

Alex W. Spears III Family YMCA



**Action 68
After School Program
2009-2010**

The Alex W. Spears III Family YMCA

Building Spirit, Mind & Body for 120 years! Our mission to put Christian principles into practice through programs that build a healthy spirit, mind & body for all is something we live by!

We are more than just a place for your kids to have fun, more than just another name for summer activities. Your child(ren) will meet friends and develop new skills while they grow in an atmosphere of support and encouragement. At the Alex W. Spears III YMCA After School Program we hope your children learn about **Caring, Honesty, Respect and Responsibility**.

YMCAs nationwide have been embracing our movements recommitted to character development. Institutionalizing character development in our organization is a long-term commitment and a goal best characterized as an organizational journey – a journey of years, not months. We have defined YMCA character development as challenging people to accept and demonstrate positive values. We have selected the core character values of caring, honest, respect and responsibility, which we will teach intentionally through our programs. Character development is not a program, but a focus that will affect everything we do.

Your child(ren)'s safety and good health are our first concern. The YMCA maintains a ratio of 1 staff person to 15 children. Our well-trained staff are certified in CPR and provide proper supervision for each activity. The program is planned with flexibility to suit your child(ren)'s individual level of skill and maturity.

Please take the time to read your Parent Handbook. We hope this handbook will be informative.

The Alex W. Spears III Family YMCA After School Program is under the direction of Harvey Floyd, Teen Director. If you have any questions, please do not hesitate to contact Harvey at 387-1981 / harvey.floyd@ymcagreensboro.org.

After School Daily Schedule

The YMCA K-5 After School Program follows a schedule each day similar to the following:

- Attendance Taken 3:00-3:05
- Snack Time 3:05-3:15
- Bathroom Breaks 3:15-3:25
- Activity Time 3:25-4:05
- Homework Time 4:15-5:00
- Activity Time 5:00-6:30

Some of the activities include:

- Fitness Activities
- Swimming
- Sport Activities
- Games
- Enrichment Programs
- Devotions

A field trip is planned for one Friday each month.

When a field trip occurs, parents/guardians will be notified in advance via monthly newsletter. If your child is attending a Teacher Workday or All Day Program, the above activities will also be a part of their schedule. If a field trip is scheduled for that day, every effort will be made to inform the parent/guardian in advance. Please be sure to check with counselors/director for any updated information.

The YMCA does not provide snacks, lunch or drinks for your child for any All Day Program.

The YMCA 6-8th Grade After School Program follows a schedule each day similar to the following:

- Attendance Taken 4:00-4:10
- Snack Time 4:10-4:20
- Activity Time 4:25-5:00
- Homework Time 5:00-6:00
- Activity Time 6:00-6:30

ANY STUDENT WHO DOES NOT FINISH THEIR HOMEWORK BY 6:00 CAN CONTINUE WORKING UNTIL PARENTS ARRIVE. A COUNSELOR WILL WORK WITH THEM TO OFFER ASSISTANCE IF/WHEN NECESSARY.

**All Day Programs
(Teacher Workdays, All Days & Holidays)**

The Following is a list of the All Day Programs being offered at the Alex W. Spears III Family YMCA. The All Day Programs offer care from **7:30AM -- 6:00PM**. It will be the parent's/guardian's responsibility to provide a lunch, 2 snacks, and a drink each day your child(ren) will be attending.

2009-2010

Day of Week	Dates	Program Type
Monday	October 26	All Day
Wednesday	November 11	All Day
Wednesday	November 25	All Day
Wednesday, Mon. – Wed.	December 23, 28-30	*Holiday Camp
Monday	January 18	All Day
Tuesday	January 19	All Day
Thursday	February 18	All Day
Friday	February 19	All Day
Friday	March 26	All Day
Monday – Friday	March 29 – April 2	*Spring Break Camp
Friday	April 23	All Day
Monday	April 26	All Day
Friday	May 28	All Day

*Additional fee; not covered under FULL-TIME w/WorkDay status.

No Camp Days

The following is a list of the days that no camp program will be offered at the Alex W. Spears III Family YMCA.

Day of Week	Dates	Holiday
Monday	September 7	Labor Day
Thursday and Friday	November 26, 27	Thanksgiving Holiday
Thursday and Friday	December 24, 25	Christmas Holiday
Thursday and Friday	December 31, January 1	New Years
Monday	May 31	Memorial day

**FOR GREENSBORO ACADEMY AND CALDWELL ACADEMY
PARENTS:**

We will provide care for Greensboro Academy early release days, but not teacher workdays

We will not provide care for Caldwell Academy early release days or teacher workdays.

Attendance Status Definitions

The YMCA After School Program has the following attendance options for enrolling your child(ren) in our program:

Full Time w/Teacher Workdays: \$245 Member/\$260 Non-Member

Full Time: \$195 Member/\$210 Non-Member

After school care every day school is in session, from 3:00 – 6:30PM.

Part Time: \$175 Member/\$190 Non-Member

After school care 3 days/week while school is in session, from 3:00 – 6:30PM.

All Day/Drop-In: \$30 Member/\$40 Non-Member

*****THE ABOVE PROGRAMS DO COVER GCS EARLY RELEASE DAYS**

YMCA After School Program Payment Options:

The YMCA has several payments options available for your convenience. The YMCA accepts the following forms of payment:

*Cash, Check, Money Order

*Debit or Credit (Visa, Master Card, American Express, Discover)

*Automatic Draft

*Online at www.spearsymca.org/childcare.aspx

- Click on the childcare, teens and camps page
- Click on the 'ONLINE PAYMENT' button

Payment and Cancellation Policy

- All payments for the After School Program are due on the **1st of each month**. Payments must be **received** in the YMCA office no later than the **5th of each month**. Payments may be received in the YMCA office or you have the option to mail your payment in.
- All payments **received** in the YMCA office on the **6th** of each month or later will have a **\$10 late fee** applied to the account. If payment is not received by the **15th of each month**, your child will not be permitted to continue to attend the after school program.
- Any returned check received by the YMCA is subject to a **\$20 Service Charge**. All returned checks must be paid within 5 working days of notification of the returned check. The payment of a returned check must be made using **cash or money order only**.
- Please read the payment options on the previous page in your Parent Handbook. The After School Program has made several payment options available for your convenience.
- If your child needs to change his or her status of attendance, your monthly payment will be adjusted accordingly.
- **Cancellations-** a two-week written notice is required, prior to removing children from our program. Non-attendance, without written cancellation does not relieve parents and/or guardians of the responsibility to pay program fees. **Bank draft** participants must cancel in writing, 30 days prior to the date of bank draft in order to stop payment.

Lost Articles

Please be sure to label all your child(ren)'s belongings. Labeled items will be kept as long as possible or returned. Unlabeled items will be held for two weeks after which will be donated to Goodwill. Unlabeled socks and underwear will be thrown away at the close of each day. We are not financially responsible for children's losses, but will make every effort to locate the missing item. Please **clearly label ALL items with your child's first and last name.**

Important Information

If your child(ren) will be picked up by someone not listed as a **parent(s), guardian or authorized pick-up**, you must notify Harvey Floyd in advance. We ask that you write a note, call or email Harvey before the pick-up.

Please be sure to update any changes in phone numbers, addresses, etc. to the YMCA staff and office immediately.

**FOR MORE INFORMATION ON OTHER PROGRAM POLICIES,
PLEASE REFER TO YOUTH PROGRAMS POLICY PAGE IN THE
ORIGINAL REGISTRATION PACKET.**

Discipline and Behavior

A child's participation in the After School Program depends on his or her behavior. We certainly want each child to enjoy the activities planned and benefit from his/her experience with After School Program.

Basic rules and safety and conduct are reviewed below. Please make certain that your child(ren) is/are aware of these rules. The information below has been taken directly from the **Youth Behavior Expectations and Discipline Policy** document you have signed as a part of the registration information.

The Discipline Policy

1. If a child is unable to comply with the behavior expectations, a conference will be held by the program director with the child. The parent(s)/guardian will be notified in writing.
2. If after the above meeting the child is still unable to comply with the behavior expectations, the program director will set up a conference with the parent(s)/guardian. A behavior contract will be established and signed by the child (if appropriate), parent(s)/guardian and the program director.
3. If the child's behavior continues to be disruptive and/or unsafe, the child will be subject to suspension or dismissal.
4. Failure of the parent(s)/guardian to attend conference(s) and cooperate will subject the child to suspension or dismissal.

Behaviors which may result in immediate dismissal include but are not limited to:

1. Any action that could threaten or pose a direct threat to the physical/emotional safety of the child, other children or staff. Prohibited conduct may include, but is not limited to, abusive jokes, insults, slurs, threats, name calling, bullying or intimidation.
2. Fighting
3. Possession of a weapon of any kind
4. Vandalism or destruction of YMCA property or property of others
5. Sexual misconduct
6. Possession of or use of alcohol or controlled substances unless under the prescription of a doctor
7. Running away
8. Biting

Parent (Guardian) Responsibility

1. Keep proper registration information and current phone numbers updated in the child(ren)'s records.
2. An authorization to give medication form **must** be completed by the parent (guardian) if a child requires medication to be administered while at the program. Medicine **must** be in original containers. Please give specific instructions regarding dosage of medicine. Medication is stored away from the children.
3. If your child has the following, you should keep him/her at home or will be required to pick him/her up: 1) temperature of 100 or more, 2) contagious illness, 3) vomiting or diarrhea.
4. Evaluations: most importantly we need your comments and ideas for this program. Periodically, we will hand out evaluation forms. Please fill them out and return them to the YMCA. Evaluations are used to inform staff of strengths and weaknesses.
5. You are always welcome to visit the after school site. We also encourage you to talk to Harvey Floyd and his staff about the program and any needs or special circumstances your child(ren) is/are experiencing.
6. All children need to be picked up from the program **no later than 6:30 PM**. For every 15 minutes your child(ren) is picked up after 6:30 PM, there will be a \$10 late fee applied.
7. Children's actions in the after school program often reflect problems they are experiencing at home (i.e., pet's death, parent's divorce, sibling disagreements, etc.). If any such disruptive or traumatic experience should occur, please inform the Director or Counselor. This will enable us to better meet the needs of your child.
8. Please be sure to read the payment requirements, which are outlined in your Parent Handbook. Please also be sure to adhere to all requirements necessary for withdrawing your child(ren).