

WELCOME TO THE CLINTON FAMILY YMCA AFTER SCHOOL PROGRAM!

MISSION & PHILOSOPHY

This parent handbook provides valuable information about your child's activities, the program's philosophy, policies, and general information about our program. You may refer any questions regarding this handbook to the Program Director Kelsey Martin (Contact information is on page 8).

YMCA MISSION STATEMENT

We put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

PHILOSOPHY YMCA

YMCA After school programs foster each child's cognitive, social-emotional and physical development through opportunities and experiences which focus on achievement, relationships and belonging. It is our belief that each child is a unique individual with his or her own rate of development. Our goal is to introduce children to as many positive experiences as possible that will assist in the development of individuality in each child and encourage an awareness of themselves and others.

The planning of each activity is offered in a physically and emotionally safe environment consistent with evidence-based principles of youth development. Each child is encouraged to develop at his or her own unique rate by encouraging skill development and leadership opportunities. Through the Y's After School program, children participate in fun and educational activities that help them with:

- **ACHIEVEMENT** - Learn and master skills that help them realize their passion, talents, and potential
- **RELATIONSHIP** - Build friendships with new friends and staff adding to their well-being
- **BELONGING** - Help them feel like they belong so they feel safe, welcome, and free to express their individuality

We are partners in your child's development. We aim to provide opportunities to strengthen the family unit and give the family and the YMCA the opportunity to work, play, learn and thrive together.

Finally, the YMCA collaborates with other organizations which are committed to serving the needs of all children and families. It's through these collaborations, a

strong youth development focus and intentional program assessment that the Y delivers consistent quality programs.

ADMISSIONS

The program shall be open to children ages 5-12 who attend school during the regular school day and are toilet trained FULLY. If three toilet accidents occur, it will be determined that the child is not fully toilet trained and then he/she will be dismissed from the program.

ENROLLMENT

Applications will be accepted on a first come, first serve basis and should be accompanied by a non-refundable registration fee of \$25.00. The After School Program will be staffed to maintain a child-staff ratio of 10:1. A waiting list will be taken after the limit is reached until a vacancy occurs.

SPECIAL NEEDS

If your child has special needs, please contact the Y so that we can set up a time to talk before the child begins attending our program. We welcome all children at the Y, however, we do not have the capacity to provide one-on-one staffing support and attention. This meeting is designed to exchange information to make sure we can accommodate your child's needs within our staffing capabilities. We want to see that the family's needs and expectations are met. We encourage open dialogue about what works, and what doesn't, for your child.

TRAINING

All staff will receive 26 hours of ABC certified training bi-annually

TUITION

Weekly Rate for Members: \$65

Weekly Rate for Non-Members: \$75

10% per week discount for second child

For school holidays, teacher workdays, and in-service days there will be an additional charge of \$7.00 per day for full day care. *We accept ABC vouchers. To qualify call Control Center at 1-800-476-0199 or call the local DSS Office at 833-0100.*

You will be responsible for paying every day the childcare center is open

***If you are in default of your payment contract without prior arrangements, child care services will be terminated immediately. Payments should be made at the main building or set up through automatic draft. If you cannot pay on time, please contact Patti Nelson or Laura Martin at the YMCA FRONT DESK prior to your due date for possible arrangements for payment.*

*** Field Trips and special events are not included in weekly tuition; we will contact you for additional cost prior to the scheduled trip or event.*

DROP OFF & PICK UP

All children will be dropped off at the Child Care Center next to the YMCA at 108 YMCA Dr. You are expected to pick up your child by 6:00 pm during after school and 5:30 pm on full days at the Child Care Center. For the safety of your child, children will not be released to anyone who is not on PlayerSpace. You must add someone to PlayerSpace if they will pick up your child even for an isolated occurrence. A photo and code word can be added in PlayerSpace.

What if I am late picking up my child?

We understand unavoidable situations may arise. If you find that you are going to be late, please call immediately to let us know so neither staff nor your child will worry.

If you have not arrived by closing, staff will notify the person(s) who typically pick the child up. After waiting for 15 minutes past closing time, staff will call the child's emergency contact to pick up the child. If staff has waited an additional 30 minutes and you have made no contact, proper authorities will be called.

You will be required to pay an additional fee of \$5 for each 10-minute increment past closing time. Payment is to be made at pickup. If you are late three times with no phone call, your child will be terminated from the program.

CUSTODY ARRANGEMENTS

For families with specific custody arrangements— court documents must be provided to the Childcare Director in order to ensure children are only picked up by authorized parents or guardians. These court documents remain confidential and ensure your child's safety. The YMCA is only able to deny access to a parent or legal guardian with proper court documents in place— it is imperative that you provide these documents before your child begins attending the After School Program.

HOURS OF OPERATION, HOLIDAYS, & UNFORESEEN CIRCUMSTANCES

After School Program
Monday-Friday
2:30 PM - 6:00 PM

Full Day Hours
7:30 AM-5:30 PM

***the program will operate on Full Day schedule on all staff development, teacher in-service, fall/winter/spring breaks, e-learning days and some holidays. ***

THE YMCA AFTER SCHOOL PROGRAM WILL BE CLOSED ON THE FOLLOWING HOLIDAYS:

- | | |
|-----------------|------------------------|
| • Labor Day | September 4, 2023 |
| • Thanksgiving | November 23 & 24, 2023 |
| • Christmas | December 25 & 26, 2023 |
| • New Years Day | January 1, 2024 |
| • ML King Day | January 15, 2024 |
| • Memorial Day | May 27, 2024 |

The program will make every attempt to remain open. However, it reserves the right to close based on licensing recommendations and the safety of the children in our program. Unforeseen closings will be posted via PlayerSpace and the Clinton Family YMCA Facebook.

INCLEMENT WEATHER

The After School Program will follow the Laurens County School District 56 schedule as it applies to full day closures due to weather.

WHAT TO BRING

- A water bottle
- Tennis shoes are required (please no Crocs or sandals for safety reasons)
- Lunch (On Full Days Only)

WHAT NOT TO BRING

- Toys
- Permanent Markers
- Weapons of any kind (knife, gun, lighter, tools, sharp objects) • Vape

Your child bringing any of the above item(s) can result in suspension and possible expulsion form the program. This decision is at the director's discretion.

PERSONAL BELONGINGS

Please write your child's name on **EVERYTHING**. Please keep valuable items at home. We will not be responsible for lost or missing valuables brought to the center. All belongings are the responsibility of the child and should be kept in a tote bag or backpack. Lost & Found items will be displayed at pick-up time, check through these items periodically. Unclaimed lost and found items will be donated to local charities at the end of the school year.

SCREEN-FREE PROGRAM

The childcare center is a screen free and cell phone free zone. Cell phones, iPods, etc., become disruptive to the program and distract from your child's experience. If a cell phone, iPod, gaming system, smart watch, etc., comes to the center it will be collected and placed in the supervisor's possession until pick up. If brought inside the center, it is your child's responsibility to check in and check out their electronic each day. Staff will not be responsible for reminding children about electronics. Failure to check in an electronic could result in restrictions from program activities. Please contact the program director in cases of an emergency or if you need to get in contact with your child. We are not responsible for lost or stolen items.

TRANSPORTATION/FIELD TRIPS

By signing this form I am giving the Clinton Family YMCA After School program permission to transport my child from school to the Child Care Center as necessary. Children who attend Clinton Elementary and Clinton Middle School will be transported by a Laurens county District 56 school bus to the center. Also, this form gives permission for the After School Program to transport my child on any field trips my child may sign up to participate in.

FOOD

The After School Program will offer a light snack and drink each afternoon. During full days children should bring a bag lunch for the noon meal and another snack will be offered during the morning. Microwaves are available for heating, if necessary. We will provide a drink for lunch. Our program will not serve sugar sweetened beverages. Sweet food items will be served no more than twice a week. Snacks will consist of 1% milk, fruit, vegetables and whole grain snacks at least twice a week each.

HEALTH AND SAFETY

After School staff will be certified in first aid and CPR. In case of a minor accident, the staff member in charge will supervise care of the child or children involved. In the event of a serious medical emergency, the After School Site Director will telephone EMS for assistance and shall notify parents immediately thereafter. Parents are asked to keep all the information on their children's medical forms complete and correct; and to notify the After School Site Director

of any changes or special conditions that may affect their children's participation in the Clinton YMCA after School Program.

ACCIDENT, INJURY, INCIDENT, AND ILLNESS REPORT

Any time there is an accident involving your child, whether it is a behavioral incident or physical incident, all occurrences will be documented. These documents are confidential, and are not to be discussed with other families. Our job is to protect all parties involved. When the center observes changes in a child's health, a child experiences accidents, injuries or incidents, or is too ill to remain in the group, parents will be notified via written report or phone call based on the circumstance.

If it is a major incident, such as: head injury, broken bone, or severe lacerations—parents will be notified immediately. If it is a minor incident, such as: scratches, bruises, or bumps—parents will receive a report upon pickup at the end of the day.

MEDICAL MATTERS

Children should stay home if they:

1. Are feverish or have had a fever in the last 24 hours
2. Have a cough or sore throat
3. Have vomited or had diarrhea in the last 24 hours
4. Have pink eye or symptoms which might be pink eye
5. Have been on antibiotics for strep or other contagious infections less than 24 hours
6. Are not feeling well enough to participate in program activities

These standards apply for staff and volunteers as well

If your child is exposed to COVID-19 or tests positive for COVID-19, DHEC/DSS guidelines will be followed pertaining to quarantine.

Medicines

Prescription medication must be in the original container with the original label and current date attached. If you wish for us to administer prescription or over-the-counter medicine, we must have a doctor's order or medication form on file that indicates the dosage, the frequency, the name of the medicine and the symptom. These orders are valid for one full year. Medications must be signed in by the parent and the Director/appointed staff will complete the form upon administering the medication.

FIRE/TORNADO/INTRUDER DRILLS

Fire drills will be conducted periodically to familiarize children with procedures and exits to be used in the event of a real fire. Tornado and intruder drills will also be held to familiarize students with the procedures to be followed.

SOCIAL RESPONSIBILITY DEVELOPMENT & DISCIPLINE

Just as YMCA staff members shall treat children with courtesy, dignity, and respect, so shall children be expected to obey the programs rules and regulations. Participation in the After School program is a privilege, not a right, and any child who is chronically disruptive despite staff members best efforts to work with him/her will be expelled from the program.

There will be no corporal punishment.

1. Verbal warning
2. Time out – 1 minute per age of child
3. Second time out – sit out during an activity
4. Consult Director for possible 1 or 2 day suspension
5. 3 days suspension
6. Permanent expulsion

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on the belief, the YMCA After school program uses a positive approach to discipline and practices the following discipline and behavior management techniques.

WE DO

- . Communicate to children using positive statements
- . Communicate with children on their level.
- . Talk with children in a calm quiet manner.
- . Explain unacceptable behavior to children.
- . Give attention to children for positive behavior.
- . Praise and encourage the children.
- . Reason with and set limits for the children.
- . Apply rules consistently.
- . Model appropriate behavior.
- . Set up the classroom environment to prevent problems.
- . Provide alternatives and redirect children to acceptable activity.
- . Give children opportunities to make choices and solve problems.
- . Help children talk out problems and think of solutions.
- . Listen to children and respect the children's needs, desires and feelings.
- . Provide appropriate words to help solve conflicts.
- . Use storybooks and discussion to work through common conflicts.

WE DO NOT

- . Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.)
- . Use any strategy that hurts, shames, or belittles a child.
- . Use any strategy that threatens, intimidates, or forces a child.

- . Use food as a form of reward or punishment.
- . Use or withhold physical activity as a punishment.
- . Shame or punish a child if a bathroom accident occurs.
- . Embarrass any child in front of others.
- . Compare children.
- . Place children in a locked and/or dark room.
- . Leave any child alone, unattended or without supervision.
- . Allow discipline of a child by other children.
- . Criticize, make fun of, or otherwise belittle a child's parents, family, or ethnic groups.

Conferences will be scheduled with parents if particular disciplinary problems occur.

If a child's behavior consistently endangers the safety of the children around him/her or depending on the severity of the situation the Director has the right, after meeting with the parents and documenting behavior problems and interventions, to terminate child care services for that particular child.

PHYSICAL ACTIVITY

We have a Ready to Play Policy! Please send your child ready to play and have fun each day. Your child will participate in indoor play, outdoor play, and swimming activities. Therefore, play clothes and shoes which can get dirty and allow for free and safe movement are most appropriate. We expect parents to provide children with appropriate clothing for safe and active outdoor play during all seasons. An old pair of shoes may be brought and left in the child's cubby. A swim suit, towel, flip flops, and goggles (optional) are needed on days we swim. In the event of inclement weather we offer indoor physical activity using the time standards required of ABC and HEPA. We have a large area in our childcare building that can accommodate a wide variety of physical play.

ACTIVITIES

The Clinton YMCA After School Child Care program will provide educational enrichment opportunities including but not limited to the following:

Arts and Crafts Activities

Music and Dance Activities

Language arts/oral literature experience

Organized outdoor Activity (30 min per day After School, 90 min per day on Full Days)

Field Trips and special events

We also offer 45 minutes a day Monday-Thursday for homework time. Presbyterian College Work Study students are available for each grade level to help each child with their homework.

YMCA AFTER SCHOOL PROGRAM COMMUNICATION

If you need to get in contact with us for any reason during center hours (2:30 PM – 6:00 PM) call (864) 938-4822. During hours when the center is closed or for non-emergency issues we use PlayerSpace as our primary method of

communication. Step by step instructions on how to set up your PlayerSpace profile will be sent to your email and you must respond to the email within 48 hours.

Please Sign-up Immediately and even download the App on your phone to ensure you stay up to date on everything you need to know!

YMCA CHILDCARE CENTER COMMUNICATION

PlayerSpace: Message Childcare Director Kelsey Martin

Childcare Center (864) 938-4822

Main Office (864) 833-1555

Email:

Kelsey Martin (Childcare Director) kmartin@clintonymca.org