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AFTERSCHOOL FAMILY HANDBOOK 2023-2024

Morrison Family YMCA

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2023-2024 Afterschool Handbook

Morrison Family YMCA

Welcome to the Morrison Family YMCA Afterschool Program! We are excited to kick off the 2023-2024 school year of afternoon programs and look forward to working with each of your children. This handbook contains information and expectations to help you and your child feel prepared.

Our Mission

The YMCA is a Christian-based organization that strives, "To put Christian principals into practice through programs that build *healthy spirit, mind, and body for all.*" Our focus is to provide a loving and nurturing environment that will help children develop and demonstrate the five core values of the YMCA of Greater Charlotte: Caring ♥ Honesty ♥ Respect ♥ Responsibility ♥ Faith

Non-Discrimination Clause

The YMCA of Greater Charlotte recognizes that individuals, families and communities are diverse. The YMCA values and respects this diversity and chooses to be inclusive through its acceptance of all individuals regardless of race, age, gender, religion, ability or cultural identity. The YMCA, while not adhering to any doctrine or dogma, is committed to Christian principles. This includes asserting that all individuals, without exception, are intrinsically valuable.

Individual Needs

The YMCA will make every reasonable accommodation to create an inclusive culture that serves all children as individuals. Please share with us your child's specific needs so we can collaborate to best serve them individually and include them fully.

Which schools does the Morrison Y serve?

CMS – Ballantyne, Elon Park, Endhaven, Hawk Ridge, McAlpine, Pineville, Polo Ridge

Union County – Marvin, Rea View

Other – St. Matthew

What is the Afterschool Program?

The Morrison Family YMCA offers a unique and innovative approach to "traditional" Afterschool. Our program is a great option for those needing full-time afternoon childcare as well as for families that are just looking for a few afternoons of fun and learning for their children.

Our program runs from your child's school dismissal time until 6:00 PM, Monday-Friday. Every child will receive a snack upon arrival. For grades K-5, we offer a variety of tracks to choose from based on your child's interests. We also offer "opt-in" and "add-on" programs at a special rate for afterschool participants.

Program Ratios

K-5th Grades – 1:10

Staffing

The Afterschool Program is led by an amazing staff team! From energetic high school and college students to professional and experienced leaders, we have a diverse team who can't wait to work with your child. We make a point to hire staff with excellent character, strong values, enthusiasm and experience working with kids. Before Afterschool starts, we add to their skills with more than 20 hours of training including child development, conflict resolution and child abuse prevention. All of our staff are also certified in CPR and First Aid.

Our ability to host the Afterschool Program as designed is dependent on securing a minimum number of qualified staff members. Certain aspects of the program may be subject to change should we be largely affected by the current labor shortage.

What is the payment?

There is a one-time registration fee of \$25/members and \$50/program participants.

The cost for the Afterschool Program is listed below as a daily rate. The total cost is calculated by number of days enrolled in Afterschool x Daily Rate. This total annual cost will be divided into equal payments drafted on the 15th of each month from August 2023 through May 2024. If payments are set up to begin after August 15, the annual amount is divided amongst the remaining months of the school year. **Alternate payment schedules are available upon request.** *Payment is not based on attendance and is due unless the appropriate cancellation notice is received.*

SCHOOL	MORRISON FAMILY YMCA (5 DAYS)		MORRISON FAMILY YMCA (3 DAYS)	
	DAILY RATE MEMBERS	DAILY RATE PROGRAM PARTICIPANTS	DAILY RATE MEMBERS	DAILY RATE PROGRAM PARTICIPANTS
Marvin, Rea View, Hawk Ridge, St. Matthew, Pineville	\$20.80	\$28.08	\$24.30	\$32.81
McAlpine, Endhaven	\$18.75	\$25.31	\$21.90	\$29.57
Ballantyne, Elon Park, Polo Ridge	\$16.70	\$22.55	\$19.40	\$26.19

For the 2023-2024 school year, below are the following number of school days per school:

- 175 Charlotte Mecklenburg Schools
- 173 Union County Public Schools
- 167 St. Matthew

Final cost for 3-day participants will depend on the actual days your child is scheduled to attend our program. 3-day participants must attend the same 3 days weekly.

For registrations taking place after August 15, we will take the registration fee plus a deposit of \$200 for each participant. That initial \$200 payment is deducted from your following draft payment.

Afterschool Start & End Dates

First Day of Afterschool Program – August 28th, 2023 (Monday)

Last Day of Afterschool Program – June 5th, 2024 (Wednesday)

*Please note that we will not offer afterschool care on the last two days of school for CMS and Union County. The Afterschool Program will be closed on Thursday, June 6th and Friday, June 7th.

Cancellation & Change Policy

To change or cancel your registration, please provide a 15 day notice via email. We will adjust pricing according to the cancellation notice and any additional money that has been drafted will be refunded. Payment is not based on attendance and is due unless the appropriate cancellation notice is received.

Suspension for Non-Payment: If payment is declined during the school year, you will be notified by email. If a revised payment schedule cannot be agreed upon or payment is not received, the participant will be suspended from the program. During the time the child is suspended, they are not cancelled from the program and cost will continue to accrue. They can return to the program once payment is received. If no payment is received after 15 days or written notice of cancellation per our cancellation policy, the participant will be cancelled from the program.

Drop-in Day: Should you need care on a day when your child is not ordinarily scheduled to attend, you can email us to request care. Please provide at least 3 days’ notice. The daily rate is \$25 per day for members and \$40 per day for program participants. Accommodation is subject to program capacity.

Tracks

You’ll select a track for your child when they start attending the Afterschool Program. They’ll remain in that same track unless a change is requested. Change requests will be accommodated based on availability. Track changes will go into effect at the start of a new week.

We have found that it is really important for families to discuss the track options with their kids in order to make the best decision. Once programming begins, we will work directly with your kids to make sure that their experience is enjoyable and that they are in the best track.

TRACK	DESCRIPTION
<p>K-town Kindergarten</p>	<p>K-town is a program dedicated to kindergartners, specifically built to nourish their creativity, energy, and hands-on learning styles. Kindergartners will stick together in a core group so that they can build a comfortable network in this new program and environment.</p> <p>Students will rotate through a variety of activities during the week. Some of these include playground time, gym games, STEAM activities, active reading time, classroom games and more. Beginning in January 2024, kindergartners have the option to remain in K-town or integrate into the other track options with older students. We may make recommendations or suggestions to you based on your child’s interests, behavior or learning style.</p>
<p>Outdoor Adventure Grades 1-5</p>	<p>Outdoor Adventure is for kids who love to be social, do a variety of activities and play outside! This track will be based out of the pavilion area. Each day will look a little bit different with activities including, but not limited to, hiking and building forts, crafts and environmental education, gaga ball and field games.</p>
<p>All Sports Grades 1-5</p>	<p>All Sports is for kids who love to be active, play games and enjoy some friendly competition. This track will spend time in the gym and on the fields. Each day will look a little bit different with activities including, but not limited to, basketball, soccer, and dodgeball, capture the flag, relay races and other fitness and sports games.</p>
<p>STEAM Grades 1-5</p>	<p>STEAM (Science, Technology, Engineering, Arts and Math) is for kids who love to learn, explore, design, build and tinker. This track will be based indoors, but will spend time outdoors regularly. Each day will look a little bit different with activities including, but not limited to, Lego challenges, virtual field trips, science experiments, art projects and logic puzzles.</p>
<p>Arts Experience Grades 1-5</p>	<p>The Arts Experience track is for kids who love to be creative and have a colorful imagination. Each day will look a little bit different with activities including, but not limited to, painting, drawing, theatre games, creative movement and art history and fundamentals.</p>

Opt-in and Add-on Programs

Opt-in Program - Study Hall: Study Hall is an “opt-in” option that is offered Monday-Thursday for students in grades 1-5. Study Hall will be offered at 2:30, 3:00, 3:30, 4:00 and 4:30 each day. You can select a time that works best for your child’s schedule. A counselor will transition your child into a Study Hall classroom at their designated time each day. Once they complete their homework, they can transition back to their track activities.

Counselors will be present in the Study Hall room each day. They are able to assist students with navigating their homework agendas, answering questions that they may have and maintaining an appropriate study hall environment. Our staff members will not take the responsibility of signing school agendas or reading logs.

You can register online for a Study Hall time block.

Add-on Programs: Afterschool participants will have the option to register for add-on programs that are offered here at the Y. Some of these add-on programs include, but are not limited to, gymnastics, dance, visual arts, performing arts, youth fitness and sports. Our staff team will transition your child from afterschool to their add-on classes.

The schedule of class offerings will be released by mid-August. Families will register for add-on programs by e-mailing morrisonyouthprograms@ymcacharlotte.org. Afterschool participants will receive a reduced rate for add-on programs (approximately \$5 per week).

Add-on programs will not be prorated if you leave the class early or cancel from the program.

Early Release Days

If your child is normally scheduled to come to us on a day when school has a scheduled early release, we will be ready to get them / accept them according to that schedule. Registration is NOT required in advance. Should you need care on an early release day when your child is not ordinarily scheduled to attend, you can register for a drop-in day. Early release days are as follows:

CMS – September 20, October 18, February 14, March 13

Union County – November 21, February 16, March 15, April 26

St. Matthew – October 20, December 15, January 12, March 1, March 27, May 29

Out of School Days

Out of School Day programming is available for afterschool participants. The charge for a traditional option is \$45 per day for members and \$60 per day for non-members. Add-on opportunities may also be an option – details will be provided as we get closer to the dates. Please keep in mind that **REGISTRATION IS REQUIRED IN ADVANCE**. We do not guarantee that you will have a spot in Out of School Day programming. Spaces are awarded on a first come first served basis. Cancellations must be made at least 8 days prior to the start of the program to receive a refund.

On CMS Out of School Days, students will not participate in their normal afternoon tracks or add-on programs. Study Hall will also not be offered on CMS Out of School Days.

If any Out of School Day program does not reach a minimum number of registrants by 3 days prior, we will cancel the program for that day and give 3 days’ notice.

Communication Plan/Contact Information

Email: MorrisonYouthPrograms@YMCACharlotte.org.

Morrison Afterschool Cell Phone: 704-428-9027 (call or text)

Please work through email as much as possible on non-urgent items. If you would like to call the number above, we will do our best to answer the phone when you call. If we are occupied with the program, we kindly ask that you leave a message and we will call you back as quickly as possible. If

it is an absolute emergency, you can contact our Sales & Service Desk at 704-716-4650 and someone will deliver the message.

Also, don't forget to be friends with us on social media for updates on what's going on in the program and with the Y!

Facebook: Morrison Family YMCA at Ballantyne and Ballantyne Arts Center
Instagram: morrisonfamilyymca

Absences

Please notify us by 12:00pm **via e-mail** of any absences for your child so that we can prepare our bus rosters accordingly.

Carline/Rides Out at Morrison

You can pick your child up from the afterschool program at any time before 6:00 PM each day in carline. When picking up, please do not get out of your car. Your child will be escorted to your vehicle. We are not authorized to buckle your child into the car. If they are unable to do so themselves, please pull forward out of the carline and into a parking space.

The building carline is located on the back side of the main building near the preschool playgrounds.

Text – Please text 704-428-9027 when you are 10 minutes out from picking up your child. When you text, please include your child's first and last name and the track that they are in. Our students are all over the campus! Your text with advanced notice will enable us to get them ready and down to carline for your arrival.

Late Fee: Our program runs from school dismissal – 6:00pm. The YMCA will charge \$1 per minute per child as a late fee.

Authorized Pick-up & Emergency Contact

Authorized Pick-up List – For the safety of your child, participants will only be released to a legal guardian or responsible adult listed on the child's account. Every adult must present a government-issued photo ID during pick-up each day unless their photo is captured in our childcare software. In the event that a child will be picked up by an adult not listed on the registration form, please email the address above and include the person's name as it appears on their photo ID. Please notify the person that a picture ID will be required during rides out. Thank you for helping to expedite this process by having your ID ready. If there are special circumstances involving custody issues you must provide the Director with legal documentation of these arrangements.

If you need to make changes to your child's authorized pick-up list, you reference instructions using the link below.

<https://tinyurl.com/2fwn5amk>

Emergency Contact – We ask that all Afterschool families have at least one local emergency contact who we can reach in the event that we are unable to get ahold of you. If there is ever a time when you are unable to pick up your child(ren) by 6:30pm, we WILL reach out to other emergency contacts. As a general rule, if a child is not picked up by 6:45pm, we will contact authorities.

Inclement Weather

There will be times when weather conditions prevent us from running our carline safely (conditions can include, but aren't limited to, rain, lightning, hail, and extreme cold). In the event that carline is closed due to poor weather conditions, we will facilitate pick-up at the Dee Dee Harris Program Center entrance. This entrance is located on the left side of the Y near the pool. Please be sure to park in a designated space and text 704-428-9027 letting us know your child's full name and track. We will let you know once they're ready and you can walk in to check-out.

During times of questionable weather, we will be keeping our families informed about our plans in various ways:

- E-mail – We will be in contact via e-mail as soon as decisions are made.
- Website – You can visit the Morrison Family YMCA webpage any time you have a question about our facility or program schedule during poor weather.
- Facebook – We will post on Facebook as decisions are made.

In some occasions, we are able to offer care when school days are cancelled. We will keep in touch regularly by email in order to let you know our options. Sometimes this can be decided the evening before, and other times it is decided early or mid-morning the day of.

Family Understanding

By enrolling in the Afterschool Program, it's important for you to understand a few details:

- YMCA staff and volunteers are not allowed to transport children in personal vehicles at any time outside the YMCA program.
- YMCA staff are not permitted to babysit families that they meet through our programs in alignment with our Child Abuse Prevention policies.
- Families may not drop off their child at the YMCA or program site unless a YMCA Staff Member is there to receive and supervise their child.
- The YMCA is mandated, by state law, to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.
- Primary communication is via email. You must provide a valid email address for communication and a phone number we can reach you in case of an emergency.

Family Involvement

Feedback – It's important to us that we offer a program that is functional for both your child(ren) and family. We strongly value comments (whether positive or constructive), input and ideas on how to make our programs better. Please do not hesitate to email, call, or set up a meeting with us to discuss any feedback you'd like to provide. Occasionally we will reach out to seek your feedback and/or ideas in order to enhance and improve what we're doing.

Tell Us About Your Child – Prior to the school year, we will ask for you to answer a few general questions about your child so that we can be prepared to serve them in the best possible way.

What's Going On At Home – Children's actions can sometimes reflect challenges they are experiencing outside of the program (pet's death, divorce, conflict at school, new siblings, etc.) Please be open with us so that we can do everything possible to serve and support your family.

Donations to Program – We are always in need of some items, so if you find yourself with books or clothing (particularly shorts or pants) that no longer suit your child(ren) and are appropriate for school-aged kids, we would very much appreciate the contribution!

Technology

While we strongly encourage students to leave their technological devices at home, students are permitted to have them ONLY during homework time *if* they are using it for educational purposes. Please know that staff members may require that devices are put away if at any time they feel like it is being used inappropriately. At times a device may be held by a staff member and given to the parent/guardian at pick-up. Staff are not liable for cell phones, tablets or any other technology brought to programs.

Morrison YMCA Program Discipline Guidelines

Our goal is to guide children in becoming happy, responsible and cooperative participants through positive teaching techniques. In the event that behavior requires discipline:

- Staff will make a concerted effort to preserve the child's self-image and will not embarrass the child.

- Staff will help children learn self-control, choose alternatives, identify feelings and develop an understanding and respect for the feelings of others.
- Every effort will be made by staff to enlist the cooperation of the child and families to solve problems.
- A discipline form (Documentation of Behavior) is provided to parents/guardians as a tool to communicate problems that arise. Please remember that this tool is in place to foster communication between the family and the YMCA so that we can work together to better serve each child's needs.

In the event that we're working through disciplinary action with your child, we will be in contact with you via phone, email, or in person.

Example of disciplinary action that may take place (dependent on behavior and frequency):

- Verbal warning by staff to child.
- Secondary warning by staff to child and redirection and/or temporary removal from the environment.
- Parent/Guardian may be asked to pick up their child for the remainder of the day.
- Parent/Guardian may be asked to meet with the program director to determine a collaborative approach moving forward.
- Serious or repeated behavior may result in a suspension from the YMCA Program. Parents/Guardians will be expected to pick their child up for the remainder of the current day and arrange alternate care for the duration of the suspension.
- Consistent disciplinary problems may result in suspension or removal from the program.

*If you are called to pick up your child from the program, you are expected to be here within 1 hour of that call.

Medication Policy

Please administer all medications at home whenever possible. If medications are required during the afternoon, a "Medication Authorization Form" must be filled out and medications provided to the office staff in the original container in a plastic bag with the child's name clearly written on the outside. All medications including over the counter items, must be dispensed by the office personnel. Please contact the Director if your child's allergy requires special consideration.

Nut-free Program

We do our best to be a nut-free program and the foods we provide as a part of the program are nut-free. Please DO NOT send your child with any food containing nuts. We have children in our programs with severe allergies and you can help prevent a life threatening emergency by selecting alternatives to pack in your child(ren)'s snacks and lunches.

Health and Wellness Policy

If your child develops symptoms of illness during their stay, families will be notified and will need to pick up their child immediately. **CHILDREN WHO HAVE THE FOLLOWING SYMPTOMS SHOULD REMAIN AT HOME UNTIL THEY ARE SYMPTOM FREE FOR 24 HOURS UNLESS A WRITTEN NOTE FROM THE CHILD'S PHYSICIAN IS GIVEN, STATING THAT THEIR SYMPTOMS ARE NOT CONTAGIOUS.** Some of these symptoms include, but are not limited to:

Sore Throat	Skin Rash	Open Sores	Pink Eye
Active Head Lice	Continuous Nasal Drainage	Coughing	Fever
Diarrhea	Vomiting		

If a parent/guardian cannot be reached, the staff will call an emergency number listed on the child's health form. Please confirm with the Sales & Service Staff team if you are unsure of who is listed as your child's emergency contacts. Please be considerate of the other children and staff, and do not send your child to the Y sick. If an illness such as Head Lice, Fifth Disease or Chicken Pox has been reported to us, we will send written notices home with fellow participants so that parents/guardians can be alert for symptoms.

Injuries & Illness at the YMCA

Please Note: In the event of a serious emergency, 911 will be called first.

Illness - If your child becomes ill in our care and is not feeling well enough to participate or exhibits contagious symptoms, we will call parents/guardians to request that the child is picked up from the program at that time. If you are called to pick up your child early from the program, you are expected to be here within 1 hour of that call.

Injury - If your child is injured, the staff members will take the necessary steps to care for him/her. If the injury seems to affect the child's participation in the program beyond a few minutes' time, we will call parents/guardians to let them know what has happened. For more minor injuries, we will communicate home via a conversation at pick-up or a "Boo Boo Report" in the child's backpack.

If your child is more seriously injured, the director will take whatever steps are necessary to obtain emergency medical care, including calling 911. We will attempt to contact parents/guardians directly and/or through other listed emergency contacts. Please know that EMS is required to transport minors unless a parent/guardian is able to be contacted and immediately come to the YMCA in order to waive EMS care/transport.

Y Kids Access after Afterschool

Children are not able to participate in unlicensed childcare programs for more than four hours unless an individual program itself is scheduled for a longer duration (for example, Out of School Days, Camp). If your child is in the afterschool program for fewer than 4 hours, they may have a small window to attend Y Kids afterwards. If they are in afterschool for 4 hours (2:30-6:30pm, for example), they will not be able to participate in Y Kids that day.

OUT OF SCHOOL DAY LIST

Early drop-off is available beginning at 7:30 AM and late pick-up is available until 6:00 PM.

Date	Schools Out	Care Offered	Date	Schools Out	Care Offered
9/4/23	C, U, S	No	1/1/24	C, U, S	No
9/15/23	U	Yes	1/2/24	C	Yes
9/25/23	C, U	Yes	1/15/24	C, U, S	No
9/29/23	S	No	1/25/24	C, U	Yes
10/16/23	U	Yes	2/16/24	S	No
11/1/23	S	No	2/19/24	C, S	Yes
11/6/23	C	Yes	2/23/24	U	Yes
11/7/23	C, U	Yes	3/28/24	S	No
11/10/23	C, U	Yes	3/29/24	C, U, S	No
11/20/23	S	No	4/1/24	C, U, S	Yes
11/21/23	S	No	4/2/24	C, U, S	Yes
11/22/23	C, U, S	No	4/3/24	C, U, S	Yes
11/23/23	C, U, S	No	4/4/24	C, U, S	Yes
11/24/23	C, U, S	No	4/5/24	C, U, S	Yes
12/8/23	S	No	5/27/24	C, U, S	No
12/18/23	U, S	Yes			
12/19/23	U, S	Yes			
12/20/23	C, U, S	Yes			
12/21/23	C, U, S	Yes			
12/22/23	C, U, S	Yes			
12/25/23	C, U, S	No			
12/26/23	C, U, S	No			
12/27/23	C, U, S	Yes			
12/28/23	C, U, S	Yes			
12/29/23	C, U, S	Yes			

Key

C = Charlotte Mecklenburg Schools
 U = Union County Schools
 S = St. Matthew

Program Closure Dates

The Afterschool Program will be CLOSED on the dates listed below. We will not offer afterschool care or an Out of School Day.

September 4	January 1
November 22	January 15
November 23	March 29
November 24	May 27
December 25	June 6
December 26	June 7

Transportation Specifics

Ballantyne Elementary – CMS Bus
Elon Park Elementary – CMS Bus
Endhaven Elementary – CMS Bus
Hawk Ridge Elementary – Walking Path with YMCA Counselors
Marvin Elementary – YMCA Minibus
McAlpine Elementary – CMS Bus
Pineville Elementary – YMCA Minibus
Polo Ridge Elementary – YMCA Minibus
Rea View Elementary – YMCA Minibus
St. Matthew – YMCA Minibus

*For Union County Schools, St. Matthew, Hawk Ridge, Pineville and Polo Ridge – Please follow your school’s process to let them know that the YMCA will be picking up your child. Typically schools like to have this information in writing or via a specific form, but each one is slightly different.

*For Ballantyne, Elon Park, Endhaven and McAlpine, please submit an alternate stop form to CMS using the link below. Please keep in mind that these requests need to be submitted several weeks in advance so that your child can get assigned to the correct bus for the first day of school.

CMS Alternate Stop Request Form

<https://www.cmsk12.org/Page/195>