



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

# **INSPIRATION RECREATION EDUCATION**

**'18-'19 Afterschool  
Parent Handbook**



**YMCA OF EASLEY, PICKENS  
AND POWERSVILLE**

# Welcome to the Pickens County YMCA 2018 – 2019 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. We are an equal opportunity program.

## 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.

## YMCA Afterschool Areas of Focus

- Character Development through daily character lessons building a foundation set on the life of Jesus Christ and behavior management that teaches students to make better choices, as well as utilizing teachable moments through all activities.
- Healthy Living through activities that teach students about nutrition and overall healthy living. Includes wellness activities that get kids moving and demonstrate that being physically active for at least 30 minutes a day can be fun.
- Education through homework center time with assistance from counselors, and fun educational activities that assist in knowledge gain along with an improved ability to reason and problem solve.

## Afterschool Locations

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

East End Elementary School Site: 505 E 2nd Avenue - Easley - 29640

Crosswell Elementary School Site: 161 School Rd - Easley - 29640

Lakes and Bridges Charter School: At Crosswell this year!

Pickens Site: Pickens County YMCA – 2223 Gentry Memorial Highway – Pickens – 29671

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

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

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

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

Cedar Grove Elementary School Site: 107 Melvin Ln - Williamston - 29697

Palmetto Elementary School Site: 1 Roberts Blvd - Williamston - 29697

West Pelzer Elementary School Site: 10 W Stewart St - Pelzer - 29669

Spearman Elementary School Site: 2001 Easley Hwy - Piedmont - 29673

## Afterschool Hours of Operation

### Anderson District One

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

### Pickens County School District

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

Middle School Program: Monday through Friday from 3:30pm – 6:00pm.

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

## Registration

A complete registration form 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 the Childcare Director.

*Pickens County Childcare Director - Mariah Patel, (864) 306-4770 or at mariahpattel@pcymca.net*

*Anderson District 1 Childcare Director-Sharde Young, (864) 625-2064 or at shardeyoung@pcymca.net*

*Childcare Branch Executive - Ryan Lemere, (864) 878-5303 or at ryanlemere@pcymca.net*

## Counselor/Child Ratio

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

### Parent Communication

#### Email Newsletters

Look for monthly 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.

#### No Child Care

- Monday, September 3, 2018
- Thursday, November 22, 2018
- Friday, November 23, 2018
- Monday, May 27, 2019

## In-Service Days and Holidays

Location: Full day childcare for the Pickens County School District will be held at the Easley YMCA located at 201 Burns Rd., Easley 29640. Full day childcare for Anderson District 1 will be held at the Powdersville Y located at 9110 SC Hwy 81, Piedmont SC 29673

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: An afternoon snack is provided every day. Snack includes 2 food components and water. 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.

## 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. Late fees will be drafted with weekly fees.

## 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.

## 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.

## Physical Activity and Nutrition Policy

In compliance with the YMCA of the USA's recently developed HEPA (Healthy Eating & Physical Activity) Standards, the Pickens county YMCA has committed to increasing the health and physical fitness of each of our afterschool children. Part of our commitment means we will use the following standards in our programs:

**Nutrition Policy**—the YMCA provides a snack and water based on the USDA guidelines. If milk is served, only 1% or skim milk will be provided. Water is available and accessible at all times.

**Physical Activity Policy**—the YMCA provides both indoor and outdoor (weather permitting) physical activities and strive to provide at least 30 minutes of moderate to vigorous physical activity each day.

**Screen Time**—the YMCA prohibits television & movies as a part of our Afterschool programs. Use of digital devices is only permitted to complete homework or educational games and does not exceed 30 minutes per day.

**Parent Engagement**—the YMCA seeks to partner with parents in understanding our HEPA standards and it is our hope to bring these standards into each child's home. We strive to engage parents through monthly email newsletters and quarterly family nights.

## Outdoor Play

Weather permitting, children have outside time daily. Please make sure to dress your child accordingly. This includes close toed shoes, and clothing that your child can run, jump, and play freely in. Children will not go outside on days that are excessively hot or cold.

## 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.

## 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.

## 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.

# 2018 - 2019 Pickens County YMCA Afterschool Payment Contract

## Weekly Fees

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.

- Automatic Draft from a banking account or credit card is available for afterschool payment. Payment is drafted weekly.
- Late Pick Up Fee: \$1.00 per minute after pm after 6:00pm at all sites. Late Pick Up Fees will be drafted with your weekly fees. If you are going to be late, please call and notify the site coordinator.
- We do not accept cash payments at the afterschool sites.
- 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.
- 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 draft 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 Adrienne Bolding at 306-4699 or [abolding@pcymca.net](mailto:abolding@pcymca.net).

## Child Care Tax Statements

We can now automatically generate yearly tax statements. Tax Statements will be mailed beginning Monday, January 15, 2018.

Pickens County YMCA Tax ID Number: 57-0405623