



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

For Office Use Only:

Date Entered: _____

Member?: _____

Draft Set Up: _____

Membership Type: _____

Copies Made: _____

Start Date: _____

2020 – 2021 Prattville YMCA Afterschool

Child #1 Information

Pin Number: _____

Camper's Name: _____ Preferred Name: _____

Age: _____ Birthday: ___/___/___ (First) (Middle) (Last) Gender: Male Female Race: _____

School Attending: _____ 2020 – 2021 Grade: _____

Site Attending: Daniel Pratt Main Pine Level Primary Kindergarten

Allergies/Additional Information: Please list any allergies your child may have, medications your child is currently taking, dietary restrictions, etc. or any other information we should know about your child. If your child requires medication to be administered during camp please fill out a medication form.

Special Needs: Does your child have any special needs our staff should be aware of?

Child #2 Information

Pin Number: _____

Camper's Name: _____ Preferred Name: _____

Age: _____ Birthday: ___/___/___ (First) (Middle) (Last) Gender: Male Female Race: _____

School Attending: _____ 2020 – 2021 Grade: _____

Site Attending: Daniel Pratt Main Pine Level Primary Kindergarten

Allergies/Additional Information: Please list any allergies your child may have, medications your child is currently taking, dietary restrictions, etc. or any other information we should know about your child. If your child requires medication to be administered during camp please fill out a medication form.

Special Needs: Does your child have any special needs our staff should be aware of?

Child #3 Information

Pin Number: _____

Camper's Name: _____ Preferred Name: _____

Age: _____ Birthday: ___/___/___ (First) (Middle) (Last) Gender: Male Female Race: _____

School Attending: _____ 2020 – 2021 Grade: _____

Site Attending: Daniel Pratt Main Pine Level Primary Kindergarten

Allergies/Additional Information: Please list any allergies your child may have, medications your child is currently taking, dietary restrictions, etc. or any other information we should know about your child. If your child requires medication to be administered during camp please fill out a medication form.

Special Needs: Does your child have any special needs our staff should be aware of?



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Legal Guardian #1 Information Is this guardian the primary contact for emergencies and communication? Yes ___ No ___

Name: _____ Birthday: ___/___/___ Gender: Male Female
 (First) (Middle) (Last)

Race: _____ Address: _____
 (Street) (City) (State) (Zip)

Place of Employment: _____ Cell Phone: (____) _____ - _____

Work Phone: (____) _____ - _____ Email Address: _____

Legal Guardian #2 Information Is this guardian the primary contact for emergencies and communication? Yes ___ No ___

Name: _____ Birthday: ___/___/___ Gender: Male Female
 (First) (Middle) (Last)

Race: _____ Address: _____
 (Street) (City) (State) (Zip)

Place of Employment: _____ Cell Phone: (____) _____ - _____

Work Phone: (____) _____ - _____ Email Address: _____

Emergency/Authorized Pick Up Information

Name: _____ Relationship: _____ Phone Number (____) _____ - _____

Name: _____ Relationship: _____ Phone Number (____) _____ - _____

Name: _____ Relationship: _____ Phone Number (____) _____ - _____

Name: _____ Relationship: _____ Phone Number (____) _____ - _____

Name: _____ Relationship: _____ Phone Number (____) _____ - _____

Photograph & Video Release

I hereby consent to and authorize the use and reproduction of any and all photographs or video footage taken of my child for YMCA promotional purposes, including web site use. I understand that I receive no reimbursement for allowing my child's photo to be taken or for the use of the photo or video.

Guardian Signature: _____ Date: _____

Cancellation Policy

I understand that the Prattville YMCA has a **TWO WEEK written cancellation policy**. I must submit this request to my Site Supervisor or Childcare Administrator in the form of a written note or email. I understand that verbal withdrawals will not be accepted. Cancellations can be emailed to kjones2@prattvilleyymca.org

Guardian Signature: _____ Date: _____



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Payment Authorization

Afterschool payment will be drafted on the Friday before the week of attendance. I authorize the Prattville YMCA to draft my bank/debit/credit account for the amount owed weekly. I understand that if my payment returns I will be charged a \$30 return payment fee. I acknowledge that I may contact the Childcare Administrator by the Thursday prior to a scheduled draft to make payment arrangements if I know my draft will return. I understand that I will be charged a \$15 late fee if my payment is not made by Friday for the following week.

Guardian Signature: _____ Date: _____

Refund Policy

I understand there will be no refunds on registration or weekly fees. I understand that there is no refund for weeks not attended. If my child is out sick for 3 or more days in a week I am able to bring in a doctor's note and will be credited for a half week.

Guardian Signature: _____ Date: _____

Participation Waiver

Participants specifically assume all risks of injury arising out of his/her presence on the premises of the Young Men's Christian Association (the "YMCA"), the use of its equipment or facilities and the participation in its activities, whether on its premises or at another location, and for myself and my heirs and assigns hereby waive, release and agree to hold free from all claims for damages the YMCA and its officers, directors, members, employees or agents. I understand the risks and dangers involved in participating in the programs and activities of the YMCA. My child is physically capable of participating in such programs.

Guardian Signature: _____ Date: _____

Guardian Authorization

- As the guardian of the child, I grant my child authorization to attend and participate in all prescribed YMCA Afterschool activities.
- I give permission to the Site Supervisor and any other designated staff to administer first aid and in the event of an emergency, to secure a physician for any medical treatment needed for my child.
- I understand that a conscientious effort will be made to locate me or another emergency contact before action is taken.
- I understand and accept that this expense will be my responsibility.
- I understand that it is my responsibility to carry primary accident insurance.
- I give my permission for my child to participate in all supervised activities such as hikes, transportation, if needed, to and from activities, field trips, etc.
- I have received a copy of the parent's manual and understand it is my responsibility to read and understand all policies included in the manual.

Guardian Signature: _____ Date: _____



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PRATTVILLE YMCA AFTERSCHOOL POLICIES AND PROCEDURES

- **PROGRAM HOURS** – school dismissal until 6:00 p.m. Pickup after 6:00 p.m. will result in late fee of \$1.00 per minute per child. If a child is picked up late 3 times without prior notice, the child will not be allowed to continue in the program.
- **PAYMENTS** – I agree to have the Prattville YMCA draft the weekly fee for my child(ren) registered in the YMCA Afterschool Program. I understand payments are auto drafted early Friday morning for the following week. If payments fall behind one week, my child will not be able to continue in the program. If payments are not made according to schedule, I understand that I will be charged a \$15 late fee and my child will **NOT** be allowed to attend the program until past due payments are made. Any exceptions or payment deferment arrangements **MUST** be approved by the Childcare Director or Administrator. Failure to pay weekly fees could jeopardize your child's spot in our program.
- **REGISTRATION FEE** – Registration fee is due at the time you register. This fee is non-refundable!
- **CREDIT FOR ABSENCES** – The YMCA will not reduce your weekly fee for days missed. When you enroll your child, you are reserving the time, space, staff, and the provisions needed for your child. If your child is absent for 3 or more days in the same week for illness with a doctor's excuse, you will be charged half price for the following week for that child. The doctor's excuse will be required upon return of your child to the program or you will be charged the full rate. If you provide the correct information and you are granted a credit, it may take two weeks to show on your account.
- **REFUNDS** – Registration fee(s) and weekly fees are **NON-REFUNDABLE!**
- **CANCELLATIONS** – The YMCA Afterschool Program is an ongoing program. We do NOT have a drop in/out policy. Once you have signed up, you will be expected to pay until you submit a **TWO WEEKS NOTICE IN WRITING IN ADVANCE (14 days). VERBAL WITHDRAWALS ARE NOT ACCEPTED.** We do not discount for weeks you do not attend.
- **RETURNED DRAFTS** – If your draft is returned, there will be a \$30 return fee.
- **PARENT'S HANDBOOK** – I acknowledge I have received a parent's handbook and I am responsible for reading and abiding by it. The parent's handbook contains issues not addressed in this form. These issues include: dress codes, illness, vacations, inclement weather instructions, etc.
- **MEDICAL CARE** – I give authority to any paramedics, hospital or physician to render immediate aid as might be required, at the time, for my child's health and safety. I understand that any expense for this service will be accepted by me. I understand that the YMCA does not provide dental, accident or medical insurance for my child(ren). I do waive and release all rights and claims for damages sustained and suffered by my child and/or family in connection with the Prattville YMCA Afterschool program and activities.
- **MEDICATIONS** – The Prattville YMCA needs a written parental authorization form, provided by your Site Supervisor, and instructions for any medication that needs to be administered. **Medicine must be in its original container with the child's name and instructions on the label.** We have been advised by the State Department not to give any type of over the counter medications. We cannot call you to ask permission to give aspirin or Tylenol. In the case of a child having any form of a medical condition (for example, migraine headaches, asthma, diabetes, etc.) you will need to have a doctor write an order stating what the child needs administered and you must provide the medication in the same manner as a prescription drug.



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- **LOST AND FOUND ITEMS** - Lost and found items will be collected each day and placed in a designated area. Any lost and found items not claimed by the end of each 9 weeks grading period will be donated to charity. Please label all your child's belongings for easier identification.
- **ELECTRONIC DEVICES** - **NO electronic devices are permitted for Prattville YMCA participants.** The YMCA will not be responsible for the replacement or repair of any lost, stolen or broken cell phones, handheld electronic devices or cameras.
- **SNACKS** - We provide a morning (during full days) and afternoon snack. If your child has a special dietary restriction, you must provide the snacks for them.
- **WHO IS AUTHORIZED TO PICK UP MY CHILD(REN)?** - Only persons authorized by you on the information form are allowed to sign a child out provided they have proper picture I.D. The staff will question those with whom they are unfamiliar by checking their authorization form and driver's license or picture ID. In an emergency, the authorized parent must contact the Site Supervisor to let them know that someone else will be picking up the child. This is for the child's protection.
- **SEPARATED PARENTS** - If parents are separated, but not legally divorced, the YMCA cannot deny access to a child by either parent. If one parent is concerned about the safety of the child when the child is with the non-custodial parent, action should be taken through the court system. Without legal documentation, the YMCA staff will not prevent access to the child by either parent.
- **DIVORCED PARENTS** - In cases of divorce, either parent may pick up a child unless a court order indicates limited visitation or no visitation (Court Order forms must be on file at the Childcare office). If parents are in the process of separation or divorce while the child is in YMCA care, every attempt should be made to keep camp staff member updated on issues affecting a child's custody or emotional well-being. If documentation shows joint custody, both parents have the right to list who can pick up the child on their days unless it states otherwise in the court documents. If a parent has full custody, the parent who has full custody must approve all persons on the pick-up list unless it states in the court documents otherwise.
- **WHERE DO I PICK UP MY CHILD UP?**
 - **Main Afterschool** – You will pick up your child at the Don M. Smith Youth Facility known as the Day Camp Building downtown. This is the third building located below the Fitness Center. If there is bad weather coming in and warnings are expected and we have time, we will transport your children to the Fitness Branch behind Food Outlet.
 - **Daniel Pratt Afterschool** – You pick up your child from the gym end of the school (same as you do if you take your child to school in the mornings). You enter from Sheila Blvd. onto Jay Street, take the first street on the left and follow this road around to the gym. You must come in through the double glass doors to sign your child in and out.
 - **Pine Level Afterschool** – You will take the 3rd drive and circle behind the school to the back parking lot and follow sidewalk to the lunchroom.
 - **Primary Afterschool** – You will enter the gym off South Washington St. The children will either be in the gym or on the playground past the trailers.
 - **Kindergarten Afterschool** – You will enter the school on the gym side on South Northington St. The children will either be in the gym or on the playground.

I AGREE TO ABIDE BY THE ABOVE POLICIES.

Guardian Signature: _____ **Date:** _____



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**Prattville YMCA Draft Authorization
Credit/Debit Card Account**

Name (as it appears on card) _____

Card Type: Master Card Visa American Express Discover

Card Number _____ Expiration Date ____/____

Security Code _____ Billing Zip Code _____

OR

Bank Routing Number: _____ Bank Account Number: _____

Weekly Total \$ _____

Draft and Attendance Agreement

1. I agree to pay the YMCA \$ _____ per week for my child(ren) to participate in the Prattville YMCA Afterschool Program.
2. This draft agreement is only for the 2020 – 2021 Afterschool Program. Any additional programs must be signed up and paid for by their registration date.
3. I understand that this draft will remain in effect for the 2020 – 2021 Afterschool program until I cancel in writing two (2) weeks in advance of the weekly Friday Afterschool draft. If I do not provide two weeks' notice in writing, I am required to pay for that week's fee.
4. I understand that the 2020 – 2021 Afterschool Program will draft on the Friday due dates.
5. I understand there is an additional fee of \$30.00 for any returned Afterschool program payment.
6. I understand weekly fees are not prorated and missed days will not be deducted from the weekly fee.
7. Pickup after 6:00 p.m. will result in late fee of \$1.00 per minute per child. If a child is picked up late 3 times without prior notice, the child will not be allowed to continue in the program.
8. I understand I must provide written notice to the childcare Administrator of any changes related to payment information. Should my payment, for any reason, not honor my 2020 – 2021 Afterschool Program draft, I am responsible for that payment and any late fees or service charges that may apply.
9. I hereby authorize the Prattville YMCA to charge the credit/debit card listed on this form for the amount(s) indicated above on each due date.
10. I certify that I have received and read the parent manual, that all the above information is true and that I will notify the YMCA staff of any changes. I understand that I am responsible for the registration and miscellaneous fees when applicable.

Guardian Signature: _____ **Date:** _____



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Childcare Parent Handbook

Afterschool Program

Welcome to the Prattville YMCA Afterschool Program!

➤ Staff

We take a great deal of pride in the quality of our staff. Supervision is provided by Site Supervisors, Group Leaders, and Counselors who work with children in small groups divided according to age or interest level. All staff members participate in a series of comprehensive training sessions with emphasis on the YMCA's core values Respect, Responsibility, Honesty, and Caring.

➤ Our Program

The Prattville YMCA Afterschool and Summer Day Camp is a Christian, family-centered childcare program.

➤ Who Should I Talk To?

Senior Childcare Coordinator, Patrick Wunschel
Childcare Administrator, Kerry Jones

Each site has a Site Supervisor and this is the key person to talk with about your concerns and questions. If you need further assistance, contact Priscilla Glasscock, Patrick Wunschel, or Kerry Jones at 358-1446. At no time should a parent or guardian approach a Counselor or Day Camper to discuss any issues. Bring any issues to the attention of your Site Supervisor for discussion.

If your child will not attend Afterschool, please notify us. If we have not received a message, we will contact you or anyone on your list to verify that your child was not to attend that day. Phone numbers will be listed on the last page.



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➤ **A Typical Day at Afterschool Will Include:**

Hours of Operation: school dismissal – 6:00pm

- Roll call
- Devotion
- Snack
- Homework
- Outside Play
- Indoor Play

Full Day Hours of Operation: 7:00am – 6:00pm

- No child may be dropped off or signed in before 7:00am for any reason

➤ **Snacks and Lunch**

Snacks – We serve an afternoon snack and drink daily. On full days we serve a morning and afternoon snack and drink.

Full Day Lunches – You must provide a lunch for your child. Please put lunches in a thermal lunchbox with a cold pack. We will not be able to store or heat up lunches. We provide a morning and afternoon snack

If your child has a special dietary restriction, you must provide the snacks for them.

➤ **Does The YMCA Provide Services When School Is Out For Teacher In-Service Days and School Holidays?**

Yes! We open the Main Site on the days that school is closed for in-service days and school holidays, provided the YMCA is not closed for that holiday. There will be an extra charge for in-service days and holidays. You will be able to sign up several days before the planned closing. **Holiday fees and Full day fees are NON-REFUNDABLE and cannot be applied to other payments.**

➤ **YMCA Holidays**

New Year's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Fourth of July	Christmas Eve
Labor Day	Christmas Day
Day before Thanksgiving	Day after Christmas

There could be another day either before and/or after one of these holidays depending on when the holiday falls during the week.



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➤ **Cancellations**

We do **NOT** have a drop in/out policy. Once you have signed up, you will be expected to pay until you submit a **TWO WEEKS NOTICE IN WRITING IN ADVANCE (14 days). VERBAL WITHDRAWALS ARE NOT ACCEPTED.** We do not discount for weeks you do not attend. Your payment secures a place for your child. We do not have vacation allowances for after school.

➤ **Inclement Weather**

We have your child and family's best interest in mind as it relates to weather. If there is a warning issued before we open, we will not open until the warning has been lifted. Should a warning or alert sound after our doors open, we will take the children to their safe area. Should you want to drop off or pick up during this time, you should go to the safe area. If you choose to leave with your child during a warning, the YMCA will be released from liability.

Should the Autauga County Schools close due to weather conditions, we will do our best to remain open as long as the weather condition does not pose a safety issue for our staff. If the school closes while school is in session, we will do our best to be at the site to accept your child and keep them until you can make arrangements to pick them up earlier than normal dismissal. Daniel Pratt Afterschool and Pine Level Afterschool will stay at their site for pick-up. Primary and Kindergarten students, who are enrolled in our program and normally stay at the school, will be transported to the Main Site for pick up.

If schools close for the day, we will do our best to open the Main Site for the children who attend any of our afterschool programs.

Watch for announcements on WSFA closures, the YMCA Facebook page, Prattville YMCA Childcare Facebook page, the YMCA constant contact e-mails, PLAYERSPACE e-mails, and our website (www.prattvilleymca.org)

If inclement weather has caused damage, road closures (due to ice or other reasons) or a curfew is posted, we will abide by the curfew times and not open until the curfew has been lifted and we have been cleared to open at which time our staff will report to work.

➤ **Vacation**

There are no vacation allowances for the Afterschool Programs.



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➤ Illness

When your child is sick they are not allowed to attend. This is for the protection of others. They should not attend until they meet the following conditions:

1. Fever free for 24 hours without medication.
2. Free from vomiting and diarrhea for 24 hours.
3. Free from Contagious illnesses for 24 hours. (Pink Eye, Strep Throat, Ring Worms, etc.)

The YMCA should be informed about the nature of any illness. If your child has a communicable disease, please notify the staff when it first appears.

Head Lice are communicable. We have a **nit free policy** and your child must be checked before they can return. We must be notified if you discover head lice because we have to treat our center just like you do your home.

If your child becomes ill during afterschool hours, you will be called and asked to come pick your child up in a timely manner. If you do not pick your child up after one hour from being contacted, you will be charged an additional fee of \$5 per hour.

➤ Medication

Medicine must be in its original container with the child's name and instructions on the label. We have been advised by the State Department not to give any type of over the counter medications. We cannot call you to ask permission to give aspirin or Tylenol. You must come administer this yourself. In the case of a child having any form of a medical condition (for example, migraine headaches, asthma, diabetes, etc.) you will need to have a doctor write an order stating what the child needs administered and you must provide the medication in the same manner as a prescription drug. If there should be a question whether a child needs further medical treatment, we will call you.

➤ Do I Receive Credit For Absences?

The YMCA does not deduct missed days from your fee. Your fee pays for direct operational costs, such as staffing, snacks, crafts and program supplies. All of these must be available for the number of children we have in the program. When you enroll, you are reserving the time, space, staff and provisions for your child whether he/she attends or not. If your child has a doctor's excuse and is absent for 3 or more days, we will apply a credit for the week following his or her absence/return. The doctor's excuse will be required upon return of your child to the program or you will be charged the full rate. If you provide the correct information and you are granted a credit, it may take two weeks to correct the payment.



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➤ If Your Child Becomes Injured

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

- A. Attempts to contact a parent or guardian.
- B. Attempts to contact you through any of the persons listed on the emergency information form you completed for us.

If we cannot contact you, we will do any or all of the following:

- A. Call 911.
- B. Have the child taken to an emergency room in the company of a staff member

If it is a serious injury, 911 will be called immediately.

➤ Insurance

The YMCA does not provide accident or health insurance. Each parent is urged to provide accident insurance coverage for his or her child.

➤ Dress Code

We are an **outdoor program** with indoor advantages. Children must dress appropriately for the weather year round.

➤ Payments

ALL FEES ARE NON-REFUNDABLE. THIS INCLUDES ANY REGISTRATION FEES.

Prattville YMCA Afterschool Programs utilize electronic drafts for weekly payments. Payments are auto drafted early Friday morning for the following week. If payments are not made according to schedule, you will be charged a **\$15 late fee** and your child will **NOT** be allowed to attend the program until past due payments are made. Any exceptions or payment deferment arrangements **MUST** be approved by the Childcare Director or Administrator and will only be possible following a meeting with them to discuss the situation. Failure to pay fees in a timely manner could jeopardize your child's guaranteed spot in our program.

➤ Returned Drafts/Insufficient Funds

You will be notified by the YMCA if your draft is returned. You will be charged a **\$30.00 service charge for all "insufficient funds"**. You must contact the Childcare Administrator to take care of this immediately. If this issue is not resolved within a week of notification, **your child will not be allowed to return to a childcare program.**



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➤ Pick Up Information

- ❖ **Do I have to sign my child in?** Yes, on full days, you must enter the site to sign your child in (children cannot sign themselves in). During the afterschool hours, we will have a roll call when they arrive at their site to check them in.
- ❖ **Do I have to sign my child out?** Yes, you must come in to sign your child out. **It is a state law that you use your first and last name on the sign out sheet along with the correct time. Children are not allowed to write on the sign in and out pages.** Children must stay with their parents until they are walked to the car (children cannot run out in the parking lot).

We cannot be responsible for your child unless he or she is signed in and out daily. Please check for information each day when you sign your child in and out. This may be in the form of notes on the sign in/out table, notes on the door, and/or notes on the sign in/out sheet. This is our way of communicating with you about upcoming events (full days, holidays etc.). We will also send out alerts through Remind and the Prattville YMCA Childcare Facebook page.

➤ Who Is AUTHORIZED To Pick Up A Child?

Only persons authorized by you on the information form are allowed to sign a child out provided they have proper picture I.D. The staff will question those with whom they are unfamiliar with by checking their authorization form and driver's license or picture ID. In an emergency, the authorized parent must contact the Site Supervisor that someone else will be picking up the child. You **MUST** provide your child's PIN number if calling to make pickup changes over the phone.

Divorced parents must provide court documentation showing custody. If documentation shows joint custody, both parents have the right to list who can pick up the child on their days unless it states otherwise in the court documents. If a parent has full custody, the parent who has full custody must approve all persons on the pick-up list unless it states in the court documents otherwise. We must have court order forms on file in the Childcare Office!

- ❖ **Separated Parents:** If parents are separated, but not legally divorced, the YMCA cannot deny access to a child by either parent. If one parent is concerned about the safety of the child when the child is with the non-custodial parent, action should be taken through the court system. Without legal documentation, the YMCA staff cannot prevent access to the child by either parent.



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➤ Gymnastics

- ❖ Main Afterschool program can sign up for gymnastics that start at 4:00 pm. Main Site children will be walked up for class (weather permitting). You must sign a form at Main that gives us permission to walk them up and/or pick them up. 5:00pm is the latest we will take a child up to class or pick them up from class. After 5:00pm, you will be responsible to take them or pick them up. **If we have inclement weather, we will not be able to walk your child to gym.**
- ❖ Daniel Pratt Afterschool children can sign up to be transported to the Main Site by the YMCA bus after it completes its school routes. **There is a bus transportation fee.** You must sign up for this service at the time you register for your class.

➤ Where Do I Pick Up My Child?

Main Afterschool – You will pick up your child at the Don M. Smith Youth Facility known as the Day Camp Building downtown. This is the third building located below the Fitness Center. If there is bad weather coming in and warnings are expected and we have time, we will transport your children to the Don M. Smith Branch and go to our safe place until you can make arrangements to pick your child up.

Daniel Pratt Afterschool – You will pick up your child from the gym end of the school (same as you do if you take your child to school in the mornings). You enter from Sheila Blvd. onto Jay Street and follow this road around to the gym. You must come in through the double glass doors to sign your child out. If there is bad weather coming in and warnings are expected, we will go to our safe place in the school until you can make arrangements to pick your child up.

Primary Afterschool – You will pick up your child from the Primary Gym. If there should be inclement weather, then they will be in the school building behind the gym. A note will be posted on the gym door if this occurs. If there is bad weather coming in and warnings are expected and we have time, we will transport your children to the Don M. Smith Branch behind the old Hardees.

Kindergarten Afterschool – You will pick up from the Kindergarten Gym. If you are facing the Kindergarten School, it will be to the right end of the property. To pick up your child, you will enter the gym doors on the side of the school that are across the street from the Doster Center. If they are not in the gym, they will be on the playground. If there is bad weather coming in and warnings are expected and we have time, we will transport your children to the Don M. Smith Branch behind Hardees.

Pine Level Afterschool – This site meets in the Pine Level Lunchroom. Go directly behind the school to the parking lot next to the dumpsters. Then you will follow the sidewalk to the lunchroom. **DO NOT** enter through the front of the school. If there is bad weather coming in and warnings are expected, we will go to our safe place in the school until you can make arrangements to pick your child up.



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➤ **What Happens If I Am Late Picking Up My Child?**

We appreciate your respect for our hours of operation. We all have families who count on us to be home on time. If you are LATE in picking up your child, you will be charged \$1.00 per minute per child. This fee is due at the time of pickup or will be drafted following day.

➤ **Income Tax Statements**

Our tax I.D. number is 63-6052425.

As a courtesy, we prepare a childcare statement of payments made. These forms can be picked up after January 31st each year at the front desk of the Bradford Branch. You can also find your year-end tax statement in your online account at <http://prattvilleyymca.org>

➤ **Phone Numbers To Keep Handy**

Patrick Wunschel, Senior Childcare Coordinator – 358-1446 or 819-0023

Kerry Jones, Childcare Administrator – 358-1446 or 224-5877

Main Afterschool – 361-0394

Daniel Pratt Afterschool – 799-3044

Primary Afterschool – 799-3052

Kindergarten Afterschool – 799-3049

Pine Level Afterschool – 799-3051

Prattville YMCA Preschool & Childcare Offices – 358-1446

Willis Bradford Branch (East YMCA) – 358-9622

Don M. Smith YMCA – 365-8852

Please review the Code of Conduct and Behavior Management
Procedures on the following pages with you child(ren)
Prior to the first day of camp



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FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PRATTVILLE YMCA AFTERSCHOOL PROGRAM CODE OF CONDUCT

The goal of the Prattville YMCA Afterschool Program is to provide a healthy, safe, and secure environment for its campers. The YMCA teaches the core values of caring, honesty, respect, and responsibility. Children who attend the program are expected to follow the behavior guidelines and to interact appropriately in a group setting.

Behavior Guidelines

Campers are **Responsible** for their actions.

Campers must **Respect** each other and the environment.

Honesty will be the basis for all relationships and interactions.

Campers will **Care** for themselves and those around them.

When a child does not follow the behavior guidelines, we will take the following steps:

1. Staff will redirect the child to more appropriate behavior.
2. The child will be reminded of the behavior guidelines and YMCA Afterschool Program rules, and a discussion will take place.
3. If the behavior continues, a parent will be notified of the problem. The parent will be told what the behavior problem is, what provoked the problem, and the corrective action that was taken.
4. If the problem still persists, staff will schedule a conference that includes the parent, child, staff, and program director.
5. If a child's behavior at any time threatens the immediate safety of that child, other children, or staff, the parent may be notified and expected to pick up the child immediately.
6. If the problem persists and the child continues to disrupt the YMCA Afterschool Program, the YMCA reserves the right to suspend the child from the program. Expulsion from the program will be considered in extreme situations.

The following behaviors are not acceptable and may result in the immediate suspension or expulsion

1. Endangering the health and safety of children and/or staff, members, and volunteers.
2. Stealing or damaging YMCA or personal property.
3. Leaving the YMCA Afterschool Program without permission.
4. Continuing to disrupt the program.
5. Refusing to follow the behavior guidelines or YMCA Afterschool Program rules.
6. Using profanity, vulgarity, or obscenity frequently.
7. Acting in an unacceptable manner, including acts or threats of physical or mental harm.
8. Taking and posting photos of others without permission (internet, Facebook, Snapchat, etc.).
9. Bullying of any sort will not be tolerated. (Verbal, physical or mental).
10. Use of tobacco, alcohol, illegal drugs, knives, firecrackers, firearms, explosives or items used as weapons.
11. Children befriending a staff member on a social media outlet, texting and/or calling staff members.



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YMCA Behavior Management Procedures

Philosophy

The YMCA strives to maintain a positive approach to managing children's behavior at all times. "Discipline" is the process of teaching self-control and the ability to live within limitations and agreed upon guidelines. Expected behavior guidelines are established by the staff and children at each program center. Positive behavior is self-rewarding and allows for program activities to occur. When children choose to behave outside of the guidelines, some consequence is required to avoid future problems. The overall safety of all children in the program is our highest priority.

The Process

As mentioned above, when positive behavior is displayed, the consequences are participation and enjoyment of planned activities. In cases of negative or inappropriate behavior, the following process will be employed.

1. Reasoning: Every effort will be made to help the child understand the inappropriateness of his or her actions and agree to an alternate form of behavior.
2. Removal from the Specific Activity: When reasoning has been pursued and behavior has not changed, removing the child from the activity involved for an appropriate amount of time is necessary.
3. Child/Director Conference: When the program leader is not successful in correcting behavior, the program director is consulted and may decide on longer or stricter consequences if necessary.
4. Parent Conference: If the parent needs to be formally involved in the process, specific changes in behavior will be requested, with specific consequences.

Removal from Program for Inappropriate Behavior

If the above process has not resulted in corrected behavior, the family will be asked to remove the child from the program.

The safety of the child is the highest priority for setting behavior management procedures.

1. When a child has a serious discipline problem (on any ONE occasion), the parent may be called by staff and asked to pick up the child within one hour of the call. (Bullying, Biting, or Injuring another child or staff member is a serious discipline problem.)
2. Should it be determined by the YMCA staff that a child poses a serious discipline problem; the child may be suspended from the program for a period of 1-5 days or **may be removed from the program entirely.**

Definition *A disciplinary problem is defined as one in which a child is hampering the smooth flow of the program by either requiring constant one-on-one attention; is inflicting physical or emotional harm on other children; is physically and/or verbally abusing staff or is otherwise unable to conform to the rules and guidelines of the program.