



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

COLE CENTER FAMILY YMCA Before and After School Program 2011-2012 Parent Packet

**Where are
your kids
after school?**



www.coleymca.net

Welcome!

Thank you for allowing us the opportunity to serve your child in our before and after school program! We look forward to this spring and hope that this packet helps answer many of your questions. Should you need further assistance please do not hesitate to speak with a YMCA staff member or contact the Youth and Family Services Director at any time.

We look forward to getting to know you and your family,

The Cole YMCA
Youth and Family Service Team

Program Overview

The purpose of the Cole Center Family YMCA Before and After School Program is to provide children with a safe, healthy, and happy place to be after school hours. The YMCA is committed to a value based character development program which incorporates the four core values of the YMCA: Caring, Honesty, Respect, and Responsibility.

To fulfill these values, the Cole Y Before and After School Program provides children with:

- Opportunities to learn, grow, play, and make friends through meaningful experiences.
- Those necessities essential to child development during care hours including adequate food and shelter.
- Environment free of prejudice and stereotyping on the basis of race, gender, income level, disability, religious beliefs, and country of origin.
- Supportive relationships with adults who act as models, mentors, and leaders during care hours and in the community.

A Brief Introduction

The Cole Center Family YMCA Before and After School Program serves elementary aged children grades K-6. Our program operates on those days in which school is in session. On full days out of school, special programs are offered at the Cole Center Family YMCA for an additional fee.

Please note, we make every reasonable effort to accommodate children with special needs, however, the Y before and after school program is not equipped to handle children that require one on one attention on a regular basis. Any child requiring these services will not be able to be served by this program.

Our Goals

Cole Y after school programs focus on character development and foster friendship through a unique blend of activities that teach children how to make positive choices. While in this Y after school program, children will participate in balanced, structured activities under the supervision of trained and caring staff who model the values of caring, honesty, respect, and responsibility. The goal of the Cole Center Family YMCA's before and after school program is to allow families to have a feeling of confidence that their children are supervised and safe in a program designed for overall growth. We look to strengthen family units by encouraging the social, emotional, physical, and educational growth of children through positive experience and relationships with adult program leaders.

The Staff

We hire mature and enthusiastic staff to help us provide a quality, safe, and enjoyable program for all participants. Staff have received CPR, First Aid, Bloodborne Pathogens, and Child Abuse Prevention training. All staff undergo reference and background checks prior to being hired by the Cole Center Family YMCA. The majority of our staff are college age and above, and have a passion for working with children.

The First Days

Sign-in & Sign-Out

If you have not participated in this program before, please allow a few extra minutes at drop off and pick up times so that Y staff may welcome you. Staff will want to share the details of our sign in and out procedures and answer any questions you may have.

For the safety of your child, the staff cannot accept or release any child before s/he has been signed in or out by an adult (18 yrs or older) for whom prior written authorization has been given on the program registration form. Photo identification (state ID, License, etc) is required.

PM Program/Sign-Out Procedures:

Prior to the first day of program participation, please notify your child's school and teacher that he or she will be participating in the Y After School.

Please instruct your child to board the school bus to the Y. If your child is participating in Y Afterschool on-site at their elementary school, instruct him or her to report immediately to the program location to sign in, even if they are involved in another activity. Children will be signed in by a Cole Y staff member. If your child will be absent from the program, please contact the Youth and Family Services Director or your Site Coordinator. If your child does not report to the program AND we are expecting him or her (registration received and advance payment made), we will first check with the school office to determine absence from school; if he or she was not absent from school we will contact you immediately.

**If you have not made advance payment and need to make arrangements for attendance, please contact the Youth and Family Services Director at youthandfamily@colemca.net prior to next day of attendance.*

Before your child may leave the Cole YMCA program area, an adult must sign him or her out and provide picture identification. Children may only be released to adults that for whom prior written authorization has been given on the program registration form. Please list everyone possible, including coaches, scout leaders, etc. **Additions and deletions to the list MUST be made in person at the site and can only be made by the person who registered the child.**

ID is required for everyone until faces become familiar to staff. After this time, ID will be required in the event of a different person picking up the child or substitute staff at the site.

If someone must pick up your child whose name does not appear on his/her registration form, we must have written permission from you. For safety reasons, no additions or changes will be made by phone for this list. Please contact the Youth and Family Services director OR your Site Coordinator to add an adult to the registration form to prevent and problems at pick-up. For emergencies, please contact the Youth and Family Services Director at 260.347.9622 or via email at youthandfamily@colemca.net. Thank you for your complete cooperation with this policy.

Days and Times:

AM Program (Onsite at Cole Y ONLY):

6am until school bus pick-up

PM Program:

School dismissal/bus drop-off
until 6pm

AM Program Sign-In:

For safety reasons, you MUST accompany your child into the program AND sign them in on the daily attendance sheet.



PM Program/Sign-Out Procedures Continued:

If there is any change in your child's attendance or transportation schedule, please notify the Youth and Family Services Director and/or Site Coordinator.

Cole Y staff will not release children to any individual who appears to be intoxicated. In the event that an emergency contact cannot be reached, the authorities will be contacted.

In the unfortunate event of a difficult or dangerous custody situation where a court order is in place, please contact the Youth and Family Services Director to establish guidelines regarding the release of your child. You must have a copy of any court documents regarding the restriction of release of children in our care.

Parents are responsible for resolving any issues that may arise from their child's participation in our programs. The Cole Center Family YMCA will not become involved in disputes between parents. A child may be removed from the program until parents are able to resolve these differences. For consistency, any requests for program information must be included in a court order.

Early Drop-Off/Late Pick-Up & Fees:

Our morning program begins at 6am and our afternoon program ends at 6pm. In order to be respectful of our staff and, in some instances, the arrangements we have made with your school, children who arrive before the 6am drop off time without adult sign in, and parents who arrive to pick up past the 6pm closing time will be assessed \$15 per child for every 15 minutes care is provided for their child outside of program hours. For consistency, Y staff will use the clock at the site for time reference. This fee must be paid in full the next day. Three late pickups will result in termination from the program. **It is imperative that parents/guardians have contingency plans/person for pick up when work or weather related problems arise.** Please be considerate of our staff and our agreement with local schools.

If you know you will be late, please contact the Youth and Family Services Director or your Site Coordinator through the Cole YMCA at 260.347.9622 / youthandfamily@coleymca.net

In the event that a child has not been picked up by 7pm and no authorized person has been reached, the staff will contact local authorities.

Payment Due Dates (First Friday of Every Month)

August 5, September 2, October 7, November 4, December 2, January 6, February 3, March 2, April 6, May 4, and June 1

The annual cost of program participation is based upon the 180 day academic calendar. Breaks are NOT included in this rate. The first and last months of program participation may be pro-rated.

Payment Options, Info, and Late Fees:

The first payment will be pro-rated based upon date of registration and combined with the annual registration fee. All monthly installment payments and late-fee account balances are expected **in full** on or before the **first Friday** of each month. Multiple months of care may be combined into one advance payment. Payments may be made at the Cole YMCA, online, or over the phone via bank draft, cash, check, or money order (payable to the Cole Center Family YMCA). Upon authorization, bank draft funds will be withdrawn on the first Friday of each month. **For the safety of your children and our staff, Payments will not be accepted at school sites.** Receipts will be issued at the time of payment. **Please keep receipts for tax purposes. TAX STATEMENTS WILL NOT BE ISSUED.**

Returned checks will be turned over to E-Cash Flow, our collections company, and a **\$20 return fee** will be charged to your account. Your child will be suspended from the program if payment is not made within 24 hours of notification of the returned check.

Refunds will not be given on registration or pre-paid monthly fees. Questions may be directed to the Youth and Family Services Director at 260.347.9622 or via email at youthandfamily@coleymca.net.

A Late Fee of \$10 per payment period per child will be assessed for payments made after the payment deadline.

Past Due Accounts will result in termination from program within four weeks of failure to make payment or schedule a payment plan. Without prior arrangement and one missed payment date your child will not be able to return to the program.

Health and Safety

Medication Policy:

Any medication given to your child at the program site must be in its original container with your child's name on it. A Medication Release Form must be completed and signed with the following information:

1. Child's name
2. Type of medication
3. Physician's name
4. Amount of dosage to be given
5. Time to be given
6. Number of days to be administered
7. Possible side effects

Please note, Cole YMCA staff are NOT permitted to give the first dosage of any medication. Staff may dispense only prescription medication. If your child refuses medication, we will contact you for further instructions.

Sick or Ill Children

If your child is ill and will not attend the program, please contact the Youth and Family Services Director or your Site Coordinator. Any child displaying or developing symptoms such as a fever, rash, diarrhea or vomiting will be removed from the group for comforting. We will ask you to make arrangements to pick up your child as quickly as possible. Please note that, weather permitting, all children will be provided with opportunities to play outside. Due to our ratios, if your child is unable to be outside due to illness, we may not be able to accommodate this request.

Contagious Diseases

If your child has a confirmed case of a contagious disease, s/he must be kept at home. If necessary, please contact the Youth and Family Services Director regarding the illness so that a general notice (all names will be kept confidential) may be posted at the program location. At the discretion of the Director, we may ask you to submit a doctor's statement prior to your child returning to the site.

Head Lice

If head lice are detected while your child is attending our program, we ask that you pick them up immediately. A child with head lice is allowed to return to the program after treatment. Evidence of treatment includes no lice or nits, clean hair and scalp, and a note from you or a physician stating treatment used.

Accidents & Injuries

The health and safety of the children in our care is top priority. Even with watchful eyes, accidents occur. With minor injuries, Cole Y staff will verbally notify you upon pick-up. In the event of a medical emergency or accident requiring a doctor's treatment, we will contact you immediately. If we cannot make contact with a parent, emergency medical personnel will take the child to the emergency room via ambulance. At all times, there will be a Cole Y staff member on site who is trained in First Aid and CPR.

Other Emergencies

In the event of a fire, tornado, natural disaster, and other related emergency situations, Cole Y staff will follow school system or Cole Y established plans.

Staff Relationships with Children

Staff members are not allowed to be alone with children they meet in Cole Y programs outside the YMCA program setting. This includes babysitting and inviting staff members to children's homes. In the event that the staff and child's family have a relationship that predates the staff member's employment or the child's enrollment in the Y program OR the staff and child's family are related, exceptions to this policy may be made. **If you observe anyone not following this policy, please contact the Youth and Family Services Director Immediately.**

Special Needs

The Cole Center Family YMCA welcomes families and children with special circumstances. We will make every reasonable effort to accommodate children with special needs, however, this program is not equipped to handle children that require one on one attention on a regular basis. Any child requiring one on one attention will not be able to be served effectively by this program.

Other Information

[Our Curriculum and Weekly Plans](#) are available for you to review at any time. [Healthy Snacks](#) will be served daily including 100% juice, water, or milk. If your child has any allergies or requires a special diet please contact the Youth and Family Services Director.



School Days Out!

We recognize that parents' work schedules do not always match those of schools days off and choose to offer continuous care during these breaks on-site at the Cole Center Family YMCA (minimum enrollment required). Rates vary based upon the session and date, more detailed information can be obtained by contacting the Youth and Family Services Director at 260.347.9622 or via email at youthandfamily@coleyymca.net.

School's Out! Day Camps: (Based upon ENSC academic calendar)

A minimum enrollment of 10 students is required at least 24 hours in advance for our School's Out! Day Camp program. On those planned days that school is not in session morning care will begin at 7am and evening care will end at 5:30pm.

- October 12 (Professional Development Day)
- October 28 & 31 (Fall Break)
- November 23 (Day-Before-Thanksgiving)
- Dec 22-23, 26-30, Jan 2 (Winter Break)
- February 20 (Presidents Day)
- March 23, 26-30 (Spring Break)

Snow Day Programs

If school is cancelled due to inclement weather, a full day program, 6am to 6pm, will be hosted at the Cole Center Family YMCA. **Payment for participation will be due upon drop off** at a rate of \$17 per day. If your child participates, please send a healthy sack lunch with non-soda beverage, swim suit, and outdoor snow-play attire. If you are not able to provide a meal for your child, a pre-packaged sack lunch will be served for an additional \$5 fee.

Early Dismissal/Half Days

Should an early dismissal occur, the after school program will be available from the time of dismissal until 6pm, unless the dismissal occurs as a result of inclement weather (see below). If your child is an afternoon participant this service is complimentary with your enrollment. If your child attends before school only and you wish to use this service on these days, you may register for a small fee.

Inclement Weather Policy/School Delays – Cole Y Site

If the start of school is delayed, the Cole Y staff will stay with your child at the Y until bus pick-up. If your child is a morning participant this service is complimentary with your enrollment. If your child attends after school only and you wish to use this service, you may register for an additional fee on these days.

If school is cancelled during a delay, programming will continue at the Y and families will be charged the \$17/day full-day fee. Please provide your child with a healthy sack lunch with non-soda drink, appropriate attire for playing outdoors in the snow, and a swim suit. If you are not able to provide a meal for your child, a pre-packaged sack lunch will be served for an additional \$5 fee. Payment will be due immediately upon pick-up. Failure to make payment will negate eligibility to participate in future cancellations.

If school is dismissed early due to weather conditions, the Cole Y Programming will be cancelled. Any exceptions to this will be communicated to you directly by the Youth and Family Services Director or your Site Coordinator. Please be prepared to pick your child up immediately as the safety of your children and Y staff is our priority.



Inclement Weather Policy at School-Based Sites

In the event that school is cancelled for weather related or other reasons, the Cole Y program will be cancelled as well. Please follow those procedures outlined by your local school district when picking up your child.