



# **AFTERSCHOOL HANDBOOK**

## **2022 - 2023**

### **K-5<sup>th</sup> Grades**

### **HARRIS YMCA**

### **Contact:**

**Bernie Rapp, Youth Development Director**  
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**Cameron Bray, Associate Youth Development Director**  
**704 716 6831 | [Cameron.Bray@ymcacharlotte.org](mailto:Cameron.Bray@ymcacharlotte.org)**

**Harris YMCA Afterschool**  
**704-716-6858**  
**[HarrisAfterschool@ymcacharlotte.org](mailto:HarrisAfterschool@ymcacharlotte.org)**

## **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 in the Afterschool Program is to provide a caring and nurturing environment that will help children develop and demonstrate the five Key Values of the YMCA of Greater Charlotte:

Caring ♥ Honesty ♥ Respect ♥ Responsibility ♥ Faith

## **Our Purpose**

We pride our program on providing an environment where children can learn and grow. Activities are developed to provide experiences that are safe, fun, creative and stimulating. Participants are presented with opportunities to grow physically, mentally and spiritually each and every day.

## **Goals of the YMCA Afterschool Enrichment Program**

1. To provide a nurturing and caring environment where each child finds comfort in being him/herself.
2. To provide activities and experiences that develops and supports Christian values, build self-esteem and are stimulating and fun.
3. To create an atmosphere that will serve to strengthen the families of our YMCA community.

## **Communication Plan/Contact Info**

Email: [Harrisafterschool@ymcacharlotte.org](mailto:Harrisafterschool@ymcacharlotte.org)

Harris Afterschool Phone: 704-716-6858

Afterschool Payment Questions/Concerns: [Harrisfinance@ymcacharlotte.org](mailto:Harrisfinance@ymcacharlotte.org)

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 a situation that needs our immediate attention, 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 704-716-6800 and someone will deliver the message.

## **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.**

**This Afterschool program is not licensed and regulated by the State Department of Child Development. The YMCA of Greater Charlotte Afterschool Program adheres to YMCA quality standards.**

## **Child Abuse Prevention**

The health and well being of your children is essential to YMCA Child Care. The YMCA has developed a policy on the prevention of child abuse that includes the following provisions:

- Parents are encouraged to visit program sites at any time and do not need to make an appointment to do so.
- Staff and volunteers will be alert to the physical and emotional state of all children. When any sign of injury or suspected abuse is detected, the Director will be notified immediately.
- YMCA staff and volunteers will not discipline children by use of physical punishment or by failing to provide the necessities of care, such as food and shelter.
- YMCA staff and volunteers will not verbally abuse, emotionally abuse, or punish children.
- The hiring process includes drug testing, reference and background checks. Once on staff, training will include information about recognizing the signs of child abuse and the approved procedures for responding to the suspicion of abuse.
- The YMCA is mandated by state law to report any suspected case of child abuse or neglect to the appropriate authorities for investigation.

**Payment of Fees**

All payments for the Afterschool Program are due on the 15<sup>th</sup> of the previous month. A payment schedule is attached in this packet. All payments are to be set up in a monthly checking account draft (voided check must be provided) or credit card draft. A \$15.00 late payment fee will be incurred for all payments not made by the due date.

**Registration/Program Fees**

**Registration Fees:**

YMCA Member: \$25 per child  
 Program Participant: \$50 per child

<b>SCHOOLS K-5: BERVERLY WOODS, SMITHFIELD, SELWYN, SHARON CHARLOTTE LAB, OLDE PROVIDENCE, HUNTINGTOWNE FARMS, SOUTH ACADEMY OF INTERNATIONAL LANGUAGE</b>	<b>PER DRAFT MEMBERS</b>	<b>ANNUALLY MEMBERS</b>	<b>PER DRAFT NON-MEMBERS</b>	<b>ANNUALLY NON-MEMBERS</b>
5 Days/Week	\$294.62	\$2,946.19	\$361.92	\$3,619.16
3 Days/Week	\$254.88	\$2,548.80	\$319.68	\$3,196.80
2 Days/Week	\$212.80	\$2,127.95	\$280.90	\$2,809.04

<b>SCHOOLS K – 5: BARRINGER ACADEMIC CENTER, COTSWOLD, PARK ROAD MONTESSORI, MYERS PARK TRADITIONAL</b>	<b>PER DRAFT MEMBERS</b>	<b>ANNUALLY MEMBERS</b>	<b>PER DRAFT NON-MEMBERS</b>	<b>ANNUALLY NON-MEMBERS</b>
5 Days/Week	\$254.14	\$2,541.37	\$311.92	\$3,119.19
3 Days/Week	\$220.43	\$2,204.28	\$276.26	\$2,762.64
2 Days/Week	\$184.84	\$1,848.36	\$243.75	\$2,437.47

**Financial Assistance**

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 and Services 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.

**Declined Payments**

All monthly payments that are declined require a \$25 charge per child. Past due balances (more than two weeks) and multiple late or declined payments may result in the forfeiture of a child’s spot in the program.  
 Late Payment Charge. .... \$15/child  
 Declined Payment Charge.....\$25/child

**Refund Policy**

Refunds will be issued (pro rated) only when **two weeks** prior notification of the cancellation date is given in writing. Refunds will not be given if a child is removed from the Afterschool program for failure to adhere to stated policies or guidelines or for consistent discipline issues. An “Afterschool Cancellation Form” can be obtained from the Youth Services Director.

## **Daily Schedule**

Elementary School	
3:00pm – 3:15pm	Arrival & Classroom Games
3:15pm – 3:30pm	Snack
3:30pm – 4:00pm	Centers (K) Homework (1 <sup>st</sup> – 5 <sup>th</sup> )
4:00pm – 4:45pm	Outdoor Physical Activity Time
4:45pm – 5:30pm	Indoor/Outdoor Enrichment Activity
5:30pm – 6:00pm	Additional Activities/Rides Out

## **Homework Room**

Parents have the opportunity to register their child for the Homework room. The Homework room is a separate space designated as a quiet area where children can complete their homework. We have staff members who are there to assist children with any needs that may arise while doing their homework. The staff does not have the ability to tutor students, but will do their best to answer questions from your child if needed. Children understand that this is a quiet area and appropriate behavior is expected. If the children cannot cooperate in the homework room, their privilege to attend will be suspended. If you would like your child(ren) to attend the homework room, please fill out the registration form at the end of this handbook.

## **Enrichment Programming**

Enrichment Programming is a unique opportunity for children enrolled in the Afterschool Program. Parents are informed of the choices each session through flyers for individual programs. This is a great chance for children to learn new skills and experience new activities.

## **Lost Articles**

**Label Everything!** This will minimize the opportunity for your child to lose an item at the Y. Lost and Found is kept in the Afterschool Program. Periodically, staff will have a lost and found “auction” to try to reunite children with their belongings. After 2 weeks, lost and found items are donated to a local shelter. We are not financially responsible for children’s losses, but will make every effort to locate the lost item.

**Please clearly label all items.**

## **AFTERSCHOOL (K – 5<sup>th</sup> grades) HOURS OF OPERATION**

Afterschool operates Monday-Friday from school dismissal (2:45 PM - 6:00 PM), except where noted on the calendar located in this handbook.

## **TRANSPORTATION**

The Harris YMCA welcomes students from all schools; however, we do not provide transportation via YMCA bus from elementary schools. CMS buses bring most students to our program. The CMS Department of Transportation makes the decision for children to be dropped off at the Harris YMCA.

In years past, we have served the following schools- Elementary Schools: Beverly Woods Elementary, Collinswood Elementary, Cotswold Elementary, Huntingtowne Farms Elementary, McAlpine Elementary, Myers Park Elementary, Olde Providence Elementary, Pinewood Elementary, Selwyn Elementary, Sharon Elementary, South Academy of International Language, Park Road Elementary, and Smithfield Elementary.

## **CHILDCARE POLICY**

*Children may not participate in the following programs or a combination of the following programs for more than four hours in a 24-hour period in a YMCA of Greater Charlotte or a combination of Charlotte YMCAs: Children's Enrichment Programs, unlicensed Preschool, ChildWatch, Drop-In Childcare, Drop-off Childcare (Parents' Morning Out) and unlicensed Afterschool.*

### **Authorized Pick-up/Rides Out**

#### **Late Pick Up:**

In fairness to our staff and because of subsequent program demands, it is very important that your child be picked up on time. A late fee will be charged for each child not picked up by 6:00 PM. **The fee will be assessed at a rate of \$1.00 per minute per child starting at 6:01pm - 6:15pm after 6:15pm the late fee will be \$5 a minute per child.** The late fee is payable at the time you arrive to pick up your child. Cash, check or credit cards can be accepted for payment. If a child is not picked up by 6:15 PM we will begin calling parent's and/or emergency contacts. If the child is not picked up by 6:30 PM local authorities will be called. Failure to pick up your child on time can result in dismissal from the Afterschool program.

**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.

#### **Sign Out Procedures and Location**

Rides Out for K – 5<sup>th</sup> grades will be take place at the Cato Education Center. The car line is located to the left of the large outdoor gymnasium.

#### **Early Pick-up**

We understand that there will be times when you need to pick up your child early. When this occurs it is extremely important that you call or email the Director, with the details of the early pick up. If you have called ahead and given ample time (30-45 minutes), we will attempt to have your child ready when you arrive. In the event that you come to pick up early and we do not have prior knowledge of the early pick up, we will try to get your child ready for you in a timely fashion as you wait.

Please understand that we use many areas of our facility and children may be participating in an activity away from the building. We have a hand-held radio system that allows us to communicate effectively. However, it may take a few minutes to retrieve the child from the program area. Your patience is appreciated. Please sign your child out at the Afterschool office (located in the Cato Education Center).

**For the convenience of others and the safety of the children, all early pick-ups need to park in the parking lot and come in to pick up your child.**

**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 6:00pm, 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.

### **Absent from Program**

If for any reason your child will not be attending the program, please email or call the **Afterschool Office at 704 716 6858**, or **email at [harrisafterschool@ymcacharlotte.org](mailto:harrisafterschool@ymcacharlotte.org)**. If we do not receive this notice we will be looking for your child, first at the school office (for absent notice or sick/early pick up notice) then we will begin calling the child's parents and emergency contacts until we know where the child is or run out of options. Calling the Office will save delays at the school and keep staff from interrupting you at work with a phone call.

### **Incident Weather**

There will be times when weather conditions prevent us from running our car line 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 continue to facilitate pick-up at the Cato entrance. Please be sure to park in a designated space and walk in to check out your child.

In the event of school closing due to bad weather, the Branch Leadership will assess road conditions and the safety of our staff and participants, and decide if the Afterschool Program will run a full day.

### **Incident Weather Early Dismissal Policy**

In the event of an early school dismissal due to bad weather, the Branch Leadership will assess road conditions and the safety of our staff and participants, and decide if the Afterschool Program will be operating. **When Charlotte-Mecklenburg Schools are dismissed early the Harris YMCA will not provide transportation to the program on Harris YMCA buses and will only remain open for one hour from the time schools dismiss students. This is to ensure the safety of all students and staff.**

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.

### **Staffing**

The Afterschool Enrichment Program is directed by a YMCA professional. We recruit our staff through local churches, high schools and area colleges. All staff are processed through a drug screening and background check and are required to attend extensive training prior to the beginning of the school year. We take pride in the high expectations we set for our staff each year and evaluate them on an ongoing basis. If you have any questions, comments or concerns, please contact the Associate Youth Development Director, Cameron Bray at **[Cameron.Bray@ymcacharlotte.org](mailto:Cameron.Bray@ymcacharlotte.org)**

### **Program Ratios**

Kindergarten – 1:8

1<sup>st</sup>-5<sup>th</sup> Grades – 1:10

### **Custody Issues**

In cases of separation or divorced parents where visitation rights are denied to one parent, we cannot deny releasing the child to such parent unless a court decree or separation documents are in our file expressly forbidding such parent to pick the child up from our program, or from pick up at times not allowed by the court decree. The court decree must also be specific to the rights of visitation on the YMCA property during Afterschool. The court document must specify in writing that visitation is permitted by the non-custodial parent. Otherwise, visitation will not be permitted. Please call the Director if you have specific custody issues of which we need to be aware.

## **Intoxication**

Your child's safety is our priority. At times we are called to make judgment concerning their safety. If a YMCA staff member believes that a parent is intoxicated when they arrive to pick up their child, we will detain the child until an alternate plan can be arranged for the transportation of the child and his/her parent. We will first try to contact another family member or spouse. If one cannot be reached, then one of the emergency contacts listed on the child's registration form will be contacted. If those means are unsuccessful, a cab will be called at the parents' expense. If the parent is suspected of being under the influence of drugs and/or alcohol, and is unruly, uncooperative, or out of control physically, for the safety of the child and staff person, the staff may have no choice, but to contact the police.

## **Parent 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.

**Family Events-** One of our goals is to strengthen families whether single parent, two parents, or other legal guardian. During the school year, we will offer special Family Nights and other Parent Programs that will start after normal programming hours. All family members are invited to attend!

**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!

**Can Afterschool Staff Babysit For My Family?** - We strongly encourage staff to refrain from babysitting for participants they meet in the program. Staff work diligently with children throughout the day and need time to renew energy in the evening and on the weekends.

## **Parent Understanding**

1. I understand that YMCA staff and volunteers are not allowed to transport children in personal vehicles at any time outside the YMCA program.
2. I understand that I'm not to leave my child at the YMCA or program site unless a YMCA Staff or Volunteer is there to receive and supervise my child.
3. I understand that the YMCA is mandated, by state law, to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.

## **Technology**

The YMCA of Greater Charlotte policy limits digital device time to less than one hour per day. Digital device use is limited to homework or programs that actively engage children in activity. Please refrain from sending electronics with your child to the afterschool program unless they are to be used for homework.

While we strongly encourage students to leave their technological devices at home, students are permitted to have them **ONLY** during specific times/locations in the program. Technology is permitted during their homework block *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 at pick-up. Personal devices may not be used in any curriculum-based club or activity. Staff is not liable for cell phones, tablets or any other technology brought to programs.

## **Homework at the YMCA**

We offer students the opportunity to complete their Homework each day. Our Homework rooms operate much like a study hall. We have counselors present in the room, and they are able to assist students in navigating their homework agendas, answer questions the students may have, and maintain a homework-appropriate environment. Our staff members will NOT take the responsibility of signing a school agenda.

The expectations below are communicated to children:

While I am in the homework room, I understand that I am expected to:

1. Work on homework assigned by my school teacher.
2. When homework is complete, time may be spent reading.
3. Maintain a quiet and respectful space.
4. Ask my teacher/counselor questions when I have them.

## **Medication Policy**

All prescription medication must be in the original container that identifies the prescribing physician, the name of the medication, the dosage and the frequency of administration. The Afterschool staff must dispense all medication including over the counter items (cold medicine, headache medicine, vitamins, creams, lotion, etc.). Parents must check in all medications with the Director and fill out a medication consent form. Please make sure the child's name is on all items. Refrigeration for medication will be provided if necessary. Please do not pack medication in your child's backpack or lunch. All medications are kept in the office.

It is our policy for the Program Director to keep all inhalers during afterschool. The office is always open; an inhaler can be obtained at a moment's notice. However, if a parent requests in writing that the inhaler is kept with the child, we will honor the request provided the child can demonstrate responsibility for the use and possession of the inhaler. Any misuse or misplacement of the inhaler during Afterschool will be cause for the inhaler to be kept by the Afterschool Director.

## **Health and Wellness Policy**

If your child develops symptoms of illness during their stay, parents 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 parents 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 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 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 them. If the injury seems to affect the child's participation in the program beyond a few minutes' time, we will call parents 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.

**COVID-19 Policies and Guidelines will be communicated separately in order remain as update to date as possible regarding COVID-19**

## **Harris YMCA Program Discipline Guidelines**

Parents, please encourage your child to follow the instructions of counselors and other Afterschool staff. The YMCA has established two levels of behavior classifications, Type I and Type II, with consequences for each. It is not our intention to alarm parents, but rather make everyone aware of our policies.

**Type I-** Type I behavior includes, but is not limited to: serious infractions such as damage or theft of property, assault (biting, hitting, pinching, kicking, or throwing objects at another child or at staff), possessing weapons, tobacco or tobacco products, alcohol, narcotics or illegal drugs, gang-related activity, sexual misconduct, repeated Type II violations, and any conduct that may be detrimental to the best interests of the other members of the program. Type I behavior can result in immediate dismissal from Afterschool. Parents will be responsible for any transportation to return the child home. No refunds will be issued.

**Type II-** Type II behavior is less serious, but disruptive and therefore unacceptable. This includes, but is not limited to: profanity, verbal abuse, tardiness, and uncooperative behavior. Children who engage in Type II behavior will be told of their unacceptable behavior and asked to correct it. Further problems will result in a written reprimand with appropriate consequences, and viable alternatives for future behavior will be discussed. Continuing problems may result in a meeting with the Youth Development Director, and the parent will be contacted to discuss behavior or special Circumstances.

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 not damage the child's self-image or 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 parent to solve problems.
- A discipline form (Documentation of Behavior) is provided to parents 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.

### **Consistent disciplinary problems may result in suspension or removal from the program.**

Time-Out: "time-out" is the removal of a child from the activity for a short period of time – 1 minute for every year of the child's age. Time-outs are used only in a situation in which the child is misbehaving and has not responded to a verbal warning. The time-out is located away from the group activity, but within the counselor's sight. During this time, the child has the opportunity to think about the actions which led to their removal from the group. After the time-out, the counselor will discuss the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same respect and affection shown to the other children.

### **Possible consequences depending on severity and previous incidents.**

- Verbal communication by staff to child and time-out
- Written documentation of behavior by staff. Parent will be alerted during Rides Out about behavior.
- Written documentation by staff. Parent will be alerted of behavior immediately.
- Parent Conference. Parent will be asked come in and meet with Leadership in order to discuss behavior and create a behavioral improvement plan
- One (1) full-day suspension from the Afterschool program. Parents will be called at the time of the write-up and given notice of the suspension. This does not include the current day.
- Multiple day suspension, this can be two (2) to five (5) day suspension from the Afterschool program. Parents will be called at the time of the write-up and given notice of the suspension. A parent conference will be required.
- Expulsion: permanent removal of the child from the Afterschool program. Parents will be called at the time of the write-up and asked to pick up their child from the program at that time.

### **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 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:

### **Out of School Days**

Out of School Day programming is available for afterschool participants. The charge is \$35 per day. 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 before 24 hours of the start of the program to receive a refund.

Out of School Days begin with staff supervision at 7:30 AM. Participants may not be dropped off for the full day prior until 7:30 AM. This allows the staff to properly prepare for the day without interruption from participants arriving early. Staff will be ready to greet your child promptly at 7:30 AM. Pick up is no later than 6:00 PM

During Out of School Days, students will be grouped based on their grade level and they will rotate through various activities throughout the day. Some of these activities may include crafts in a classroom, Gaga Ball, card and board games, dodgeball, field games, etc.

Your child(ren) will be spending the day doing a variety of different activities both inside and outside (weather permitting). They should come wearing comfortable season-appropriate clothes that they can run around and play in! **Please send them with: a water bottle, 2 snacks and a lunch (remember, we are a nut-free program – that means NO PB&Js).** We recommend labeling everything to help ensure belongings make it home safely.

**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.**

## **OTHER YMCA PROGRAMS**

The Harris YMCA offers many exciting programs during Afterschool hours. We will provide a runner to take children to any activity on Harris YMCA campus between the hours of 3:00 PM and 6:00 PM. Parents are responsible for picking up children from programs that end after 6:00 PM. **You may sign up for the service by filling out a Runner Request Form and submitting to us at least one day prior to the start date.**

## **FAMILY NIGHTS**

We will have Family Nights throughout the school year. Registration forms are provided before each event. These events are a wonderful opportunity to get to know other families within our YMCA community. Participation is often a positive experience for both children and parents.

## **SERVICE PROJECTS**

We may do several service projects throughout the school year. These projects are a great opportunity for us to encourage your children to help others and to be more aware of needs in our community. You will be notified of all service projects in the monthly newsletter.

## **SNACKS**

An afternoon snack will be provided for your child each day (with the exception of full days). Snacks usually consist of fresh fruit, granola bars, baked crackers, cereal bars, fruit cups, yogurt, etc. We are making great efforts to help support and teach a healthy lifestyle and eating habits. Lessons on nutrition and healthy eating habits may be taught periodically throughout the year.

## **The YMCA strives to:**

- Welcome all individuals in its programs and facilities.
- Develop programs that respond to the needs of its membership, participants and community.
- Work to provide hiring and employment practices that are unbiased.
- Hiring and maintaining a diverse staff and corps of volunteers.
- Use resources to maintain a safe environment without discrimination or harassment against individuals.

## Payment Schedule for the 2021- 2022 Afterschool Program

If payment is not received by the due date (by 6:00PM that day), you will incur a \$15.00 late payment fee in addition to the monthly fee. A \$25.00 return draft fee is also added when either Credit Card or Bank Drafts are declined.

**We offer automatic draft through checking or savings account with submission of a voided check or by Credit/Debit Card.**

<b>Draft Date/In Person Payment:</b>
August 15 <sup>th</sup>
September 15 <sup>th</sup>
October 15 <sup>th</sup>
November 15 <sup>th</sup>
December 15 <sup>th</sup>
January 15 <sup>th</sup>
February 15 <sup>th</sup>
March 15 <sup>th</sup>
April 15 <sup>th</sup>
May 15 <sup>th</sup> Prorated Amount

Any questions regarding the payment schedule please contact:  
Harris Finance  
[harrisfinance@ymcacharlotte.org](mailto:harrisfinance@ymcacharlotte.org)

**Please note that there are additional fees for Early Release Days, Out of School Days, Holiday Camp and Spring Break Camp.**

## Charlotte-Mecklenburg Schools (CMS) Calendar

For Holidays / Teacher Workdays

Harris YMCA Before & After School 2022 - 2023

<b>Workday/Holiday:</b>	<b>Date:</b>	<b>Hours of Afterschool Operation:</b>
<b>Labor Day</b>	<b>9/5/2022</b>	<b>CLOSED NO AFTERSCHOOL PROGRAM</b>
<b>Teacher Work Day</b>	<b>9/26/2022</b>	<b>CLOSED NO AFTERSCHOOL PROGRAM</b>
Teacher Workday	10/5/2022	7:30 AM - 6:00 PM *Pre-Registration required
<b>Teacher Workday</b>	<b>10/31/2022</b>	<b>CLOSED NO AFTERSCHOOL PROGRAM</b>
Teacher Workday	11/8/2022	7:30 AM - 6:00 PM *Pre-Registration required
Teacher Workday	11/11/2022	7:30 AM - 6:00 PM *Pre-Registration required
<b>Thanksgiving Break</b>	<b>11/23/2022 – 11/25/2022</b>	<b>CLOSED NO AFTERSCHOOL PROGRAM</b>
Winter Break Camp	12/20/2022 – 12/30/2022 (No program on 12/26)	<b>SEPARATE REGISTRATION 7:30 AM – 6:00 PM CLOSED 12/26</b>
Teacher Workday	1/2/2023	7:30 AM - 6:00 PM *Pre-Registration required
<b>MLK Day</b>	<b>1/16/2023</b>	<b>CLOSED NO AFTERSCHOOL PROGRAM</b>
Teacher Workday	1/25/2023	7:30AM - 6:00 PM *Pre-Registration required
<b>Teacher Workday</b>	<b>2/20/2023</b>	<b>CLOSED NO AFTERSCHOOL PROGRAM</b>
<b>Teacher Workday</b>	<b>3/27/2023</b>	7:30 AM - 6:00 PM *Pre-Registration required
<b>Good Friday</b>	<b>4/7/2023</b>	<b>CLOSED NO AFTERSCHOOL PROGRAM</b>
<b>Spring Break Camp</b>	<b>4/10/2023 – 4/14/2023</b>	<b>SEPARATE REGISTRATION 7:30 AM – 6:00 PM</b>
<b>Memorial Day</b>	<b>5/29/2023</b>	<b>CLOSED NO AFTERSCHOOL PROGRAM</b>
Last Day of School	6/7/2023	Last Day of School

## Parent Acknowledgement

I have been given a copy of the 2021-2022 Afterschool Parent Handbook and I have read and fully understand the content of the Handbook. Any questions related to the Afterschool Program have been answered to my satisfaction. I also understand that my child (ren) and I are responsible for following these policies and guidelines.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

PLEASE SIGN AND RETURN THIS FORM TO HARRIS AFTERSCHOOL:  
HARRIS YMCA  
704 716 6858 | [Harrisafterschool@ymcacharlotte.org](mailto:Harrisafterschool@ymcacharlotte.org)

# Charlotte Mecklenburg Schools Alternate Transportation Request

Each year CMS requests that you fill out an alternate transportation request to have your child dropped off at the Harris YMCA Afterschool program from their school on a CMS bus. The requests can usually be done at the beginning of July. You must fill out a form each school year at least 2 weeks before transportation is needed.

Please remember to be proactive in submitting your request to avoid any delay in transporting of your child/children at the start of the school year.

Parents can log onto [www.cms.k12.nc.us](http://www.cms.k12.nc.us):

-under the bulletin board ***select Student Transportation Information Form.***

-once redirected to this link, ***select the Alternate Stop option*** and complete the form based on their need.



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

## Authorization to Administer Medication

Participant Name: \_\_\_\_\_ Age: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Name of Medication: \_\_\_\_\_

a. Dosage to be given: \_\_\_\_\_

b. Dates that medication is to be given: \_\_\_\_\_

c. Time to be Administered: \_\_\_\_\_

Name of Medication: \_\_\_\_\_

a. Dosage to be given: \_\_\_\_\_

b. Dates that medication is to be given: \_\_\_\_\_

c. Time to be Administered: \_\_\_\_\_

I hereby give permission for my child to be given medication while participating in programs with the YMCA of Greater Charlotte. I understand that all medications need to be provided to the YMCA in the original prescription bottle, and will not be accepted in a plastic bag or other container.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_





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# Afterschool Program Runner Request

Please fill out the entire runner request form. Our runners will transport your child anywhere on the Harris YMCA property between 3:00-6:00. Unfortunately, we are unable to run students to Beverly Woods Elementary.

Child's Name:

Child's Grade & Afterschool Class:

Program Attending:

Class/Team:

Day(s) of the week:

Class Start Time

Class Finish Time:

Program Start Date:

Program Finish Date:

\*Parent must pick-up child if finish time is after 6:00pm\*