



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# **Welcome to Y Afterschool**

## **2019 - 2020**

**Parent Handbook**

**Arthur M. Blank Family Youth YMCA**

# Welcome To Afterschool 2019 – 2020!

## Arthur M. Blank YMCA Afterschool Parent Handbook

Dear Afterschool Parents/Guardians,

Welcome to Y Afterschool! We are excited about the 2019 - 2020 school year and look forward to being a part of your child's afternoons. Thank you for the opportunity to support, guide, and care for your child.

Y Afterschool will be full of fun, a place where your child can explore their interests and talents, and continue to growth in our Y core values of honesty, caring, respect, and responsibility - all in a safe and encouraging environment. Please let us know how we can further support you and your child throughout this school year.

Leah Fuhr,

Director of Afterschool and Camp



## Parent Orientation

Wednesday July 31 • 6:30 PM

Thursday Aug.15 • 6:30 PM

Saturday Aug.17 • 11:00 AM

Parents & are encouraged to attend this pre-camp event. Meet the camp directors, counselors, other campers, and parents as you tour our camp. Staff will be available to answer last-minute questions, distribute group schedules and meet campers. This will be a fun and exciting day for all who attend.

**SEE YOU THERE!**

## YMCA LEADERSHIP & CONTACTS

Each Y Afterschool Program site has a staff of counselors to care for the scholars and implement our programs. In addition to part-time site staff, we have YMCA Leadership Staff listed below who support and supervise each of the Y Afterschool & Day Camp Programs. They are available to assist you with any of your Y Afterschool questions or specific needs.

### **YMCA Address: Arthur M. Blank Family Youth YMCA**

555 Luckie Street  
Atlanta, GA 30313  
404.724.9622  
www.ymcaatlanta.org

**Leah Fuhr, Director of Afterschool & Camps**  
leahf@ymcaatlanta.org

**Jaleene Talton, Administrative Coordinator**  
jaleenet@ymcaatlanta.org

**Tatyana Ferguson, Assistant Director of Teen Initiatives**  
tatyanaf@ymcaatlanta.org

**DeShaun Blake, Site Director**  
deshaunb@ymcaatlanta.org

**Amber Foster, Site Director**  
amberf@ymcaatlanta.org



## PARENT COMMUNICATION

Regular communication between the parent/guardian and Y staff is essential in providing a well-structured, high quality experience that meets the needs of your child. In addition to written communication you receive from the YMCA, we encourage all families to communicate regularly with Y staff to ensure we are meeting your child's needs and your expectations. It is important to keep the staff informed of any changes occurring in your child's life that may affect their behavior or mood.

Meetings and conferences with the YMCA staff are sometimes necessary to best meet the needs of your child. These meetings can be initiated by you or the YMCA. If you are interested in having a conference please see your Site Director to set this up. We encourage you to address concerns and make suggestions directly to your Site Director. If you feel that your concerns or suggestions have not been addressed, or you need support in addressing them, please feel free to contact the Afterschool & Camp Director.

**Announcements and updates will be made by text message (via Remind.com app as this is our primary source of communication) in addition to email. Please ensure updated information is on file in order for the YMCA staff to effectively communicate important details about your scholar.**

# ABY AFTERSCHOOL PROGRAM OVERVIEW

## OUR PURPOSE

We believe all people, especially children, deserve an equal chance to reach their full potential and should prepare themselves to connect to and serve the community. The purpose of Y Afterschool is to provide quality child care for all children by creating a safe and value-centered environment. Please note that the Y Afterschool Program runs in partnership with, but independent of your public school. All questions regarding this program should be directed to the YMCA.

## ENROLLMENT

The Y Afterschool Program is offered to children in grades K – 8 who attend the schools we serve. Enrollment may be limited due to constraints of space and staffing.

## PROGRAM HOURS

Our afterschool program offers after-school care during the school year (August – May). Programming begins at school dismissal until 6pm, Monday – Friday.

## STAFF

Each staff member is chosen for their experience, education, and love of children. The YMCA completes criminal background checks on all employees and requires them all to be trained in First Aid and CPR. As a Bright from the Start (BFTS) licensed program, our staff are required to receive 10 hours of childcare training per year. While BFTS requires that we maintain a 1:20 staff-to-child ratio, the YMCA maintains a 1:18 staff-to-child ratio.

## UPDATED ENROLLMENT INFORMATION

Parent/guardians are required to update all information on their child's on-line account when changes occur. This includes changes in authorized pick-ups, parent/guardian status, addresses, phone numbers, special needs, allergies, etc.

## DINNER

Your child will be provided with a USDA approved meal each day. If your child has allergies or dietary restrictions, please let your Site Director know so we can provide alternative meals when needed. You are more than welcome to send your own meal but we request no nuts are sent.

## IMMUNIZATION RECORDS

As a state licensed childcare facility, we are required by the Department of Health to have a copy of the most recent immunization records for your child. Please make sure your child has received all required screenings prior to registration. For the safety of all participants and staff, children who have not received all the necessary health screenings will not be able to participate in the program until their health records are up-to- date.

## SCHOOL HOLIDAY BREAKS/TEACHER WORK DAYS

The Arthur Blank YMCA will provide School Break Camps from 7:00 am - 6:00 pm. during certain school breaks. For 2019 – 2020, School Break Camp will be:

- Fall Break: 10/14/2019 – 10/18/2019
- Christmas Break: ***only during the week of*** 12/30/2019 – 1/3/2020
- Spring Break: 04/06/2020 – 04/10/2020

An additional fee and separate registration is required to participate in School Break Camp. We will provide care for half-days at no additional cost.

## EMERGENCY CLOSINGS

If your scholar's school closes at any time due to emergencies (i.e. weather, power failure, building emergency), the Y Afterschool Program will not be provided that day. Please listen to local TV and radio stations or log onto your school website for closing announcements. When this occurs we rely on notification directly from the school. Every effort will be made to contact parents/guardians the Remind App. If your school cancels their afterschool activities, the YMCA will also cancel and scholars will not be allowed into program. Please have an alternative child care plan in place for these occurrences. Programs are only pro-rated due to closure if camp or afterschool is closed for more than 3 days.

## CHANGE IN AUTHORIZATION TO SIGN-OUT SCHOLARS

Parents must notify the YMCA in writing to make additions to their authorized pick-up list. The form to make changes to your authorized pick-up list can be found at the Welcome Desk. In the event of an emergency, an email/fax will be accepted for that day only with the name of the adult authorized to pick-up along with the scholar's name. All scholars must be signed out by a parent/guardian each day. A photo ID will be required by anyone unknown to the YMCA staff member at the time of pick up before a child is released.

## FIRST AID & MEDICATION

A first aid station is maintained at the camp. A written record is kept of all incidents requiring first aid. The Afterschool & Camp Director will contact parents or emergency contacts if there is evidence of serious illness or injury. Scholars will **not** be allowed to remain onsite with a fever or other visible signs of illness. Scholars **MUST** be picked up IMMEDIATELY when contacted about an illness or injury.

### IN THE EVENT OF AN EMERGENCY, THE DIRECTOR WILL:

- Call 911
- Call Parent/Guardian
- Call Emergency Contacts listed on registration form

*IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN TO CARRY PRIMARY ACCIDENT INSURANCE*

## MEDICATION

If a Scholar requires medication of any kind, please follow these guidelines:

- An authorization form to dispense medication must be signed and submitted
- Medications must be signed in at the Welcome Desk
- Prescriptions must be in their original containers



# **SCHOLAR EXPECTATIONS & BEHAVIOR POLICY**

Promoting positive social interaction and building interpersonal skills are among the most important goals of YMCA Afterschool & Day Camp. Staff will help scholars with this process by providing ongoing encouragement and guidance. Counselors are trained to provide corrective action in a positive and supportive manner designed to build self-confidence and teach responsibility.

## **GUIDELINES USED FOR DISCIPLINE**

Our goal is to be proactive and preventive in our discipline procedures. Preventive discipline involves setting clear and consistent expectations, understanding of consequences, positive redirection, accountability/ follow-through, and positive reinforcement.

The following steps will be taken when behavior expectations have not been met:

1. Redirection and encouragement to choose a different behavior.
2. Verbal warning and explanation of why the behavior is inappropriate and/or withdrawal from the activity
3. Verbal communication between parent and staff.
4. If behavior is repeated following a parent conference, the child may be suspended from the program for 1 to 3 days.
5. If behavior persists, suspension will be extended for up to 1 week and a written contract will be drawn up with the child. The parent/guardian and child will be required to meet with the Site Director and/or Afterschool & Camp Director before returning.
6. If the behavior contract is broken or if the child's behavior continues to be disruptive, violent or unsafe, dismissal from the program may result.

Steps 1-3 may be omitted if the Site Coordinator or Y Program Director deems the behavior is serious enough and/or the child is a danger to themselves and/or others.

## **BULLYING POLICY**

### **Y AFTERSCHOOL & CAMPS WILL ENFORCE A ZERO TOLERANCE POLICE AGAINST "BULLYING"**

We define "bullying" as aggressive behavior manifested by the use of force or coercion to affect others, particularly when the behavior is habitual and involves an imbalance of power. It can include verbal harassment, physical assault or coercion and may be directed repeatedly towards particular victims. Bullying is not an isolated incident.

On the first day of each session, all afterschool camp rules will be covered and explained by administrators. The staff will discuss scholar expectations, our behavior policy and the zero tolerance policy against bullying`

To be successful with this aspect of our scholar community, we will deliver age-appropriate activities that encourage and develop listening skills, working together and understanding others.

We are committed to incorporating this aspect to our existing scholar program to ensure our scholars have the opportunity to learn and explore in an emotionally safe environment designed to build self-confidence and teach responsibility.

Each scholar is expected to follow these rules to maintain a safe, well-organized program. If a scholar cannot adjust to these rules and expectations, we reserve the right to terminate the scholar's enrollment. If this happens, we will NOT issue a refund.

# REGISTRATION & PAYMENT PROCEDURES

We want to share some important changes/updates to our registration policies and procedures. Please note the following:

## NEW! Monthly Class IDs

For this upcoming year, we changed our registrations from weekly to monthly. What this means is your fee will reflect a monthly total instead of weekly. The monthly fee breakdown is based on an \$80 per week rate with all holidays factored in. There are no drop-in rates and we do not pro-rate for days/weeks taken off unless otherwise authorized **in advance** by a director. All monthly fees are due by the 15<sup>th</sup> of each month however, the first month may require the monthly fee to be paid in full and upfront depending on the date of registration.

## Auto-Charge & Spirit On-line Access

Last year, we introduced the requirement of setting up auto-charge for your afterschool fees. This up-coming year this requirement will be enforced. All monthly registrations must be set-up on auto-charge (weekly or monthly drafts available) and all accounts must have access to Spirit online. Instructions can be found on the “Online Registration Instructions & Important Dates” form. If auto-charge is not set-up, there will be a mandatory processing fee to take manual payments each time.

## NEW! 3-DAY Registration

We are introducing the option to attend 3 days per week at the discounted rate of \$60 per week (calculated as a monthly charge). This registration type is open to Centennial Scholars only and registration can only be completed by YMCA staff in person. AHA, CAPS or scholarship recipients are not eligible for this registration type. **PLEASE NOTE:** You must choose the 3 days you want to attend for the entire month at the time of registration as there will be no changes allowed to the days a scholar attends or does not attend within the month.

**\*\*Important to remember:** *YMCA Afterschool costs are not pro-rated as we are not a “drop-in” facility. If a camper attends at least one day of the session, the cost for that session will be billed the full amount.*

## ACCOUNTING, REGISTRATION AND PAYMENT PROCEDURES

If changes are needed to your camper’s registration, please call or email:

- Jaleene Talton, Administrative Coordinator, at 404-585-5592 or [jaleenet@ymcaatlanta.org](mailto:jaleenet@ymcaatlanta.org) with any changes or withdrawal requests.
- All change and/or registration cancel request must be received by the 15<sup>th</sup> of the previous month
- All changes are subject to availability and not guaranteed.

Payments will be scheduled for auto-pay if the full amount is not paid upon registration. A credit card is required to be placed on file.

Acceptable forms of payment:

- Online through your SPIRIT account. *(This is the preferred method)*
- Checks and money orders delivered in-person *(There is a processing fee for this method)*
- Visa, Mastercard, AMEX, and Discover – information given via phone or in-person *(There is a processing fee for this method)*

## RETURNED CHECKS

You will be notified by the YMCA should your check be returned to us for “non-sufficient funds.” A \$35 fee will be charged for each check returned by Envision Payment Solutions. After one returned check, the YMCA will accept money order or credit/debit card payments only. Should you experience a financial problem and are unable to make the payment by the due date, please contact the Camp Director, Leah Fuhr, or the Administrative Coordinator, Jaleene Talton.

## LATE PICK-UP FEE & PROCEDURE

Please understand that our Y school site staff is not scheduled to work past 6:00pm. All children must be picked up no later than 6:00pm. Any child who has not been picked up by 6:00pm will automatically be charged a \$1.00 per minute late fee for the first three times.

If a child has not been picked up by 6:15pm, the Site Director will call emergency contacts.

If the child has not been picked up by 7pm, and we have not been able to contact a parent/guardian, we will call the local police to help us locate an authorized person to pick-up the child. Please keep contact information updated so we know who to call.

Help us avoid these steps. We suggest that you save the site phone number – **404.724-9622** – in your cell phone, and call if you are running late. Although we appreciate the advance communication, you will be assessed a late fee. If a child is picked up late more than 3 times, we reserve the right to remove the child from the program.

*Thank You For Registering for Y Afterschool!*

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## WHY IT MATTERS

### Annual Campaign 2019

YOUR YMCA is committed to providing financial assistance to those who cannot afford the full price of our programs – including camp. Last year 150 attended camp because they were awarded scholarships. Money for scholarships is not generated from membership dues. We rely on gifts from friends like you to provide this much-needed assistance.

In 2018, YOUR CAMP provided \$67,000 in scholarships. Through WHY IT MATTERS, individuals and local businesses partner with the Y to ensure every child can be part of the Y and the programs offered. The need for community programs that build character and foster good citizenship continues to grow each day. Please consider sponsoring a camper and providing him/her with an once-in-a-lifetime experience!

For more information or to make a donation, please visit [tps://www.ymcaatlanta.org/giving](https://www.ymcaatlanta.org/giving)