



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



**ENSURING A
BRIGHTER
FUTURE**

2023-2024 AFTERSCHOOL & CAMP BASICS FAMILY GUIDE

YMCA OF CENTRAL TEXAS

ymcactx.org

FROM THE VP OF YOUTH DEVELOPMENT

Dear Parents:

The YMCA of Central Texas is extremely pleased to provide Y Afterschool and/or Day Camp enrichment programs for your child. By selecting Y programs, you are giving your child or children the opportunity to benefit from a quality program that has a foundation of Y tradition and many years of experience in serving children and their families.

We offer a team of staff that is systematically trained in effective supervision and a positive approach to promoting the well being of every child physically, emotionally, spiritually and intellectually. Our programs are well balanced with recreational, character development and enrichment activities.

This Family Guide has been designed to answer your questions, promote communication between our staff and your family and assist you in understanding our policies and procedures. The policies and procedures outlined in this booklet are intended to protect your child or children and to ensure that his/her experience in the Y Afterschool and/or Day Camp programs is positive and rewarding. Please read this booklet carefully and refer to it as needed. We anticipate a fun and safe year for all!

We hope to not only meet, but to exceed, the expectations of you and your family. Thank you for this opportunity.

Sincerely,

Brian Spence

Vice President of Youth Development

YMCA of Central Texas

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NON-DISCRIMINATION STATEMENT

The YMCA of Central Texas recognizes the worth of all persons, regardless of race, religion, sex, age or economic circumstances.

ADA POLICY NOTICE

The YMCA of Central Texas does not discriminate on the basis of disability and will make reasonable accommodations/modifications in its policies, practices and procedures to accommodate a disability unless the accommodations/modifications would fundamentally alter the nature of the YMCA's programs or activities, would create an undue burden or hardship on the YMCA, or would pose a direct threat to the health and safety of themselves or others that cannot be eliminated by reasonable accommodations and modifications.

In order to best meet your child's needs, we require that you list any special care that the child requires including: Any reasonable accommodations or modifications; any adaptive equipment provided by the child, and instructions for its use; any symptoms or indications of potential complications related to a physical, cognitive or mental condition that may warrant prevention or intervention while the child is in care.

STATEMENT OF COMMITMENT

As individuals working with school-age children, we are committed to furthering the values of child development as reflected in the National Association for the Education of Young Children and the Texas Association for the Education of Young Children Codes of Ethical Conduct. To the best of our ability, we will:

1. Ensure the safety and health of all participants , while providing a responsive and caring environment for them.
2. Ensure that programs for young children are based on current knowledge of child development and reflect a dedicated effort towards positive and valuable experiences for children.
3. Help children learn to live and work cooperatively, promoting self-esteem and respecting their individual differences.
4. Respect and support families in their task of nurturing and guiding children.
5. Maintain high standards of professional conduct.
6. Recognize that personal values, opinions and biases can affect professional judgment, and strive to serve as positive role models for children.
7. Serve as advocates for children and their families within the school environment and the community.
8. Report any and all suspicions of child abuse to Child Protective Services.

YMCA OF CENTRAL TEXAS: MISSION, FOCUS & VALUES

Mission Statement: To put Christian principles into practices through programs that build healthy spirit, mind and body for all.

Focus: The YMCA of Central Texas is for Youth Development, Healthy Living and Social Responsibility.

Values: Our programs are designed to incorporate our core values: Caring, Honesty, Respect, Responsibility and Faith.

Y AFTERSCHOOL & DAY CAMP PROGRAMS

Philosophy

Y Afterschool is a program of the YMCA of Central Texas. This program is provided in collaboration with your school district. We uphold the heritage, tradition and values of the Y throughout our program activities. Our events reflect non-denominational, universal beliefs that transcend all cultures. We consistently demonstrate respect and support for all families, appreciating their right to determine and practice their own beliefs.

Purpose & Goals

To provide a safe, nurturing environment for all children by promoting healthy character, development of spirit, mind and body. We work collaboratively with families, communities and school districts to ensure that each child receives a consistent set of life skills for success. To meet these goals, our Y Afterschool program incorporates the five Y Core Values, the 40 Developmental Assets set forth by the search Institute and the experiential learning model

Curriculum

We demonstrate the commitment and goals of our Y Afterschool program daily by providing a curriculum designed to reflect our mission. Each day, students will engage in experiences aligned with our purpose.

We demonstrate the commitment and goals of our Y Afterschool program daily by:

SPIRIT

Activities in this category promote mental wellness by focusing on social-emotional learning. These activities are designed to develop positive character, leadership and cooperation. Students will experience:

- Circle/Sharing time
- Team building games and activities
- Activities to develop self-regulation and conflict resolution

MIND

Activities in this category focus on cognitive and/or creative challenges. These may be science experiments, technology-based explorations, art projects, engineering tasks, math games, literacy experiences, or other thinking projects. Students will experience:

- Scheduled homework/tutoring sessions
- Free reading/story time
- Problem solving through group activities and projects
- Special events and weekly enrichment instruction
- Development of social skills through group discussion, snack time conversation and group community projects

BODY

Activities in this category focus on physical movement, including organized group games, sports-oriented activities, or any other fun recreational challenge to get students' bodies moving and heart pumping. Students will experience:

- Non-competitive sports activities and intramural sports
- Emphasis on good hygiene
- Good sportsmanship demonstrated during active games
- Promotion of physical fitness through various sports challenges and contests
- Along with our commitment and goals, we incorporate our five Core Values: Faith, Honesty, Respect, Responsibility, and Caring

Each Y Afterschool curriculum activity is designed for an age band of pre-kindergarten - second grade, third - fifth grade, or for all students. Each is aligned to a learning domain of social/emotional, language/communication, literacy, mathematics, science, physical, fine arts, social studies, or technology. Our Y Afterschool team is provided resources for differentiating activities for students with various needs and receives support and professional development or curriculum implementation.

Students in the Y Afterschool program will also have the opportunity to engage with a minimum of five learning centers daily. Examples of centers include: library, science, social-emotional learning, dramatic play, math, art, social studies, construction/building, and writing.

Requirements to participate in Y Afterschool:

- Able to independently take care of toileting needs
- At least 4 years in age and enrolled in full-day Pre-K- 5th grade to the participating schools
- Able to function in a large group setting
- Able to communicate needs to caregivers

FAMILY PARTICIPATION

We value the active involvement of parents and families in our program. Cooperation with all policies and procedures, good communication and partnerships between Y Afterschool staff and parents are crucial to the well-being of each child. Please take every opportunity to talk with program staff about your child's participation in our program. We value and welcome your comments, concerns, and/or suggestions.

Throughout the year, families are invited to special events. Examples include Halloween at the Y, Nyle Maxwell's Christmas Dreams and Snowy Things, Healthy Kids Day, Enrichment Jamborees/Showcases. We encourage you to get involved and join in the celebrations of learning with us.

ACTIVITIES YOUR CHILD CAN EXPECT:

Y Afterschool

Y Afterschool includes a healthy combination of homework/quiet time and high-level activity to keep the days busy and fun. There are sports and organized games that help develop the child's sense of fair play, teamwork and physical coordination. Arts and crafts, songs and music encourage the children to explore their imaginations and utilize their creativity. Our enrichment activities include special areas of interest such as storytelling, special art projects, journalism, cake decorating, cooking, fitness and dance programs. Y Afterschool also incorporates a variety of special activities to ensure departure from the daily routine. These events include dances, talent shows and community service projects. Special events promote leadership skills, volunteerism, organizational skills, problem solving and a sense of cooperation.

Daily Program Components:

- Meet & Greet: Roll Call, Daily Announcements & Discussion
- Outdoor Play & Snack Time
- Homework / Reading
- Activities from Theme-Based Curriculum and/or Enrichment Instruction
- Activity Centers: Drawing, Table Games, Arts & Crafts

Y Day Camp

Y Day Camp includes a healthy variety of activities to keep the summer days busy and fun. Throughout the summer we will have special events such as cookouts, camp Olympics, dress-up days and much more. Special events promote leadership skills, volunteerism, organizational skills, problem solving and a sense of cooperation. We hope to instill a sense of independence and pride in every child who participates in our program. These activities help us accomplish that goal.

Y Day Camp includes a healthy combination of indoor and outdoor activities to keep the days busy and fun. Activities that your child can expect are: field trips, swimming, climbing tower, games, teambuilding, archery, arts and crafts, outdoor education, canoeing, paddle boarding, storytelling, songs, skits, nature hikes, special events and much more.

Weekly Schedule

The weekly schedules for each camp location will vary. Each site will participate in at least one day of swimming, one day on a field trip excursion, and three days at the site with enrichment and special events. Detailed schedules will be available prior to the first week of camp.

Camp Locations

The Y and each representative school district partner together to provide a quality summer day camp program. Y Day Camp locations vary each year depending on which locations the school districts allow us to use.

SNACK

The Y provides nutritional snacks daily. All snacks provided by the Y meet the Child & Adult Care Food Program (CACFP) nutritional standards and the Texas Health and Human Services guidelines. Children are encouraged to bring an additional snack from home if they choose not to eat the snack provided. The Y is not responsible for ensuring that snacks provided by parents meet Texas Health and Human Services guidelines.

Children are to bring a sack lunch with them daily to the Y Afterschool All Day Outs (ADO / In-Service) and Y Day Camp programs. We do not provide lunches, and are not responsible for the nutritional value of those items or for meeting the child's daily food needs.

PLAYGROUND EQUIPMENT POLICY

Texas Health and Human Services does not allow Y Afterschool programs to use some of the equipment on the school playground. The Y reserves the right to determine which playground equipment is safe for children and which equipment should not be used. We will adhere to all Texas Health and Human Services playground standards.

STAFF

The Y strives to make each child's day a positive experience – explore, discover, create new friendships, try new programs along with the traditional favorites. Each of our Y staff is carefully chosen to be positive role models and caring individuals. Every staff working in our program will attend training seminars which includes topics such as: leadership skills, positive discipline, creating excitement, learning new games, safety, CPR & First Aid, Child Abuse Prevention, health and safety training as well as many others. Our staff is the key to success and to your child's happiness.

LICENSING CERTIFICATION, STAFF TRAINING, CPR & FIRST AID

Texas Health and Human Services license the Y Afterschool and Y Day Camp programs. All employees are subject to criminal background checks and drug and alcohol testing. All employees are CPR & First Aid certified and required to meet the Texas Health and Human Services training standards.

TEXAS HEALTH AND HUMAN SERVICES & CHILD CARE LICENSING

A copy of the Texas Health and Human Services Minimum Standards is always available for your review in the State Licensing Binder. You will find this book located at the Parent Table. You may contact Texas Health and Human Services at (512) 834-3426 or www.hhs.texas.gov. The child abuse hotline phone number is 1-800-252-5400, or online at www.txabusehotline.org. Both are available 24/7.

- Child Care Licensing
14000 Summit Drive, Suite 100
Austin, TX 78728
(512) 834-3426

PARENT RESOURCES

Each campus has a community resources binder available for families in need.

YMCA CONTACT INFORMATION

1. If you have inquiries regarding Y Afterschool, please call the Y Afterschool Services Desk at (512) 246-9622. Our regular office hours are from 7:00 a.m. until 6:00 p.m. Director's office hours are 9:30 a.m. until 2:00 p.m. Please be sure to provide the name of your child's school. When calling to leave a message before or after hours, please follow directions on the voice prompt for leaving a message for a site. Direct calls cannot be made to the site in an emergency situation, you may call (512) 246-9622, and we will promptly relay the message to the school Site Coordinator. When appropriate, the Site Coordinator will return your call.
2. If you have questions about your account status, please call the Customer Accounts Representative at (512) 246-9622

ABSENCE POLICY

If your child will not attend due to illness, vacation or personal reasons, it is the parent's responsibility to notify the Y by 2:00 p.m. on the day of absence. If an absence is not reported, the Site Supervisor will make every effort to contact parents in order to verify the absence. Your cooperation in this endeavor is greatly appreciated. Please note that there is no tuition reimbursement for absences. Credits are not applicable since tuition is determined on an annual basis. Since this program is provided at an affordable rate, credit is not granted in the event of absence or personal vacation.

CHECKING-IN & SIGNING-OUT PROCEDURES

Each child is responsible to bring all of his or her belongings from the classroom into Y Afterschool and check in directly after school each day. Attendance is taken promptly, daily. Do not leave your child or children unattended at the program. Children are not authorized to leave the site until they have been signed out properly. Children are not permitted to leave the supervision of the Y Afterschool program once they check-in unless the parent completes a "Child Tracker Form" at the site ahead of time and has it on file. This is a written permission form that is specifically addressed to the Y that allows your child to attend specific clubs, rehearsals or tutoring on campus. This form includes the location, time your child attends the activity, and when he/ she will be returning. The children are responsible for getting to and from any such activity. If school teachers arrange to tutor children during Y Afterschool hours, they must sign out the children from Y Afterschool and return them to our program at a specified time.

Upon arrival, each child will be checked into the YMCA program. If your child attends an afterschool event or club they will be checked in after they arrive from the club. Parents and persons listed on the authorized pick-up list are required to sign their children out each day. We will positively establish the identification of any person picking up a child. If appropriate, we will ask for identification, such as a driver's license.

Children are not permitted to remain at the Y Afterschool facility after being signed out by the pick-up person. Any deviation from this policy will be considered a serious violation and will result in disciplinary action.

Any child whose name is not listed on the attendance sheet will not be permitted to stay at the program site without proof of enrollment from the parent. If your child is not on the attendance roster, you must show proof of payment to Y staff. Children are not permitted to remain at the program site once they are signed out.

AUTHORIZATION FOR RELEASE OF A CHILD

Only persons listed on your enrollment agreement are authorized to pick-up and sign out your child. Our online system allows you to update your contact information at any time without staff assistance, however, our front desk staff (512-246-9622) is always ready to assist if needed. Persons authorized to pick-up your child must be over the age of 18. In the event of an emergency, when a child must be picked up by someone not authorized in the enrollment agreement, we require the following:

1. Parents are required to keep information current in our registration system. Any last minute emergent additions must be sent in writing- text, email or applicable application.
2. The person picking up the child must present an identification card with his/her photo and must sign the child out.

Under no circumstances will your child be allowed to leave Y Afterschool or Day Camp with an unauthorized person.

Any change in family status which impacts authorized parties for pick-up will require official, legal court documentation. Only the primary parent on the account is able to make these changes to the the enrollment form unless court documentation is provided to the LCC Executive Director.

POLICY CHANGES

In the event the Y Child Care Department changes a policy that will directly affect its participants, you will be notified via email. It is imperative that you check your email daily for important information and reminders regarding your child's care. The site staff is not responsible for communicating policy changes, updates or reminders; rather their focus is the safety and supervision of the children. Policies are reviewed annually and updated as necessary.

PARENT COMMITMENT

We value the active involvement of parent commitment in our program; it is essential to our success. Cooperation with all policies and procedures, good communication and partnerships between staff and parents are crucial to the well-being of each child. Please take every opportunity to talk with the Y Afterschool counselors about your child's progress, development and about our programs. We value and welcome your comments, concerns and/or suggestions. Therefore, we ask you to share your input with Y staff and supervisors or call the Program Director at (512) 246-9622 so that we can strive for further improvements in the quality of staff and programming as well as recognize excellent effort from our staff.

From time to time your child will participate in special events (talent shows, plays, celebrations) and your attendance is most appreciated. We will always provide details of these activities to you in advance.

The Y holds each parent/guardian to the expectation that you will conduct yourself appropriately at all times when in the presence of our children and staff. Inappropriate language, conduct or sexual harassment toward any participant or staff member in our program will not be tolerated from parents or persons picking up your child. If a parent/guardian violates the policies and procedures of the program, and poses a risk or danger to the participants and staff on-site, the Y has the right to refuse service. Behaviors that indicate the influence of drugs or alcohol may require that Y personnel contact the authorities to ensure the safety of your child or children.

Parent conferences and meetings are available and scheduled as needed.

PERSONAL BELONGINGS

The Y does not permit children to bring toys, electronic games or other personal articles to Y programs. If items of this nature are brought to the program, we will require that they remain in your child's backpack for the duration of the day. The Y is not responsible for items lost, broken or stolen during program hours. Articles that are left behind at the end of the day will be placed in the camp's lost and found. Any lost and found items left at the end of each week will be donated to a local charity.

SCREEN TIME POLICY

A child may use screen time when: it is for homework, it is related to a planned activity, it is age appropriate, it does not exceed one hour a day, it does not include violence or advertising and it is turned off when not in use.

ILLNESS/ACCIDENT/MEDICATION

Illness: We urge you to keep children at home if they are ill, both for their sake and for the sake of other children. If a child is feeling ill during program hours for a period of 20 minutes or longer or if the illness includes fever of 100.4 or higher, vomiting or diarrhea, a Y staff member will contact the parent for immediate pick-up. If a child has been exposed to or has had a communicable disease, the staff should be notified at once. If children have been exposed to a communicable disease during program hours, we will notify the parents at once.

Accident: If an accident should occur during program hours, a Y staff member will notify the parents/guardian at once. The counselor caring for the child will complete a written report of any accident considered serious, detailing the medical procedure that was followed. We require that parents/guardians read and sign this document. If emergency treatment is warranted, the Site Supervisor will immediately notify the parent or guardian and the child will be transported by ambulance to the nearest medical facility, if necessary.

Medication: Any medication to be administered to your child by Y staff must:

1. Medications must be brought directly to the Site Supervisor/Site Coordinator by the parent or guardian.
2. Medications must be in the original container and labeled with the child's name, date, directions and the physician's name.
3. Medications must be accompanied with clear written instructions and the time medication is to be given. This document will be provided by the site coordinator and must include a doctor's signature. The Site Supervisor/Site Coordinator will make every attempt to give medicine on time. It is helpful when a child notifies the staff when medication is to be taken. If the medication is to go home with the child at the end of the day or week, it is the parent's responsibility to pick it up from the Site Supervisor.

IMMUNIZATION FOR PARTICIPANTS AND STAFF IN YMCA AFTERSCHOOL PROGRAMS

Immunizations of YMCA Staff: As mandated by our state licensing agency, we must monitor and evaluate any vaccinations our staff would be required to receive. After evaluating the risk each employee might pose to children in their care, compared to health and safety measures we currently have in place, vaccinations are currently recommended for adults as outlined by the Center of Disease Control; however none of the immunizations are required for our staff at this time. We will continue to monitor any possible risk employees might present to children, and will alter this policy at our discretion and notify our staff and parents of any changes to the required vaccines.

Immunizations of YMCA Participants: The YMCA follows the guidelines as outlined by the Department of State Health Service. Immunization information for children is requested upon time of enrollment and is kept in the YMCA Afterschool program participant enrollment forms. Additional immunizations information is located with school records.

Exemptions: Texas law allows (a) physician to write a medical exemption statements that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child or household member, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to get a physician or clinic to correct the problem). Schools and child-care facilities should maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health.

Instructions for requisition exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including religious belief, can be found at www.ImmunizeTexas.com under "School & Child-Care." Original Exemption Affidavit must be completed and submitted to the school or child-care facility.

For children claiming medical exemptions, a written statement by the physician must be submitted to the school or child-care facility. Unless it is written in the statement that a lifelong condition exists, the exemption is valid for only one year from the date signed by the physician.

Provisional Enrollment: All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified-age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

Documentation: Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.

BEHAVIOR GUIDELINES FOR PARTICIPANTS: DISCIPLINE THE "Y WAY"

It is the philosophy of our program that discipline is positive and serves to teach children proper behavior, not to punish them. Above all, we will place your child's physical and emotional well-being paramount. We will not engage in any practices that are physically or psychologically damaging.

We have aligned a proactive approach to behavior management by incorporating our five Core Values: Caring, Honesty, Respect, Responsibility and Faith, which encourage positive behavior in all of our participants. Children are taught to consider the effect that their actions may have on others. Our five Core Values are guidelines that every program participant must follow to assure that our program runs smoothly, protects the safety of all, promotes cooperation and assists our children in taking responsibility for their actions. Parents are required to read and sign the behavior discipline and guidance policy provided by the Texas Health and Human Services.

Behavior Guidelines for Participants Discipline, the "Y Way"

It is the philosophy of our program that discipline is positive and serves to teach children proper behavior, not to punish them. Above all, we will not harm children. We will not engage in practices that are physically dangerous, intimidating, psychologically damaging or belittling. At the time of enrollment, you will be provided with a copy of the discipline and guidance policy as required by Health and Human Services.

Y PROGRAM RULES

As participants, all children will be required to:

1. Check-in with a Y Counselor immediately upon arrival each day.
2. Respect the property of the Y and the school / camp location.
3. Report to a counselor if they are sick or hurt.
4. Keep all personal belongings in their backpacks during program hours except during free time.
5. Behave in a responsible manner - being helpful and cooperative.
6. Demonstrate courtesy and respect for one another.
7. Respect their counselors and follow directions.
8. Respect the rights of other participants, counselors and the school principals, teachers and staff.
9. Obey all school rules that are observed during the operating school day.
10. Be honest - making every attempt to be truthful and fair with others.

POSITIVE DISCIPLINE MEASURES

It is our goal for counselors, children and parents to work together toward cooperative behavior and a cohesive atmosphere. Staff will always notify parents of emerging difficulties and ask for assistance in behavior management. When warranted, behavior contracts and/or specific written goals will be established to reduce or redirect serious misconduct. However, in some cases, additional disciplinary measure may be pursued if a child inflicts physical or emotional harm on other children, is dangerous to themselves or others, is physically or verbally abusive to counselors and others.

The following behaviors are considered serious in nature:

Theft or Attempts to Steal or Property Damage

- Theft, Attempted Theft or Property Damage is defined as any property not belonging to the participant.

Verbal Abuse of Counselor or Other Participants (i.e. Bullying)

- Verbal Abuse is the belittling, humiliation, intimidation or threatening of another.

Physical Aggression

- Physical Aggression is the deliberate intent to hurt or jeopardize the safety of oneself or others. This behavior will not be tolerated, even when the child is angered or emotionally upset and requires immediate intervention.

Disruptive, Defiant or Disrespectful Behavior

- Disruptive, defiant and disrespectful behavior is behavior that requires repeated one-on-one attention and redirection thus taking the counselor's attention away from the other children putting them at risk.

Inappropriate Touching/Behavior

- Inappropriate touching is defined as any physical contact to another individual that causes emotional or physical distress.
- Inappropriate behavior is defined as any behavior that disrupts daily activities and/or causes distress to staff or other participants.

Children Leaving the Program Space without an Authorized Escort

- Children who attempt to leave without the assistance of a counselor are seriously endangering their safety and strict measures must be taken to prevent such occurrences. All children are required to stay within clearly designated Y Afterschool and Day Camp boundaries when indoors as well as during outdoor recreation time. If a child is troubled or hurt, he or she must seek the assistance of a counselor immediately.
- **If a child does not stay with their group they will get one written behavior alert before being removed from the program.**

Verbal Threats of Severe Harm or Death Threats

- Severe verbal threats that potentially endanger the life of a participant will be taken seriously and responded to with great caution. Immediate steps for resolution will take place in all such cases. It is not our intention or within our jurisdiction to determine the intent of the child or to interpret the meaning of statements or actions. However, we cannot minimize the serious nature of such threats and will therefore enforce strict and consistent consequences to prevent future occurrences and/or a dangerous situation.

NOTE: The YMCA of Central Texas, in an attempt to be fair and consistent with the ruling of each school district will consider a child who has been absent due to illness, suspended, expelled and/or placed in an alternative behavior program within the district, to have forfeited their right to attend the Y Afterschool Program for the duration of their absence and/or removal from the school campus.

BEHAVIOR ALERTS (WRITE-UPS):

The Y recognizes that this is a difficult time for the families involved; however, the Y has an obligation to provide a safe and quality environment to all of the children who are currently enrolled in the Y Afterschool and/or Day Camp programs.

1st Offense:

Parents / guardians will be contacted and arrangements will be made for immediate child pick-up. The child will remain in supervised "in-Y" suspension until the parent arrives.

2nd Offense:

1-3 days "out of Y" suspension, based on the severity of the incident. At this time, a discussion between the Site Supervisor / Site Coordinator and authorized member of the family will take place, followed by a signed written agreement that a repeat offense may result in removal from the program.

3rd Offense:

The Program Director will review all documentation and determine if the child will be removed from the program.

In all instances, the Program Director will ensure that fairness and consistency is demonstrated with all disciplinary steps taken. He or she will get to know the child involved and observe, assess and review documentation. Every reasonable measure will be taken to ensure that the child's needs are met. Please note that our primary goal is to provide effective supervision and positive support for every child and to anticipate, successfully prevent and resolve conflicts. In some instances; however, the Y reserves the right to remove a child from the program, after reasonable attempts have been made to help the child, when the desired results have not been achieved.

Should the Program Director make the decision to remove a child from the program, the child is ineligible to re-enroll in any Y program for a calendar year or at the discretion of the Executive Director. The removal of children from our program is enforced only to ensure the overall safety of all involved.

Any behavior alerts delivered are internal documents. If you would like a summary of the incident or behaviors please contact the Program Director for an emailed summary.

PROGRAM CALENDARS

The Y Afterschool and Day Camp programs run in conjunction with the school district calendar year. Each parent receives a district specific calendar upon registration. Please keep the calendar as a reminder of early releases and all day care dates as well as special holiday camp, spring break camp and summer camp information.

ALL DAY OUT SCHEDULE

It is of great importance that families and their children be offered Y Afterschool care that is uninterrupted throughout the year. The Y meets this need with alternative care on most school holidays and in-service days. The fee for this service is already incorporated in your monthly payments. All Day Outs implement theme-based lesson plans and balanced activities throughout the day. All Day Outs are from 7:00am until 6:30pm. Children must be walked into the program and checked in with a counselor at each All Day Out. Children must never be left unattended. Two weeks prior to each All Day Out, sign-up sheets will be available at each Y Afterschool site. Parents must be certain to register their children by the designated date. Please be certain care for your child is necessary before registering. It is necessary for us to have accurate enrollment numbers prior to the All Day Out in order to provide sufficient staff and supplies for care that day. Therefore; children who are not registered will not be able to attend the All Day Out.

The All Day Outs are not held at each Y Afterschool site; instead, schools may be consolidated at a particular site. At the time of sign-up, please make sure you are aware of the location your child will be attending. Anyone picking up children during All Day Outs will be required to follow the standard Y Afterschool procedure of showing a photo ID. The Y provides a morning and afternoon snack at the All Day Outs; however, children are required to bring their own sack lunch and a drink. Due to the Y's inability to control what food parents provide, the Y Afterschool program is not responsible for meeting the DFPS nutritional requirements any time all day care is provided.

Please review your child's academic calendar carefully, and make a special note of the days when school and the Y Afterschool program are not in session. Child care will not be provided on these days and other arrangements will be necessary.

EARLY RELEASE

Y Afterschool will provide care on Early Release days scheduled by the school district. Care will begin immediately following dismissal. If you pick your child up on these days, please notify the Y Afterschool Services Desk that your child will not be in attendance.

HOLIDAY & SPRING BREAK CAMPS

The Y offers week long, all-day care during the holiday and spring break recesses. A separate fee applies to these programs, as they are not days that are included in the cost of Y Afterschool. Camp activities include indoor/outdoor sports and games, field trips, arts and crafts projects and group activities. Information and registration for these camps will begin a minimum of 1 month in advance and close 1 week prior to the camps beginning. Late registrations will not be accepted. Each child needs to bring a sack lunch and drink each day he/she attends. A morning and afternoon snack is provided. The hours and sign-in, sign-out policies are the same as for All Day Outs. Camps will be consolidated into a few sites according to enrollment numbers. The Y Afterschool Program Director reserves the right to relocate campers to a nearby site if fewer than 40 children sign up at one location. Registration forms and itineraries for camp will be distributed two to three weeks before the camp session.

EMERGENCY PROCEDURES & INCLEMENT WEATHER CONTINGENCY PLAN

The Y is prepared to activate emergency procedures in the event of severe weather, fire and/or other emergency conditions that require building evacuation or other immediate safety measures. Personnel at each site are trained on these procedures. Evacuation procedures and/or maps are posted at each program location.

When appropriate, parents will be contacted for early pick-up for severe weather concerns. The YMCA afterschool programs follow the school district calendar and emergency protocols. If the school district cancels afterschool activity, the Y does not provide care that day. If school does not open due to inclement weather, the Y does not provide care that day. Please understand that the YMCA does not refund for these unexpected closures due to inclement weather.

SUN PROTECTION FOR CHILDREN

The Y promotes outdoor activities; therefore, sun protection for children is essential. Since sunburn may appear hours after sun exposure, it is critical that preventive measures be taken to avoid sunburn. The following measures should be taken to help protect your child:

- Please include strong sun block in your child's backpack daily.
- Give your child instructions to have sun block applied prior to outdoor activities.
- Y staff will have scheduled sunscreen checks throughout the day to ensure that all children are properly protected.
- Y staff will take every reasonable measure to avoid over-exposure and sunburn; however, we cannot take sole responsibility for exposure to the sun or when preventive measures to avoid sunburn are not taken. Parental assistance is imperative to ensure the proper protection of each child as Y staff are not able to assist with physical application.

APPROPRIATE CLOTHING FOR OUTDOOR PLAY

The Y Afterschool program is licensed by Texas Health and Human Services, which requires that children be provided the opportunity to fresh air daily. Please keep in mind that the weather can change suddenly, even within a few hours, and guide your child to dress accordingly.

On cool days that children may be outside, we require children to bring a coat or jacket. Parental assistance is necessary to ensure the proper protection of each child.

PLAN OF CARE FOR PRE-K-5TH GRADE PARTICIPATION IN YMCA LICENSED CHILDCARE

- Transitions to and from restrooms AND to and from indoor/outdoor:
 - A YMCA staff member will accompany all students during times of transitions from one space to another. The children will be supervised at all times except when the child is in the restroom.
 - Only 3 students at a time will be allowed into restrooms, while the remaining students sit in a line awaiting their turn.
 - Students will be taught not to run ahead and must stay with counselor when transitioning. Students will be taught expected behaviors and will follow school and YMCA rules.
 - HHS Minimum Standards ratios will be followed for adult to children supervision.
- Students will not mix with people outside of the operation unless parental permission is given for special occasions. Any shared spaces will have specific rules to assist monitoring and supervision of YMCA participants to ensure student safety. All students will be monitored and supervised by YMCA staff at all times during hours of operation at the YMCA afterschool program.
- While we cannot guarantee it, we will make our best effort to group children with other children at or near their age. Childcare ratios as required by Health and Human Services will be followed at all times.

Caregivers will meet the unique care needs of children younger than 5 years old by:

- Ensuring that all YMCA staff know each individual child in order to meet his or her needs...building relationships with the individual child.
- Building relationships with the parents of the Prekindergarten students.
- Building relationships with the school staff that serve the same children.
- Attending training geared towards the developmental stages of children.
- Attending training geared toward supervision, discipline, and guidance.

Any modifications to space will be implemented and supported by the school day and ISD staff

Modifications to equipment will be determined by curriculum, lesson, and activity plans designed for the younger child.

The YMCA recognizes the importance of physical activities and outdoor play for younger children in our care

- The YMCA will provide a minimum of two opportunities for outdoor play, weather permitting for at least 60 total minutes when a child is in care for 8 hours. We will prorate this requirement if a child is in care for less than 8 hours.
- Additionally, the YMCA will provide a minimum of 90 minutes of moderate to vigorous active play when a child is in care for 8 hours. We will prorate this requirement if a child is in care for less than 8 hours.
- Play
 - The YMCA will provide structured and unstructured play to facilitate the development of the young child.
 - Duration of play explained above
 - Both indoor and outdoor play will be provided
 - Physical activities will occur in the gym, on playscape and/or field/blacktop
 - The YMCA encourages parents to provide appropriate footwear to support the child in times of structured and unstructured outdoor and indoor play
 - During inclement weather, the YMCA will provide physical activities in the gym.

BILLING PROCEDURES & TUITION PAYMENTS

As a nonprofit organization, the Y is firmly committed to providing a quality program in a safe environment at the lowest possible cost to participants. We are confident that our program continues to be among the finest available for the cost and we will continue our efforts to maintain reasonable rates.

Although we do not anticipate a rate increase mid-school year, the Y Afterschool Program has been forced in the past to increase tuition rates due to the rapidly rising costs associated with maintaining appropriate staffing and wages, the use of school buildings, curriculum supplies and training, enrichment programs and snacks for the children. We reserve the right to change tuition rates when necessary and will notify participants at least 30 days in advance of any change.

The Y Afterschool Department is not responsible for tuition reminders or statements. Therefore; it is the parents' responsibility to make sure that the tuition is received on or before the due date at any Y of Central Texas branch location (addresses listed below).

PAYMENT OPTIONS

Payment Option 1: Bank Draft Payments

Draft may be paid monthly (1st business day of the month) or semi-monthly (1st and 15th of each month) beginning August and continuing through May. A bank draft form is included with the registration packet. Please complete the form and per FDIC regulations, attach a voided check. Please submit the form with your enrollment form and registration fee.

Payment Option 2: Credit Card Draft Payments

Draft may be paid monthly (1st business day of the month) or semi-monthly (1st and 15th of each month) beginning August and continuing through May. A credit card draft form is included with the registration packet. Please complete the form and submit it with your enrollment form and registration fee. The YMCA of Central Texas accepts the following Credit Card companies: Visa and MasterCard.

Payment Option 3: Mailed Payments

Payments not made through automatic draft are due on the 1st of the month, beginning August 1st. In order to ensure timely credit to your account, payments should be mailed no later than the 25th of the prior month to:

**YMCA of Central Texas
Attn.: Y Afterschool Department
P.O. Box 819, Round Rock, TX 78680**

When paying by mail, we encourage the use of a check or money order. We request that you do not mail cash because we would like to ensure that the appropriate account is being credited.

Payment Option 4: Payments Made In-Person

Payments may be made in person at the Y Afterschool Services Desk (in Round Rock), CHASCO Family YMCA, Hutto Family YMCA, Twin Lakes Family YMCA, YMCA of the Highland Lakes, Georgetown Family YMCA or Greater Waco YMCA. The addresses and hours of operation for all branches are available online at www.ymcactx.org.

NOTICE OF LATE FEES

Timely payments reduce our costs to collect past due amounts. Please note that accounts with payments received after the 1st of the month will be assessed a \$25.00 late fee. Accounts with more than two (2) late payments will be required to use credit card or bank draft options only. Accounts with two (2) or more checks, bank or credit card drafts returned as insufficient will be required to pay by cash or money order for the remainder of the school year. In addition, a \$30.00 fee will be assessed for checks or credit card / bank drafts returned for insufficient funds, stopped payment or closed bank accounts. If you are dropped for non-payment you will be required to pay by credit card or bank draft to re-enroll. The Y reserves the right to remove participants who do not render payment for services according to this stated policy.

LATE PICK-UP FEES

If you are late for the designated pick up time of the program, you will be charged \$1.00 per minute, per child, No Exceptions. Late fees must be paid at any of the YMCA of Central Texas branch locations within 24 hours. Please be advised that payments will not be accepted at school sites. If payments are not made within 24 hours, the Y reserves the right to remove a child from the program. If a child is picked up late more than three times, he/she may be subject to removal from the program and consideration for re-enrollment will be decided by the Program Director. Please note that customers who utilize the automatic draft system for method of payment, the late pick-up fee may be attached to the following month's draft. If your child has not been picked up by 7:00 p.m. and the Y has had no contact with the parents or guardians, the proper authorities will be notified. In the event that a safe and timely pick up has not been established, the Y reserves the right to contact appropriate authorities at any time.

Miscellaneous Payment Information

- Past due accounts for any Y program must be settled prior to enrollment.
- If paying by check, please include your child's name and location on your check's memo line.
- For security reasons, tuition payments may not be accepted at the sites.
- To insure that your child is enrolled at the site/camp location of your choice, please do not wait until the deadline date to submit your payment. Enrollment is done on a first come first served basis. Each site is licensed for a limited number of children. Once we reach the maximum number of children, the session will be closed.
- Any payment received after the deadline date will be assessed a late fee of \$25. If the late fee portion is not included in the check amount, a phone call will be made to the parents notifying them that their payment was late and a late fee has been assessed. The late fee payment must be paid within 24 hours in order for your child to have a space in the session in which you are enrolling.
- Payments that are made after the due date must be paid in person at the Y Afterschool Services Desk in Round Rock.
- If you wish to obtain a receipt by mail, please enclose a self-addressed stamped envelope with your payment.
- If you participate in a child care flexible benefit plan with your employer and require a signature for reimbursement, please provide a self-addressed stamped envelope with each payment with a request for signature. We will return the signed form within one week of receipt.
- Accounts will be assessed a \$30 charge for checks, credit card or bank drafts returned for insufficient funds, stopped payment or closed bank accounts.

REFUND/TRANSFER OR CHANGE POLICY

Refunds will be given if cancellation is received in writing. The YMCA of Central Texas requires a two weeks' notice for all cancellations. Registration fees and deposits are non-refundable and non-transferable. Please allow two weeks for the processing and mailing of your refund check.

CHILD CARE EXPENSE TAX REPORTING

Please note that according to IRS guidelines, childcare recipients are required to keep accurate records with regard to expenses paid. For your records, the legal name of the association is: YMCA of Central Texas. Our taxpayer identification number is: 74-2206558.

Please note that according to IRS guidelines, child care recipients are required to keep accurate records with regard to expenses paid. Although the Y is not legally required to provide a statement of expenses, we will provide this service upon request.

If you are not currently enrolled in the program, you may submit a written request for an annual child care statement by mail, fax or in person at any one of the YMCA of Central Texas branch locations. If requesting to receive the statement by mail, provide a self-addressed stamped envelope. If requesting by fax, provide the applicable fax number in your written request. Due to the large number of participants in the program, you should allow a minimum of 6-8 weeks for preparation of statements..

WITHDRAWAL FROM THE PROGRAM

If at any time during the year you need to withdraw your child from the Y Afterschool Program, you must submit a written notification two weeks prior to your child's last day of attendance. This two-week notice is required even if withdrawal occurs prior to the opening of the program. This notice must be received at the Y Afterschool Services Desk in Round Rock by mail, fax (512) 310-9372 or e-mail at ccdesk1@ymcactx.org. If written notice is not received, you will be responsible for the full amount of tuition. If tuition has been paid and proper notification is received, a partial refund will be issued. There is a \$10 processing fee that is deducted from all refunds for this service. Registration fees are not included in the refund.

PARENT RESPONSIBILITIES

The YMCA of Central Texas is firmly committed to the protection and safety (physically and emotionally) of all our participants and staff in our program. Therefore; we reserve the right to exercise removal of participants who do not comply with these guidelines set forth in this Family Guide and render them ineligible to further participate in Y Programs. Parents are required to:

1. Complete the password line on the enrollment form. You will be required to use this password when contacting the office to request information on file or to authorize alternate pick-up. This procedure is designed to protect your child and to maintain confidentiality for your family.
2. Update all information on Y records at the school site including change in telephone/mobile contact numbers, emergency information and authorized parties for child pick-up.
3. Adhere to all payment procedures as outlined in this Family Guide.
4. Submit written notice two weeks in advance if withdrawing your child from the program.
5. Take proper steps to authorize emergency pick-up of your child.
6. Make certain that when you leave your child at a Y program, a Y staff member is present to receive and supervise the child.
7. Instruct your child to always remain part of a group, emphasizing safety in numbers.
8. If you have a concern, please communicate it to the Site Supervisor.
9. In a partnership effort, please work with the Site Supervisor to address and resolve any emerging issues of discipline.

In addition to the above guidelines, please be advised that:

- Y staff is mandated by State Law to report any suspected cases of child abuse or neglect to the appropriate authorities.
- Y staffs are not allowed to baby-sit or spend free time one-on-one with participants at any time outside Y programs.
- Y staffs are not allowed to transport Y program participants.
- Inappropriate language, conduct or sexual harassment will not be tolerated from parents or persons picking up your child.
- Behaviors that indicate the influence of drugs or alcohol may require that Y personnel contact the authorities to ensure the safety of your child or children.

STATEMENT REGARDING INVOLUNTARY DISENROLLMENT

The YMCA of Central Texas reserves the right to remove a participant from the Y Afterschool or Day Camp programs for the reasons detailed in this Family Guide. Participants may also be removed for other circumstances during the school year that are deemed to be pertinent and relevant to the safety and well being of all. The Program Director or appropriate personal will make this decision.

Y EMPLOYMENT OPPORTUNITIES

The YMCA of Central Texas is seeking dynamic and talented individuals who are committed to making a positive difference in the lives of children. The Y offers excellent employee benefits, such as competitive salaries, free Y membership, child care discounts*, tuition reimbursement* and a retirement fund*. Call the job line at (512) 246-YMCA (9622) option "4" for employment opportunities or log on to www.ymcactx.org for the latest job postings. (*Length of employment and/or minimum hours worked requirement.)

Y VOLUNTEER OPPORTUNITIES

Share your talents with our community by volunteering at the YMCA of Central Texas. Y volunteers are ambassadors, counselors and child care providers, enrichment specialists, mentors and sports and fitness enthusiasts. Call (512) 246-YMCA (9622) for volunteer opportunities.

Y MEMBERSHIP

The YMCA of Central Texas offers several different types of memberships. Visit your local Y Member Services Desk for more information and details about Y memberships, or call (512) 250-9622 for the Twin Lakes Family YMCA in Cedar Park, (512) 846-2360 for the Hutto Family YMCA, (512) 615-5511 for the CHASCO Family YMCA in Round Rock, (512) 756-6180 for the YMCA of the Highland Lakes in Burnet, (512) 615-5599 for the Georgetown Family YMCA, and (254)776-6612 for the Greater Waco YMCA. Of note, Y program participants with a Y Family Membership are eligible for a tuition discount.

ANNUAL CAMPAIGN

Our goal, as a leader in social services for Williamson and Northern Travis counties, is to ensure that Y programs are accessible to everyone – whether they are in need of Y Afterschool, memberships, youth sports, summer camps or child care. The Strong Kids Campaign enables us to reach out to children in families in need of financial assistance. The success of our Strong Kids Campaign depends on generous contributions from individuals, businesses and civic organizations. One hundred percent of the dollars raised go directly to benefit kids and families in your community. Contributions to the Y may be made at the Y Afterschool Services Desk, your local YMCA of Central Texas branch location, or via mail by sending checks payable to: YMCA of Central Texas, P.O. Box 819, Round Rock, TX, 78680. For more information on charitable giving to the Y, contact the Y's Financial Development Office at (512) 246-9622.

MEMBERSHIP & FAMILY ASSISTANCE

We believe that every child and family should have the opportunity to participate in any Y program and enjoy the benefits of Y membership. Those not able to pay the full fee may be awarded partial financial assistance based on their demonstrated ability to pay and the Y's ability to fund the subsidy. Because the demand for financial assistance is great, scholarships will be awarded on a first-come, first-served basis, subject to available resources. Visit the Y Afterschool Services Desk for further details and a scholarship application. Program scholarships are made possible by funds raised through the United Way and our Strong Kids Campaign.

UPDATING OF THE FAMILY GUIDE

Upon revisions of this Family Guide, the Y will do its best to notify all parents and/or guardians of these changes.

Provider's Guide to Parent's Rights

Senate Bill 1098 from the 88th Legislative Regular Session added Section 42.04271 to the Human Resources Code and states that a parent or guardian of a child at a child care facility has the right to:

- Enter and examine the child care facility during its hours of operation and without advance notice;
- File a complaint against the child care facility;
- Review the child care facility's publicly accessible records;
- Review the child care facility's written records concerning the parent's or guardian's child;
- Receive inspection reports and information about how to access the child care facility's online compliance history;
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child;
- Be given the contact information for the child care facility's local Child Care Regulation office;
- Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that;
 - Video recordings of the alleged incident are available;
 - The parent or guardian does not retain any part of the video depicting a child that is not their own; and
 - The parent or guardian of any other child in the video receives prior notice from the facility;
- Obtain a copy of the facility's policies and procedures handbook;
- Review the facility's staff training records and any in-house training curriculum; and
- Exercise these rights without receiving retaliatory action by the facility.

Required Notifications

- The child care facility must provide written notice to the parent or guardian of any other child captured in a video before allowing a parent to inspect a recording.
- The child care facility must provide a parent or guardian with a written copy of the rights no later than the child's first day at the facility.

Helpful Tips

Since a parent may perceive an action taken by a child care facility as retaliatory, keep in mind:

- Documentation is essential in supporting your actions; and
- Follow the suspension and expulsion policy outlined in your operational policies and update policy, if needed.



ymcactx.org

CHASCO FAMILY YMCA

1801 N. Interstate Hwy 35 • Round Rock, TX 78664
512-246-9622
Hours of Operation
Monday – Friday: 5:00am – 9:00pm
Saturday: 7:00am – 5:00pm
Sunday: 1:00pm – 6:00pm

HUTTO FAMILY YMCA

200 Alliance Blvd. • Hutto, TX 78634
512-846-2360
Hours of Operation
Monday – Friday: 5:00am – 9:00pm
Saturday: 7:00am – 5:00pm
Sunday: 1:00pm – 6:00pm

TWIN LAKES FAMILY YMCA

204 East Little Elm Trail • Cedar Park, TX 78613
512-250-9622
Hours of Operation
Monday – Friday: 5:00am – 9:00pm
Saturday: 7:00am – 5:00pm
Sunday: 1:00pm – 6:00pm

YMCA OF THE HIGHLAND LAKES

1601 S. Water Street • Burnet, TX 78611
512-756-6180
Hours of Operation
Monday – Friday: 5:00am – 9:00pm
Saturday: 8:00am – 5:00pm
Sunday: CLOSED

GREATER WACO YMCA

6800 Harvey Dr. • Waco, TX 76710
254-776-6612
Hours of Operation
Monday – Friday: 5:00am – 9:00pm
Saturday: 7:00am – 5:00pm
Sunday: 1:00pm – 5:00pm

YMCA CAMP TWIN LAKES

204 East Little Elm Trail • Cedar Park, TX 78613
512-250-9622
Hours of Operation
Monday – Friday: 5:00am – 9:00pm
Saturday: 7:00am – 5:00pm
Sunday: 1:00pm – 6:00pm

Y AFTERSCHOOL

1812 N. Mays Street • Round Rock, TX 78664
512-615-5563
Hours of Operation
Monday – Friday: 7:00am – 7:00pm

YMCA OF CENTRAL TEXAS

1812 N. Mays Street • Round Rock, TX 78664
P 512 615 5563
F 512 310 9372