



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

J. Smith Young YMCA After School Discovery Program (ASDP)

Family Handbook



Site Locations:

**Kids Business: serving Davidson Charter Academy,
Private Schools and Home-Schooled students
Lexington City Schools held at Charles England Elementary (which will house LMS &
South Lexington), Pickett Elementary, and Southwest Elementary
Southmont Elementary**

Tená Williams, Youth & Family Program Director: tena@lexingtonymca.com 336.479.1146
Jen Fuller-Allen, Chief Executive Officer: jen@lexingtonymca.com 336.249.2177
Kelly Harms, Operations Director: kelly@lexingtonymca.com 336.249.2177

119 W. 3rd Avenue
Lexington, NC 27292

336.249.2177
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**YMCA Mission: To Put Christian Principles Into Action Through Programs That Build Healthy Spirit, Mind,
and Body For All.**

The YMCA's program goals are based on the Judeo-Christian concern for human life and are designed to achieve common objectives for individual, and families that are attending the programs. We strive to achieve the following: grow personally, clarify values, improve personal and family relationships, appreciate diversity, become better leaders and supporters and develop individual, specific skills.

OPERATING SCHEDULE

The Afterschool program will operate in accordance with the school year calendar for students. The program operates daily except for holidays and if there is inclement weather that prevents the YMCA from opening. We call these days "School's Out Camp". On these days, care may be offered at the YMCA. If weather prevents the facility from opening or opening on a delay, information regarding the program closure will be listed on our website, social media pages and will be sent out by site directors to those who sign up for our text alert system. If school is dismissed early due to inclement weather, sites will not operate off site. The YMCA site will operate and all children are welcome to come here, but transportation will have to be provided by parents of DCS students. If roads become hazardous when the program is in session, please make arrangements to pick your child(ren) up as soon as possible so that every child and staff member can arrive home safely. Care is available on teacher work days and early dismissal days. For teacher work days and holiday breaks, you will meet at the YMCA. The program will not operate on the following holidays: New Year's Day, Good Friday, Memorial Day, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve, and Christmas Day. On days when all day care is provided, care will begin as early as 7:00am at the YMCA. Pick-up time is no later than 6:00 p.m. on any day.

2024-2025 ASDP CLOSINGS

Labor Day	September 2, 2024
Thanksgiving Holiday (Thursday & Friday)	November 28-29, 2024
Christmas Holiday	December 24-25, 2024
New Year's Day	January 1, 2025
Good Friday	April 18, 2025
Memorial Day	May 26, 2025

INCLEMENT WEATHER

The Afterschool program will be canceled at the school sites if school is dismissed early due to the weather but parents are welcome to bring their child to the YMCA, as long as we are safely able to operate. If schools are not in session due to inclement weather, the program will meet at the YMCA as weather and staffing permits. We will operate at school sites per the permission of the school system. Site supervisors will keep parents informed via Group Me or text. Please see your Afterschool Site Supervisor for specific instructions. Program changes will also be posted on our website and social media pages (Facebook J. Smith Young YMCA and Instagram Lexington YMCA).

AFTERSCHOOL DISCOVERY PROGRAM POLICIES

To register, please complete the online form below:

[HTTPS://LEXINGTONYMCA.COM/AFTER-SCHOOL-DISCOVERY-PROGRAM](https://lexingtonymca.com/after-school-discovery-program)

RATIO

The counselor to child ratio is 1 to 12, one group leader to every 12 children. This guideline below state regulations.

ATTENDANCE

Daily attendance will be taken. Parents are requested to inform Kelly Harms or Tená Williams by Thursday at noon of the previous week if their child will not be attending the program on a given day. Please notify your site supervisor if your child will be absent.

DISMISSAL POLICY

Your child will only be dismissed to the individuals you have listed on the ASDP registration form. We will not release your child to anyone else unless we have written authorization from you. If a non-custodial parent has been denied access to a child by a court order, you must submit documentation to that effect and we will comply with it accordingly.

SIGN-OUT PROCEDURES

All parents or guardians must sign-out their child each day. You will be asked to produce identification if our site leaders do not recognize you. Each site has a folder for every child that needs to be checked daily. This is a new way the ASDP program will be improving communication between the YMCA, Sites, and Parents.

FAILURE OR INABILITY TO PICK-UP CHILD

If the parent or authorized person(s) fails to pick-up the child at the time of the ASDP's closing or the parent appears to be physically and/or emotionally impaired the site staff will ensure that:

1. The child is supervised at all times;
2. Staff members will attempt to contact the parent, another parent or authorized person(s); and
3. A maximum of one hour after closing time, and provided that other arrangements for releasing the child to the parent or authorized person(s) have failed, and the staff member(s) cannot continue to supervise the child at the ASDP, the staff member will call the Prevent Child Abuse in North Carolina Hotline (1-800-CHILDREN) or Davidson County DSS (336-242-2500) to seek assistance in caring for the child until an authorized person is able to pick-up the child.

LATE PICK-UP

All afternoon pick-ups must be made no later than 6:00 p.m. Parents arriving after 6:00 p.m. will be charged \$1.00 for each additional minute. Children will be released only to persons authorized by the parent. Send written permission for situations in which persons other than those listed on the registration form are going to pick up the child. The YMCA will call Davidson County Social Services to take custody of children left more than 45 minutes past pick-up time and no contact with authorized persons.

CHILDREN WITH SPECIAL NEEDS

We will accept children with special needs into our program and make a reasonable effort to accommodate the child without fundamentally altering the Afterschool Program. The J. Smith Young YMCA provides group childcare and is not able to provide personal assistants for children with special needs.

FIELD TRIPS

Each site may schedule field trips which may cost a minimal fee for entrance. On-site "field trips" or special events may be brought to the site as well to enrich the child's experience. Parents will be notified at least one week in advance of the activity. Parents should refer to the site newsletter, bulletin board, on-site child's file or sign out table each day for information.

CONDUCT WHILE ATTENDING ASDP

We work to maintain an atmosphere of mutual caring, respect, and understanding at the Afterschool Discovery Program. Proper participation and conduct by your child are expected and includes the following rules:

- Respect others feelings and property. Cooperate with each other.
- Listen to your group leaders and stay with your group.
- No fighting, yelling, or cursing
- Tell a group leader if someone/something is bothering or upsetting you
- Clean up after yourself
- Remain seated with seat belts on during bus trips. Keep all body parts and objects inside of the bus.

- Please discuss and reinforce these behavioral expectations with your child.

Staff supervises all activities and help children resolve conflicts and problems as they arise. Behavioral redirection is seen as an opportunity for learning and approached accordingly. However, if a child continually disrupts the program, or poses a safety risk to themselves or others, then a written behavioral report notice will be sent home to the parents or guardians explaining the issue to be addressed. If behavior violations are deemed severe enough by the Site Supervisor, he/she reserves the right to recommend to the Youth & Family Program Director suspension and/or dismissal of the child from the program without reimbursement.

Youth Participant Policy

I understand that the YMCA staff is in charge of the camp and that behavior expectations are as follows:

I will treat everyone with respect.

Physical contact with others is to be only in forms approved by the YMCA staff.

I will respect the facility and help keep it clean.

I will follow the instructions of the YMCA staff.

I will respect myself by keeping drugs and alcohol away from my body.

No weapons of any kind are allowed.

PARENT PARTICIPATION

In order for you and your child to receive the most out of the Afterschool Discovery Program, we encourage any suggestions you may have regarding how we might best contribute to your child's experience with us. Please state any special needs of your child that our staff should be made aware of. We also invite you to visit the ASDP periodically.

CHILDREN DISPLAYING ILLNESSES

While attending the ASDP, children with a temperature of 100.4 or higher will be sent home. Please do not send your child to the Afterschool program until they have been fever free for 24 hours, without the aid of fever reducing medicine. If a child experiences symptoms such as nausea, constant headache/migraine, develops a fever of 100.4 while attending, the child will be placed away from the rest of the group, but in a safe room and the parent or guardian will be contacted. Please make sure your child has been well for at least 24 hours before sending them to ASDP.

SNACKS

In the Afterschool program, children will receive a healthy snack each day. If a child wants to bring a snack from home they may only eat it during designated "snack time". If your child is present during our all-day care, an afternoon snack will be supplied. Please send lunch to the Y with your child on these days. Children will not be allowed to visit the drink machines or snack machines at the school. We ask if you decide to bring your child food from a restaurant, please take your child with you and eat separate from their group.

LOST ITEMS

The YMCA is not responsible for items lost during ASDP activities. Please make sure you label all your child's personal items (coats, towels, swimsuits, etc.) to help us keep track of your child's belongings. We recommend that electronic games and toys be left at home.

PHOTOGRAPHS/VIDEOS

The YMCA does take video or pictures of YMCA Afterschool Program activities to share at meetings, on our website, on our social media pages or for other advertisements. By enrolling your child in our program, you give your permission for child to be videotaped or photographed. If you would prefer that your child not be videotaped or photographed, please put your request in writing and leave it with the Family & Youth Program Director. We will honor your request. I agree and grant permission to the J. Smith Young YMCA to use videotape, audio or photograph materials of myself or dependent children, for the purpose of promotional materials for YMCA programs and services and other YMCA marketing initiatives with no compensation due me. This includes any printed material, broadcast and print advertising, promotional videos and the YMCA website and social media pages. I also permit the YMCA and/or the media to use images of my child in broadcast or print media news coverage of the YMCA. I understand that my child's name is not published.

HOMEWORK POLICY

All children will be provided a quiet environment and necessary assistance to complete their homework during ASDP. If your child needs additional time to complete their homework, please contact the ASDP staff, we will be happy to assist with this. If your child does not have homework, we will provide some academic activities for them to work on during homework time.

ENRICHMENT ACTIVITIES

The Afterschool Program will bring a variety of enrichment activities to each site during the course of the school year. Planned activities include arts & crafts, STEM, LEGOs program, water safety, cake decorating, dance, and music activities. If you are interested in providing an enrichment activity or have an idea for our program, please contact the Family & Youth Program Director.

PHYSICAL ACTIVITY POLICY

In accordance with YMCA Board Policy, each site will have 30 minutes of organized physical activity each day. Additional time for recreation time (both indoors and outside) will be allotted. Face masks are not required during active physical play.

MISSED DAYS/INCLEMENT WEATHER

The YMCA does not credit for missed days. Your fee pays for direct operating costs like staff, snacks, crafts, transportation, and other program supplies. All of these must be available for the number of children we have in the program. When you enroll we reserve the time, space, staff, and provisions for your child whether he or she attends.

STAFF RELATIONSHIPS WITH CHILDREN

1. As a general rule, a staff member should not be alone with a child(ren) in an area or location where they cannot be observed by other staff except where necessary and appropriate.
2. Although the state requires a staff/child ratio of 1:25 in school-age care programs, the J. Smith Young YMCA shall meet or exceed the State's staff/child ratio. A minimum of two staff should be assigned to each program operating site.
3. Each decentralized site of operation will install or have access to a telephone on location on buses during operating hours.
4. As a general rule, children should not be left unsupervised.

5. YMCA staff will have no one on one contact with children outside approved YMCA activities where there was no relationship with the child prior to YMCA employment. Any participation in activities with children outside approved YMCA activities will not be considered as functions of an employee of the YMCA; and the YMCA or anyone related to the YMCA cannot be held responsible for any adverse action, conduct or misbehavior that may arise from the association of any employee with children outside YMCA approved programs. YMCA staff violating this rule will be subject to disciplinary action up to and including termination.
6. Staff behavior or disciplinary actions with children must avoid all abuse actions. Constructive methods must be used for maintaining group control and handling individual behavior. Corporal punishment and other humiliating or frightening techniques are prohibited. Appropriate disciplinary action must not be associated with food, rest, separation from the group for illness or toilet training.

CHANGES

Please contact Kelly Harms at 336-249-2177 at kelly@lexingtonymca.com or Tená Williams at tena@lexingtonymca.com to update and change information on file (i.e. Address, phone numbers, emergency contacts, etc.)

COVID-19

Assumption of Risk I acknowledge and agree that any use of J. Smith Young YMCA facilities, services, equipment and premises (Facilities) and any participation in J. Smith Young YMCA programs and activities (Programs) comes with inherent risks including, but in no way limited to: (1) moderate and severe personal injury, (2) property damage, (3) disability, (4) death, and (5) sickness or disease. I voluntarily accept and assume full responsibility for these risks as well as any and all other risks of the use of Facilities and participation in Programs. I agree that I have full knowledge of the nature and extent of all such risks and am not relying on all such risks being described in this document. I understand that if my child's school is closed due to a COVID-19 exposure, my child will not be allowed to come to the YMCA.

BEHAVIOR MANAGEMENT POLICY

YMCA youth programs use the 5-character traits of faith, respect, responsibility, caring, and honesty in our discipline program. The programs will use redirection, explaining of expected behaviors, example, and changing environments to mold behaviors. The YMCA will not deny rest or food to children as consequences nor use corporal punishment in its programs.

The YMCA reserves the right to terminate from any program a participant who does not respond to the youth program discipline policy measures. At any time, the YMCA may dismiss a participant for violent behavior toward staff or other participants. The YMCA hierarchy of consequences for not following program rules is:

1st Offense: Verbal warning (unless offense is one that causes physical damage to another person or property), at which time the staff may use their judgment to skip ahead to another form of consequence.

2nd Offense: Time out. Conference with parent & a written documentation

3rd Offense: Time out & a written documentation. Conference with parent/guardian. Possible In-Site Suspension or Suspension away from the program

4th Offense: Time out & a written documentation. Conference with parent & suspension or expulsion from program

Options discussed with parents as long as they fit into our overall philosophy.

In Site suspension: Child attends but does not participate in normal activities.

Suspension: Child does not attend with number of days set by staff.

Expulsion: Last resort or if child is involved in violent incidents or incidents which affect the health or safety of others.

MEDICAL TREATMENT POLICY

Medication - The YMCA does not normally administer any medication and will do so only when directed in writing by the child's parent or guardian. A Medication Release Form must be completed before any medication can be administered (see Site Director).

Notice: The staff of the J. Smith Young YMCA will not administer shots or medications that have to be inserted into the body. The one exception to the foregoing is EpiPen injections. When special circumstances exist, personnel from the YMCA will be available to meet with the parent(s) or guardian(s) of the child in question and strive to develop through dialogue a mutually acceptable alternative way to make sure the medication requirements of the child are met.

Emergency - In the event of an emergency in which the parent or guardian cannot be contacted, the YMCA will contact emergency medical personnel and, pending their arrival, take those actions that are in the YMCA's judgment to be in the best interest of the child, including transportation by ambulance if necessary.

Blood Borne Pathogen Exposure - I understand that while my child is in the care of the YMCA, if a child is exposed to a body fluid on broken skin or mucus membrane (ex. splashing in mouth or eye) from another child, the YMCA will contact the parents of both children. They will explain what has occurred and provide the name of the attending physician of the source child to parents of the exposed child. If a staff member has a blood or body fluid exposure from a child, the YMCA will provide the name and phone number of the child's attending physician to the staff member.

PARENT/GUARDIAN POLICY

I give my child permission to participate in YMCA activities. I understand that YMCA activities have inherent risks, and even when every reasonable precaution is taken, accidents sometimes still happen. Therefore, in exchange for the YMCA allowing my child to participate in activities, I understand and acknowledge that I hereby assume all risks and hazards incident to my child's participation in all YMCA activities. I further waive, release, absolve, indemnify and agree to hold harmless the YMCA and its staff members, organizers, volunteers, supervisors, officers, directors, participants, coaches and referees as well as all persons transporting participants to and from activities from any liability for any physical injury, loss or damage to my personal property connected in any way to my child's participation in YMCA activities whether on or off of YMCA premises and during transportation to and from the YMCA in either YMCA vehicles or vehicles contracted by the YMCA. The YMCA is not responsible for any lost, stolen, or damaged articles. I understand that this release includes any claims based on negligence, action, or inaction of the YMCA, its staff, directors, members, and guests.

I have read all of this application and agree to the YMCA discipline policy and understand that no refunds will be given if my child leaves camp due to disruptive behavior as determined by the Camp Director. I am also aware that the YMCA will take some field trips during camp, and I agree to check the posted field trip information each week and to pay any extra costs for admission on field trips. I give the YMCA permission to transport my child on field trips and to and from camps.

In case of emergency, I give the YMCA staff permission to seek medical care including shots, medication, surgery, stitches and other forms of care from a qualified source for my child even if I have not yet been contacted.

Bathroom Policy

Our bathroom policy protocol is as follows:

An adult staff member will make sure the restroom is clear of any YMCA members and/or guests. If the restroom is being used, our students will wait until all participants and/or guests have left. An adult staff member will directly supervise the children from the bathroom doorway. For the student's privacy and safety, an adult staff member will not allow any YMCA member and/or guest to enter the restroom until our students have finished and have exited the restroom. The number of children allowed in the bathroom at one time should not exceed the number of stalls or fixtures. If necessary to ensure the children's privacy or safety, a staff member could send the children into an otherwise empty bathroom one at a time while supervising the rest of the children from outside the door. The adult staff member will carefully monitor behavior during group-use times in the restrooms, e.g., changing for swimming or any other similar activity. No staff member will take only one child to the restroom alone, the staff member will have 2 or more children or will have another staff member or CIT accompanying them.

Bus Policy

- Staff enters the bus 1st and staff will seat campers/students in assigned seat or section of the bus.
- Staff will leave a seat open with their group so that they can sit with their group
- Staff will not all be clumped together in one section but spreaded out amongst the bus so we can ensure the safety our students/campers
- Students or campers are expected to stay seated, face forward. Students or campers will keep themselves inside of the seat at all times and not switch seats while the bus is in motion.

PAYMENT POLICIES

I understand policies concerning payment, cancellation and refunds. I may not register my child for a new program until outstanding balances due on past programs of the J. Smith Young YMCA are paid.

Insufficient Funds - If my bank returns a draft due to insufficient funds, I understand that I will be charged \$30 for each returned draft.

Non-Payment of Fees - The YMCA reserves the right to alter fees at any time or to terminate care for non-payment per agreement. Participants with accounts 30 days past due will be dropped from the program until full payment is made.

Cancellations - Parents must notify the Kelly Harms at the YMCA (336.249.2177) Thursday before the following week, if you desire to drop a child from the program. Non-attendance does not excuse payment if proper notice is not given. **NOTIFYING CHILD CARE STAFF DOES NOT CANCEL PROGRAM REGISTRATION OR PAYMENTS. **NO EXCEPTIONS!!!**

Refunds - Nonattendance does not entitle participants to a refund. I understand that no refunds or adjustments are granted for illness, vacation, nonattendance over Christmas break, or when YMCA programs are cancelled due to inclement weather. All refunds or program credits given for other reasons are issued on a prorated basis. I understand that the YMCA reserves the right to apply any credit due to other outstanding balances.

Registration Fees and Weekly Camp Fees: The registration fee is \$20 per family. A \$30.00 FEE WILL BE ASSESSED FOR ALL RETURNED DRAFTS.

Financial Assistance: Financial assistance may be available for those who cannot pay the full fees. Financial assistance is limited to the amount of available funding. Applying for assistance does not register your child for camp or guarantee your child a space in the program. Contact the YMCA for more information. **Registration fees are not refundable**

YMCA Code of Conduct

The YMCA is committed to providing a safe and welcoming environment for all members and guests. To promote safety and comfort for all, we ask individuals to act appropriately at all times when they are in our facility or participating in our programs.

We expect persons using the YMCA to behave in a mature and responsible way, and to respect the rights and dignity of others. Our Code of Conduct outlines prohibited actions. The prohibited actions listed below are not totally inclusive of all behaviors that are inappropriate but include:

Inappropriate attire. Appropriate attire must be worn at all times.

- Angry or vulgar language, including swearing, name-calling or shouting.
- Physical contact with another person in any angry or threatening way.
- Any demonstration of sexual activity or sexual contact with another person.
- Harassment or intimidation by words, gestures, body language or any menacing behavior.
- Theft or behavior that results in the destruction of property.
- Carrying or concealing any weapons or devices or objects that may be used as weapons.
- Using, possessing or being under the influence of illegal drugs or alcohol on YMCA property, in YMCA vehicles, or at YMCA sponsored programs.
- Any other conduct of an inappropriate, threatening or offensive nature.
- Loitering is not permitted in or outside the YMCA.
- Smoking is not permitted in or outside the YMCA. The YMCA and its property are a smoke-free environment.

- For protection of the privacy of our members and guests, unauthorized photography and video-taping are prohibited by anyone other than YMCA staff in the facilities.

In addition, The YMCA reserves the right to deny access or membership to any person who has been accused or convicted of any crime involving sexual abuse; is a registered sex offender; habitually or excessively uses narcotics or dangerous drugs; has ever been convicted of any offense relating to the use, sale, possession, or transportation of narcotics or habit forming and/or dangerous drugs; or continuously or excessively use intoxicating beverages.

Members and guests are encouraged to be responsible for their personal comfort and safety, and to ask any person whose behavior threatens their comfort to refrain. If a member or guest feels uncomfortable in confronting the person directly, they should report the behavior to a staff person or the Building Supervisor on duty.

YMCA staff members are eager to be of assistance. Members and guests should not hesitate to notify a staff member if assistance is needed.

In order to be able to carry out these policies, we ask that members and guests identify themselves to staff when asked.

The Operations Director will investigate all reported incidents. Suspension or termination of YMCA membership privileges may result from a determination by the Branch Executive if in his/her discretion a violation of the YMCA Member Code of Conduct has occurred.

PAYMENT POLICIES

We offer 2 types of payment options:

1. **Weekly payments are made by the Friday before the following week.**
 2. We offer bank draft or credit card draft weekly. The draft date is on the Friday before the following week (ex. August 12th- August 16th, 2024's draft will be taken out August 9, 2024).
 3. Full payment for the entire school year can be made with an 8% discount. This must be done at the beginning of the school year.
- **The YMCA charges \$30.00 for returned drafts.**
 - The YMCA reserves the right to adjust fees at any time.
 - The YMCA reserves the right to terminate care for non-payment per agreement.
 - Anyone terminated from the program due to non-payment, is not eligible to register for any other YMCA program until payment in full is made.
 - Families who qualify for our educator discount (by employment through Davidson Charter Academy, Davidson County Schools and/or Lexington City Schools) will be asked to provide proof of employment each year when enrolling their child(ren). Proof can be a current year ID badge or recent paystub. Thank you for your understanding and assistance.
 - Families will only be allowed one discount per family. **Registration Fee: \$20**

ASDP:

Time: School days: 2:30 P.M-6:00 P.M

Days: Monday-Friday

Cost (per week for 3-5 days): Lexington YMCA Members \$65/Nonmembers: \$80

Cost (per week for 1-2 days): Lexington YMCA Members - \$30/Nonmembers: \$45

*If you have 2 or more children, there is a 25% discount fee for siblings. *

ASDP Site Location Phone Numbers

If you need to contact your child's Site Supervisor at any of our ASDP locations, (Davidson Charter Academy Site, Lexington City School Site, or Southmont Elementary Site, please contact the Y @ 336.249.2177 and ask for the Site Supervisor. The Front Desk will connect you to them.

THANK YOU FOR ALLOWING US TO SERVE YOUR FAMILY!

These are items our program uses a lot of during the school year. If you can donate any of these items we would greatly appreciate it. You can call Tená Williams, Youth & Family Program Director @ 336-479-1146 or you may leave them at the front desk.

Hand sanitizer

Construction

Tissue Paper

Butter tubs w/tops Coffee cans w/lids

Foil

Notebook paper

Pipe cleaners

Felt

Wrapping paper

Glue sticks/glue

Toilet paper/paper towel tubes

Ribbon

Puzzle pieces

Masking tape

Clear contact paper

Balloons

Markers, Pencils or crayons

Kleenex

Lysol wipes

