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FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# Williams YMCA of Avery County 2021 After School Parent Information Handbook

The Williams YMCA of Avery County is proud to host the Avery County Afterschool program for the 2021-2022 school year! The program currently operates in: Newland Elementary, Banner Elk Elementary, Crossnore Elementary, Riverside Elementary, and Freedom Trail Elementary. We are so excited to spend the school year helping your child grow socially, emotionally, physically, and academically!

This parent information handbook provides information to help you and your child have a smooth experience in after school. Please read everything carefully, as several policies have changed. We are here to answer any questions that you have, and we are excited to spend the school year with you!

## BASIC AFTER SCHOOL INFORMATION

The Avery County After School program is designed to ensure that your student is provided with the tools to reach his or her full potential. We believe that learning and growth doesn't need to stop once the school day is over! At each site, your student will be provided with dinner through a partnership with Avery County Child Nutrition, homework assistance and tutoring, physical activities and team building, as well as hands-on learning activities centered around arts and crafts, nutrition, and character development! The After School program acts as an extension of the school day and the Williams YMCA works closely with Avery County Schools to ensure that we are providing grade level appropriate experiences for your children. The program is designed to foster and grow your child academically, physically, and socially!

All programs operate Monday through Friday from the time your school releases until 6:00 PM. The program is closed on school holidays, snow days, teacher planning days, and early dismissal days. Our sites are open on days where school operates on a weather delay, but are closed when the schools are closed due to weather.

## LATE PICK UPS AND PROGRAM ATTENDANCE

Our program has limited enrollment and it is crucial that your child is attending the program on a regular basis. If your child does not attend the program on a regular basis, your child is subject to losing their spot in the program. The Program Director/ Site Coordinator will communicate with the parents if lack of attendance becomes an issue.

Our program operates until 6:00 PM, meaning you must pick up your child before then every day. It is crucial that your child gets picked up on time. We have a late pick up policy that is enforced as follows:

You will receive 3 warnings for any pickups past 6:00 PM. These warnings will be tracked by the Site Coordinator and Program Director, after your 3<sup>rd</sup> warning, you will be charged a \$5 late pick up fee per 5 minutes of being late. (For example, if you pick up at 6:15, you will be charged \$15 dollars.) This fee will be added to your YMCA account and must be paid on a weekly basis by Friday. This fee can be paid through calling the Williams YMCA at 828-737-5500, or visiting the front desk at the YMCA. If your fee is not paid by Monday of the next week, your child will not be allowed to attend the After School program until it is paid.

If late pick-ups become excessive, the Program Director will contact the parent to set up a plan for success. The Program Director holds the right to remove students from the program if late pickups are excessive.

## **BEHAVIOR AND COMMUNICATION SYSTEMS**

Communication between parents and after school staff is crucial to ensuring the success of our students. Each site will have a site phone that parents can contact at any time during the program hours. Each site will also be set up with the REMIND app which will allow for easy communication between YMCA staff and parents. It is the parent's responsibility to sign up for REMIND, as well as ensure that we have the most up to date email and phone number on file. It is the parent's responsibility to check their email regularly for program updates.

Your student/students are expected to adhere to all rules and regulations, follow the code of conduct and follow directions from all counselors and volunteers of the program. The Williams YMCA After School program follows the same rules as Avery County Schools, and you will notice a consistency between expectations. If behavior, personal safety, or safety of others becomes an issue, you will be notified to pick up your child immediately. Below is an outline of our behavior and discipline policy.

**It is important that staff maintain good order and discipline in all programs. Top objectives in all YMCA programs are safety and a positive atmosphere for learning and developing social skills. The YMCA makes every effort to help children understand clear definitions of acceptable and unacceptable behavior.**

### **The YMCA does not condone and will not permit:**

1. Corporal punishment
2. Ridiculing, threatening, using an inappropriate loud voice
3. Leaving children unsupervised
4. Use of profanity

### **A child's behavior is expected to be consistent with the following:**

1. Use appropriate language at all times.
2. Cooperate with staff and follow directions.
3. Respect other children and staff, equipment and facilities, and yourself.
4. Maintain a positive attitude.
5. Stay in program areas—running away is not acceptable.
6. Participate successfully within the YMCA staff-child ratios specific for each program.

### **YMCA Discipline Policy:**

1. If a child is having a hard time following expectations, the child will be given every opportunity to be able to turn their day around and make the right choices. YMCA staff have a variety of positive behavior techniques and coping tools to help the child have a successful day; including: time away, time with a staff, redirection, coping skills, voice and choice, etc.
2. If a child is still unable to comply with behavioral expectations, and more than 3 verbal warnings or behavioral strategies have been implemented, the student will be written up on a behavior form. The behavior form serves as a warning and a copy will be given to the parent.
3. After 2 behavior reports, a conference will be held with the child and the Site Coordinator to come up with a plan of action for the child to be successful. The parent(s)/guardians will be notified of the outcome of the conference, as well as the school principal.

4. If the child is still struggling, and receives 3 behavior reports, the child will be subject to suspension of 1-5 days, and the Program Director will hold a conference with the child/parent. A behavior contract will be created and maintained for the child to be successful.
5. If the child's behavior continues to be disruptive or unsafe, the child will be subject to additional suspensions and/or expulsion from the program. Failure of the parent/guardian to attend the conference and cooperate will subject the child to suspension or dismissal from the program.
6. The program director holds the right to dismiss a child from the program at any time if behaviors are unsafe. These decisions will be made in conjunction with the school Principal.

**Behaviors which may result in immediate suspension or dismissal include, but are not limited to:**

1. Any action that could threaten or pose a direct threat to the physical/ emotional safety of the child, other children or staff. Prohibited conduct may include, but is not limited to, abusive jokes, insults, slurs, threats, name calling, bullying or intimidation.
2. Fighting
3. Possession of a weapon of any kind
4. Vandalism, destruction, or theft of YMCA property or property of others
5. Sexual misconduct
6. Possession of or use of alcohol. Possession of or use of controlled substances unless under the prescription of a doctor.
7. Running away
8. Biting

## **MEDICAL TREATMENT POLICIES**

1. Accident Insurance – Participants are responsible for their own accident insurance when using the YMCA and when participating in YMCA programs off-site.
2. Medication – The YMCA does not normally administer any medication and will do so only when directed in writing by the child's parent or guardian. Medications must be in original containers with written instructions for dispensing. Do not send medications with your child. A parent or guardian must give the medication to program staff. Notice: With respect to giving EpiPen and/or Glucagon injections to children participating in its programs, the YMCA will comply fully with the requirements of the Americans with Disabilities Act. For those children who may require EpiPen and/or Glucagon injections, or who have other special medical needs, the YMCA will meet with the parent(s) or guardian(s) of such children and, through dialogue, strive to develop a mutually acceptable plan designed to address the medical circumstances of each individual child. The YMCA will not administer, or be responsible for administering, medications that have to be inserted into body cavities.
3. Blood Borne Pathogen Exposure – I understand that, while my child is in the care of the YMCA, if a child is exposed to a body fluid on broken skin or mucous membrane (e.g. splashing in mouth or eye) from another child, the YMCA will contact the parents of both children. They will explain what has occurred, and provide the name of the attending physician of the source child to parents of the exposed child. If a staff member has a blood or body fluid exposure from a child, the YMCA will provide the name and telephone number of the child's attending physician to the staff member. I have read and agree with the statement and specifically authorize the YMCA to release the name and telephone number of my child's physician and a description of the event to the parent or guardian of any child who

is exposed to blood or body fluid or to any staff member who experiences such an exposure from my child.

4. Emergency – In the event of an emergency in which the parent/guardian or listed emergency contacts cannot be reached, the YMCA will contact emergency medical personnel and, pending their arrival, take those actions that are in the YMCA's judgment to be in the best interests of the child.

### **COVID-19 POLICIES**

At the Williams YMCA of Avery County, we are taking all necessary precautions to keep your children and our staff member safe. We are following all state and local guidelines to keep your children as safe as possible. We are following Avery County Schools policies on mask wearing.

**I have read, understand and agree with all policies and procedures as stated in this document and have discussed the expectations of behavior with my child. I understand that the YMCA has the authority to revoke my child's right to participate in YMCA programs for behavior which is not in keeping with the mission of the YMCA or for failing to follow the policies/procedures of the YMCA.**