



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Afterschool at the Y

**MEMORIES
BELONGING
FRIENDSHIPS**



Parents' Handbook

**Policies & Procedures
Afterschool
Grades K-6th**

www.ymcasems.org

TIME TO EXPLORE

AFTERSCHOOL AT THE Y



WELCOME TO THE YMCA'S AFTERSCHOOL PROGRAM!

YMCA Afterschool program was designed with your child in mind. Our staff believe that every child should have a chance to grow and shine in a caring and encouraging environment.

This Parent Handbook provides information to help you and your child have a successful experience. Please read everything carefully, and let us know if you have any questions or concerns. We're looking forward to the best afterschool program ever.

We take pride in our programs. If your experience is not a positive one, please contact your YMCA Childcare Director.

Alayne Purser

The Family YMCA

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Dear Parents,

We appreciate the confidence you have placed in the YMCA by entrusting us with your most precious asset... your child. We promise to do all we can to make your choice the right one. It is our intention to provide your child with a loving and caring atmosphere through guidance and training.

The next several weeks will contain some special challenges. All children go through an adjustment period when dealing with new situations. Being accepted as part of a group is a big event for children. Since each new child deals with change differently, we observe each closely to ensure a smooth transition.

Our goal is to provide a positive environment and variety of experiences that will allow your child opportunities to grow. The YMCA challenges children to accept and demonstrate positive values. Respect, Responsibility, Honesty, Caring and Faith are values emphasized in all Y programs.

This booklet contains the policies and procedures that govern our Day Camp Programs. We encourage you to get to know your child's counselors. Speak to our staff about all aspects of your child's experience and let us know of any special needs your child might have. We know you and your child will find your time at the Y a positive experience.

We look forward to working with you and your child.

Sincerely,

Matt Rumph
The Family YMCA
Executive Director

Ann Culpepper
Petal Family YMCA
Branch Executive Director

AFTERSCHOOL PROGRAM

Afterschool at the YMCA allows kids the space to grow stronger and more confident in a safe, nurturing environment with caring supervision. Afterschool Camp is for youth grades K5-6th grade. We offer swimming, games, sports, exercise activities, and a study time for those who want to complete their homework before going home.

Date: August through May

Afterschool Camp hours: School's dismissal until 6:00pm. (NO LATE PICKUPS)

Holiday Camp hours: 7am-6pm

ENROLLMENT

- All families who use our service are encouraged to become a **YMCA Member** to benefit from the membership rate.
- Waiting lists will be used when spots are filled, compiled on a first come, first served basis.
- Your child is guaranteed a spot as long as your account is current.

FEES AND TUITION

- Afterschool fees are the same each month, August through May, of the school year regardless of your child's attendance.
- Monthly fees are due on the 1st of each month and considered late on the 10th. A \$20 late fee will be added to your account once payment is late.
- Any account with an outstanding balance on the 15th will result in the child being withdrawn from our program and the spot offered to the next child on our waiting list.
- Fees can be paid by cash, check or debit/credit card. Checks are to be made payable to The Family YMCA or Petal Family YMCA. A monthly bank draft is also available by logging into your account and setting it up.

RETURN CHECK CHARGE

A \$30.00 charge will be assessed for checks and bank drafts returned by the bank for any reason. This fee will be charged to your account.

HOLIDAYS DURING AFTERSCHOOL

Camp will be opened throughout the year for afterschool care and holiday/teacher workdays except for the following holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and all-day Christmas Day. If additional closings occur, the Director will give sufficient notice.

DROP OFF & PICKUP

Drop off time: 2:30pm

Pick up time: 6:00pm



No child may be dropped off before 2:30 pm. All children must be picked up by 6pm. Specific drop off and pickup procedures will vary from location. Please check with your Child Care Director for details. Parents will receive the detailed information. Parents will be asked to present a photo ID at the time of pickup.

PICKUP PROCEDURES

- At pickup time, children will only be released to parents, legal guardians, and those designated as emergency contacts with pickup on your child's account.
- If you wish to have someone pick up your child other than those persons listed on your enrollment application, we must have a written authorization, hand delivered to the Child Care Director. **THIS PERSON, AS WELL AS, ALL PEOPLE LISTED TO PICK UP THIS CHILD MUST PRESENT A PICTURE ID.** No phone calls accepted.

PICKUP LATE FEE

Our Child Care is licensed for operation from 7:00 a.m. – 6:00 p.m. only.

- **A late pick-up fee of \$5 per child for every five (5) minutes late** will be assessed and added to your bill.
- **After 30 minutes: if you are more than 30 minutes late** without notifying the YMCA Child Care Department, **the YMCA is obligated by Mississippi Law to notify the Police Department.**
- A YMCA staff member will remain with the child until a parent/guardian or authorized person arrives.

WITHDRAWAL POLICY

- Notice of written withdrawal must be received by the 26th of the month prior to last day of attendance for the month. Full month fees will still apply regardless of attendance.
- There are a limited number of spaces available for our Afterschool program. Withdrawal from the program will result in your child's space being offered to the next child on our waiting list. To hold your child's space when absent, full month payment must be made.

FINANCIAL ASSISTANCE

The YMCA believes in serving the needs of everyone in our community regardless of their ability to pay full fees. Financial assistance, based on need, is available. Awards are given on a first come basis. Applications can be picked up at the Member Service Desk.

COMMUNICATION

YMCA staff will provide you with periodic updates about your child's participation at the Y. We strive to communicate effectively about our programs during drop off and pick up. We strongly encourage all families to sign up for **REMIND** to receive important camp reminders and information. If you have questions, please contact your YMCA Child Care Director.

CUSTODY

Please alert the YMCA of child custody arrangements. It is imperative that official, current court documents are maintained in your child's file if custody or visitation is a concern. Without court orders, we cannot withhold a child from his/her parents. Based on the information that you share with your director, he/she will tell you if additional documentation is required.

WRITTEN NOTES

Parents should write a note or send an email in instances of:


- Early pickup that could conflict with off-site activities (lunch, fieldtrip).
- Modified activities, extra help or additional support for your child.

HOMWORK POLICY

Children will have an opportunity to complete homework Monday-Thursday of each school week.

- One (1) hour is allocated as homework time for children to work on or complete their assignments.
- Counselors are available only to answer questions.
- It is your child's responsibility to be honest about homework.
 - Counselors cannot make a child complete an assignment.
 - Counselors cannot search backpacks for incomplete work.
- Homework that is not finished within this time frame will need to be completed at home.

WHAT TO BRING

- Refillable water bottle (must be labeled with child's name).
 - Sun screen (children must be able to self-apply sunscreen).
 - · Extra set of clothes in a gallon size Ziploc bag with child's name.
 - · Swimsuit and towel for swim days must be stored in a backpack/closable bag.
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- Toys, personal listening devices, portable game devices, cell phones, trading cards, or stuffed animals are not allowed.
 - The YMCA is not responsible for lost, stolen, or broken items.

SNACKS AND LUNCHES

The YMCA Child Care Programs will meet the nutritional guidelines set forth by DHS.

- We provide a midafternoon snack daily. We provide a morning snack during Holiday (Full Day Camp).
- Please have your child **eat breakfast before arrival** to Holiday camps.
- Campers are welcomed to bring their own nutritious snack from home. Campers will need to pack lunch during Holiday Camps. **Door Dash or Fast Food Drop off is prohibited.**
- Non-perishable items are recommended since refrigeration is not available. Children do not have access to a microwave so do not pack items that require heating.
- Children are not allowed to purchase items from the vending machines.
- We make accommodations for children with food allergies.

ILLNESS, ACCIDENTS, & INJURY

- Children must be fever free for 24 hours before returning to the YMCA.
- Should your child have a contagious disease, please let the Childcare Director know immediately so that other parents can be notified.
- A child who has been absent from the program because of a contagious disease must, upon his/her return, bring a written statement from their doctor. This statement must indicate that the illness is no longer contagious, what the illness is, and how it is being treated.
- In cases of sudden illness or an accident resulting in injury which occurs at the facility, the child will be kept under observation and control by The Family Y personnel until the parent or another properly designated person takes charge of the child.

The following procedure will be followed in a potentially life-threatening situation:

- Rescue emergency services will be called.
- Parent/Guardian will be notified.
- The child will be covered to prevent shock.
- The child will be transported to a medical facility and accompanied by a Y Staff member.
- In case of an emergency that requires your child to be transported to a medical facility, The Family Y/Petal Family Y will not assume responsibility for medical costs which are incurred. You will be responsible for these costs.
- We expect you to have personal medical insurance to respond to your child's sickness or injury.
- In the event you are unable to afford personal insurance, you will be expected to carry "CHIP", (Children's Health Insurance Program, from the State of Mississippi).
- Insurance carried by The Family Y/Peal Family Y is designed to be secondary to your personal insurance.
- In the event the secondary insurance from The Family Y is utilized, you will also be responsible for the \$100.00 deductible per injury.

MEDICINE PROCEDURES

Please do not pack medication with your child's belongings. Parents (not the child) must leave necessary medication with a staff member during drop off. Medication must be in its original container with written instructions for dispensing. A Medication Form must be provided for staff to dispense all medications including over the counter medications such as topical ointments.

INCLEMENT WEATHER

The Family Y and Petal Family Y will close for bad weather only during potentially dangerous situations, such as tornadoes or hurricanes. We will communicate through the **REMIND** app, emails, and phone calls. Field trips will be rescheduled (when possible) if canceled due to inclement weather. Since it is impossible to contact/call each parent by phone (as we are caring for your child) stay tuned to local television and radio stations for updates.

PHOTOGRAPHY

To promote the YMCA and its activities, we often photograph the children while they are active in our programs. A consent form is a part of your application.

WATER SAFETY

At the YMCA, we are committed to the safety of our members and guests. All participants will be swim tested for safety and ability.

SWIM TEST

- 15-yard swim
- 1 minute of treading
- Exit without using the ladder
- Floatation aids cannot be used



After the swim test, the lifeguard will assign a lifejacket or a green necklace.

If a child declines to take the swim test, they will be given the lowest designation appropriate for their height.

Lifejacket	Restricted to shallow end. All participants must wear a lifejacket unless they successfully pass a swim test.
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Green Necklace	May swim in deep end of the pool.
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CHARACTER DEVELOPMENT

We believe in reinforcing good behavior and teaching our campers the importance of our five core character traits: Respect, Responsibility, Caring, Honesty and Faith. We recognize good character at camp by pointing out children who display these traits throughout the day through incentive programs.

Devotions are a daily time for campers to reflect on goals, experiences, and positive behaviors. If you have questions about this part of our day, please talk with your Child Care Director. It is not the intent or desire of the YMCA or its staff to promote one religion or denomination over another. It is our hope, however, that the example we set and the values of Caring, Honesty, Respect, Responsibility, and Faith we teach are acceptable to those we serve regardless of their religion. We have a devotional in the morning for full day camp and say a blessing before meals, and we do celebrate Christmas and Easter.



BEHAVIOR EXPECTATIONS

Our behavior expectations and discipline procedures are based on our core values of Caring, Honesty, Respect, Responsibility, and Faith. We believe in creating a safe, secure, and fun environment where all youth have the opportunity to learn the importance of demonstrating good character. We believe that in order to do this, all youth need to know and understand the rules and expectations for appropriate behavior. We also believe that when youth do not follow the rules or when they demonstrate inappropriate behavior, we have an opportunity to help them learn from their mistakes. The YMCA promotes behavior guidance and discipline through creating a positive environment, developing structure and clear limits, promoting social and emotional learning, reinforcing our core values, and addressing challenging behaviors. The YMCA youth programs use six simple rules to communicate behavior expectations to the youth in our care. The purpose of these rules is to ensure the safety of our campers and staff and to create a positive environment for all.

THE RULES ARE:

- Listen and follow directions.
- Do what is right.
- Keep your hands and feet to yourself.
- Try everything and do your best.
- Be an Upstander. If you see something, say something.
- Be safe and have fun!

All youth are expected to follow the rules established by the YMCA for the safety of all others in the program. Your cooperation and support ensure that all youth have a safe and fun experience.

The YMCA does not allow the following behaviors including but not limited to:

- Any action that could threaten the physical or emotional safety of the youth, other youth, or staff. Prohibited conduct may include, but is not limited to: abusive jokes, insults, slurs, threats, name-calling, or intimidation.
- Fighting or causing any physical harm to another youth or staff is strictly prohibited.
- Destructive behavior
- Behavior that is a violation of personal boundaries or is of a habitual nature and negatively impacts the program, and/or safety and enjoyment of others.
- Behavior that is of a sexual nature.

The YMCA uses positive discipline which means staff members promote desired behaviors through teaching and reinforcement. Staff will redirect or problem-solve with youth when they are not displaying desired behaviors, rather than restrict behaviors by taking away opportunities or controlling youth with fear of punishment. We believe this approach focuses on the needs of the youth and contributes positively to the youth's overall development.

Staff shall use positive discipline, which includes the following:

- Communicate to youth using positive statements.
- Encourage youth, with adult support, to use their own words and solutions in order to resolve interpersonal conflicts.
- Communicate with youth by getting on their level and talking to them in a calm, quiet manner about the behavior that is expected.

YMCA DISCIPLINE PROCEDURES

If a youth is unable to meet established behavior expectations, YMCA staff will follow these disciplinary procedures below. The YMCA staff desire to partner with families of the youth in our care. If at any time you have concerns about your child's behavior or success in our program, please do not hesitate to reach out to your YMCA Childcare Director to set up a conference.



1. Conversation between staff and youth to discuss behavior and reset expectations.
2. Staff will first use positive reinforcement and redirection to redirect a youth's behavior. If this is ineffective, staff may use a timeout as an opportunity for the youth to take a break from the behavior before rejoining the group.
3. The Director will communicate with parents/guardians if/when youth is not following established YMCA rules. This communication may be at check out, over the phone, or via a parent conference.
4. If positive discipline and redirection are ineffective in changing the youth's behavior, the YMCA Childcare Director may suspend the youth. The length of suspension will be determined based on each individual situation. Factors such as type/severity of behavior, behavior history, age of youth, etc. will be considered when determining the length of the suspension.
5. If the youth continues to have challenges after a suspension, the YMCA Childcare Director may set up a conference with the parent/guardian to develop a behavior plan for the youth.
6. If neither suspensions nor a behavior plan is effective in changing the child's behavior, the child may be dismissed from the program. Dismissal from the program for disciplinary reasons could result in permanent removal from all YMCA programs.
7. Removal is at the discretion of the Director.

SPECIAL CIRCUMSTANCES

The goal of the YMCA is to meaningfully include all youth and provide accommodations in our programs when needed. To help us achieve this goal, we respectfully ask parents or guardians to inform the YMCA, prior to the start of the program, of any special circumstances which may affect your child's ability to participate. By providing information regarding the strengths and needs of your child, the staff can prepare helpful accommodations that will better serve all children in our programs.

Upon being informed of such circumstances, the YMCA Childcare Director or other staff member may request a meeting to gather more information and discuss the accommodations that can be created to successfully include your child.

BULLYING AND CONFLICT RESOLUTION

Bullying is any unwanted behavior that involves a power imbalance. Here at the YMCA, our goal is to stop bullying, and we encourage our participants, parents, and staff to be Upstanders. An Upstander is one who recognizes when something is wrong and acts to make it right. If there is disclosure, discovery, or suspicion of bullying, we will handle each instance case by case and with care. We are building a Caring, Respectful, Honest, and Responsible community for all; the safety of our program participants is our main concern.

Conversely, we define conflict as a disagreement or argument in which both sides express their views and there is an equal power balance. We believe conflict with resolution is a natural and important part of Youth Development. Conflict can be constructive if managed in the right way. We will identify and resolve conflicts in a healthy and proactive fashion. The conflict resolution skills we learn, and practice will make a positive impact on our YMCA programs and in every child's future.

TRANSPORTATION POLICIES AND PROCEDURES

- The YMCA is responsible for the safe transportation of an enrolled child, when such transportation has been authorized by the parent. This assumption of responsibility is subject to the following conditions and limitations.
- We offer transportation service from several surrounding area schools. Call the Hattiesburg or Petal location for more information.
- When transporting enrolled children, only the Director or a staff member assigned by the Director may drive our van or bus. The vehicle will be maintained in safe condition to the best of our knowledge.
- Information about insurance on our vehicles can be obtained from the YMCA Finance Director located in Hattiesburg at 601-583-4000.

- All children and volunteers transported by the YMCA staff must wear a seat belt. When parked on the street or in any traffic way, children will enter and leave the bus from the curbside. No child will be allowed to cross a street or traffic way without adult escort.
- Good order in the vehicle is essential to safety. Play will not be tolerated and we reserve the right to refuse future transportation services to any child when that child's behavior is considered to be unsafe. Examples would include refusal to keep a seat belt on, not remaining in his/her seat or excessive and distracting noise.
- There will be no exception to the above policies other than in a medical emergency.

CARING STAFF

The YMCA prides itself on hiring quality staff that embody our Mission and have a passion for being a positive role model for children. Many of our counselors are college students. Staff members are selected through a comprehensive application and interview process.

Each staff member completes training that emphasizes the importance of safety, child development, and fun. All staff are training in CPR, 1st Aid, AED and must pass a background check and CA/N cleared. The YMCA strives to maintain a 1:15 ratio for youth programs

In order to have fun and thrive, kids need to feel both physically and emotionally safe. When you drop your child off at a YMCA program, you can rest assured that their total well-being will be nurtured and supported by caring YMCA staff who are committed to ensuring that their experience is a great one.

Looking forward to an amazing Afterschool program!



Contact the Mississippi State Department of Health if you have any questions, problems, or complaints by calling (601) 960-7613. Complaints must reflect a clear violation of the regulations.

Mississippi Child Abuse

(1) Any attorney, physician, dentist, intern, resident, nurse, psychologist, teacher, social worker, school principal, child care giver, minister, law enforcement officer, or any other person having reasonable cause to suspect that a child brought to him or coming before him for examination, care or treatment, or of whom he has knowledge through observation is a neglected child or an abused child, shall cause an oral report to be made immediately by telephone or otherwise and followed as soon thereafter as possible by a report in writing to the Department of Public Welfare and immediately a referral shall be made by the Department of Public Welfare to the intake unit and where appropriate to the youth court prosecutor. Upon finding evidence that a child has been abused the Department of Public Welfare shall promptly notify the district attorney's office in writing within seventy-two (72) hours. When the knowledge or suspicion of such neglect or abuse of an attorney, physician, dentist, intern, resident, nurse, psychologist, teacher, social worker, school principal, child care giver, minister or any law enforcement officer is pursuant to the performance of services as a member of the staff of a hospital, school, child care center or similar institution or law enforcement duties, he shall notify the person in charge of the institution or his designated delegate, who shall report or cause a report to be made regarding said child. Such report shall contain the names and addresses of the child and his parents or other persons responsible for his care, if known, the child's age, the nature and extent of the child's injuries, including any evidence of previous injuries and any other information that might be helpful in establishing the cause of the injury and the identity of the perpetrator.

(2) The Department of Public Welfare shall maintain a statewide incoming wide area telephone service or similar service for the purpose of receiving reports of suspected cases of child abuse: provided that any attorney, physician, dentist, intern, resident, nurse, psychologist, teacher, social worker, school principal, child care giver, minister, or law enforcement officer who is required to report under subsection (1).

3. Reports of abuse and neglect, made under this chapter and the identity of the reporter are confidential except when the court in which the investigation report is filed, in its discretion, determines the testimony of the person reporting to be material to a judicial proceeding.

4. Reports made under subsection (1) of the section by the Department of Public Welfare to the district attorney's office shall include the following, if known to the department:

- a. The name and address of the child.
- b. The names and addresses of the parents.
- c. The name and address of the suspected perpetrator.
- d. The names and addresses of all witnesses, including the reporting party if a material witness to the abuse,
- e. A brief statement of the facts indicating that the child has been abused: and
- f. What, if any, action is being taken by the Department of Public Welfare.

43-21-355. IMMUNITY FOR REPORTING INFORMATION.

Any licensed doctor of medicine, licensed doctor of dentistry, intern, resident, registered nurse, psychologist, teacher, social worker, school principal, child care giver, minister, law enforcement officer or any other person participating in the making of a required report pursuant to section 43-21-353 or participating in the judicial; proceeding resulting there from shall be presumed to be acting in good faith. Any person or institution reporting in good faith shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed.

The Family YMCA of Southeast Mississippi, Inc.

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The YMCA mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all.

Financial assistance is available for all YMCA programs through funding from the United Way of Southeast Mississippi.

