



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

SCHOOL AGE SERVICES

Afterschool Parent Handbook

YMCA of Metropolitan Dallas
School Age Services
1621 W. Walnut Hill Lane
Irving, TX 75038

469-348-YMCA (9622)

Website: www.ymcadallas.org/afterschool

Facebook: www.facebook.com/ymcadallasSAS

Instagram: www.instagram.com/ymcadallas.schoolage

Financial Assistance available

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

Welcome!

Dear YMCA Afterschool Parent:

The YMCA Afterschool program is part of a mission driven organization that puts a strong emphasis on our core values of caring, honesty, respect, responsibility. We strive to provide every child with activities that encourage a healthy spirit, mind and body.

We are pleased that you have selected us to provide after school programming for your child this school year. The YMCA has provided after school programs in communities like yours for more than three decades. Our goal is to provide quality enrichment after school activities through a perfect balance of fun, learning and friendship.

Please read through our Parent Handbook and familiarize yourself with our policies and procedures. It will provide you with information about our services, programming and payment. We welcome you to contact our YMCA School Age Business Services department at 469-348-9622 or visit our website www.ymcadallas.org/afterschool for more information.

Sincerely,

Your Senior Leadership

Suzana Delgado-Gray
Assoc. VP of School Age Services

Chrissy Kidd
Business Services Director

Jodi Newman
Executive Director

Navreet Pointer
Operations Director

YMCA Metropolitan Dallas
School Age Services Office
1621 W Walnut Hill Lane
Irving, TX 75038
469-348-9622

Table Of Contents

Welcome	
About the YMCA School Age Services	pg. 3
Afterschool Program Information	pg. 4 - 6
Program Logistics	pg. 7 - 11
Enrollment	pg. 12 -15
Licensing Requirements	pg. 16 -18
YMCA Policies	pg. 19- 22
Parent Information	pg. 23- 27
YMCA of Metropolitan Dallas Area Of Service	Back Cover



Register online at:
www.ymcadallas.org/afterschool

About the YMCA School Age Services

YMCA of Metropolitan Dallas Mission

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

YMCA Areas Of Focus

For Youth Development

For Healthy Living

For Social Responsibility

Character Values

Caring, Honesty, Respect, and Responsibility

TDFPS – Texas Department of Family and Protective Services

The YMCA abides by minimum standards regulating childcare as prescribed by the Texas Department of Family and Protective Services. In order to obtain full compliance with these standards, parents must complete the enrollment forms entirely and, as necessary, update the information throughout the year. TDFPS minimum standards and a copy of operations' most recent inspection are available online or at our sites for viewing. Parents may contact TDFPS at 1-800-862-5252 or visit www.dfps.state.tx.us.

Child Abuse Prevention – TDFPS Minimum Standards

The YMCA of Metropolitan Dallas regards accusations of child abuse very seriously and reports all suspected child abuse, neglect and exploitation to Child Protective Services/Texas Department of Family and Protective Services. Reports of abuse and neglect can be made to the TDFPS hotline at 1-800-252-5400 or www.txabusehotline.org.

Information, Questions or Concerns

The YMCA of Metropolitan Dallas has an open door policy. Any questions or concerns should be directed to your YMCA Afterschool Program Director. Differences should be discussed in private and in a courteous manner. A conference may be scheduled with Program Director to discuss any questions you may have.

If further discussion is needed, the Senior Program Director or AVP of School Age Service may be reached by calling the YMCA School Age Services department at 469-348-9622.

Afterschool Program Information

Program Overview

We provide children with the opportunity for experiential learning hands-on through group play and structured enrichment curriculum. The YMCA Afterschool program curriculum operates using a rotating schedule so each day is full of exciting choices and new opportunities to learn and grow.

Curriculum

Our afterschool program aims to develop the whole child; which is why each week children participate in activities designed to promote a healthy spirit, mind, and body

Academic Enrichment includes daily dedicated homework time, DEAR (Drop Everything and Read) time, and engaging activities that reinforce TEKS learned in school!

Health & Wellness focuses on increasing physical activity and educates children on the importance of nutrition using CATCH® curriculum and other specially designed experiences.

Character Education allows children to explore their independence, gives them the opportunity to make new friends and allows our staff to reinforce our core values of caring, honesty, respect and responsibility through service projects, focused lessons and being positive role models with the Sanford Harmony Character Education Program.

Ask Y?! Enrichment Curriculum - Monthly Curriculum units focus on Healthy Living, STEM (Science, Technology, Engineering, and Math), Culinary Exploration, Global Awareness, Art, College & Career Readiness, Health & wellness, and Character Education.

A typical day includes snack, homework time, intentional curriculum, and physical activity.

3:00-3:45	Check-in: Snack and Homework Time/DEAR
3:45	Opening Huddle
4:00-4:30	CATCH™
4:30-6:00	Ask Y!?! Enrichment Curriculum
6:00-6:30	Closing Debrief and Centers

Times vary for specific locations

Site Director Minimum Qualifications

All YMCA Staff must meet the following requirements:

- Interview by YMCA Professional Staff
- Three completed reference checks
- Completed Criminal Background Check and FBI fingerprinting
- Certified in CPR/First Aid, Child Abuse Prevention
- Site director must be 21 years of age
- On-going training provided year round
- Previous Child Care and Supervisory experience

All bus drivers must meet the following requirements:

- Completion of 2 hour Drivers Safety Training
- Annual review of driving history
- Commercial Drivers License if required
- Criminal background checks and FBI fingerprints

Homework Policy

The YMCA Afterschool program offers a dedicated daily homework time. **Our program is not a tutoring program.** Focused, quiet homework time is available for a minimum of 30 minutes each day. Kids who do not have homework are engaged in independent and shared reading.

We understand that certain families may request more than 30 minutes each day to be spent on homework completion. Please visit with your site director if you would like for your child to have more than 30 minutes of homework time and forego the scheduled activities for the day until homework is completed. Please understand that your child is responsible for keeping track of their homework each day and notifying staff when they have homework to complete.

Healthy Snacks

Afterschool snacks or meals (for certain locations) are provided to all children and are served daily. Monthly snack menus are posted at your YMCA Afterschool site.

We are committed to offering healthy options at each of our locations. This includes whole grain, fruits and vegetable selections weekly. We strive to select options that are trans-fat free and include no hydrogenized oils. We serve primarily water and occasionally 100% fruit juices. In some districts the campus provides us with snacks. We make every effort to work with these campuses to insure we are offering the healthiest option available to our students.

YMCA is a Nut-Free environment. If you choose to send your child with an afternoon snack please make sure it does not contain nuts or nut products.

Food Allergies

Our programs are nut free (including tree nuts), meaning that we do not serve or allow products containing or made with any type of nuts or nut byproducts, to be present in our program areas. The YMCA of Metropolitan Dallas makes every attempt to identify other ingredients that may cause allergic reactions for those with food allergies. Every effort is made to educate our staff on the severity of food allergies.

Though we make these efforts to educate our staff and families of possible allergen-containing ingredients in foods served in our programs; there is always a risk of contamination. There is also a possibility that manufacturers of the commercial foods we use could change the formulation at any time, without notice. Parents or Guardians concerned with food allergies need to be aware of this risk and assist our staff when possible to ensure the safest environment possible for all participants.

Each parent or guardian is responsible for notifying our staff of all food related allergies, possible symptoms and treatments their children require and if necessary providing alternative snacks on days when our menus may include items that their child may not eat. If a parent chooses to send lunch or snacks with their child they may not be made with nuts or nut byproducts.

According to our licensing standards, parents are required to have a food allergy plan completed by a licensed physician. Please see your site staff for a copy of this plan.

Program Logistics

Days of Operation

The YMCA Afterschool program operates Monday through Friday and coincides with school district's calendar.

Hours of Operations

Program operates from the time school is dismissed until 6:30 pm, unless otherwise indicated at your Afterschool program. Some locations close at 5:30 or 6:00 pm. If it is 2 hours within regular dismissal time, the program is offered on Early Release days as listed on school district calendar at no additional cost.

Transportation

We serve schools that do not offer on-site programming in some areas by providing YMCA bus routes in Irving, Park South, Waxahachie, Midlothian, Celina, and Anna. Transportation is provided at these campuses to a central location. Please visit our website for a list of schools we serve that bus to these central locations. Please note, for school districts providing transportation to a central location, the YMCA staff will check those students into the program when they arrive to the on-site campus.

Holiday Camps-Dallas/Coppell/Frisco Locations

We recognize that working parents need full day options during school holidays and in-service days. Holiday Camps are available on many of these days. Pre-registration details will be available at school site prior to optional Holiday Camps. A minimum of twenty (20) students are needed to operate a Holiday Camp.

Registration is on a first-come, first-serve basis. When a site is at capacity, parents may choose to take their child to another location where space is available. Children without reservations will be accepted only if space is available. Holiday Camp is an additional cost per day.

Please remember to provide your child with a healthy sack lunch to Holiday Camps. Refrigeration is not available, so please send your child's lunch in a small bag with cooler packs. We provide 2 snacks. No nut products allowed.

Personal Belongings

Please mark all belongings with your child's name (lunchboxes, clothing, school supplies). The program is equipped with age appropriate materials. Children are asked not to bring any electronic equipment, cell phones, etc. Please do not send money, valuables or toys with

your child to the YMCA Afterschool program. The YMCA cannot be responsible for lost or stolen items. If these items are brought to the program they will be stored by staff and returned to the parent at pick up time.

Notifying Classroom Teacher

Once you have enrolled your child in a YMCA Afterschool Program, please communicate with your child's teacher/substitute and indicate your child's start date with the YMCA.

Absences

The YMCA must be notified by **1:00 pm** if your child will not attend the program that day. Please call the designated site phone, provided on first day of program. Please remember to provide the child's full name, as well as yours, when reporting an absence from the program.

All fees are based on enrollment, not attendance. There are no discounts, refunds or credits for sick days, snow days, vacation days, school closures, or days your child does not attend.

Check In

Children are responsible for prompt arrival to the program. For safety reasons children are expected to check in to the Afterschool program immediately upon school dismissal or when their bus arrives. In most school districts, teachers will walk younger children to the YMCA program. YMCA staff will greet students that are transported from other campuses and are enrolled in the YMCA onsite program to which they are bused.

Non-YMCA Extra-Curricular Sponsored After School Activities

In the event that your child participates in a school sponsored activity after school, we will require an **After School Activity Form** to be completed. Examples of such activities may include: clubs, tutoring, choir and assisting teachers. Please complete a **After School Activity Form**, stating the nature and duration of the activity, including dates, times, frequency, and location. Forms are available at your onsite Afterschool Program. Our staff cannot release children to teachers or club leaders once they are signed into our program.

Sign-Out/Release of Children

Children will only be released to authorized people who are listed on the child's enrollment forms. Authorized person must present a photo ID in

order for a child to be released from the program. A driver's license must be presented to the staff before the child can be released. Staff will become familiar with the Responsible Party or Parent/Guardian on the pick up list and may not ask for I.D after the first couple of weeks of school. Please be ready to present picture I.D. whenever asked.

- We will only release children to persons listed on the enrollment form or persons authorized by the individual who enrolled the child.
- Only the person who signed the enrollment form can change information on the form and must do so in writing.
- In the event of an emergency, if you wish for someone to pick up your child who is not on the enrollment form you must provide the person's driver's license number and name of the person.
- Persons under the age of 18 can only pick up with a signed affidavit on file.

Punch Card Families

Please notify site within 24 hours when child will attend program to ensure proper accountability of child. Parent must likewise notify school/classroom teacher when child will be attending the program.

Healthy Environment

Please help maintain a healthy environment for all of our children. 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.** Parents/guardians of children who arrive to the Afterschool program with a fever of 100.4 or higher will be called to pick up children immediately. All children must be fever-free or symptom-free for 24 hours without the use of fever-reducing aids in order to return to the program.

Healthy Environment of Staff

The YMCA of Metropolitan of Dallas does not track or verify if staff are current on adult immunizations where it is not required by a city government. However, all staff are required to complete First Aid and CPR training in which Blood Born Pathogen training is received. We do not permit any staff person to treat a child without the protective equipment and supplies appropriate for the incident or injury. Furthermore, staff are required to follow the same illness policy we require of

participants and not to report to work if they are exhibiting signs of communicable disease or illness.

A note on lice: Children must use a doctor approved treatment and be free of nits (unhatched eggs) before returning to the program. Our staff will conduct a private check when they return and may require child to be picked up if nits are still present.

Immunization

Each child enrolled must meet applicable immunization requirements specified by the Texas Department of State Health Services and immunization requirements in Texas elementary and secondary schools and institutions of higher education. Immunization records must be onfile at their school.

Family Transitions

At times families go through significant transitions within their homes. These transitions can dramatically impact children and alter their behaviors. Please keep us informed of such changes so we can be sensitive to your child's needs. This collaboration will allow us to provide the best environment for your child's growth and development.

School Closings / Bad Weather Policy

If schools are closed due to inclement weather, power outage or adverse conditions, the YMCA Afterschool Programs will also be closed. Parents may be called to pick up their child early if inclement weather comes during the program hours. All fees are based on enrollment, not attendance. There are no discounts, refunds or credits for sick days, snow days, vacation days, school closures, or days your child does not attend. Parents are encouraged to stay connected to their local newscast or via school district websites to learn of school district closures and Facebook www.facebook.com/YMCADallasSAS/.

YMCA School Age Services and On-Site locations will be closed on the following days and NO Holiday Camp will be available; days are subject to change. Exceptions are bad weather make-up days as identified by your school calendar.

**Labor Day
Thanksgiving Holiday (Thursday and Friday)
Christmas Eve and Christmas Day
New Year's Eve and New Year's Day
Martin Luther King Jr. Day
Good Friday
Memorial Day**

Emergency Preparedness Plan

All Afterschool sites have an emergency preparedness plan customized to their school and facility. Weather drills are practiced regularly. We monitor bad weather and take precautionary measures to keep children safe during severe storms. Emergency Preparedness Plan can be viewed at site.

Cancellation

A two-week written notice to cancel is required. Parents may cancel online by going to our website, ymcadallas.org/afterschool and clicking on the After School Cancellation link. This is the quickest way to submit your cancellation.

An Afterschool Change form to cancel is also available and can be submitted to Business Services. Forms are onsite at your YMCA Afterschool location and may be faxed, emailed or mailed to School Age Services.

Email: SASBSERV@ymcadallas.org

All fees are based on enrollment, not attendance. There are no discounts, refunds or credits for sick days, snow days, vacation days, school closures, or days your child does not attend.

Register online at:
www.ymcadallas.org/afterschool

ENROLLMENT

Registration

We accept children from Pre-K, Kindergarten through 6th grade enrolled in school*. Enrollment is taken on a first come, first serve basis and is not "rolled over" from the previous school year.

*Grades served vary by school.

ONLINE REGISTRATION

Register online at www.ymcadallas.org/afterschool

Preferred method of registration is online

Online registrations must be completed by Sunday for a Monday start. This is to ensure proper processing of paperwork for your child's start of program on Monday.

Or-

IN PERSON REGISTRATION

To register please submit completed registration forms the **Wednesday before the week that your child will begin care**, to ensure space and proper communication with the Afterschool site.

An incomplete form will delay the registration process.

- Please read YMCA Afterschool Parent Handbook and sign off on the Admission Agreement online form. A copy of this Parent Handbook can be downloaded online.
- Complete registration forms including Admission Agreement, Payment Agreement, and Draft Payment Information.
- Sign and initial all waivers and acknowledgments on the enrollment form.

Return all enrollment forms to a local YMCA Branch

or mail to: YMCA School Age Services

**1621 W. Walnut Hill Lane
Irving, TX 75038**

or scan to: SASBSERV@ymcadallas.org

YMCA Branches

Coppell Family YMCA
 Cross Timbers Family YMCA
 Frisco Family YMCA
 Grand Prairie Family YMCA
 Irving Family YMCA
 JER Chilton Family YMCA
 at Rockwall
 Lake Highlands Family YMCA
 Lakewest Family YMCA
 McKinney Family YMCA

The Moody Family YMCA
 Moorland Family YMCA
 Oak Cliff Family YMCA
 Park South Family YMCA
 Plano Family YMCA
 Richardson Family YMCA
 T. Boone Pickens YMCA
 Town North Family YMCA
 Waxahachie Family YMCA
 White Rock Family YMCA

Weekly Draft

- Method of payment includes credit cards, debit cards and pre-paid cards. Parents have to pay the current week at the time of registration and set account to draft future weeks.
- Draft date cannot be modified.
- To be enrolled in the YMCA Afterschool Program you must have a valid card on file at all times.

Late Payment Fees

Payments made after Wednesday will be charged a \$15 late fee. Participants whose payments are one week behind will be dis-enrolled from the program.

Discounts

YMCA Member Discount

There are a variety of membership options the YMCA of Metropolitan Dallas can offer you and your family. Not only do you get use of the YMCA facilities at your local branch, YMCA members receive discounts on programs such as sports, aquatics, some summer camps and after school programs. We welcome you to tour your local YMCA. For more information call your neighborhood YMCA or go to www.ymcadallas.org for branch listings.

If you purchase a Family Membership during the school year, please notify our Business Services office to see if you are eligible for a Member discount.

School District and City Employee Discounts

In partnership with certain school districts in our service area the YMCA Afterschool program will provide discounts to some school district and city employees at that school. You must provide documentation such as a paycheck stub as proof of current employment to be eligible for that discount. Please contact Business Services to see if your school district/city qualifies. **Send a copy of school ID to SASBSERV@ymcadallas.org.**

Financial Assistance

- Completed Financial Assistance applications can be submitted to one of the following locations, if all forms are completed correctly:
 - YMCA School Age Services (Attn. Business Services)
1621 W Walnut Hill Lane Irving, Texas 75038
 - Your local YMCA branch
 - YMCA School Age Services Email:
SASBSERV@ymcadallas.org
- Once School Age Services receives your financial assistance application it takes 1-2 weeks to process.
- Deadline for Financial Assistance with a start date on Monday, August 22nd is Friday, August 12th.

Texas Workforce (TWF) & Child Care Group (CCG)

To register for the Afterschool Program under Texas Workforce, CCMS or CCG, please follow these steps:

- Complete the YMCA Afterschool Registration Paperwork
- Contact your Case worker for approval to attend the Afterschool Program and have them contact 469-348-9622 to speak with a Business Services Coordinator.

Registration is not processed until we receive notification from your case worker. Once notification is received the YMCA will contact you to let you know you have been registered.

- Any family that misses more than 2 days of swiping in a row is subject to losing their CCG approval Status and being removed from the program. It is the parent's responsibility to follow CCG requirements and properly swiping their CCMS card on a daily basis. CCMS parents will be responsible for the full weekly fee if daily swipes are not made.

Vacations

If a family chooses to remove the child from the program for the purpose of vacation or time off, the family must continue pay the weekly Afterschool fees to maintain their spot in the program. Families can choose to cancel the week their child will not be in attendance by submitting a cancellation online at www.ymcadallas.org/afterschool or by submitting a change form to cancel. Please make sure to include when your child will be returning. See page 11 for more details on cancelling the YMCA Afterschool Program.

Annual Campaign...an opportunity to give back

Annually each of the local YMCA of Metropolitan Dallas branches conducts an Annual Campaign which raises the much needed funds to support children and families in our community. These generous gifts ensure that financial hardship will never be a barrier to anyone with the desire to participate in YMCA membership and program opportunities here in the Dallas area. Each program site will be raising funds to benefit our afterschool families that qualify. For more information or to Donate online visit our website at [ymcadallas.org/annual campaign](http://ymcadallas.org/annual%20campaign). Please make sure to select Afterschool from the drop down menu.

Late Pick Up Fees

The YMCA Afterschool Program is open until 6:30 pm, at most locations. Late Pick-up invoices will be completed by Site Director and given to Parent and SAS Business Services Office. Please check with your site director for program end time.

If you are late picking up your child, a late fee of \$1.00 per minute per child will be charged and added to your weekly draft. Please note we reserve the right to cancel a registration with excessive tardiness of pick-up. In the event of excessive tardiness authorities may be notified.

Receipts and Tax Information

Payment history reports and End Of Year tax statements may be requested from the SAS Business Services Office. Please visit our website at www.ymcadallas.org/afterschool to submit your request.

Please note the request may take 3-4 business days to process. Receipts requested will be emailed to address on file. **The YMCA Tax ID number is 750800696.** End of year tax statements are available after January 1st for the previous year.

Licensing Requirements

The Texas Department of Family and Protective Services requires the following to be stated:

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 gang-free zone is within 1000 feet of the afterschool site location.

Discipline

In compliance with the Texas Department of Family and Protective Services, discipline must be:

- Individualized and consistent for each child;
- Appropriate to the child's level of understanding; and
- Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements; and
- Using brief supervised separation or reflection time from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age. Reflection time allows a child to reflect on their actions and allows staff to praise the participant with options on how to handle the situation next time.

School Playground Use

The YMCA of Metropolitan Dallas is regulated by the Department of Family and Protective Services (DFPS), which outlines standards for playgrounds used by licensed childcare programs. These standards may or may not be the same standards observed by school systems.

Because YMCA Afterschool sites operate at local elementary schools the YMCA does not have the ability to maintain or alter playgrounds. Therefore, the playground utilized by the YMCA is maintained and held to the standards of the school system which may or may not meet childcare licensing standards.

Safety Reporting

Staff will communicate to families safety-related incidents that occur during the YMCA programmatic time with a phone call, or, if non-urgent, with a discussion upon child pick up. Please make sure all of your emergency contacts are up to date and notify the YMCA if they change by emailing SASBserv@ymcadallas.org. The YMCA of Metropolitan Dallas utilizes an online incident reporting portal so paper reports are not utilized for internal reporting purposes. Per TDFPS standards, if a child is treated by a medical professional related to an incident occurring during the program, a supplemental incident document is required and must be signed by the parent/guardian acknowledging that staff notified the parent of the incident. For this reason, parents are required to inform the YMCA if they seek medical or dental treatment related to an incident occurring during programmatic hours. YMCA incident reports are internal, confidential documents, however if parents require a summary of an incident report they may submit their request to the YMCA for consideration.

Preschool Age Children – Participant in Afterschool

Preschool age students are enrolled in a few of our YMCA Afterschool locations and may be paired with our Kindergarten groups. In those instances we strive to maintain a separate program space for our preschoolers.

In accordance to TDFPS Childcare Licensing BAP Minimum Standard 744.2003 the YMCA of Metropolitan Dallas Afterschool sites serving children under 5 years of age will operate in the following manner:

- A. Children under 5 years of age will play on the playground equipment suitable to their age group. They will participate in program activities in a separate corner or space as an independent group.

All YMCA participants will not mix with other programs or persons outside of the YMCA at any time. If another group is playing on the same grounds the YMCA will move to an isolated area. If another

group is using common restroom facilities we will either ask them to wait until the YMCA group is done with their break, or the YMCA will wait until the bathroom is clear of all non-YMCA participants.

- B. For programs that operate with children under 5 years of age curriculum will be implemented or adapted to meet the interests and abilities of the age group.

Ratios will be 1:10 and groups will include children.

Children under the age of 5 years old will be grouped in a preschool or mix of preschool and kindergarten age children observing a maximum ratio of 1:10.

Staff will be trained in working with children 3-5 years old.

- C. Children under the age of 5 will mix with the larger group during check in time, snack time and in some cases, outdoor time.
- D. Children under 5 will not be allowed to engage in group games or organized physical activities with children over the age of 5 years old.
- E. The YMCA will modify the program to accommodate children under 5 years old by purchasing manipulatives, board games and gym equipment suitable for this age group.

Register online at:
www.ymcadallas.org/afterschool

YMCA POLICIES

Discipline

The YMCA teaches all children the values of caring, honesty, respect and responsibility. We encourage and reward positive behavior, and redirect misbehavior. Although every attempt is made to teach behavior consistent with our values, the following behaviors will result in the automatic evaluation of a child's ability to return to the program:

- Fighting or exhibiting aggressive behaviors
- Running from staff and/or hiding from adults
- Any action that requires our staff to physically move or restrain a child
- Acting in a way that requires a counselor to spend an inordinate amount of time with only them, neglecting the needs of other children in their group.
- Any other disruptive behaviors that a Director may deem inappropriate

YMCA House Rules

Caring: I show caring by using kind words and helping others.

Honesty: I show honesty by telling the truth and talking to my counselors about how I am feeling.

Respect: I show respect by keeping my hands and feet to myself, walking inside, using an inside voice, and listening to my counselors.

Responsibility: I show respect by picking up messes and taking care of my environment.

YMCA Behavior Policy

STEP 1 – Re-direction to another activity

STEP 2 – Verbal warning

STEP 3 – Parent notification at the time of pick up

STEP 4 – Conference with the Director and Parent

STEP 5 – Removal or suspension from the program

Based on the severity of the behavior, steps may be passed over.

Zero Tolerance

The YMCA reserves the right to suspend or dismiss a child immediately for violating any of the following behaviors. Tuition refunds are not issued if a child is removed from the program due to behavior.

- Inflicting physical harm to oneself or another individual including staff
- Threats which may cause physical harm to another individual
- Destruction of property

- Inappropriate touching of another individual
- Possession of a weapon, controlled substance or alcohol, use of foul or abusive language or
- Knowingly leaving YMCA program area without permission

Parental Notification

Parents will be notified either in person, over the phone, or in writing, of behavioral concerns occurring in the Afterschool Program. Behavioral concerns will also be reported to risk management department. Any changes in Program Policies and/or Licensing standards will be posted at the site. A copy of TDFPS Minimum Standards are available on site.

Parent/Guardian 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:

- Please communicate with the Afterschool staff daily if possible.
- YMCA staff are not trained to review legal documents or court decrees. Decisions regarding who is authorized to pick up a child will be governed by the information listed on the enrollment form.
- 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.
- Please do not confront a child or staff in a threatening manner.
- Please do not confront children from other families.
- Using profanity in the presence of a minor is prohibited.
- Please report concerns to the Program Director.
- 911 will be called if threatening behavior is displayed to YMCA staff or children.
- Consumption of alcohol or controlled substances without a prescription is prohibited.
- The YMCA is a gun free property and guns will not be present at our program events whether on or offsite.
- Use of tobacco products is prohibited at the Afterschool site, on campuses, on the playground, in transportation vehicles or during field trips.

- Parents have the right to discipline their children, however parents must refrain from using physical or corporal punishment while on YMCA property, school grounds or program space.

Parent Intoxication

At times, we are required to make decisions concerning a child's safety. If a YMCA member has reason to believe that a pick up person is under the influence of drugs or alcohol, then we will not release the child until an alternate form of pick-up has been arranged. We will first attempt to reach an emergency contact person. If they can not be reached we will contact an authorized pick-up person. If no one can be reached to pick up the child, a cab will be called for the family, at the parent's expense. If a pick-up person in this situation becomes unruly, uncooperative or violent, the police will be contacted. In extreme cases this behavior may endanger the child's further enrollment in our program.

Member/Guest/Participant Behavior Standards

The YMCA is committed to providing a safe and welcoming environment for all members and guests. YMCA Behavior Standards outline prohibited behaviors as well as expected behaviors.

The YMCA reserves the right to warn, suspend, expel, terminate any member, guest or program participant in the following situations:

- Failure to follow YMCA behavior standards or from violation of any other posted, published or communicated rules or policies at a YMCA branch or program/event.
- If a person has been convicted of any crime involving sexual abuse, is or has been a registered sex offender, has been convicted of any offense relating to the use, sale, possession, or transportation of narcotics or habit forming and/or dangerous drugs, or is presently or habitually under the influence of dangerous drugs or chemicals, narcotics, or intoxicating beverages.
- If a person require an inordinate amount of attention from the staff thereby causing inadequate levels of supervision for the remainder of the participants or members.
- If a person's behavior is determined to be inappropriate within the scope and spirit of the YMCA values.
- For any reason within the discretion of YMCA management.

Prohibited Actions Specifically Include But Are Not Limited To:

- Personal fitness training (paid/unpaid) by anyone not certified and employed by the YMCA.
- Unlawful, abusive, derogatory, harassing, unwelcome and/or obscene language or behavior.
- Threats of harm, verbal abuse, physical aggression or violent acts.
- Behavior which poses a direct threat to themselves or others.
- Actions based on an individual's sex, race, ethnicity, age, religion, disability, sexual orientation or any other legally protected status.
- Openly carrying or concealing of any weapons, devices or objects which may be used as a weapon at a YMCA location or at a YMCA sponsored event or activity. All YMCA facilities have I30.06 and I30.07, Texas Penal Code signage posted.
- Smoking, the use of tobacco, or the use of products intended to mimic smoking or tobacco products while in, on, or around YMCA property, program or events.
- Using or possessing alcohol or illegal chemicals on YMCA property, in YMCA vehicles, or at YMCA-sponsored programs/events.
- Theft or behavior that results in the destruction or loss of property.
- Harassment/intimidation by words, gestures, body language, or menacing behavior.
- Sexually explicit conversation or behavior.
- Unsafe, inappropriate, immodest, or sexually revealing attire.
- Loitering within or on the grounds of the YMCA.
- Accessing or permitting access to the YMCA facility without signing-in.
- Using equipment for other than its intended purposes or not following safety instructions. Equipment orientations are available to all members, YMCA staff members are eager to be of assistance.

Members and guests are encouraged to address behavior which is inconsistent YMCA behavior standards. Behavior concerns should be reported to YMCA staff directly or may be reported anonymously to the YMCA Values Line 888-475-8376.

YMCA management will investigate all reported incidents. Suspension or termination of YMCA membership privileges may result from a violation of the YMCA Member and Guest Behavior Standards, or from a violation of any other posted or published rules or policies at a YMCA branch or program/event.

Parent Information

Health And Safety

Administration of Medication

The YMCA of Metropolitan Dallas Program does not administer non-rescue or non-emergency medications on site.

For emergency medications, each parent is required to complete an Authorization for Dispensing Medication form. You may obtain this form through your Site Director or by contacting our central office. Any emergency medication brought to the Camp Program must be prescribed by a physician, be in its original container, and be clearly labeled with the following information:

- Child's first and last name
- Legible dosage instructions for administering the medication
- Date of prescription
- Name of pharmacist and/or physician
- Expiration date
- Legible storage instructions
- All treatments such as breathing treatment, diabetes equipment monitoring, etc. must be approved by our Administration and include written instructions from a physician.

Over the counter medication can never be administered at our program. Staff do not administer shots or any therapy or treatment requiring physical contact or insertion into a body cavity. At the YMCA we try our best to accommodate the needs of every child. Proactive communication is needed to ensure we can safely accommodate children requiring special or unique care. An evaluation can be requested in order to admit any child with unique medications or treatments that may normally not be permitted. In these circumstances you must contact the AVP of School Age Services at 972-679-5955 or by emailing sdelgadogray@ymcadallas.org to discuss your child's needs.

Medical Emergencies

In the event of a medical emergency, the parent or guardian will be notified. A certified person will administer First Aid if appropriate. If an injury or illness requires more than basic First Aid the YMCA staff

are authorized and instructed to call 911. 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.

The Y's Position on Child Abuse Prevention:

We make an active effort to prevent child abuse.

Parents have the right to discipline their children, however parents must refrain from using physical or corporal punishment while on YMCA property, school grounds or program space.

For the safety of the children entrusted in our care, the YMCA conducts and requires a background check and references for all Afterschool staff, every person employed in or by our branches and programs

Allegations or suspicions of child abuse are taken seriously and are reported to the police and state agencies for investigation.

Programs are structured and observed so that staff and volunteers are never the only adult present with children with the possible exception of emergency conditions.

Periodic interviews/evaluations are conducted with children and parents regarding day to day experiences, encouraging reports of any event out of the ordinary.

Staff are required to report all incidents and/or the disclosure of abuse

Child Abuse Information

The YMCA of Metropolitan Dallas wants all children and teens to be safe. Unfortunately, child abuse does exist, including physical, emotional and sexual abuse and neglect.

We take proactive steps in the prevention of child abuse including thorough staff/volunteer screening, child abuse prevention training and staff/volunteer rules aimed at protecting children from abuse. As a parent you can help to ensure the safety of your child by working with us to keep your child safe. Here are some things you can do:

- Talk to your child about his or her experiences in YMCA programs
- Drop in on your child's programs.
- Trust your instincts.
- Don't wait to tell us if something seems "strange."

- Speak up! Listen and watch for signs of your child receiving special attention that other children or teens are not receiving, including favors, treats, gifts, rides, increasing affection or time alone, particularly outside the activities of school, child care and other activities. Ask to see the rules staff and volunteers are required to follow to protect children from abuse. If you know someone is breaking those rules, let us know immediately.

If you have concerns about how your child is being treated in any YMCA sponsored program, please call the 214-880-9622.

Children with Special Needs, Medications or Therapies

The YMCA strives to include all children in our programs. In some cases it may be necessary to evaluate if our programs are the right choice for your family. Completing a registration form is not a guarantee of admission to our program. In some cases, we will need to determine if our program is appropriate for your child. Our programs are not designed for therapeutic or one-on-one care. We operate under the provisions of the American's with Disabilities Act, which provides protection to individuals with special needs as well as providers of care for these individuals. Please refer to our medication policies in this handbook for further information on camp medication policies and requirements.

Please disclose all severe/life-threatening allergies including but not excluding food, environment or other allergies which are severe, life threatening or require emergency medication on your enrollment form. An Administrator may contact you for more information and to assess if we can make the appropriate accommodations for participation, or to schedule a meeting. If you wish to speak to someone before completing the required forms, you may contact Suzana Delgado Gray, AVP of School Age Services, at 972-679-5955 or by emailing sdelgadogray@ymcadallas.org.

Babysitting & Contact with YMCA Staff outside of the Program

Staff are not to fraternize, babysit or have contact with children outside of the programs hours . Staff of the YMCA must notify Administration and Human Resources of any and all pre-existing relationships or with children that are related to them with whom they may come in contact with outside of YMCA programming hours. This policy is in place for the safety of your child(ren) and our staff.

Parent/Guardian Participation

Parents/guardians must have a volunteer application on file and meet all volunteer screening guidelines before they can participate in Afterschool operations.

Parent Involvement

Parents are always welcomed at our Afterschool sites and branches. Involvement may include the following opportunities:

- Attending Family Events
- Making donations of materials to the site. We can provide you with a list of suggested items
- Sharing your cultural heritage
- Participate in our Annual Campaign, which helps the YMCA raise money to provide much needed financial assistance to families
- Volunteer at your neighborhood YMCA branch.

For more information please contact your Director or call the School Age Services Department at 469-348-9622

Family Events

Parents and families are welcome to join us at our YMCA Family events. Event information will be sent home with your child prior to the event date.

Water Activities

Water activities are not regularly provided for the Afterschool Program. If they do occur, 48 hours notification will be given and written permission will be required for authorization.

Animals

Animals are not a regular part of the Afterschool Program, however, if there is an occasion for animals to be present in the program, parents will be given written notification. Pets are not allowed to be brought to the program.

Field Trips

Field trips are not regularly scheduled for the Afterschool Program. If they do occur, 48 hours notification will be given in writing.



Register online at:
www.ymcadallas.org/afterschool;

The YMCA of Metropolitan Dallas serves schools in the following school districts/Academies

Anna ISD
Coppell ISD
Forney ISD
Irving ISD
Waxahachie ISD
Imagine International Academy-McKinney
The Lamplighter School-Dallas
Manara-Irving
Saint Paul the Apostle Catholic School-Richardson
Mesquite ISD-Hanby Elementary
Celina ISD
Dallas ISD
Frisco ISD
Midlothian ISD
Uplift Education

We offer quality onsite Afterschool programming in our 73 schools in 6 counties.

If you have questions or need more information, please visit us online at **www.ymcadallas.org/afterschool** or call **469-348-YMCA (9622)**.