



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Malone YMCA

Y's Time
After School
Enrichment Program

Parent Handbook
&
Registration Forms

2019-2020 Academic School Year

Rev. 8/20/2019

Statement of Purpose

In all YMCA Programs, our areas of focus are Youth Development, Healthy Living and Social Responsibility. 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

Our Site Supervisor is responsible for creating a daily schedule for staff and participants. Activities will vary by day, based on current season or theme. Scheduled activities are planned with the child's development and social level in mind. Whenever able, children are given options and a chance to provide input for activities that interest them.

Daily Activities Include:

- Homework help
- Cooperative games
- Physical activities
- CATCH activities
- Arts & crafts
- STEM/STEAM activities
- Walking field trips, with advance notice
- Health snacks provided daily (snacks will be peanut/tree nut free)

Staff

All staff members are chosen because of their patient, kind personalities and their desire to work with children. All staff are qualified by experience, education and a love of working with children. All staff meet New York State Office of Children and Family Services licensing regulations and undergo a series of background checks before working with children. All staff participate in regularly scheduled training in the areas of safety, nutrition, group management and record keeping. Staff to child ratio is always maintained at a minimum of 1:10. Our site will always have at least one staff member who is CPR/First Aid certified.

Parent/Caregiver Communication

Parent/Caregiver communication is key to providing quality care to the children in the program. The staff will give daily verbal reports on each child's day. We will also provide monthly printed newsletters and calendars highlighting special events and vacation days. The program uses REMIND app to send digital notifications. Each site will have a unique access code that parents/caregivers will receive during the first week of the program.

Updates and new information will also be posted on Facebook at Malone YMCA or the YMCA webpage www.maloneyymca.com

Personal Property

The YMCA is not responsible for personal property including loss or damage. Please label items with your child's name. Do not have children bring toys or other valuable items to the program. Personal hand-held electronic devices, such as cell phones, Nintendo DS/DSi, iPods, iPads and MP3 players are strongly discouraged from being sent to the program.

Medications

Our staff is not qualified to dispense medication of any kind. **Any child in need of medication should receive it at home or in school by the school nurse.** Any child that needs medication during program hours will have a parent/caregiver bring medication to the program site and administer the medication to the child. A written record will be kept of any medication administration, noting the child's name, date, time, dose and person who administered the medication, with a parent/caregiver signature.

Illness

Staff will complete a daily health check of each child as they arrive at the program. At this time, a decision will be made whether the child's condition suggests that they are well or ill. Any child who shows signs of illness are separated from the children in the area where all children can be supervised. If your child is not in attendance at school, they will not be allowed to attend the program.

Please keep your child home if they have any of the following:

- A temperature of 101 or higher
- Cold (fever, frequent sneezing, runny nose)
- Coxsackie (hand/foot/mouth disease)
- Fifth Disease (with fever)
- Giardia
- Hib Disease
- Hepatitis A
- Meningococcal Disease
- Untreated Ringworm
- Roseola (with fever)
- Conjunctivitis (pink eye)
- Impetigo
- Diarrhea (frequently and not associated with diet changes or antibiotic uses)
- Vomiting
- Head Lice (no nit policy)

When your child is absent from school or will not be attending the program due to sports or extracurricular activities, please make sure to call the YMCA at 518-483-2354 and speak to Donna Studlack, Y's Time Enrichment Program Director.

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 the situation requires the service of an ambulance, they will immediately be notified, 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 and the YMCA.

- Davis students will be evacuated to Malone Middle School.
- St. Josephs' will evacuate to the Elks Lodge.

School Closings

In the event of an emergency school closing due to severe act of nature or other unforeseeable emergency, the YMCA will **not** run the program as schools are not available. **Please be sure the school knows where your child goes in the event of emergency closing.**

If your child's school is closing due to weather, we will do everything in our power to remain open. **You should receive a recorded call from Malone Central School announcing release time and if Y's Time is open or closed.** If time allows, we will do our best to also call parents who have a child attending the program that day, however, we may not be able to reach all parents/caregivers.

Unforeseeable circumstances that may affect program cancellation include, but are not limited to:

- Loss of power affecting lights and heat/air
- Inclement weather
- Fire
- No heat
- Concern for children's safety
- Water main break

Registration

No child can attend Y's Time without completed enrollment forms and payment. This allows us time to process the registration, to prepare for the child's arrival, and to have the appropriate number of staff necessary for safety and to comply with state regulations.

Hours of Operation

On regular school days, Y's time will begin at 2:30 PM and will end at 5:00 PM. On half-days, Y's Time will begin at 11:00 AM and will end at 5:00 PM. All children must be signed out by 5:00 PM. There will be an after-care charge of \$1/minute for each minute your child is at Y's Time past 5:00 PM. **Your account will be billed and your payment charged immediately.** 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.

We understand that some parents work until 5:00 PM. If this is the case, you must complete the "Grace Period Request" section at the end of this document and you will be given a 10-minute grace period.

2019-2020 Y's Time Afterschool Tuition Guide

Daily Rates:

- \$9.00/Child
- \$24.00/ Family max
- \$12.00/ 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 PM (this is only for emergencies and not intended as an extension to the program's end time)

Child care assistance is accepted. Financial assistance is available for those who qualify.

All days are non-refundable. A credit will be given if Y's Time must be cancelled due to an unforeseen event.

Important Program Dates

The Program will begin on the first day of the 2019-2020 academic school year, September 5, 2019. Our Final day of Y's Time will be the last full day of school. We will be closed when school is closed. Should school cancel after-school activities, we reserve the right to cancel Y's Time as well.

Payment and Billing

Payment is required for your child to be registered for the program. Your child will not be considered registered for any days until payment for those days has been rendered. If your payments come back as declined or returned by the bank, we may take further attempts to charge your form of payment on subsequent days without contacting you. If the payment is returned multiple times, we will contact you. All past due amounts must be paid before your child will be allowed to register for any more days with Y's Time. Charges for late pick-up will be billed to your account and charged as soon as they are incurred. All late pick-up fees must be paid prior to registering your child for any future days at Y's Time.

For your convenience, you may leave a card or account on file to be charged when you call in weekly to register your child. We also have an auto-pay option available for children who will be attending the same days each week, whether that's one, two or all five days.

Snacks and Lunches

Healthy, Peanut-free snacks are provided daily by the MCSD. Snacks, treats, candy and gum from outside the program are not allowed. We are a peanut/tree-nut free operation and all outside food must comply with this policy. Lunch is available on half-days. Please let the site director at the school your child attends know if she/he will need a lunch.

Obesity Prevention

Eating healthy foods is only part of the solution to combating the nationwide epidemic of childhood obesity. Physical fitness is another key component. Approximately one in three children in New York State are obese. Y's Time has joined the national "Let's Move Child Care" initiative to help fight obesity. This program requires childcare providers to get kids moving, nurture healthy eaters, and reduce screen time, among other things. Y's Time is meeting these requirements by providing our kids with at least 1.5 hours of gross motor activity each day, not allowing electronics in our program, and providing healthy and diverse snacks.

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.

2019-2020 Y's Time Afterschool Program Application

Child's Name:: _____ Male Female

Nickname: _____ Age: _____ DOB: _____

School Attending: _____ Grade in the fall: _____

Home Address: _____

Sibling's Names & Ages: _____

My child will be (select one): picked up bused to (address) _____

Parent/ Guardian Information:

Parent/Caregiver #1:

Name: _____ DOB: _____

City: _____ Zip Code: _____ Home Phone: _____

Employer: _____ Work Phone: _____

Cell: _____ Email: _____

Parent/Caregiver #2:

Name: _____ DOB: _____

City: _____ Zip Code: _____ Home Phone: _____

Employer: _____ Work Phone: _____

Cell: _____ Email: _____

Child lives with: _____

Medical:

Current Medications: _____

Allergies: _____

****Staff at our program CANNOT administer medications****

Does your child have any diverse-abilities? Hearing Speech

Seizures Other (describe): _____

Services through the school: _____

In an emergency, please contact this person first:

Name: _____

Relationship to child: _____ Phone #: _____

If they cannot be reached to make arrangements for emergency medical attention, I/we being the parent/guardian(s) of the above named minor do hereby appoint the YMCA staff to act on my/our behalf in authorizing medical, dental or surgical care and hospitalization in my/our absence for the above named minor.

Parent/Caregiver Signature #1:

Parent/Caregiver Signature #2:

Child's Physician: _____ Phone#: _____

Child' Dentist: _____ Phone#: _____

Insurance Company: _____ Policy #: _____

Emergency contacts if parents cannot be reached:

1. Name: _____ Relationship: _____

Home #: _____ Work #: _____ Cell #: _____

2. Name _____ Relationship: _____

Home #: _____ Work #: _____ Cell #: _____

CONSENT TO RELEASE INFORMATION

I give permission for my child to be released from the Y's Time Enrichment Program with the following people. Please notify YMCA staff in advance when you will not be picking your child up.

1. Name: _____ Relationship to
child: _____

Home #: _____ Work #: _____ Cell #: _____

2. Name: _____ Relationship to
child: _____

Home #: _____ Work #: _____ Cell #: _____

3. Name: _____ Relationship to child: _____

Home #: _____ Work #: _____ Cell #: _____

Staff: Only the parent/caregiver who completed the registration form is authorized to note deletions and/or additions and must sign and date this form.

Name/Relationship to Child	Phone Numbers	Date of Change
1.		
2.		

Parental Agreement

Please read and initial each statement and provide your signature at the bottom of the page

_____ I agree to the policies and procedures set forth by the childcare program.

_____ I have read and understand the guidelines printed in the Y's Time Parent Handbook.

_____ I agree to notify the YMCA staff if my child is going to be absent from the program.

_____ I agree to give the YMCA 2 weeks advance written notice if I choose to remove my child from the program,

_____ I agree to complete and return registration forms, and ensure that information is kept updated throughout the year.

_____ I understand that if my childcare account is delinquent at any time, my child will be unable to attend the program.

_____ I give permission for the Plattsburgh/Malone YMCA to take and/or use video and/or photographs of myself and/or my child for the purpose of promoting YMCA programs.

Print Name

Date

Signature

Discipline Policy

A high-quality program can take place only in an orderly, mutually respectful, caring environment. Discipline 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 site staff.

Examples of unacceptable behavior include:

- physical aggression
- use of foul language
- disrespect to site staff/other children
- consistently ignoring rules
- leaving program area without permission

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

1. Verbal warning is given: explanation to child why behavior is unacceptable
2. Loss of certain privileges
3. Verbal communications between parents and site staff
4. Face-to-face meeting with parents, site director and program director
5. Written follow-up notification from program director to the parent/guardian reiterating the problem and outlining the plans for corrective action
6. Continued disruptive behavior will result in suspension or dismissal from the Y's Time Enrichment Program

If a child purposely injures or attempts to injure another child or staff member, parents will be contacted to immediately pick up the child. If this behavior recurs, further action including suspension and/or dismissal from the program will occur.

Grace Period Request

I work until 5:00 pm 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 5:10 pm, I will be charged \$1 for every minute that I am late. I understand the time will be called by the Site Director and that I will abide by his or her call.

Where do you work? _____ Work#: _____

What time do you get off work? _____

Parent's Signature: _____ **Date:** _____

Policy Statement

I have read and understand the policies stated in the Y's Time Enrichment Program Parent's Information Packet.

Signature: _____ Date: _____

Y Time Auto-pay Authorization 2019-2020 School Year

Parents' Names: _____

Children covered by this authorization: _____

Attends: Davis Flanders St. Joseph

I authorize my bank to honor pre-authorized payments to be drawn by the Malone YMCA from my account for Y's Time child care payments as indicated below. When the bank honors the payments by charging my account, such transfer shall constitute notice of payment due and my receipt for the payment. Should any pre-authorized payment not be honored by the bank, I understand it is my responsibility to pay the amount agreed upon in person, plus a service charge. It is further understood that if such payment is not honored by the bank or credit card institution, the YMCA, at its discretion, may re-submit the amount due for the payment at a future date. I understand this deduction will take place each Friday before the week my child(ren) attend. This will occur each Friday until the end of the school year unless I make a change in writing. I understand that I must call the YMCA by Thursday evening if a temporary change in attendance is to be made for the following week.

Signature: _____

Deduction Amount: _____

Days of the week attending on a regular basis: M T W TH F

Will your child be attending half days? If no answer is given, your child will NOT be signed up for half days unless you call to register him/her/them.

Y N

EFT information

Bank Name:	
Name on Account:	
Bank Routing Number:	
Account Number:	
Signature:	Date:

Credit Card Information

Credit Card Type:	Visa	Mastercard
Card Holder's Name:		
Billing Address:		
Card #:		
Exp. Date:		CVC:
Signature:		Date: