



Before and After School- Age Care

Shenango Valley YMCA
in conjunction with
Reynolds Elementary School

We build strong kids, strong families, strong communities.

As with any YMCA program, the YMCA School-Age Care Curriculum is centered in the YMCA mission and program objectives. The YMCA Mission is *to put Christian principles into practice through programs that build healthy spirit, mind, and body for all*. Y programs, such as before and after school care, are the tools YMCA's use to help participants experience the YMCA mission. In school-age care, mission activities look like this.

Spirit refers to self-esteem and willingness to help others, and the activities that develop these qualities. It also includes a sense of fun and a climate of positive energy. YMCA activities include collaboration with others, conflict resolution skills, and opportunities for success regardless of ability.

Mind refers to learning and to activities that promote learning. YMCA activities include and encourage problem solving, using school gathered knowledge, and having high expectations each time an activity is undertaken.

Body refers to health, wellness, and the activities that promote these qualities. YMCA activities include and encourage physical fitness and active games.

Curriculum context:

The specific activities associated with the various curriculum categories generally take place in one or several of the following contexts, each of which is balanced throughout the day or week.

Free Choice... the child or youth has the option of choosing from among several activities, some relatively unstructured and some that are staff-designed learning centers.

Small Group or Individual Activities... the activities available can be done either in small groups or alone.

Project Time... time is set aside in the schedule for children or youth to begin or return to a long term project needing certain space, materials, tools, or leadership.

Large Group... activities designed for large group participation, usually under the leadership of a responsible person. (e.g., reading a book, or participating in an active game such as soccer.)

Indoors or Outdoors... all of the contexts and activities above are presented or done in both outdoor and Indoor environment.

Snack... a nutritious snack, planned to meet a child's nutritional requirement, is served each day.

Core content areas:

The framework is designed around these eight core curriculum areas.

1. **Arts and humanities:** The visual and performing arts are easily integrated into after-school programs. Drama, music, art, crafts, art history, poetry, etc. are just a few of the many activities that are a part of the YMCA School-Age Care Curriculum. Self-expression along with a greater sense of imagination and creativity are just a few of the benefits children experience in a Y arts and humanities program.

2. **Character development:** In today's challenging and complex world, children need reinforcement of positive values even when they're away from home. YMCA before and after school programs take character development seriously by incorporating the values of caring, honesty, respect, and responsibility into play, learning and social activities. Through consistent teaching, modeling, reinforcement, and practice, staff help children demonstrate and accept positive values.

3. **Health, wellness and fitness:** Building strong bodies is a part of the YMCA history. Strong bodies live longer. Young bodies develop better when health and physical activity are a regular part of their daily life.

4. **Homework support:** Homework support, often requested by parents and encouraged by schools, is a part of most Y school-age programs. The staff provide a time and a place and support in helping children complete homework. A strong program also provides resource-rich environments, introduces activities that build on what children learn in the school day, and if needed, may even provide tutoring and other support services.

5. **Literacy:** Literacy, a core component in YMCA after-school learning, is just one way Y's can help support a child's success in school. Literacy includes reading, writing, speaking, gathering information, using information, thinking critically, understanding others, and expressing oneself. Writing, drama, and art activities reinforce and further explore new ideas.

6. **Science and technology:** Through age-appropriate science activities, children begin to understand the world around them, both in and out of doors. They learn about the choices they make and how these choices affect the earth and the quality of life for others. They use technology to research, study, and learn what happens in the world around them.

7. **Service-learning:** Service-learning is a deliberate process through which people of all ages and in all parts of the YMCA can develop their skills, knowledge, and civic awareness while making meaningful contributions to their communities. Service-learning encourages civic responsibility, volunteering, leadership skills, and character development. Service-learning projects might be anything from painting a mural at the Y to helping younger kids with homework.

8. **Social competence and conflict resolution:** After school programs need to be places where children, youth, and adults feel safe, understood, respected, and secure. In Y school-age programs, staff help educate children in using natural and logical consequences and encourage them to accept responsibility for their behaviors. They guide activities, give children strategies for dealing with conflict, and help them develop socially acceptable ways of interacting with one another.

General Information:

Hours of Operation:

AM Care: Monday - Friday 6:30 AM until the start of school.

PM Care: Monday - Friday School dismissal until 6:00 PM.

The center will be closed on days in which the school is closed: whether it be from holidays or due to weather. However, if the school is delayed, the center will open at it's usual time with an additional fee for the extended hours.

Admission Information:

The YMCA staff will assist each family with their admission process into our program. There is a one time (per year, per family) registration fee of \$30.00. The YMCA does not require participants to be YMCA members.

Financial assistance is available to qualified participants. If financial assistance is needed, a Financial Assistance application must be completed along with the child care packet at the time of admission to the program.

Parents Role:

We, the staff of the YMCA encourage you to take an active role in your child's development at our center as well as in other YMCA programs. A monthly newsletter from our center will keep you informed on specific activities within our center. Other information about programs available at the YMCA will also be available to you.

This handbook has been designed to inform you of our policies and procedures. If you have any additional questions or concerns, please visit the center or call the Program Director at the Shenango Valley YMCA.

Shenango Valley YMCA
925 N. Hermitage Rd.
Hermitage, PA 16148
Phone: 724-981-6950
Fax: 724-981-6951
www.svymca.com

Reynolds Elementary School
1609 Brentwood Drive
Greenville, PA 11625
Phone: 724-646-5690

The YMCA is a non-profit, charitable organization open to all people regardless of age, race, religion, ability or income. Our mission is to put Christian principles into practice through programs that provide healthy spirit, mind and body for all.

Payment Information:

Children may be enrolled on a part-time or full-time basis. Their enrollment status may change weekly with proper notification to the staff. Weekly payments are due on Mondays and daily payments are due prior to serves being provided. Checks may be made payable to the YMCA. Payment for each week is recorded in your child's file at the center. Receipts will be given back to you after each payment and the YMCA's tax I.D. number will be given to you at the end of the year.

Payments will be considered past due if not received on the appropriate dates.

A late charge of \$5.00 per day will be assessed if payment is not received on time.

The following steps will be taken if the account becomes delinquent:

- a. Written notice after one week
- b. Second written notice and payment arrangement placed in writing after two weeks.
- c. If payment of some type is not made after three weeks, written notice that the child will be withdrawn from the program until payment arrangements are made will be sent to the parent/guardian.
- d. Checks returned from the bank marked "Insufficient Funds" will be assessed an additional \$25.00 fee.

e. After two NSF checks, all past due amounts and remaining fees must be paid with a money order to continue in the program.

The Center will close at 6:00 pm. There is a late fee of \$1.00 per minute for each minute after 6:10 pm. Late pick up fees are due at the time of the late pick up. Please make every effort to contact the center if you are going to be late so that we can assure the child that you are okay.

Fees:

A.M. \$30.00 for the week - \$7.00 per day
P.M. \$30.00 for the week - \$7.00 per day
BOTH \$45.00 for the week - \$10.00 per day
\$30.00 registration fee per family
Late pick up fees \$1.00 per minute after 6:10 pm
Extended hours \$3.00 per hour

Health Information:

Each participant must have an age-appropriate health appraisal form (attached) on record prior to entrance to the program. If not received within 7 days of enrollment you will be notified by letter and your child may not continue in the program until a health appraisal is obtained in the child's file. If there are any special health considerations for your child, they must be included in the health appraisal. Your child's health is of major importance to us. You will be notified of any health concerns that may develop with your child while he/she is in our care. Please do not bring your child if he/she has any of the following symptoms:

1. Fever
2. Sore throat
3. Constant runny nose
4. Inflamed eyes
5. Persistent cough
6. Rash
7. Diarrhea
8. Vomiting
9. Any know communicable diseases
10. Lice

We are required to post a notice at the center if any child develops a communicable disease so that other parents can take preventative measures. The staff will not give medication of any type to a child without written instructions from a physician and must be brought in the original prescription or commercial container. Each parent must sign the medication log on each day the medication is to be dispensed.

Discipline Policy:

YMCA staff will take the following steps when rules have been violated:

1. The child will be asked to take a time out (Time outs will not exceed one minute for each year of age, maximum five minutes. Time-outs will be documented and parents will be verbally notified.)
2. Second time out (Parents will be notified in writing and must sign and return form.)
3. Conference with the Coordinator (CEO will be notified.)
4. Suspension
5. Expulsion (The parent has the right to a hearing in front of the Program Committee, the request must be

made in writing within 30-days.)

Inappropriate is defined as but not limited to the following:

1. Physical harm to staff or other participants
 2. Verbal abuse to staff or other participants
 3. Leaving the designated area for the program
 4. Destruction of personal, school, or YMCA property
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Staff:

All staff have the appropriate educational qualifications and clearances. The facility is operated in conjunction with the Reynolds School District and monitored by the YMCA and School District.

Child Abuse Prevention:

1. The YMCA is a mandated reporter of child abuse in the state of Pennsylvania.
 2. Each staff member has completed a child abuse prevention training program.
 3. Staff are trained in the ways to recognize suspicious activity or signs of abuse.
 4. Staff are not permitted to have planned contact with YMCA participants when they are off duty.
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I have received and read the parent handbook for the YMCA after school program operated at Reynolds School District. I have been given the opportunity to ask any questions of the staff and looked at the facility. I agree to comply with all the rules and regulations listed above.

Parent/Guardian Signature Date