

# **Twin Pike Family YMCA**

**21<sup>st</sup> Century Community Learning Center  
Before School and Afterschool Program at**

**BONCL R-X Schools**

**Parent Orientation Handbook**

**2016-2017**



## **CONTENTS**

<b>Welcome</b>	<b>2</b>
<b>Behavior Expectations and Discipline Policy</b>	<b>3</b>
<b>Program Philosophy</b>	<b>4</b>
<b>Social Development</b>	
<b>Emotional Development</b>	
<b>Intellectual Development</b>	
<b>Hours</b>	<b>5</b>
<b>Attendance</b>	
<b>Early School Dismissals</b>	
<b>Departure</b>	
<b>Scholarships</b>	
<b>Emergency Numbers</b>	
<b>Person Authorized To Pick Up Child</b>	<b>6</b>
<b>Medication</b>	
<b>Health and Illness</b>	
<b>Injuries</b>	
<b>Toys</b>	
<b>Parent Communications</b>	<b>7</b>
<b>Volunteers</b>	
<b>Feedback/Suggestions/Grievances</b>	
<b>Payment Policies</b>	
<b>Attachments</b>	<b>8</b>
<b>(These forms may be delivered separate from this document)</b>	
<b>Registration Form (2 pages or 1 page if front and back)</b>	
<b>Emergency Evacuation/Relocation/Transportation Form</b>	
<b>Youth Programs Policy Form</b>	
<b>Behavior Expectations and Discipline Policy Form</b>	
<b>Special Circumstances Form</b>	
<b>Payment Form and Schedule</b>	
<b>Current Year Fee Calendar</b>	
<b>Medical Authorization Form (Pick up at office if needed.)</b>	
<b>Scholarship Application (Pick up at office if needed.)</b>	

## **WELCOME**

Welcome to the Twin Pike Family YMCA 21<sup>st</sup> Century Afterschool Program at BONCL R-X School. We are pleased that you have enrolled your child and we are looking forward to becoming acquainted with you.

This handbook has been designed to provide you with important information about our program and the policies and procedures that will affect you and your child. If you have any questions, comments, or concerns, you are encouraged to call the Site Coordinator or Program Director.

**Cassie Huckstep-Spangler    Site Coordinator    573-754-5412**

<b>Denise Ash</b>	<b>Twin Pike Family YMCA 21<sup>st</sup> CCLC Office</b>	<b>573-324-9991 (BG Office) 573-754-4497 (LA Office) 573-470-0921 (Cell Phone)</b>
	<b>Program Director BONCL, Bowling Green, and Frankford 21<sup>st</sup> CCLC Sites</b>	<b>denise.ash@sbcglobal.net</b>

This is an opportunity for your child to participate in a program designed to provide a safe, reliable, enriched, and positive environment. There are many varied opportunities for personal growth, physical development and academic growth.

The Twin Pike Family YMCA wants all children to be safe. As a parent, if you have any concerns about how your child is being treated in any YMCA sponsored program please call us. Thank you!

## **Twin Pike Family YMCA Behavior Expectations and Discipline Policy**

It is important that staff maintain good order and discipline in all programs. Top objectives in all YMCA programs are safety and a positive atmosphere for learning and developing social skills. The YMCA makes every effort to help children understand clear definitions of acceptable and unacceptable behavior.

### **The YMCA does not condone and will not permit:**

1. Corporal punishment.
2. Ridiculing, threatening, using an inappropriate loud voice.
3. Leaving children unsupervised.
4. Use of profanity.

### **A child's behavior is expected to be consistent with the following:**

1. Use appropriate language at all times.
2. Cooperate with staff and follow directions.
3. Respect other children and staff, equipment and facilities, and him/herself.
4. Maintain a positive attitude.
5. Stay in program areas – running away is not acceptable.

### **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.
2. Fighting or Bullying.
3. Possession of a weapon of any kind.
4. Vandalism or destruction of YMCA, or school 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.

### **The Discipline Policy**

1. If a child is unable to comply with the behavior expectations, a conference will be held by the Site Coordinator and/or 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 Site Coordinator and/or Program Director will set up a conference with the parent(s)/guardian. A behavior contract will be established and signed by the child, parent(s)/guardian and the Site Coordinator and/or Program Director. The behavior contract will include days of suspension and conditions for return to the Afterschool Program. The first suspension will consist of five (5) consecutive days. The second suspension will be for twenty (20) consecutive days. If the child is still unable to comply with the behavior contract then he/she will be dismissed from the Afterschool Program permanently.
3. If at any time a child causes bodily harm to himself/herself, other children or a staff member dismissal from the program will be immediate.

## **PROGRAM PHILOSOPHY**

The Twin Pike Family YMCA 21<sup>st</sup> Century Afterschool Program is a structured, educationally sound, extended school day program dedicated to providing help with completion of homework, remediation, and enrichment opportunities for all children involved. It is also designed to provide a safe environment for students whose parents cannot be at home immediately after school with their children.

The program is designed to provide for the individual needs of each child and to provide equal opportunity in all available programs.

Program staff will strive to maintain a positive approach to managing behavior at all times. The priority of the staff is the positive development of your child's self-concept.

### **SOCIAL DEVELOPMENT**

Our goal is to help your child learn responsiveness to others by sharing, cooperating, and negotiating with his or her peers in a socially acceptable manner. Children will be expected to follow the rules of the program and respond positively to the supervision of the instructors in the program.

### **EMOTIONAL DEVELOPMENT**

Our goal is to help your child with many different activities designed to encourage fine motor skills, gross motor skills, eye-hand coordination, and sensory awareness while challenging him or her to advance to the next level of physical ability.

### **INTELLECTUAL DEVELOPMENT**

Our goal is to provide your child with an environment that will stimulate creative and mental development. A homeroom setting will create the environment for assistance with homework and a quiet time for reading. Remediation will be individualized and guided by the needs of the child. Enrichment activities will be provided to encourage the further development of each child.

## HOURS

**Before School: 6:45 a.m. to 8:15 a.m. After School: 3:15 p.m. to 4:45 p.m.**

Parents may pick up their children between 3:15 and 4:45 p.m. at BONCL. Bus transportation home leaves the school at 4:45 p.m.

## ATTENDANCE

Attendance will be taken daily. If the Program has reached its maximum enrollment and there is a waiting list and if a child's attendance is low, that child may be dropped from the Program after notification to the parent. If a child is being removed from the Program by their parent, the parent must submit written notice of cancellation two weeks prior to the last day of expected attendance in order to receive a refund for unused days. The notice should indicate the last date of attendance and the reason the child is being removed.

## EARLY SCHOOL DISMISSALS

The Afterschool Program will not be in session on scheduled early dismissal days. Also, if school is dismissed because of inclement weather, there will be no YMCA Afterschool Program. Students will ride the regular route home. In the event that inclement weather forces the YMCA Afterschool Programs to close early after the regular school day ends, closing will be announced on 102.1 KJFM Radio and the school districts automated phone system will notify parents of the early closure. Payment refunds will not be made for non-scheduled early dismissal days.

## DEPARTURE

When picking up your child, the office staff must **see** that your child is leaving with you. Parents are asked to wait in the office to pick up their child. This procedure is for your child's protection. Parents or legal guardians are expected to sign the child out of the Program when the child is picked up. We ask that you write down any verbal messages concerning your child. It is very important that children be picked up on time, due to faculty meetings and other staff responsibilities. It may seem an inconvenience having to sign your child out daily, but this is necessary for your child's protection. ***NO CHILD WILL EVER BE ALLOWED TO LEAVE FROM THE PLAYGROUND WITHOUT BEING CHECKED OUT FIRST.***

Please pick up your child by 4:45 p.m. If your child has not been picked up by 4:50 p.m. and we cannot reach you, the persons listed as your emergency contacts will be called to come get your child. A charge of \$5.00 per 15 minute increments past 4:45 p.m. will be assessed.

## SCHOLARSHIPS

Scholarships are available from funds contributed to our program by local churches, civic organizations and the local school districts. Parents must apply for FSD child care subsidy and be denied or not receive enough funding for the monthly fee to be eligible. Scholarship forms can be requested from your Site Coordinator. Scholarships will be given based on need.

## EMERGENCY NUMBERS

We need to **always** have an **up-to-date home address, home phone number and emergency phone number** on file. Please keep us informed of any changes.

### **PERSON AUTHORIZED TO PICK UP CHILD**

Parents must provide the Program with a list of names of persons authorized to pick up their child. We will release children to authorized persons only. No unauthorized person will be allowed to take a child from the program without written permission from the child's parents or legal guardian. We will require a form of identification from unfamiliar people who are picking up children. Copies of legal documents must be provided to the program director before any staff person can actively prevent non-custodial parents from picking up the child. Children who live close enough to school to walk or ride bikes home may be allowed to do so only with written permission from their parent or legal guardian.

### **MEDICATION**

We are not certified or trained to administer medication. If your child needs medication while in our Afterschool Program you will need to make arrangements with the School Nurse to give the medication to your child between 3:00 and 3:30 if at all possible. If your child has special medication needs after 3:30 p.m. please contact your Site Coordinator. We will do our best to work with the School Nurse and your child's medical need as much as we legally can.

Different regulations apply for YMCA Summer Day Camp. If your child will be attending Day Camp please contact the Day Camp Site Coordinator for your child's medication needs.

### **HEALTH AND ILLNESS**

Each child's immunization's records must be current upon enrollment.

We follow the school's policies on illness. We will attempt to notify you that your child will need to go home if he or she displays one of the following symptoms:

- Temperature of 99 degrees or more
- Vomiting or diarrhea
- Reddened and weeping eyes
- Lice
- Skin rashes
- Sneezing and/or a productive cough
- Communicable disease
- Undiagnosed physical or emotional distress

If your child is sick or has been sick in the last 24 hours, please do not send them to the program for their own sake as well as those around them.

### **INJURIES**

The Site Coordinator or staff member will attempt to contact parents or the legal guardian in case of injury. If we are unable to make contact, we will contact the emergency contact person listed on the enrollment form.

If the injury needs professional medical attention, we will call 911. If the medical personnel deem it necessary, the child will be taken to Pike County Memorial Hospital.

## **TOYS**

We are not responsible for personal play items as they can be easily damaged, misplaced, or lost. We encourage that all personal items be left at home. If a child needs to bring a personal item to school, it should not be taken out of their backpacks during the Afterschool Program.

## **PARENT COMMUNICATIONS**

Daily contact between parents and staff is an important part of the Program. By sharing information concerning your child's activities and welfare, we can work together to meet your child's needs.

Newsletters and emails will be sent home as needed to keep parents informed of upcoming events, changes in policy, recent program happenings, health and safety issues and parenting "tips".

Conferences with the Site Coordinator can be arranged by either the parent or staff as the need arises.

## **VOLUNTEERS**

Parents and grandparents are encouraged to visit our Program and share their special talents, skills, or experiences with the children. Others may have some time to spend helping in the program. All volunteers are subject to background checks and submitting other necessary documentation as per YMCA requirements.

## **FEEDBACK/ SUGGESTIONS/ GRIEVANCES**

We welcome comments and suggestions to improve our program. When a problem or an area of concern arises it should be brought to the attention of the Site Coordinator and/or Program Director, who will hear and respond to your suggestions and/or grievance.

## **PAYMENT POLICIES**

The BONCL R-X Afterschool program is partially funded by a 21<sup>st</sup> Century Community Learning Center grant. Some additional money comes from area organizations, businesses, and student fees. **This year the cost is \$10.00/week for our Afterschool Program. Fees are to be paid weekly, monthly, semi-annually, or annually.** A payment calendar and payment form are included in the registration forms. Please fill out, sign and return the payment schedule you would like to follow. **Payment is expected on Monday of each week or on the first day of the program month or semester.**

A charge will be assessed for those picking children up late. See the information under DEPARTURE for details. You are paying for a slot in the program. Example: **If you pay for a month and your child attends only 14 days during that time, the six days are not credited. When the next month starts, payment is due on the first day of that month.**

**Should you have any questions please contact your Site Coordinator. We look forward to seeing you and working with your child!**