

Hours of Operation

The YMCA After school program is offered August 24, 2009 through May 27, 2010 in the school cafeteria from school dismissal until 6:00 p.m. **Any child picked up after 6:00 p.m. will be charged a late fee of \$1.00 per minute. Repeated late pick up will result in termination of care.**

Holidays

The YMCA After school Program will be closed on all school In-Service days & in observance of the following holidays: Good Friday, July 4th, Memorial Day, Labor Day, M.L. King Day, Thanksgiving Day & the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day. **If school closes/dismisses early due to inclement weather, the program will not be held.**

In-service/Holiday Camps

In-service/Holiday care will be at Weekley, Westland, and Trotter YMCA's. We encourage you to make separate arrangements with those centers if you need full day care during, In-Service & Holiday Breaks.

Release Policy

Children must be signed in/out each day. ONLY AUTHORIZED ADULTS (NAMES ON THE ENROLLMENT FORM) WILL BE ALLOWED TO PICK UP THE CHILD. Proper identification is required. If a parent is not allowed to pick up a child, we must have a copy of the court order. In case of divorce or separation, please note if one or both parents can or will call for the child. You will need to come into the program area to pick up your child. We do not voluntarily release a child to anyone who appears to be under the influence of alcohol or drugs & we will call the police to report it.

Illness and Exclusion Medication and Emergencies

If your child gets sick, you will be asked to pick him/her up immediately. Any medication administered by the YMCA staff must be prescribed medication, in original container, dated & labeled with a signed authorization form. All medication policies are subject to state regulations. If your child is injured you will be notified immediately for serious injuries & when you pick up for minor injuries. In serious medical emergencies we will begin CPR and/or First Aid, call 911, & then call you.

Parental Notifications

Lesson plans, menus, & other info. are available for you to view at the Parent Table.

Guidance Policy

YMCA programs use positive guidance methods including redirection, reminders, & logical consequences. Self-management skills are taught according to this guideline:
*Consistent rules are clearly stated so that children are expected to work & play within known limits.
*Behavior expected of children is age appropriate according to developmental levels.
*The YMCA reserves the right to suspend or terminate care for failure to follow school or program policies at any time. No account credits given for suspension.

Snack

Prepackaged snacks that meet USDA requirements are served daily.

Health Records

Children enrolled in the program must be current in their immunization records, hearing, & vision requirements. Be sure to complete this section of the enrollment form. Please note that the YMCA does have access to these records through the school district.

How to Enroll

Read & return the completed registration paperwork for **each** child. CASE Applications are required to determine eligibility for funding of each family, failure to complete information will delay the enrollment process. **Physician & hospital information along with emergency contacts are required.** Operational policies are included in the enrollment paperwork. Should we need to change any of our operational policies you will be informed in writing. **Completed paperwork must be received 48 hours prior to your child's first day.**

Transportation, Water Activities, Field Trips, and Animals

The After School program would transport children without prior notice & permission only in case of emergency. We do not have any pets or animals in the program area. Should we plan any water activities or field trips you would be notified in advance & asked to complete a special permission slip.

Parental Involvement

Parents are welcome visitors to our programs at all times. Open communication is very important to the success of your child's YMCA experience. Conferences may be requested at any time. If you have any concerns, constructive criticism, or compliments please call the Child Care Director, Kashala Pope at (713) 339-9015 x 1005. The program's direct line is (281) 658-5582 & may be used during program hours.

Minimum Standards and Licensing Visits

The most recent Licensing inspection report & a copy of Minimum Standards are also available to you on the Parent Table.

Contacting your Local Licensing Office and Child Abuse Hotline

You may contact your local licensing office at (713) 940-5200 or visit the Texas Department of Protective & Family Services at www.tdpfs.state.tx.us. The child abuse hotline number is 1-800-252-5400.

Fees

The rate for after school care is \$180.00 per 4 week session per child. Families with CASE Funding will pay monthly co-pay. **Payments are due on the 1st of each month & a late fee of \$30.00 will be assessed on the 5th day of each month. If payment is not made by the 15th of the month, child care services will be suspended until payment is received. Special payment arrangements can be made with the child care director. PAYMENTS ARE NOT ACCEPTED AT THE SCHOOL SITE. Make all payments at the YMCA International Office which is open 8:30 a.m.-5:00 p.m. 6300 Westpark #600, Houston, TX 77057, or pay by mail. Check or Money Orders ONLY payable to YMCA International & add your child (ren) name on the by line. We ask all children to be responsible for their own belongings & to not bring toys or items from home, as the YMCA is not responsible for & will not reimburse credit for lost, damaged, or stolen clothing, toys, school supplies or other items. This program is not designed for occasional drop in, it is very important that your child attends every day they are in school. Excessive absences from the program may result in loss of space &/or funding for your family.**

***Enrichment Activities will be available for an additional cost.**

YMCA Staff

The After School program ratio is 1 staff to 15 children. The YMCA staff complete 8 hours of orientation, are required to maintain current First Aid & CPR certification, & must attend an additional 20 hours of training per year. Staff are required to have no outside contact with children enrolled in our care.