



AFTERSCHOOL 2019 – 2020 Parent Handbook

HARRIS YMCA

ymcacharlotte.org

FAQ

1. What schools does the Harris YMCA serve?

Elementary School - Barringer Academic Center, Beverly Woods Elementary, Huntingtowne Farms Elementary, Myers Park Traditional, Olde Providence Elementary, Selwyn Elementary, Sharon Elementary, Park Road Montessori, Smithfield Elementary and Waddell Language Academy.

Middle Schools – Carmel Middle, Quail Hollow Middle, Alexander Graham Middle, Waddell Language Academy, and Randolph Middle.

Other schools may be added at CMS's discretion.

2. How do the children arrive (Afterschool)?

All participants ride a CMS bus directly to the Harris YMCA, with the exception of Beverly Woods Elementary and Carmel Middle School. Students from Beverly Woods Elementary will walk across to the Harris YMCA with afterschool staff. Parents of Beverly Woods students should inform school staff of their enrollment of the YMCA Afterschool Program. The Harris YMCA picks up from Carmel using a YMCA bus.

3. How do I get my child on the bus?

For CMS Buses: Parents complete an "Alternate Stop Request" online through CMS transportation. Please make sure to get this completed as quickly as possible to ensure your child gets on the correct bus.

Exception: For Carmel Middle School, no transportation documentation is needed. Our staff transport participants to the Y using a YMCA bus.

Homework

1. Does my child get homework help every day?

Elementary - From 3:30pm – 4:00pm, 1st grade – 5th grades have a mandatory "homework" time scheduled in their classrooms, Monday – Thursday. The kindergarten classroom has "centers" instead of homework time where they'll rotate through activities such as reading, games and arts & crafts.

Middle School - From 3:45pm – 4:45pm, all middle school students are required to have homework time. The homework space will also remain open until 5:30pm for students who still have additional homework to complete.

2. What if my child needs more homework time?

We have dedicated homework staff that run a homework classroom. Participants can elect to go to "homework room" on their own or parents can elect for afterschool staff to require their child to attend homework room until all homework is completed. Send an email to harrisafterschool@ymcacharlotte.org if you would like your child to attend the Homework Room during specific days and/or times.

Quick Facts

1. Afterschool runs from 3pm (Elementary) and 4pm (Middle School) until 6:30pm, Monday – Friday.
2. On CMS teacher workdays, the Harris YMCA offers full-day "Out Of School Day" care from 7:30am – 6:00pm at an additional cost of \$22. Preregistration is required and all registration information will be sent out to parents at least 2 weeks in advance. "Out of School Day Care" is only offered to afterschool participants, with the exception of Holiday Camp and Spring Break Camp.
3. All K-3 afterschool classrooms are located in the Cato Education Center. 4th and 5th grade classrooms are in the Teen Center. All 6-8 afterschool classrooms are located in the Teen Center.

Attendance

1. Attendance – Parents are strongly encouraged to notify the afterschool program by email or phone if their child will not be attending on a particular day or range of days. If we do not receive prior notification of a child’s absence, we will contact a parent/guardian by phone to inquire about their absence.

Snack Information

1. Afterschool participants will receive a snack every day. The Harris YMCA strives to provide healthy options every day.
2. Participants are allowed to bring a snack of their own choosing.
3. The Harris Afterschool Program is a peanut sensitive facility and we ask that you do not send peanut products.

Transportation

We offer a connection service to safely transport CMS students from school to the Y. After you register for the program with the Y, you must complete an alternate stop request form for your child.

Exceptions: Beverly Woods Elementary, Carmel Middle School and Quail Hollow Middle School do not need an Alternate stop request from CMS. Students from Beverly Woods Elementary will walk across to the Harris YMCA with afterschool staff. Parents of Beverly Woods students should inform school staff of their child’s enrollment in the YMCA Afterschool Program. Students from Carmel Middle School and Quail Hollow Middle School will be picked up by our staff using a YMCA bus.

OTHER YMCA PROGRAMS TRANSPORTATION CONNECTION

We have “runner” staff who take participants to and from other registered YMCA programs such as swimming, sports, dance and gymnastics on the Harris YMCA Campus between 3:00 PM and 6:00 PM. To use this service, parents need to complete a Runner Request Form to let afterschool staff know which programs, including days and times, their child needs to attend. Afterschool staff will not have access to other programs’ rosters so we rely on Runner Request Forms to get accurate information. To get a Runner Request Form, email Jesse Hollars.

If a participant’s program ends after 6:00 PM, parents will be required to pick up their child directly from their program area. We are not able to take children across the street to Beverly Woods Elementary School for soccer/basketball practices.

BUS ARRIVAL TIMES

Below are the average times that CMS buses arrive at the YMCA. Buses typically arrive within a 10 - 15 minute window of the time provided. Any transportation related questions should be directed to CMS or the school.

K-5th GRADE

Smithfield – 3:15 PM

Selwyn - 3:30 PM

Huntingtowne Farms - 3:45 PM

Olde Providence - 4:00 PM

Waddell - 4:00 PM

Sharon - 4:00 PM

Myers Park - 4:45 PM

Barringer - 5:15 PM

Park Road Montessori - 5:15 PM

MIDDLE SCHOOL

4:00 PM – Waddell

4:15 PM– Alexander Graham

4:30 PM – Quail Hollow and Carmel

4:45 PM – Randolph

Schedule/Calendar

The Harris YMCA Afterschool Program follows the CMS School Calendar. We do not offer care on Labor Day, Good Friday and Memorial Day. Classrooms may be comprised of more than one grade to meet both our safety ratio and availability.

Afterschool runs from 2:30 PM – 6:30 PM, Monday – Friday on all scheduled school days.

OUT OF SCHOOL DAYS

On CMS teacher workdays, the Harris YMCA offers a full day of care from 7:30 AM – 6:00 PM at an additional cost of \$22 per day per child. Preregistration is required and all registration information will be given to parents at least 2 weeks in advance. "Out of School Day Care" is only offered to afterschool participants, with the exception of Holiday Camp and Spring Break Camp.

Elementary School Daily Schedule

- 3:00pm – 3:15pm – Arrival & Free-play
- 3:15pm – 3:30pm – Snack
- 3:30pm – 4:00pm – Centers (K) Homework (1st – 5th)
- 4:00pm – 4:45pm – Outdoor Physical Activity Time
- 4:45pm – 5:30pm – Indoor Enrichment Activities
- 5:30pm – 6:30pm – Additional Activities/Rides Out
- Every Friday, K/1st, 2nd/3rd and 4th/5th have Clubs. Clubs are changed monthly and participants can choose their club from a range of options. Different clubs throughout the year may be cooking, science, board games, art, scavenger hunts, swimming, etc.

Middle School Daily Schedule

After School (3:45pm – 6:30pm)

- 4:00pm – 4:45pm – Homework Time
- 4:45pm – 5:30pm – Outside games & physical activities
- 5:30pm – 6:30pm – Teen Center games & activities

Escorting to/from other YMCA programs

1. Does afterschool transport my child to another program at the Harris YMCA? Yes, we have "runner" staff that takes participants to and from other programs such as swimming, sports, dance and gymnastics on the Harris YMCA Campus between 3:00-6:00.
2. How does my child get to another program? Parents are asked to complete a "runner request form" to let afterschool staff know what programs, times, and days their child needs to attend. Afterschool staff will not have access to other programs' rosters so we rely on "runner request forms" to get accurate information.
3. How do I get a "runner request form?" Runner forms are available on the after school central page or one can be filled out online. You may request the document via email or at the Cato Office as well.
4. Any other information? If a participant's program ends after 6:00pm, parents will be required to pick up their child directly from their program area. Unfortunately, we also do not take children across the street to Beverly Woods Elementary school for soccer/basketball practices.

Pick Up Procedures/Authorized Pick Up List

1. Pick-up runs from 4:30pm – 6:30pm at the Cato Education Center for grades K – 3 and the Vivian Carroll Activity Center (Teen Center) for grades 4 - 8. Parents/guardians are required to show a valid photo ID AND be listed as an "authorized adult" to pick up their child.
2. All early pick-ups before 4:30pm should go to the Cato Office for assistance.
3. In order to find out who is listed as an authorized pick up for your child or to make additions/changes, sign into your YMCA account, or email harrisafterschool@ymcacharlotte.org
4. The Harris YMCA After School Program ends at 6:30pm. After that time a fee of \$1 a minute will be charged.

Payment Procedures

REGISTRATION

Afterschool registrations are processed on a first-come, first served basis:

YMCA Member Registration began April 1, 2019

Program Participant Registration began April 15, 2019

REGISTRATION FEES

YMCA Member Registration Fee: \$25 – Individual child

Program Participant Fee: \$50 – Individual child

PAYMENTS

Tuition is due on the 15th of each month from August to May and split into 10 equal payments based on the annual tuition cost.

If payment is not received by 6:00 PM on the due date, you will incur a \$25 late payment fee in addition to the monthly fee. We offer automatic monthly drafts by credit/debit card on the 15th of every month beginning August 15 – May 15. If a draft is returned there will be a \$25 return draft fee.

Monthly fee does not include Out of School Days, Holiday Camp or Spring Break Camp. Afterschool participants ONLY will have the option to register for Out of School and Early Release Days for a nominal additional fee.

CANCELLATIONS AND REFUNDS

Tuition may be refunded if a cancellation form is processed 15 days in advance.

Withdrawal from the program requires a 15 day notice from the date the cancellation is received.

Registration fees are non-refundable.

Cancellations should be directed to the Afterschool Director.

MY Y PRICING

As part of our My Y Pricing rate structure, an Adjusted Program Rate is available to all who qualify. Both Members and Program Participants must provide income verification at the Sales & Service Center in order to receive an adjusted program rate.

Note: All program rate adjustments are subject to branch specific, program-specific caps. Standard rates are set by each individual branch.

KINDERGARTEN - 5th GRADE

For Beverly Woods, Smithfield, Selwyn, Sharon, Charlotte Lab School, Olde Providence, Huntingtowne Farms and Waddell Language Academy:

OPTIONS

5 Days/Week - \$285 per draft/\$2,846 annually for members. \$347 per draft/\$3,470 annually for Program Participants

3 Days/Week - \$242 per draft/\$2,214 annually for members. \$299 per draft/\$2,789.44 annually for Program Participants

2 Days/Week - \$203 per draft/\$2,024 annually for members. \$258 per draft/\$2,579 annually for Program Participants

For Barringer Academic Center, Cotswold, Park Road Montessori and Myers Park Traditional:

OPTIONS

5 Days/Week - \$245 per draft/\$2,443 annually for members. \$297 per draft/\$2,970 annually for Program Participants

3 Days/Week - \$206 per draft/\$2,057 annually for members. \$269 per draft/\$2,686 annually for Program Participants

2 Days/Week - \$175 per draft/\$1,744 annually for members. \$222 per draft/\$2,217 annually for Program Participants

Participants [®]

Note: Prices may vary slightly based on specific days chosen 6th – 8th GRADE OPTIONS

Afterschool - \$154.53 per draft/\$1,545.28 annually for members. \$184.45 per draft/\$1,844.48 annually for Program Participants

Communication

We value regular communication with our parents and want to keep you informed of all that's happening in our program. Keep your eyes peeled for our bi-weekly newsletter that will come home with your child. In it you'll find important reminders and program highlights. Please check back soon for a newsletter update.

Who to Contact:

Afterschool Office

704 716 6858 | harrisafterschool@ymcacharlotte.org

Jesse Hollars, Youth Development Director-Afterschool

704 716 6845 | jesse.hollars@ymcacharlotte.org