



FOR YOUTH DEVELOPMENT™
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

SCHOOL AGE SERVICES

Parent Handbook

YMCA of Metropolitan Dallas
School Age Services
1621 W. Walnut Hill Lane
Irving, TX 75038

972-920-YMCA (9622)

www.ymcadallas.org/afterschool

Financial Assistance available

YMCA Mission: To put Christian values into practice through programs that build healthy spirit, mind and body for all.

Welcome!

Dear YMCA Afterschool Parent:

The YMCA Afterschool program is a mission driven organization that puts a strong emphasis on our core values of caring, respect, responsibility and honesty. We strive to provide every child with activities that encourage a healthy spirit, mind and body.

We are pleased that you have selected us to provide after school programming for your child this school year. The YMCA has been providing on-site after school programs at local schools for years. Our goal is to provide quality enrichment after school activities through a perfect balance of fun, learning and friendship.

Please read through our Parent Handbook and familiarize yourself with our policies and procedures. It will provide you with information about our services, programming and payment. We welcome you to contact our YMCA School Age Business Services department at 972-920-9622 or visit our website www.ymcadallas.org/afterschool for more information.

Sincerely,

Suzana Delgado-Gray
Assoc. VP of School Age Services

Chrissy Kidd
Business Services Director

YMCA Metropolitan Dallas
School Age Services Office
1621 W Walnut Hill Lane
Irving, TX 75038
P: 972-920-9622
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Register online at:

[**www.ymcadallas.org/afterschool***](http://www.ymcadallas.org/afterschool*)

* Registration fee waved for families who sign up for auto draft.

About the YMCA School Age Services

YMCA of Metropolitan Dallas Mission

To put Christian values into practice through programs that build healthy spirit, mind and body for all.

YMCA Purpose

For Youth Development
For Healthy Living
For Social Responsibility

Character Values

Respect, Responsibility, Honesty and Caring

TDFPS – Texas Department of Family and Protective Services

The YMCA abides by all standards regulating childcare as prescribed by the Texas Department of Family and Protective Services. In order to obtain full compliance with these standards, parents must complete the enrollment forms entirely and, as necessary, update the information throughout the year. TDFPS minimum standards are available onsite for viewing. Parents may contact TDFPS at 1-800-862-5252 or visit tdfps.state.tx.us.

Child Abuse Prevention – TDFPS Minimum Standards

The YMCA of Metropolitan Dallas regards accusations of child abuse very seriously and reports all suspected child abuse, neglect and exploitation to Child Protective Services/Texas Department of Family and Protective Services. Reports of abuse and neglect can be made to the TDFPS hotline at 1-800-252-5400 or www.txabusehotline.org.

Information, Questions or Concerns

The YMCA of Metropolitan Dallas has an open door policy. Any questions or concerns should be directed to your YMCA Afterschool Site Director and/or Program Director. Differences should be discussed in private and in a courteous manner. A conference may be scheduled with Site Director to discuss any concerns.

If a satisfactory solution cannot be reached at that time, you may arrange a conference with the Program Director. If further discussion is needed, the Senior Program Director or Associate VP of School Age Service may be reached by calling the YMCA School Age Services department at 972-920-9622.

We strive to...

- **Provide academic enrichment through a dedicated daily homework period and hands on learning**
- **Strengthen self-esteem and develop social skills**
- **Establish a fun and safe environment**

In our licensed after school program your child will receive a balance of academic enrichment, physical development and fun. Structured safe activities are set to weekly themes written by our Curriculum and Training Team. We provide qualified, trained and caring staff to reinforce our program.

Afterschool Program Information

Program Overview

Curriculum

Curriculum and lesson plans are implemented to help children acquire skills to grow and develop. The YMCA Afterschool Program consists of three key components, Academic Enrichment, Recreation and Activity Centers.

Academic Enrichment includes daily dedicated homework time.

Recreation focuses on increasing physical activity and educates children on the importance of nutrition.

Activity Centers allows the children to explore and pursue their specific areas of interest.

We provide children with the opportunity to learn hands-on through group play and structured enrichment. The YMCA Afterschool program curriculum operates using a rotating schedule so each day is full of exciting choices and new opportunities to learn and grow.

A Typical Day

Each YMCA Afterschool Schedule may vary in order to accommodate school dismissal schedules and after school activities.

3:00-3:30	Check-in: Hand Washing, Snack
3:30-4:00	Recreation (indoor and/or outdoor)
4:00-4:30	Dedicated homework time
4:35-5:05	CATCH™ games (Coordinated Approach To Children's Health)
5:10-6:30	Activity Centers

KidzMath™ games, KidzLit™, Science activities, Arts, Craft projects, Construction, Dramatic Play and other center activities, based on children's interest

Minimum Staff Qualifications

All YMCA Staff must meet the following requirements:

- Interviewed by YMCA Professional Staff
- Three completed reference checks
- Completed Criminal Background Check and FBI fingerprinting
- Certified in CPR/First Aid
- Completion of 8 hr pre-service Training covering the following: TDFPS Minimum Standards, Child Abuse Prevention, Supervision, Health and Safety/Handling Emergencies, Developmental Stages, Age Appropriate Activities, Positive Discipline/Guidance, Self-Esteem
- Must annually complete a minimum of 15 clock hours of training

All new bus drivers must meet the following additional requirements:

- Completion of 2 hour Drivers Safety Training
- Annual review of driving history
- Commercial Drivers License if required

Homework Policy

The YMCA Afterschool program offers a dedicated daily homework period. **Our program is not a tutoring program.** Focused, quiet homework time is available for a minimum of 30 minutes each day.

We understand that certain families may request more than 30 minutes each day to be spent on homework completion. Please indicate on the enrollment form if you would like for your child to have more than 30 minutes of homework time and forego the scheduled activities for the day until homework is completed. Please understand that your child is responsible for keeping track of their homework each day and notifying staff when they have homework to complete.

Healthy Snacks

Afterschool snacks are provided to all children. Snacks meet USDA guidelines and are served in a family style environment. This family style environment helps enhance self-help and social skills.

In the event of a full day Holiday Camp, children will be required to bring their own nutritious sack lunch. Refrigeration is not available, so please send your child's lunch in a small bag with cooler packs.

If you choose to send your child with an afternoon snack please make sure it does not contain peanuts or peanut products.

Program Logistics

Days of Operation

The YMCA Afterschool program operates Monday through Friday and coincides with the individual school district's calendar.

Hours of Operations

Program operates from the time school is dismissed until 6:30 pm.

Transportation

We have schools that do not offer on-site programming. As a service to parents transportation is provided at various campuses to a Hub site. Please call our Business Services Office or visit our website for detailed school district transportation information. Please note, for school districts providing transportation to a central location, the YMCA staff will check those students into the program when they arrive to the on-site campus.

Holiday Camps

We recognize that working parents need full day programs during school holidays and in-service days. Holiday Camps are available on many of these days. Pre-registration details will be available at school site prior to optional Holiday Camps. A minimum of twenty (20) students are needed to operate a Holiday Camp.

Registration is on a first-come, first-serve basis. When a site is at capacity, parents may choose to take their child to another location where space is available. Children without reservations will be accepted only if space is available. Holiday Camp is an additional cost per day.

Please remember to provide your child with a healthy sack lunch to Holiday Camps. No peanut products allowed.

Personal Belongings

Please mark all belongings with your child's name (lunchboxes, clothing, school supplies). The program is equipped with age appropriate materials: children are asked not to bring any electronic equipment, cell phones, etc. Please do not send money, valuables or toys with your child to the YMCA Afterschool program. The YMCA cannot be responsible for lost or stolen items. If these items are brought to the program they will be stored by staff and returned to the parent at pick up time.

Absences

The YMCA must be notified by **1:00 pm** if your child will not attend the program that day. Please call the designated site phone, provided on first day of program. Please remember to provide the child's full name, as well as yours, when reporting an absence from the program.

Check In

Children are responsible for prompt arrival to the program. For safety reasons children are expected to check in to the Afterschool program immediately upon school dismissal or when their bus arrives. In most school districts, teachers will walk younger children to the YMCA program. YMCA staff will greet students that are transported from other campuses and are enrolled in the YMCA onsite program to which they are bused.

Non-YMCA Extra-Curricular Sponsored After School Activities

In the event that your child participates in a school sponsored activity after school, we will require an **After School Activity Form** to be completed. Examples of such activities may include: clubs, tutoring, choir and assisting teachers. Please complete a **After School Activity Form**; stating the nature and duration of the activity, including dates, times, frequency, and location.

Sign-Out/Release of Children

Children will only be released to authorized people who are listed on the child's enrollment forms. Authorized person must present a photo ID in order for a child to be released from the program. A child will not be released to anyone who is not listed on the enrollment form unless the YMCA is notified by the parent or guardian that an additional person is picking up the child. The only person authorized to make changes to an enrollment form is the person who registered the child. That person must provide a photo ID. In the event a parent, guardian or individual listed on enrollment form cannot be reached, a child may be released to the police department or CPS.

Persons picking up children must be 18 years of age or older and have a valid ID. Otherwise, a notarized **Release of Child to Minor Form** will be required, the form is located in the "Forms" section of your registration packet or on our website.

Healthy Environment

Please help us keep a healthy environment for all our children. If a child cannot participate in the program due to illness, the child must be

kept at home. **Children cannot attend the Afterschool program if they have not attended school that day or if they have been sent home from school ill.** Parents/guardians of children who arrive to the Afterschool program with a fever of 100.4 or higher will be called to pick up children immediately. All children must be fever-free for 24 hours without the use of fever-reducing aids in order to return to the program.

A note on lice: Children must use a doctor approved treatment and be free of nits (unhatched eggs) before returning to the program.

Immunization

Each child enrolled must meet applicable immunization requirements specified by the Texas Department of State Health Services and immunization requirements in Texas elementary and secondary schools and institutions of higher education.

Family Transitions

At times families go through significant transitions within their homes. These transitions can dramatically impact children and alter their behaviors. Please keep us informed of such changes so we can be sensitive to your child's needs. This collaboration will allow us to provide the best environment for your child's growth and development.

Tuberculin Testing

TB tests are required for children who attend schools in the following districts: Grand Prairie, Irving, Frisco, McKinney Bused Schools and Valley Ranch Elementary in Coppell. Immunization records must note when TB shot was administered.

Hearing and Vision Screening

These screenings are done at the children's elementary school and are kept on file at the school.

Register online at:

www.ymcadallas.org/afterschool*

* Registration fee waived for families who sign up for auto draft.

YMCA School Age Services and On-Site locations will be closed on the following days and NO Holiday Camp will be available:

Labor Day

Thanksgiving Holiday (Thursday and Friday)

Christmas Eve and Christmas Day

New Year's Eve and New Year's Day

Martin Luther King Day

Good Friday

Memorial Day

School Closings / Bad Weather Policy

If schools are closed due to inclement weather or adverse conditions, the YMCA Afterschool Programs will also be closed. Parents may be called to pick up their child early if inclement weather comes during the program hours. There will be no refunds or adjustments if schools are closed due to inclement weather or adverse conditions. Notification of school closings are available by local newscast, or via school district websites.

Early Dismissals

When school is dismissed early (for holidays or other events), the YMCA Afterschool Program hours will adjust to accommodate the early dismissal time.

Emergency Preparedness Plan

All Afterschool sites have an emergency preparedness plan customized to their school and facility. Weather drills are practiced regularly. We monitor bad weather and take precautionary measures to keep children safe during severe storms.

Cancellation

A cancellation form must be completed and submitted to Business Services in order to cancel programming. Form may be faxed, emailed or mailed to School Age Services.

ENROLLMENT

Registration

We accept children from Kindergarten through 6th grade. Pre-registration is strongly recommended, as each location does have an enrollment capacity determined by State Licensing Regulations and a staff to child ratio of 1:15. Enrollment is taken on a first come, first serve basis and is not “rolled over” from the previous school year.

To register please submit completed registration forms the **Wednesday before the week that your child will begin care**, to ensure space and proper communication with the Afterschool site.

Register online at www.ymcadallas.org/afterschool

Online registrations will be received until 11:00pm the Thursday, preceding the start of each week. This is to ensure proper processing of paperwork for your child’s start of program on Monday.

OR–

Return all enrollment forms to a local YMCA Branch or Fax to 972-560-3838, or mail to:

**YMCA School Age Services
621 W. Walnut Hill Lane
Irving, TX 75038**

Please be mindful of the registration process and ensure all forms are accurately completed. An incomplete form will delay the registration process.

- Please read YMCA Afterschool Parent Handbook and sign off on the Admission Agreement form in Registration Packet. A copy of this Parent Handbook can be downloaded online.
- Complete registration forms including Admission Agreement, Behavior Policy Statement, Payment Agreement, and Draft Payment form.
- Sign and initial all waivers and acknowledgments on the enrollment form.
- Submit region specific requirements outlined in the back of the enrollment packet.

YMCA Branches

Coppell Family YMCA	Moorland Family YMCA
Oak Cliff Family YMCA	Park Cities Family YMCA
Cross Timbers Family YMCA	Park South Family YMCA
Frisco Family YMCA (HOP)	Richardson Family YMCA
Frisco Family YMCA (Main)	Rockwall Family YMCA
Garland Family YMCA	Russell Creek Family YMCA
Grand Prairie Family YMCA	T. Boone Pickens YMCA
Irving Family YMCA	Town North Family YMCA
Lake Highlands Family YMCA	Waxahachie Family YMCA
Lakewest Family YMCA	White Rock Family YMCA
McKinney Family YMCA	

Method of Payment

- Credit Card Draft – includes credit cards, debit cards and pre-paid cards. Parents have to pay the current week at the time of registration and set account to draft future weeks.
- Canceling Credit Card Draft– you must submit a Cancellation Form two weeks prior to the upcoming draft in order for us to stop the draft in a timely manner. All cancellations received within the two week window of an upcoming draft are not guaranteed.

Registration Fee Waived

Parents who sign up for automatic check or credit card draft will have their registration fee waived. Registration fees are non refundable or transferable.

Late Payment Fees

Payments made after Wednesday will be charged a \$15 late fee. Participants whose payments are two weeks behind will be dis-enrolled from the program.

Discounts

YMCA Member Discount

There are a variety of membership options the YMCA of Metropolitan Dallas can offer you and your family. Not only do you get full use of the YMCA facilities at your local branch, YMCA members receive discounts on programs such as sports, aquatics, summer camp and after school programs. We welcome you to tour your local YMCA. Call your neighborhood YMCA or go to www.ymcadallas.org for branch listings.

School District and City Employee Discounts

In partnership with certain school districts in our service area the YMCA Afterschool program will provide discounts to some school district and city employees. You must provide documentation such as a paycheck stub as proof of employment to be eligible for that discount. Please visit our website to see if your school district/city qualifies.

Financial Assistance

- Completed Financial Assistance applications can be submitted to one of the following locations, if all forms are completed correctly:
 - YMCA School Age Services secure fax 972-560-3838
 - YMCA School Age Services (Attn. Business Services)
1621 W Walnut Hill Lane Irving, Texas 75038
 - Your local YMCA branch
- Once School Age Services receives your financial assistance application it takes 2-3 weeks to process.

Texas Workforce & Child Care Management Services

To register for the Afterschool Program under Texas Workforce or Child Care Management Services, please follow these steps:

- Complete the YMCA Afterschool Registration Paperwork
- Contact your Case worker for approval to attend the Afterschool Program and have them contact 972-920-9622 to speak with a Business Services Coordinator.
- Submit your completed Afterschool Registration Paperwork to one of the following locations:
 - YMCA School Age Services fax 972-560-3838
 - YMCA School Age Services (Attn. Business Services)
1621 W Walnut Hill Lane Irving, Texas 75038
 - Your local YMCA branch
- Once you have submitted your completed Afterschool Registration Paperwork, this does not mean you are registered. Registration is not processed until we receive notification from your case worker. Once notification is received the YMCA will contact you to let you know you have been registered.
- Upon being registered for the YMCA Afterschool Program it is the Parent/Guardian's responsibility to swipe in and out of the program daily. Any family that misses more than 2 days of swiping in a row is subject to losing their CCMS approval Status and being removed from the program.

Vacations

If a family chooses to remove the child from the program for the purpose of vacation or time off, family must still pay weekly Afterschool rates to maintain their spot in the program.

Partners Campaign...an opportunity to give back

Annually each of the local YMCA of Metropolitan Dallas branches conducts a Partners Campaign which raises the much needed funds to support children and families in our community. These generous gifts ensure that financial hardship will never be a barrier to anyone with the desire to participate in YMCA membership and program opportunities here in the Dallas area. Each program site will be raising funds to benefit our afterschool families that qualify.

Late Pick Up Fees

The YMCA Afterschool Program is open until 6:30 pm. Late Pick-up invoices will be completed by Site Director and given to Parent and SAS Business Services Office. Please submit payment within 7 business days, to ensure continuation of service.

If you are late picking up your child, a late fee of \$1.00 per minute per child will be charged.

Receipts and Tax Information

Payment history reports may be requested from the SAS Business Services Office. Please contact 972-920-9622 or ymcaafterschool@ymcadallas.org to submit your request.

Please note the request may take 3-4 business days to process.

The YMCA Tax ID number is 750800696.

End of year tax statements will be processed in January.

Register online at:

www.ymcadallas.org/afterschool*

* Registration fee waived for families who sign up for auto draft.

Licensing Requirements

The Texas Department of Family and Protective Services requires the following to be stated:

Gang Free Zone

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers.

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The gang-free zone is within 1000 feet of the afterschool site location.

The purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

Discipline

In compliance with the Texas Department of Family and Protective Services, discipline must be:

- Individualized and consistent for each child;
- Appropriate to the child's level of understanding; and
- Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements; and
- Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

YMCA POLICIES

Onsite YMCA Afterschool House Rules

Caring

I show caring by using kind words and helping others.

Respect

I show respect by keeping my hands and feet to myself, walking inside, using an inside voice, and listening to my counselors.

Responsibility

I show respect by picking up messes and taking care of my environment.

Honesty

I show honesty by telling the truth and talking to my counselors about how I am feeling.

YMCA Behavior Policy

STEP 1 – Re-direction to another activity

STEP 2 – Verbal warning

STEP 3 – Parent notification at the time of pick up

STEP 4 – Conference with the Site Director, Parent and Child
Suspension from the program

STEP 5 – Removal or suspension from the program

Based on the severity of the behavior, steps may be passed over.

Zero Tolerance

The YMCA reserves the right to suspend or dismiss a child immediately for violating any of the following behaviors. Tuition refunds are not issued if a child is removed from the program due to behavior.

- Inflicting physical harm to oneself or another individual including staff
- Threats which may cause physical harm to another individual
- Destruction of property
- Inappropriate touching of another individual
- Possession of a weapon, controlled substance or alcohol, use of foul or abusive language or
- Knowingly leaving YMCA program area without permission

Parental Notification

Parents will be notified either in person, over the phone, or in writing, of behavioral concerns occurring in the Afterschool Program. Behavioral

concerns will also be reported to risk management department. Any changes in Program Policies and/or Licensing standards will be posted at the site. A copy of TDFPS Minimum Standards are available on site.

Disruptions in Program

In the event that facility problems should occur (i.e. no electricity or running water, extreme or worsening weather conditions) parents will be notified and expected to pick up children early. Please update your contact information as it changes.

Parent/Guardian Code of Conduct

The following guidelines have been created to meet the standards, policies and procedures of the YMCA, Minimum Standards for Child Care Centers and the Texas Family Code. All YMCA Staff and volunteers are knowledgeable of these standards, policies and procedures:

- Please communicate with the Afterschool staff daily if possible.
- YMCA staff are not trained to review legal documents or court decrees. Decisions regarding who is authorized to pick up a child will be governed by the information listed on the enrollment form.
- People whose behavior and/or health status pose an immediate threat or danger to the health and safety of the children must not be present when children are in care.
- Please do not confront a child in a threatening manner.
- Please do not confront children from other families.
- Using profanity in the presence of a minor is prohibited.
- Please report concerns to the Program Director.
- 911 will be called if threatening behavior is displayed to YMCA staff or children.
- Consumption of alcohol or controlled substances without a prescription is prohibited.
- Use of tobacco products is prohibited at the Afterschool site, on campuses, on the playground, in transportation vehicles or during field trips.
- Parents have the right to discipline their children, however parents must refrain from using physical or corporal punishment while on YMCA property, school grounds or program space.

Parent Information

Administration of Medication

State licensing requirements do not permit after school facilities to administer medication without written permission of parent or guardian. Any medication brought to the Afterschool Program must be in its original container, clearly labeled with the following information:

- Child's first and last name
- Legible dosage instructions for administering the medication
- Date of prescription
- Name of pharmacist
- Expiration date
- Legible storage instructions

An **Authorization for Dispensing Medication** form must be on file. This form is available in the forms section of the registration packet.

Over the counter medication can be administered per the directions on the container with written permission from medical personnel and parent permission.

Medical Emergencies

In the event of a medical emergency, the parent will be notified. A certified person will administer First Aid if appropriate. If an injury or illness requires more than basic First Aid the YMCA staff are authorized and instructed to call 911. If the child needs to go to the hospital, staff will take the health history and emergency authorization with the child to the hospital or send it with the paramedics. A YMCA staff member will accompany the injured child to the hospital.

Babysitting/Fraternization Policy

YMCA staff are not allowed to fraternize with, baby-sit or transport your child outside of the YMCA program. Please notify your Program Director if you learn of any outside contact. If a relationship exists outside of the YMCA which predates the staff employment with the YMCA, staff will need to notify their supervisor immediately.

Parent/Guardian Participation

Parents/guardians must have a volunteer application on file and meet all volunteer screening guidelines before they can participate in Afterschool operations.

Parent Involvement

Parents are always welcomed at our Afterschool sites and branches. Involvement may include the following opportunities:

- Assisting in program activities such as career day, literacy night, holiday party, etc.
- Making donations of materials to the site. We can provide you with a list of suggested items
- Sharing your cultural heritage
- Become a member of our Parent Advisory Committee
- Participate in our Annual Partners Campaign, which helps the YMCA raise money to provide much needed financial assistance to our families
- Volunteer at your neighborhood YMCA branch.

For more information please contact your Site Director or call the School Age Services Department at 972-920-9622

Family Events

Parents and families are welcome to join us at our YMCA Family events. Event information will be sent home with your child prior to the event date.

Water Activities

Water activities are not regularly provided for the Afterschool Program. If they do occur, 48 hours notification will be given and written permission will be required for authorization.

Animals

Animals are not a regular part of the Afterschool Program, however, if there is an occasion for animals to be present in the program, parents will be given written notification. Pets are not allowed to be brought to the program.

Field Trips

Field trips are not regularly scheduled for the Afterschool Program. If they do occur, 48 hours notification will be given and written permission will be required.

The YMCA of Metropolitan Dallas serves schools in the following school districts:

Celina ISD	Coppell ISD
Dallas ISD	Forney ISD
Frisco ISD	Garland ISD
Grand Prairie ISD	Irving ISD
Midlothian ISD	Prosper ISD
Waxahachie ISD	Uplift Education

Each enrollment packet contains school district information specific to your area. If you have questions or need more information, please visit us online at www.ymcadallas.org/afterschool or call **972-920-YMCA (9622)**.

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