

Shasta Family YMCA

Prime Time Y

At Manzanita School

Parent Handbook

A grant-funded collaborative program between the YMCA and the Redding School District “PROMISE” to serve children Kindergarten through Age 12



YAFTERSCHOOL™
We build strong kids, strong families, strong communities.

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Dear Parents,

Welcome to the Shasta Family YMCA Prime Time Afterschool Program! We are pleased you have selected our exciting 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.

On behalf of the child care staff at Shasta Family YMCA, we look forward to meeting you!!!

PROGRAM GOALS

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

To help children develop to their fullest potential, focusing on:

~ The YMCA 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.

~ Accepting responsibility for one's actions by understanding and accepting the consequences for negative behavior.

~ Self-awareness, confidence, and feeling of self-worth.

~ Respecting the rights of self and others by learning to protect their rights without violence, and to realize that others have this same right.

~ Acceptance of limits and routines by being aware of what is and what is not acceptable behavior.

~ Interpersonal relationships.

~ Academic achievement.

~ Physical skills.

~ Health and nutrition.



To deliver the program in a positive environment of safety, support, and care, focusing on:

~ Providing that all children be safe and happy in the program.

~ 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 YMCA operating principles and philosophy.

PROGRAM HIGHLIGHTS

YMCA Prime Time is a great place to be! It gives kids the chance to express their talents in the arts, sports, and other areas of interest, taking full advantage of all the Y has to offer. The following are planned components of the daily program:

- Themes and curriculum plans which are posted in the classroom.
- Enrichment Clubs are offered as a regular choice and will change frequently to provide a wide range of experiences
- Art & Craft projects which are open-ended to encourage creativity.
- Homework time which may include free reading or writing choices.
- Snack time that encourages good nutrition and participation of the children in preparation and clean-up.
- Indoor games, puzzles, and building materials which increase cognitive learning, small motor skills, and social skills.
- Outdoor play and sports games to enhance physical fitness and coordination.
- 40 Developmental Assets are incorporated into the daily activities
- Community service projects and collaborations with outside agencies are a part of regular programming.
- Field trips are occasionally scheduled at some after school programs. Parents will be notified in advance and will be required to sign a permission slip. Children may walk or take a bus to field trip sites.

About Our Staff:

The trained child care staff strive to meet your child's developmental needs, as well as being organized, creative, energetic and able to manage children in group situations. All staff are cleared through the Criminal History and Child Abuse Index. In addition, most staff members have college degrees and are certified teachers.

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 YMCA child care staff consistently strives for and maintains these standards to provide excellent care by focusing on the YMCA four core values: Caring, Honesty, Respect, and Responsibility.



ENROLLMENT POLICIES

1. Meet with YMCA child care staff for enrollment and pre-admission information. The YMCA cannot enroll your child the same day your registration packet and payment are received.
2. All children must meet the residency requirements for their school district.
3. Parents of children with special needs must call the YMCA to see if the program is an appropriate placement for their child.
4. YMCA Financial Assistance is available for families who qualify. We also accept most alternative payment programs.
5. To confirm registration, please return the enrollment forms to the YMCA office. On the cover sheet, indicate your child's starting date and days of planned attendance for the first week. Also, please include the registration fee and the first week's tuition. Upon receipt of the above items in the YMCA office, your child's enrollment is confirmed.
(You will not be contacted by the YMCA unless there are questions regarding your enrollment.)
6. Scholarship and third party payment arrangements must be made and confirmed prior to attending the program. If the third party agency does not agree to full payment for Child Care services as set by the YMCA, the parent/guardian is responsible for the remaining fee.
7. Two weeks notification of withdrawal along with payment for those weeks, is required when the child care site is maintaining a waiting list for enrollment.
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.

Visitation Policy

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.

PERSONAL RIGHTS

Each child shall have personal rights, including:

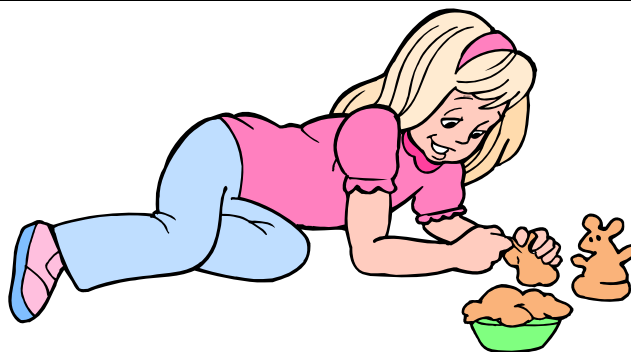
- ~ Dignity in personal relationships with staff.
- ~ A safe, healthful, comfortable environment.
- ~ To be free from corporal punishment.
- ~ To be informed (or have parents be informed) of the mechanism for complaints.



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. The Y office must be notified before the end of each week your child is absent due to custody reasons.
3. 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.)
4. We require prior notification if your child is to be absent for any reason. Two weeks notification of withdrawal, along with payment for those weeks, is required when the child care site is maintaining a waiting list for enrollment.
5. If a child does not attend school due to an illness or suspension from school, he/she may not attend the YMCA afterschool program.
6. The center will close promptly at 6:00 pm. In the event we cannot reach you or an authorized person by 8:00pm, the Shasta County Child Protection Services will be called.
7. 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.
8. Nutritious snacks are provided daily. Please advise us of any special dietary needs on the forms provided. Lunches are not included in the weekly fee.
9. The YMCA is not responsible for items brought from home.



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 BEHAVIR 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 a 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 have permission to restrain and/or physically remove a child from an unsafe situation. Parents will be notified if this circumstance occurs.
- ~ **Re-enforcing 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.

HEALTH, MEDICATION, & 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.

MEDICAL / EMERGENCY PROCEDURE

(Parents will be notified immediately for any and all head injuries.)

1. *Minor Injuries* :

- a. Staff will administer the necessary first aid and notify parents when they pick up the child from child care.
- b. If the staff member is in doubt of the seriousness of the injury, the parents will be notified for further instructions.

2. *Serious Injuries*:

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

3. You will be notified in writing of any injury through an accident report.

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.

FEES & BILLING POLICIES

FEE POLICY:

1. The non-refundable Program Registration Fee is \$20.00 for all new children and for children re-enrolling who have been inactive or have dropped from the program for a period of 2 months or longer.
2. **There is a 3-day minimum charge for each week scheduled and** you may choose a varying schedule, Monday through Friday. Weekly charges will remain the same regardless of absences, illness, vacations, etc. The Y Child Care Business Office must be notified before the end of each week when your child is absent for the entire scheduled week due to custody reasons.
3. A \$5.00 overdue balance fee will be added each week to all accounts that remain unpaid through the next payment night. Fees not paid beyond one week may result in suspension of child care services.
4. You may pay in advance either WEEKLY, BIMONTHLY, or MONTHLY.
5. The Child Care Programs are closed for the following holidays: New Year's Eve, New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving and the following Friday, Christmas Eve, and Christmas Day.
6. Registration and payment may be made at your YMCA Afterschool site or at the YMCA, 1155 N. Court Street, Redding, CA 96001. Please make checks payable to "YMCA."
6. A \$15 "Returned Check" fee will be charged for each check returned from your bank due to non-sufficient funds.
7. 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.
8. YMCA Financial Assistance is available. For those who qualify, a discount in tuition will be granted. It is our intent that individuals contribute toward their program fees. Financial Aid forms are available at the main Y office or at your child care site. The YMCA also accepts most alternative payment programs.
9. When possible, you will be notified 30 days before any fee changes are implemented.

ACCOUNT HISTORY REPORTS:

1. Tuition payments are the responsibility of the person listed on the account.
2. Each family will receive an Account History Report once a month by mail. If you need one more frequently, please call the YMCA Child Care Business Office.
3. All account discrepancies must be adjusted ***within 30 days*** of receipt when there are any questions regarding charges and/or payments, or we will accept your account as being correct. ***All accounting concerns must be directed to the YMCA Child Care Business Office and NOT to the child care staff. (They do not have access to your account and they cannot make adjustments for you.)***
4. PLEASE notify the YMCA Child Care Business Office immediately of any address or phone number changes.
5. We provide a year-end report of all payments made on your account. Our tax ID number is 94-1212141.

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 6:00pm. 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/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 YMCA 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 "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 YMCA staff have permission to restrain and/or physically remove a child from an unsafe situation. Parents will be notified if this circumstance occurs.

**YMCA Afterschool Grant Programs are
provided at the following sites:**

Boulder Creek
Elementary School
505 Springer Drive, Redding

Manzanita
Elementary School
1240 Manzanita Hills, Redding

Turtle Bay
Elementary School
1330 Arboretum Dr., Redding

**YMCA Afterschool Collaboration Programs
are provided at the following site:**

East Cottonwood
Elementary School
3425 Brush Street, Cottonwood

Columbia
Elementary School
10142 Old Oregon Trail, Redding



For more information on these programs call
the YMCA @ 246-9622.