

## Health Checks:

Health checks will be conducted regularly by the site director. The site director will visually assess children to identify potential concerns about a child's health, including signs or symptoms of illness and injury in response to changes in the child's behavior since the last date of attendance.



# YMCA Scotsdale Afterschool Program Parent Handbook

**The mission of the YMCA of El Paso is to put Christian Principles into practice through programs that build healthy spirit, mind, and body for all. We do this by incorporating the values of Honesty, Caring, Respect, Responsibility and Faith into all our programs.**

**Loya Family YMCA**

**2044 Trawood Dr.**

**El Paso, TX 79935**

***(915) 590-YMCA (9622) telephone***

***(915) 594-4033 fax***

***(915) 422-0530 (site cell phone number)***

**Web address: [www.elpasoymca.org](http://www.elpasoymca.org)**

**Follow us on Facebook**

Dear Parents;

Welcome to the YMCA of El Paso's Afterschool Program! We are looking forward to an exciting, fun and safe program this year; a year full of new themes, new ideas and new adventures designed to challenge your children in spirit, mind and body.

Children need more than mere babysitting during the school year. They need to be challenged, stimulated, supported and they need to have fun. They have skills and talents to develop, energy to use and huge amounts of creativity. At YMCA Afterschool Program we help kids grow. We have fun. We help kids with their homework, make friends and we help them learn more about themselves and the world around them.

YMCA Afterschool Program is an adventure for kids. Each month offers a new theme and includes a variety of activities, including, arts and crafts, singing, group games, environmental activities and special events.

In addition to the fun and excitement, YMCA Afterschool Program also provides opportunities for kids to develop self-esteem, learn to work and play together, develop an appreciation for the environment, learn new skills and develop the values of Honesty, Caring, Respect, Responsibility and Faith that will last a lifetime.

This is going to be a great year! Welcome aboard!!!

Yours in Service to youth,  
Bill Coon  
Chief Executive Officer

### **Withdrawal of Children from Program**

If you decide to withdraw your child from our Afterschool program, you must provide the YMCA Office with **30 DAYS WRITTEN** notice! You may fax/mail/email this information (fax 915-594-4033). Only with thirty days notice can we terminate your monthly payment plan. You will be responsible for any payments if your written cancellation notice is not received at the YMCA office 30 days prior to your withdrawal.

### **Termination Policy**

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

Inappropriate behavior of child or parent that endangers the child, other children or YMCA staff; foul language; failure to pay program fees; consistently late in picking-up child.

### **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. The local Licensing office is located at 401 E. Franklin, El Paso, TX, 79901. Parents may contact the local Licensing office at (915) 834-5739. 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 Loya Family YMCA at **(915) 590-9622**.

### **Absence Policy**

If your child is absent from the Afterschool Program, it is the responsibility of the parent to contact the site and leave a message.

### **Updating Information**

It is the responsibility of parents to inform the YMCA Office regarding any changes to your child's record. This information includes phone numbers, address, and emergency and authorized pick-ups, billing, and changes to other pertinent information. All changes must be mailed, and/or faxed to our office. Our fax number is (915) 594-4033.

### **Minimum Standards**

The YMCA Afterschool Program adheres to the Texas Department of Family and Protective Services Minimum Standards for Afterschool Programs. To review a copy of the minimum standards, please contact the Afterschool Program Director. The program's most recent Licensing inspection report will be posted on the parent board located on the Sign-out table.

### **Open Visitation Policy:**

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

### **Receipts**

Year end statements will be available Jan. 30th and will be mailed to participants homes upon request. Tax Identification Number: 74-1109880.

### **Parent Statement of Understanding**

1. I understand that I am not to leave my child at the YMCA site unless a YMCA staff member 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 are 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. 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 El Paso via printed newsletter made available at the childcare site.
9. You may request a meeting with the YMCA Afterschool Site Director and Program Director to ask questions about the Afterschool Program policies and procedures. You are encouraged to contact the YMCA Office at 590-9622 any time you have a concern or comment about the operation of this site.
11. Parents are encouraged to participate in the activities and special events at the program site. Please feel free to come to the site at any time. Be certain to check in with the YMCA Site Director or Counselor to find out how you can help or get involved.
12. Compliance information for TDFDS is available online at [www.dfps.state.tx.us](http://www.dfps.state.tx.us) .

### **Children's Code of Conduct**

The following outlines the code of conduct signed when enrolling in YMCA Afterschool Program. The YMCA of El Paso 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 designated 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 timeout instructions from 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 YMCA Afterschool site without proper permission.
13. Check out of the YMCA Afterschool Program only by signing out with a staff member.

### **Emergency Plan**

In case of an evacuation, the staff and children will evacuate from Scotsdale Elementary to be relocated by walking to Eastwood High School located at 2430 McRae Blvd, and the parents will be contacted. All children will be accounted for by using our daily sign-in / out sheets to ensure all children are in our custody. Staff will remain with the children until they are released to their parent or other authorized adult. Attendance will be taken when we leave Scotsdale Elementary and when we have reached our emergency location by roll call. In case of bad weather, we will listen to the local media. If YISD is closed, after-school will be closed also. YMCA After-school conducts monthly fire drills and inclement weather drills during the months of August through June to help prepare the children for emergency evacuation of the Center. Emergency evacuation plans are posted on the bulletin board.

### **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 YMCA Afterschool Program Director 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.**

### **Personal Belongings**

Jackets, book bags, 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 After-school Program.

### **What Not to Bring to the Afterschool Program**

- Game-boys, MP3 or CD players, scooters/bikes and other personal items.
- Toy guns or weapons of any kind.
- Money

The YMCA is not responsible for lost or stolen items!

### **Medication**

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

- ☑ Be brought directly to the YMCA Afterschool Program Director;
- ☑ Be in the original container, with physicians name and phone 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 available from YMCA Afterschool Program Director).

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.

### **Snacks**

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, the YMCA is not responsible for the nutritional value of food provided.

### **Payment Information**

Program fees may be paid monthly by automatic check withdrawal, credit card charge/debit, or by check or check.

### **Financial Assistance**

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

Due to limited enrollments, an application for financial assistance must be made with the YMCA Branch in advance of enrollment. In addition to the Financial Assistance Application, you must complete the Afterschool Program Enrollment forms. Proof of income and expenses for the entire household must be provided with the financial assistance application.

### Sign In/Sign Out Procedures

**SIGN IN:** After school dismissal, attendance will be taken by YMCA staff and checked with YMCA Afterschool Program office.

**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. Siblings must be at least 18 years old to sign out a younger brother or sister.

### Late Pick-Up Fees

Late Pick-Up Fees will be charged for children not picked up by 6:00 p.m. as follows:

- \* One to 15 minutes late: \$10.00 per child
- \* 15 to 30 minutes late: \$15.00 per child
- \* 30 minutes late or more: \$ 25.00 PLUS \$2.00 per minute until child is picked up.

Parents should sign late pick-up form, which indicates time of arrival and charges due. YMCA office staff will charge debit/credit card accounts or send bill. Checks are to be made payable to: YMCA of El Paso. **If your child has not been picked up by 7 p.m. and the After-School site has had no contact with parents/guardians, the Police Department will be notified.**

### YMCA Afterschool Program Hours/Activities

#### Monday-Friday from August-June

Afterschool Program begins at 2:50 p.m.

and ends at 6:00 p.m.

In-service Days begin right after school

and end at 6:00 p.m.

Highly structured activities are scheduled

from 3 pm to 5:30pm.

#### The Afterschool Program offers a variety of activities.

An afternoon snack will be provided. Please DO NOT send money with your child. They will not need it.

**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, the YMCA is not responsible for the nutritional value of food provided.

**Organized Indoor/Outdoor Activities:** Includes non-competitive and competitive team sports, games, arts & crafts, and other projects that encourage children to use team skills, be creative, and challenge themselves.

**Theme and Character Development:** These activities take place daily and help children understand the importance of valuing themselves, family, and others. The YMCA emphasizes five character values: responsibility, honesty, caring, faith, and respect.

**Free Time:** Children will be able to choose from a variety of board/card games, drawing/writing materials, books, manipulative, and other supplies.