

YMCA OF BROWARD COUNTY AFTER SCHOOL PROGRAM AT CASTLE HILL ELEMENTARY

On behalf of the staff of the YMCA of Broward County we would like to welcome your family to the Y Experience. We offer safe, quality, affordable and accessible programs that your participant will look forward to being a part of each and every day! All programs offer inclusionary services to participants with special needs. Listed below are our program activity goals:

- Teach Values (caring, honesty, respect and responsibility)
- Increase Self Esteem
- Improve Relationships and foster Parent Involvement
- Appreciate Diversity
- Teach Leadership Skills
- Improve Social Skills
- Improve Academic Success
- Have Fun!!!



PROGRAM FEES

All programs have a yearly registration fee that is due upon registration. Program fees are as low as \$0.00. Financial Assistance is available. To qualify for financial assistance, you must bring a copy of your most recent 1040 Income Tax Form listing the children you are registering as dependents.

Be aware that the YMCA does not prorate monthly fees. If your participant attends one or more days of the program month, payment is to be made in full for that month. Please check with the Site Supervisor for additionally charges related to Early Release Days.

If you are receiving financial assistance to any of our programs, please be aware of attendance requirements set forth by our funders to ensure the participant benefits from program enhancements offered: We appreciate your support and cooperation.

- Participants must be in attendance at least 4 days per school week.
- Participants must not miss more than 3 days per month.
- a 2 hour minimum for our school-day programs
- a 4 hour minimum for early release
- a 5 hour minimum for summer day camps
- a 6 hour minimum for holiday care

Please note that violation of these requirements may result in the loss of financial assistance.

STAFF

YMCA staff members at all child care site function under the direct supervision of the Site Supervisor and a YMCA Program Director. These are experienced child care professionals who work on site to oversee the daily activities and safe operation of the program. All staff members are level 4 background screened (local, state and Federal) prior to hire.

Child care staff include both School Board of Broward County and non-school board employees. Each staff member receives both mandatory and on-going training which meets the requirements set forth by the State of Florida, Broward County Board of County Commissioners and the Broward County Child Care Licensing and Enforcement and the YMCA of Broward County.

DAILY ACTIVITIES

Participants should report to the cafeteria or the designated meeting place immediately at school dismissal each day for attendance. Participants will spend their time in age appropriate groups and follow a master activity schedule which is posted at the Sign-Out Area.

The YMCA of Broward County believes programs should provide opportunities and experiences which stimulate a participant's physical, intellectual, emotional and social development. All programs must be designed to meet the developmental needs of each age group and, most importantly the individual needs of each participant. Activities and schedules should be consistent with the education principle that each participant develops at his or her own unique rate within the general needs of their own peer group.

Lesson plans are created by the Curriculum Specialist with a variety of age and developmentally appropriate activities that may include, but are not limited to the following: arts, character development, health, fitness, wellness, homework support, literacy, science and service learning.

DISCIPLINE

All child care staff use positive reinforcement and rewards, but at times they may encounter a behavior problem. A participant with consistent behavioral problems who is not responding to the efforts of his/her Support Staff will be sent to the Site Supervisor. The Site Supervisor will notify the participant's parent(s)/guardian(s) with a Behavior Report. In cases of extreme behavior, parent(s)/guardian(s) may be contacted by telephone. If problems persist, a parent/guardian conference will be scheduled. If the situation does not improve, the participant may be suspended and/or expelled from the program – no refund is given in this case. In extreme situations, where a child's behavior is deemed dangerous to the safety of the staff or other participants, the YMCA reserves the right to forego our standard discipline policy and move forward with immediate expulsion of that child from the child care program.

Bullying and Cyber-bullying (see definition below) will not be tolerated by participants attending any YMCA program. If a participant is observed bullying or cyber-bullying it is the mandate of the School Board of Broward County to contact the school administrative staff and to hold a conference with the participant, their guardian, YMCA administrative staff and school board staff to discuss a resolution.

Bullying is defined as unwanted purposeful written, verbal or physical behavior including but not limited to any threatening, insulting or dehumanizing gesture by an adult or student that has the potential to create an intimidating, hostile or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individuals school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power.

Cyber-bullying is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social websites (e.g. Myspace, Facebook), chat-rooms and instant messaging.

The YMCA of Broward County encourages parents to keep an open line of communication with the child care staff. We care about your participant and are here to work with you and your participant to make this a safe and enjoyable experience.

SIGN-OUT PROCEDURES

Sign-Out

At the end of each day, your participant must be signed out on the attendance sheet with your signature and the time you are picking her/him up. Only persons authorized in writing by you on the registration form may pick up your participant from the program. Staff members may ask for photo identification if the person picking up your participant is unfamiliar and check the authorization form. Please be aware that we do this for the safety and protection of all of our participants. Your participant will not be released to anyone whose name is not listed on the registration form without prior written notice.

Late Pick-Up

In the event you cannot pick-up your participant by 6:00pm or program end, it is your responsibility to contact the site and notify the Site Supervisor you will be running late or sending an alternate to pick-up the participant. If an alternate person is sent and they are not on the "other persons permitted to pick up list" the Site Supervisor will ask them for 1) your emergency Code/Password to identify themselves, 2) the name of the individual picking up the participant and their photo identification and 3) a phone number where you can be reached.

All participants must be picked-up by 6:00 pm or designated program end time. If you know you will be arriving late to pick your participant up, you need to contact the Site Supervisor before the end of the program day. Please be advised that you will be charged a late fee of \$10 per participant for every 15 minutes your participant has not been picked up after the program end time. The YMCA reserves the right to dismiss a participant from the program due to excessive late pick-ups.

If a participant is not picked up within a reasonable amount of time after the end of the program, the authorities will be called to address the situation.