



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

YMCA of Hannibal

2018-2019

Afterschool Parent Handbook

**Youth & Family Department
1 YMCA Drive
Hannibal, MO 63401
573-221-0586**

**Website: www.ymcaofhannibal.org
E-Mail: summer.page@ymcaofhannibal.com**

Welcome

Dear Parents,

Welcome to the YMCA of Hannibal's Afterschool Y Club!

The philosophy of the Afterschool Fun Club is to provide a safe, educational, and affordable childcare for all children. Program and activities are designed to meet the age-appropriate needs and interests of school age children. Programs are delivered in a positive environment of safety, support, and care.

Increasingly the YMCA Afterschool program is asked to help support the academic needs of your children. Our staff will help your children with their studies and homework daily. We also believe that children need time to just be kids. We will always work to provide a balance of academic and non-academic growth opportunities for your child.

Also, we want to put an emphasis on faith and character with our Y's core values: Respect, Responsibility, Caring, Faith, Service and Honest. We feel that is as important as any education we help them develop, if not more important.

If you have any questions, do call: 573-221-0586

Thanks for being a part of the fun,

Summer Page
Youth & Family Director
Summer.page@ymcaofhannibal.org

Afterschool Y Club Hours

Y Club will be held at the Hannibal YMCA. The program begins at the school dismissal bell and runs until 6pm daily. During early release days we do start our program at 12:00pm.

Updating Information

It is the responsibility of the parents to inform the Youth and Family Director regarding any changes to your child's record. This information includes phone numbers, address, authorized pick-ups, billing, and changes to other pertinent information. All changes must be handed to Summer Page directly, e-mailed and/or faxed to our office. Our fax number is 221-2292.

A Typical YMCA Afternoon

- 3:15 – 3:45 Bus ARRIVAL/ Snack
- 3:45 – 4:00 Homework/Tutoring/Learning Game
- 4:00 – 4:15 Free play in Gym/ Bible study/ science projects/ or learning activity
- 4:15 – 5:00 Outdoor Activity
- 5:00 – 6:00 Teen Center Time Free play

Bad Weather Plan/Early Release

If inclement weather changes the regular operating hours of school, the following will be in effect:

- If the school remains open until the scheduled dismissal time, the YMCA will provide care as schedule.
- Parents will be notified that school will be closing early, please be aware that you **MUST** pick up your child at the early dismissal time from school due to snow. There will be NO YMCA staff at the YMCA to supervise your child.
- If the school does not open for class, **we will not provide care.**
- We will not have Afterschool due to early release for a snow day.

Description of Activities

- Attendance/Snack Once everyone has arrived and played the game, YMCA will provide a healthy snack and water in compliance with HEPA.
- Homework/Tutoring/Learning Game There will be daily help provided to your children to complete their homework and understand their lessons better. If your child does not have homework, other quiet activities will be an option.
- Outdoor Activity Includes non-competitive team sports, games, and other projects that encourage children to use team skills, be creative and challenge themselves. If there is bad weather, the students will come in and make crafts or play in gym.
- Indoor Activity Staff will teach the kids on a topic of interest that the students will choose before hand.

Payments

Payments will be drafted on Wednesday to pay for the following week.

Full -time rate is \$45.00 member rate and \$60.00 for non- member

Part- time rate is \$ 35.00 member rate

We do not offer a non- member rate on Part time

Registration \$ 40.00 per child must be paid at time of registration.

Multi Child Discount \$5.00 off second child .

(Example \$ 45 first child \$ 40.00 for every child after.)

No Multi Child Discount on Part time rate

No Discount on Registration Fee the registration fee is also non-refundable or transferable

Absence Policy

If your child is absent from the Afterschool Program, it is the responsibility of the parent to contact the YMCA and leave a message.

Late Pick-Up Fees

Late Fees will be enforced for parents who pick up their children after 6:00pm.

\$1.00 per minute will apply!

The Late fee is payable to the Youth and Family Director at the time you pick up your child. If your child has not been picked up by 7:00pm and the Afterschool site has not been contacted by parents, the proper authorities will be notified.

Sign In/Sign Out Procedures

SIGN IN: After the bus has arrived, attendance will be taken by YMCA staff and checked in through the roll call system.

SIGN OUT: It is required by the YMCA that only authorized persons sign their children out each day. Your child will be released only to the individual that you have designated on the registration form. If you need to make changes to the list of people authorized to pick up your child, please do so by emailing Summer or filling out a add sheet at the Activity Center Counter. If there is an emergency, please call the YMCA and we will make special arrangements.

Our staff will ask for a picture ID and check the authorization for the release of the child if they are not familiar with the adult. If the person is not authorized to pick up the child, the child will not be released. If an unauthorized adult attempts to take a child without permission, the parents and the police will be called. The YMCA will not release a child to anyone who appears under the influence of alcohol or drugs, or otherwise incapable of providing responsible care to the child. These procedures are for the protection and safety of your child and staff, and for your peace of mind.

Medication

Any medication to be administered to your child by our YMCA staff must:

- Be brought to the Youth and Family Director.
- Be in the original container, with the (1) child's name, (2) physician's name, (3) the date, (4) name of drug, (5) dosage, (6) time of administration, and (7) phone number on the container,
- A Child Medication Form must be signed by the parent with clear written instructions regarding dosage and time that medication is to be given. (Forms are with the Site Coordinator).

All medication will be kept in the Youth and Family Director office. It is the parents' responsibility to pick up all medication at the end of each day or week.

Immunizations

Your child's immunization record, including TB test (if required by school district) must be current and on file with the YMCA. We ask for all students to bring in shot records at the start of each program.

Illness/Injury

Small cuts and scrapes will be treated by our CPR/First Aid certified YMCA staff. They will use standard first aid procedures. In all cases of serious illness or injury, the Site Coordinator will contact the parent immediately. In the event that the parent cannot be reached, we will contact any or all emergency contacts.

If your child is sick, please keep them home from the Afterschool Fun Club. Children with fever over 99 degrees, vomiting, diarrhea, or other infirmities are not allowed to attend until fully recovered. Please follow this policy.

Open Visitation Policy

Parents are encouraged to visit the Y Club site at any time, please notify staff at time of arrival. We do ask for each visit only to last around 10 min. this is just to not disturb the children's routine.

What NOT to bring to Y Club

We ask children to not bring any item that he/she cannot afford to lose. We ask children to NOT bring money, pocket knives, firecrackers, matches, game boys, mp3 players, or iPods, Kindles. ALL TOYS SHOULD BE LEFT AT HOME.

Payment Information

We offer auto payment. For more information on that please contact Youth and Family Director Summer Page. Summer.page@ymcaofhannibal.org 573-221-0586.

If ACH is returned for insufficient funds, you will be asked to make the payment in cash or money order plus \$25 to pay the bank's charges. If this happens more than once, you will be asked to leave the program.

Once you sign up for a week of afterschool you will be charged for that week.

Withdrawal of Children from Program

If you decide to withdrawal your child from our afterschool program, you need to provide Summer Page with 14 days cancelling and drop slip the 14 days need to be prior to the date of draft for the week you are wanting to cancel. This is so we can terminate your payment plan. You will be responsible for any payments if your written cancellation notice is not received at the YMCA 14 days prior to withdrawal you will be charged. We will not accept undocumented cancelation for the program. Ex: text, and verbal or no longer allowed.

You will be charged for afterschool program until you fill out a Cancel/ Drop Form

Parent Statement of Understanding

1. I understand that I am not to leave my child at the YMCA site unless a YMCA staff member present.
2. I understand that my child will not be allowed to leave the program with an unauthorized person or staff.
3. Should I or another authorized person appear to be under the influence of drugs or alcohol and seek to sign out my child, staff are empowered to contact local law enforcement authorities and place my child in their custody. Please do not put place staff in a position to make this judgment.
4. 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.

The Child Abuse Hotline is **1-800-392-3738**

5. I understand that I will be charged "late fees" if I fail to pick-up my child by the agreed upon time of 6:00pm.
6. I understand that YMCA staff is not allowed to baby-sit or transport children outside of program hours.
7. I understand that a student behavior contract is the first formal step to help resolve repeated rule violations on the part of a child. Failure to correct specified inappropriate behavior may result in suspension or dismissal from the Afterschool program. We work on a three strike rule for behavior.

8. You will be notified of any future policy changes made by the YMCA of Hannibal via printed letter, email, newsletter made available at the childcare site.
9. You may request a meeting with the Childcare Coordinator and Program Director to ask questions about the childcare centers policies and procedures. You are encouraged to contact the Youth & Family Office at 221-0586 any time you have a concern or comment about the operation of the site.
10. I understand that I must submit a **Drop/ Change Form** in advance to the YMCA office when withdrawing my child from the Afterschool care.
11. I understand that to utilize the scholarship my child must be a member of the YMCA.

Children's Code of Conduct

The following outlines the code of conduct signed when enrolling the YMCA of Hannibal's Afterschool Program. As a participant in the YMCA Afterschool Fun Club, I agree to:

1. Check into the YMCA Afterschool Fun Club immediately after school each day.
2. Keep my personal belongings in my storage area during the Afterschool Fun Club.
3. Remain seated and quiet during roll call and announcements and answer for myself only.
4. Follow all Afterschool Fun Club rules during free play, snack time, activity time, and emergency drills.
5. Follow all instructions given by the Afterschool Fun Club staff.
6. Tell the Afterschool Fun Club staff if I am sick or hurt.
7. Follow the timeout instructions of the Afterschool Fun Club.
8. Respect all other children and the Afterschool Fun Club staff at all times.
9. Respect all Afterschool Fun Club supplies, equipment and property.
10. Respect all personal belongings of the other children.
11. Help in cleaning up after myself in all activities.
12. Never leave the Afterschool Fun Club site without permission from the Staff.
13. Check out of the Afterschool Fun Club only by signing out with a staff member.
14. When on the bus, remain seated and quiet, no horseplay, and keep your body parts out of the windows. Obey all instructions of the driver.

Behavior Contracts

- Good behavior is important to everyone in daily life. Certain behaviors are expected from the children involved in the YMCA Afterschool Fun Club. Following rules promotes a good learning experience that is safe and secure. Behavior contracts may be used when a child fails to work within the stated rules and policies. No physical discipline will be used.

Termination Policy

Participants will be withdrawn from the program for the following reasons:

- Behavior of a child or parent that endangers anyone,
- Failure to pay program fees,
- Consistently late picking up child.

Afterschool Site Numbers and Addresses

Director: Summer Page

Youth & Family Department YMCA

#1 YMCA Drive

221-0586

E-Mail: Summer.page@ymcaofhannibal.com

Website: <http://www.ymcaofhannibal.org>