



Afterschool Care Provided by: J. Fred Corriher Jr. YMCA



Elementary Schools we service:
Landis, Millbridge, Knollwood (stay at school site)

Enochville and China Grove (we transport to the YMCA).

Middle Schools we service:

Corriher Lipe, China Grove (we transport to the YMCA)

Southeast (school bus drop off at Knollwood Elem.)



PROGRAM INFORMATION

Hours for After School Child Care: School Dismissal until 6:00 pm

The school calendar will be followed in all instances. Fun Camp Day provided on teacher workdays, holidays, snow days, or during summer vacation. *See “*Teacher Workdays, Holidays, Fun Camps*” for alternative programs.

Special Weather-Related Situations:

If school has begun and is **dismissed because of snow or freezing rain**, the after school programs **will operate for 1 hour only**.

When school closes early due to **extremely hot weather**, the after school program will be provided from the time school closes until 6:00 pm. Parents will be notified if the program must close due to conditions worsening.

Teacher Workdays, Holidays, Fun Camps:

When school is closed, each YMCA branch will provide an “all day” camp free of charge for **Full Time Afterschool Participants**. Extra charge of \$20.00 per day for Rowan YMCA members and \$40.00 per day for potential YMCA members or if child is part time afterschool. ***Children should bring their lunch, drink, 2 snacks, bathing suit, and towel.*** No program will be offered on Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year’s Day, Good Friday and Memorial Day. Due to low attendance there may be other days added to these days.

Registration:

You may register any time during the year at the YMCA branch that services the school for which you need service. **All children attending the After School Program must be registered before they attend.** The program is not designed to accommodate children on a “drop-in” or occasional basis.



WELCOME TO THE AFTER SCHOOL PROGRAM of the YMCA's of Rowan County and Rowan-Salisbury Schools

General Information:

YMCA's of Rowan County

East Rowan Branch – 279-1742

Salisbury Branch – 636-0111

South Rowan Branch – 857-7011

West Rowan Branch – Serviced by the Salisbury Branch

Rowan-Salisbury Schools

PO Box 2349

Salisbury, NC 28145-2349

Program Description:

In a growing number of families, both parents, or the single parent, must work. Their school age children often need supervision after school.

Family well-being can be assisted when parents know their children are well cared for. The YMCA's of Rowan County & Rowan-Salisbury Schools After School Programs are designed to meet this need with conveniently located, well-staffed sites. The location of most of these programs at elementary schools allows children to remain in a familiar environment.

Program Goals:

To provide supervised care for school-aged children - kindergarten through fifth grade

To provide programs at convenient locations, at a reasonable cost

To provide care for children at convenient times for working parents

To provide programs which are safe, fun, and recreational
(While some parts of the programs are educational and structured, children are allowed to make many of their own choices of quiet time, games, and other activities. Time is provided for physical activities.)

Staff:

We provide one adult per fifteen (15) children. The YMCA trains all staff in effective programming, CPR, First Aid, Child Abuse Prevention and character development.

Conditions for Before and After School Programs:

Programs must be self-sustaining. A minimum of fifteen (15) children is needed to offset costs. The actual sites may change from year to year as enrollment dictates.

Fees must be paid in advance on the first day of each month, payment after the 5th of the month is late and additional fee of \$20.00 will be added.

Each child enrolled must have a completed application on file, with a signed medical release form, picture ID, and discipline form signed.

Participants are expected to follow all school rules and regulations in effect





Behavior/Discipline:



Children are expected to comply with all regular school rules and regulations.

The site director and/or the program assistants will handle discipline.

The basic policy includes methods such as talking to the child about the problem; removal of the child from the group; consulting with parents. Parents contacted about behavior problems are expected to cooperate with staff in assuring the elimination of inappropriate behavior. Corporal punishment is not an alternative for the After School Staff.

Suspension will occur if the child's behavior warrants such action. Parents will receive a report notifying them of the suspension. Length of suspension may vary due to nature and severity of incident.

Dismissal will occur at any time a child's behavior is determined to be detrimental to his or her own well-being or to the well-being of others in the program or habitual one-on-one problems.

Dismissal may also be caused by habitual lateness of parents after the scheduled closing time.

Dismissal may result from failure of parents to promptly pay any program fees.

Phones:

Each program has access to a telephone for outgoing emergency calls only. Incoming calls are a distraction to the program and do not allow the counselor to closely supervise your child. If you must reach the program, contact your local branch and the Director of the program can contact the program. (704) 857-7011

Fees & Penalties:

Fees are to be paid monthly, in advance on the first day of the school month.

A \$20.00 late charge will be applied to all accounts not paid by the fifth.

ALL PAYMENTS MADE AT THE SITES MUST BE PAID BY CHECK. NO CASH WILL BE ACCEPTED AT THE SCHOOL CARE SITES.

Cash payments must be made at your local YMCA branch.

A non-refundable, one-time registration fee of \$25.00 must accompany each individual registration form. Additional children in same family have a \$10.00 discount on registration fee.

Refunds are only granted for medical reasons and refund requests must be accompanied by a doctor's note.

A late pick-up fee of \$5.00 per 15 minutes will be charged on a daily basis to parents picking up children after 6:00 p.m.

Late charges begin promptly at 6:01 p.m. and **must** be paid at pick-up or before the child is allowed to return to the program.

Repetitive late pick-up will result in a child being dropped from the program.



| Program | Hours | Fees |
|----------------|------------------------------|--|
| After School | School dismissal – 6:00 p.m. | \$125.00 per month / Member \$180.00 per month / Potential member |
| Aug. 2011 | | \$ 50.00 Member \$ 68.00 Potential Member |
| June 2012 | | \$ 70.00 Member \$ 95.00 Potential Member |

Registration Fee \$25.00 per child (\$10.00 discount for second child)

Discounts are available when more than one (1) child is enrolled from a family.

Financial assistance is available based on need. Call your local YMCA branch for details.

Snacks:

A light snack is provided every afternoon for each child. Children may bring additional snacks if desired.

Medication Administration:

Should it be necessary for your child to receive medication at the after school program, the procedure below should be followed.

The parent must complete the Medication Request Form, provided by the YMCA.

Medicine must be brought in a prescription container with child’s name & dosage required.

The parent must provide clear and concise written directions for administration of medication.

Locations:

The YMCA’s of Rowan County and the Rowan-Salisbury Schools operated After School Programs in 2010-2011 at the following school sites:

- Faith Elementary
- Granite Quarry Elementary
- Morgan Elementary
- Rockwell Elementary
- Overton Elementary (before school available at the Salisbury YMCA)
- Isenberg Elementary (before school available at the Salisbury YMCA)
- Hanford/Dole Elementary (before school available, both held at the Salisbury YMCA)
- Hurley Elementary (before school available)
- Mt. Ulla Elementary (before school available)
- Cleveland Elementary
- Woodleaf Elementary
- North Rowan Elementary (before school available)
- Knollwood Elementary (after school only) They stay at the school.
- Landis Elementary (after school only) They stay at the school.
- China Grove Elementary (after school only) Available at South Rowan YMCA
- China Grove Middle (after school only) Available at South Rowan YMCA
- Enochville Elementary (after school only) Available at the South Rowan YMCA
- Millbridge Elementary (after school only) They stay at the school.
- Corriher Lipe Middle (after school only) Available at the South Rowan YMCA
- Elizabeth Koontz

***All sites, unless otherwise noted, are located on-site, at the schools.**



Afterschool Camper Information



School Attending: _____ Grade Level: _____

Camper's Name: _____ Home Phone #: _____

Parent/Guardian: (father) _____ (mother) _____

Mailing Address: _____
P.O. Box or Street City Zip

Email Address: (father) _____

Email Address: (mother) _____

Father Cell/Pager _____ Mother Cell/Pager _____

Father's Employer: _____ Work Phone # _____

Mother's Employer: _____ Work Phone # _____

Birth Date: ____/____/____ Circle one Sex Male Female Doctor's Name: _____

Hospital Preference: _____ Doctor's Phone # _____

Medical problems the Y should be aware of: _____

My child takes the following medication (s): _____

**** If your child will need to take any type of medication during program hours, please ask for a medication request form before they arrive in the program.**

(If parent's cannot be reached, whom may we contact?)

Name: _____ Phone: _____

Relationship: _____ Cell: _____

Name: _____ Phone: _____

Relationship: _____ Cell: _____

DO NOT RELEASE TO: (IF PARENT OF CHILD WE MUST HAVE COURT SIGNED DOCUMENTATION)

Name: _____ Relationship: _____

Name: _____ Relationship: _____

We MUST have court documents in our records to stop any parent or relative from picking up child!



Medical Insurance



Policy Holder Name: _____

Insurance Company Name: _____

Medical Insurance Policy/Group Number: _____

Insurance Company Address: _____

Insurance Company Telephone Number: _____

This child does not currently have medical insurance.

Note: Recreational Accidental Insurance -- You may obtain insurance from Pearce & Pearce, Inc. through the YMCA of Rowan County that will provide medical coverage for accidental injuries sustained during all YMCA program activities. The cost for this insurance plan is approximately \$7.00 per child per year. (This price may change as of May 1, 2008) Contact your local branch for additional information.

EMERGENCY WAIVERS

In case of emergency, I give the director, or the person in charge, the authority, and my permission, to obtain medical aid from a qualified physician or hospital.

Signature of Parent/Guardian

Date

I grant my permission for this child to leave the child care program premises in order to participate in authorized program activities, trips, and other activities under the supervision of the YMCA program staff.

Signature of Parent/Guardian

Date

PICK UP TIME AGREEMENT

I, or the following persons, will pick this child up prior to 6:00 p.m. daily. **I understand there will be a late charge of \$10.00 per 15 minuets after 6:00 p.m. beginning at 6:01 p.m.**

The following people have permission to pick-up my child from the Day Camp Program:

Name: _____

Relationship _____

Name: _____

Relationship _____

Name: _____

Relationship _____

I have read and agree to ALL payment policies of the YMCA Day Camp Programs. I have received and read the discipline policies, discussed them with YMCA personnel, and agree to abide by them.

Signature of Parent/Guardian

Date



We build strong kids, strong families, strong communities.

Camper's Name _____

Race: _____ **Sex:** Female Male **Age:** _____

Date of Birth: _____ **Height** _____ **Weight** _____

Hair Color: _____ **Length of hair:** Short Medium Long

Straight Hair Curly Hair Other: _____

Eye Color: _____ **Left Handed or Right Handed**

Any distinguishable birthmarks, freckles, moles, etc. _____

Any piercing (ears, etc.)? _____

Other information you feel the YMCA should know about your child: _____

**PLEASE ATTACH
RECENT PHOTO**

**It is important to have
updated photo of your child.
Even if your child has been in the
program.**

**If you do not have an extra photo
to attach, if you would please let
the front desk make a copy of one
to attach.**

**The YMCA of Rowan County has my
permission to use this picture for
identification.**

Parent / Guardian Signature

Date



**PARENT STATEMENT OF UNDERSTANDING
YMCA of Rowan County—All Programs**



The following information is important for the safety and protection of your child. Please read the information, sign this form and return it to the YMCA.

Please request a copy for future reference.

I understand that YMCA staff and volunteers are not allowed to baby sit or transport children at any time outside of the YMCA program. Immediate disciplinary action will be taken by the YMCA toward staff and volunteers if a violation is discovered.

I understand that I am not to leave my child at the YMCA or program site unless a YMCA staff or volunteer is there to receive and supervise my child.

I understand that my child will not be allowed to leave the program with an unauthorized person. Any person authorized to pick-up my child must either be listed with the YMCA or other arrangements must be made by calling the YMCA office to inform them of a change.

NEW

I understand that staff and volunteers of the YMCA are not allowed to engage in conversations via the internet with children in YMCA programs or membership. Immediate disciplinary action will be taken by the YMCA toward staff or volunteers if a violation is discovered.

I understand that should a person arrive to pick up my child who appears to be under the influence of drugs or alcohol, for the child’s safety, staff may have no recourse but to contact the police. Please do not put staff in a position where they have to make this judgment call.

I understand that the YMCA is mandated, by state law, to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.

I understand that the YMCA will suspend or terminate usage of programs for failure to promptly pay fees, habitual late pick up, if the child’s behavior warrants such action or parents approaching other children in the program for discipline purposes.

I have read and understand all statements above completely.

Parent/Guardian Signature

Date

Staff Signature

Date



Afterschool



We build strong kids, strong families, strong communities.

Behavior Management & Discipline Policy

This policy includes methods such as talking to the child about the problem; redirection of the child to another activity; removal of the child from the group; and/or consulting with parents. Parents contacted about behavior are expected to cooperate with staff in assuring the elimination of the inappropriate behavior. Corporal punishment is not an alternative for the Afterschool staff.

Immediate discipline may occur in these cases:

- **Suspension or Dismissal** from the program if the child's behavior warrants such action. Parents will receive a report notifying them of the decision. Length of suspensions may vary due to the nature and severity of the incident. Our program is based on Christian principles and values therefore, our counselors and Directors have a zero tolerance policy towards behavior that is consider a threat to the well-being of any participants in our YMCA.
- ✦ Aggressive verbal and physical behavior is not tolerated and will result in immediate suspension or dismissal. This includes, but is not limited to, fighting, bullying, profanity, gang signs, verbal threats, or any other behavior that is a threat to the other children in the program.
- **Suspension or Dismissal** may also occur if a child deliberately destroys property of the YMCA or any property that the Afterschool visits. Our program is designed to teach about respect and responsibility, therefore it is important to hold each child account able for their actions.

Afterschool counselors set rules for the group in accordance with the policies of the YMCA. Remember, discipline is not punishment, but training children to have self-control and to use "Life Skills".

Basic behavior management will follow this pattern:

1. Redirection or time out from activity
 - a. Time out will not exceed 5 minutes and will be supervised at all times.
2. Loss of Privileges
 - a. Examples could include loss of swim time or other rewards that are earned with appropriate behavior.
3. Parent Involvement
 - a. Our goal is to keep the parents informed of all behavioral incidents that occur during program times, although minor incidents like time out and redirection will not be documented. Counselors are instructed to discuss any behavioral issues with parents at sign out time.
4. Possible suspension or dismissal from program
 - a. Our program is not designed for one-on-one supervision, therefore if a child's behavior habitual warrants one-on-one attention than a conference with the parent will be requested and consequences may result in suspension or dismissal from our program.

Please contact the Afterschool Director concerning any behavioral questions or concerns about your child.



Behavior Management & Discipline Policy

I have received the Behavior Management & Discipline Policy and will review the details of the policy with my child. If I have any questions about the policy I will contact the Afterschool Director so they can clarify the policy for me. If contacted by the Director I will support their decision about my child's behavior.

Child's Name (Print)

Date

Parent's Signature

Director's Initial