

Plattsburgh YMCA

Y's Time

School Age Child Care

Parent Handbook & Registration Forms

2010/2011 School Year



YAFTERSCHOOL™

We build strong kids, strong families, strong communities.

MISSION STATEMENT:

To help each individual reach his or her highest potential through programs that build healthy spirit, mind and body.

STATEMENT OF PURPOSE

In all YMCA programs, individuals are encouraged to grow in spirit, mind and body. Our programs are meant to be fun, active, and educational. We encourage character development in our core values like Caring, Honesty, Respect & Responsibility as well as social skills, sharing, cooperation, getting along with others and good use of leisure time.

STAFF

Elizabeth Stork-Ruff is the School Age Child Care Director for the YMCA. This will be Elizabeth's 7th year as the director of the program and 14th year with the YMCA. Elizabeth administers the program, supervises all staff, and works closely with the children and parents.

All staff are chosen because of their patient, kind personality and their desire to work with children.

ACTIVITIES

Activities offered in the Y's Time program include swimming, gym, rock climbing wall, arts-n-crafts, science projects, field trips, snacks, and homework /quiet time.

MEDICATIONS

Any child in need of medication should receive it at home or in school by the school nurse. Our staff is not qualified to dispense medication of any kind.

note: children must be potty trained to be in the program

ILLNESS

If your child is not feeling well when they get to our program, a parent will be called to come pick up the child immediately. If your child was not in attendance at school, he or she will not be allowed to attend the program.

When your child is absent from school or will not be attending the program due to sports or extracurricular activities please make sure you call the YMCA and inform the director of the program.

EMERGENCIES

In the event of an emergency, accident or sudden illness we are prepared to administer first aid and /or call the local paramedics. If a situation requires the services of an ambulance, they will be immediately notified and then the parents will be contacted and the appropriate paper work will be filed.

We will follow the fire drill procedures and emergency evacuation procedure outlined by the school and the YMCA.

GENERAL INFORMATION

Before school

Bailey Avenue
6:45-8:30 AM

Cumberland Head
6:45-9:00 AM

Momot Elementary
6:45-8:25 AM

*Oak Street (@ Sr. Citizens)
Council Building)
6:45-8:10 AM

Beekmantown Elementary
6:45-9:00 AM

After school

Bailey Avenue
(see 21st Century Learning Center brochure)

Cumberland Head
3:00-5:45 PM

Momot Elementary
(see 21st Century Learning Center brochure)

*Oak Street
(see 21st Century Learning Center brochure)

No after care available at this time.

Stafford Middle School
(see 21st Century Learning Center brochure)

* The van leaves at 8:00 AM to bring children to their schools.

* The before school Sr. Citizens Council site serves Oak St., Stafford Middle School, and the Private schools (if there is enough interest).

Note: There is a \$5 late fee for every 15 minutes late when picking up your child after school or for all days. 0-15 minutes = \$5, 16-30 minutes = \$10. This late fee is payable at time of pick up. This is only for emergencies and not intended as an extension to the times offered (often staff need to go directly from this job to a class for school or another job etc.)

All Day Program

Held at the Sr. Citizens Council Building (certain days may be at the YMCA)

6:45 AM - 5:45 PM

* Available to the first 35 children to register

* Payment due at time of registration (no refunds)

Fees: Y's Time Participants \$17

YMCA members \$20

Non-members \$24

* Must bring a lunch , snack, and swim suit & towel

REGISTRATION

Those currently enrolled in the Y's Time program will be allowed to register two weeks before the general public.

*There is a nonrefundable **\$25 registration fee** (due upon receipt of your application) to reserve your space in the Y's Time program.

Our Y's Time program is registered with the New York State Department of Social Services. We are now mandated to have certain information when we receive your application. That information includes:

1. A copy of your child's current and updated **immunization** record.
2. A copy of your **child's medical record** from the school or physician, which states that your child is free of communicable diseases.
3. A **photograph** of anyone permitted to pick up your child.

- **Note: applications will not be accepted without all of the above items.**
- **Any applications sent in without all 3 items and \$25 reg. fee will not be considered registered.**

TUITION

The Y's Time program is based on a monthly tuition. Please find the tuition sheet with this application/handbook.

Tuition is due by the 1st of every month. Tuition not received on or before the 15th of each month will have a \$10 late fee added to the balance.

- **YOU WILL NOT RECEIVE A BILL.**
- Financial assistance is available for those who qualify.

PERSONAL PROPERTY

The YMCA is not responsible for personal property including loss or damage. Please label items with your child's name. Please do not have children bring toys or other valuable items to the program.

DISCIPLINE POLICY

A high quality program can take place only in an orderly, mutually respectful, caring environment. Discipline is a process whereby children take increasing responsibility for their own actions. It is a cooperative process in which all staff members, children and parents share responsibility. Please feel comfortable discussing any concerns you might have with the site staff.

Examples of unacceptable behavior include:

- physical aggression
- use of foul language
- disrespect to site staff or other children
- consistently ignoring rules
- leaving program area without permission

The YMCA staff will implement our progressive discipline policy when behavior expectations are not met. Parents are informed at each level of disciplinary action. Listed are the steps utilized:

1. Verbal warning is given: explanation to child why behavior is unacceptable.
2. Loss of certain privileges like swim or gym time.
3. Verbal communications between parents and site staff.
4. Face to face meeting with child Site Director and Program Director.
5. Written follow-up notification from Program Director to the parent reiterating the problem outlining the plans for corrective measures.
6. Continued disruptive behavior will result in suspension (3 days) or dismissal from the Y's time Program.

If a child purposely injures or attempts to injure another child or staff member, parents will be contacted to immediately pick up the child. If this behavior reoccurs, further action, including suspension and/or dismissal from the program will occur.

POLICY STATEMENT

I have read and understand the policies stated in the Y's Time Before and After School Parent's Information Packet.

Parent's Signature

Date

2010-2011 Y's TIME BEFORE/AFTER SCHOOL APPLICATION

\$25 registration fee
date paid _____

Today's Date _____

Do you have a YMCA membership? yes no Expiration Date _____
 Child's Name _____ Male or Female _____
 Age _____ Birth Date _____ Grade in the fall _____
 School Attending _____
 Mother's Name _____ Work# _____
 Father's Name _____ Work# _____
 Child lives with _____
 Mailing Address _____
 Home Phone Number _____
 Sibling's Name(s) _____ Sibling's Age(s) _____
 Child's Physician _____ Phone# _____
 Allergies _____
 Medication being taken _____
 Emergency contacts if parents can not be reached:

1. _____ Phone# _____
 2. _____ Phone# _____

The following people have my permission to pick up my child (other than parents listed above):

1. _____ Relationship _____
 2. _____ Relationship _____
 3. _____ Relationship _____

I give the YMCA permission to photograph my child for advertisement of the YMCA.

Parent Signature

I give the YMCA permission to transport my child to and from the YMCA and to special activities/field trips.

Parent Signature

In an emergency, I give the YMCA permission to contact my physician or seek emergency medical care.

Parent Signature

Does your child have any special requirements or require any special services? Please elaborate.

Is there any other information that you feel we should be aware of to help meet the needs of your child? _____

I have read and understand the policies stated in this Y's Time School Age Child Care Parent Handbook.

Very important!

Y's Time REGISTRATION SELECTION - reminder, this registration does not include 21st Century Community Learning Center program, only YMCA Y's Time program:

Please check one box

- Before school only
- After school only (Cumberland Head and overflow sites)
- Both Before & After(Cumberland Head and overflow sites)

2010 - 2011 Y's Time Before and After School Tuition Guide

monthly tuition is due by the 1st of every month - late fee applied after the 15th

	<u>MEMBER</u>	<u>NON-MEMBER</u>
Before school Only		
5 Days per week	\$110	\$125
After school Only		
5 Days per week	\$155	\$200
Before and After school		
5 Days per week	\$195	\$250

Tuition is based on a member/non-member rate. Vacations and holidays are excluded from the tuition. Early dismissals, are included in the tuition. Tuition is based on 185 school days. There is also a one time \$25 registration fee (nonrefundable).

All day programs will be offered at the Sr. Citizens Council when city schools are closed. Space is limited to the first 35 registered. A minimum of 8 children are needed for the YMCA to run an all day program. Sign ups will be available on the 1st of the month for all the scheduled all-day programs that will be offered that month.

Fees for the all day programs are as follows, per day per child:

- Y's Time program participants - \$17
- Members of the YMCA - \$20
- Non-members - \$24

note: **all days are nonrefundable**