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Keith Family YMCA

2019-2020 AFTERSCHOOL PARENT HANDBOOK

ymcacharlotte.org



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KEITH FAMILY YMCA Afterschool Program Parent Handbook

This manual will help you and your child plan for a fun and exciting season with the YMCA. The information presented applies to the Keith Family YMCA Afterschool program. Please read the manual carefully, so your child is prepared to participate and has appropriate expectations.

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 Enrichment provide a loving and nurturing environment that will help children develop and demonstrate the five key character traits 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 loving environment where each child finds comfort in being him/herself.
2. To provide activities and experiences that develop and support 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.

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 Laurie Soderholm, Family Services Director, at (704) 716-6739 or laurie.soderholm@ymcacharlotte.com.



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PLEASE NOTE

The Keith Family YMCA Afterschool program is not licensed by the State Department of Child Development. The YMCA of Great Charlotte Afterschool Programs adhere to the 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.

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 Programs adhere to YMCA quality standards.

PAYMENT OF FEES

All payments for the Afterschool Program are due on the 15th 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 \$25.00 late payment fee will be incurred for all payments not made by the due date.



REGISTRATION / PROGRAM FEES

Registration Fees:

2017-2018 **A non-refundable and non-transferable registration fee** is required per child when registering for processing and curriculum materials.

Member Rate: \$25 per Child

Non-Member Rate: \$50 per Child

PROGRAM SELECTION & MONTHLY TUITION

Please see our Registration form or Sales & Service team for Afterschool Pricing Structures

***Tuition DOES NOT include Full Day care on Teacher Workdays or holidays.*

PAYMENT, REFUND, & CANCELLATION POLICY

Tuition is due the 1st of every month PRIOR to the service (September tuition is due August 15th, and so on)

Tuition may be refunded if a **cancellation is made 15 days in advance from the date the cancellation form is received**. Cancellations should be in writing and given to the After School Director, After School Coordinator, or Program Registrar.

As part of our **My Y Pricing** rate structure, adjusted program rates are available to all who qualify. Both members and non-members must provide income verification at the member services desk 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.

REGISTRATION FOR YMCA ADD ON PROGRAMS

Add on programs offered by the University City YMCA are available to the Afterschool Program participants. Please register your child during the regular registration periods for each session. During the program hours of 3:00-6:30 pm, a counselor will be responsible for taking your child to the particular program and returning your child to the Afterschool program unless we are notified otherwise. Please be aware of your child's arrival time from school when choosing a class. We cannot be responsible for a child missing a class or making up that class if we were not properly notified or if your child's bus does not arrive as scheduled.

Things to bring and remember for a successful day in afterschool:

- Homework folders and any supplemental materials needed to complete homework activities. (books, worksheets, etc.)
- Jackets or coats during colder weather
- Closed toed shoes are preferred for active play
- refillable water bottle
- No toys – toys will be taken away and kept in the office. The toy will be given back at the end of the year.
- No electronics-phones, tablets, gaming systems are all distractions in the classrooms.
- Label everything Please!



AFTERSCHOOL HOURS OF OPERATION

Afterschool operates Monday-Friday from school dismissal (3:00PM - 6:30PM, except where noted on the calendar located in this handbook). The University city YMCA welcomes Elementary School age children from, Blythe Elementary, Bradford Prep Charter School, Corvin Elementary, Croft Community Elementary, David Cox Elementary, Elizabeth Traditional Elementary, Highland Creek Elementary, Mallard Creek Charter, Mallard Creek Elementary, Moorehead Elementary, Nathaniel Alexander Elementary, Pioneer Springs Elementary, Pioneer Springs Charter School, Stoney Creek Elementary, Sugar Creek Charter School, University Meadows Elementary, University Park Elementary, Winding Springs Elementary, and Middle School children from James Martin Middle, JM Alexander Middle, Ranson Middle, and Ridge Road Middle and many other local area schools. Please contact the Family Services Director if you have questions about a school that is not listed above.

Type of Day	DATE	HOURS
First Day of CMS	Aug 28, 2017	OPEN
Labor Day	SEPT 4, 2017	CLOSED
Teacher Workdays	SEPT 21 & 22, 2017	7:00am – 6:30pm
Teacher Workday	OCT 30, 2017	7:00am – 6:30pm
Veterans Day	NOV 10, 2017	7:00am – 6:30pm
Thanksgiving Break	NOV 22, 2017	7:00am – 6:30pm
	NOV 23 & 24, 2017	CLOSED
	DEC 20-22, 2017	7:00am – 6:30pm
Holiday Break	DEC 25, 2017	CLOSED
	DEC 26-29, 2017	7:00am – 6:30pm
	JAN 1, 2018	CLOSED
	JAN 2, 2018	7:00am – 6:30pm
MLK, Jr. Day	JAN 15, 2018	7:00am – 6:30pm
Teacher Workday	JAN 22 2018	7:00am – 6:30pm
Teacher Workday	FEB 19, 2018	7:00am – 6:30pm
Teacher Workday	MAR 29, 2018	7:00am – 6:30pm
Spring Break	MAR 30-APR 6, 2018	7:00am – 6:30pm
Memorial Day	MAY 28, 2018	CLOSED
Last Day of school	JUNE 8, 2018	OPEN



FULL DAY PROGRAMS

All full day programs begin with supervision at 7:00 a.m. and end at 6:30 p.m. Participants may not be dropped off at the YMCA prior to 7:00 a.m. This allows the staff to properly prepare for the day without interruption from participants arriving early. Staff will be ready to greet promptly at 7:00 a.m. There is a separate registration for *each* full day. Monthly tuition *DOES NOT* include full day care for CMS teacher workdays, holidays, or spring break days. Registration is required for full day care and is \$30 per day for members / \$40 per day for non-members/program participants.

REGISTRATION FOR FULL DAY PROGRAMS

You will be reminded of all Full Days through the monthly newsletter and also will need to fill out the registration form for each specific day. In order for us to better prepare for these days, and have adequate staff available, you must complete the registration form at the front desk. All Afterschool participants must fill out the registration form for the full days if care is needed, care and registration should not be assumed. There is a \$10 late fee for those forms turned in after the registration deadline. All full day forms will be at the front desk.

Please take all payments and registration forms for full days to the Member Service desk in the lobby of the main building. NO payments or registration will be accepted by ANY Afterschool Staff.

Things to bring and remember for a full day program!

- lunch
- swimsuit & towel
- two snacks
- refillable water bottle
- No toys – toys will be taken away and kept in the office. The toy will be given back at the end of the year.
- No electronics
- No lunches or field trips can be purchased the day of.
- No lunches or field trips can be purchased after the registration deadline.
- Label everything!

HOLIDAY & SPRING BREAK CAMP

During the Holiday break and Spring Break, the YMCA provides holiday Camp. Anyone registered in the Afterschool Program can register for these full day camps. Registration is now open for all camp dates. Details for Holiday and Spring Camp will be available when the camp gets closer. Afterschool tuition *DOES NOT* include holiday OR spring break camp.

TRANSPORTATION/ PICK UP AT SCHOOL DISMISSAL/ABSENTEES

If for any reason your child will not be attending the program, please send a note the previous day and/or call the **Afterschool Office at (704) 716-6702, (704) 716-6789 or send an email to the Program office at universityafterschool@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. If your child is going to be absent from the Afterschool program, **please call the office by 1:00 PM the day he/she will be absent.** Thank you

RELEASING PARTICIPANTS: DESIGNATION OF INDIVIDUALS AUTHORIZED TO PICK UP

Participants will only be released to the responsible adult listed on your child's program registration form. Every adult must present a photo ID at rides out. In the event that your child will be picked up by an adult not listed on the registration form, a parent note (including the person's name as it appears on their photo ID) is required and photo ID must be shown during rides out.

Help us speed up the rides out process by having your ID ready. This new policy eliminates the use of code words at rides out.

EARLY PICK UPS

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 or leave a voicemail with the details of the early pick up. If you have called ahead and given ample time, 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. **For the convenience of others and the safety of the children, all early pick-ups need to park in the parking lot and not in the lane in front of the building.**

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 6:35 PM. **The fee will be assessed at a rate of \$1.00 per minute per child starting at 6:36 PM.**

The late fee will be applied to your account and must be taken care of the next business day. Cash, check or credit cards can be accepted for payment. If a child is not picked up by 6:35PM we will begin calling parent's and/or emergency contacts. If the child is not picked up by 7:00 PM local authorities will be called. Failure to pickup your child on time can result in dismissal from the Afterschool program.

RIDES OUT

We are pleased to provide a drive through service beside the Afterschool building from 5:00p.m. to 6:30p.m. each day. To ensure the safety of our children, staff and members, please pull as close to the curb as possible so other cars can pass around you while you wait. One of our leadership staff will be on hand during these times to check your photo ID and radio for your child.

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 that we need to be aware of.

INCLEMENT WEATHER/EARLY DISMISSAL/CLOSINGS

The procedure for early dismissal and closing of school is as follows: YMCA Administration will assess the conditions for the safety of our staff and participants. A voicemail message will be left at 704-716-6739 and an email will be set to the email address on file on the afterschool office regarding the hours of the Afterschool Program. In the event of school closing, YMCA Administration will assess the conditions and opening time will be left at the numbers above.

In the case of outdoor hazards such as storms, various actions and procedures will be taken:

- In electrical storms, all outside activities will be curtailed.
- All children will be directed inside and a rainy day program activity will take place

In the event of a tornado or dangerous electrical thunderstorm, all participants will be moved into the main building. Our participants and staff practice these emergency drills on a regular basis.

TRANSPORTATION AND EMERGENCY PROCEDURES

In the case of emergency, every effort will be made to reach you or the contacts listed on your information sheet. If no one can be reached we will take the necessary actions for the health of your child. If anything other than basic first aid is needed our first course of action will be to call 911. Should there be any changes in the emergency contact numbers, please notify us immediately.

If it is absolutely necessary, a personal vehicle is available to transport any injured person to the emergency room of the closest hospital. In the event of an emergency, if you would like to request that your child be taken to another hospital in the area, please put it in writing and send it to the School Age Program Coordinator.

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.

DISCIPLINE POLICY

PHILOSOPHY

The philosophy of our program is based on character development principles of respect, responsibility, honesty, faith, and caring. It is expected that our staff is to give respect and courtesy to each participant,



as we expect to get in return. The staff will make every effort to relate to participants on an individual basis and not make the whole group responsible for the actions of one camper.

- Staff will not damage the participant's self image or embarrass the child.
- Staff will help participants learn self-control, choose alternatives, identify feelings and develop and understanding and respect for the feelings of others.
- Every effort will be made by staff to enlist the cooperation of the child and parents to solve problems.

Please note: There is no financial compensation/refund for time missed due to the behavior problems.

GENERAL AFTERSCHOOL RULES

- Caring:* Keep your hands and feet to yourself
No fighting
No throwing objects
- Honesty:* Tell the Truth
No Stealing
- Respect:* No profanity
Respect your counselor and fellow campers
Take care of equipment, property and environment
Treat others like you would want to be treated
- Responsibility:* Stay with your group at all times
Keep up with your belongings
- Faith:* To be respectful of all people's beliefs and backgrounds

IMMEDIATE SUSPENSION

The following behaviors may result in immediate suspension and/or permanent dismissal from the program:

- Damage or theft of property
- Assault (hitting, biting, kicking or throwing objects at child or staff)
- Possessing weapons
- Tobacco products
- Alcohol
- Narcotics or illegal drugs
- Gang-related activity
- Sexual misconduct

Parents will be responsible for transportation to return the child home. Parents are responsible for damage to property. When called, parents must pick their child up promptly. No refunds will be issued.



Once a child is removed from the program that child may not return to the PROGRAM up to one year to the day that he/she was removed.

FORMAT OF CONSEQUENCES

Step # 1 - Verbal communication by staff to child and timeout

Step # 2 - Documentation of Behavior by staff – copy given to parent/guardian

Step # 3 - Second Documentation by staff – copy given to parent/guardian during discussion with parent/guardian about behavior

Step # 4 - Third Documentation – 1 day suspension from program – meeting with the parent to discuss behavior and intervention

Step # 5 - Fourth Documentation – 3 day suspension from program – meeting with the parent to discuss behavior – director may place child on probation

Step # 6 - Fifth Documentation – 5 day suspension and discussion about future participation in program

1. The child will be spoken to in hopes that discussion and redirection of the child to another activity is all that is required to correct the problem. A warning will also be given.
2. If the discussion and redirection does not seem to help, the child will be put in “time-out” for a short period.
3. Should problem behavior continue, the parent/guardian will be notified and documentation of the behavior, past and present, will begin.
4. If these steps do not correct the problem, the parent/guardian, child, staff and director will meet to discuss corrective procedures.
5. Should this process prove unsuccessful and behavior problems are not corrected, the child may be dismissed from the program.

We believe in giving participants every opportunity to succeed. With this in mind the discipline policy consumes a 30-day period and each documentation stays with the child over that 30 days. However, once a child is removed from the program following multiple suspensions, they are not allowed back in Afterschool for up to one full year.

MEDICATION

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 all medications in with the Coordinator 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 a locked box.

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.

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



If your child is injured, the Director will take the necessary steps to care for him/her. If necessary, we will call parents to let them know what has happened (i.e. hit in arm and ice pack applied, small scrape on knee and band aid applied).

If your child is more seriously injured, the Coordinator will take whatever steps are necessary to obtain emergency medical care. These include, but are not limited to, the following:

- Attempts to contact parent or guardian.
- Attempts to contact parent or guardian through emergency contact listed on registration form.

If we cannot contact the parent, 911 will be called.

LOST ARTICLES

Please, 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.**

PROGRAM CONTENT

DAILY DEVOTIONS AND PRAYER

In the context of our program we will have a daily devotion. This devotion will generally take place at the beginning of our Afterschool day and will be geared toward teaching the YMCA character development traits (Honesty, Caring, Respect, Responsibility, and Faith). This will be followed by a prayer or blessing for the day. Staff may encourage children to lead the daily devotion and prayer.

SNACK

We provide a daily snack and water for all Afterschool participants.

ALLERGIES

While the YMCA of Greater Charlotte is committed to a peanut allergy friendly facility, we cannot guarantee that peanuts will not find their way into our facility. We ask that you continue to take every precaution to protect yourself and your children from unwanted exposure to peanut allergens. If your child has ANY food allergies, please let us know.

HOMEWORK ROOM

Parents have the opportunity to register their child for the Homework room. The Homework room is a separate space (for our 1st– 8th grade students) 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.

PARENT RESPONSIBILITIES

- Evaluations – We need your comments, input and ideas on how to make Afterschool program better serve you and your child(ren). Evaluations will be handed out several times throughout the



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year. You may also be called by an outside company to evaluate the program. Please take the time to fill out or answer the evaluation question so we may improve the program.

- Come Visit – You are always welcome and encouraged to visit our Afterschool Program. We also encourage you to talk to our leaders or the Program Coordinator about the program and any needs or special successes your child is experiencing.
- Family Involvement – One of our goals is to strengthen families – whether you are a single parent, two parent family or other legal guardian. During the school year we will offer special family activities that will start after normal programming hours. We encourage you to participate. Detailed information regarding these events and other specialty activities will be in your monthly newsletter.
- What’s going on at Home – Children’s actions in our program often reflect problems that they are experiencing at home (i.e. pet’s death, parents divorce, fight with siblings, etc). If any such disruptive or traumatic experience should occur, please inform your child’s counselor or the Program Coordinator. This will enable us to better meet the needs of your child.
- Can Afterschool staff Baby-sit for your family – We strongly encourage staff to *refrain* from baby-sitting for participants they meet in our program. Staff members work diligently with children throughout the day and need time to renew their energy in the evening and on the weekends.
- Lost & Found – We ask that you label everything. We are not responsible for the items that your child may lose at the YMCA. We do have a lost & found in the program office, and we do our best to get the items that we locate that have names on them back to the rightful owner. You are more than welcome to go through lost & found at anytime during Afterschool hours. We clean out lost & found items every TWO weeks. If things are not claimed by then and do not have a name on them, then they are taken to our local Goodwill.

From the YMCA

We have planned a program for the children with their growth and development in mind. Please remember that we are not a school and are here to provide a nurturing atmosphere that will foster a healthy spirit, mind, and body. We have a flexible plan and can make necessary changes when needed. If we do not finish something on the day we planned it, that’s okay, there is always tomorrow. We hope the children have fun and learn at the same time. Thank you for letting us serve your child and family.

As always...Our mission:

“To put Christian principles into practice through programs that builds a healthy spirit, mind, and body for all.”

We build strong kids, strong families, and strong communities.

KEITH FAMILY Y AFTERSCHOOL BUS INFORMATION

Y BUS TRANSPORTATION IS PROVIDED FOR THE FOLLOWING SCHOOLS FOR AFTERNOON SCHOOL PICK UP:

- Blythe Elementary School
- Bradford Precatory Elementary School
- Bradford Precatory Middle School
- Corvian Community Elementary School

BUS TRANSPORTATION IS PROVIDED BY THE SCHOOL FOR THE FOLLOWING SCHOOLS FOR AFTERNOON YMCA DROP OFF

- Mallard Creek STEM Academy

CMS BUS TRANSPORTATION IS PROVIDED BY THE SCHOOL SYSTEM FOR THE FOLLOWING SCHOOLS FOR AFTERNOON YMCA DROP OFF IF A PARENT COMPLETES THE CMS REQUIRED PROCESS FOR AN ALTERNATE STOP**

- Croft Community Elementary School
- David Cox Elementary School
- Elizabeth Traditional Elementary School
- Highland Creek Elementary School
- James Martin Middle School
- J. M. Alexander Middle School
- Mallard Creek Elementary School
- Morehead STEM Elementary School
- Morehead STEM Middle School
- Nathaniel Alexander Elementary School
- Oaklawn Elementary School
- Parkside Elementary School
- Piedmont Middle School
- Ranson Middle School
- Ridge Road Middle School
- Stoney Creek Elementary School
- University Meadows Elementary School
- University Parks Elementary School
- Winding Springs Elementary School

**Please remember to fill out the [Alternate Stop Form](#) with your child's school or the CMS website for afternoon bus transportation to the Keith Family YMCA. This form can take up to 2 weeks to have approved so it is very important to start the process now. Until approved you will need to obtain a temporary bus pass from your child's school or arrange alternate transportation. You will need your child's student I.D. number and our address, which is: 8100 Old Mallard Creek Road Charlotte, NC 28262.



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Homework Room Registration

I would like my child to participate in the Homework Room.

Child's Name: _____

Grade for 2017-2018 School Year _____

Parent's Signature: _____

**Reading Homework completed in the Homework room. _____yes _____no (Please check one)

**Grades 3rd-8th ONLY Use of a calculator permitted by parent. (simple calculator only-scientific calculators are not supplied) _____yes _____no (Please check one)

The Homework Room will operate Monday – Thursday. Staffing consists of a Homework Room Coordinator and another counselor whom are available to assist the children with their homework.

K- 8th Graders will have the opportunity to utilize the Homework Room (Kindergartners can use the Homework Room, however we encourage you to spend time nightly with your Kindergartener, as they need one on one parent attention while doing homework). We will provide structured homework room time for students each day and maintain a quiet zone for concentration.

All children are required to attend once signed up for this service unless we receive a note from the parents stating otherwise. All Afterschool rules must be followed during homework time or the child could lose the use of the room. Please call (704) 716-6739 with any further questions.

PLEASE SIGN AND RETURN THIS FORM TO THE COORDINATOR

Laurie Soderholm

Family Services Director

Keith Family YMCA

(704) 716-6739

Laurie.soderholm@ymcacharlotte.org



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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.

PARENT ACKNOWLEDGEMENT

I have been given a copy of the 2016-2017 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 THE COORDINATOR
Laurie Soderholm
Family Services Director
Keith Family YMCA
(704) 716-6739
Laurie.soderholm@ymcacharlotte.org



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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: _____

P PLEASE SIGN AND RETURN THIS FORM TO THE COORDINATOR

Laurie Soderholm

Family Services Director

Keith Family YMCA

(704) 716-6739

Laurie.soderholm@ymcacharlotte.org

Keith Family YMCA Afterschool Information

Family Services Director: Laurie Soderholm, 704-716-6739,
laurie.soderholm@ymcacharlotte.org

Program Operation Hours: 3:00 pm - 6:30 pm

Program Operation Days:

Kindergarten - Eight grade - Monday-Friday
5yrs. To 14 yrs.

Fees:

Registration Fee (required for all who register for the program, this fee is non-refundable and non-transferable.)

Member \$25, Program Participant \$50. My Y Pricing DOES NOT apply to registration fees.

Monthly Tuition

Please see Tuition chart on the front page of the afterschool registration packet.

Refund Policy: Tuition may be refunded if a cancellation is made 15 days in advance from the date the cancellation form is received. Cancellations should be in writing and sent to the Family Services Director or Program Registrar NO LATER THAN 15 days before the child's final day in Afterschool. Refunds are made according to the form of original payment. (Payments by credit or debit card are refunded to the same card and may take 2 to 14 days. Payments by cash, check, or money order are refunded by check, mailed to the address on file, and may take up to 3 weeks.)

Late Pick-up Policy:

After 1:00pm a five (5) minute grace period is given for late pick up, after 6:35pm a fee of \$1.00 *per minute* Late Pick-Up Fee will be added to the Afterschool account and must be paid at the next Afterschool payment due date.

Changes or Withdrawals:

Any changes that need to be made to an Afterschool registration, including withdrawal from the program or changes in day packages, must be made in writing to the Family Services Director or the Program Registrar. Two week's notice is required for withdrawal or change.

Unpaid Balances:

Any month's tuition not paid by the scheduled due date is subject to a \$25.00 late payment fee. If any month's tuition is not paid before the month begins, the child's space in Afterschool is subject to cancellation.

Payment Options:

Monthly or weekly installment options are due according to the *Balances Due Schedule* printed on the registration form. For convenience, Participants may choose the AutoPay option to have the balances (1) drafted automatically from a checking or savings account, or (2) charged to a credit or debit card on the due dates.

Teacher Workday Full Days and Holiday Full days:

Afterschool Payment Installments do not include full day camps that are offered on teacher workdays and some holidays. Those camps are available for registration at the sales & service desk and are \$30/day for members and \$40/day for program participants. My Y Pricing will apply to camp days.

Keith Family YMCA Afterschool Information

How does the Rides Out process work for afterschool?

We are pleased to provide a drive through service beside the afterschool building from 5:00pm to 6:30pm daily. To ensure the safety of our children, staff, and members, please pull as close to the curb as possible so other cars can pass around while you wait. One of our afterschool staff members will be present to verify photo ID's and radio for your child to be brought to the car.

Who can pick up my child?

Any authorized person that you have listed on your registration documentation, or that you have added with our front desk staff, will be allowed to pick up your child. ALL persons, including parents, will be asked to supply a photo ID daily, for security purposes during pick up procedures throughout the school year.

What calendar does the Keith Family YMCA Afterschool follow?

The Keith Family YMCA Afterschool program follows the CMS (Charlotte Mecklenburg Schools) school year calendar for 2017-2018 for all teacher work days, holidays, and school breaks.

What happens with afterschool in case of inclement weather and school closes?

During inclement weather, please stay tuned to local TV stations to see if Charlotte Mecklenburg Schools will be closed. If CMS schools are closed, the Keith Family YMCA Afterschool program will operate a full day camp IF our Staff can safely open out branch. If CMS has a delay, the Keith Family YMCA Afterschool program will open as normal at 3:00 pm.

What happens with afterschool buses in case of inclement weather during school dismissal?

During inclement weather, YMCA vans and mini buses will not operate. Senior staff will contact families that are affected by this decision prior to school dismissal times, so that families can prepare for alternate transportation for their students.

Do you provide my child with afternoon snacks?

Each child will be given a healthy snack upon arrival to the afterschool program. All snacks provided are peanut free and are a healthy option for children. Water is provided with each snack. *We are a PEANUT FREE ZONE for the safety of all that use our classrooms at the Keith Family YMCA. Please refrain from sending peanut and nut related items in your child's snack or lunch for the safety of all children.

What is the homework procedure in afterschool?

Each child has the opportunity to complete homework while in afterschool. Until 4:30pm daily, afterschool is a quiet homework zone. During this time students are encouraged to complete homework assignments, if they complete or do not have homework, they are given alternative school enrichment choice to work with during homework times. These activities include but are not limited to: math problem challenges, reading, folder games, grade appropriate enrichment worksheets, drawing, math & science board games, etc.

My child has dance at 6:00pm; can you take her for me?

Yes. If your child is enrolled in another YMCA program like dance, swim, or sports, we can help. The activity must start before the 6:30pm closing time of the afterschool program and the student will need to bring all necessary materials for that activity. As long as it is communicated with the directors of both programs as to the dates, times, and locations of the activity the afterschool counselors can transport students to the activity and release them to the appropriate party. Students will not be allowed to self check out and transport. Parents are then responsible to pick students up from that activity upon ending time.

Can my child bring technology to the afterschool program?

We discourage technology devices from being brought to the afterschool program. These devices cannot be properly supervised and staff members cannot be held responsible for their safety. Therefore, it is the recommendation that should research or items from online be needed for homework purposes, the afterschool team print materials for the student use. Parents are also encouraged to email the director with any information that may need to be printed for the student's homework.

Have additional questions?

Please contact our program office at 704-716-6702 or ibj_yfglmafterschool@ymcacharlotte.org