

YWCA of Alexandria/Pineville

After School Program



Parent Booklet

YWCA After School Care

We are excited to have you and your child as part of our After School Program! Children will be picked up from their school and brought to the YWCA by the YWCA van. Upon arrival, children will receive a snack and be able to go outside and play or do their homework in the homework room. We have a staff member in the homework room that can help them if needed. If you want to require your child go to the homework room EVERY day, please indicate this on the registration form. Children must be picked up by 5:30 p.m.

Weekly Rates

- Each family must pay \$55.00, 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 \$55.00.
 - \$55.00 Registration Fee
 - Covers processing of application
- Weekly rates are as follows:
 - \$60.00 per week per child
- Weekly tuition is \$60.00 per week regardless if your child attends due to limited van space.
- We offer 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. We will be CLOSED: Veterans Day, Thanksgiving Day and the following day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Jr., Day and Good Friday.
- 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 in order for your child to continue in the program.
- All accounts will 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with a different payment method (cash, check, etc.), you MUST pay by Tuesday at 5:30 p.m. to avoid having your account withdrawn using our automated system.

Guidelines and Regulations

The following guidelines and regulations are designed with your child's safety in mind. Thank you for your cooperation!

Pick-up

We will have a staff member outside to sign your child out of our center. Please have your driver's license ready when picking up your child. Only those people listed on a child's registration form will be authorized to pick up your child.

Please do not park in the No Parking Zone in the front; between the two awnings. You must pull in a parking spot.

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. to be paid in cash at the time of pick up. 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 summer. This rule is not meant to be harsh, but our staff has families and obligations outside of the YWCA.

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).

Snack

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

Cell Phones/Electronics

Cell phones/electronics will not be allowed at the YWCA. Phones will be confiscated and given to parents at the end of the day.

Personal Belongings

The YWCA is not responsible for lost or stolen items. However, we do provide a Lost & Found. Parents are free to look through the lost and found at any time.

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. Parents 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.

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 Marle Chapman at marle@ywcaalex.org.

We ask that you only call the YWCA to speak with your child in emergency situations. We have lots going on during the summer and have limited staff.

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.

Discipline

In the event children do not adhere to the established 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 (i.e. swim time, 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.

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 child care 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, all children's records and will place these records in an office which 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.

Questions and concerns are always welcome. We have an open door policy at the YWCA and if we can be of any assistance, please do not hesitate to contact our office.

We are looking forward to a great school year!