



Parent Handbook

Afterschool 2010-2011

YMCA of Metropolitan Dallas

School Age Services

1621 W. Walnut Hill Lane

Irving, TX 75038

972-920-YMCA (9622)

www.ymcadallas.org/afterschool

We build strong kids, strong families, strong communities

Welcome!

Dear Afterschool Parent

Welcome to the YMCA Afterschool Program. We would like to thank you for making the YMCA your choice for quality programming. We are looking forward to an exciting new school year, continuing our partnership with your family and your school district. We are glad that you and your family will be a part of it!

Our goal is to provide quality afterschool enrichment to the families in our community.

Before completing the Enrollment packet, please take the time to read through the Parent Handbook carefully. This handbook contains information which should answer most of your questions; but please contact us at the information below, if you need further assistance.

Once again, thank you for making the YMCA your choice for quality afterschool programming.

Sincerely,

School Age Service Team

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Asst. V P of School Age Services

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1621 W Walnut Hill Lane
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Our Commitment is to...

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

In our Afterschool program, your child will receive a perfect balance of fun, learning, and physical development.

Planned, safe activities are set to a weekly theme taken from the National YMCA curriculum framework.

We provide a well trained and caring staff, a nutritious snack, and safe, supervised, structured daily activities.

Registration

We accept children from Kindergarten through 5th 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.

During the registration process, please complete the following:

- Afterschool Program policies and procedures, and sign/initial spaces indicated.
- Enrollment Form, in its entirety
- Region-specific requirements outlined in the back of the Enrollment Packet.
- Turn in completed registration forms the **Wednesday before the week that your child will begin care**, to ensure space and to ensure proper communication with the Afterschool site.

Return all enrollment packets to :

School Age Services • 1621 W. Walnut Hill Lane • Irving, TX 75038

Afterschool Program Information

Licensing

The YMCA abides by all standards regulating childcare as prescribed by the Texas Department of Family and Protective Services, the YMCA of Metropolitan Dallas, and in many regions, the City in which we operate. 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.

Days and Hours of Operation

The Afterschool Program operates Monday through Friday from school dismissal until 6:30pm.

The Afterschool Program coincides with your respective ISD calendar. *Please refer to Region Specifics for more information.*

Holiday Camps are available on school holidays and require a separate sign up in order to attend. We must have a minimum of twenty (20) children signed up and paid in order to run these Holiday Camps. **Please remember to provide your child with a healthy sack lunch to Holiday Camps. COST: varies by location, see Site Director for details**

The YMCA is closed and does not offer Holiday Camps on the following days:

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
June 3, 2011 (summer camp prep day)



Policies and Procedures

Absences The YMCA must be notified by **1:00pm** if your child will not attend the program that day. 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.

Extra-Curricular/Post School Dismissal Children enrolled in the YMCA Afterschool Program, who also take part in other activities held after the normal school dismissal time must have a completed **After School Activity Form** on file; stating the nature and duration of the activity, including *dates, times, frequency, and location*.

Sign-Out/Release of Children An authorized person must sign each child out. Names of all authorized persons must be listed in the enrollment form and must carry photo ID. **No child will be released to anyone who is not listed on the enrollment form unless YMCA is notified by parent or guardian, and person picking up the child(ren) is able to provide the security pass code listed on the enrollment form.**

The YMCA will not be responsible for those children whose parent/guardian has given prior notice of absence.

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. *Form located in the "Forms" section of your registration packet.*

Illnesses and Exclusion If a child cannot go outside or 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.** Children who arrive to the afterschool program with a fever of 100.4 or higher will be sent home 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.*

Policies and Procedures (cont'd)

Medication Policy In order for the YMCA to administer medication, all medication must be stored in its original container and we must have a **Authorization for Dispensing Medication Form** on file (found in "Forms" section of the registration packet). Children must relinquish any medication in their possession to the site staff upon sign in. Medication will be stored in a secure area and will be released to the parent/guardian upon sign out.

Medication may only be administered if it is in its original container with the following information:

<i>Child's Name</i>	<i>Date of Prescription</i>	<i>Name of Pharmacist</i>
<i>Expiration Date</i>	<i>Legible Dosage Instructions</i>	<i>Legible Storage Instructions</i>

Medical Emergencies In the event of a medical emergency, the Parent will be notified. A certified person will administer First Aid immediately. In most cases, the injured person should not be moved. If more than First Aid is needed, the YMCA staff are authorized and instructed to call 911. In the event that the parent or guardian cannot be reached, the employee having immediate supervision should check child's emergency authorization for instructions on treatment. 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. After the immediate emergency has passed, a written statement and the proper YMCA forms will be filled out.

Items NOT to bring to the YMCA Afterschool These items are not to be brought to the program: toys, jewelry, video games, DS Players, cell phones, radios, money, knives, or any type of weapon. The YMCA is not responsible for any lost, broken or stolen items. **If these items are brought to the program, they will be confiscated and returned to the parent at the end of the day and disciplinary action may be taken.**

Parental Notification Parents will be notified either in person, over the phone, or in writing, of any special discipline problems as well as any communicable diseases occurring in the Afterschool Program.

Disruptions in Program In the event that facility problems (i.e. no electricity or running water, extreme or worsening weather conditions) should result in disruption of the program for more than two hours, parent will be notified and expected to pick up children early.

Policies and Procedures (cont'd)

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

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:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) 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.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

Gang Free Zone

Under the Texas Penal Code, any area within 1000 feet of a Licensed Child-Care Center is a gang-free zone, where criminal offenses related to organized criminal activity are subjected to harsher penalty.

Texas Administrative Code, Title 40, Chapters 746, Subchapter B, Administration and Communication Division 4, Operational Policies

Policies and Procedures (cont'd)

YMCA of Metropolitan Dallas Behavior Management Guidelines

Managing Children's Behavior through the Positive:

****Staff may take steps out of order, depending on severity of behavior/issue****

Steps to guiding Behavior:

1st. Reminder – Quietly remind child of the “house rules” and why that behavior does not follow those rules. Ask/discuss what behavior should have occurred instead. You may find that the child did not understand that a rule was broken, especially if that behavior is acceptable at home. Restate the desired behavior, and then have child return to activity.

2nd. Re-Direct to another activity – Simply state which rule has been broken and redirect to another activity. “Johnny, as you chose to stand on the chair, which is not safe, you will need to join the reading group on the carpet.”

3rd. Send child to designated location to “reset” (do not allow to sit there longer than a time equal to the child's age). “Reset” time should be used as time for the child to regain control of his/her emotions; this is not a punishment! Let him/her know that you can talk to them as soon as he/she has gained control (if he/she already has control – go ahead and sit down with them!)

Discuss why he/she is sitting there, talk about the rule – why is it in place? Have the child tell you what he/she should do instead. Ask the child about ways to remind him/her of the rule. Talk to the child – there might be more to this than “not listening”!

4th. At check-out: Talk to the parent; tell him/her what steps have taken and then ask how they handle it.

5th. Program Director has conference with Parent

6th. Suspension from program

7th. Dismissal from child care program

Some behavior which may result in immediate suspension or dismissal from Program:

Causing physical harm to another individual or themselves

Policies and Procedures (cont'd)

Threats which may cause harm to individuals or property

Possession of weapons, controlled substances or alcohol

Use of foul or abusive language

Knowing leaving YMCA program area without permission

Inappropriately touching another individual

The House Rules and Behavior Guidance steps will be consistently executed by all staff. If a serious incident takes place (see Behaviors which may result in immediate suspension/dismissal), the Director, Parent and/or other Officials will be contacted. Child will be sent home immediately. If suspended, the return date will be determined by Program Director.

Persistent behaviors or situations that endanger the child, other children in the program, or staff may result in days off or removal from the program, per the Afterschool staff's discretion.

No refunds will be given for a child's suspension or dismissal

Meals and Food Services We provide a healthy snack each afternoon. In the event of a full day Fun Club, children will be required to bring their own nutritious sack lunch. *Please keep in mind that microwaves and refrigeration will not be available.*

Immunization and Tuberculin Testing Requirements Immunization records and Tuberculin testing, if required, must be on file at the child's school. Please refer to **Region Specifics** for more information.

Enrollment Procedures Enrollment forms must be filled out completely each school year and updated whenever information on the form changes. *We will notify parents of any changes to our operational policies in writing.*

Babysitting/Fraternization Policy YMCA is **not** allowed to fraternize with, babysit or transport your child anytime outside of the program; violation is grounds for that staff's immediate dismissal.

Bad Weather Policy The Afterschool Program will follow the decision of each respective ISD regarding school closings due to hazardous weather

Policies and Procedures (cont'd)

conditions. During All Day Outs / Fun Clubs, listen to news reports to find out if the YMCA will be closed. If ISD extra curricular activities are cancelled, the YMCA Afterschool program will be closed or will close early.

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.

Photo/Media Release The YMCA is hereby granted permission to use any individual or group photographs and/or videotapes showing my child in YMCA activities for use in public relations, newsletter, promotional or advertising purposes.

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 indicated on enrollment form.

Animals Animals are not a regularly 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.

Questions / Concerns regarding policies and procedures Questions or concerns about the policies and procedures of the Afterschool program can be directed to any of the professional staff in the School Age Services Office. Call 972-920-9622 to speak to a Senior Program Director or Business Manager. All questions will be answered in a timely manner.

Parent/Guardian Site Visits Parents and guardians are always welcome to visit the Afterschool Program any time during the hours of operation.

Parent/Guardian participation Parents/guardians must have a volunteer application on file and comply with minimum standards that apply to staff, including having a criminal history check completed before they can participate in the Afterschool Program's operation.

Parents/Guardians are also encouraged to participate in our Parent Advisory Committee and complete periodic surveys to provide us with feedback about our programs. Consult the Program Director in your area for more information about Parent Advisory Councils, or call the School Age Services main office at 972-920-9622.

Reviewing Minimum Standards Minimum standards are available at each Afterschool Program Site. The most recent licensing report is included in the Site Information Binder for each site.

Policies and Procedures (cont'd)

TDFPS Contact Information The following is a list of TDFPS contacts:

- Licensing at 1-800-862-5252
- Abuse Hotline 1-800-252-5400
- TDFPS web page www.dfps.state.tx.us

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 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

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.

Policies and Procedures (cont'd)

- 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.
 - A. Please do not confront a child in a threatening manner
 - B. Please do not confront children from other families
 - C. Using profanity in the presence of a minor is prohibited
 - D. Please report concerns to the Program Director
 - E. In the event of threatening behavior towards a YMCA staff member or another child, 911 will be called.
- People must not consume alcohol or controlled substances without a prescription in the Afterschool Program, during transportation, or on field trips. People must not be under the influence of or impaired by alcohol or controlled substances in the Afterschool Program during transportation or on field trips.
- People must not smoke or use tobacco products at the Afterschool site, on the premises, on the playground, in transportation vehicles or during field trips.

Homework Policy

The YMCA Afterschool program makes every effort to assist your child with daily homework. However, ***our program is not a Tutoring program.*** Focused, quiet homework time is available for a minimum of 30 minutes each day.

Given the wide range of ages, abilities, and parental expectations that we serve in our program, we will not force a child or demand that they spend

longer on their homework than the scheduled time each day. Our program is designed to offer activities based on lesson plans that are provided by the fees that you pay each week.

We understand that certain families may request that more than 30 minutes each day is spent on homework completion. By completing a **Home-work Agreement** (found in the "Forms" section of your registration

Policies and Procedures (cont'd)

packet), you are indicating which option you would like for your child: 30 minutes of homework time or foregoing the scheduled activities for the day until homework is completed. By signing this contract, you and your child also understand that **your child** is responsible for keeping track of their homework each day and notifying staff when they have homework to complete or need help to do so outside of homework time.

A Typical Day Each YMCA Afterschool Schedule may vary in small ways in order to accommodate school dismissal schedules and after-school activities, but for most sites, a typical day might look like the following:

3:00-3:30	Check-in: Hand Washing, Snack
3:30-4:00	Recreation (indoor or outdoor)
4:00	Homework and Academic activities - 30 minutes, then move to CATCH
4:00	CATCH games (Coordinated Approach To Children's Health) - 30 minutes, then move to Homework
5:20-6:30	Enrichment Activity Centers KidzMath games, KidzLit, Science activities, Arts, Craft projects, Construction, Dramatic Play and other centers based on children's interest

All Things Financial

Payment Policies All payments are due two weeks prior to the date of attendance. Any payment received after Monday will be considered late and will be assessed a \$5.00 late fee per day. Children will be unable to attend until all fees are paid in full.

ALL ISD's have four (4) weeks of holidays, which are not included in the Afterschool payments:

Thanksgiving Break: Nov. 22 -26, 2010
 Winter Break: Dec. 20 - 31, 2010
 Spring Break: March 14 -18, 2011

Exiting the Program—We must have a two week notice for manual payments, or a one month notice for draft payments, if you wish to exit the program. Please see your Site Director for an "Exit Survey". Extenuating circumstances need Program Director Approval.

All Things Financial (cont'd)

What are my payment options / Where do I pay? You may choose one of the following payment options:

Automatic Bank or Credit Draft: Your checking account or Credit Card can be drafted/charged on the first of each month or you may choose to divide the monthly fee into two equal payments—your account will be drafted/charged on the 1st and 15th of the month. *Please complete the **Draft Payment Form** located in the “Forms” section of your registration packet.*

Check or Money Order You may pay your child's tuition by check—monthly or weekly. Payment is due two weeks prior to the date of attendance (Please see payment schedule for exact dates). Please include the following items on each check or money order:

Parent Information:	Include on Memo:
Driver's License Number	Child's Name
Phone number	Site Location

Pay by Phone Call the School Age Services office at 972-920-9622 and we can process your credit card payment over the phone.

Pay by Mail Beginning this school year 2010-2011, payments may **not** be made at your child's after school site. **Payment booklets** will be provided for your convenience, and you may mail payments to the School Age Services office located at: 1621 W. Walnut Hill Lane, Irving, TX 75038.

Pay in Person You may pay for your child's tuition in person by visiting the School Age Services Offices, located at: 1621 W. Walnut Hill Lane, Irving, TX 75038. **Cash payments may only be made in person.**

Accounts that fall two weeks behind in payment, will result in termination from the program. You are welcome to re-register after all fees are paid in full.

Financial Assistance It is the intent of the YMCA to offer assistance to those who qualify in order to make the Afterschool Program affordable to everyone. Financial assistance is evaluated using a sliding scale based upon family income and number of children in the family. The **Financial Assistance Application** can be found in this packet.

When applying for financial assistance, please provide the following documentation:

All Things Financial (cont'd)

1. Copies of **last two (2) check stubs** from all current employer(s)
2. Copy of your most recent W-2 and your most recent income tax return
3. Proof of public assistance if applicable (i.e. Medicaid, food stamps, SSI)
4. Any additional special documentation

Financial Assistance is granted for up to 6 months. After this time, you will be asked to resubmit your paperwork to ensure that you are on the proper rate. ***Please be aware that financial aid applications typically take 7 to 10 days to process. Award letters will be sent via mail and a copy of the Award letter must be submitted with the Afterschool enrollment packet.***

Receipts and Tax information If you are in need of a printout of payments for your taxes, you must submit your request in writing at least 7 to 10 days in advance. The **Payment History Request** form can be found on the Afterschool website www.ymcadallas.org/afterschool. Please submit to the School Age Services Office at: 1621 W Walnut Hill Lane, Irving, TX 75038 or by fax at 972-560-3838

The YMCA tax Id number is 750800696.

Late Pick Up Fees All children are to be picked up by the close of Afterschool operation. In the event that a child is picked up **after** closing time, a **late fee of \$1.00 per minute per child** will be assessed and added to weekly fees.

If after one hour we are unable to contact the Parents/Guardians, the police department will be called and your child must be turned over to **Child Protective Services**.

Do we receive credit for absences? The YMCA does not credit for missed days. Your fees pay for the direct operating costs such as staff, snack, crafts, transportation, and other program supplies. All of these must be available for the number of children enrolled in the program. When you enroll, we reserve the time, space, staff and provisions for your child **regardless of attendance**.

Payment Dates: Dates for Manual and Draft payment options can be found on the next page.

Payment Schedule—2010-2011

Manual Plan		Draft Plan	
Week of:	Due Date	Week of:	DRAFT DATE*:
Aug 23 & Aug 30	Due at Registration	Aug 23 & Aug 30	Due at Registration
Sept 6	Aug 23rd	Sept 6 & Sept 13	September 1 st
Sept 13	Aug 30th	Sept 20 & Sept 27	September 15 th
Sept 20	Sept 6	Oct 4 & Oct 11	October 1 st
Sept 27	Sept 13	Oct 18 & Oct 25	October 15 th
Oct 4	Sept 20	Nov 1 & Nov 8	November 1 st
Oct 11	Sept 27	Nov 15 & Nov 29	November 15 th
Oct 18	Oct 4	Dec 6 & Dec 13	December 1 st
Oct 25	Oct 11	Jan 3 & Jan 10	January 1 st
Nov 1	Oct 18	Jan 17, 24 & 31	January 15 th
Nov 8	Oct 25	Feb 7 & Feb 14	February 1 st
Nov 15	Nov 1	Feb 21 & Feb 28	February 15 th
Nov 29	Nov 8	Mar 7	March 1 st
Dec 6	Nov 15	Mar 21 & Mar 28	March 15 th
Dec 13	Nov 29	April 4 & April 11	April 1 st
Jan 3	Dec 6	April 18 & April 25	April 15 th
Jan 10	Dec 13	May 2 & May 9	May 1 st
Jan 17	Jan 3	May 16, 23 & 30	May 15 th
Jan 24	Jan 10		
Jan 31	Jan 17		
Feb 7	Jan 24		
Feb 14	Jan 31		
Feb 21	Feb 7		
Feb 28	Feb 14		
Mar 7	Feb 21		
Mar 21	Feb 28		
Mar 28	Mar 7		
April 4	Mar 21		
April 11	Mar 28		
April 18	April 4		
April 25	April 11		
May 2	April 18		
May 9	April 25		
May 16	May 2		
May 23	May 9		
May 30	May 16		

ISD School Breaks not included in Schedule:

Nov 22-26 is Thanksgiving break

Dec 20-31 is Winter Break

March 14-18 is Spring Break

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

Little Elm ISD

Prosper ISD

Terrell ISD

Waxahachie ISD

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

