



# Afterschool Program Parent Handbook 2011-2012



**FOR YOUTH DEVELOPMENT™  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

**Program Services Branch**  
2121 East Sixth Street, Suite 203  
Austin, Texas 78702  
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The mission of the Young Men's  
Christian Association of Austin is to put Christian Principles into practice through  
programs that build healthy spirit, mind, and body for all.

**Web Address: [www.austinyymca.org](http://www.austinyymca.org)  
Email: [programservices@austinyymca.org](mailto:programservices@austinyymca.org)**

# YMCA of Austin Afterschool Program

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# About the YMCA of Austin & the Program Services Branch

The Program Services Branch of the YMCA of Austin is dedicated to developing, organizing, and delivering those programs that are not dependent on specific YMCA facilities. They include:

- **Afterschool Childcare -- AISD, RRISD, HCISD, and Area Charter Schools**
- **Summer and Holiday Camps**
  - Spring Break and Winter Holiday Camps
  - Summer Day Camps – Begin in Early June
    - Including: Kinder Camps, Theme Camps, Sports Camps, and Adventure Camps
- **Staff Development and Training**
- **Teen Programs: Youth and Government**
- **Project S.A.F.E.: First-Grade Swim Lessons**
- **MEND – Mind Exercise Nutrition Do-it**
- **Childhood Obesity Intervention Program**
- **Volunteer Coordination and Training**
- **New Program and Non-Traditional Program Development**

The YMCA of Austin is a non-profit private organization, incorporated in Austin, Texas. Chartered in 1953, the YMCA of Austin serves over 49,000 facility members and 50,000 nonmember participants. Should you have any questions regarding our services or the programs listed above, please contact the YMCA Program Services Branch.

## Financial Assistance

Our YMCA Programs are designed to benefit persons of all backgrounds. While participants are expected to pay their fair share, as long as funds are available, the YMCA will assist any individual who wants to participate but cannot afford the fee. Contact our Program Services office for more information. Application and prior participation is not a guarantee of award.

Due to limited funds, a Financial Assistance Packet must be submitted to the Program Services Branch in advance of enrollment. This packet includes the following: Packet Checklist, Financial Assistance Application, Afterschool Enrollment Forms and "Statement of Need" Letter. Additionally, the parent is required to submit proof of all income for the entire household, and provide details of all expenses. Please call the Program Services office or visit our website for more information or to obtain the Financial Assistance Packet.



## Welcome Message from the Executive Director



August 2011

Dear Parents:

Welcome to the YMCA of Austin's Afterschool Program! Our program is licensed by the Texas Department of Family & Protective Services and provided in collaboration with your child's elementary school and local school district.

The philosophy of the YMCA Afterschool Program is to provide safe, educational, and affordable childcare for all children. Programs are specifically designed to meet the age-appropriate needs and interests of school age children and their families and are delivered in a positive environment of safety, support, and care.

Increasingly, the YMCA Afterschool Program is asked to help support the academic needs of your children. Our staff will help your children with their studies and homework. We also believe that children need time to just be kids. We will always work to provide a balance of staff-led and kid-led growth opportunities for your child.

All YMCA of Austin Afterschool Programs emphasize five character development values: **Honesty, Faith, Responsibility, Caring, and Respect** as well as the Search Institute's **40 Developmental Assets!**

We look forward to meeting you, and extend a personal invitation to your child for a school-year full of fun and friendships! Thanks for choosing the YMCA of Austin.

Sincerely,  
Andrew Wiggins  
Executive Director  
YMCA of Austin – Program Services Branch



## Program Days / Hours / Activities cont.

### Bad Weather Plan

If inclement weather changes the regular operating hours of school, the following will be in effect. If the school remains open until the scheduled dismissal time, the YMCA will provide care as scheduled. If the school closes before the scheduled dismissal time, the YMCA will not provide care. Parents will be notified that school will be closing early. Please be aware that you **MUST** pick up your child at the early dismissal time. There will be no YMCA staff at the site to supervise your child.

**\*If the school does not open for class, the YMCA will not provide care.**

### A Typical YMCA Afternoon\*

2:45-3:15	Attendance / Snack for all children / Announcements
3:15-3:45	Group 1: Outside Time on Playground Group 2: Homework / Quiet Time in Cafeteria
3:45-4:30	Group 1: Homework / Quiet Time in Cafeteria Group 2: Outside Time on Playground
4:30-5:15	Group 1: Active Life Curriculum / Organized Games in the Gym Group 2: Theme Activity (i.e. arts & crafts, science/math, character development, presentation, or reading/journals/comics)
5:15-6:00	Group 1: Theme Activity (i.e. arts & crafts, science/math, character development, presentation, or reading/journals/comics) Group 2: Active Life Curriculum / Organized Games in the Gym

*\*Parents, Please Note: This is not an "everyday" schedule. Events/Activities vary day-to-day and are always subject to change.*

## Description of Activities

- ◆ **Afternoon Snack:** The YMCA will provide an afternoon snack daily. Parents may pack a drink or alternative snack. A snack menu is posted on the site bulletin board. Parents must tell site staff of a child's allergies or negative reactions to food. Although nutrition is considered and the YMCA is working with food vendors to order and deliver nutritious (low-fat and low-sugar) snacks, the YMCA is not responsible for the nutritional value of food provided.
- ◆ **Homework:** There will be time provided daily for your child to work on homework. Counselors will be available to work with your child if he/she needs help. If your child does not have homework, other quiet activities will be available.
- ◆ **Theme Activities:** Includes non-competitive team sports, games, arts & crafts, science & math activities, reading, journals, and performance opportunities, such as talent shows, music, comedy, cooking, etc. Other projects will also be implemented that encourage children to use team skills, be creative, and challenge themselves.
- ◆ **Active Life:** The YMCA of Austin has partnered with a non-profit group called Active Life, whose mission is to "inspire and empower youth to effectively manage their health, education and communities." Their main goal is combat American's youth obesity epidemic. The YMCA of Austin will be implementing their curriculum at all our after school programs this school year.
- ◆ **Character Development:** The YMCA of Austin has five character traits that are interwoven and emphasized throughout our daily activities: Responsibility, Honesty, Caring, Faith, and Respect. Staff is encouraged to teach, model, and reward these character values at all times. Additionally, curriculum activities are designed or chosen to correspond to the Search Institute's 40 Developmental Assets. The Assets are "40 common sense, positive experiences and qualities that help influence choices young people make and help them become caring, responsible, successful adults."
- ◆ **Centers:** Children will be able to choose from a variety of board/card games, drawing/writing materials, books, manipulatives, and other supplies.

**SPECIAL AFTERSCHOOL ACTIVITIES:** If your child belongs to a student club or tutorial program that meets on school grounds during Afterschool hours, parents must notify the Site Lead with a note that states date, time, location and with whom your child will be meeting. Children **MUST** also check in with YMCA staff each day before going to club/tutorial activity. Children must have prior parental approval to attend other Afterschool functions.

## Miscellaneous Site Information

### Absence Policy

If your child is absent from the Afterschool Program, it is the responsibility of the parent to contact the Afterschool site and leave a message. There will be no pro-rated fees due to general absences. Refund requests will only be considered for extended absences, which are accompanied with a doctor's note.

### Sign In/Sign Out Procedures

*SIGN IN:* After dismissal bell, attendance will be taken by YMCA staff and checked with school office. All children will be accounted for daily.

*SIGN OUT:* Parents or authorized pick-ups are required to sign their child out daily. IDs will be checked if the staff is not familiar with the adult. Children will not be released unless they have been signed out and will not be allowed to stay on the premises after being signed out. Children will not be allowed to leave the facility to walk or ride their bike home. All authorized pick-ups must be at least 18 years old and present an ID to sign out a child.

### Open Visitation Policy:

Parents are encouraged to visit the YMCA Afterschool site at any time. Please notify staff at time of arrival.

### Personal Belongings/Returning to class

Jackets, backpacks, lunchboxes and other items left at the end of the afternoon will be placed in the YMCA Lost & Found Box. Parents are encouraged to frequently check lost and found. As stated, children are asked not to bring personal items to the Afterschool Program. For safety reasons, children will not be allowed to return to their classrooms once they are signed into our program.

### What Not to Bring to Afterschool

-Video Games, MP3 or CD players; scooters/bikes; toy guns or weapons of any kind; money; other personal items or items of high value

***The YMCA is not responsible for lost or stolen items!***

### Public School Facilities

The YMCA conducts the Afterschool Program at specific local public schools. These facilities, playscapes, and grounds may not comply with TDFPS Minimum Standards.

# Medical Information

## Medication

Any medication to be administered to your child by our YMCA staff must:

- Be brought directly to the Site Lead;
- Be in the original container, with physicians name / number on the container.
- A Child Medication Form must be signed by the parent with clear written instructions regarding dosage and time that medication is to be given (forms are available from Site Leader).

All medication will be kept in a locked box. It is parents' responsibility to pick up all medication at the end of each day or week.

## Immunizations

Your child's immunization record, including TB test and vision and hearing screening (if required by school district), must be current and on file with the school nurse.

## Illness/Injury

Small cuts and scrapes will be treated by our CPR/First Aid certified staff using standard first aid procedures. In all cases of serious illness or injury, the Site Lead will contact the parent immediately. In the event that the parent cannot be reached, we will contact any or all "emergency contacts". The YMCA will contact emergency services at any time it believes is necessary for the safety of a child. This could involve EMS and/or transportation to an emergency medical facility.

If your child is sick, please keep them home from the Afterschool Program. Children with fever over 100.4 degrees or experiencing vomiting, diarrhea or other infirmities are not allowed to attend until fully recovered. Please follow this policy.

**\*\*Please Note: The YMCA does not provide health or accident insurance.**

## Head Lice

The YMCA will contact the parents of any child who is found to have head lice. That child will be asked to be picked-up early and will be allowed to return only after a successful treatment which results in the complete removal of live lice and nits. Upon return to the program, the child's head will be checked by YMCA staff. The YMCA will also inform all other parents of the case of head lice. *There will be no compensation for days missed.*

## Pink Eye

Children with pink eye should stay home from the Afterschool Program. Children can return to the program 24 hours after treatment has begun.

## Business Office Guidelines

### Payment Information

Tuition is totaled, divided, and paid in nine payments beginning in August or September and ending in April or May. Tuition may be paid monthly by bank draft, credit card charge/debit, or check. Cash payments are NOT accepted. No payments will be accepted at any Afterschool site or school. *A \$30 service charge will be applied to all credit card returns. If your bank draft is returned unpaid, it will be collected electronically by eCashFlow Systems and you will be charged a \$30 service fee.* All payments received after the 1<sup>st</sup> of the month will be charged a \$10 late fee. If payment is not received by the 5<sup>th</sup> of the month, your child will be cancelled from the program. If you wish to pay account balance and re-enroll your child, the \$30 registration fee will be due.

### Payment Due-Dates/Schedule:

September Tuition	8/15 or 9/1	January Tuition	12/15 or 1/1
October Tuition	9/15 or 10/1	February Tuition	1/15 or 2/1
November Tuition	10/15 or 11/1	March Tuition	2/15 or 3/1
December Tuition	11/15 or 12/1	April Tuition	3/15 or 4/1
		May Tuition	4/15 or 5/1

### Monthly Receipts

Parents can request payment statements mailed home monthly by calling the office at (512) 236-9622. This receipt will include charges and payments from the month prior. Year end statements will be available Jan. 30<sup>th</sup> and will be mailed to all participants homes. Parents will receive a summary of all childcare expenses related to afterschool and camps for the calendar year.

**Tax Identification Number: 74-1193464**

### Withdrawal of Children from Program

If you decide to withdraw your child from our Afterschool Program, you must provide the Program Services Office with **30 DAYS WRITTEN** notice! You may fax/mail/email this information. Only with 30 days notice can we terminate your monthly payment plan. If less than 30 days notice is given, then a \$25 fee will be assessed.

### Updating Information

It is the responsibility of parents to inform the Program Services office regarding any changes to your child's record. This information includes: phone numbers, home/ mailing address, emergency and authorized pick-ups, billing, and changes to other pertinent information. All changes must be mailed, emailed and/or faxed to our office.

# Program Participant

## Behavior Contracts

Good behavior is important to everyone in daily life. Certain behaviors are expected from the children involved in the YMCA Afterschool Program and following rules promotes a good learning experience that is safe and secure. When a child ignores or disregards rules, everyone's experience is diminished. A **Behavior Contract** is the first formal step to help solve rule violations. The Behavior Contract involves parents, child, and staff, and it requires the participation of all parties. If your child's behavior becomes an ongoing problem, then a Behavior Contract will be issued. A sample contract is available from the YMCA Program Services Branch. Failure to correct behavior may result in suspension or dismissal. *\*Not all of the steps of a Behavior Contract will be taken every time a child breaks a YMCA rule. Disciplinary action will be determined for each child based on the severity of the action. Violence or issues which compromise the safety of YMCA staff or participants will not be tolerated and can result in immediate suspension or expulsion from the program.*

## Termination Policy

Participants will be withdrawn from the program for the following reasons:

- ❖ Inappropriate behavior of child or parent that endangers the participant, other children or YMCA staff;
- ❖ Failure to pay program fees;
- ❖ Consistently late in picking-up child.

## Children's Code of Conduct

The YMCA of Austin takes seriously the importance of the protection and safety of the children enrolled in programs. As a participant in the YMCA Afterschool Program, I agree to:

1. Check into the YMCA Afterschool Program immediately after school each day.
2. Keep my personal belongings in my storage area during the Afterschool Program.
3. Remain seated and quiet during roll call and announcements and answer only for myself.
4. Follow all Afterschool Program rules during free play, snack time, activity time, and emergency drills.
5. Follow all instructions given by the Afterschool Program staff.
6. Tell the Afterschool Program staff counselors if I am sick or hurt.
7. Follow the timeout instructions of the Afterschool Program.
8. Respect all other children and the Afterschool Program Counselors at all times.
9. Respect all Afterschool Program supplies, equipment, and property.
10. Respect all personal belongings of other children.
11. Help clean up after myself following all activities.
12. Never leave the Afterschool Program site without permission from the Program Staff.
13. Check out of the Afterschool Program only by signing out with a staff member.
14. When on the bus, remain seated and quiet and keep body parts inside the bus. Obey all instructions of the bus driver.

## Parent Statement of Understanding

1. I understand that I am not to leave my child at the YMCA site unless a YMCA staff member is present.
2. I understand that my child will not be allowed to leave the program with an unauthorized person or staff.
3. Should I or another authorized person appear to be under the influence of drugs or alcohol and seek to sign out your child, staff are empowered to contact local law enforcement authorities and place your child in their custody. Please do not put place staff in a position to make this judgment.
4. 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. The Child Abuse Hotline is 1-800-252-5400.
5. I understand that I will be charged Late Fees if I fail to pick-up my child by the agreed upon stated time.
6. I understand that YMCA staff is not allowed to baby-sit or transport children outside of program hours.
7. I understand that a student Behavior Contract is the first formal step to help resolve repeated rule violations on the part of a child. A behavior contract involves parents, child, and staff. Refusing to sign Behavior Contract does not nullify the contract. Failure to correct specified inappropriate behavior may result in suspension or dismissal from the Afterschool program.
8. You will be notified of any future policy changes made by TDFPS or the YMCA of Austin via printed or email newsletter made available at the childcare site.
9. You may request a meeting with the Site Leader and Program Director to ask questions about the childcare centers policies and procedures. You are encouraged to contact the Program Services Office at 236-9622 any time you have a concern or comment about the operation of this site.
10. Please make note of the new TDFPS Local contact phone number (512) 834-3195. You may also visit TDFPS at their web site [www.dfps.state.tx.us](http://www.dfps.state.tx.us).
11. Parents are encouraged to participate in the activities and special events at the child care center. Please feel free to come to the site at any time. Be certain to check in with the Site Leader or Assistant Site Leader to find out how you can help or get involved.
12. A copy of the TDFPS Site Inspection Report is posted on the site bulletin board.
13. A copy of the Minimum Standard Rules for Licensed Child-Care Centers is available at the Afterschool site in the Posted Book located at the sign-in, sign-out table.
14. **I UNDERSTAND THAT I MUST SUBMIT A 30 DAY WRITTEN NOTICE IN ADVANCE TO THE YMCA OFFICE WHEN WITHDRAWING MY CHILD(REN) FROM AFTERSCHOOL CARE.**

## Specialty Camps

### Holiday, Spring Break, and Summer Day Camp

The YMCA offers Holiday and Spring Break Camps during winter and spring breaks from school. This is a separate program from Afterschool and requires a separate fee. If you have any questions, please call the Program Services office at 236-9622.

### Holiday Day Camp Dates – 2011

Week One	December 19 – 23
Week Two	December 26 – 30

### Spring Break Camp Dates - 2012

Spring Break Camp	March 12 – 16
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### Summer Day Camp Dates – 2012

Camp registration begins on Monday, February 7, 2012. Weekly camp sessions begin on Tuesday, May 29 or Monday, June 4.

Last Day of School Round Rock ISD:	May 25
Last Day of School Austin ISD and UT Elementary:	May 30
Last Day of School Hays CISD:	May 31

Camps are held at YMCAs, churches, learning centers, and schools. Camp registration information and locations will be made available to YMCA Afterschool participants in January. Forms will be made available at all Afterschool sites and on our website.

For more information call the Program Services office at 236-9622.

Visit the YMCA web site at: [www.austinyymca.org](http://www.austinyymca.org) for more information.

## TDFPS Discipline and Guidance Policy for the YMCA of Austin Afterschool and Summer Day Camp Programs

*Issued by: YMCA of Austin*

The Texas Department of Family and Protective Services (TDFPS) requires all licensed child care providers present the policies that govern the care of children enrolled TDFPS licensed child care. To that end the YMCA of Austin adheres to the following guidelines.

**Parents are required to acknowledge the receipt of the Parent Manual.**

### Discipline and Guidance Policies

Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding;
- (3) Directed toward teaching the child acceptable behavior and self control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self direction which include at least the following:

- (1) Using praise and encouragement of good behavior.
- (2) Reminding a child of behavior expectations.
- (3) Redirecting behavior using positive statements.
- (4) Using brief supervised separation or time out from the group, limited to no more than one minute per age of child.

**There must be must be no harsh, cruel or unusual treatment of any child.**

### The following types of punishment are prohibited:

- (1) Corporal Punishment or threat of corporal punishment;
- (2) Punishment associated with food, naps, or toileting.
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet;
- (9) Requiring a child to remain silent or inactive for inappropriately long period of time.

### Gang-Free Zone

According to TDFPS guidelines, we are required to inform parents that under the Texas Penal Code, any area within 100 feet of a child-care center is considered a gang-free zone. The YMCA of Austin adheres to and endorses these guidelines.

### Safety of Children's Products

According to TDFPS guidelines, the YMCA of Austin will post and notify parents and employees of the Consumer Product Safety Commission (CSPC) recall list. The YMCA of Austin is also required to certify in writing annually that no unsafe products are in the center.

### Child Abuse Hotline

Child abuse can occur in any setting. The YMCA provides extensive training in child abuse prevention skills and understanding how children can be abused. Texas law requires the suspicion of child abuse be reported immediately. The following Hot Line phone number is available 24 hours a day for anyone to report a suspicion of child abuse.

**Hot Line: Phone 1-800-252-5400**

Your report will be documented by staff from the Texas Department of Family and Protective Services. When people make a report of suspected child abuse in good faith, they are immune from any liability. When the department investigates a complaint, the identity of the complainant is not revealed.

Please report any concerns to the YMCA Staff immediately: Call the Program Services Branch at (512) 236-9622, or Email [programservices@austinyymca.org](mailto:programservices@austinyymca.org).

## **YMCA of Austin Afterschool Program - Address List and Site Phone**

<b>Allan Elementary School</b> 4900 Gonzales Street; Austin, TX 78702	Ph. 917-4964
<b>Baranoff Elementary School</b> 12009 Buckingham Gate; Austin, TX 78748	Ph. 282-4209
<b>Blackshear Elementary School</b> 1712 E. 11 <sup>th</sup> St; Austin, TX 78702	Ph. 414-6718
<b>Boone Elementary School</b> 8101 Croftwood Drive; Austin, TX 78749	Ph. 282-9762
<b>Canyon Creek Elementary School</b> 10210 Ember Glen Drive; Austin, TX 78726	Ph. 918-0076
<b>Caraway Elementary School</b> 11104 Oak View Drive; Austin, TX 78759	Ph. 258-6404
<b>Carpenter Hill Elementary School</b> 4410 RR 967; Buda, TX 78610	Ph. 512-295-5520
<b>Cowan Elementary School</b> 2817 Kentish Lane; Austin, TX 78748	Ph. 292-1020
<b>Jollyville Elementary School</b> 6720 Corpus Christi; Austin, TX 78729	Ph. 335-1566
<b>Laurel Mountain Elementary School</b> 10111 D-K Ranch Road; Austin, TX 78759	Ph. 258-5919
<b>Negley Elementary School</b> 5940 McNaughton; Kyle, TX 78640	Ph. 268-8127
<b>Ridgetop Elementary School</b> 5005 Caswell Avenue; Austin, TX 78751	Ph. 414-4469
<b>Rodriguez Elementary School</b> 4408 Franklin Park Drive; Austin, TX 78744	Ph. 416-8683
<b>Santa Cruz Catholic School</b> 1100 Main Street PO Box 160; Buda, TX 78610	Ph. 512-312-2137 ext. 144
<b>Spicewood Elementary School</b> 11601 Olson Drive; Austin, TX 78750	Ph. 918-0075
<b>Villas on Sixth Street, Suite 105</b> 2121 East Sixth Street; Austin, TX 78702	Ph. 236-0887





## **Program Services Branch**

2121 East Sixth Street, Suite 203

Austin, Texas 78702

(512) 236-9622 Phone

(512) 478-8065 Fax

Web Address: [www.austinyymca.org](http://www.austinyymca.org)

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**CARING**

**HONESTY**

**RESPECT**

**FAITH**

**RESPONSIBILITY**

**For Youth Development, For Healthy Living, For Social Responsibility**