

# TABLE OF CONTENTS

<i>Program Philosophy</i> .....	2
<i>Program Goals</i> .....	3
<i>School Age Curriculum Components</i> .....	3
<i>Clothing</i> .....	4
<i>Licensing</i> .....	4
<i>Registration</i> .....	4
<i>Fees and Collection Policy</i> .....	5
<i>Program Schedules</i> .....	5
<i>Withdrawal</i> .....	6
<i>Late Fees</i> .....	6
<i>Tax Information</i> .....	6
<i>Policies and Procedures</i> .....	7
<i>Children with Special Needs</i> .....	7
<i>Behavior Management Policy</i> .....	7
<i>Snacks</i> .....	9
<i>Daily Release of Students</i> .....	9
<i>Termination of Childcare Services</i> .....	10
<i>Transportation of Children</i> .....	10
<i>Supervision/Safety Policies</i> .....	11
<i>School Days Off/Snow Days/Vacation Camps</i> .....	12
<i>Gifts to Program</i> .....	12
<i>Important Phone Numbers</i> .....	12
<i>Acknowledgement</i> .....	13

## **PHILOSOPHY OF THE ANN ARBOR YMCA SCHOOL AGE CHILD CARE PROGRAMS**

The Ann Arbor YMCA School Age programs exist to meet the needs of families to have a safe, consistent environment for their children after school. The program is designed to complement, not imitate, school and home. It serves as an important component in the continuum of services provided for school-age children.

Through the YMCA School Age Child Care programs, the YMCA seeks to help children:

- Grow personally
- Clarify personal values
- Develop conflict resolution skills
- Appreciate diversity
- Become better leaders
- HAVE FUN!

CHILDREN are nurtured in a program that:

- Offers children a base of warmth, security, and continuity provided by caring, qualified staff
- Fosters initiative, independence, cooperation, and self control
- Has flexible schedules that allow for choices including free play, homework help, and projects
- Permits freedom within set limits
- Respects cultural diversity

FAMILIES benefit from a program that:

- Offers quality, safe, affordable child care services
- Is sensitive to the needs of children and families
- Encourages communication among children, school representatives, families, and School Age staff
- Allows for ongoing family involvement and regular opportunities for feedback through a Parent Advisory Committee and a regular evaluation process

The COMMUNITY is strengthened by a program that:

- Provides quality child care services
- Reflects current values and concerns
- Utilizes existing educational and recreational resources

## PROGRAM GOALS

**Character Development-** The YMCA Character Development program is an important part of every YMCA program. The values of caring, honesty, respect and responsibility are modeled by staff and encouraged of all participants. These character values are put into practice during various activities, such as discussions of friendship, mediation, role-playing, and identification of situations involving right and wrong choices.

**Personal Discipline-** The program will help children increase their responsible behavior and self-control by creating an environment in which activities are presented, but in which adults do not dictate how the activities are pursued; in which guidance is offered to promote self-confidence. Rules will be minimal in number, created by both the staff and the children, and consistently applied by the School Age staff. The YMCA Discipline Policy will be applied consistently.

**Social Development and Emotional Well Being-** The programs will meet children's social and emotional needs by helping every child make friends through activities that require varying numbers of participants, as well as allowing unstructured time for friendships to develop. Activities and community projects such as "environmental friendliness" will provide the social learning children gain from exposure to the larger community.

**Physical Skills-** The programs will meet children's physical needs by: providing space and scheduled times for activities (such as running, jumping, and playing ball both indoors and outdoors); providing supervision to ensure safety (but without overprotection or over-direction); providing opportunities for rest; and providing food needed to restore energy.

**Health and Safety Skills-** The program will increase children's health and safety skills by providing activities that emphasize healthy lifestyles. A discussion of nutrition, daily exercise, safety skills, etc. will increase awareness.

**Educational Opportunities-** The program will provide students with homework and academic assistance. It will also provide opportunities for children to learn through a variety of carefully planned developmentally appropriate activities.

## SCHOOL AGE CURRICULUM COMPONENTS

Age-appropriate/developmentally-appropriate activities will be available daily with the children's interests providing the direction for the program. Our classroom is designed with appropriately sized furnishings, equipment and bathroom features designed to help your child develop self-reliance skills. A quiet work area will be designated at all times for children who wish to work on homework. Curriculum components include, but are not limited to, the following:

- Literacy
- Crafts & Music
- Games
- Service Learning
- Social Competence and Conflict Resolution
- Homework & Academic Support
- Science & Discovery
- Character Development
- Learning Centers
- Health, Wellness & Fitness

### **CLOTHING**

**After Kindergarten:** we ask that kindergarteners have one change of clothing, including underwear. Please be certain all clothing items are clearly labeled and kept in your child's cubby.

**Outdoor Play:** Children play outside each day unless there is inclement weather. We assume that if children are at school, they are well enough to participate in outdoor activities. Parents should make sure their children are dressed properly for weather, including boots, hats, and mittens when required.

**Swimming:** Your child will have the option to swim on a regular basis. Please supply him/her with a clearly labeled swimsuit to be left at the YMCA.

### **LICENSING**

The program is licensed by the Department of Human Services. The rules of the license are available for review in the Child Care office. The program's licensing records are available upon request from DHS. This program is operated on a not-for-profit basis as a service to the families of Ann Arbor and the surrounding area. Our license states the number allowed in the Child Care Department. Michigan Licensing rules enforce a strict School Age ratio of 1 teacher to 18 children. The YMCA strives to maintain a 1:15 ratio.

The School Age Programs are mandated by the Child Protection Law and will report to the Child Protective Services any suspected cases of child abuse, neglect, child sexual abuse or sexual exploitation. If you have any questions or a concern regarding the Child Protection Law and the Program's reporting guidelines, please speak to the director.

### **SCHOOL AGE REGISTRATION**

The Ann Arbor YMCA School Age Child Care Programs are open to children Kindergarten through 4<sup>th</sup> grades. Program options include After School or After Kindergarten. Children are enrolled on a first-come, first-serve basis. Others are placed on a waiting list and accommodated as space becomes available. Admission of exceptional children is decided on an individual basis as qualified staffing permits (Please see Children with Special Needs).

School Age Child Care registration packets are available through the Child Care Office. The proper registration forms must be completed and the non refundable registration fee and deposit must be **paid prior to the first day your child is to attend.**

To complete enrollment of your child, you will need to fill out and return the following information:

Registration Form  
Child Information Record  
Permission Form

Tuition Policy Agreement  
Parent Handbook Acknowledgement

### **FEES AND FEE COLLECTION POLICY**

You may choose to have a monthly bank or credit card draft or have an additional \$25 administrative fee for any other payment plans set up through the Child Care Office. Fees will be due on a pre-pay basis, due on the 20<sup>th</sup> of the month for the following month's care. Payments are considered late on the 1<sup>st</sup> of the month, assessed with a \$25 late fee, per family. Tuition is based on the cost per child per school year (180 school days) and is then divided into **9 equal payments**. The first payment will be for September 2008, due on August 20<sup>th</sup> and the final payment will be due April 20<sup>th</sup> for May 2009. Written notice of intent to withdraw your child from the School Age Child Care Programs must be submitted 30 days prior to your automatic draft date.

Please see the YMCA Child Care Tuition Plan sheet located in your registration information.

Families enrolling more than one child will receive a 10% discount on the oldest child's tuition fee.

Credits will not be issued from the YMCA school-age program for ANY absences.

Registration Fees- \$125 will hold your child's place for the fall, which includes a non-refundable \$25 registration fee and \$100 deposit. The non refundable \$100 deposit will be used as your May 20<sup>th</sup> payment, or credited to your last month's tuition should you withdraw before the end of the school year.

### **PROGRAM SCHEDULES**

The School Age Program runs from 12:00 p.m. – 6:00 p.m. Monday through Friday. The School Age Programs offer a variety of scheduling options including 2, 3, 4, and 5 day a week options. Please see the School Age Child Care Tuition Plan sheet for more information. School Days Off (AAPS In-Service Days) are free to those enrolled in School Age Programs, but **STILL** require pre-registration. All Vacation Camps require pre-registration and are \$50/day for Members and \$55/day for Non-Members. All extra-care days operate 8:00 a.m. – 6:00 p.m. – *with the exception of Snow Days (see page 12 for more information).*

The program is closed for the following holidays:

- Thanksgiving Day and Friday after
- Christmas Eve and Day
- New Years Eve and Day
- Memorial Day
- Labor Day

### **WITHDRAWAL**

Written notice of intent to withdraw your child from the School Age Child Care Programs must be submitted 30 days prior to your automatic draft date. Please visit the Child Care Office for a termination form. The bottom section of the form will be returned to you to confirm your plans.

### **LATE FEES**

Late Pick Up- Parents will be charged a late fee of \$10 for any portion of time up to 6:10 PM. After that, an additional \$1 per minute will be charged until the child is picked up by a parent or guardian. If a parent has not arrived by 6:15 PM, and has not contacted the Child Care staff, staff will call the adults listed as Emergency Contacts on the Child Information Card to pick up the child.

No Call No Show- A \$10 fee is charged each time your child is absent from a scheduled pick up by YMCA transportation and notification is not received via phone call prior to 10:00 a.m.

Returned Check, Credit Card or Bank Draft Fee - There is a \$25 fee for all returned forms of payment. Recurrent returned checks may result in automatic payment only.

Late Payments- Payments are considered late on the 1<sup>st</sup> of the month and you will be assessed a \$25 late fee (per family). After the second late payment families would be required to move to either form of automatic payment to continue in the program.

### **TAX INFORMATION**

The tax identification number for the YMCA is 38-1525162. Annual tax letters are automatically mailed to each home. Please look for this letter early in the New Year.

## **YMCA CHILD CARE POLICIES AND PROCEDURES**

The policies of the Ann Arbor YMCA School Age Child Care Programs are as follows:

- Families should not be denied childcare services because of their inability to pay. However, an application for Child Care Subsidies through the Department of Human Services, scholarship assistance or regular payments must be submitted. Scholarship Assistance is available to families with financial need.
- No person or family shall be denied services offered, nor denied employment, by the YMCA upon the basis of race, color, religion, sex or national origin.
- Children, parents, and staff will regularly evaluate program effectiveness.
- Special needs children will be accommodated whenever possible in the child care program.
- Parents are welcome to schedule a conference with School Age staff to discuss any issue relevant to the program and/or their child.
- Personal belongings are the responsibility of both the child and the parent. The YMCA will provide a designated place for a child's belongings during the program. Children have more fun and participate more fully in activities when they are not concerned about having personal belongings lost or destroyed. With this idea in mind, please do not bring valuable items to the programs. The YMCA is not responsible for lost/stolen items.

### **CHILDREN WITH SPECIAL NEEDS**

It is the intent of the Ann Arbor YMCA to include persons in current programs and activities to the greatest extent possible. Recognizing limitations due to an individual's special need is important and, with this in mind, the YMCA will make every attempt to adapt program activities, staffing, and facilities through reasonable accommodation, unless the accommodation imposes hardship on the YMCA. If your child requires an accommodation, please discuss it with the Childcare Director.

It is recommended that a family member (or caregiver) tour the facility with the appropriate YMCA staff along with the child with the special need, before the first day of child care services. This provides the family with an opportunity to observe the program, facility, and staff. This also allows the staff to learn what can be done to enhance the person's involvement in the program.

### **BEHAVIOR MANAGEMENT POLICY**

#### **I. Philosophy**

We think of a policy of center discipline as a guidance policy. We steer children toward self-direction and conflict resolution. Considering each child's age, developmental stage, and personality, we establish fair and reasonable expectations of behavior.

When a child needs guidance, the staff begins by redirecting the child into more constructive activities. In addition, appropriate behavior is encouraged by staff who model courtesy and respectfulness. With help from adults and peers, children learn and practice nonviolent forms of conflict resolution. Our policy goal is to help each child develop positive feelings of self-esteem while fostering growth toward self-direction.

The child care programs of the Ann Arbor YMCA provide a safe environment for children to develop spirit, mind, and body. The overriding principle of the YMCA's discipline policy is to help children become individuals who make their own choices and who take responsibility for their actions. The primary basis of this policy is that discipline is a function of engaging children in meaningful and stimulating activities, focusing on positive role models, and promoting the core values of the YMCA: Honesty, Respect, Caring and Responsibility.

## II. Guidelines

- Limits are set positively and are developmentally appropriate. Specific policies are listed below.
- The child will respect the rights and feelings of others and will avoid disruptive behaviors that would interfere with program activities. Aggressive behaviors such as hitting, kicking, biting, tripping, verbal "put-downs", spitting and other similar inappropriate behaviors will not be tolerated.
- The child will follow all directions given by the staff regarding safety procedures and will stay with the group for all scheduled activities.
- The center strictly prohibits the use of alcohol, tobacco, and drugs, except prescribed medications or over the counter medication with proper written consent.
- The child will respect the private property of others and will understand that stealing or vandalizing the property of others will not be tolerated.

## III. Behavior Management Practices

When a child engages in inappropriate behavior that threatens the health or safety of her/him or others, the YMCA staff will do the following:

- A. Take immediate action to stop the behavior.
- B. Inform the child and/or parents of the disciplinary action that will be taken. If the severity of the inappropriate behavior warrants, or the child cannot be controlled on the spot, it may be necessary to temporarily remove him/her from the situation. Additionally, staff will attempt to learn the causes of the behavior and will try to help the child understand and overcome these.

In all other situations where other children are not directly jeopardized, YMCA staff will discuss the behavioral problem with the child but will take no disciplinary action unless the child repeats the behavior. This process assists the child in learning to take

responsibility for his/her own behavior. In cases of repeated inappropriate behavior, one of the following disciplinary procedures may be used:

- Hold a discussion with the child about the inappropriate behavior and its future consequences.
- Inform the child of any disciplinary action to be taken, if the behavior is repeated.
- Redirect/provide time away from the activity, with the child returning to the activity contingent on a willingness to behave appropriately. Explain further disciplinary action to be taken if behavior continues.
- Redirecting/time away from activity, and notifying parents of child's behavior. If behavior continues, conduct a parent/guardian conference to discuss and provide support in managing child's behavior.
- When a child's persistent or dangerous behavior takes too much energy and attention away from the needs, safety, and well being of other children, or causes disruption of the program objective, the possibility of suspending and/or expelling the child from the program must be considered. The decision to send a child home is a difficult one to make and will be carefully considered before action is taken.

## SNACKS

A nutritious snack will be served each afternoon in the programs. Snacks such as fresh fruits, raw vegetables, whole grain crackers, and other nutritious foods will be served. Please note that these snacks are not a replacement for meals. A snack menu is posted in the classroom. If your child has special dietary needs due to medical reasons or you prefer that your child eat something other than what is planned for snack-time, you are welcome to send food with your child. If you choose to send food with your child, please send utensils and other necessary items, as the childcare program will not have access to these items. There is no reimbursement of tuition if food is sent from home. **Please note any food allergies on the Child Information Record, and advise School Age staff.**

On school vacation days, children will need to bring a sack lunch. The sack lunch should include all four food groups and two foods from the fruit/vegetable group. If a child is sent to the program without a lunch, the staff will call the parent and ask the parent to bring the child a lunch. Refrigeration for lunches and snacks is not available in School Age programs. Storage for lunches and snacks is available in your child's cubby, within the School Age program space.

## DAILY RELEASE OF STUDENT

The parent/guardian must check the child in and out each day by signing the dated attendance form available in the program. **The parent may designate another responsible adult to pick up or drop off the child if previous written authorization has been supplied to the program. VALID PHOTO IDENTIFICATION must be presented before releasing the child to anyone. No child will be released to anyone**

**without prior written authorization.**

**Custody issues involving children enrolled in School Age Child Care programs;**

Families must provide copies of original court documentation to the School Age Child Care program's Lead Teacher. The papers will be filed and followed. Program staff cannot implement any changes to the court documents. If custody changes occur, new court documentation must be submitted to the program. The YMCA staff will follow the content of the court documentation ONLY! Please note that YMCA staff cannot withhold children from a parent without legal documentation stating such restrictions.

**TERMINATION OF CHILDCARE SERVICES**

The YMCA reserves the right to discontinue child care services under any of the following conditions:

Failure to abide by any of the registration agreement conditions as itemized in the Parent Statement of Understanding, or failure to fulfill any of the responsibilities or conditions included in the Parent Handbook.

Severe behavior by the child which disrupts the group, including repeated instances of failing to listen to his/her teacher; refusal to follow program rules; excessive use of physical force, including hitting, pushing, kicking or biting; or excessive threats to use physical or verbal abuse.

Failure of parents/guardians to treat staff or other parents or children respectfully.

Disrespect includes inappropriate or abusive language, behavior or threats.

The School Age Child Care programs follow a zero-tolerance policy in regards to weapons. Any participant, parent/guardian or family-authorized adult that uses or possesses or threatens to use or possess a weapon at any time may be permanently expelled from the School Age program.

Lack of regular attendance in excess of 2 weeks.

Balance due of 2 weeks or more of childcare fees.

**TRANSPORTATION OF CHILDREN**

Whenever there is a medical or dental emergency and a child needs to be transported, the emergency squad is called to transport the child to the hospital if parental permission is granted or the parent is unavailable. If parental permission is not granted for the program to call the emergency squad for transportation, then the parent/guardian is called to transport the child. If a child is transported to an emergency facility, parents/guardians are notified immediately. The Child Information Record, which includes the emergency transportation information and the child's health condition information, accompanies the child to the emergency facility along with an employee if the parent is unavailable.

## **SUPERVISION/SAFETY POLICIES**

1. No child is to be left alone or unsupervised. A minimum of 2 YMCA staff shall always be in the building when there are children present.
2. When children leave the program to participate in YMCA classes, parents will notify the Child Care staff of the day, beginning and end times and destination.
3. After school, each child checks in with the staff member taking attendance at the start of the program. This is done to assure that the staff member knows that each child that is scheduled to attend the program has arrived safely to the program. Children must be signed out of the program each afternoon by their parent/guardian or an authorized adult.
4. If your child does not arrive at the YMCA bus, the childcare staff will first check with the school secretary to find out if they attended school that day. If the child did attend school and is scheduled to be in the program, the childcare staff member will call the parent to see if there has been an error in communication. Parents are reminded to please call the program when your child is not going to attend as the above action is time-consuming.
5. There is a Snow Day program offered on days when Ann Arbor Public Schools are cancelled due to severe weather. Please call the Ann Arbor YMCA prior to arriving in the event that conditions are too hazardous for YMCA staff to care for your children.
6. In accordance with Michigan State Law, the School Age Programs hold seasonal scheduled fire drills. It is crucial to the safety of the children that they learn proper emergency evacuation procedures. In our effort to simulate emergency conditions, during fire drills, children are required to exit the building, dressed as they are, for a few minutes. The fire emergency evacuation plans are posted in each classroom. In the unlikely event that the YMCA is ever severely damaged or declared unsafe, the staff will evacuate all children to a designated emergency shelter to await the arrival of a parent or guardian.
7. A lifeguard will be supervising the pool whenever swimming is a part of the child care program. Children will be supervised by adults at all times, including the times when clothing is changed in the Youth or Family Locker Room and their transition from the classroom to the pool.
8. An Incident or Accident Report Form will be completed when an injury or accident occurs. A copy of the completed form will be given to the parent/guardian.
9. The administrator and each employee are required to immediately notify the local public children services agency when they suspect that a child has been abused or neglected. The center policies are created to prevent and protect children from abuse or neglect while the child is in the center's care.

## **SCHOOL DAYS OFF PROGRAM**

As an added benefit, the YMCA provides full day (8 a.m.-6 p.m.) programming when the Ann Arbor Public School system is closed due to parent/teacher conferences, in-service days and reporting days. This is already included in the cost of your child's tuition, however, still requires pre-registration. This service is also open to non-participants for an additional fee.

## **SNOW DAYS**

On days when school is canceled due to snow or inclement weather, the YMCA may provide a day of care. Please call the Membership Desk to check if care will be available. Availability and time depend on when a teacher can safely arrive at the YMCA. Care will begin no earlier than 9 am and will continue until 6 pm. The cost is \$28 for participants in School Age Programs. This service is also open to non-participants for a \$40 per day fee for members and \$45 per day for non-members.

## **VACATION CAMPS**

A special camp, open to the public is held during the Holiday, Mid-Winter and Spring breaks. This service is an additional fee and requires pre-registration. Parents may register their children for as few or as many days as needed. These special sessions reflect activities similar to those offered in the School Age Child Care Programs as well as field trips.

## **GIFTS TO THE SCHOOL AGE PROGRAMS**

The Ann Arbor YMCA is a non-profit organization. All gifts of new and used equipment and supplies are tax deductible. Our program needs board games, arts and crafts supplies, and any other equipment for school-age children. In return, you will receive a letter of acknowledgement for donations.

## **IMPORTANT PHONE NUMBERS**

QUESTIONS ABOUT BILLING/PROGRAM: Brandi Daniels (734) 661-8058

TO REPORT AN ABSENCE: Atlantis Classroom (734) 661-8013

***THANK YOU AND WELCOME TO THE YMCA SCHOOL AGE PROGRAMS!***

**ACKNOWLEDGEMENT**

I acknowledge that I have read the parent handbook and I am fully aware of the School Age Child Care Program philosophy, policies and procedures.

I have read and understand the fee arrangements and conditions detailed in this handbook.

This acknowledgement must be placed in our files. Please sign the form and return it to the Child Care Office.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date