

Malone YMCA

Y's Time

School Age Child Care

Parent Handbook

&

Pre-Registration Forms

2016-2017 School Year



For youth development
For healthy living
For social responsibility

Statement of Purpose

In all YMCA programs, individuals are encouraged to grow in spirit, mind, and body. Our programs are meant to be fun, active and educational. We encourage character development in our core values: Caring, honesty, respect & responsibility as well as social skills, sharing, cooperation, getting along with others, and good use of leisure time.

Activities

Activities offered in the Y's Time program will include gym activities, arts-n-crafts, outside play, gross motor activities, science projects, snacks, and homework/quiet time.

Medications

Any child in need of medication should receive it at home or in school by the school nurse. Our staff is not qualified to dispense medication of any kind.

** Note: Children must be toilet trained to be in the program

Illness

If your child is not feeling well when they get to our program, a parent will be called to come pick up the child immediately. If your child was not in attendance at school, he/she will not be allowed to attend the program.

Emergencies

In the event of an emergency, accident or sudden illness, we are prepared to administer first aid and/or call the local paramedics. If a situation requires the services of an ambulance, they will immediately be notified and then the parents will be contacted and the appropriate paperwork will be filed. We will follow the fire drill procedures and emergency evacuation procedure outlined by the Malone School District.

Appropriate Dress

Our daily routine incorporates many gross motor activities outside. Please be sure to send your child with sneakers each day. As it gets colder, we will continue to go outside. Please be sure to send your child with appropriate clothing (i.e. hat, gloves, ski pants, warm jacket, scarf, and boots).

New Regulation Requirements as of June 1, 2015

- Fire arms are not allowed at any Y's Time sites.
- Tornado/shelter-in-place drill will be done twice a year.
- Sunscreen, bug spray and Epi Pen's may be used at the sites with parent signature (see below). You must provide your own sunscreen, bug spray and Epi Pen.

Pre-Registration:

There are a few changes that must take place due to New York State requirements that are necessary to ensure the safety and wellness of our children. It is now necessary for us to know who is coming to the program each day. This allows us to have the appropriate number of staff necessary for safety; it will also allow us to plan for fun activities based on the number of registrations. For these reasons, the program will no longer be considered a drop in program. **Pre-registration is necessary before Friday at 9:00pm the week before your child will attend Y's Time.** Payment is due upon registration. Pre-registration will take place at the YMCA.

Hours of Operation

On regular school days, Y's Time will begin at 2:30 and will end at 5:00. Healthy, peanut-free snacks provided by MCSD will be served daily. On half-days, Y's Time will begin at 11:00 and will end at 5:00. Lunch is available. Please let the site director at the school your child attends know if they will need a lunch. All children must be signed out by 5:00. We understand that some parents work until 5:00. If this is the case, you must complete the attached form with your registration and you will be given a 10-minute grace period.

***New this year: There will be an after care charge of \$1/minute for each minute your child is at Y's Time past 5:00pm. This fee must be paid prior to registering your child for any subsequent Y's Time days. Failure to pay this fee may result in denial of registration.

Personal Property

The YMCA is not responsible for personal property including loss or damage. Please label items with your child's name. Please do not have children bring toys or other valuable items to the program. No electronics will be allowed.

2016-2017 Y's Time after School Tuition Guide. Rates are daily.

\$7.00/ child

\$18.00/ family max

\$10.00/half-day (family max does not apply to half-days)

\$1/minute/child for each minute your child is at the program after
5:00.

** Note: All days are non-refundable (except unscheduled snow days)

General Information Reminders:

- Pre-registration and payment is necessary before Friday at 9:00pm the week before your child will attend Y's Time.
- Y's Time will be held on half days for those who pre-register
- Children must wear appropriate attire for outdoor activities (no sandals)
- Y's Time takes place at Davis, St. Josephs, and Flanders
- Children must be picked up by 5:00 daily.

Behavior Policy

A high quality program can take place only in an orderly, mutually respectful, caring environment. Our behavior policy is a process whereby children take increasing responsibility for their own actions. It is a cooperative process in which all staff members, children and parents share responsibility. Please feel comfortable discussing any concerns you might have with the Y's Time program staff.

Examples of unacceptable behavior include:

- Physical aggression
- Use of foul language
- Disrespect to site staff or other children
- Consistently ignoring rules
- Leaving program area without permission

The YMCA staff will implement our progressive behavior policy when behavior expectations are not met. Parents are informed at each level of the behavior policy. Listed are the steps utilized:

1. Participant will be given a warning.
2. Participant will be given a time out.
3. A conduct report will be written which the parent must sign.
4. When three conduct reports have been written, a parent conference will be held with the Director.
5. A child may be suspended for days, weeks, or permanently depending on the severity of the behavior. Physical aggression against other participants or counselors or running away from program activities may result in immediate suspension.

Program Director, Site Directors and Contact Information

All site directors can be reached during Y's Time hours at the phone numbers listed on-site. Messages can be left for them at the YMCA during non-Y's Time hours.

Program Director: Stephanie Rhodes
(c) 518-353-2281
(w) 518-483-2354
(f) 518-483-2359

Davis Elementary Site Director: Andy Dupuis

Flanders Elementary Site Director: Amy Corneck

St. Joseph's Elementary Site Director: Brian Savage

2016-2017 Y's Time after school application

Today's date: _____

Child's name: _____

Male or Female: _____

Birth date: _____

Age: _____

School attending: _____

Grade for 2016-17 school year: _____

Parent/Guardian Information:

Mother's name: _____

Work #: _____

Father's name: _____

Work #: _____

Child lives with: _____

Mailing address: _____

Home phone number: _____ Cell Phone Number: _____

Sibling's name: _____ Siblings age(s): _____

Medical:

Child's physician: _____ Phone #: _____

Allergies: _____ Epi Pen: Yes N

Medication being taken: _____

Emergency Contacts/Pick-up:

Emergency contacts if parents cannot be reached:

1. Name: _____
Relationship to child: _____
Phone #: _____
2. Name: _____
Relationship to child: _____
Phone #: _____
3. Name: _____
Relationship to child: _____
Phone #: _____

The following people have my permission to pick up my child (other than parents listed above):

1. Name: _____
Relationship to child: _____
2. Name: _____
Relationship to child: _____
3. Name: _____
Relationship to child: _____

Legal Permissions:

I give the YMCA permission to photograph my child for advertisement of the YMCA.

**Parent signature: _____

In an emergency, I give the YMCA permission to contact my physician or seek emergency medical care.

**Parent signature: _____

I give the YMCA permission to apply sunscreen and bug spray to my child(ren).

**Parent signature: _____

I give permission for the YMCA to administer an Epi Pen to my child(ren) if my child is showing signs and symptoms of an allergic reaction of an allergy listed above.

**Parent signature: _____

Other Information:

Does your child(ren) have any special requirements, or require and special services?

Is there any other information that you feel we should be aware of to help meet the needs of your child:

Policy Statement

I have read and understand the policies stated in the Y's Time After School Parent's Handbook and the Pre-registration policy:

**Parent's Signature: _____

Grace Period Request

I work until 5pm and am requesting a 10-minute grace period in which to pick up my child without penalty. I understand that if I am later than 10 minutes, I will be charged \$1/minute I am late. I understand the time will be called by the Site Director and that I will abide by his or her call:

**Parent's Signature: _____

Where do you work? _____ Work #: _____

What time do you get off work: _____