



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Y VIRTUAL LEARNING ACADEMY PARENT HANDBOOK



SUMTER FAMILY YMCA

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

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Dear Parents,

Welcome to the Y Virtual Learning Academy! We know that school and the care provided by the Y will look a lot different this year. Information is changing daily and we understand that it can be stressful deciding what is best for your child. The Sumter Family YMCA wants to ensure that your child, and all children in our neighborhoods, have access to the resources they need to continue their educational growth in a safe, supervised environment when they are not able to be on their school campus.

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.

COVID-19 Precautions

- All youth program staff and participants must wear a face mask or covering.
- Anyone exhibiting symptoms will be asked to stay home until well
- Temperature checks when entering and exiting the program
- We encourage social distancing and have assigned seating
- To limit capacity in our programs; 1 staff will stay with the same group as much as possible day-to-day
- Frequent handwashing is incorporated in daily schedules
- Stringent cleaning and disinfecting protocols
- Parents/guardians will be notified of any health concerns with other participants

Sumter Family YMCA Participant 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.

Fees

Annual registration fee per child: \$25.00

Weekly fee: Members/\$125 and Potential Members/\$175

- Programs days/times are based on Sumter School District Schedule
- Full weeks with holidays are treated as holiday camps with daily fees
- Scholarships and sibling discounts available
- No discounts given for absence from the program

Transitioning to a hybrid school day and regular schedule

Adjustments to schedules, calendars and fees will be made as needed. As hybrid learning is initiated we will provide transportation to our normal service schools.

Elementary school: Alice Drive, Cherryvale, Crosswell, High Hills, Kingsbury, Millwood, Oakland, Shaw Heights, and Willow Drive

Middle school: Alice Drive and Bates

2020 - Important Calendar Notes

Date	Care Type	Cost
September 7	CLOSED	CLOSED
November 25 - 27	V.L.A.	Prorated week
November 28 - 29	CLOSED	CLOSED
December 23, 28, 29, 30	Holiday camp	additional

Full Day Holiday Camp Programs*

Holiday Day Camp is held on teacher in-service/workdays. These days are included in the cost of monthly afterschool. Children will need to bring lunch.

Registration deadlines for full day holidays 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.**

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

Daily Schedule

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

7:00 - 2:30	Virtual learning and homework assistance
2:30 - 3:30	Free Play
3:30 - 3:45	Devotion
3:45 - 5:30	Group time, activities, outside play time and electives

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.

What to bring - everything must be labeled

- Chromebook/laptop with charging cable
- Earbuds/headphones
- Lunch
- Snack for morning and afternoon
- Water bottle
- Extension cord, if possible

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.

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 - 5:30pm, 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.

Late Pick Up

Y Academy ends at 5:30 pm. We will give parents a five minute grace period but all children picked up after 5:35 pm 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 6:00 pm, 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

** is not currently offered**

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 counselors to know who will be present at each school, the Sumter Family YMCA must be called no later than 10:00 am the day of the absence.



Inclement Weather Policy

If Sumter School District closes due to inclement weather, the YMCA will do its best to offer full day programming provided, *however*, watch social media and our website for accurate information

When school is in classroom session, 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 Y Academy 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, stolen or damaged items.

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.

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.

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 program even better.

Financial Obligations

All fees are due the on the Thursday prior to each week. Fees may be paid at the Member Service Desk or Youth Center Desk during operating hours. Any fees not received by 5:30pm each Friday will be charged a \$10 late payment fee. The YMCA reserves the right to turn away any child whose payment is outstanding by two weeks.

Receipts

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 Derek Burress if you would like to make a contribution or more information.