



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# EXCEL AFTER THE BELL

YMCA Collaborative  
AfterSchool Program  
2019-2020

Located: Boulder Creek After School  
505 Spring Dr. Redding  
530-224-0952  
License #455406440  
K - 8th Grades  
3-5 days / After school



2019–2020 School Year

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# About Our Program

Dear Parents,

Welcome to the Shasta Family YMCA Prime Time Afterschool Program! We are pleased you have selected our program for your child care needs. Set in a friendly and safe environment, we are sure you will find your child's time spent with us a delightful and enriching experience. Our program provides varied opportunities for fun, excitement, personal development and increased social interaction. Our programs promote the Search Institute's 40 Development Assets by offering productive activities in safe places with caring adults. On behalf of the child care staff at Shasta Family YMCA, we look forward to meeting and getting to know you.

## Program Goals

To provide affordable, quality care for children regardless of socio-economic background.

### **I. To help children develop to their fullest potential while following and teaching the Y's four core values:**

CARING: To put the needs of others above myself.

HONESTY: To have integrity by being truthful and trustworthy in every part of my life.

RESPECT: To value others, treating them as I want to be treated.

RESPONSIBILITY: To be accountable for my attitudes and actions.

### **II. To help children develop to their fullest potential including:**

- How to accept responsibility for one's actions by understanding and accepting the consequences for negative behavior.
- Increasing self-awareness, confidence, and feeling of self-worth.
- Showing how to respect the rights of self and others by learning to protect their own rights without violence, and to realize that others have this same right.
- Developing an acceptance of limits and routines by increasing children's awareness of what is and what is not acceptable behavior.
- Showing and helping develop successful interpersonal relationships.
- Helping children reach their academic goals while instilling a sense of responsibility.
- Giving opportunity for and encouraging participation in physical activities to improve physical skills and abilities.
- Offering opportunities to learn and practice positive health and nutrition guidelines.

### **III. To deliver the program in a positive, safe, supportive and caring environment focusing on:**

- Providing a safe and happy place for everyone.
- Providing our families with a better understanding of our community, country, and the world around us.
- Offering experiences that foster exposure to ethnic and cultural diversity.
- Conducting the program in accordance with Y's operating principles and philosophy.

## Program Highlights

We believe the values and skills learned early on are vital building blocks for life. Because of the Y, more young people are taking a greater interest in learning and making smarter life choices. At Prime Time Y, children learn values and positive behaviors, and can explore their unique talents and interests, helping them realize their potential. That makes for confident kids today and contributing and engaged adults tomorrow.

### Learn, Grow, Thrive with the Y

You'll know they are growing and exploring their potential; they'll think they are just having fun.

- **More Physical Activity:** PrimeTime Y includes at least 30 minutes of physical activity per day. We use the most researched and field-tested PE program in the world, SPARK PE (Sports, Play & Active Recreation for Kids) curriculum.
- **Eating Right:** Y Afterschool care teaches kids proper nutrition through the Y Food & Fun Afterschool Curriculum.
- **Homework Assistance:** Children get assistance during our homework time or can choose free reading and writing time.
- **The Y Afterschool Staff:** Our staff is carefully selected and gets hours of training on childhood development, classroom management, innovative curriculum activities, the 40 Developmental Assets and how to live the Y values of caring, honesty, respect and responsibility.
- **We Partner with Schools:** We work with the schools to provide care on school grounds with support and help from the school district. Our curriculum is coordinated with the school to compliment the children's school day curriculum.
- **Safe Places, Caring Adults, and Productive Activities:** We're committed to provide a safe, family environment defined by the Search Institute's Asset Development Framework, the nation's leader in child development research.
- **We Listen to our Parents:** We conduct yearly surveys to assess parent satisfaction.
- **More than Afterschool Care:** In addition to after school care, we offer camps, swim lessons, sports and much more.



## Program Curriculum

At Prime Time Y, we use proven, research-based curriculum aimed not only at expanding the children's minds, but also at building the whole child, from the inside out.

Children learn values and positive behaviors, and can explore their unique talents and interests, helping them realize their potential. That makes for confident kids today and contributing and engaged adults tomorrow.

### Literacy:

Afterschool helps motivate kids (grades K-8) to learn by showing them that reading isn't just something they do in school, but something that has real value in every part of their lives.

### Math:

Afterschool provides opportunities for children in grades K-6 to use mathematics in settings outside of the classroom. The games and STEM activities help children learn key math skills while having fun. To meet the unique needs of afterschool programs, the activities are designed for both large and small groups, require few materials, and can be used in structured or unstructured settings.

### Science:

Afterschool offers hands-on cooperative science activities that not only engage children and teach them how to investigate the way scientists do but also align with the National Science Education Standards. The activities are engaging and excite children about science, build science knowledge and inquiry abilities, and help children learn important cooperation and teamwork skills.



**AR: The Accelerated Reader**

Accelerated Reader (AR) is the most popular and successful reading product of all time. The Y has chosen this reading system based on the 165 research studies and reviews that support effectiveness of the program. AR's advanced technology helps make essential reading practice more effective for every student. And, it builds a lifelong love of reading and learning.

**SRA: Reading Comprehension**

The comprehension programs develop vocabulary, information, and comprehension strategies needed for academic success. This program gives readers the opportunity to develop higher order thinking and reasoning tactics. Students read for information and learn to retain new facts and vocabulary. When students read with understanding, they tap into an unlimited amount of discovery and learning potential.

**SPARK PE Program**

The most researched and field-tested PE program in the world. The Y uses over 450 pages of reference and resource chapters, cooperative, cultural and aerobic games, and dances from around the world, and fun, skill developing sport activities. The SPARK program also uses fun activities such as jump rope, parachute play, jogging games, fitness circuits, and bean bag activities.

**Food and Fun**

A nutrition and physical activity curriculum designed to help children develop healthy habits during out-of-school time. The curriculum is designed to incorporate lessons and activities about healthy eating and physical activity into regular afterschool program schedules. Food & Fun includes 11 teaching units that encourage healthy behaviors through active play, literacy and math skills development, creative learning, and hands-on snack time activities.

Food & Fun programs are encouraged to work towards achieving the Environmental Standards for Nutrition and Physical Activity.

**Curriculum choices vary by location. Please visit us online at [www.sfymca.org](http://www.sfymca.org) to see what is offered at each child care site.**

## Planned Daily Components

- Well-designed and planned themes and curriculum which will be posted in the classroom.
- Enrichment clubs such as cooking, yoga, basketball, chess and more allow kids to explore and pursue their specific areas of interest.
- Open-ended art & craft projects to encourage creativity.
- Kids and parents benefit from a daily homework time which may also include free reading or writing choices.
- Snack times include lessons on good nutrition and teaching children how to prepare and clean-up after a meal or snack.
- Indoor games and manipulatives such as puzzles and building materials specifically chosen to increase cognitive learning, small motor and social skills.
- Outdoor play and sports to enhance large motor skills, physical fitness and coordination.
- A safe, family environment defined by the Search Institute's Asset Development Framework, the nation's leader in child development research. These 40 Developmental Assets are incorporated into our daily activities.
- Community service projects and collaborations with outside agencies are a part of regular programming.
- Fun and educational field trips are occasionally scheduled at some school sites. Parents will be notified in advance and will be required to sign a permission slip.

## Why the Y?

We believe the values and skills learned early on are vital building blocks for life. Because of the Y, more young people are taking a greater interest in learning and making smarter life choices.

At the Y, children learn values and positive behaviors, and can explore their unique talents and interests, helping them realize their potential.

That makes for confident kids today and contributing and engaged adults tomorrow.

## Our Staff

The trained child care staff strives to meet your child's developmental needs, as well as being organized, creative, energetic and able to manage children in group situations. All staff is cleared through the Criminal History and Child Abuse Index. Afterschool staff provide an atmosphere of trust and security by helping the children to build self-esteem and to solve problems. We will act as facilitators by actively listening, offering praise and by being consistent in a nurturing and positive manner. The staff recognizes children as individuals who are respected and taken seriously. Children are encouraged to verbalize their feelings. The Y child care staff consistently strives for and maintains these standards to provide excellent care by focusing on the Y's four core values: **CARING**, **HONESTY**, **RESPECT**, and **RESPONSIBILITY**.

## Reinforcing Positive Values

The Y believes that character development is an essential element of all of its programs. By reinforcing good character values, the YMCA is shaping, instilling and reinforcing constructive principles that schools, churches, and communities can build on. These include:

**CARING:** to demonstrate a sincere concern for others, for their needs and well-being.

**HONESTY:** to tell the truth, to demonstrate reliability and trustworthiness through actions that are in keeping with my stated positions and beliefs.

**RESPECT:** to treat others as I would want them to treat me, to value the worth of every person, including myself.

**RESPONSIBILITY:** to do what is right, to be accountable for my choices of behavior and actions and my promises.



## Holidays

We know that most parents need to work year around, not just during the school year. That is why we have filled in the gaps with fun and educational camps and child care programming.

### Our School Year with Breaks Option includes

- Afterschool is in session all School days from School dismissal until 6:00pm
- Fall/Thanksgiving Break Camp: November
- Winter Holiday Camp: December and January
- Presidents Day Camp: Based on the school calendar
- Spring Break Camp: Based on the school calendar

We do not offer any care on Non-School Days, Teacher In-service days, Labor Day, Veteran's Day, Martin Luther King Jr. Day, Lincoln's Day, President's Day or Memorial Day.

Our school break camps are for children in kindergarten through 8th grade.

Children must bring a lunch for home: Morning and afternoon snacks are provided.

Not only is the Y's School Break Camp out-right fun, it provides a variety of opportunities for learning through play, personal development and social interaction. Activities include:

PHYSICAL GAMES  
MUSIC & SONGS  
FREE PLAY  
ARTS & CRAFTS  
STORIES & READING  
BOARD GAMES



Details may vary by school, please check with particular site for specifics. All camps will be advertised prior to their start dates at each site, online, and at the Y.

# Enrollment and General Policies

## Enrollment Policies

1. Meet with Y child care staff for enrollment and pre-admission information. Same day registration will not be accepted. Registration is required 7 days in advance.
2. All children must meet the residency requirements for their school district.
3. Parents of children with special needs must call the Y to see if the program is an appropriate placement for their child.
4. Shasta Family YMCA Financial Assistance is available for families who qualify. We also accept most alternative payment programs.
5. To confirm registration, please return your completed enrollment forms to the child care site or the Shasta Family YMCA office at 1155 N. Court St. in Redding. Incomplete enrollment forms will be returned and may delay your child's participation in the program. Tuition and registration fee will be drafted from the primary form of payment indicated in your application. Upon receipt of the above items in the Y office, your child's enrollment is confirmed. (The Y will not contact you unless there are questions regarding your enrollment.)
6. Scholarship and third party payment arrangements must be made and confirmed prior to attending the Y child care program. If the third party agency does not agree to full payment for child care services as set by the Y, the parent/guardian is responsible for the remaining fee.
7. A 30 day notification of withdrawal along with payment for those days, is required.
8. When you withdraw your child, another child will fill your vacancy. A vacancy cannot be promised upon your return.
9. Children on the waiting list for vacancies will follow chronological order.
10. Families with more than one enrolled child will receive a 10% sibling discount on 2nd and 3rd child. Multiple discounts are not allowed.

## Our Impact is Felt Every Day

With a mission to put Christian principles into practice through programs that build a **HEALTHY SPIRIT, MIND and BODY** for all, our impact is felt when an individual makes a healthy choice, when a mentor inspires a child and when a community comes together for the common good.

## Positive Experiences

As documented by the Search Institute's research and their 40-Asset Development Framework for healthy child development, to succeed and to become CARING, RESPONSIBLE and SUCCESSFUL adults, kids need:

- productive activities
- positive relationships
- safe places

Each planned activity at the Y incorporates the intentional building of these 40 common sense, positive experiences and qualities that help influence choices young people make.

### Child Care Policies

(Complete policies are included in the child care enrollment packet.)

1. The enrolling parent is responsible for informing the Site Director and Y office of any change in the child's attendance schedule, address, phone, work, or emergency telephone numbers, etc.
2. On school days, children coming directly from school dismissal will be signed in by child care staff and signed out by the parent. (During holiday camps, parents are to walk their children into the classroom and sign them in upon arrival and out upon leaving.)
3. For the safety of your child, we require prior notification if your child is to be absent for any reason. 30 Day notification of withdrawal, along with payment for those days, is required.
4. If a child does not attend school due to an illness or suspension from school, he/she may not attend the YMCA afterschool program.
5. The center will close promptly at 6:00 pm. In the event we cannot reach you or an authorized person by 7:00pm, the Shasta County Child Protection Services will be called.
6. In the event your afterschool site must be closed due to inclement weather, you will be notified. If your child's school is closed, so is the afterschool program. No Refunds will be given for closures.
7. Snacks are provided daily. Please advise us of any special dietary needs on the forms provided and a note from your doctor is required.
8. **The YMCA is not responsible for items brought from home.**

# Respectful Behavior and Rights

## Personal Rights

Each child shall have personal rights, including:

Dignity in personal relationships with staff.

A safe, healthy comfortable environment.

To be free from corporal punishment.

To be informed (or have parents informed) of the mechanism for complaints.

## Behavior Management Procedures

It is our goal to provide a healthy, safe, and secure environment for all Prime Time Y participants. The YMCA teaches the core values of caring, honesty, respect, and responsibility. Children attending the program are expected to follow the behavior guidelines and interact appropriately in a group setting.

## Program Behavior Guidelines

We will **CARE** for ourselves and those around us.

**HONESTY** is the basis for all relationships and interactions.

**RESPECT** each other and the environment.

People are **RESPONSIBLE** for their actions.

We take great pride in joining you in guiding your children to become successful and happy individuals who are learning to independently get along with others. We work towards this goal through the following:

- **Role Modeling:** Effectively exemplifying good qualities needed for acceptance in a group.
- **Positive Reinforcement:** To encourage repetition of good behavior.
- **Redirection:** Removing the child from a negative situation and involving the child in a more acceptable positive activity. If deemed necessary for the safety of your child and others, the YMCA staff has permission to restrain and/or physically remove a child from an unsafe situation. Parents will be notified if this circumstance occurs.
- **Reinforcing Problem Solving Skills:** Such as predicting consequences, settling disagreements without aggressiveness, and thinking about the feelings of others.
- **Logical Consequences:** The removal of privileges when appropriate. No corporal punishment is allowed.

When and if these procedures do not result in a positive change of behavior, suspension of the child may occur. With these positive working strategies, the child is hopefully able to realize that negative behavior is ultimately non-productive.

The safety of all enrolled children is our primary goal. Extreme behavior problems may require individualized behavior contracts, meetings with parents, suspension and/or alternative placement. Disciplinary incidents are documented and may be shared with appropriate School District personnel depending on the severity of the incident.

# Visitation and Pick-up Safety

## Visitation Policies

All YMCA afterschool programs have an OPEN DOOR parent visitation policy; parents may visit at any time. However, care must be taken so that the parent doesn't interfere with implementation of the program. Parents must remember that when at the YMCA afterschool site, our program is governed by the State Department of Education and the following behaviors will not be tolerated:

- Inappropriate behavior or language.
- Use or evidence of use of Drugs, Alcohol, or Tobacco products.
- Display of rude or disrespectful conduct directed to staff or children.
- Use or threat of corporal punishment towards children.

## Pick-up Policy

Always have **photo identification** with you. Be prepared to show your ID at any time. For your child's safety, it is required that each person authorized to pick up your child from child care must be 18 years or older and be listed on the enrollment form. We do NOT release your child into the care of anyone, who is not authorized, without contacting you first. We will ask for identification of all newly authorized persons and any authorized person who is unfamiliar to the staff on duty. Parents are to walk their children into the classroom and sign them in upon arrival and out upon leaving. (On school days, children coming directly from school dismissal will be signed in by child care staff.)

## Children must be picked up by 6 p.m.

Pick up times for segments enrolled are strictly enforced. Parents are strongly encouraged to arrange their schedules so that their children will leave during the hours contracted. Failure to adhere to this request will result in a \$1 per minute late pick-up fee.

## Court Orders and Custody Issues

State law mandates that a child must be released to either parent regardless of custody arrangements. The ONLY exception is when a current court order stating a parent may not have custody at all is in our possession. If there are no court papers stating otherwise, either parent may send a representative to pick up the child.

## Concerns for Safety

The Y, above all, is concerned for the safety of every child in the program. If the YMCA staff has reason for concern regarding the safety of a child's release to a parent or other adult, the staff may call the police. Cause for this course of action includes:

1. Parent/Adult suspected to be "under the influence" of drugs or alcohol.
2. Parent/Adult is abusive or threatening to child or staff.

If deemed necessary for the safety of your child and others, the Y staff has permission to restrain and/or physically remove a child from an unsafe situation. Parents will be notified if this circumstance occurs.

# Medical and Health Procedures

## Medical and Emergency Procedure

Minor Injuries:

- Staff will administer necessary first aid and notify parents when they pick up the child from child care.
- If the staff member feels it could be a serious injury or if the injury is to the head, neck or back, the parents will be notified.

Serious Injuries

- One staff member will call for an ambulance and then make contact with parents or other authorized person.
- A second staff member will administer first aid, until the ambulance arrives.

## Health, Medication and Accident Policies

It is our intention to prevent the spread of infections and illness to other children. If the staff becomes aware of a condition involving a child who may be contagious or unhealthy to any of the other participants, it will be brought to the parent's attention and the child must be taken home and may not return to the program until symptom free for at least 24 hours. Children cannot attend if they are ill or if they were absent during the school day; you must make alternate arrangements for child care.

## Medicine Policy

Medicine may be given if needed for ambulatory illnesses only. **Please DO NOT send any medication, which is not absolutely necessary.** Medicine must be accompanied by a signed Request For Medication Form filled out by a licensed physician and signed by the parent containing the following:

- Date, Name of child, Name of medicine, Amount to be given, Time of day to be given and how often, Number of days to be given

All Medication is stored and administered by a staff person, witnessed by another staff person, and documented. Medication must arrive in the original container from the pharmacy and the information should agree with that given by the doctor as stated on the Medication Release form. All medications can only be administered with specific written instructions from the physician and signed written permission from the parent/guardian. This is in compliance with California Education Code #49423.

## Incidental Medical Services

If staff have been trained on specific medical procedures, a Plan of Operation will be written in conjunction with the staff and parent to provide limited medical services appropriate for a classroom setting. (Examples: Inhalers, Nebulizers, Epi Pens, Blood Glucose testing)

## Mandated Reporters

If staff suspects that a child is being abused in any way (physically, sexually, emotionally), we are required by the state of California, Education Code #11166, to file a report with Child Protective Services. We are not required to notify the parent or guardian prior to, or after, the report has been made.

# Fee and Billing Policies

## Fee Policy

1. There is a 3-day minimum charge per week. You may choose a 3 or 5 day contracted schedule.
2. Fees are calculated on the number of school days in the school year based on a 3 or 5 day schedule. Payments are divided evenly September-May. August and June are prorated for the partial months. Monthly fees apply regardless of absences, illness, vacation, etc. No additional charge for Minimum Days.
3. Participants starting the afterschool program in the middle of the month will be charged a prorated fee.
4. Written 30 Day notification of withdrawal is required on a YMCA Child Care Adjustment/Cancellation Form.
5. There will be no refund of fees for non-attendance or cancellations.
6. Fees are paid monthly through an automatic draft from a Credit or Debit Card. A second form of payment from either a bank account or credit card is required. **NO payments are accepted at the school site.**
7. Payments not honored by the bank for any reason (including NSF, closed accounts, invalid expiration date, etc.) will incur a returned payment fee. This is in addition to any fees charged by the bank. In the event a payment is returned, we will automatically redraft, using the second form of payment and will include a returned payment fee.
8. Monthly payments will be drafted on the first of each month by the YMCA. If payment is not received by the fifth day of care, a late fee will be assessed (in addition to any other returned payment fees) and the child(ren) will no longer be allowed to participate in the program until the fees are paid in full.
9. The YMCA has the right to initiate legal action for collection of fees or outstanding balances, and the undersigned will be responsible for all cost of collection, including court expenses and reasonable attorney's fees.
10. Two or more returned drafts in a school year may result in termination from the program or require payment in full for the remainder of the school year.
11. The YMCA reserves the right to adjust fees at any time with a 30 day advance notice to program participants.
12. The center will close promptly at 6:00 p.m. There is a late pick-up fee of \$1 for every 1 minute you are late picking up your child. In the event we cannot reach you or an authorized person by 7:00p.m., the Shasta County Child Protection Agency will be called.
13. Tuition payments are the responsibility of the person listed on the account.
14. PLEASE notify the YMCA Child Care Business Office immediately of any address or phone number changes.
15. For users of Third Party Payers, any balances left unpaid by the Third Party provider will be charged by the YMCA to your credit card and/or secondary form of payment on file for the unpaid balances on the 25th of the month.
16. Year-end tax notices are available upon request. Our tax ID number is 94-1212141.
17. **All accounting concerns must be directed to the YMCA Child Care Business Office and NOT to the child care staff.**

## Our Afterschool Care and Preschool Care is Located:

### YMCA COLLABORATIVE PRESCHOOL:

#### **Manzanita Elementary School**

1240 Manzanita Hills Avenue  
Redding, CA 96001  
License #455406288

A collaborative program between the Shasta Family YMCA and the Redding School District to serve children 3 through 5 years.

### YMCA AFTERSCHOOL PROGRAM:

#### **Boulder Creek Elem. School**

505 Springer Drive  
Redding, CA 96003  
License #455406440

A collaborative program between the Shasta Family YMCA and the Enterprise School District to serve children Kindergarten through grade 8.



**For more information on these programs call the Y at (530) 246-9622 or go to [www.sfymca.org](http://www.sfymca.org)**