



**STATELINE FAMILY YMCA
SCHOOL AGE CENTER
PARENT MANUAL
2009 - 2010**

Beloit - Clinton - Turner



STATELINE FAMILY YMCA SCHOOL AGE CENTER Parent Manual

The Beloit Branch of the Stateline Family YMCA welcomes you and your child(ren) to the after school program. We feel this program will provide your child(ren) with a safe environment while offering a wide variety of activities at his or her neighborhood school.

If you have any questions or concerns, please feel free to talk to your site leader directly or you may contact Jennifer McClone, SAC and Day Camp Director, at the YMCA-Beloit, 608/365-2261.

STATELINE FAMILY YMCA MISSION

The Stateline Family YMCA is a not-for-profit, charitable association of members. We are dedicated to developing the spirit, mind, and body of all persons in a positive, healthy, Christian environment. This is done through quality leadership, programs, services, and facilities.

ENROLLMENT

The program is offered for children in grades K – 5 and runs Monday through Friday when school is in session. The capacity at each Center depends on space available. The hours of operation depends on the school district in which your child is enrolled.

<u>Beloit Schools:</u>	
<p style="text-align: center;"><u>Eastside Schools:</u> McLenegan, Merrill, Morgan, Robinson, Todd, & Wright 2:51 – 6:00 p.m. held at the YMCA</p>	<p style="text-align: center;"><u>Westside Schools:</u> Burdge, Converse, Cunningham, Gaston, Hackett & Royce 2:51 – 6:00 p.m. held at Converse</p>
<u>Clinton:</u>	3:00 – 6:00 p.m. at Clinton Elementary School
<u>Powers:</u>	2:40 to 6:00 p.m. at Powers Elementary School

FEES

There is an initial non-refundable \$50 registration and supply fee per participant (\$70 per family). This is paid annually before care is provided. There is a minimum 24-hour waiting period, after registration, before your child may participate.

Payments are made monthly. Payments are collected September through May and are due by the 5th day of each month. **There will be a \$10 late fee charged for payments made after the 5th of the month.** Checks or Money Orders payable to the Stateline Family YMCA may be mailed directly to the YMCA at 1865 Riverside Dr, Beloit, WI 53511. Cash payments may be made at the Stateline Family YMCA.

Payments will not be accepted at your child's site.

Monthly School Age Care
2009-20010

Monthly fees charged September - May

<u>Part-Time</u> (2 nd Child)	<u>Full-Time</u> (2 nd Child)
\$110 (\$92)	\$145 (\$117)

If you need the SAC program for 1, 2 or 3 days each week, you will pay the Part-Time rate. If you need the program for 4 or 5 days each week you will pay the Full-Time rate. You will be charged the rate for which your child is registered. *No credits or refunds will be issued if your child is unable to attend on a scheduled day.*

If payment is more than 30 days past due, your child(ren) will not be allowed to participate in the SAC after school program.

No Payments will be taken at your child's site.

For tax purposes, we recommend you save all necessary receipts or check registers.

WITHDRAWING

If your child will no longer be attending the SAC program it is your responsibility to notify Jennifer McClone, SAC and Day Camp Director, at the Beloit YMCA (608) 365-2261. **If you do not notify Jennifer before the 15th of the month, you will be required to pay the fees for that month.**

INCLEMENT WEATHER

The School Age Center policy during inclement weather affecting care will be...

...If school does not open in the morning, SAC does not open.

...If school closes during the regular school day, SAC closes.

...If school continues all day during bad weather, we will be open.

However, we could be short-staffed and request you pick up your child(ren) as soon as possible.

LATE PICK-UP

The School Age Center closes at 6:00 p.m. In the event of an emergency, contact the school/site leader to let them know you will be late.

You will have a 5-minute "grace" period, and after that, you will be charged \$1.00 for every minute you are late.

- After 5 minutes late, the staff will attempt to contact the parent(s).
- Next, the emergency contact person will be called to assist in locating the parent(s).
- If no contact has been made with either parent or emergency person within 30 minutes of program closing time; the local authorities will be contacted and asked to assist in locating the parent(s).

Our policy regarding continual late pickups is as follows:

1st Offense: You will receive a warning.

Continual late pick-up may result in termination from the SAC program.

FAMILY VACATIONS/SICK DAYS

Since our monthly rates are based on 180 school days per year, there will be no credits, refunds or pro-rating for school holidays, in-service days, early dismissals, or snow days.

Non-Illness related absence: If your child is to be absent from the program for any length of time, you need to notify the Director of the program as soon as possible. If you do not contact the Director, and your child is out for more than 2 weeks, you will lose your spot in the program and will be responsible for payment of the fees for those two weeks. If no notification is made you will need to re-register your child before he/she can return to the program. **We will hold a child's spot for only one extended non-illness related absence.**

Illness: If your child is sick for 1 or 2 days, there will be no refund or credit for the days missed. However, if your child has an extended illness and is out for more than 5 days, you will be issued a credit for the time your child is absent. **If you wish to receive this credit we will need a doctor's excuse for your child's absence.**

ATTENDANCE/TRANSPORTATION

When registering for the SAC program, parents fill out their child's schedule on the School-Age agreement form. Schedules are very important to ensure that the children get to their SAC area or on the correct bus to be transported to the after-school program. It is the parents' responsibility to let their child's school know when their child is to begin, and to make sure the school has a schedule of when their child is to attend. If a child will not be there on their regularly scheduled day, the parents must inform the site leader or the SAC Director immediately. If a child's schedule will vary from week to week, the parents must notify the SAC Director of the child's schedule when making the monthly payment. Schedule changes are not encouraged, although certain circumstances do arise. **It is also your responsibility as a parent to notify your child's school when any changes arise.*

Arrival/Dismissal: Children in Beloit Schools will be bussed to their East Side or West Side site. It is your responsibility as a parent to contact your child's teacher/ school to let them know your child will be riding the bus to the afterschool program. If a child misses the bus to their afterschool site, it becomes the parents' responsibility to transport the child. Children are dismissed from the basic site each day when, according to State Law, a parent or other authorized adult picks them up and signs them out.

SIGNING IN & OUT

We are state-licensed which requires that a parent or guardian's initials be on the form for each morning and afternoon of care that we provide. At the morning sites, you must bring your child into the school or the YMCA and sign them in each morning. You may not drop them off in the parking lot.

LEGAL RESPONSIBILITY

The School Age Center is legally responsible for your child only during the time he/she is signed into the program.

AUTHORIZED PERSONS

Only those authorized in writing by the parent may pick up a child. You initially indicate people who are authorized to pick up your child when you fill out the child enrollment form. However, if you wish to add people to the list, you must inform the site leader, in writing. If your child will be picked up by a minor (a babysitter or older sibling who is under 18 years old), you will need to have that information documented in your child's file. Staff will question those who are unfamiliar to them. Anyone without proper authorization will not be allowed to take the child. You may be asked to show proper identification.

DISCIPLINE

The SAC staff will be responsible for completing discipline forms. Once you have had a chance to review the completed form, you will be asked to sign the form stating you are aware of the incident.

According to Wisconsin State Law, childcare workers are not allowed to share information with adults about children other than their own.

The discipline policy is as follows:

For the first offense: the child is warned and put in a “time out”.

For the second offense: the child is suspended from the School Age Center program for one day.

Upon the third offense: the child is suspended from the program for 5 school days.

For the fourth offense: the child is permanently removed from the School Age Center program effective immediately.

ACCIDENTS

If your child is injured, the staff will take whatever steps necessary to obtain emergency medical care. These steps may include, but are not limited to, the following:

- 1) Attempt to contact parent or guardian
- 2) Attempt to contact any person listed on the enrollment form

If we cannot contact you or any authorized person(s)...

...we will call an ambulance (Beloit Memorial Hospital);

...we will have the child taken to the hospital emergency room accompanied by a staff member, if possible;

...we will administer emergency first-aid

INSURANCE COVERAGE FOR MY CHILD

The YMCA covers liability insurance. Personal insurance may be purchased through your child’s school.

MEDICATION

An adult must bring medication that needs to be administered to the SAC staff. We need a parent or guardian to fill out an “Authorization to Administer Medication” form which is available from your site leader. Medication records will be kept on file at the site. All medication to be administered must be in its original container.

FOOD ALLERGIES

If your child is allergic to any food, please document the information on the enrollment form and also inform the site leader.

OBJECTION TO EMERGENCY MEDICAL ATTENTION

If your child is exempt from medical attention on the basis of religious grounds, then you, the parent, must submit to the School Age Center program a written plan by which the services of a practitioner are provided for your child by the Center.

SUPPLIES

The School Age Center will supply snacks, craft materials, equipment, board games, etc.

PARENT INFORMATION/COMMUNICATION

At each site there is a parent board with postings such as, monthly snack calendar, monthly newsletter, monthly lesson plan calendar, hours of operation, fees for child care, state license, and any non-compliances cited by the state. Important information for parents to read, such as newsletters or past due payment notices are distributed to the parents at the SAC sites.

PARENT OBSERVATION

Parents may come at any time to visit the Center (unless prohibited by Court order).

‘FUN DAYS’: NON-SCHOOL DAYS

The YMCA offers FUN DAY childcare on the days that Beloit Schools are not in session. Fun Days will be available, if there are a minimum of 8 students pre-registered. If you need childcare on these non-school days, you must pre-register at the YMCA for Fun Day(s) at least 3 school days in advance. Registration is only accepted at the YMCA where you may pre-pay for childcare. There will be a \$6 late fee assessed for all Fun Day registrations made the morning of a Fun Day. We need the students to be pre-registered in order to have adequate staff and supplies, or ample time to make cancellation calls to those who have pre-registered if the minimum number has not been met.

FUN DAY FEES:	Full Day	Half Day
	<u>7:00 a.m. – 6:00 p.m.</u>	<u>11:30 a.m. – 6:00 p.m.</u>
YMCA members	\$20.00	\$13.00
Non-Members	\$30.00	\$20.00

SAC Participants pay the member price for half day fun days only.

SNOW DAY FUN DAYS

When school is cancelled due to the weather, childcare will be provided at the YMCA 8:30 a.m. – 5:30 p.m. To register, you must call the YMCA prior to bringing your child to the Y. Be sure to pack a lunch and a swimsuit and towel for your child.

FEES: YMCA members \$22.00 Non-Members \$32.00

FINANCIAL ASSISTANCE

Financial assistance is available for those in need. Call the Stateline Family YMCA at 608/365-2261 to set up an appointment.

STATELINE FAMILY YMCA CHAIN OF COMMAND

School Age Center Site Leaders

Jennifer McClone, SAC and Day Camp Director

Ann Hankins, Associate Executive Director

Mike Ace, Executive Director



NOTE: THIS SIGNED FORM MUST BE RETURNED FOR YOUR CHILD'S FILE

**STATELINE FAMILY YMCA
SCHOOL AGE CENTER
After School Program**

Parent/Guardian Agreement

I understand that, under the guidelines of the Wisconsin State License Department, a specific student/leader ratio must be enforced. In order to comply with this regulation, I will state the arrival, departure times, and days my child(ren) will attend.

To assure my child's placement in the program, I agree to pay for these times whether or not he/she is present.

A schedule is included in this packet to indicate my childcare needs. If my child's weekly schedule changes, I will notify the SAC Director.

I further understand that I may use the program on occasions other than specified in this agreement by contacting the School Age Center Director in advance.

Parent's Manual

I have read the PARENT'S MANUAL for the School Age Center program. I agree to adhere to the Policies and Procedures as set forth in this Manual.

Date

Signature of Parent/Guardian

Signature of SAC Director