

FOOTHILLS AREA YMCA Afterschool Care 2018-2019



FOOTHILLS AREA YMCA
621 North Townville Street • Seneca SC 29678
Phone: 864-962-4049 Fax: 864-309-0921
Website: foothillsymca.net

Parent Handbook

WELCOME

Dear YMCA Afterschool Care Parent/Guardian:

Thank you for selecting the Foothills Area YMCA for your afterschool child care needs. Our program is a part of a mission driven organization that puts an emphasis on our core values of caring, honesty, respect, and responsibility. We strive to provide each of the children in our care with activities that encourage a healthy mind, body, and spirit.

Please read our Parent Handbook for information on our policies and procedures.

Thank You,

**Shannon Cobb
Child Care Director**

MEET THE YMCA ASC STAFF

**Main Office: 864-962-4049
(asc@Y4all.org)**

Blue Ridge Site Director: ascbr@y4all.org
Shanna Campbell

Fair Oak Site Director: ascfo@y4all.org
Breanna Hinkle

James M Brown Site Director: ascjmb@y4all.org
Betty Ramey

Keowee Site Director: asck@y4all.org
Marissa Johnson

Northside Site Director: ascns@y4all.org
Audrey LeClair

Ravenel Site Director: ascr@y4all.org
LaShonda McCauley

Tamassee-Salem Site Director: ascts@y4all.org
Andrea Cobb

Walhalla Site Director: ascwal@y4all.org
Tosha Garcia

West/OPES Site Director: ascop@y4all.org
Morghen Davis



SCHOOL DISTRICT OF OCONEE COUNTY CALENDAR

AUGUST 2018

First Day for Returning Teachers August 09

First Day for Students August 20

SEPTEMBER 2018

Labor Day Holiday September 03

Interim Reports no Later Than September 25

OCTOBER 2018

End of Period 1 October 22

Report Cards Issued no Later Than October 26

NOVEMBER 2018

Teacher In-Service November 05

Teacher In-Service November 06

Thanksgiving Break November 21-23

DECEMBER 2018

Interim Reports no Later Than December 28

Christmas Break December 21 - January 02

JANUARY 2019

End of Period 2 & Semester January 11

Martin Luther King Day January 21

Report Cards Issued no Later Than January 22

FEBRUARY 2019

Teacher In-Service February 15

Weather Make Up Day February 18

MARCH 2019

End of Period 3 March 19

Report Cards Issued no Later Than March 29

APRIL 2019

Spring Break April 15 - 19

Teacher In-Service April 09

MAY 2019

AP Exams First two weeks in May

Interim Reports no Later Than May 02

Memorial Day May 27

End of Period 4 May 30

Report Cards Issued no Later Than May 31

JUNE 2019

Graduation June 01

Teacher In-Service June 03

ELIGIBILITY

Any child enrolled in grades 4K-5 at the locations in which it is offered is eligible for afterschool care.

Locations include: Blue Ridge Elementary, Fair Oak Elementary, James M Brown Elementary, Keowee Elementary, Northside Elementary, Orchard Park Elementary Ravenel Elementary, Tamassee- Salem Elementary, Walhalla Elementary, and Westminster Elementary (The students are bused from Orchard Park El. to Westminster El.).

ATTENDANCE OPTIONS

We offer 2 attendance options:

2 Day Attendance allows for a child to attend any 2 days of the week.

Weekly Attendance which allows for a child to attend 3 or more days a week.

We do not offer a drop-in option.

Accounts will be charged weekly according to the attendance option that you selected on the registration form.

Rates will not be adjusted for absences due to personal reasons.



FEES

ENROLLMENT FEES:

\$45/CHILD OR \$80/FAMILY (2+ CHILDREN)

WEEKLY FEES:

Weekly Attendance (Dismissal-5:30pm) Ext. (Dismissal-6:00pm)

<i>1 Child</i>	<i>\$40</i>	<i>\$45</i>
<i>2nd Child</i>	<i>\$35</i>	<i>\$40</i>
<i>3rd + Child</i>	<i>\$30</i>	<i>\$35</i>

2 Day Wkly Attendance (Dismissal-5:30pm) Ext. (Dismissal-6:00pm)

<i>1 Child</i>	<i>\$24</i>	<i>\$28</i>
<i>2nd + Child</i>	<i>\$20</i>	<i>\$24</i>

*MEMBERS RECEIVE \$5.00/WK OFF EACH CHILD FOR WEEKLY RATES (See chart above)

*MEMBERS RECEIVE \$2.00/WK OFF EACH CHILD FOR 2 DAY ATTENDANCE (See chart above)

Example of charges: If you have 4 children registered, your weekly payment will be \$135 (\$40+\$35+\$30+\$30=\$135) or (\$24+\$20+\$20+\$20=\$84) \$84 for the 2 Day Weekly Attendance.

ATTENDANCE POLICY:

At the FOOTHILLS AREA YMCA, we strive to maintain a safe and efficient staff to student ratio. Regular attendance is expected to maintain these ratios. After 2 consecutive weeks of an inactive account (not attending ASC), or 7 combined weekly absences during the school year, the student will be dropped from our roster. To reregister, a parent/guardian will be required to complete a new registration form with fee.

NEW: OUT OF SCHOOL CAMP

We will hold one day camps on select weekdays in which school is not in session throughout the school year. For details on specific dates, pricing, or to sign up, please visit us at <http://www.foothillsymca.net/childcare>.

QUESTIONS:

If you have questions that are not answered in this handbook, please contact Shannon Cobb at asc@Y4all.org or [864-962-4049 ext. 502](tel:864-962-4049).

BEHAVIOR POLICY:

Students that experience three strikes in the discipline program will not be allowed to participate in the Afterschool Care program; as per the discretion of the Site Director and/or Child Care Director.

SICKNESS POLICY:

A parent or guardian will be called to pick up a child who is sick or injured. We do not administer medicine.

NUTRITION & PHYSICAL ACTIVITY POLICY:

We strive to meet Healthy Eating and Physical Activity standards through providing healthy meals and snack during the afternoon. Each student can receive a meal/snack that is provided by the USDA feeding program daily. These meals/snacks are required to contain a whole grain and serving of fruit (in whole fruit or juice form), or low fat or non-fat milk. Water is also offered as a healthy option with each meal. Through groupwide organized games each participant is active with vigorous and moderate play.

RECEIPTS AND TAX INFORMATION:

ASC payment history invoices can be requested from the Site Director at your child's enrolled program.

End of year tax statements are automatically printed and delivered by the Site Director for all currently enrolled participants in January of each year. If your child is no longer attending or if you need to request a statement for holiday or summer camps, send your request via email to the Child Care Director at asc@y4all.org. Please allow time to process your request. The statements will be emailed to the address on file.

ADDITIONAL FEES:

-Payments for childcare are due on Fridays by 5:30 pm of the week before your child attends. Any payment received after this time is considered late and will incur a \$10 fee for each registered child. Attendance in the program will not be allowed if accounts are delinquent past one week. Parents will be notified via site director at pick up or by email.

- A \$15 fee will be charged for each returned check or credit card fee.

AFTERNOON SCHEDULE

Dismissal- 3:15

Students are to report to the designated area/room where attendance is taken, and a USDA sponsored meal/snack will be served.

3:15- 4:00

HOMEWORK/STUDY/READING TIME: Students are expected to study, read, or work on academic activities during this time. Homework Center does **not** provide one on one tutoring – rather a supervised time where questions are answered, help attained – but homework completion and checking remains the responsibility of both student and guardian/parent.

4:00- 5:30

SUPERVISED ACTIVITIES: Time dedicated to indoor/outdoor P.E, arts and crafts, cultural enrichment activities, computer time, special speakers and more.

5:30 PICK UP (6:00 for Extended Care)

All students must be picked up by 5:30 pm or 6:00 if enrolled in Extended Care.



GENERAL POLICIES AND PROCEDURES

ENROLLMENT: An individual enrollment form must be completed for each child by a parent or legal guardian. These forms are available in each school's front office, at the YMCA main office (located at 621 N. Townville St.) and on the YMCA website (www.foothillsymca.net). Forms must be completed and turned in **before** a child may participate in the program.

COLLECTION OF FEES: Child care fees are due weekly. Payments must be received by 5:30 pm on Friday the week prior to attendance.

LATE PAYMENT FEES: Any account that reflects a balance as of 5:30 pm Friday for previous or the next week's services is considered late. A \$10 late fee will be accessed to each child's account that is past due. A total of 10 late fees accessed to an account in a school year will result in dismissal from the after-school program for the remainder of the school year.

PICK-UP: Students are to be picked up from the Afterschool Care area anytime between 4:00-5:30 p.m. (6:00 for Extended Care). An After-School Care worker must release your child. Children will be released **ONLY** to those persons listed on the enrollment form as authorized to pick up. These persons must either provide a photo identification card or the correct **CODE WORD** indicated on the form. **We charge \$1.00 per minute past your child's pick-up time until you arrive. Please note you may pick up your child at any time before 5:30 PM.** Continuous late pick-ups may result in removal/dismissal from ASC.

PARENTAL ACCESS:

All parents and authorized individuals are welcome to visit our centers and are granted access to their children during the normal hours of care.

CHANGE IN TRANSPORTATION ARRANGEMENTS:

In any case where a child is to be picked up from ASC by anyone other than the parent/guardian or other authorized persons listed on the registration form, notification must be provided to the school that morning or to the Site Director via phone (call or text) or email.

SCHOOL CALENDAR:

The program will be available on all normal school days. If schools are closed for any reason, 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 the previous mentioned closings.