



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

TIME TO EXPLORE



PARENT HANDBOOK

TABLE OF CONTENTS

Message from Childcare Director	3
About the YMCA of Metropolitan Fort Worth	4
Afterschool Program Overview	5
Afterschool Staff Qualifications & Licensing	6
Sign In/Out Procedures	7
In Case of Accident or Illness	8
Emergency Preparedness & Safety	9
Healthy Environment	10
Playground, Field Trips & Transportation	11
Children at Risk & Additional Procedures	12
Parent Participation & Volunteering	13
Personal Belongings, Babysitting & CCMS	14
Registration & Admission	15
Code of Conduct	16
Adult Code of Conduct	17
Testimonials	18
YMCA Branch Addresses and Phone Numbers	19



**CULTIVATING POTENTIAL
AT YMCA OF METROPOLITAN FORT
WORTH AFTERSCHOOL PROGRAMS**

WELCOME! A MESSAGE FROM THE CHILDCARE DIRECTOR

Dear Parents:

We would like to thank you for making the YMCA of Metropolitan Fort Worth your choice for quality childcare. We look forward to another exciting year and are glad that you and your family will be a part of it! Our goal is to provide quality childcare to the families in our community.

The YMCA Afterschool program is a values driven program that puts a strong emphasis on our core values of Caring, Honesty, Respect and Responsibility. We strive to provide every child with activities that encourage a healthy spirit, mind and body.

The key to our success is always our well-trained and caring staff who love to work with children. Strong communication between the staff and parent/guardian is essential to ensure that your child is successful in our program.

Please take a few moments to read through the Afterschool Parent/Guardian Handbook with your child. It will help familiarize you and your child with our policies and procedures as well as explain details about payments, vacation and more. Once again, thank you for making the YMCA your choice for quality child care.

Sincerely,

YMCA Afterschool Staff



DID YOU KNOW?

The YMCA has a long history of providing excellent Afterschool Care. As part of the Y organization, which is the **largest provider of child care services in the U.S.**, we have access to the best practices in the field of early childhood education. All YMCA sites are licensed by the State of Texas, and the health & safety of each child is of highest priority. In 2012 the YMCA **led the nation in adopting 'healthy living standards'**, including offering fruits, vegetables and water at snack time, increasing the amount of exercise and limiting video games and television for youngsters in its Afterschool programs.

ABOUT US

The YMCA is the nation's leading nonprofit organization dedicated to strengthening communities through youth development, healthy living and social responsibility.

Our Vision: Preparing youth to succeed and serve.

Our Values: Our values embrace the universal truths inherent in relationships with others - Respect, Responsibility, Caring and Honesty.

Our Mission: To put Christian Principles into practice through programs that build healthy spirit, mind and body for all.

The YMCA of Metropolitan Fort Worth is dedicated to developing, organizing and delivering those programs that are not dependent on specific YMCA facilities. They include:

Youth Development:

- Afterschool Care - we offer on site care in many districts in and around Fort Worth
- Winter Holiday Camp
- Spring Break Camp
- Summer Day Camp

Healthy Living:

- Y-Fit utilizes SPARK, a research-based physical education and coordinated school health program designed to increase physical activity and promote physical activity beyond classes to become a component of an active lifestyle.

Social Responsibility:

- Youth & Government - a youth-led, experiential learning opportunity which involves many Texas students each year.

The Y makes accessible the support and opportunities that empower people and communities to learn, grow and thrive. With a focus on youth development, healthy living and social responsibility, the Y nurtures the potential of every youth and teen, improves the nation's health and well-being, and provides opportunities to give back and support neighbors.



PROGRAM OVERVIEW

WE HELP CHILDREN LEARN, EXPLORE & CREATE

The YMCA offers afterschool care for children in grades K-5. YMCA Afterschool programs are offered August - May for approximately 36-weeks of care. Afterschool calendars vary by school district so please check with your specific branch for dates and times within your school district.

The YMCA Afterschool Program philosophy is to provide an enriching environment where we can "let children be children." We want to enrich the whole child; spirit, mind and body. Childhood experts know that children learn through play and experience. At the YMCA, we provide opportunities for children to learn hands-on through group play and self-directed activities. The YMCA Afterschool Program curriculum operates through a rotating schedule so each day is full of exciting choices.

DAILY ACTIVITIES

In our afterschool program, your child will receive a perfect balance of fun, learning and physical development. Our certified staff of positive role models provide supervised and structured daily activities including: homework time, group games, arts & crafts, science activities, outdoor activities and Y-FIT featuring SPARK Curriculum. Y-FIT utilizes the SPARK curriculum which leads children toward an active lifestyle through age-appropriate activities that are engaging, but most of all, FUN!



Afternoon snacks are provided to all children enrolled in program. Snacks meet USDA guidelines and are served in a family style environment. The family style environment helps enhance self-help skills along with social skills and motor development. Children with special dietary needs must be noted on the Medical/Health history and are allowed to bring special afternoon snacks.

A TYPICAL AFTERNOON

Attendance / Snacks / Announcements
Homework / Quiet Time in Cafeteria
Outside Time on Playground
SPARK Program: Y-FIT Physical Activity Games in Gym
Enrichment Activities (arts & crafts, science, math, nutrition/wellness, literacy)
Learning Centers

Please Note: This is a typical day, not an 'every day' schedule. Events/Activities vary and are subject to change.

STAFF QUALIFICATIONS & LICENSING

STAFF

All YMCA Afterschool Counselors and Assistant Site Directors are required to be at least 18 years of age and graduates of high school. YMCA Site Directors are required to be at least 21 years of age, graduates of high school, and must have at least one year of licensed childcare experience.

YMCA staff must also meet the following requirements:

- Interviewed by YMCA professional staff, completed reference checks, criminal background check, FBI finger print and certified in CPR/First Aid
- 8 hour pre-service training covering the following: TDFPS Minimum Standards, Child Abuse Prevention, Supervision, Health and Safety/Handling Emergencies, Developmental Stages, Age Appropriate Activities, Positive Discipline/Guidance, Self-Esteem
- Annually complete a minimum of 15 clock hours of training



LICENSING & POLICIES

The YMCA of Metropolitan Fort Worth abides by all standards regulating licensed child care centers as prescribed by the Texas Department of Family Protective Services Minimum Standards. The Texas Department of Family Protective Services is located at:

**1501 Circle Drive Suite 310, Fort Worth, Texas 76119,
(800) 582-8286 or (817) 321-8604**

In order to obtain a full compliance with these standards, parents must complete each enrollment form in its entirety and as necessary update the information throughout the year. It is your responsibility to keep your child's records up to date. Failure to keep records current could result in monetary penalties.

POLICIES

The YMCA of Metropolitan Fort Worth has written policies in place regarding the following: Health and Safety, Transportation, Facilities and Grounds, and Emergency Procedures. If you would like to view these policies, please contact the Program Director.

CHILD ABUSE & NEGLECT

The YMCA of Metropolitan Fort Worth takes allegations of abuse and neglect very seriously. YMCA staff is trained each year on Child Abuse, Sexual Abuse, and Neglect Prevention. The YMCA reports all suspected child abuse, sexual abuse and neglect. Reports are made to local law enforcement, Child Protective Services, or The Department of State and Health Services Abuse Exploitation division.

Abuse hotline: 1-800-252-5400 or www.txabusehotline.org

INFORMATION, QUESTIONS OR CONCERNS

The YMCA of Metropolitan Fort Worth has an open door policy. Any information, questions or concerns should be directed to your YMCA Afterschool Site Coordinator and/or Program Director first. If you feel as though speaking with someone from the Metropolitan office is necessary, please do not hesitate to call the YMCA of Metropolitan Fort Worth Child Care Services Department at 817-566-1040. Notification of operational policy changes will be done in writing and given to parents prior to the change.

SIGN IN/OUT PROCEDURES

PROCEDURE FOR SIGN IN AND RELEASE OF CHILDREN

Children are responsible for prompt arrival to the program. For safety reasons children are expected to check in to the Afterschool Program immediately. Children who fail to comply with this policy are subject to disciplinary action.

YMCA Staff will sign the children into the Afterschool Program each day. Parents and those adults authorized to pick up children, as noted on the registration form, will be required to sign the children out each day. **Authorized persons will be required to show state approved identification and have their driver's license number and car license plate numbers recorded by a YMCA staff member on their first pick up. The information will be retained in the child's records for at least three months.**

If an unauthorized person comes to pick up a child, the parent will be called for verification. The YMCA will not release a child without parent verification, proper identification from the individual picking up the child and a valid signature. We will also record the individual's driver's license number and car tag numbers. This information will be recorded and retained in the child's records.

LATE PICK UP

Parents or guardians who don't pick up their child by the closing time of the Afterschool Program will be charged a late fee. Failure to pay late fees by the next payment date may result in your child being dismissed from the Afterschool Program without refund.

ABSENCES

The YMCA must be notified by 12:00 P.M. if your child will not attend the program that day. Please contact your Afterschool Site location to notify the YMCA staff of the absence. Please remember to provide the child's name, your name and school site when reporting an absence from the program.

Reminder: The YMCA does not credit for missed days, weeks or closing due to weather.

EXTRA-CURRICULAR POST SCHOOL DISMISSAL

Children enrolled in the Afterschool Program who take part in activities outside of the Program that are held after the normal school dismissal time, must have a note from the parent/guardian stating the nature and duration of the activity. Depending on the length of absence, it may be necessary for the child to be signed-out by an authorized adult (i.e. teacher, counselor, etc.). Examples of such activities may include: clubs, tutoring, and assisting teachers.



IN CASE OF ACCIDENT OR ILLNESS

IN CASE OF ACCIDENT

If your child is injured during care, the YMCA staff on site will administer first aid and assess if the parent(s) may be notified upon afternoon child pick up or immediately. If immediate medical attention is needed, a YMCA staff will contact parent arrangements to pick up child. If medical attention is urgent, 911 will be called. In the event emergency contacts cannot be reached, an adult authorized to pick up the child will be called. If no one on the registration form can be reached, due to the severity of the accident, the YMCA will make the child comfortable or call 911.

IN CASE OF ILLNESS

If a child feels ill or cannot participate in the program, they will be given a quiet place to rest and parents will be notified. The same notification process will be used as "In case of accident". Parents will be asked to pick up their child for the following reasons:

- Head Lice
- Excessive diarrhea
- Excessive vomiting
- Mouth sores with drooling
- Uncontrollable behavior changes
- Unknown severe rash
- Fever over 99.4 under the arm
- Abnormal breathing (in urgent cases 911 will be called)
- Child cannot deal with symptoms or other signs that the child may be severely ill

Your child must be symptom free for 24 hours before they may return to the center.

Children who contract lice must be nit free before they may return to the center.

Any contagious disease requiring medical attention, in which a doctor has restricted the child from being in care, requires a "release to care" from the doctor. If a child cannot participate in the program due to illness, the child must be kept at home. Children cannot attend the Afterschool Program if they have not attended school that day or if they have been sent home from school ill.

PARENT NOTIFICATION

After ensuring the safety of a child, parents will be notified immediately after a child:

- Is injured and the injury requires medical attention by a health-care professional.
- Has a sign or symptom requiring exclusion from the child care center or program.
- Has been involved in any situation that places the child at risk.
- Has been involved in any situation that renders the program unsafe.

Parents will be notified at the time of pick up when a child experiences:

- Minor cuts, scratches, bites from other children, bumps and/or bruises.

Parents will be notified within 48 hours when:

- A child or care-giver has contracted a communicable disease that the law requires you to report including head lice or other infestation group. Written notice will be posted in a visible place where parents can easily view.



EMERGENCY PREPAREDNESS & SAFETY

EMERGENCY PREPAREDNESS

Please mark all For the following emergencies, the YMCA afterschool program will relocate to an area in the center of the school until the emergency is no longer a threat: earthquake, lightning storm, severe weather including tornadoes, or a situation outside with an unsafe person. Once relocated, all children will be accounted for and the appropriate YMCA staff and licensing officials will be notified.

For the following emergencies, the YMCA afterschool program will relocate to an area outside of the school until the emergency is no longer a threat: gas leak, bomb threat, hostage situation when able, fire, or internal flood. Once relocated, all children will be accounted for and the appropriate YMCA staff and licensing officials will be notified.

The YMCA will work with school officials, should we not be allowed to return to the school, to determine where care will be provided. The YMCA will be responsible to communicate with parents and licensing should we need to relocate our program for an extended period of time.

Each afterschool program has available on-site an Emergency Preparedness plan specific to their school and program. This plan is available for review by YMCA staff, licensing representatives and parents.

INCLEMENT WEATHER

In case of inclement weather, the YMCA will follow these steps:

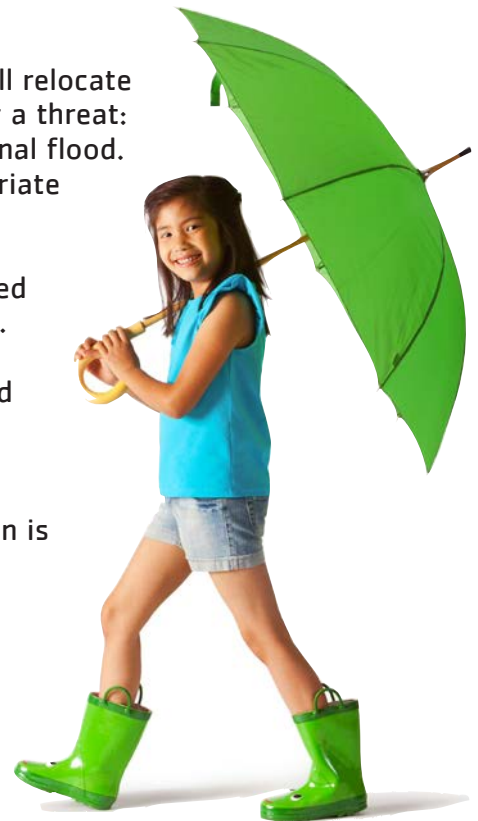
1. If the School District associated with your child's Afterschool Program closes for the day, the Afterschool Program will be **closed**. (To find information concerning school closings, listen to WBAP 820AM or watch KXAS Channel 5)
2. If the school district closes early or cancels afterschool activities due to inclement weather, the Afterschool Program will **not** operate after school and parents will need to pick up their child at that designated school closing time or at the release of school. During an inclement weather closure, YMCA staff will not be available on site to provide child care services.
3. To receive immediate notification about school closings, holidays, or early release days be sure to fill out your **e-mail address** and accurate telephone numbers on the Childcare Enrollment Form.

CHILD PRODUCTS CERTIFICATION

All childcare programs check with the United States Consumer Product Safety Commission to ensure there are no unsafe children's products in the center. All items that are recalled are immediately removed from the program.

GANG FREE ZONE

Our YMCA Afterschool Program is a gang free zone. What is a Gang Free Zone? A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day camp centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.



HEALTHY ENVIRONMENT

ADMINISTRATION OF MEDICATION

State licensing requirements do not permit child care facilities to administer medication without written permission of the parent or guardian. Any medication brought to the center must be in its original container, clearly labeled with first and last name and include the dosage and directions for administering the medication.

Over the counter medication can be administered per the directions on the container. If a child needs a different dosage or does not meet the age requirements a signed permission form from the doctor must accompany the medication along with dosage information. YMCA facilities do not administer controlled substances or medication prescriptions written in triplicate. Controlled substances and medications written in triplicate can only be administered by the parent, doctor or registered nurse. Medication may only be administered if it is in the original container with the following information:

- Child's Name, Date of Prescription, Name of Pharmacist, Prescription's Expiration Date, Legible Dosage Instruction, Legible Storage Instruction

IMMUNIZATION, HEARING AND VISION REQUIREMENTS

The Texas Department of Family and Protective Services requires all childcare facilities to have on file proof of each child's immunization as well as proof of hearing and vision testing. As long as each child has these items on file at the elementary school that he or she attends, the YMCA meets this requirement. The immunizations needed are listed below:

- Hepatitis B
- Measles
- Hepatitis A
- DTp/DTaP/DT
- Mumps
- TB Test
- Hib
- Rubella
- Polio IPV or OPV
- Polio
- Varicella
- Pnenumicicak (conjugate vaccine)

The YMCA of Metropolitan Fort Worth does not require staff vaccination/immunization, however we require all staff to be Tuberculosis screened prior to working with youth in our afterschool/child care programs.

ILLNESS AND EXCLUSION CRITERIA

All immunizations must be current. Children must be healthy enough to participate in the program's daily routine. We do not have the facilities to care for sick children and therefore do not allow them to attend the program. For the safety and comfort of your child, please keep them home until they feel better and no longer present the danger of passing on their illness. Please notify the YMCA if your child or any member of your immediate household develops a communicable condition (as defined by the local health department), such as pink eye, chicken pox or lice. Parents are responsible to notify the YMCA within 24 hours or the next business day. In the case of a life-threatening illness, please notify the YMCA immediately. It is important for us to post a notice to other parents as soon as possible. In the case that your child becomes ill during the program, you will be contacted as soon as possible. If the parent or guardian is unable to be reached, the child's emergency contact will be notified. It is the responsibility of the parents to arrange for the child to be picked up from the center as soon as possible.

TUBERCULIN TEST, VISION AND HEARING SCREENING

TB tests are not required by the State of Texas. For all early childcare programs, children, at the age of four, are required to complete a vision screening and hearing test. These tests are administered annually at each Early Childcare site. If you prefer, these tests can be completed by your healthcare professional using the health history form you received during registration.

PLAYGROUND, FIELD TRIPS & TRANSPORTATION

PLAYGROUND ACKNOWLEDGMENT

The YMCA of Metropolitan Fort Worth is not responsible for the maintenance of the playgrounds at each afterschool site and the playgrounds may not meet TDFPS standards. By acknowledging this parent handbook, you are giving your child permission to utilize the playground on site at your child's school.

OUTDOOR PLAY

Weather permitting, children have outside time daily. Please make sure to dress your child accordingly. This includes close toed shoes and clothing that your child can run, jump and play freely in. Children will not go outside on ozone alert days or days that are excessively hot or cold.

FIELD TRIPS AND TRANSPORTATION

Parents will be notified 48 hours in advance of all field trips. Field trip notices will be posted next to the sign in/out notebook. Field trips are age appropriate and we encourage parent volunteers. Volunteers must fill out and submit a YMCA volunteer application 72 hours prior to a field trip. Each group will not exceed the state ratio for field trips. Volunteers are to assist staff with groups of children and are not permitted to have a group of children of their own. Staff will have a written list of the children in their group with them. The YMCA uses qualified drivers through Durham Transportation services or approved YMCA Mini Buses. Drivers must have a clean criminal background, CPR, First Aid, drug screen and be 21 years of age or older. YMCA drivers will be oriented to child care operation and standards.

WATER ACTIVITIES

When children are participating in water activities such as using a splashing or wading pool (two feet of water or less), a ratio of 1 adult to 10 children will be followed for all children 5 years of age and older.

ANIMALS IN AFTERSCHOOL

YMCA staff will notify parents when animals are or will be present. Animals will be in a contained environment and staff is to ensure the animals do not create unsafe or unsanitary conditions. Staff and children must wash hands after handling or coming into contact with an animal and items used by an animal. If you do not want your child to participate with animals please notify the YMCA staff.

SUNSCREEN

Should your child be required to use sunscreen while participating in the afterschool program, the following procedures MUST be followed in accordance with YMCA policies.

- Keep the sunscreen in the original container, labeled with your child's name
- YMCA staff will remind children to apply sunscreen multiple times per day.
- YMCA staff will apply sunscreen to children under the age of 9 years old. All children that are older than 9 years old will be permitted to apply their own sunscreen.

BUG SPRAY

Should your child be required to use bug spray while participating in the afterschool program, the following procedures will be followed in accordance with YMCA policies

- Keep the insect repellent in the original container, labeled with your child's name.



CHILDREN AT RISK & ADDITIONAL PROCEDURES

CHILDREN AT RISK

Parents who arrive at the YMCA in an incapacitated condition (i.e. alcohol, drugs) present a risk to their child. The staff in charge will advise the parent of their options regarding the transportation of their child to his/her home.

Some options that may be exercised are:

- Call the other parent
- Call another person on the child's emergency contact list
- Call a taxi
- Call a nearby neighbor / friend

If a reasonable conclusion cannot be reached, the parent will be advised that either Child Protective Services or the Police will be called.

SPECIAL NEEDS

The YMCA of Metropolitan Fort Worth is committed to living out our value of inclusiveness which guarantees nondiscrimination and equal access for all in our programs, services, and activities. We strive to provide the best afterschool experience for your child, and ask that prior to registration, you consult with the Program Director/Coordinator regarding any special needs of your child. We will work to provide reasonable accommodations upon request.

MEDICAL TREATMENT

Due to the fact that there are some medical treatments and procedures that legally the YMCA staff is not trained, nor qualified to perform, children will be enrolled on an individual basis. We will make every attempt to serve all children.

BATHROOM PROCEDURES

No child is ever alone and no child is ever alone with a staff member. All children will take trips to the bathroom with the entire group or groups of children escorted by staff. Children will only use bathrooms inspected for safety by YMCA staff.

PROBLEMS AT HOME

Any problems or changes that your child may be facing at home or school can directly affect his or her behavior while in care. Please keep us informed of such changes in your child's life so that we can be sensitive to your child's needs. We would like to work as a team; this will enable us to provide the best environment for your child's growth and development.



PARENT PARTICIPATION & VOLUNTEERING

COMMUNICATING WITH THE YMCA STAFF

Exchange of information between parents and staff provides insights for both parties. The format may be formal or informal. It is vital that you inform us of changes happening in your family. Changes at home include: moving, hospitalization of a sibling or parent, altercations in the parent's relationship, etc. These influence the way in which your child relates to others. Staff members can better provide for a child's needs if they are aware of the situation. We will treat this information with the utmost confidence.

PARENT PARTICIPATION

Parents are an important part of our afterschool program. We encourage you to share your talents, hobbies, and/or profession with your child's group. Please contact the YMCA office to volunteer your services.

Parents of enrolled children may make unannounced visits at any time. All custodial parents have the right to enter the center at any time. We request, however, that visits of a lengthy nature are scheduled with the Director ahead of time in order to avoid having too many people in the room at one time. Visitors other than parents are welcome to visit, but should make an appointment with the Director ahead of time.

We would also like to invite all the parents to attend special events and shows put on by the children throughout the year.

VOLUNTEER PROCESS

Volunteers are always encouraged at the YMCA. Parents wishing to volunteer on the Parent Advisory Committee, special field trips, and/or classroom activities that are not a parent/child group function must fill out a volunteer application and a background check form. All paperwork must pass both YMCA and TDFPS standards before volunteer participation in an activity can begin.

SCREEN-FREE PROGRAM

Our Afterschool Program is a screen free and cell phone free zone. Cell phones, video games, iPods, etc., become disruptive and detract from the program experience. If a cell phone, iPod, DSi, etc., comes to the program, it will be collected and placed at the front desk until pick up. Please contact the YMCA if there is an emergency in which you need to contact your child. The YMCA is not responsible for lost electronics.

SPECIAL MEALS - ALLERGIES

If your child has an allergy and cannot eat a food item, you must complete an Allergy Action Plan complete with signatures from both parents their primary care physician. If there is any medication to be given, that must be kept on-site. Allergy Action Plans are available at the program as well as on our website.

PERSONAL BELONGINGS, BABYSITTING & CCMS

PERSONAL BELONGINGS

Please mark all belongings with your child's name. Do not send money, valuables or toys with your child to the center. The YMCA cannot be responsible for lost or stolen items. Your child is permitted to bring show and tell items on designated days. Your child will be provided a separate storage container for their personal belongings during the YMCA Afterschool Program.

Please keep at home: video games, cell phones, MP3 or CD players; scooters/bikes; toy guns or weapons of any kind; money; other personal items or items of high value.

BABY SITTING POLICY

YMCA employees are not permitted to baby-sit or transport your child anytime outside of the program. Violation of this policy is grounds for the employee's immediate dismissal.

TEXAS WORKFORCE & CHILD CARE MANAGEMENT SERVICES-CCMS

To register for the Afterschool Program under the Texas Workforce Childcare Commission also known as CCMS, please follow the following steps:

- Contact your local Workforce office for information regarding their application process
- Complete the YMCA of Metropolitan Fort Worth's Afterschool Registration Paperwork

Once you have submitted your completed Afterschool Registration Paperwork, this does not mean you are registered. Your registration will be processed once we receive notification from your case worker. Once the registration is complete, the Workforce Coordinator will contact you to let you know your child's start date.

Upon being registered for the YMCA Afterschool Program, it is the Parent/Guardian's responsibility to swipe in and out of the program daily. Any family that misses more than three days of swiping in a row is subject to losing their CCMS approval status and being removed from the program.



REGISTRATION & ADMISSION

REGISTRATION AND ADMISSION

Pre-registration is strongly recommended. There is an enrollment capacity for each site in the program (determined by state license and a staff to child ratio of 1:15). Enrollment is taken on a first come first served basis. We are unable to accept phone or faxed registrations.

During the registration process, please complete the following:

- Read all Afterschool Program Parent Handbook and sign off on the enrollment form.
- Complete the registration/enrollment forms.
- Turn in all completed registration forms to your home branch

The registration/enrollment forms must be completed and returned before your child can begin the program. Fees must be paid prior to attendance. There is a 24-hour process for registrations and up to 3 working days process for registrations requesting financial assistance. No child will be refused admittance to the program due to race, religion or gender. The YMCA makes every attempt to register a family regardless of economic hardships. As a parent or guardian it is your responsibility to keep all records on your child up to date. This includes shot records and any information that has been given to the YMCA.

SCHOOL DAY OUT/HOLIDAY CAMP PROGRAM DATES:

The YMCA provides all day care for several holidays throughout the year and uses Durham Transportation Services for all school day out/Holiday camps. Rates and times may vary so please check with your afterschool site for specific pricing options. The YMCA is closed and does not operate Holiday Camps on certain holidays. Please check with your specific branch to see what days the program will be closed.

STAFF DEVELOPMENT DAYS

The YMCA Afterschool Program will not be offered on staff development days. Staff development days ensure the training requirements for our staff and promote quality in our programs. You will be given advance notice prior to each staff development day.

PAYMENTS AND LATE FEES

All childcare payments will be set up for automatic draft. You will need to complete a draft authorization form and select from one of the preferred draft schedules below:

- Monthly – 1st OR 15th
- Semi Monthly – 1st AND 15th
- Weekly – Friday OR Saturday

DISCOUNTS AND SCHOLARSHIPS

The YMCA of Metropolitan Fort Worth raises funds each year through our Annual Campaign to provide scholarships to families that qualify. Each year we raise money to ensure that no child, family or adult within the community is turned away due to their inability to pay. To apply for financial assistance for our afterschool program, please stop by the YMCA and fill out the scholarship paperwork. The YMCA Afterschool programs provide care through Child Care Management Services.

RECORDS UPDATE

Please notify the YMCA right away when there is a new work or home phone number, or if you have moved and have a new address. If your child is sick or injured, it is important for us to be able to contact you right away. Please keep these accurate at all times. You may also update your personal information by logging into your YMCA Daxko Account from our website.

CODE OF CONDUCT

DISCIPLINE POLICY

Our child development programs strive to meet the needs of all children without ignoring the demands of any one individual, within the boundaries of set guidelines and rules. Please read the following rules and consequences to your child.

- Keep hands, feet, body parts and objects to yourself
- Show respect to others and self
- Speak for yourself, not others
- Do not willfully destroy YMCA property
- Do not go anywhere without a YMCA staff person
- Always clean up after activities
- Have Fun!

If the child's behavior is not acceptable these are the steps that will be followed (Due to the seriousness of the behavior any step can be taken at any time):

- Verbal Warning
- Re-direction to another activity
- Time away without activities
- Parent notification at pick up time
- Meeting with parent/behavior contract created
- Notice of Time Off - next day of care/without refund
- Notice of Time Off - next 3 days of care/without refund
- Conference with Child Care Director and Coordinator
- Removal from program

Persistent behaviors or situations that endanger the child, other children in the program or staff may result in days off or removal from the program.



YMCA OF METROPOLITAN FORT WORTH CHILD CODE OF CONDUCT

Our Child Development programs strive to meet the needs of all children without ignoring the demands of any one individual within the boundaries of set guidelines and rules. The YMCA School Age Child Development programs have established rules, consequences and a zero tolerance policy on specific behaviors. The YMCA reserves the right to suspend or expel a child from the program at any time based on the severity of the actions of the child.

ZERO TOLERANCE

The YMCA reserves the right to suspend or expel a child immediately for violation of the Zero Tolerance guideline without refund.

1. Inflicting physical harm on another individual
2. Verbal threats that may cause physical harm to another individual
3. Verbal threats that may destroy property
4. Inappropriate touching of one's self or another individual
5. Possession of a weapon
6. Possession of a controlled substance
7. Possession of alcohol
8. Usage of foul language

ADULT CODE OF CONDUCT

ADULT CODE OF CONDUCT

The following guidelines have been created to meet the standards, policies and procedures of the YMCA, Minimum Standards for Child Care Centers and the Texas Family Code. All YMCA staff and volunteers are knowledgeable of these standards, policies and procedures.

1. Please communicate with the Site Coordinator daily, if possible.
2. Please come visit our program and have fun with your child; you are always welcome!
3. Please give detailed information to the Program Director if custody situations arise.
4. People whose behavior and/or health status pose an immediate threat or danger to the health and safety of the children must not be present when children are in care.
 - a. Please do not confront any child in a threatening manner, or confront children from other families.
 - b. Using profanity in the presence of a minor is prohibited and against the law.
 - c. In the event of threatening behavior towards a YMCA staff member or child, 911 will be called.
5. Consumption, and/or possession of alcohol in any form is strictly prohibited by the YMCA of Metropolitan Fort Worth. Controlled substances/medications must be accompanied by a written Doctor's prescription when used during the program, during transportation, or on field trips. People must not be under the influence of or impaired by alcohol or controlled substances in the program, during transportation, or on field trips.
 - a. Children will not be released to parents, guardians or other authorized adults if the YMCA staff feels as though the individual is consuming, under the influence of or impaired by alcohol or a controlled substance.
6. People must not smoke or use tobacco products at the child-care center, on the premises, on the playground, in transportation vehicles or during field trips.

CONSEQUENCES OF PARENT MISBEHAVIOR:

Any adult misconduct will result in a Verbal Warning with the maximum penalty being the parent's removal from the building, or the child's removal from our program.

FEEDBACK

“The YMCA is an excellent program that offers kids education physically, mentally and emotionally.” – Afterschool Survey

“The staff are wonderful! They help teach the children respect and how to interact with the other children. My son loves to go to the YMCA Afterschool program and hates to leave.” – Afterschool Survey

“The YMCA has helped my child to be a leader and work in a team.”
– Afterschool Survey

“I love that they put him on an exercise regimen. My child always enjoys the after school program.” – Afterschool Survey

“We couldn’t take care of each other like we do without the Y.”
– Afterschool Survey



AFTERSCHOOL PARENT HANDBOOK

2017-2018

The Y. So Much More.

Downtown YMCA

512 Lamar Street
Fort Worth, TX 76102
817-332-3281
www.downtownymcafw.org

Eastside YMCA

1500 Sandy Lane
Fort Worth, TX 76112
817-451-8276
www.eastsideymcafw.org

McDonald Southeast YMCA

2400 East Berry Street
Fort Worth, TX 76105
817-534-1591
www.mcdonaldymcafw.org

Northpark YMCA

9100 North Beach Street
Fort Worth, TX 76244
817-993-1333
www.northparkymcafw.org

Northwest YMCA

5315 Boat Club Road
Fort Worth, TX 76135
817-237-7237
www.northwestymcafw.org

Westside YMCA

8201 Calmont Avenue
Fort Worth, TX 76116
817-244-4544
www.westsideymcafw.org