

Parent Evaluations

We appreciate your comments and feedback about staff and programs. Surveys will be sent to help us improve different aspects of our program such as staff, activities and communication. Please take time to complete these when they are distributed so we may use your feedback to make our YMCA Afterschool Program even better.

Parent Advisory Committee

As we continue to seek ways to better serve our families and community, we often will call on the help of parents whose children participate in our programs. We will periodically conduct meetings in which parents are invited to discuss concerns or ideas for our program. Contact the Director of Youth Development for more information.

Financial Obligations

All Afterschool fees are due the first of each month. Fees may be paid at the Member Service Desk or Youth Center Desk during operating hours. Any fees not received by 6:00pm the 5th of the month will be charged a \$10 late payment fee. The YMCA reserves the right to turn away any child whose payment is outstanding by the 10th of the month.

Receipts

The Sumter Family YMCA does **not** print monthly receipts for distribution. If you need a receipt for monthly afterschool payments, please indicate so at the time of payment.

Outstanding Balances

Afterschool registration will not be accepted for accounts that have an outstanding balance.

Financial Assistance

Financial assistance is available for all YMCA programs and memberships. Scholarships are provided through the YMCA "Open Doors" Program, funded by the annual campaign. To apply for financial assistance, ask for an application at the Member Service Desk .

This annual campaign runs throughout the spring, but the Sumter Family YMCA continues to accept donations throughout the year. Contact us if you would like to make a contribution or if you would like more information.



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

AFTERSCHOOL PARENT HANDBOOK

Everything you need to know about the Afterschool Program



SUMTER FAMILY YMCA

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

Handbook Contents:

Letter from the Staff

Our Mission, Purpose and Goals

Afterschool Agreement

Important Information

Kids Day Out (KDO)/Full Day Holiday Dates

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Medications

Parent Responsibility



Medications

Whenever possible, medications are to be administered at home either before or after the Afterschool Program. If medication is required during afterschool time, it will be administered under these conditions:

1. The medication must be given directly to the YMCA Director of Youth Development by the parent, and must be in the original, labeled package.
2. The medication must be accompanied with specific instructions on how and when the medication should be administered.
3. Parent must complete a medication form to be kept on hand with medication.
4. All medications must be administered by the YMCA Director of Youth Development or Childcare Coordinator. At no time is a child to possess any medication (including over the counter) in his/her personal belongings.

*All inhalers must be kept in the afterschool medication box. This box is easily accessible and inhalers can be obtained in a moment's notice. However, if a parent requests in writing that the inhaler is to be kept with the child, we will honor the request, if the child can demonstrate responsibility for the use and possession of the inhaler. Any misuse or misplacement of the inhaler during the afterschool session will be cause for the inhaler to be kept in the medication box.

Illness

If a child shows any sign of illness or fever (100°F or higher), the parents or guardian will be notified to pick up the child.

Emergencies

Routine cuts and scrapes are treated by counselors. In the case of serious illness or accident involving your child, the Sumter Family YMCA Childcare Coordinator or Director of Youth Development will contact the parents/guardians listed on the child's registration form. In the event that such can not be reached, your authorization signed on your registration form allows us to secure proper treatment. Please note: in the event of a serious emergency, 911 will be contacted first.

Discipline Policy

- If a child is unable to comply with the behavior expectations, staff will make every effort to correct the behavior with verbal communication.
- If after the verbal communication the child is still unable to comply with the behavior expectations, staff may utilize “time-out” for a period of time then discuss the reasons for the “time-out” with the child.
- If a child’s behavior continues to be disruptive and/or unsafe, behavior will be documented in the following format:

- 1st. Verbal communication by staff to child and timeout
- 2nd. Documentation of behavior – copy given to parent/guardian
- 3rd. Documentation – copy given to parent/guardian during discussion concerning behavior.
- 4th. Documentation – 1-day suspension and meeting with parent/guardian to discuss behavior and intervention.
- 5th. Documentation – 3-day suspension from program and meeting with parent/guardian to discuss continued behavior.
- 6th. Documentation – 5-day suspension from program and meeting with parent/guardian to discuss future participation in program.

*Future participation in the program will be evaluated in each individual case. After careful evaluation, the decision that is best for both the child and the program will be made by the Director of Youth Development.

Please Note - No refunds/credits for time missed due to behavior.

Behaviors which may result in immediate dismissal from program include but are not limited to:

1. Damage or theft of property
2. Assault (hitting, biting, kicking, or throwing objects)
3. Possession of weapons
4. Possession of tobacco products, alcohol, narcotics or other illegal substances
5. Gang-related activity or bullying
6. Sexual misconduct

*Depending on the severity of the offense, any and all steps in the Discipline Policy may be eliminated or combined.

Dear Parent,

Welcome to the YMCA Afterschool Program. Thank you for choosing us to provide care for your child. We look forward to providing your child with a unique, memorable experience, filled with fun and learning in a Christian environment. With health care and child obesity being a huge concern in today’s society, the Y is also dedicated to providing afterschool programming that will encourage healthy life style habits.

The YMCA staff members are here to serve you. Contact us if you have any questions or suggestions. Thank you again for allowing us to serve you and your family.

In the Y Spirit,
Youth Development Staff

Our Mission

The YMCA is a Christian based organization that strives “To put Christian principles into practice through programs that build healthy spirit, mind, and body for all”. Our focus in the Afterschool Program is to encourage children to accept and demonstrate the YMCA’s five character traits: Caring, Honesty, Respect, Responsibility and Faith.

Our Purpose

Each day we strive to provide a quality, Christian-oriented experience in a safe, convenient, and creative environment. Our program presents opportunities and activities that enhance each child’s spiritual, physical, social, intellectual, and emotional growth.

Our Goals

To provide a positive growth experience, recognizing each individual child’s needs and abilities.

- To provide activities and experiences that develop and support Christian values, self-esteem, and fun.
- To provide a safe environment for individual and group growth.
- To create an environment where children can learn from each other.

Sumter Family YMCA Afterschool Agreement

Participants in this program must abide by the following:

1. I will be respectful of other people.
2. I will not hurt other people or their feelings on purpose.
3. I will not use bad language.
4. I will tell the truth.
5. I will use good manners.
6. I will listen carefully and speak clearly.
7. I will put away my things and clean up after myself.
8. I will not damage YMCA property.
9. I will not leave the YMCA Afterschool Program without permission.
10. I will follow the rules when riding in the YMCA buses.

IMPORTANT INFORMATION:

YMCA Phone: 803-773-1404
Absence notification: 803-774-2511
Address: 510 Miller Road, Sumter, SC 29150
Facebook: www.facebook.com/SumterYmca
Website: www.ymcasumter.org

Fees

\$25.00 Annual registration fee per child

Monthly fee: Members/\$200 and Potential Members/ \$300

- Programs days and times are based on Sumter School District Calendar
- Months with school closing due to holidays will be prorated
- No discounts given for absence from the program

Inclement Weather Policy

If Sumter School District closes due to inclement weather, the YMCA Afterschool Program will not be offered on that day nor will there be any full day programming provided.

If schools dismiss early due to weather, the program will not be offered. Parents will be responsible for picking up their child(ren) from school.

If schools schedule a make up day on a Saturday, the Sumter Family YMCA Afterschool Program will not be offered on that day. Parents will be responsible for picking up their child(ren) from school.

In the event of weather emergency various actions and procedures will be taken. Emergency drills for tornados and severe thunderstorms are run on a regular basis. We also practice fire drills each month.

What Not To Bring To Afterschool

Items such as: electronic games or toys, playing cards, jewelry, laser lights, fingernail polish, firearms, fireworks, knives, matches, lighters, tobacco products, expensive items, and money should not be brought to the YMCA. Any of these items that are brought to the YMCA will be taken and returned to the parents at the end of the day. The YMCA can assume NO responsibility for items that may be lost, stolen, or damaged if brought to the YMCA.

Lost And Found

We make every effort possible to return lost items. Label your child(ren)'s belongings including coats, jackets, backpacks, lunchboxes, swimming items and water bottles. Parents are welcome to check our lost and found at any time. We encourage you to check for lost items as soon as you realize they are missing. Due to an overwhelming amount of lost and found items, we do donate the items to a local charity at the end of every month.

The YMCA is not responsible for lost or stolen items.

Late Pick Up

The YMCA Afterschool Program ends at 6:00pm. We will give parents a 5 minute grace period but all children picked up after 6:05pm will incur the late pick-up fee of \$1.00 per minute per child. Afterschool staff will not leave a child unattended. If a child is not picked up by 6:45pm and we receive no communication from a parent or guardian, the local authorities will be called.

Consistently late pick up may be grounds for dismissal.

Extended Care

If parents need care for their child after 6:00pm on a consistent basis, we do offer extended care. This program operates from 6:00pm to 7:00pm each day that care is offered. Children must be registered and pay in advance for this program.

Absentee Procedure

If for any reason your child will be absent from the Afterschool Program, please call the Youth Center Desk at 803-774-2511. Your message should contain the date, your child's name, grade and the school he/she attends. This minimizes delays at school and increases the safety of your child. A fee of \$10.00 per child, per day is charged for failing to notify the YMCA of your child's absence. For drivers and counselors to know who will be present at each school, the Sumter Family YMCA must be called no later than 1:00pm the day of the absence.



Kid's Day Out and Full Day Holiday Programs*

Kid's Day Out is held on teacher in-service/workdays. These days are included in the cost of monthly afterschool. Afternoon snack will be provided. Children will need to bring lunch. Canteen will be open for lunch as well.

We will also offer a full day of care on other school closing days. These days are at an additional cost for afterschool participants. The months with these dates have been prorated accordingly. Afternoon snack will be provided.

Registration deadlines for each Kid's Day Out, full day holidays and field trips are generally two business days prior to the activity. Registrations not received by the specified deadline date are subject to a \$10 late registration per activity per child.

A program will be held these days provided that at least 20 children have been registered by noon one day in advance. **Schedules are consistent with Sumter School District calendar.**

2019 - 2020 Afterschool Calendar *		
Date	Care Type	Cost
August 19	KDO	included
September 2	CLOSED	CLOSED
October 21	KDO	included
November 11	Holiday camp	additional
November 25- 27	Holiday camp	additional
November 28-29	CLOSED	CLOSED
December 23, 26, 27, 30	Holiday camp	additional
December 24, 25, 31	CLOSED	CLOSED
January 1	CLOSED	CLOSED
January 2-3	Holiday camp	additional
January 17	KDO	included
January 20	Holiday camp	additional
February 28	KDO	included
April 10, 13-17	Holiday camp	additional
May 25	CLOSED	CLOSED
June 5	KDO	included

Daily Schedule

Groups are based on grade for the school year. Activities may vary depending on the number of children participating.

2:30 - 3:30	Children arrive at the YMCA; Snack and Free Play
3:30 - 3:45	Devotion
3:45 - 4:30	Group Time, Games, Activities, Homework
4:00 - 6:00	Rides Out, Large Group Games, Continued Homework

Homework

The homework group will have a quiet space to work while the remainder of the children engage in other activities within the facility. We cannot guarantee that your child will complete their homework or the accuracy of it. Staff members are available to answer questions and to ensure that the homework area is quiet.

Electives

Electives are available to allow children to participate in other areas of interest during afterschool hours. These electives are available at an additional cost such as swim lessons and basketball.

Kid's Night Out

Throughout the school year we will offer children the opportunity to spend an evening at the YMCA. They will get to eat dinner, swim, play games, and watch a movie. These are at an additional cost and will be highlighted through emails, flyers in the building, social media and our website.

Snack

Snacks are provided each day by the YMCA. Snacks will consist of items such as crackers, chips, fruit and dairy products provided by a grant. If your child does not enjoy the provided snacks, you are welcome to bring a labeled snack to the Sumter Family YMCA for them.

PICK UP AND SIGN OUT PROCEDURES

Daily Pickup

Each child is picked up at his/her school by one of our buses and staff. Attendance is taken at the school prior to leaving. If your child is not present at time of departure, and we have not been notified of an absence, YMCA staff will check with school personnel to see if your child was in attendance that school day.

Early Pick Up

In order for your child to get the full benefits of our program, we strongly encourage you not to pick your child up before 4:00pm. If you need to pick up your child before 4:00pm, please park your vehicle in the parking lot and enter the YMCA through the back entrance. The Youth Center Desk staff will be available to help you sign out your child. Children are in several different areas of the building, and it may take a few moments to bring your child to be signed out.

Codeword

Each parent must provide a codeword to be used to sign out children. Your codeword should be something easy for you to remember, but something that other individuals would not easily know. YMCA afterschool staff will only release a child to authorized individuals who know the codeword.

Rides Out*

From 4:00 - 6:00pm, an afterschool counselor is located on the sidewalk in front of the Youth Center entrance to sign out your child. To speed up the sign-out process, know the child's codeword. Vehicles should form a line outside the entrance and children will be escorted to vehicles by counselors.

PLEASE DO NOT LEAVE CARS UNATTENDED IN THE PICK UP LINE. This not only blocks the parking spaces and parked cars, but the flow of traffic. Please use a parking space if you need to enter the facility.

*Payments and registration forms will not be accepted during rides out. Parents/Guardians must bring these to the Membership or Youth Center Desks.

