

MEET THE YMCA ASC STAFF

AFTER SCHOOL DIRECTOR: EMILY ROBERTS
Blue Ridge Site Director: Lindsey MacDonald
Fair Oak Site Director: Andrea Kesler
James M Brown Site Director: Amy Wilbanks
Keowee Site Director: Kayla Smith
Orchard Park Site Director: Brooke McCall
Walhalla Site Director:
Westminster Site Director: Brooke McCall



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**



After-School Care Program Parent Handbook

Normal hours: 2:45 – 5:30

Extended care option 2:45 – 6:00

Offered in partnership with the
Foothills Area Family YMCA

www.Y4all.org

asc@Y4all.org

YMCA: 864-888-0622

ASC Director: 864-237-1316

Blue Ridge ES

Fair Oak ES

James M Brown ES

Keowee ES

Orchard Park ES

Walhalla ES

Westminster ES



AFTER-SCHOOL CARE

ELIGIBILITY: Any child enrolled in grades 4K-5 at the locations in which it is offered is eligible for after- school care.

HOURS AND ACTIVITIES:

2:45- 3:15

Children are to report to the designated area/room where snack will be served and attendance taken.

3:15- 4:00

HOMEWORK/STUDY/READING TIME: Children are expected to study, read, or work on academic activities during this time. Younger children will be given the opportunity to play outside as weather permits, if no homework has been assigned. Homework Center does not provide one on one tutoring – rather a supervised time where questions are answered, help attained – but homework completion and checking remains the responsibility of both student and guardian/parent.

3:45- 5:15

SUPERVISED ACTIVITIES: Time dedicated to outdoor P.E., video programs, arts and crafts, cultural enrichment activities, computer time, special speakers, and more.

5:30 PICK UP (6:00 for Extended Care)

All children must be picked up by 5:30 PM. (6:00 if enrolled in Extended Care). **We charge \$1.00 per minute past your child's pick-up time until you arrive. Please be aware that this fee will be added to you next bill.** The site director will keep you informed of the minutes for which you are being charged. After 5 tardies, your child will be dropped from the program.

FEES PER CHILD:

\$35.00 per week for Normal Hours (2:45 – 5:30)

\$5/week; \$1/day (DROP-INS) extra for Extended Hours (6:00)

We Accept: Checks/Cash on site.

Debit/Credit Card at YMCA office (Monthly/Bi-Monthly payment)

ENROLLMENT FEES:

\$35/CHILD YEARLY OR \$70/FAMILY (2+ CHILDREN) YEARLY

****FEES ARE NON REFUNDABLE****

General Policies and Procedures

FOR FOOTHILLS YMCA AFTER-SCHOOL CARE PROGRAM

ENROLLMENT: Each child must be enrolled by a parent or legal guardian. Enrollment forms are available in the school office and on the YMCA website (www.Y4all.org) and must be filled out before a child may participate in the program.

COLLECTION OF FEES: Child care fees are to be paid weekly, monthly or bi-monthly. Monthly payment - fees are due on the 1st of the month. Bi-month, fees are due on the 1st and the 15th. Weekly fees are due the Thursday prior to service being rendered. Refunds will not be made. **You are responsible for payment for the days your child is enrolled in the program whether they attend or not. If they cannot attend daily, we do have a drop-in program (see page 4). A 5 dollar (\$5) late fee will be charged for payments that are a week late.**

PICK-UP: Children are to be picked up from the After-School Care area anytime between 3:00-5:30 p.m. (6:00 for Extended Care). An After-School Care Staff must release your child. Children will be released ONLY to those persons providing the correct CODE WORD indicated on the enrollment form. **We charge \$1.00 per minute past your child's pick-up time until you arrive. Please be aware that this fee will be added to you next bill.** The site director will keep you informed of the minutes for which you are being charged. After 5 tardies, your child will be dropped from the program.

CHANGE IN TRANSPORTATION ARRANGEMENTS:

In any case where a child is to be transported by anyone other than the parent or guardian, OR if the child will not attend after-care on a regularly scheduled day, permission must be provided to the school that morning or to ASC director, Emily Roberts via phone (call or text) or email (asc@Y4all.org).

SCHOOL CALENDAR:

The program will be available on all normal school days. The program will NOT be available on school holidays, in-service days, or when school is closed due to inclement weather. If there is early dismissal, the program will also be cancelled, unless on specified Wednesdays (see Early Release Days). We have pro-rated for weeks in which there are scheduled school holidays or in-service days (see Payment Agreement sheet). **YOU WILL STILL BE CHARGED THE WEEKLY FEE IF YOUR CHILD MISSES A DAY OF SCHOOL FOR PERSONAL REASONS.**

NO TOLERANCE POLICY:

We have a no tolerance policy in our program. Children who experience repeated discipline problems in the classroom will not be allowed to participate in the After-School Care program; as per the discretion of the homeroom teacher and/or director. This is a self-supporting program and attending this program is a privilege.

SICKNESS POLICY:

A parent or guardian will be called to pick up a child who is sick or injured. Medicine will not be administered without written permission from the parent or legal guardian.

HOMEWORK:

We check for completeness. While we do provide tutoring, it is your responsibility to check for correctness at home.

MEDICINE RELEASE:

We will not distribute prescription drugs or over-the-counter drugs without written permission from a doctor or parent/guardian.

ATTENDANCE:

If your child does not attend the After-School Care program for more than 2 weeks in a row without payment, we will no longer hold a spot for them in the program.

DROP INS:

We allow drop-ins at a cost of \$10 per-day. If your child attends 4 or more days, then they are considered Full Week, and you are only required to pay the \$35 per week fee for Normal Hours.

QUESTIONS ANSWERED:

If you have questions that are not answered in this brochure, please feel free to contact Emily Roberts at 864-237-1316 or by email at asc@Y4all.org.

EARLY RELEASE DAYS:

We will provide after-care starting at 1:00 on the early release days as scheduled by the Oconee County School District. **There are NO ADDITIONAL FEES for early release days.**

The early release days in 2011/2012 are as follows:

Wednesday, September 21, 2011

Wednesday, November 2, 2011

Wednesday, February 1, 2012

Wednesday, March 7, 2012