

Perry Family YMCA AfterSchool Parent Handbook 2009-2010

Hours of Operation

The YMCA AfterSchool program is offered on regular school days in school cafeterias or physical education rooms from school dismissal until 6:30 p.m. If a child is not picked up by 6:30 p.m. a late fee of \$1.00 per minute will be charged.

Holidays

The YMCA AfterSchool Program will be closed in observance of the following holidays: Good Friday, July 4th, Memorial Day, Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day. If schools close or dismiss early due to inclement weather, the AfterSchool program will not be held.

Inservice/Holiday Camps

Inservice/Holiday care will be held at the E.A. Smith Family YMCA and Perry Family YMCA. Parents are responsible for transportation to/from YMCAs and lunch/snacks. Shot records are required. Please include a towel and a swimsuit for children 6 and older. Water activities will be weather permitting. The hours are 6:30 a.m. to 6:30 p.m. Pre-registration is required.

Release Policy

Children must be signed in/out each day. **ONLY AUTHORIZED ADULTS (NAMES ON THE ENROLLMENT FORM) WILL BE ALLOWED TO PICK UP THE CHILD.** Proper identification is required. If a parent is not allowed to pick up a child, we must have a copy of the court order. In case of divorce or separation, please note if one or both parents can or will call for the child.

**Illness and Exclusion
Medication and Emergencies**

If your child gets sick, you will be asked to pick him/her up immediately. Any medication administered by the YMCA staff must be prescribed medication, in original container, dated and labeled with signed authorization form. All medication policies are subject to state regulations. If your child is injured you will be notified immediately for serious injuries and when you pick up for minor injuries. In serious medical emergencies we will begin CPR and/or First Aid, call 911, and then call you.

Parental Notifications

Lesson plans, menus, and other information will be available for you to view at the Parent Table.

Guidance Policy

YMCA programs use positive guidance methods including redirection, reminders, and logical consequences. Self-management skills are taught according to this guideline:

- *Consistent rules are clearly stated so that children are expected to work and play within known limits.
- *Behavior expected of children is age appropriate according to developmental levels.
- *The YMCA reserves the right to suspend or terminate care for failure to follow school or program policies. No account credits given for suspension.

Snack

Prepackaged snacks that meet USDA requirements are served daily.

Health Records

Children enrolled in the program must be current in their immunization records, hearing, and vision requirements. Please note that the YMCA does have access to these records through the school district.

How to Enroll

Return completed enrollment paperwork for each child along with the fee to the YMCA. Physician and hospital information along with emergency contacts are required. Operational policies are included in the enrollment paperwork. Should we need to change any of our operational policies you will be informed in writing. Completed paperwork must be received **48 hours** prior to your child's first day.

Transportation, Water Activities, Field Trips, and Animals

The AfterSchool program would transport children without prior notice and permission only in case of an emergency. We do not have any pets or animals in the program area. Should we plan any water activities or field trips you would be notified in advance and asked to complete a special permission slip.

Parental Involvement

Parents are welcome visitors to our programs at all times. Open communication is very important to the success of your child's YMCA experience. Conferences may be requested at any time. If you have any concerns, constructive criticism, or complements please call the AfterSchool Director at 281-486-9622 or 281-338-9622.

Minimum Standards and Licensing Visits

The most recent Licensing inspection report and a copy of Minimum Standards are also available to you on the Parent Table.

Contacting your Local Licensing Office and Child Abuse Hotline

You may contact your local licensing office at 713 940-3009 or visit the Texas Department of Protective and Family Services at www.tdpfs.state.tx.us. The child abuse hotline number is 1 800-252-5400.

Fees

AfterSchool Facility Members	\$ 265.00/month	
Program Members	\$ 345.00/month	
Drop In Fee – Daily Rate	Facility Members	\$ 40.00/day
	Program Members	\$ 40.00/day
Inservice/Holiday Care	Facility Members.....	\$ 30.00/day
	Program Members	\$ 40.00/day

Membership fees additional. Please see Accounting Policies in Enrollment Packet.

Staff

The After School program ratio is 1 staff to 15 children. The YMCA staff complete 8 hours of orientation, are required to maintain current First Aid & CPR certification, & must attend an additional 20 hours of training per year. Staff are required to have no outside contact with children enrolled in our care.