

Letter from Child care Leadership

With the Legacy YMCA, you are participating in a youth program you can count on, not just for great supervision and safety, but for the personal growth of your child. We work hard to select leaders who will be positive adult role models for your child and who have demonstrated responsibility, maturity, and reliability. Our attention to safety and the campers' health has resulted in a safety record that any organization would be delighted to match. Beyond safety and good supervision, we believe that special, positive, and growth-filled opportunities await every child who attends the Y Programs. We will provide opportunities for your child to express their individuality, talents, and creativity while learning to respect the uniqueness of others.

We look forward to providing a high quality program experience for your family.

Contact Information

Gabby Tyson - Youth and Family Director: (205) 426.1211 - gtyson@legacymca.org

After School Hours

Afterschoolers are picked up from their schools, and transported to Legacy YMCA. If your child will not ride the YMCA bus, you will need to send an email, or contact the front desk, and inform the Y, that your child will not need care that day.

YMCA Camp/After School at a Glance **Registration / Transfer / Payment Information**

Do you have a registration fee?

Yes. There is a \$25.00 per child registration fee that is due at the time of registration.

How do I make my payment?

All fees must be made via draft from either a checking account or credit card. Fees will be drafted each Friday prior to your child's next week of After School.

There is a 30.00 return fee, and your child's care will be cancelled.

Does the YMCA offer Financial Assistance?

The YMCA welcomes all who wish to participate and believes no one should be denied access to the Y based on an inability to pay. Through our Annual Sustaining Campaign, the Legacy

Y provides assistance to youth, adults, families and seniors based on individual needs and circumstances.

To apply for financial assistance, complete an application through the member service desk.

DHR Payments & Enrollment Policy

DHR WORKERS MUST SCHEDULE AN APPOINTMENT TO REGISTER

All children who are in the custody of DHR must have a completed registration form. You must come and make an appointment for summer camp registration. This 1878 must contain authorization for the registration fee and weekly childcare fees (if applicable) for each child attending the program.

Childcare Central Payments & Enrollment Policy

PARENTS MUST SCHEDULE AN APPOINTMENT TO REGISTER

All children who participate in the Childcare Subsidy Program, Childcare Central (CCC), must have a provider notification form with the Legacy YMCA name on it **prior** to their enrollment in the program. The child cannot begin the program until the date listed on the Provider Notification Form. All parent fees must be set up for draft and paid in accordance to the Legacy YMCA's Payment Policy. All late payments will be reported to Childcare Central. The parent/guardian will be notified by Childcare Central and the YMCA when their Provider Notification Form is about to expire. It is the Parent/Guardian's responsibility to make sure the YMCA has an updated Provider Notification Form. If that form expires prior to us receiving an updated form, the child's weekly fee will **automatically** be increased to a full paying account. The parent/guardian will be responsible for these fees if that occurs. Card must be swiped daily, NO EXCEPTIONS.

What is the YMCA's Refund Policy?

If you wish to cancel a week for your child, you must send an email two weeks in advance, so that your draft can be cancelled. Children absent 3 or more days in a session due to illness or injury may be eligible for a prorated voucher or refund. Parent's requests must be submitted in writing to the Legacy YMCA with a doctor's note attached within two weeks of the absence. Credits and refunds will not be issued for missed days due to vacation.

I only need to have care for a few days a week. Will you prorate?

After School rates are weekly rates. For these reasons, we do not prorate.

Pick Up and Drop Off Information

Where do I pick up my Afterschooler?

Pick-up location is located on the side of the YMCA. Photo ID is required to pick up a child from After School.

What if my Afterschooler is going to be absent?

If your child will be absent from camp, please call the camp office by 1:00 p.m. There will be no credits, or refunds for days missed.

What if I am late picking up my child from afterschool?

Children not picked up at the end of the day will be supervised by YMCA staff. A fee of \$1 per minute will be charged beginning at 6:00pm. For example, After School ends at 6:00 p.m., and a child is picked up at 6:10 p.m., there will be a charge of \$10.00. Every attempt will be made to contact parents. If by 6:30 p.m. the parents are not reachable, and the child has not been picked up, DHR and Bessemer Police Department will be contacted.

What if I need to add or delete someone from my authorized pick-up list?

To add or delete to your pick-up list, all request MUST be emailed to Gabby Tyson. This information DOES NOT GO TO COUNSELORS

Am I required to sign my child out daily?

The YMCA requires that all children are properly checked in by an adult and turned over to a YMCA staff person. This helps ensure the safety of your child. PLEASE NOTE: It is our responsibility to see that your child leaves with the appropriate person each day. We will ask for identification daily. Please do not be offended. This is done with the child's safety in mind. We also require children to be signed out by an authorized adult (a person 18 years of age or older).

What shouldn't my child bring to Afterschool?

The YMCA is not responsible for your child possessions that are lost or stolen. The best way to prevent the loss of property is to leave valuables at home! Please leave new jackets/sweatshirts, all video games, personal music devices, cell phones, iPods and expensive jewelry.

In addition, the following items are not allowed to be brought: alcohol or drugs, personal sports equipment, animals, weapons, video games.

What should I bring for snack?

The Legacy YMCA provides 2 snacks for your child.

Supervision of Children

Who is watching my child?

We feel confident that we have the best staff around! Our staff is as diverse as our afterschoolers. The majority of our staff are college students. 100% of our staff members are at least 19 years old. Many members of our staff team are enrolled in teaching credential

programs or are full time teachers. All staff members are background checked before they work with children. They are also all certified in CPR and basic first aid. Additionally, three references are checked for each staff member. We make sure your child will be safe in the event of an emergency. Most importantly, our staff are people who love kids. They want to spend their summer playing, teaching and working with children. They are good people with good hearts who are silly enough to sing "Camp Songs" at the top of their lungs!

What trainings do the afterschool staff receive?

We develop ours to develop yours! All afterschool staff are required to attend 6 hours of training. Our trainings cover a great deal. The staff learn about the policies and procedures of After School. They learn how to do headcounts and how to children in and out. They learn how drop off and pick up operates – you should see the looks on the new staff members' faces when we begin explaining it all!

In addition to learning all the policies and procedures of the Legacy YMCA program, they learn techniques of how to better interact with children. They learn how to use positive discipline. They learn to detect and report child abuse. They learn songs, games and arts & crafts projects.

At the end of our training, they are ready to use their new skills and knowledge with our afterschoolers. Selection as a Staff Leader at the Legacy YMCA is competitive. You can be sure that we are hiring the "best of the best" to work with your child(ren). We are sure that you'll agree.

How many staff will be watching my camper?

We operate on the following ratios:

Pre-School age ratio: 1:8

Grades K-2 Ratio: 1:15

Grades 3-8 Ratio: 1:15

Can staff baby-sit?

My child loves his counselor. Can he/she baby-sit for our family? Although Y-Staff work well with children, our policy states that our staff are not permitted to baby-sit for families involved in our YMCA programs.

What happens if my child has a discipline problem in the afterschool program?

Our staff is trained and expected to resolve misbehavior problems in a positive manner. Our staff speaks with the child, allow him/her to take time out to think about the problem, discuss the problem/solution with the child, then let the child return to the activity. In more severe cases, child will be kept out of activity and parent will be asked to pick the child up. Together, parents and YMCA staff will work out a custom-designed behavior modification method depending on the severity of the problem. In the event the problems still exist, your child

may be suspended or expelled from the program. Our policies do not grant refunds or credits for missed program days due to a behavior problem.

I have a Special Needs Child, can they attend After School?

The YMCA is limited on the care that we can provide. Each child will be taken on a case by case with the Youth and Family Director.

My child needs to take medication during the afterschool program. How does this work?

The Youth and Family Director, will administer your child's medication as directed. In order to administer the medication, we will need the following to happen:

1. The medication needs to be prescribed by a doctor, and in its original prescription bottle with your child's name printed on the label.
2. The medication needs to be brought to after school and given to your child's Youth and Family Director in a zip- lock bag. Please do not pack medication in your child's backpack or lunch.
3. A completed Medication Release Form (available at the front desk). A completed YMCA Medical Release Form must be on file in order for our staff to give your child medication.

What if my child becomes ill or gets injured while in Afterschool?

If your child becomes ill while in after school, our staff will contact you to pick him/her up. After School is not designed to handle ill children, so it is important to tend to your child in a timely manner. If your child is injured, the staff will take whatever steps are necessary to obtain medical care. If we are unable to reach you and your child needs medical attention he/she will be transported to the hospital by an ambulance or by a YMCA vehicle. All expenses for emergency medical care are the responsibility of the parent or guardian.

What is camp's bathroom procedure?

Bathroom procedures: No child is ever alone and no child is ever alone with a staff member. All children will take trips to the bathroom with the entire group.

How do I communicate with the YMCA Afterschool Staff?

Exchange of information between parents and directors provides insight for both parties. The format may be formal or informal. It is vital that you inform us of changes happening in your family. Changes at home include: moving, hospitalization of a sibling or parent, altercations in the parent's relationship, etc. We will treat this information with the utmost confidentiality.

Transportation Information

I'm nervous about allowing my child on the bus. Who drives your buses?

All of their driver are certified and pass all requirements to operate a school bus in the State of Alabama. Occasionally, our YMCA mini-buses will be used to transport children. Our industry-leading and safe mini buses that transport your children are driven by trained adults over 21, are inspected daily, and travel on the safest possible routes.

I've heard buses don't have seatbelts. Is that right?

Yes. That is correct. And don't worry; according to the National Safety Council in 1996, school buses are 172 times safer than your family automobile!

Do counselors check roll on the buses?

Yes. Counselors check roll when the buses load and also check roll again when they unload.

What are the bus rules?

1. Afterschoolers must remain in their seats with their backs and bottoms touching the seats at all times
 2. Afterschoolers must keep their voices at an appropriate level at all times.
 3. Afterschoolers may not put anything (including body parts) outside the bus windows.
 4. Afterschoolers must behave respectfully and use appropriate language.
 5. No eating or drinking on the bus (except when permitted by staff).
 6. All afterschoolers must follow the directions of the driver and after school staff at all times.
- Please review these bus rules with your campers prior to camp!

Emergency Procedures

What are your emergency procedures?

1. All YMCA counselors and staff are certified in Adult and Child CPR and some are Lifeguard certified.
2. All of our counselors go through a training seminar to expand their knowledge on kids with special needs, discipline problems, and exciting games.
3. If an injury occurs, we will immediately administer first aid.
4. We will try to contact a parent or guardian to make them aware of the situation.
5. If we cannot contact you, YMCA will do one or both of the following:
 - Take the injured child to the emergency room and continue trying to reach the parents.

Call an ambulance or paramedic and continue trying to reach to parents.

Please make sure that we have all of your current emergency phone numbers.

Discipline

1. Afterschoolers are expected to follow all YMCA rules. These rules are made for your child's safety and to ensure a good time for all participants
2. We will give a verbal warning and sit the child out for bad behavior. If the behavior continues, the director may call the parent for a conference.
3. The YMCA uses written warnings for bad behavior. These warnings are signed by the child and the counselor, and are also to be signed by the parent.
4. The YMCA reserves the right to expel a child from the program.
5. At times, it may be necessary to discipline children by taking away special privileges (i.e. swimming, tennis, and field trips).
6. YMCA reserves the right to suspend a child after the parent receives three or more written warnings.
7. **YMCA reserves the right to dismiss any child for inappropriate behavior at any time.**

What are some of your afterschool general rules?

After School Rules:

1. Respect and obey all counselors, directors, and any other YMCA staff.
2. There will be no running in YMCA facilities, unless it is part of an organized game in the gym.
3. YMCA will not tolerate fighting or put-downs.
4. Please use inside voices while in the facility.
5. We will not tolerate vandalism of any kind.
6. Children must stay with their assigned group at all times.
7. When YMCA staff are giving instructions, campers need to listen and be attentive.
8. Children need to always pick up after themselves.
9. Children are responsible for any money they bring to afterschool.
10. Profanity, cheating, and theft are not tolerated.
11. When riding the YMCA bus, you must remain seated and keep your hands in the window at all times. When the bus stops, remain seated until a counselor opens the door and gives permission to get off the bus.
12. Phone calls are to be made only in the event of an emergency.
13. Children are expected to participate in group games and instructed activities.

I have read/received my After School Manual from the Legacy YMCA.

Name _____

Date _____