. Fill out the Medication Form (available on website and at YMCA facilities) prior to your child attending afterschool and return it to your Site Coordinator.
2. Bring medication directly to the Site Coordinator! Please do not leave it in your child's care.
3. All medication should be labeled with your child's name, name of medication, the dosage and frequency of administration.

Medication will not be distributed without a completed medication form.

Whenever practical, unused personal medication shall be returned to the parents or guardians when no longer being administered. Within 3 days after the end of the year, any unclaimed medication shall be destroyed.

## **Emergency Information**

If a medical emergency arises our procedures involving emergency situations are as follows:

- Parents/Guardians will be notified of the injury if it requires emergency medical treatment. If they cannot be reached we will contact emergency contacts on registration forms.
- If no one can be reached, we will take the necessary actions for the health of your child.
- If it is necessary, a YMCA vehicle or personal vehicle (if a YMCA vehicle is not available) will be available to transport any injured person to the emergency room of the closest hospital. Staff will remain with the child, when possible, until a parent or guardian arrives.
- If a child becomes ill, parents will be contacted if in the Site Coordinator's judgment the child should be sent home. We do not have facilities for sick children.
- Parents who are planning to be out of town for a day or longer should notify the Site Coordinator and leave a number for emergency purposes.
- Make sure your registration form is updated with current emergency phone numbers and authorized pick-up persons.

## **Illness**

Children cannot attend the program if they have an illness that threatens the health of the other children. If your child registers a fever or is vomiting, you will be contacted by staff and required to make arrangements for the pick-up of your child. Children that develop signs of lice (nits) will not be allowed to attend the program until they have been treated.

# Behavior Management



## Give Me 5

1. Obey counselors at all times.
2. Hands to yourselves.
3. Be kind to one another.
4. Clean up after yourself.
5. Be Christ-like.

Our goal at the YMCA is to guide children's behavior by teaching positive techniques, responsibility, self-control and promoting a positive self-image. The Pickens County YMCA reserves the right to take disciplinary action, up to and including expulsion, based on what it deems to be appropriate in any given situation. The policies listed here are not all-inclusive.

### **In the event that behavior requires behavior management action:**

- Staff will not damage the child's self-image or embarrass the child.
- Staff actions will help children learn self-control, choose alternatives and develop an understanding and respect for others feelings.
- Staff will communicate regularly with families regarding behavior concerns.
- Every effort will be made to enlist the cooperation of the child and parents.

**Immediate Suspension or Expulsion** may result if one of the following occurs: harming another child or staff member, either physically or psychologically; stealing; damaging YMCA or others property; using foul language; unruly or disruptive behavior that is unable to be controlled.

If you cannot be reached, we will call your emergency contacts. Someone will need to come right away should we need to suspend a child.

### **Forms of Behavior Management Actions May Include (but are not limited to):**

Verbal Warning: Remind the child of the YMCA's expectations and rules. Let them know of the rule or conduct they have violated. State what should have happened and what the next step will be if this action continues. Examples of violations: not following rules in a timely manner, rough play, or disruptive behaviors.

Time Out: Remove the participant from the current activity, 1 minute/year of age. Remind the participant of the YMCA's expectations and rules. Let them know of the rule or conduct they have violated. State what should have happened and what the next step will be if this action continues. Examples of violations: multiple verbal warnings or disrespectful behavior towards other participants or staff.

Written Notice: A formal notice is documented on the child's behavior. The parent/guardian is notified of this documentation and a future action plan is arranged. Examples of violations: reoccurring violations, foul language, or unwillingness to participate in the program.

Suspension: The child is not permitted to attend the program for a time set by the Site Coordinator. Examples of violations: repeated written notices, running away, fighting, bullying, threatening, or theft. If the behavior begins after the day has started, the parent will be called to pick up their child. The parent must speak with the Site Coordinator prior to returning to the program.

Expulsion: Participation in Pickens County YMCA child care programs, including summer day camp, afterschool and holiday camps, is terminated and the participant is not permitted to return for one calendar year from the date of expulsion. Examples of violations: previous suspension, possession of a weapon or drugs, or any gross violations.

These policies are intended as guidelines for dealing with the behavior concerns. These policies and procedures are generally applicable, however such policies and procedures may be changed by the YMCA without notice. Please discuss these procedures with your children.

# 2011 - 2012 Pickens County YMCA Afterschool Payment Contract

## Weekly Payments:

### Elementary Programs

\$50 first child

\$45 second child

\$40 third child and beyond

1 or 2 day Drop In: \$12/day

### Gettys Middle Program

\$37 first child

\$32 second child and beyond

NO DROP IN

In Service Days/Holidays: \$10.00 extra fee for full day care during the afterschool week.

## Elementary Programs Only

Drop-In Rates for 1 or 2 days a week only. If your child attends 3 or more days a week, you must pay the full weeks payment.

1 or 2 days a week (afterschool days): \$12.00 per day

Drop-In In-Service Days (not camp): \$20.00 per day

**There are no Drop-In Rates for Middle School Programs, Holiday Camp or Spring Break Camp.**

- Late Payment Fee: There will be a late payment fee of \$10.00 added to your account if full payment is not made by 6:00pm on Friday of the week you are paying for. Full payment includes any payments for lunch options or other activities.
- Late Pick Up Fee: \$1.00 per minute after 5:30pm at elementary Powdersville/Wren sites and after 6:00pm at Easley and Pickens sites. Late Pick Up Fees are due at the time of pick up. If you are going to be late, please call and notify the site coordinator.
- We do not accept cash payments at the afterschool sites. We will only accept checks, credit cards or money orders on-site. Cash payments can be made at either Pickens or Easley YMCA Branches.
- Weekly payments must be paid in full by 6:00pm the Friday of the week you are paying for. *For example: payment for the week of June 8 - 12 is due by 6:00pm Friday June 12th.*
- Please do not give payments to counselors. Please give payments to site coordinators, YMCA member services staff or staff running sign-out.
- If you are receiving financial assistance through the YMCA Share the Spirit fund, failure to keep your account current (zero balance) may result in the loss of your financial assistance award.
- If your child will not be attending a week that they have been registered for, please inform Amy Gantt, AR Director. Payment is not expected for weeks that your child does not attend.
- The YMCA does not send out bills, it is the parent/guardian responsibility to make sure the YMCA receives the payment on or before the due date.
- By registering your child for the YMCA afterschool program, you (parent/guardian) have agreed to abide by the policies set forth by the Pickens County YMCA in this payment contract. Understanding that failure to pay will cause your child to lose his/her spot in afterschool.

For all account questions, please contact Amy Gantt at 307.0216 or amygantt@pcymca.net.