



YMCA
Parent
Handbook
2009-2010



*Answers to all your After
School questions!*

Frisco Family YMCA
2401 Internet Blvd Suite 100
Frisco, Texas 75034
Phone 972-335-3222
Fax: 972-335-8165

Russell Creek Family YMCA
3300 McDermott
Plano, Texas, 75025
Phone 214-705-9459
Fax: 214-705-8215

Plano Family YMCA in Legacy
5101 Tennyson Prkwy.
Plano, Texas, 75024
Phone 972-378-9622
Fax: 972-473-6274

YCHILD CARETM

We build strong kids, strong families, strong communities.

Welcome to YMCA After School

2009-2010

Dear Parents,

Thank you for enrolling your child in the YMCA After School Care Program. At the YMCA your child will learn to build lasting relationships, engage in stimulating learning activities, and have safe fun! Most importantly, it is a place where they will learn about the YMCA character values, trustworthiness, respect, responsibility, fairness, caring and citizenship.

The After School Program will be a place in which each child will be admired and respected for being an individual, as well as part of our After School family.

This handbook has been provided for you as a guide to our policies, procedures, and general program information. Please feel free to contact us regarding any questions and/or concerns you may have.

Sincerely,

YMCA After School Staff

Mission Statement:

To put Christian values into practice through programs that build a healthy spirit, mind, and body for all.



Goals and Objectives

The Goal of the YMCA After School Program is to help participants grow spiritually, physically, and mentally. The program also strives to provide challenging activities in both small and large group settings under the guidance of caring, well-trained staff members. YMCA After School gives children an experience that lasts a lifetime!



The YMCA After School Program seeks to help participants do the following:

Grow Personally

Through activities children can grow and discover their own self-worth, setting their own goals and working toward them.

Develop Specific Skills

Children develop skills related to the activities through content in our curriculum that will stimulate their minds.

Improve Personal and Family Relationships

We place special emphasis on this objective, as it helps participants grow in their relationships with peers and family members.

Become Better Leaders and Supporters

Everyone participates in a variety of roles, and everyone is encouraged to both lead and support. Principles of leading and of supporting are taught, practiced, and encouraged.

Appreciate Diversity

Through equal access for all members of the community, the YMCA seeks to lift barriers associated with race, creed, sex, ethnic background, or the physically handicapped and to appreciate the rewards gained in this endeavor.

Have Fun

After School Sites Locations

We are happy to say we are in all the Elementary schools in the Frisco, Celina, Little Elm and Prosper School Districts. We also offer bus routes to select Plano ISD Elementary and Middle Schools. Plano ISD after school care will be located at the Plano Legacy YMCA.

Celina ISD Schools Addresses

Celina Elementary
550 South Utah, Celina, 75009

Frisco ISD Schools Addresses

Allen Elementary
5800 Legacy Drive, Frisco TX 75034

***Anderson Elementary**
2800 Oakland Hills, Plano 75025

Ashley Elementary
15601 Christopher Lane, Frisco 75035

Bledsoe Elementary
1900 Timber Ridge Dr, Frisco 75034

Boals Elementary
2035 Jaguar Dr, Frisco 75034

***Borchardt Elementary**
4300 Waskom Dr, Plano 75024

Bright Elementary
500 Woodstream, Frisco 75034

Carroll Elementary
4380 Throne Hall Dr, Frisco 75034

Christie Elementary
10300 Huntington Rd, Frisco 75035

Corbell Elementary
11095 Monarch Dr, Frisco 75034

Curtsinger Elementary
12450 Jereme Trl, Frisco 75035

Fisher Elementary
2500 Old Orchard Rd, Frisco 75034

Gunstream Elementary
7600 Rock Ridge, Frisco 75035

Isbell Elementary
600 Maltby Dr, Frisco 75035

Mooneyham Elementary
2301 Eden Dr. McKinney 75070

Ogle Elementary
4200 Big Fork Trail, McKinney 75070

Pink Elementary
3650 Overhill Dr, Frisco 75034

***Riddle Elementary**

8201 Robinson Dr, Plano 75024

Robertson Elementary
2501 Woodlake Dr., Little Elm, 75068

Rogers Elementary
10500 Rogers Rd, Frisco 75034

Sem Elementary
12721 Honey Grove Dr, Frisco 75035

Shawnee Elementary
10701 Preston Vineyard, Frisco 75035

Smith Elementary
9800 Sean Drive, Frisco 75035

Sparks Elementary
1251 Olympic, Frisco 75034

Spears Elementary
8500 Wade Blvd, Frisco 75034

***Taylor Elementary**
9865 Gillespie Dr, Plano 75025

Little Elm ISD Schools Addresses

Chavez Elementary
2600 Hart Rd, Little Elm 75068

Lakeview Elementary
1800 Waterside Dr, Little Elm 75068

Hackberry Elementary
7200 Snug Harbor, Little Elm 75068

Zellers Elementary
300 Lobo Lane, Little Elm 75068

Prosper ISD Schools Addresses

Baker Elementary
3125 Blue Wood Dr., McKinney, TX 75071

Folsom Elementary
800 Somerville Dr., Prosper, 75078

Rucker Elementary
402 South Craig, Prosper, 75078

***Russell Creek Contact Branch.**
(214)705-9459

After School Sites Locations

Plano ISD Schools

(Bus Routes to Plano YMCA in Legacy)

- *Bethany Elementary
2418 Micarta Drive Plano, TX 75025
 - *Brinker Elementary
3800 Clark Parkway Plano, TX 75093
 - *Carlisle Elementary
6525 Old Orchard Drive Plano, TX 75023
 - *Centennial Elementary
2609 Ventura Drive Plano, TX 75093
 - *Daffron Elementary
3900 Preston Meadow Drive Plano, TX 75093
 - *Gulledge Elementary
6801 Preston Meadow Drive Plano, TX 75024
 - *Haun Elementary
4500 Quincy Lane Plano, TX 75024
 - *Hightower Elementary
2601 Decator Drive, Plano, TX 75093
 - *Huffman Elementary
5510 Channel Isle Drive Plano, TX 75093
 - *Mathews Elementary
7500 Marchman Way, Plano TX 75025
 - *Wells Elementary
3427 Mission Ridge Road Plano, TX 75023
 - *Fowler Middle School
3801 McDermott, Plano TX 75025
 - *Renner Middle School
5701 West Parker Road Plano, TX 75093
 - *Rice Middle School
8500 Gifford Drive Plano, TX 75025
 - *Robinson Middle School
6701 Preston Meadow Drive Plano, TX 75024
 - *Schimelpfenig Middle School
2400 Maumelle Drive Plano, TX 75023
 - *Skaggs Elementary
3201 Russell Creek Plano, TX 75025
 - *Wyatt Elementary
8900 Coit Road Plano, TX 75025
- *Plano YMCA in Legacy Contact.
(972)378-9622**

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Days and Hours of Operation

Program Hours

The YMCA After School Program operates Monday through Friday in accordance with your ISD's calendar. Care is provided on early dismissal days. All programs run from the end of the school day to 6:30 p.m. Late fees will incur after 6:30pm (\$1/minute after 6:30pm). Please refer to the billing section of this guide for fee information.



Fun Club

All day care is provided as an option on designated school holidays. Fun Club is NOT included in your After School fees. A sign-up form and fees will have to be submitted for care for these days. Fun Club hours are from 7:00am and 6:30pm and are held at multiple Elementaries in FISD, Prosper ISD and Plano Legacy YMCA. Spaces are limited. Please refer to the Fun Club form for dates, locations, registration deadlines and fees. **Please remember to provide your child with a sack lunch on Fun Club dates.**

Please refer to YMCA Branch websites for fun club dates:

www.friscoymca.org
www.russellcreekymca.org
www.planoyymca.org

Dates may be added or removed due to district calendars

After School Program Activities

Curriculum Activities:

- Teacher-tutor homework support at select schools
- Large and small group games
- Manipulative centers
- Character development
- Arts 'n' Humanities
- Social Skill Building
- Health and Fitness
- Abrakadoodle



The curriculum will also feature content from the following programs:

Adventures in Math and Science A.I.M.S

AIMS is a non-profit organization dedicated to enriching, teaching, and learning through “Activities Integrating Mathematics and Science.” Designed by teachers for teachers, AIMS activities and curricula are extensively field tested and aligned with key math and science standards, including many state standards. Teachers and students in more than 40,000 schools have seen their understanding of math and science soar by using AIMS hands-on investigations.

Great Explorations in Math and Science G.E.M.S.

GEMS is a hands-on science enrichment program. Science content reflects life and science as an inquiry. Subject matter and learning goals are taken from the National Education Standards. There is a strong emphasis on cooperative learning, problem solving, literature connections, and real world relevance.

“ Students enrolled in the new, hands-on programs scored an average of 20 percentile points higher on science process tests than students in conventional programs” (Bredderman)

Kidz Lit

Kidz Lit is an all encompassing reading program. The goal is to bring good books to life. A variety of curricular components are integrated to encourage children to think and apply knowledge. Art, drama, music, writing, discussions, and games reinforce and expand upon a child’s existing skill level. With Kidz Lit, children get excited about books.

General Program Information

Licensing

The YMCA After School Program will abide by all standards regarding child care prescribed by the Texas Department of Family and Protective Services and by the YMCA of Metropolitan Dallas. **In order to attain full compliance with these standards, parents must complete all enrollment forms thoroughly and provide new information promptly as changes occur during the year or children will be dropped from the program.** You may contact licensing by calling 214-951-7902, or by going to their website www.tdprs.state.tx.us.

Absences

If your child is absent from the After School Program, please notify the YMCA staff before 12:00 p.m. on the school sites phone. Be sure to give your name, child's full name, your drivers license number, and which school they attend. **A \$3 charge will be assessed if no notification of an absent child is given. A \$5 charge will be assessed if your child is on a bus route. If your child attends a FISD, LEISD, CISD or a Prosper ISD after school program, please contact your child's site on the site phone. If your child attends a Plano ISD school please contact the Russell Creek or Plano YMCA in Legacy absence lines.**

Snacks

Individually wrapped snacks are provided for your child daily.

Personal Belongings

Remember to label all items brought to the program. Encourage your child to be responsible for their belongings. **The YMCA cannot be responsible for lost items. We suggest leaving all personnel items at home.**

Sign In/Out

All children are expected to check in with the YMCA staff no later than 10 minutes after the school's release bell. Parents must sign their child/ren in and out every day with their full signature, not just initials. **Children who do not abide by this policy are subject to dismissal from the program. Drivers License numbers and Names must be on file before a child is released. If your child is participating in extracurricular activities after school (example: tutoring) a note detailing the time and days of these activities is needed.**

Procedures for Release of Children

Children will only be released to the parents if their driver's license number is on file. **If someone else will be picking up your child, you must notify the staff by site phone. You will need to give your name, your driver's license, the name of the person picking up your child, and their driver's license number.**

Procedures for Release of Children

All emergency contacts and parents will need to show proof of identification. **If being released to a minor, the minor must have a YMCA notarized form filled out by the parent on file, along with proof of identification. A minor must be at least thirteen years of age.**

Illness and Exclusion Criteria

If a child becomes ill at the program, his/her counselor will notify the parent. Children who are ill must be picked up immediately and be kept at home until they have recovered. A child must be fever free for twenty-four hours before returning back to the program. If a child develops a contagious disease, please inform us immediately. Refer to page 10 of the ASP Parent Handbook.

Medication Policy

Medications will not be dispensed

Procedures for Handling Medical Emergencies

In the event of a medical emergency, the Program Director will be notified, as well as the parents. A certified person will give First Aid immediately. In most cases, the injured person should not be moved. If more than First Aid is needed, the staff will call 911. In the event that the parent or guardian cannot be reached, the employee having immediate supervision should check parent's emergency authorization for instructions on treatment of child. If the child needs to go to the hospital, staff will take the health history and emergency authorization with the child to the hospital or send it with the paramedics. A YMCA Staff member will accompany the injured child to the hospital. After the immediate emergency has passed, a written statement and the proper After School forms will be filled out.

Staff Statistics

All members of our skilled staff meet all YMCA qualifications. Each Staff member is certified in CPR, First Aid, and Blood Borne Pathogens. Staff members are at least 18 year of age with the exception of 16—17 year olds in a co-op program. Criminal background checks along with reference checks are conducted. YMCA staff members attend 30-50 hours of after school training a year. All staff must sign the YMCA code of ethics and are subject to random drug testing.

Supervision

Staff will never leave a child unsupervised. Each YMCA After school site will hold a 1 to 15 ratio at all times.

Outside Fraternization

Staff will not fraternize with YMCA children outside the programs, including baby-sitting or inviting children home.

Release to a Minor

A Child 13 years of age or older may pick up your child from care with a valid Government issued ID and minor to release form signed and notarized and turned in to the YMCA.

Ozone Alert Days/Rainy Days

During Ozone Alert days or rainy days the children will be involved in indoor activities. This precaution is for your child's safety as well as the staff.

Items Not to Bring to After School

These items are not to be brought to the program: toys, jewelry, video games, radio, money, knives, or any type of weapons. The YMCA is not responsible for any lost, broken, or stolen items. **If these items are brought to the program they may be confiscated and returned to the parent at the end of the day and disciplinary action may be taken.**

Transportation

The After School Program will only be transported from a location due to bus routes, in the event of an emergency, or if your child is attending the full week Fun Clubs (Winter Break & Spring Break).

Procedures for Parents to participate in the Child-Care Center 's

Operation and Activities

Parents must notify the Program Coordinator and/or Director at least forty-eight hours in advance. Parents must adhere to the Policies and Procedures set forth by the YMCA of Metropolitan Dallas.

Procedures for Parents to Review a copy of the minimum standards and the child-care center 's most recent Licensing inspection report

All licensing reports are kept on site. Parents may look at a copy of the minimum standards and site's more recent Licensing inspection report at any time during the normal hours of operation.

[Instructions on how a parent may contact the local Licensing office,](#)

[TDFPS child abuse hotline, and TDFPS website](#)

TDFPS child abuse hotline: 1-800-252-5400

TDFPS website: www.dfps.state.tx.us

TDFPS Plano Office: 550 E. 15th, STE: 120 Plano TX 75074

Tel: (469) 229-6900 xt. 6901

TDFPS Denton Office: 3612 E. McKinney, Denton TX 76201.

Tel: (940) 381-2607

[YMCA Playground](#)

The Frisco Family YMCA's afterschool sites are located on a public school facility, therefore we are not required to meet the same safety requirements for outdoor play equipment as specified by licensing standards.

[Rules and Discipline Policies](#)

GENERAL HOUSE RULES

- ◆ Hands, feet, and objects to yourself.
- ◆ Always go somewhere with a counselor.
- ◆ Respect counselors and obey all rules set by them.

REWARD FOR GOOD BEHAVIOR

- ◆ Positive phone calls or comments to parents.
- ◆ Special treats.
- ◆ Certificate of good behavior.
- ◆ Being made the good example

CONSEQUENCES OF BREAKING RULES

- ◆ Warning - a clear message.
- ◆ Redirection to another area or activity.
- ◆ Renewal time.
- ◆ Repeat renewal time.
- ◆ Staff discuss behavior with child.
- ◆ Parents notified of behavior
- ◆ Program Director is called for conference with child.
- ◆ Repeated offenses, child is sent home or suspended from program.
- ◆ Incident reports are filed in child's folder.



CONFERENCES

Conferences will be held as necessary. If a child has a specific need or problem, the parents will be notified and the conference will be scheduled. Parents may request a conference if they feel a need to discuss their child's progress. All conferences are confidential.

Frisco Family YMCA HOP: 972-335-3222

Russell Creek YMCA: (214) 705-9459

Plano YMCA in Legacy: (972) 378-9622

INFORMAL CONFERENCES

Feel free to inquire at any time about your child. We love to praise your child and we enjoy relating daily experiences.

CHANGES IN PROGRAM POLICIES

Parents will be informed of any policy changes through email, flyers, letters and/or notifications from the site.

PARENT OBSERVATION/ INTERACTION

Parents are always welcome to observe. Please try to let us know in advance, so we can make proper arrangements.

PROGRAM PARTICIPANT AND MEMBER BEHAVIOR POLICY STATEMENT

The YMCA reserves the right to warn, suspend, or dismiss any program participant or member from our programs and facilities upon the following conditions:

- ◆ If their behavior poses a threat to themselves or others.
- ◆ If they require an inordinate amount of attention from the staff thereby causing inadequate levels of supervision for the remainder of the participants or members.
- ◆ If their behavior is determined to be inappropriate within the scope and spirit of the YMCA values.
- ◆ For any reason within the discretion of YMCA management.

YMCA

- ◆ No YMCA reason.
 - ◆ Children will
 - ◆ Children will YMCA em-
- tolerated.



DISCIPLINE POLCY

- ◆ employee may strike a child for any
 - ◆ not be threatened with physical punishment.
 - ◆ not be allowed to show disrespect to ployees by action or words. This will not be
- ◆ Discipline will be handled in a mature and fair manner. Demeaning words such as "shut up" will not be used.
 - ◆ Children will be told why they are being disciplined. Our attitude will be one of "I like you, but I don't like what you did".

YMCA DISCIPLINE POLICY (cont.)

- ◆ Abusive language, mishandling of equipment, or defacing of property will not be allowed.
- ◆ Food, water, or use of toilets will never be denied or used as discipline.
- ◆ Brief, supervised separation from the group will be the primary form of discipline. No child will be placed alone or locked in a room.
- ◆ Children must walk and keep their hands and feet to themselves.
- ◆ Any child that willfully disobeys any rules, policies, or procedures of the YMCA is subject to immediate suspension and/or dismissal from the program by the Site Director and/or YMCA Program Director.

In the event that suspension or dismissal is deemed necessary at the discretion of the Site Director and/or YMCA Program Director, the parents will be notified personally. The day of such action will be the last day that the child is allowed to attend. When talking to a child who is being corrected the staff will use the words, "disciplined" instead of "punishment". Punishment implies "getting even" whereas "discipline" is instruction and training of the mind, body and moral faculties. (Webster)

Registration Procedures

How and where?

Parents must register their child at local YMCA by noon of the start date. Registration will ONLY be accepted at the Frisco, Russell Creek or Legacy YMCA Branches*

*If attending Anderson, Borchardt, Riddle, Taylor Elementaries, or Plano ISD schools please sign up at the Russell Creek or Plano YMCA in Legacy YMCA's

Staff members at After School sites CANNOT take registrations.

What do I need to fill out?

At each sign up a registration form and payment contract MUST be filled out completely. The membership, registration, and prorated fees are due at sign up.

Immunization requirements

Each program participant must have a recent immunization record on file at the school he/she attends.

How much does it cost?

Refer to the After School Rate list on the back of this handbook.

Billing Policy and Procedures

Billing Options

You may choose your monthly billing upon signing up for after school care.

Statement Billing:

Payments may be made either monthly on the 1st or 15th or semi-monthly, 1st and 15th. Bills will be sent to the after school location one week prior to the due date. You will be asked to SIGN for your bill. If for some reason you do not receive a bill you may get one in the mail. There is a \$25 late fee per child for late payments. A \$25 returned check fee will be assessed to all returned checks.

Drafts:

Drafts may be set up either monthly on the 1st or 15th or bi-monthly, 1st and 15th on a Visa, MasterCard, American Express, or Checking account. There is a \$25 returned draft fee for all returned drafts. There is a 30-day cancellation notice to cancel the draft option.

Making a payment

Payments may be made at the After School site, by phone, mail, or made at your local branch. Staff at the site will provide you with a written receipt. Please keep these for your records.

Making Billing Changes

All changes to After School care attendance or billing preferences must be made in writing. You may obtain a cancellation/change form at the site or online at www.friscoymca.org, www.russelcreekyymca.org or www.planoyymca.org. To find out the appropriate contact branch, please refer to the back page of this handbook.

Cancellation

All cancellations must be made in writing. The YMCA requires a 7-day cancellation notice. Please obtain a cancellation/change form at the site or online at www.friscoymca.org, www.russellyymca.org and www.planoyymca.org.

Billing Policy and Procedures Cont.

NO SHOW/NO CALL POLICY

The YMCA reserves the right to drop your registration from the program if your child is more than 2 weeks absent (10 days) of care without notification. Please notify the YMCA if your child will be absent for an extended period of time. YOU are responsible for any fees due to the YMCA up until the last day of care.

Billing Questions

After School staff members are not familiar with billing procedures. If you have any questions regarding your bill and/or program changes please call your local YMCA and ask to speak to the After School Financial Director. Please refer to the back page for the correct contact information.

DROPS/COLLECTIONS/NONPAYMENT

Please make sure to keep your account up to date. If you currently have a balance with the YMCA in any programs you may not be able to sign up for additional programs until the balances are paid. **Members with account balances 30 days or more past due will be dropped from the program. Accounts with balances 45 days or more past due will be sent to collections.**

Other Fees and info

Unexcused Absence Fee

Parents should call and notify staff that their child will be absent for after school care. You may leave a message on the site phone with your name, phone number, and driver's license number. **A \$3 fee will be assessed to your account for every unexcused absence. A \$5 fee will be assessed if your child rides a bus route.**

Late Pick Up Fee

There is a \$1 a minute per child fee for every minute after 6:30pm. Late pick up fees must be paid upon pick up THAT day. If payment is not made it will be assessed to your account. If you are continually tardy, it may result in suspension from the program.

Vacation Week

There are no discounts for absences, however, you are allotted one vacation week per semester per child if your child is not present for one week of care. Please call the YMCA for more information.

Tax Information

Please retain all payment receipts if necessary for filing your income tax return. A print out of year to date payments may be available to you after January 15, 2010 **upon request**. Please allow 10 days to process request.

Financial Assistance

The YMCA offers financial assistance.

You may download the application online at www.friscoymca.org, www.planoyymca.org or www.russellcreeekymca.org.

Please call or visit the your local YMCA for more information.

After School Rates

Full Membership

After School cost with Full Membership

\$40 registration fee (waived if doing draft billing option)

Full time (4 days or more): \$215.00/month*

Full time second child: \$200/month*

Part time (3 days or less): \$160.00/month*

Activity Membership

After School Rates with Activity Membership

\$40 registration fee (waived if doing draft billing option)

Full time (4 days or more): \$240.00/month*

Full time second child: \$225/month*

Part time: (3 days or less) \$160.00/month*

School District, City and Government Employee rates

\$40 registration fee (waived if doing draft billing option)

Full time (3 days or more): \$160.00/month*

Proof of employment is required in order to get City or ISD employee rates. Membership is still required.

*Refer to the Billing Procedure and Policies for Billing options!

Contact Information

Celina ISD Schools

Celina Elementary

Frisco ISD Schools

Allen Elementary

*Anderson Elementary

Ashley Elementary

Bledsoe Elementary

Boals Elementary

*Borchardt Elementary

Bright Elementary

Carroll Elementary

Christie Elementary

Corbell Elementary

Curtsinger Elementary

Fisher Elementary

Gunstream Elementary

Isbell Elementary

Mooneyham Elementary

Ogle Elementary

Pink Elementary

*Riddle Elementary

Robertson Elementary

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*Hightower Elementary

*Huffman Elementary

*Matthews Elementary

*Wells Elementary

*Renner Middle School

*Robinson Middle School

*Bethany Elementary

*Carlisle Elementary

*Skaggs Elementary

*Wyatt Elementary

*Rice Middle School

*Schimelpfenig Middle School

Prosper ISD Schools

Baker Elementary

Folsom Elementary

Rucker Elementary

*Russell Creek/Plano YMCA in Legacy
Contact Branch.

All others contact the Frisco Family YMCA

Frisco Family YMCA Contacts:

Frisco Family YMCA HOP:

(972) 335-3222

Program Questions/Concerns/

Comments:

- ◆ David McClure,
Senior Program Director

Billing Questions/Concerns/

Comments:

- ◆ Nancy Snyder,
Child Care Billing/
Accounts Receivable Director

Russell Creek/Plano YMCA in Legacy

Family YMCA Contacts:

Russell Creek YMCA(RCY):

(214) 705-9459

Plano YMCA in Legacy (PYL):

(972) 378-9622

*Lori Bullock, Assoc. Childcare Director

We Build Strong Kids, Strong Families, Strong Communities.

