



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

**YMCA OF SOUTHEAST TEXAS**

# **Parents Handbook After School Care**

## **2018-2019**



**YMCA Mission:**

**“To put Christian principles into practice through programs that build a healthy spirit, mind and body for all.”**

6760 Ninth Avenue, Port Arthur, TX 77642, 409-962-6644, fax 409-853-1558

[www.ymcasetx.org](http://www.ymcasetx.org)



Welcome to the YMCA After School Care program. We are looking forward to an exciting, fun and safe school year.

Please make sure that you read the parent handbook thoroughly.

Thank you for choosing our program and allowing us to care for your children.

Sincerely,

Lindsey Rossi  
Director

Brittany Mercer  
Director

Shelby Valentine  
Coordinator

Nicole Thorn  
Coordinator

# YMCA After School Care

## Payments/Refunds

Registration fee and the first week's payment are due at the time of registration.

## Fees

Registration Fee (non-refundable)

Single Child - **\$30.00**

Multiple Children - **\$50.00**

## **MEMBER**

Flat Rates

Weekly- **\$35.00** first child  
**\$30.00** each additional

## **NON-MEMBER**

**\$45.00** first child  
**\$40.00** each additional

## Payments

There are two options for payment as follows:

- ❖ **Monthly payments** – Payments will be due on the 1<sup>st</sup> of the month for the entire month. Payments will be considered late after the 5th of the month and will assess a \$10 late fee each day it is past due. After the 10th of the month, if payment arrangements have not been made, the child(ren) will no longer be able to attend Afterschool Care.

### Monthly Payment Schedule

August-PAISD(3weeks), NISD & PNG (2weeks) LCE & VIDOR(1week)

September 4 weeks- All ISDs

October 5 weeks – All ISDs

November 4 weeks –All ISDs

December 3 weeks – All ISDs

January 4 weeks- All ISDs

February 4 weeks-All ISDs

March 3 weeks –All ISDs

April 5 Weeks- All ISDs

May 4 weeks- All ISDs

- ❖ **Bank Draft** – Weekly payments must be paid by bank draft from a credit card, debit card, checking or savings account. If you are interested in this payment option, you must fill out a bank draft authorization form in person at the YMCA and show the valid credit or debit card or provide a voided check. Accounts will be drafted the Thursday prior to the start of the week.

- ❖ **Schedule Payments** – Weekly payments that you schedule online through your YMCA account. You will be able to pick the weeks that your child attends and it will draft your account for that week.
  
- ❖ **THERE IS A \$30.00 FEE FOR ALL RETURNED CHECKS/DRAFTS.**
- ❖ For the safety of our Afterschool Care staff, they will only accept checks or money orders at the afterschool care site between the 1st and the 5th.
- ❖ If you wish to make cash or credit card payment or if you have a late payment, payments must be made in person at the YMCA facility with the front desk staff (only credit card payments can be made by phone).
- ❖ If your child attends one day or all five days of the week, you are responsible for paying the full weekly fee. We do not offer daily drop in fees.
- ❖ We monitor attendance, if your child does not attend on a regular basis you may be contacted by the Child Care Director.
- ❖ Full Payment must be made by Thursday prior to the week your child will attend.
- ❖ If your account is ten days past due, you will receive the 1st notice (**past due list**). If payment is not received by the due date, a 2nd notice (**written letter**) will be sent and your child/children will not be allowed to participate in the After School Program until all fees are paid in full. If after the 2nd notice your account is not paid in full by the date mentioned or your account becomes ten days past due, you will receive a FINAL notice (**a phone call from the Site Director**). If your account is not paid in full by the date mentioned on the FINAL notice, your account will be turned over to a collection agency, and your child will not be able to participate in any YMCA programs until the balance is paid in full.
- ❖ You will be charged a late fee if your child is not picked up on time. Please be on time when picking up your child. The late fee is assessed at the rate of \$1.00 per minute.

If you experience any problems paying program fees, contact the After School Care Director so payment arrangements can be made. Financial assistance is available to those who qualify.

### Cancelations/Refunds

If you choose the weekly bank draft option and decide you will no longer need the services of the YMCA, you must submit a written request to stop the weekly draft to the Membership Director. This request must be submitted at least 2 weeks prior to the child's last day. You may either submit this request in person at the YMCA or through e-mail request to [kpolllock@ymcasetx.org](mailto:kpolllock@ymcasetx.org). If your child misses a week, credit will be applied at the end of the school year.

### **Holidays**

The aftercare program will be closed on any holiday designated by the school districts. In addition to any other YMCA respected holidays. The following holidays are normally observed:

- ❖ Memorial Day
- ❖ Labor Day
- ❖ Thanksgiving Day
- ❖ Thanksgiving Break (According to all ISD's)
- ❖ Martin Luther King Jr. Day
- ❖ Good Friday
- ❖ Easter
- ❖ Independence Day
- ❖ Christmas Eve/ Day
- ❖ Christmas Break (According to the ISD's)
- ❖ Spring Break (According to the ISD's)
- ❖ New Years Eve/Day

### **Notebooks**

Each After School site has a notebook that contains all information on the children registered in the program including authorized pick up lists for each child, attendance sheets, snack/planning sheets, rules, emergency information and guidelines along with all licenses and inspections required by the Texas Department of Family and Protective Services. Each site is also furnished with a first aid kit, flashlight, and smoke detector.

The YMCA After School Care Program is operated under the guidelines of our mission statement. Our mission is to put Christian Principles into practice through programs that build healthy body, mind and spirit for all. As concerned leaders in our community, it is our responsibility to enhance character development in all children. It is our desire that all children are given a loving and safe environment where they are free to develop physically, emotionally and spiritually. The YMCA After School Care Program is licensed through the Texas Department of Family and Protective Services. It is our goal to adhere to all guidelines set forth in the Minimum Standards of Day Care Centers of Texas.

## **Policies and Procedures of the YMCA After School Program**

### **Hours of Operation**

The YMCA After School Care Program is offered Monday – Friday. The after school care sites begin and end at different times. Listed below are the school sites where our programs are offered and where they meet everyday when school is dismissed.

#### **2:30pm-5:30pm**

Little Cypress – Cafeteria

#### **2:45pm -5:30pm**

Highland – Cafeteria

Hillcrest – Cafeteria

Ridgewood – Cafeteria

Taft – Bused to Van Buren

Helena – Cafeteria

Langham – Cafeteria

Van Buren – Cafeteria

Woodcrest – Bused to Ridgewood

#### **3:30pm-6:00pm**

Tyrrell Elementary -Gymnasium

Lucian Adams Elementary -Cafeteria

Sam Houston –Transported to Tyrrell or Lucian Adams

#### **2:30pm – 6:00pm**

Oak Forest Elementary

Pine Forest Elementary

Vidor Elementary

### **ENROLLMENT**

Parents are responsible for providing the following items listed below before a child will be accepted in our after school program.

1. Registration form filled out in its entirety (back and front).
2. Registration fee and the first week's payments.
3. Current immunization record including TB Skin Test on file at the school.

4. Documentation of any serious illnesses, allergies, and medication(s) being given. We also need to be made aware of any special needs such as disabilities, emotional, or behavioral conditions or concerns.
5. If any information that you have provided on the registration form changes any time during the course of the school year, please contact the YMCA with the current information as soon as possible. **We must have current information on the parent and child's address, telephone number and parents work phone numbers.**
6. Parents will be given a parent handbook at the time of registration. This book contains all policies and procedures for the after school care program. If at any time changes or additions have been made to the parent handbook parents will be notified in writing and by the counselor at each site. Parents will be given the opportunity to receive an updated parent handbook.

### **SIGNING IN/OUT**

Counselors will sign in each child upon his/her arrival to the after school. It is imperative that each day the person responsible for picking up your child/children signs him or her out for that day.

### **ARRIVAL/DEPARTURE TIME**

1. Due to the safety of all children leaving the YMCA, anyone listed as an authorized person to pick up the child must be 18 years of age or older and be ready to present a valid ID.
2. Due to the safety of all children arriving to the after school care program, the counselors cannot commit to escorting any children from their classroom to the cafeteria.
3. If someone other than the persons listed on the enrollment form has your permission to pick up your child/children, you must notify the Port Arthur YMCA before 12:00 p.m. so we can pass the message on to the counselors. Please refer to the registration and weekly fee section of this handbook for further details.
4. You will be charged a late fee if your child is picked up after hours of operation. Please refer to the registration and weekly fee section of this handbook for further details.

### **OUTDOOR PLAY/INDOOR PLAY**

If the weather permits, your child will have outdoor activities each day during after school care hours. In addition to activities planned in accordance with HEPA (Healthy Eating Physical Activity). If you have additional questions about HEPA please feel free to contact the child care office or ask one of the counselors on site.

### **SWIMMING, FIELD TRIPS, TRANSPORTATION**

Swimming and field trips are important parts of YMCA programs. Certified lifeguards are always present while children swim. Field trips are planned and staffed with the safety of the children in mind. The staff is required to be in the pool with the students during swim time.

Two will be located in the water one at 3ft and one at 5ft line of water. Another staff person will be on the deck monitor the traffic to and from the bathroom.

Field trips are done only on early dismissal days from the school sites if we decide to have one. Staff is required to check the bus before the participants get on the bus and when participants get off the bus. A head count is done before leaving the site, when we arrive and leave the field trip location, and when we return to the site. The site director is responsible for carrying enrollment forms with emergency medical consent and emergency contact information on their person on a field trip.

The only time the participants are transported (with the exception of Sam Houston Elementary) is on field trip days and the parents must sign a field trip release form if they would like for their child to attend. If the form is not filled out by the parent and turned in to the staff person on duty. The child will not be allowed to attend the field trip for that day (after school care). During camp, parents sign a release for field trips at the time of registration. If the parent does not want the child to participate in the field trip, the parent has to make other arrangements for the children on that day.

The YMCA offers parents the option of transportation from Sam Houston Elementary to either Tyrrell Elementary after school care program or Lucian Adams Elementary after school care program. Students are picked up from Sam Houston and transported by YMCA bus to the program of their choice. A copy of each student's enrollment form with emergency medical consent and emergency contact information is kept with the bus driver at the time of transportation. A first aid kit and fire extinguisher are located on the bus at all times.

#### **ANIMALS AT THE OPERATION:**

Animals are not regularly kept on premises at YMCA after school care sites nor the summer day camp program. Parents will be informed in writing when animals are or will be present in the operation which allows parents to decide whether to enroll their child and whether to prohibit or allow their child to have contact with the animals.

If animals will be present the YMCA will:

- ❖ Ensure the animals do not create unsafe or unsanitary conditions.
- ❖ Ensure that children do not handle any animal that shows signs of illness, such as lethargy or diarrhea.
- ❖ Ensure that caregivers and children practice good hygiene and hand washing after handling or coming into contact with an animal and items used by an animal, such as water bowls, food bowls, and cages.
- ❖ Have documentation at the operation showing dogs and cats have been vaccinated as required by Texas Health and Safety Code.
- ❖ Have a statement of health from a local veterinarian at your operation for dogs, cats, ferrets, and other animals other than small rodents, such as guinea pigs, mice, and hamsters.



- ❖ Ensure children must not have contact with chickens, ducks, and reptiles, such as snakes, turtles, lizards, iguanas, and amphibians, such as frogs and toads.
- ❖ Keep the operation and playground free of animals unfamiliar to you
- ❖ Not allow children to play with animals unfamiliar to you or other animals that could be dangerous, including exotic animals such as monkeys.

### **AFTER SCHOOL CARE NOT OFFERED/BAD WEATHER**

If the school is closed for any holiday or teacher work day we will not offer after school care. If there is no school due to bad weather, we will not offer after school care. If school is in session and extremely bad weather should develop before after school care, you may be contacted to pick up your child immediately after school is dismissed. If schools are in session due to bad weather make up days on already scheduled national holidays the Y afterschool will not be in session

### **SNACKS**

Each day your child/children will be provided with a Healthy snack and water/100% juice. Some children are not satisfied with only one snack, so you are welcome to send your child with an additional snack, if needed. (Please do not send foods with peanuts). Please do not send foods that require heating we do not have access to a microwave. We also provide snacks in accordance to our HEPA and Caring Hearts guidelines. We request if you send additional snacks please select from the Food Pyramid of Healthy eating. If your child has or develops any food allergies, please make sure that we are notified of these allergies.

### **MEDICAL/HEALTH STATEMENTS**

To ensure the safety of all children and counselors, no child will be admitted into our After School Care Program without the proper forms listed in the enrollment section of this handbook.

### **GENERAL RULES**

Please go over the rules with your child and make sure they understand them.

1. Keep hands and feet and other objects to your self.
2. Never leave your group without getting permission from your counselor.
3. Respect both counselors and peers and obey rules set by counselors.
4. Be caring and considerate to others
5. Be responsible for all YMCA/SCHOOL supplies and property.
6. Do not take items that do not belong to you. If something was accidentally taken, please return it the next day.
7. Outside toys, cards and electronic devices are not allowed.
8. Cell phones must be kept out of sight and turned off at all times. Emergency situations will be dealt with individually.

### **REWARDS FOR GOOD BEHAVIOR**

Being made the good example of the group, positive remarks told to parents, or notes sent home with parents. Special treats from the counselor or Director.

### **DISCIPLINARY PROCEDURES**

If your child's behavior should become inappropriate, the following steps will be taken:

1. A clear warning
2. Time out (minutes according to age).
3. Repeat time out.
4. Phone call to parent/guardian, behavioral contract.
5. The final step is suspension from the program for two or more days.
6. If behavior does not improve, the director will then have a conference with the parent.
7. Termination from the program.

The following behaviors will result in immediate suspension and possible termination from our afterschool care program for the duration of the school year:

1. Hitting a counselor.
2. During the course of a counselor correcting a child, he/she gets angry and takes off running and leaves the designated after school care area.
3. Causing intent bodily injury to another child such as a strike to the head with an object or fracturing a child's extremities.
4. More than three warnings about fighting with other children.
5. Continuous unacceptable behavioral problems and chronic disregard for our policies.

### **COMMUNICATIONS/MEMOS**

During the course of the school year, you will receive memos from your counselor and/or the Director such as notice of upcoming events, field trips, late payments etc. It is important that you read each of these and respond according to the subject at hand. If you have any questions, please call the Port Arthur YMCA at 962-6644.

### **EMERGENCY/MEDICAL ATTENTION**

All of our counselors are trained in both CPR and First Aid. 911 will be notified if your child should become seriously ill or injured. Due to emergency situations, it is important that all of the information on your child's enrollment form is current.

### **ILLNESS/INJURY**

1. The counselors will contact the child's parent immediately, and the child will be isolated from the other children.
2. The parent must make arrangements to pick up the child from the program.
3. The child will be given First Aid, if needed.
4. In case of serious illness or injury, 911 will be notified.
5. The child will not be able to return to the program until recovery is complete.

### **WHEN A CHILD MUST STAY HOME**

The committee on Control of Infectious Diseases of the American Academy of Pediatrics lists the following symptoms as being signs of an ill child.

1. Fever
2. Vomiting and/or Diarrhea
3. Any symptoms of the usual childhood diseases
4. Common Cold
5. Sore Throat
6. Croup
7. Any unexplained rashes
8. Any skin infections
9. Pink eye or any eye infections

### **CHILD ABUSE**

Suspected cases of child abuse or neglect must be reported to the Texas Department of Human Services. This would include malnutrition, inappropriate dress for weathered conditions and lack of medical care. Childcare providers and parents are required by law to report these incidents. The Child Abuse Hotline is 1-800-252-5400.

### **FIRE/ WEATHER DRILLS**

Fire Drills are conducted each month and Weather Drills are conducted quarterly. Fire Drills are conducted so that the children will be aware of what steps to follow if an evacuation is needed due to a fire. Weather Drills are conducted so that if we are experiencing severe weather in our area, the children will be aware of the safest area in the school and they will know the correct procedures needed to protect themselves.

### **SNAPSHOTS**

For special occasions or for commercial purposes, the counselors or someone from the media may take a snapshot of your child while he/she is involved in YMCA after school care activities.

### **NURTURING**

Some times the children may want a hug from his/her counselor or the Director. WE GIVE HUGS AT THE YMCA!

### **PRAYERS**

Because the YMCA is a Christian organization, a grace before meals may be recited.

### **MEDICATIONS**

If during the course of our after school care hours your child is required to take any medications, the following procedures must be taken:

1. A note to the counselor giving your permission to the counselor to administer the medication. You will be asked to fill out a dispensing medication form with information including the name of the medication, the amount to be administered and how often to give. A parent or legal guardian must sign this form.
2. The medication must be in its original bottle with the physicians name and phone number on the bottle.
3. Each time the child's counselor administers the medication, it will be noted on our medication log. A parent or legal guardian must sign this form.

### **RECORD KEEPING**

The information that you have provided will be kept confidential. Enrollment forms, illness sheets and immunization records will be kept on file for the current year and will be shredded at the end of the school year.

### **PARENT OBSERVATION**

We at the YMCA have an Open Door policy to all parents; they are invited to come in and observe the centers operation and program activities while their child is in our care. Parents may also at any time volunteer to help out at the school or go on any Field Trips throughout the school year. Parents are also encouraged to come to the YMCA or to the after school care site to review our notebooks that contain copies of the most recent licensing report, as well as a copy of the Minimum Standards.

### **LICENSING**

Parents may also contact the local licensing office at Texas Dept. of Family and Protective Services at (409) 239-2882 (Cynthia Bryant), child abuse hotline at 1-800-252-5400 or the child care licensing website at [www.txchildcaresearch.org](http://www.txchildcaresearch.org).

### **STAFF**

All staff must be 18 years of age or older, CPR and First Aid Certified and have been through an extensive criminal history check. All staff receives pre-service and annual childcare training.

### **PARENT ACKNOWLEDGEMENT**

Please read and sign the General Agreement and Parent Acknowledgment on the back of the registration form.