

After School Program Rates

Membership costs:

Family: \$52/month (\$100 joiner fee)
Youth: \$20/year

Registration Fees

Family Members: \$20/child
Program Members : \$40/child (fee includes youth membership)

Semi-monthly Payments

Due on the 1st and 15th of each month only)

Full Time (Three days or more)

Family Member: \$83.25
Program Member: \$101.75

Part-Time (Two days or less)

Family Member: \$49.95
Program Member: \$61.05

Monthly Payments

(Due on the 1st of each month only)

Full Time (Three days or more)

Family Member: \$166.50
Program Member: \$203.50

Part-Time (Two days or less)

Family Member: \$99.90
Program Member: \$122.10

All day outs (Fun Clubs) are not included in prices. You must pay separately for these.

Thirty (30) Days notice is required to drop your child/ren from the Frisco Family YMCA Afterschool Program.

YCHILD CARE™

We build strong kids, strong families, strong communities.

FRISCO FAMILY YMCA 2005-2006 PARENT HANDBOOK



Tel: (972) 335-3222

Fax: (972) 335-8165

www.friscoymca.org



We build strong kids, strong families, strong communities.

School year of 2005/06

Dear Parents

Congratulations, you have just chosen for your child/ren some of the most personal, exciting and fantastic After School Programs available in the Frisco area. Please, read through this handbook and experience the Frisco Family YMCA After School Program

Our After School Program will be a place where children can learn about being friends to everyone, a place to get home work done, to burn off energy through games that teach, holidays that occur through out the year and about diversity. Most importantly, it is a place where they will find out about trustworthiness, respect, responsibility, fairness, caring and citizenship.

The After School Program will be a place in which each child will be admired and respected for being an individual, as well as part of our After School family. It will also be a place to make lasting and meaningful friendships.

Please feel free to stop by or call anytime. Your concerns are our concerns. Thank you for selecting the Frisco Family YMCA for your child/ren's After School experience.

Sincerely,

David McClure
Senior Program Director

Erica Finstad
Program Director

Leslie Moore
Program Coordinator

Mark Hull
Program Director

Kenny Dunkle
Program Coordinator

Mission Statement

To put Christian values into practice through programs that build a healthy spirit, mind, and body for all.

**PROGRAM PARTICIPANT AND MEMBER
BEHAVIOR POLICY STATEMENT**

The YMCA reserves the right to warn, suspend, or dismiss any program participant or member from our programs and facilities upon the following conditions:

- If their behavior poses a threat to themselves or others.
- If they require an inordinate amount of attention from the staff thereby causing inadequate levels of supervision for the remainder of the participants or members.
- If their behavior is determined to be inappropriate within the scope and spirit of the YMCA values.
- For any reason within the discretion of YMCA management.

YMCA DISCIPLINE POLCY

- No YMCA employee may strike a child for any reason.
- Children will not be threatened with physical punishment.
- Children will not be allowed to show disrespect to YMCA employees by action or words. This will not be tolerated.
- Discipline will be handled in a mature and fair manner. Demeaning words such as "shut up" will not be used.
- Children will be told why they are being disciplined. Our attitude will be one of "I like you, but I don't like what you did".
- Abusive language, mishandling of equipment, or defacing of property will not be allowed.
- Food, water, or use of toilets will never be denied as discipline.
- Brief, supervised separation from the group will be the primary form of discipline. No child will be placed alone or locked in a room.
- Children must use walking feet and keep hands to themselves.
- Any child that willfully disobeys any rules, policies, or procedures of the YMCA is subject to immediate suspension and/or dismissal from the program by the Site Director and/or YMCA Program Director.

In the event that suspension or dismissal is deemed necessary at the discretion of the Site Director and/or YMCA Program Director, the parents will be notified personally. The day of such action will be the last day that the child is allowed to attend. When talking to a child who is being corrected the staff will use the words, "disciplined" instead of "punishment". Punishment implies "getting even" whereas "discipline" is instruction and training of the mind, body and moral faculties. (Webster)

YMCA After School Program

Goals and Objectives

GENERAL HOUSE RULES

1. Hands, feet, and objects to yourself.
2. Never go anywhere without a counselor or staff person.
3. Respect counselors and obey all rules set by them.

REWARD FOR GOOD BEHAVIOR

1. Positive phone calls or comments to parents.
2. Special treats.
3. Certificate of good behavior.
4. Being made the good example.

CONSEQUENCES OF BREAKING RULES

1. Warning - a clear message.
2. Redirection to another area or activity.
3. Renewal time.
4. Repeat renewal time.
5. Camp Director discuss behavior with child.
6. Parents notified of behavior
7. Program Director is called for conference with child.
8. Repeated offenses, child is sent home or suspended from program.
9. Incident reports are filed in campers folder.

CONFERENCES

Conference will be held as necessary. If a child has a specific need or problem, the parents will be notified and the conference will be scheduled.

Parents may request a conference if they feel a need to discuss their child's progress. All conferences are confidential.

INFORMAL CONFERENCES

Feel free to inquire at any time about your child on a casual basis. We love to praise your child and we enjoy relating daily experiences.

PARENT OBSERVATION/ INTERACTION

Parents are always welcome to observe. Please try to let us know in advance, so we can make proper arrangements.

Transportation

The After School Program will only be transported from a location in the event of an emergency, or if your child is attending the full week Fun Clubs (Winter Break & Spring Break).

Animals

Staff must notify all parents twenty-four hours in advance.

Procedures for parents to participate in the child-care center's operation and activities

Parents must notify the Program Coordinator and/or Director at least forty-eight hours in advance. Parents must adhere to the Policies and Procedures set forth by the YMCA of Metropolitan Dallas.

Procedures for parents to review a copy of the minimum standards and the child-care center's most recent Licensing inspection report

All licensing reports are kept on site. Parents may look at a copy of the minimum standards and site's more recent Licensing inspection report at any time during the normal hours of operation.

Instructions on how a parent may contact the local Licensing office, TDFPS child abuse hotline, and TDFPS website

Parents may get the number from the Site Director or they may notify the Program Coordinator or Director and he/she may help them out.

The Goal of YMCA After School Programs is to help participants grow spiritually, physically and mentally. To Provide challenging activities in both small and large group settings under the guidance of caring, well-trained staff members. YMCA After School gives children an experience that lasts a lifetime.

YMCA After School Objectives

These objectives relate both to self and to interactions with others and with the environment. YMCA After School seeks to help participants do the following:

- Grow Personally

Through activities, participants can grow and discover their own self-worth, setting their own goals and working toward them.

- Develop Specific Skills

Children develop skills related to the activities. Skills development leads to improved confidence and self esteem, which in turn leads to more effective relationships with others.

- Improve Personal and Family Relationships

After School places special emphasis on this objective, as it helps participants learn how to better relate with peers and family members.

- Become Better Leaders and Supporters

Everyone participates in a variety of roles, and everyone is encouraged to both lead and support. Principles of leading and of supporting are taught, practiced and encouraged.

- Appreciate Diversity

Through equal access for all members of the community, the YMCA seeks to lift barriers associated with race, creed, sex, ethnic background, or the physically handicapped and to promote dialogue between people who might not otherwise attempt to communicate.

- Have Fun

Fun Makes achievement of the other objectives possible, at the same time, achieving the other objectives leads to deep satisfaction and to true enjoyment to "FUN"

After School Sites Locations

We are happy to say we are in all the Elementary schools in the Frisco Independent school District. We are currently trying to provide care on all the Little Elm Independent school district campuses.

<u>School</u>	<u>Address</u>
Anderson	2800 Oakland Hills Plano TX 75025
Ashley	15601 Christopher Lane Frisco, Texas 75035
Bledsoe	1900 Timber Ridge Drive Frisco, Texas 75034
Boals	2035 Jaguar Drive, Frisco TX 75034
Borchardt	4300 Waskom Drive Plano TX 75024
Brent (Little Elm)	500 Witt Road Little Elm TX 75068
Bright	7600 Woodstream Frisco TX 75034
Chavez (Little Elm)	2600 Hart Road Little Elm TX 75068
Christie	10300 Huntington Rd. Frisco TX 75035
Curtsinger	12450 Jereme Trail Frisco TX 75035
Fisher	2500 Old Orchard Road Frisco TX 75034
Griffin M.S.	3703 Eldorado Parkway. Frisco TX 75034
Gunstream	7600 Rock Ridge Frisco TX 75035
Isbell	600 Maltby Drive, Frisco TX 75035
King (Little Elm)	101 Main Street Frisco TX 75068
Lakeview (Little Elm)	1800 Waterside Drive, Little Elm TX 75068
Pink	3650 Overhill Drive Frisco, Texas 75034
Powell (Little Elm)	520 Lobo Lane, Little Elm, TX 75068
Riddle	8201 Robinson Drive Plano TX 75024
Rogers	10500 Rogers Rd. Frisco TX 75034
Shawnee	10701 Preston Vineyard Frisco TX 75035
Smith	9800 Sean Drive Frisco TX 75035
Sparks	1251 Olympic Frisco TX 75034
Spears	8500 Wade Blvd Frisco TX 75034

Program Hours

All programs run from the end of school (including early release days) to 6:30 p.m. A late fee of \$1.00 per minute per child will occur beginning at 6:30 pm.

All payments of late fees are due at time of pick up.

Items Not to Bring to the After School Program

These items are not to be brought: Toys, jewelry, video games, radio, money, knives, or any type of weapons. If these items show up at the after school site, they will be confiscated and returned to parent at the end of the day.

The YMCA is ***NOT*** responsible for any lost, broken or stolen items!

Frisco Family YMCA After School Program Sign up, Billing Policies and Procedures

Enrollment procedures, including how & when parents will be notified of policy changes

Parents must register their child at the Frisco Family YMCA by noon of the starting date. The registration fee and first week's payment is due at the initial point of sale. All policies and procedures are in the After School Parent Handbook. The YMCA Program Staff will post any addendums and parents will be notified within a week of policy changes.

Meals & food service practices

Individually wrapped snacks will be administered.

Immunization requirements

Each program participant must have a recent immunization record on file at the school he/she attends.

Hearing & vision screening requirements

All hearing and vision screenings are done within the school.

Procedures for parental notification

Parents will be notified by the following methods: Letter to parent from the Program Coordinator or Director, phone call, and/or face-to-face conference.

Procedures for parents to review & discuss with the child-care director, any questions or concerns about the policies & procedures of the child-care center

Parents may call the Program Coordinator or Director at any time to discuss policies and procedures. If desired, the parent may set up an appointment to meet with the Program Coordinator or Director.

Monthly drafts and check payments.

1. Drafts set up on your checking account or credit card.
2. Payments can be made monthly on the 1st or semi-monthly on the 1st and 15th.
3. If starting on a date other than the 1st or 15th, a prorated payment plus and/or the next payment due.
4. A \$10 late fee per child will be assessed to your account if payment is not received by the due date. Your child/ren may be dropped from the after school program if payments are not received within five (5) business days of the due date.
5. Returned payment fees are \$25. All returned payments must be paid within five (5) business days of its return in order to continue using the after school program.
6. Payments remain the same rate through out the entire school year. (All school breaks have been taken into account)
7. Thirty day cancellation notice is required.

Tardy Pick up Fees

1. You will be charged a fee of \$1/minute/child after 6:30 p.m.
2. Fees need to be paid at the time of pick up.
3. If you are continually tardy, it may result in suspension from the program.

GENERAL INFORMATION

- **Licensing**

The Frisco Family YMCA After School Program will abide by all standards regarding child care prescribed by the Texas Department of Protective and Regulatory Services and by the YMCA of Metropolitan Dallas. In order to attain full compliance with these standards, parents must complete all enrollment forms thoroughly and provide new information promptly as changes occur during the year or children will be dropped from the program.

- **Absences**

If your child is absent from the After School Program, please notify the YMCA staff before 12:00 p.m. at (972) 335-3222. Be sure to give your name, child's full name, your drivers license number, and which school they attend. A \$3 charge will be assessed if no notification of an absence child is given.

- **Personal Belongings**

Remember to label all items brought to the program. Encourage your child to be responsible for their belongings. The YMCA cannot be responsible for lost items.

- **Sign In/Out**

All children are expected to check in with the YMCA staff no later than 10 minutes after the school's release bell. Children who do not abide by this policy are subject to dismissal from the program. Parents must sign their child/ren in and out every day with their full signature, not just initials. Drivers License numbers and Names must be on file before a child is released.

- **Procedures for release of children**

Children will only be released to the parents if their driver's license number is on file. If someone else will be picking up your child, you must notify the YMCA at (972) 335-3222. You will need to give your name, your driver's license or social security number, the name of the person picking up your child, and their driver's license number. All emergency contacts and parents will need to show proof of identification. If being released to a minor, the minor must have a YMCA notarized form filled out by the parent on file, along with proof of identification. A minor must be at least thirteen years of age.

- **Illness & exclusion criteria**

If a child becomes ill at the program, his/her counselor will notify the parent. Children who are ill must be picked up immediately and be kept at home until they have recovered. A child must be fever free for twenty-four hours before returning back to the program. If a child develops a contagious disease, please inform us immediately. Refer to page 10 of the ASP Parent Handbook.

- **Medication Policy**

Medications will not be dispensed

- **Procedures for handling medical emergencies**

In the event of a medical emergency, the Program Director will be notified, along the parents. A certified person should give First Aid immediately. In most cases, the injured person should not be moved. If more than First Aid is needed, the Program Director or Coordinator will call 911. In the event that the parent or guardian cannot be reached, the employee having immediate supervision should check parent's emergency authorization for instructions on treatment of child. If the child needs to go to the hospital, staff will take the health history and emergency authorization with the child to the hospital or send it with the paramedics. A YMCA Staff member will accompany the injured child to the hospital. After the immediate emergency has passed, a written statement and the proper forms will be filled out.

- **Supervision**

Staff will never leave a child unsupervised.

- **Outside Fraternization**

Staff will not fraternize with YMCA children outside the programs, including baby-sitting or inviting children home.

- **Payments**

Timely payment for all Program Participants is an essential part of your responsibility as a participant. Please make all checks payable to the Frisco YMCA. There are no deductions or refunds due to absences. Payments are due by the due date. A one time \$10.00 fee per child will be added to your tuition if not paid by the due date.

- **Tax Information**

Please retain all payment receipts necessary for filing your income tax. We will have your tax form completed by mid February.

Days of Operation

The YMCA After School Program operates Monday through Friday in accordance with the Frisco ISD's Calendar. Care is provided on early dismissal days. All day care is provided as an option on designated school holidays and requires separate registration and fees for those days. Exceptions to this operating schedule are as follows:

No Care will be available on:

- December 30th, 2005
- New Years Day
- Good Friday
- Memorial Day
- Labor Day
- September 5th, 2005
- Thanksgiving (Thursday and Friday)
- December 23rd, 26th 2005
- Christmas Eve
- Christmas Day
- January 2nd, 2006
- Martin Luther King Jr. Day
- March 17th, 2006
- May 29th, 2006

All day care is provided as an option on designated school holidays and requires separate registration and fees. The After School Program will run from August to May for Frisco ISD & August to the first week in June for Little Elm ISD. Our After School Program hours will be from 2:45 pm to 6:30 pm. Fun Club hours will be from 7 am to 6:30 pm.

STAFF

- All members of our skilled staff meet YMCA qualifications.
- Certified in CPR and First Aid
- Are 17 years or older
- Certified in Blood Borne Pathogens
- Two Criminal History Checks per year
- All references are checked
- Driving record is checked with Department of Public Safety
- Must attend all YMCA After School training (30-50 hours yearly)
- Are subject to random drug testing
- All employees sign a code of ethics
- All staff working with children are required to have a Tuberculin test done prior to working with children

OZONE ALERT DAYS

During Ozone Alert Days the children will be involved in only indoor activities. This precaution is for your child's safety as well as the counselor. On occasion movies will be shown.

RAINY DAY ACTIVITIES

On rainy days program participants will do activities inside. If severe weather is present children will remain indoors.

Frisco Family YMCA After School Program Activities

Curriculum Activities:

- Home work support
- Large and small group games
- Manipulative centers
- Character development
- Arts 'n' Humanities
- Social Skill Building
- Health and Fitness
- **Adventures in Math and Science (A.I.M.S)**

AIMS is a non-profit organization dedicated to enriching teaching and learning through "Activities Integrating Mathematics and Science." Designed by teachers for teachers, AIMS activities and curricula are extensively field tested and aligned with key math and science standards, including many state standards. Teachers and students in more than 40,000 schools have seen their understanding of math and science soar by using AIMS hands-on investigations.

- **Great Explorations in Math and Science (G.E.M.S.)**

GEMS is a hands-on science enrichment program. Science content reflects life and science as an inquiry. Subject matter learning goals are taken from the National Education Standards. There is a strong emphasis on cooperative learning, problem solving, literature connections, and real world relevance.

"Students enrolled in the new, hands-on programs scored an average of 20 percentile points higher on science process tests than students in conventional programs" (Bredderman)

- **Kidz Lit**

Kidz Lit is an all encompassing reading program. The goal is to bring good books to life. A variety of curricular components are integrated to encourage children to think and apply knowledge. Art, drama, music, writing, discussions, and games reinforce and expand upon a child's existing skill level. With Kidz Lit, children get excited about books.