

YWCA of Alexandria/Pineville

After School Program

Parent Booklet

After School Care Program Overview:

Our After School Care Program provides a fun, safe place for kids to learn, grow and thrive. Children have the opportunity to complete homework, play outside, and participate in indoor activities including crafts and games. Children will be picked up from their school and brought to the YWCA by the YWCA van. After School Care Counselors will supervise and facilitate activities with children.

Homework Room – The Homework Room is offered to students to provide homework assistance. An After School Care staff member will be in the Homework Room to assist students. If you want your child to go to the homework room every day, please indicate so on the registration form.

After School Care Rates/Payments:

Registration - Each family must pay \$60.00 per child, to cover fees at the time of registration. No fees will be prorated or waived. No application will be accepted without the full payment of \$60.00.

Weekly Rates – \$75.00 per week per child. Tuition will not be prorated or waived. Due to limited van space, tuition secures your child's spot on the van. You will be charged regardless of whether your child is attending/riding for the week.

Holidays – When school is OUT, the Y is IN! We offer All Day Care on days the children are out of school at an additional cost. The monthly newsletters will let you know the upcoming All Day Care days and the cost for those days.

All accounts must be set up with our automatic payment system. Accounts will be debited on Friday for the current week. If you would rather pay with a different payment method (cash, check, etc.), you must pay by Tuesday at 5:30 p.m. to avoid having your account withdrawn using our automated system.

Any account with an NSF charge will be charged \$25.00. The account balance and NSF charge must be paid in cash. All tuition and fees must be paid in full for your child to continue in the program.

After two nonsufficient payments or declines, you will be required to make your tuition payment on Monday for the current week. If your payment is not made by Monday at 2:00 p.m., the van will not be able to pick up your child.

Guidelines and Regulations:

The YWCA has specific guidelines and regulations in place designed with your child's safety in mind.

Cell Phones/Electronics - Cell phones/electronics are not allowed at the YWCA. All items found will be confiscated and given to guardians at the end of the day.

Personal Belongings -The YWCA is not responsible for lost or stolen items. We ask that your child does not bring toys or special items. There is a Lost & Found located in the lobby of the YWCA. Guardians are free to

look through the lost and found at any time.

Medication - The YWCA will not administer any medication to any child. The parent or other designee will be responsible for administering all medication (prescription or non-prescription).

Reporting Communicable Disease - Children diagnosed with a communicable disease, infection, rash, or head lice must present a doctor's release before returning to the YWCA. For the safety and well-being of children and staff, parents must notify the YWCA at 318.442.3397 of the situation at the time of diagnosis. Guardians will be notified (child's name will not be disclosed) of the situation so that appropriate precautions may be taken.

If you are called due to illness your child must be picked up within 30 minutes of the phone call.

Pick-up - We will have a staff member outside to sign your child out of the YWCA. We ask that all guardians and individuals picking up children have their driver's licenses ready. Only individuals listed on a child's registration form will be authorized to pick up your child.

Please go through the carline when picking up your child. If you need to come inside the YWCA, you must pull into a parking spot. Please do not park in the No Parking Zone in the front; between the two awnings.

The YWCA closes at 5:30 p.m. If a child is picked up after 5:30 p.m., you will be charged \$10.00 for the first minute and \$1.00 per minute after 5:31 p.m. All late fees must be paid in cash within two days of the late pickup. After two times of picking up a child after 5:30 p.m., that child must be picked up by 5:00 p.m. for the remainder of the school year. This rule is not meant to be harsh, but our staff has families and obligations outside of the YWCA.

Discipline - In the event children do not adhere to the established YWCA rules and guidelines, the following disciplinary procedures will be followed. The YWCA reserves the right to bypass one or all steps listed below based on the severity of the infraction.

- 1st warning – Timeout and/or privilege (playtime, etc.)
- 2nd warning – A child will receive only one verbal warning and/or timeout per day. A behavior note will automatically accompany the second warning and/or timeout.
- Any child who receives two or more additional behavior notes within a two-week time period, or by supervisor's discretion, will receive an immediate one-day suspension from the program.
- If a child receives two more additional behavior notes during the remainder of the program, an immediate three-day suspension from the program will be applied.
- After a child receives a three-day suspension, the next behavior note will result in expulsion from the program.
- Any child expelled from the program may not be eligible to return to the YWCA indefinitely. Each case will be handled on an individual basis.

- Immediate suspension or expulsion from the YWCA will result from severe disregard of the rules including, but not limited to physical, aggressive behavior to others, damaging property, or theft.

Communication:

Newsletters informing you of important dates and information will be e-mailed to you at the beginning of every month. Please make sure you are checking your emails to find out the dates we will be open/closed for holidays and the cost of those weeks.

Please feel free to contact us during business hours with any concerns, suggestions, or comments regarding the program. Parent and child input is always welcome. Our phone number is 318.442.3397 or you can email Program Director, Morgan Melder at morgan@ywcaalex.org.

If your child will not be picked up by the YWCA van, the YWCA must be contacted by 2:00 p.m. so that we may inform our van drivers. Waiting on absent children causes our vans to be late at other schools.

Policies:

Abuse and Neglect Policy - As mandated reporters, all center staff shall report any suspected abuse and/or neglect of a child in accordance with LA R.S. 14:403 which requires all childcare centers to report any suspected abuse and/or neglect to the local Child Protection Agency.

Confidentiality Policy - The management staff of the YWCA Alexandria/Pineville shall maintain and secure against loss, tampering, or unauthorized use, of all children's records and will place these records in an office that is secured from the public. Only staff members directly involved in the care of a child shall have access to their records. Staff members have received documentation and have signed documentation relating to the confidentiality of all children's records. Employees of the center shall not disclose or knowingly permit the disclosure of any information concerning the children and/or his/her family, directly or indirectly, to any unauthorized person. The center director shall obtain written, informed consent from the parent prior to releasing any information to any parties except for authorized state and federal agencies.

Non-Discrimination Policy - The YWCA Alexandria/Pineville will not deny the enrollment of any child on the basis of race, color, creed, sex, national origin, handicapping condition, or ancestry. At the YWCA Alexandria/Pineville, all children are equal.

Snack/Canteen: You can send a snack in your child's backpack for After School Care. If you would like, we have canteen available for snacks. Everything in canteen is \$1 or \$2. You can send as much money as you would like, and we can keep it on a "tab" for your child.