

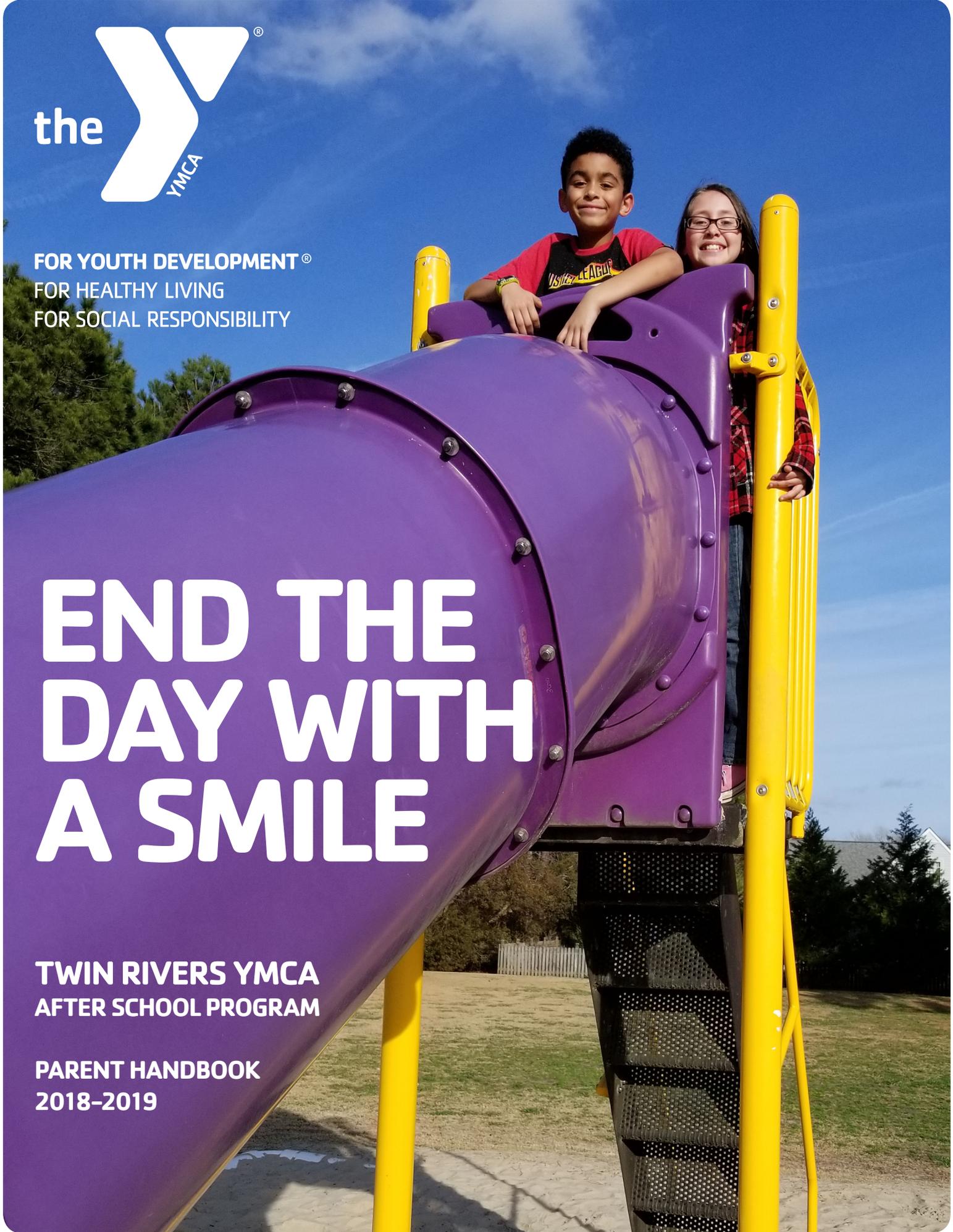


FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# END THE DAY WITH A SMILE

TWIN RIVERS YMCA  
AFTER SCHOOL PROGRAM

PARENT HANDBOOK  
2018-2019



# COMMITTED TO OUR KIDS

For generations the YMCA has been known for its commitment to the family. YMCA programs have grown and adapted to the changing needs of families. We understand that today's working parents need help managing the demands of work and raising a family, and nothing is more important than high-quality child care.

## REGISTRATION PROCEDURE

You must have all necessary paperwork filled out BEFORE your child can attend the after school program. This paperwork includes:

- Registration Form
- Automatic Draft Form (if you choose)
- Signed Discipline Form
- First Week's Payment

## PAYMENT PROCEDURE

Payments are due on the Friday before the week of service begins. After an account has an over due payment for two weeks of after school tuition, the child will be withdrawn until full payment is made in order to continue in the program. If a parent/caregiver is notified twice in the school-year for an over due balance, then after the second notification automatic draft must be set up in order to obtain proper due balance.

**Scholarships** - If you need financial assistance, please fill out a scholarship application to find out if you qualify. Scholarship assistance is determined by household income, and is on an individual need basis. The scholarships we provide for the after-school program are either a 25% discount or a 50% discount off the tuition rate per child. Please keep in mind that if you have two or more children and qualify for the financial assistance, then the \$10 discount off the second and third child do not apply due to receiving the higher discounted rate of the scholarship.

**Withdrawing** - If a family needs to withdraw a child from the after-school program, we request two weeks written notice given to the family services director directly, not the site director at the school that holds the program. This is in place to ensure that payments are stopped electronically, and we can properly update our rosters so

that the account is closed and all debts are paid.

**Insufficient Funds** - Returned checks or bank drafts will be charged a \$25 service fee. After the second returned check, only cash or money order will be accepted as payment.

## HOURS OF OPERATION

The program runs from school dismissal to 6pm, Monday - Friday. The program is open from 7:30am -6pm on Teacher Workdays and some holidays. If the YMCA building is closed, no childcare will be provided. All full day out care will take place at the YMCA building.

**Half Days & Early Dismissals** - On half days, students will be bused to the YMCA if their site is within reasonable driving distance from the YMCA. Parents will pick up students at the YMCA. Students who are at a site further from the YMCA will either stay on site and be picked up like a normal day, or the program will be closed that day - depending on the Principal's discretion. Care is not provided for early release prior to Thanksgiving Break or Winter Break. By signing the parent handbook, you give us permission to transport your child on the YMCA bus when necessary.

**Kindergarten week 1** - The Y does not offer early care for students the first week of kindergarten

**Inclement Weather Procedure** - In order to avoid confusion and create consistency, if the Craven County School System is closed due to weather, the after school program is closed as well. This includes days that the schools release early due to weather. We cannot be in school for our program if the school has been closed due to weather. In the event that schools are closed for three or more days due to inclement weather, and the YMCA is able to open

and ASP staff can travel into the Y, full day care will be provided starting the third day until school reopens.

**Winter & Spring Break Camp** – The full weeks of camp are considered separate from the after school program, and caregivers must register on-line or in-person at the Service Desk of the YMCA. Current enrollment in the after school program does not guarantee registration in camp. Please register students at the service desk. These camps are held at the main YMCA campus.

Registration Dates:

Winter Break Camp	November 1st, Members November 8th, Non Members
Spring Break Camp	March 1st, Members March 8th, Non Members
Summer Camp	April 1st, Members April 8th, Non Members
After School Program	May 1st, Members May 8th, Non Members

### LATE PICK-UP PROCEDURE

A late pick-up is defined as any time a parent has not come to the site by 6pm. In order to run our program as smoothly as possible, we enforce the following procedure:

- **1st Offense** – Warning to be documented and signed
- **2nd Offense** – Fee of \$1 per minute late, per child, document to be filled out and signed
- **3rd Offense** – Fee of \$1 per minute late, per child, document to be filled out and signed, inform parent that next step is a four week suspension of child from program
- **4th Offense** – Child is suspended for four weeks from the day of the offense

### SAMPLE DAILY SCHEDULE

3:00–3:15pm	Arrival and Snack
3:15–4:15pm	Homework Time
4:15–4:45pm	Structured Activity #1 – Food and Fun Program, KidzLit, games, crafts
4:45–5:30pm	Structured Activity #2 – Food and Fun Program, KidzLit, games, crafts
5:30–6:00pm	Choice Time, Parent Arrival

### CHARACTER DEVELOPMENT PROGRAM

At the YMCA we are not only interested in your child's physical development but also in the development of their character. We focus our programs around four core character values:

- **Caring** – to put others before yourself, to be sensitive to the well-being of others, to help others
- **Honesty** – to tell the truth, to act in such a way that you are worthy of trust, to have integrity, to make sure your choices match up with your values

- **Respect** – to treat others as you would have them treat you, to value the worth of every person including yourself
- **Responsibility** – to do what you should, to do what is right, to do what is right, to be accountable for your behavior and obligations

Throughout the school year, we will use a positive reinforcement program and structured family times to help your children become more aware of the world around them and how they can contribute to making it a better place for us all.

### HEALTH & SAFETY PROCEDURES

**Illness of Children** – If a child has any of the following symptoms, he/she will be isolated from the other children until the parents are contacted and pick-up.

- Nausea or diarrhea
- Constant cough or difficulty breathing
- Discharge from ears or eyes, inflamed tissue around eyes and ears
- Any visible rash or skin sore
- Oral temperature of 100 degrees or higher
- Continuing headache

**Readmission Following Illness** – The child will be permitted to return to the program when he/she has been symptom free for TWENTY-FOUR HOURS

**Babysitting Policy** – We realize that our counselors are awesome! However, we ask that you do not have them to your home to babysit. This is to protect our counselors and your children from compromising situations. We take the safety of your children and the reputation of our program very seriously and do not want to give any opportunity for child abuse accusations. Additionally, counselors are not permitted to transport students in their personal vehicles.

### DISCIPLINE PROCEDURES

If it becomes necessary, children will be given a time out as a consequence for repeated misbehavior. If the behavior continues and becomes excessive or the safety of the child is in question, parents will be called to pick up the child. The first time a child is sent home they can return the next day. The second time the child will not be allowed to return for the remainder of the week. The third time the child will be expelled from the program. The director may choose to skip any of these steps depending on the severity of the behavior.

### DAILY SUPPLIES

Each day the YMCA will provide a nutritious snack and drink for all students. On half days, parents will need to pack a swimsuit and towel. On full-days, children should bring two snacks, a healthy lunch and a swimsuit and towel. Non-perishable items are recommended as there is no refrigeration. Special instructions will be given for any field trips or activities on those days.



**TWIN RIVERS YMCA**

100 YMCA Lane, New Bern NC 28560

(252)638-8799

[trymca.org](http://trymca.org)

Iesha Crawford, Director of Family Services

[icrawford@trymca.org](mailto:icrawford@trymca.org)