



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

**BE ACTIVE  
BE YOURSELF  
BELONG**

Greene County YMCA

# **2017-2018 After-School Program**

# **PARENT HANDBOOK**

**WELCOME TO THE GREENE COUNTY YMCA AFTER-SCHOOL PROGRAM**

***"YMCA Mission Statement: To put Christian principles into practice through programs that build a healthy spirit, mind and body for all."***

## **Everyone is welcome!**

A good school-age childcare experience provides an opportunity for children to have social interaction with peers and adults. The Greene County YMCA's After-School Program provides each student with a structured environment and clear limits. We have established the following program goals for this year's program:

- To help children learn by doing, encourage independence, teach respect and accept responsibility
- To provide a safe, stimulating and fun atmosphere for children
- To provide assurance to the parents that their children will be well cared for so that they may go to work as worry-free as possible.
- To provide counselors who will be role models, promote trust and encourage the students at all times
- To allow children to engage in activities which will benefit them emotionally, physically, educationally, and spiritually.

We believe Value's Education is an important aspect in what we do. Our Character Development values (caring, honesty, respect and responsibility) are a challenge for all of us (staff, members, participants and parents) to demonstrate and live by. We believe good character values make a better student, staff person, family member, Y member, program leader and community member. In order for your child's After-School Program experience to be the best that it can be, please read the following information in this packet. If you have any questions, feel free to contact the Y at any time. The Y and its staff are looking forward to being a part of your family this year.

## **GREENE COUNTY YMCA**

Our facility includes: racquetball courts, heated indoor pool, weight and wellness center, youth activity area, climbing wall, group exercise room, large all-purpose room, adult double gymnasium, youth gymnasium, game room, youth center and adult locker rooms with steam and sauna. One adjacent YMCA area is the Terry Bellamy Soccer Park located on Crum Street.

## **PROGRAM SERVICE**

YMCA Members in Grades Kindergarten through Eighth are eligible to participate in this program. We provide transportation to the YMCA from the following schools:

- Greeneville Middle School
- Tusculum View
- Eastview
- Hal Henard
- Chuckey Doak Middle School
- Doak
- Towering Oaks

YMCA Members who attend schools we do not pick up from are eligible to participate in this program. However, the parents must provide alternative transportation.

## **CHILDREN WITH SPECIAL NEEDS**

The Greene County YMCA will accept children with special needs into our program and make a reasonable effort to accommodate the child without fundamentally altering the After-School Program. The Greene County YMCA provides group childcare and is not able to provide personal assistants for children with special needs.

## **HOURS, DAYS AND MONTHS OF OPERATION**

Typical hours are from school dismissals until 6:00 p.m., Monday through Friday. The program begins with the start of the school year in August and ends in late May. The program will follow Greeneville City Schools' Calendar and adjust for holidays and early release days based on that calendar. Our hours of operation on "Full Days" when school is out for the entire day are from 6:30 a.m. until 6:00 p.m. Full Days cover Administrative and Professional Learning Days, Elections, snow / other weather related issues, etc...

- **Holidays**

The YMCA After-School Program is closed on the following holidays:

- Labor Day
- Thanksgiving (and the day after)
- Christmas Eve
- Christmas Day
- New Year's Day
- Memorial Day

**There is no "Full-Day" program on Good Friday.**

- **Day Camps**

We will provide a week of Day Camp (6:30 a.m. until 6:00 p.m.) during the following weeks when the Greene County and Greeneville City School Systems are dismissed for certain breaks during the school year:

- Fall Break (October 9-13)
- Christmas Break (December 18-22)
- New Year's Break (December 26-29)
- Spring Break (March 26-March 30)

- **Snow Day Policy**

When schools have a weather-related dismissal, we will provide a "Full Day" of care at the Greene County YMCA. As soon as the call is made by the school system to cancel for that day, we will begin to assemble staff at the YMCA. Depending on the timing of the announcement by the school system, we will make every effort to have staff assembled by 6:30 a.m. Please understand that after our program is opened, if weather and road conditions worsen we reserve the right to close early and will contact parents accordingly. This is for the safety and well-being of our participants and staff.

## **ARRIVAL PROCEDURES**

The Y's responsibility for your child begins when:

- Your child boards a YMCA Vehicle.
- Your child enters the YMCA After-School Program space and is signed in by a Y Staff Member located in the Youth Center.

Children should proceed directly to the program area following their exit from the van.

When we have a "Full Day" here at the YMCA, each morning parents **must** physically walk in and sign their child in with staff at the sign-in/sign-out area located in the Youth Center.

## DAILY SCHEDULE

Below could be a typical day's activities in the YMCA's After-School Program:

- **3:00-4:00**
  - Arrival
  - Sign-In
  - Put away belongings
  - Homework
  - Large group time
  - Snack
- **4:00-4:30** Structured Physical Activity
  - Exercise Class
  - Physical Game
- **4:00-5:00 Tuesday and Thursday**
  - Swimming
  - Please let us know ahead of time if your child needs to be out of the pool and ready prior to 5:15!
  - Please encourage your child to swim during this time.
- **4:30-5:00** Structured Activity
  - Arts and Crafts
  - Bingo
  - Stem Project
  - Challenges
- **5:00-5:30** Activity Choices
  - Arts & Crafts
  - Board Games
  - Lincoln Logs, Legos, and other Manipulatives
  - Reading
  - Homework
  - Youth Activity Room
  - Fitness Room
  - Outside
- **5:30-6:00**
  - Free play (participant choice of activities)
  - This will be the only time for tablets/ video games
  - Optional centers left open
  - Finish any activities
  - Clean-up
  - Participants gather belongings and projects they want to take home
  - Sign-out

Participants have time on the schedule where they can choose when to join and leave ongoing activities as long as they do not cause disruptions. However, some activities we do as a group. Middle School participants have the option of using the YMCA Facility if they notify the staff of their location and whenever they change locations. Middle School participants may use the YMCA's Wellness Center so long as they meet age requirements, have parents sign a release form and receive an orientation from a YMCA Wellness Staff.

## DEPARTURE AND RELEASE PROCEDURES

Participants should be picked up by 6:00 p.m. daily. Your child will only be released to the person or persons listed on the Emergency or Authorized Pick-Up section of the Enrollment Form. Persons picking up a camper must physically walk in and sign their children out with a Y staff person at the sign-in/sign-out table each day. Participants will not be released to non-adults. YMCA After-School Program Staff are not allowed to sign in or sign out children to and from the program.

Photo identification will be required if we do not know or recognize the person picking up your child. This will not be required once we are familiar with those picking up your children. If your child is going to be picked up by someone not on the authorized pick-up list, you must send a note (or make a phone call) including the time, date and the individual's name that has permission to pick up your child.

If a parent is not allowed to pick up a child, the YMCA must have a copy of the court order signed by the judge. Without this documentation, we are obligated to release a child to either parent. The YMCA will only follow what the court order states.

## LATE PICK-UP

Your child MUST be picked up by program closing time at 6:00 p.m. If you cannot pick up your child by closing, it is your responsibility to make other arrangements. A phone call to the Youth Development Director is required. The Y charges \$40.00 per hour in 15-minute increments for late pick-up per family. The first 15 minutes is \$10.00 and the fees increase each additional 15-

minute period. Frequent late pick-ups may lead to the termination of the child's enrollment. Law Enforcement will be notified to assist in locating the parent or guardian if any child is left at the program for one (1) hour or more past closing time.

- **Late Pick-Up Fees (per family)**
  - Pick-Up from (6:01-6:15): \$10.00
  - Pick-Up from (6:16-6:30): \$20.00
  - Pick-Up from (6:31-6:45): \$30.00
  - Pick-Up from (6:46-7:00): \$40.00

### **ENROLLMENT AND WEEKLY FEES**

To register, simply come by the Y, fill out the registration forms and pay the first week's fee at the YMCA's Member-Service Desk. Participants will not be assured a slot in After-School Program until all of this is completed. All After-School Program fees are due in advance by the Friday before the week your child will be attending.

**All Full-Day fees (other than "Camp Weeks") will be included in the weekly charge.**

After-School Program fees for the 2017-2018 School Year are as follows:

- **Weekly Fees**
  - 1 day: \$25.00(not eligible for sibling discount)
  - 2-3 days of attendance: \$45.00
  - 4-5 days of attendance: \$55.00
  - Sibling Discount: \$5.00 (not applicable to 1-day fee)
- **Camp Weeks**
  - Fall Break (October 9-13): \$75.00
  - Christmas Break (December 18-22): \$75.00
  - New Year's Break (December 26-29): \$75.00
  - Spring Break (March 26-March 30): \$75.00
  - Sibling Discount: \$10.00

### **ACCOUNTING POLICIES AND PROCEDURES**

The first week's fee is due at the time of registration. Payments may be made in-person at the YMCA's Member-Service Desk. Cash, check and credit cards are accepted as forms of payment. After-School Program Staff will collect no payments. To avoid Late Fees, all fees are due in advance by the Friday before the week your child will be attending the program. If you experience a hardship meeting the payment schedule, please contact the Youth Development Director, Nicolle Moore in order to work out a short-term plan until you can get back on schedule. Otherwise, a late fee of \$10.00 is assessed per family when payment is received after the due date. If fees are habitually not paid in advance, the Y reserves the right to remove your child from the After-School Program until the balance is paid-in-full.

Fees will not be prorated for illness, suspension, holidays, or inclement weather. A participant must be a Greene County YMCA Member or included on his / her family's Family Membership to receive the Member Rate.

- **Tax Information**

Please keep all of your receipts and canceled checks for Income Tax information.
- **Y Membership Benefit**

A YMCA Membership is mandatory from the time registration is completed and throughout the duration, the child is involved in our program. Holding a YMCA Membership will provide a reduction of program fees besides all the added benefits of being a Y Member! Please inquire at the YMCA Member-Service Desk for more information.
- **Scholarship Information**

Scholarships are available to all who qualify. Applications for assistance may be picked up at the Member Service Desk or printed from the website. No child will be granted a full scholarship for more than one week. Please allow 2-3 weeks for assistance forms to be processed.

### **STAFF**

The Y and its staff maintain the highest standards for the safety and well-being of the participants. Our staff is well trained and well prepared to meet your child's daily needs as well as serve as positive role models. We maintain an approximate staff-to-student ratio of one staff person to every ten students. Our Y After-School staff undergoes an in-service training that includes an Employee Code of Conduct. All staff becomes certified in First-Aid, CPR, AED and Oxygen Administration. Training is also conducted in Bloodborne Pathogens and youth protection including understanding, identifying, preventing, responding & reporting Child Abuse.

### **Y POLICY ON HOMEWORK**

The Y policy on homework is to provide assistance and to remind and encourage, but not force participants to do homework. We will provide time during the program (Monday-Thursday) for homework to be completed. If participants do not complete their work in the time provided, we must move on to the next scheduled activities. Remaining homework will need to be completed during free time or at home. At the request of the child, the Y Staff will assist with homework by explaining directions giving examples, and checking completed work.

## **ABSENTEEISM**

Please email and/or call the Youth Development Director, Nicolle Moore before 2:00 p.m. if for any reason your child will not be attending the program that day. If your child is sent home from school due to illness, they are not permitted in the YMCA After-School Program on that day.

## **SWIMMING**

Participants will need appropriate swimwear and a towel. All participants will be swim tested to determine their swimming ability. After-School Program Staff will be available to supervise children in the pool area. Certified lifeguards are always on duty during swim times.

**The Greene County YMCA is not responsible for lost, stolen, or misplaced items.**

## **TRANSPORTATION**

We ask that you speak with your child regarding proper safety guidelines. All students must stay seated with their seat belts fastened until the vehicle is parked. Safety is our primary goal when transporting students. The Greene County YMCA reserves the right to suspend or dismiss a student if safety policies are not followed.

## **Van/Bus Rules and Regulations**

While participants are being transported, they are under the direct supervision of the driver and must obey him or her. The bus / van driver and staff have the authority to assign seats to students for safety or disciplinary reasons. Failure to follow the driver's rules at any time will be considered an act of disobedience and will result in disciplinary action.

## **SNACKS**

A daily afternoon snack and drink will be provided to each participant.

## **DISCIPLINE AND GUIDANCE PROCEDURES**

Self-management skills and positive social interactions among students and adults are encouraged and maximize everyone's enjoyment of this program. We use positive guidance methods including reminders, distraction, logical consequences and redirection.

Participant safety is the most important concern of the program; therefore, someone designated through the departure and release procedures must immediately pick up participants whose behavior is dangerous or repeatedly disruptive from the program. Repeatedly disruptive or dangerous behavior will be discussed with the participant's parent and will result in loss of privileges or activities, suspension or termination from the program.

- **Participant Conduct Policies**

As in any activity, inappropriate behavior of a few participants can have a dramatic impact on the experience of the entire group. Therefore, the following conduct policies apply directly to each individual participant and will be used in determining the participant's eligibility to continue as a participant in the After-School program. Infractions will be documented. Please make certain that both you and your child are completely familiar with these conduct policies.

A participant may be suspended or released from the program, **without refund**, for the following behavior while participating in the program or while being transported!

- **Disciplinary Procedure**

- **1<sup>st</sup> Incident:** Re-direction / Time-Out / Verbal Warning / Staff Counseling (depending on severity of incident)
- **2<sup>nd</sup> Incident:** Parent notified by phone, in person at Sign-Out and / or in writing.
- **3<sup>rd</sup> Incident:** Disciplinary write-up.
- **Final Incident:** The action taken at this point is at the discretion of the Youth Development Director after appropriate consultation with the parent. The range of discipline could be a one-day suspension to removal from the program.

- **Adult Conduct Policies**

The Y requires adults of enrolled children to behave in a manner consistent with courtesy, respect and YMCA Values. Adults are required to behave in a manner that fosters this ideal environment. Adults who violate this Conduct Policy may be dismissed from the program. Swearing / Cursing or other inappropriate language, whether in the presence of children or not, is considered offensive and will not be tolerated. Threatening of staff, children, or other adults will not be tolerated. Adults are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. No adult shall ever physically punish another adult's child. If an adult should witness another adult's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their child, it is most appropriate for the adult to direct their concern to the Program Staff. It is inappropriate for one adult to seek out adults to discuss their child's inappropriate behavior. All behavior concerns should be brought to the Youth Development Director's attention. Adults are required to follow all safety policies at all times.

Parents and guardians are responsible for the following:

- Timely payment of all program fees.
- Pick-up no later than 6:00 p.m. daily.
- Treat YMCA staff with respect and dignity.

- Complete YMCA Registration Form.

#### **HEALTH / SAFETY GUIDELINES, ILLNESS AND EXCLUSION AND MEDICATION POLICY**

Please let us know immediately if your child has a communicable illness or infection. This will allow us to notify the parents of children attending our program. Participants with communicable conditions may not return to the program without a note from their physician. After-School Program Staff may not administer medications prescription or otherwise. Anyone working with children is required by law to report any suspected child abuse. This includes physical, sexual, emotional, and mental and neglect. After-School Program Staff are not permitted to babysit or participate in non-Y organized activities with participants in the program.

#### **CHILD INJURY**

If a child is injured, an Accident Report will be completed the same day with a copy given to the parent and the original kept on file by the Youth Development Director.

- **Minor Injuries:** Injuries that require no more than washing, Band-Aid and ice pack.
- **Major Injuries:** Injuries that require more than washing, Band-Aid and ice pack. The staff after evaluating the situation will take whatever steps are judged necessary to obtain the appropriate medical attention. This may include the following: contacting the parent or authorized person to pick up the child or transport the child to the nearest hospital via ambulance. If 911 is called and the child is sent to the hospital, the Youth Development Director will notify the parents and Y Executive Director immediately. If an emergency is such that the child is transported to the hospital, a YMCA Staff Member will accompany the child. Parents will be notified which hospital the child is being transported to. The YMCA does not provide Accident Insurance for your child. This will be the responsibility of the parent.

#### **PARENTAL COMMUNICATION**

Parents are welcomed visitors to our programs. Please check daily for posted notices on our FB private page, flyers or other information. We welcome your feedback regarding our program at any time. You may direct suggestions, concerns, compliments and complaints to the Youth Development Director

- **Telephone**
  - 423-639-6107
- **Email**
  - [nicollem@greene-county-ymca.org](mailto:nicollem@greene-county-ymca.org)
- **Facebook (for daily updates and pictures)-** <https://www.facebook.com/groups/GCYMCAyouth/>

#### **INDEMNITY AGREEMENT**

I hereby waive any claim of liability and will hold harmless the YMCA of Greene County, its officers, directors, trustees, agents and employees for any bodily injury to me incurred to my child or me while I am practicing for, or participating in, any program sponsored by the Y. In addition, I understand that the Y is not responsible for my personal property nor is my Y Membership transferrable.

#### **PHOTO/NEWS/TESTIMONIAL RELEASE**

It is understood and agreed that the YMCA of Greene County reserves the right to take and utilize pictures, likenesses, videos and testimonials of participants for promotional purposes including, but not limited to reports, publications, brochures, emails, our website and other social media.

#### **TERMINATION**

The YMCA reserves the right to terminate (without refund) After-School Program Participants, families and/or parents/guardians from the program as a result of actions or behaviors that are not deemed in the best interest of the organization based on rules, policies and situations.

**GREENE COUNTY YMCA**  
404 Y Street / Greeneville, TN 37745  
423-639-6107  
[www.greene-county-ymca.org](http://www.greene-county-ymca.org)  
[nicollem@greene-county-ymca.org](mailto:nicollem@greene-county-ymca.org)