



# EXCEL AFTER THE BELL



**PRIME TIME AFTER SCHOOL**

**PARENT HANDBOOK**

**FAMILY YMCA OF GREATER AUGUSTA**



## WELCOME TO Y PRIME TIME AFTER SCHOOL!

We are excited that you have chosen the Family Y to care for your child. We know how important it is for you to have safe, convenient, affordable quality child care while you are at work. We offer a planned, comprehensive program designed with the child and working family in mind. The Family Y maintains the highest standards for the safety and well-being of the children enrolled. Programs are conducted in accordance with the Family Y's operating principles and philosophy.

The Prime Time school-age childcare programs are conducted by caring Y staff members who are finger printed, background screened and trained to meet the needs of children while being a positive adult role model. Safety is one of our primary concerns as your child experiences fun everyday. Your child will benefit from tutoring and/or homework assistance, healthy recreation, fine arts activities, journaling, science projects, access to technology (where available), as well as project-based and service opportunities. A healthy snack and physical activity are also part of our time together.

### YOUTH DEVELOPMENT

At the Family Y, we believe all kids deserve the chance to develop to their fullest potential by focusing on self awareness, self-confidence, self-worth, interpersonal relationships, character development, physical skills and health and nutrition. At the Family Y's Prime Time before and after-school programs, kids will participate in a variety of stimulating activities, make new friends, learn new skills and, most importantly, learn how to be themselves.



### HEALTHY LIVING

Our childcare programs give kids the opportunity to exert energy, discover who they are and what they can achieve, and be accepted by each other. We help children learn to make healthy choices. In accordance with U.S.D.A nutrition guidelines, a healthy snack is provided each day. Snacks from home are not permitted. Kids stay active with games, sports and plenty of outdoor and indoor physical activity to encourage a healthy lifestyle.



### SOCIAL RESPONSIBILITY

At the Family Y, we support and strengthen families by increasing a sense of community and sharing common values. We celebrate diversity by working together and supporting each other. We encourage learning about and caring for the environment and provide opportunities for community service projects.



# PARENT HANDBOOK



This Parent Handbook is your guide to all things Prime Time. We'll layout all of our policies, processes and other important information that you need to know for our program. Please keep this handbook somewhere safe so you can look back on it throughout the year!

## PROGRAM DESCRIPTION

The Prime Time After School Program offers care for students ages 5-12 enrolled at elementary locations from school dismissal until 6 p.m. Students participate in a variety of skill-building games, crafts, outdoor activities, homework time and curriculum that reinforce character development.

## PARENT RESPONSIBILITY

### WHAT'S GOING ON AT HOME?

Children's actions in our program often reflect problems they are experiencing at home (i.e. pet's death, parent divorce, fight with sibling, etc.). If any such disruptive or traumatic experience should occur, please inform your child's Prime Time Site Director. This will enable us to better meet the needs of your child.

### CAN YMCA STAFF BABYSIT FOR MY FAMILY?

The Family Y strives to employ the absolute best staff possible in all our programs. During staff time off or after they are no longer employed with us, these persons are private citizens and are no longer subject to our employment rules and procedures. The Family YMCA cannot and does not endorse or recommend its present or former staff members as babysitters to any parent or guardian of any child in any of our programs. Any babysitting arrangements with present or former staff of the Family Y is separate and independent from any YMCA program and must be based on the independent investigation, responsibility and judgment of the parent or guardian. By continuing your child's enrollment in Prime Time, you agree that the YMCA shall not be responsible and will be held harmless from any claims or liability in connection with such employees acting in such a private, independent capacity.

### PARENT UNDERSTANDING

- I understand the policies and procedures, including those regarding deposits, payments, and transfer.
- I understand that Y staff and volunteers are not allowed to transport children in personal vehicles at any time outside the Family Y program.
- I understand that I am not to leave my child at the Y or program site unless a Family Y Staff member or volunteer is there to receive and supervise my child.
- I understand that the Family Y is mandated, by state law, to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.
- I understand it is my responsibility to read this handbook and understand its contents as it relates to my child's after school experience.

### DISCLAIMER

Policies and guidelines may differ between site locations, as well as change to meet state, federal or local requirements. Please review any supplemental policies and follow updated guidelines from YMCA staff. Parents will be notified of any changes to our guidelines or policies.

# PROGRAM POLICIES

## FIELD TRIPS/TRANSPORTATION

Transportation to and from the child care site is the responsibility of the parent or guardian. Prime Time does not participate in field trips. Students arriving back to the school from a field trip after 4:30pm must be picked up by their parents and will not be signed in to Primetime.

## INCLUSION

The Family Y makes every effort to provide reasonable accommodations for all children. Child care programs are not an appropriate place for children who are exhibiting characteristic behaviors that are a danger to themselves or others, or disruptive activities making it unreasonably difficult for other children to participate in the program.

## PROGRAMMING

Prime Time will not operate when public schools are closed (see school calendar). The Family Y branches throughout the CSRA provide School Days Out programs and Day Camps on select school holidays and during the summer for an additional fee.

## WEATHER/EMERGENCY MANAGEMENT

Under extreme weather conditions, we follow the school guidelines. In the event of inclement weather or unanticipated hazards, or if the school closes, child care services will not operate. Emergency drills are conducted on a regular basis. Emergency plans have been developed and are posted for viewing at each site.

## SIGN OUT PROCEDURES

At pick-up your child must be signed out by an appropriate parent or guardian. Anyone picking up a child must be 18 years of age and **MUST** show proof of identification. No child will be released to anyone other than the persons authorized to pick-up the child on the enrollment form. Any changes to the pick-up list must be submitted in writing to YMCA Team Headquarters; phone calls are not accepted. This policy is in place for the safety of your child; exceptions will not be made. **YOU WILL BE CALLED IF YOUR CHILD DOES NOT HAVE AN APPROPRIATE ADULT SIGN HIM/HER IN AND OUT.** For your child's protection, should any person who appears to be under the influence of drugs or alcohol arrive to pick-up your child, our staff will be required to contact another person on your child's registration form. If no one is available, we are required to call law enforcement.

## CUSTODY ISSUES

At the time of enrollment, parents are to provide legal documentation of any parties who are not to have contact with a child enrolled in Y programs. Paperwork must be court ordered and indicate the primary residential parent or if both parents have shared parental custody. Please notify your Site Director of any unusual circumstances. In order to provide the safest care for your child, the policy stated above must be followed.

## LATE PICK-UP

In fairness to our staff and because of subsequent program demands, it is very important that your child be picked up on time. All sites close at 6 pm. \$10 per child is charged for each 5-minute period after 6:00pm. Late fees are due with your next scheduled payment. More than three late pick-ups may be cause for the child to be removed from the program. If all efforts to contact someone have been unsuccessful, we will call local authorities at 6:30 pm.

## PERSONAL ITEMS/ELECTRONIC DEVICES

No toys, electronic games/devices, etc. are permitted. If brought to school, they will be kept in book bags during Prime Time hours. Prime Time will not be responsible for items that are lost/damaged during programming hours. If staff see the items out of book bags during Prime Time hours, the items will be confiscated by Prime Time staff members. Repeated offenses will result in a write up for disruptive behavior.

## CELL PHONES

Please refrain from bringing any cell phones into any of the Family Y programs. Because this technology may be used inappropriately, the Family Y prohibits the use of all cell phones in our programs. The Family Y cannot be responsible for lost or stolen phones brought to the site.

## DRESS CODE

The dress code for Prime Time may vary by location. Check with the Site Director for your site's policy.

## ILLNESS

To ensure the health and well-being of children in our program, please do not send your child if he or she has a contagious illness, infection, diarrhea, vomiting, or fever of 101 degrees or higher. If symptoms appear while in the program, you must make arrangements for your child to be picked up from the program immediately. If your child is not picked up within an hour of calling this may result in termination from the program. Children who are sent home from our program must be fever-free and symptom-free for 24 hours before returning to site or have a physician's note stating their illness is no longer contagious. If children are exposed to a communicable disease while attending Prime Time, a notification will be posted on the Information Board at the site. Children who become ill while at the program will be isolated from the other children attending the program until they are picked up from Prime Time.

## WHAT HAPPENS IF MY CHILD IS INJURED

If your child is injured, the Site Director or acting Director will take whatever steps necessary to obtain emergency medical care. These steps may include, but are not limited to, the following:

1. Attempts to contact a parent or guardian.
2. Attempts to contact persons listed on the emergency information if parent or guardian cannot be reached.

If we cannot contact you, we will do any or all of the following:

1. Call an ambulance or paramedic (911).
2. Have the child taken to the nearest emergency hospital in the company of one of our staff members. (This will be location dependent, by state/county in which your child attends programming. You will be notified by the staff on site where EMS is transporting your child.) Insurance is the responsibility of the parent or guardian.

# Family YMCA of Greater Augusta Child Abuse Prevention

The health and well-being of your child is essential to the Family YMCA Child Care. The Y has developed a policy on the prevention of child abuse that includes the following provisions:

- Staff and volunteers will be alert to the physical and emotional state of all participants. When any sign of injury or suspected abuse is detected, the Site Director will be notified immediately.
- Family YMCA staff and volunteers will not discipline children by use of physical punishment or by failing to provide the necessities of care, such as food and shelter.
- Family YMCA staff and volunteers will not verbally abuse, emotionally abuse, or punish participants.
- The hiring process includes reference and background checks. Once on staff, training will include information about recognizing the signs of child abuse and the approved procedures for responding to the suspicion of abuse.
- The Family YMCA is mandated by state law to report any suspected case of child abuse or neglect to the appropriate authorities for investigation.



# Family YMCA of Greater Augusta Behavior, Expectations & Discipline Policy

It is important that staff maintain good order and discipline in all programs. Top objectives in all Family Y programs are safety and a positive atmosphere for developing social skills. The Y makes every effort to help participants understand clear definitions of acceptable and unacceptable behavior so every student can experience our program to its fullest.

The Family YMCA does not condone and will not permit:

- Corporal punishment
- Ridiculing, threatening, using an inappropriate loud voice
- Leaving children unsupervised
- Use of profanity



## HOUSE RULES

- Respect other students and treat them with courtesy and consideration
- Respect and cooperate with staff, and follow directions
- Communicate in an appropriate manor, which means no foul language or gestures, harsh words or tone of voice
- Conduct yourself responsibly. Unwelcome teasing or other unkind behaviors are not allowed.
- Refrain from deliberately causing bodily harm to other students or staff. This includes but not limited to pushing, kicking, hitting, or fighting as those acts are not acceptable and will not be tolerated.
- Maintain a positive attitude
- Stay in the program areas - running away is not acceptable

## DISCIPLINE POLICY:

Parents will be notified of any unacceptable behaviors. It is our policy that after three write-ups for negative behavior, the child will be suspended from our program. However, some behaviors may warrant immediate expulsion at the discretion of the program director. Please help us to resolve any behavior problems so that we may offer a safe and happy environment for all.

Behaviors which may result in immediate dismissal include, but are not limited to:

- Any action that could threaten or pose a direct threat to the physical/emotional safety of the child, other children, or staff
- Fighting (Includes shoving, pushing and/or any intimidating act towards staff or program participant)
- Possession of a weapon of any kind
- Vandalism or destruction of Family Y property or property of others
- Inappropriate conduct
- Swearing or Cursing
- Possession or use of alcohol or controlled substances unless under the prescription of a doctor
- Running away
- Biting



# Family YMCA of Greater Augusta Youth Program Policy

1. I permit my child to participate in activities the Family YMCA conducts outside the Y facilities.
2. **Photography** – I permit the Family YMCA to use images of my child as a Y program participant in internal and external promotional material. This includes any printed material, broad cast and print advertising, promotional videos and the Family YMCA web site which are published by the Y. I also permit the Family YMCA to use images of my child in broadcast and print media news coverage of the Y. I understand that my child’s name is not published.
3. **Cancellations** – Non-attendance does not relieve me of the responsibility to pay for the program. I understand that a cancellation form must be submitted 10 days prior to stop payment.
4. **Refunds** – I understand that non-attendance does not entitle me to a refund. I understand that no refund or adjustments are granted for illness, vacation, cancellation or when Family Y programs are cancelled due to inclement weather. Please refer to our refund policy in the signed draft payment form, 10 days prior to stop payment.
5. I am aware that deposits are **NON-REFUNDABLE**.
6. **Accident Insurance** – Participants are responsible for their own accident insurance when using the Family Y and when participating in Y programs.
7. **Medication** – Over-the-counter or prescription medication will only be dispensed with a note from a parent. Please give this note to the Site Director along with your daily permission to administer.
  - A medication form must be filled out in order to dispense. Your Site Director has this form.
  - Medication must be in the original bottle labeled for the person it was prescribed, with the dosage for the day only.
  - The parent or guardian must bring in the medication and give it to the Site Director.
  - Any noticeable adverse reactions to medications will be documented and provided to parents
8. **Blood Borne Pathogen Exposure** – I understand that while my child is in the care of the Family Y, if a child is exposed to a body fluid on broken skin or mucous membrane, (e.g., splashing in the mouth or eye), from another child, the Y will contact the parents of both children. They will explain what has occurred, and then provide the name of the attending physician of the source child to the parents of the exposed child. If a staff member has blood or body fluid exposure from a child, the YMCA will provide the name and telephone number of the child’s attending physician to the staff member.
9. **Babysitting Policy** – The YMCA strives to employ the absolute best staff possible in all our programs. During staff time off or after they are no longer employed with us, these persons are private citizens and no longer subject to our employment rules and procedures. The YMCA cannot and does not endorse or recommend its present or former staff members as babysitters to any parent or guardian of any child in any of our programs. Any babysitting arrangements with present or former staff of the YMCA is separate and independent from any YMCA program and must be based on the independent investigation, responsibility and judgment of the parent or guardian. I agree that the YMCA shall not be responsible and will be held harmless from any claims or liability in connection with such employees acting in such a private, independent capacity.
10. I understand the YMCA is not responsible for any personal items lost or stolen during our programs. Do not allow students to bring phones, electronics of any kind, personal toys or items of value (example: tablets, video games, sports balls, trading cards, etc.).



### BECOME A PART OF THE YMCA

Now that you have chosen Prime Time After School care for your child, consider how you might become even more connected with our Y family. With a YMCA family membership, you can enjoy the following additional benefits:

- Save \$5 per week on Prime Time After School fees
- Save \$10 - \$40 per week on summer camp fees, which may cover your monthly Y cost (weekly rates vary by camp).
- Receive special rates on youth sports, swim lessons and other programs.
- Enjoy time together with your entire family at our 9 wonderful facilities throughout the CSRA.
- Play & Learn is a fun, safe environment where youth can play under adult supervision while you are working out (2-hour limit)
- At the Y, we make sure that everyone, regardless of age, income or background can learn, grow and thrive. We have affordable membership and program rates for everyone. If you are not already a Family Y member, stop by for a tour and receive a guest pass for your family to try the Y.

**IF YOU HAVE QUESTIONS, PLEASE CONTACT US!**

**FAMILY YMCA TEAM HEADQUARTERS**

1058 Claussen Road, Augusta, GA 30907    706-922-9656    [primetimescholarships@thefamilyy.org](mailto:primetimescholarships@thefamilyy.org)