

YMCA After School Program Parent Information Packet 2018-2019





Benefits of the After School Program



Licensed by the Department of Early Education and Care



For grades Kindergarten-5 from all island schools, homeschoolers welcome



Bus transportation from all island schools to the YMCA



Financial assistance available & third-party subsidies accepted



Recreational swim twice a week



Daily healthy snacks created by the Y Café



Part of Out of School Nutrition & Physical Activity initiative



Enrichment: art classes taught by local artisans, trips to Woodside Village, Felix Neck visits, fitness classes & more!



Homework help provided



Pick up by 6:00pm



Half, full, vacation programs when school is out



Monthly themed curriculum & activities

After School Program Calendar 2018-2019

SEPTEMBER:

- First day of ASP: Tuesday September 4th
- Kindergarten Orientation, Half Days: September 4th-7th, 10th-14th

OCTOBER

- Professional Development Day, Full Day Program: Friday October 5th
- Monday October 8th Columbus Day: NO PROGRAM
- Parent Teacher Conferences. Half Day Program: Tuesday October 23rd
- Parent Teacher Conferences Half Day Program: Thursday October 25th
- Parent Teacher Conferences Half Day Program: Monday October 29th

NOVEMBER

- Veteran's Day, Full Day Program: Friday November 12th
- Day Before Thanksgiving, Full Day Program: Wednesday November 21st
- Thursday November 22 and Friday November 23: NO PROGRAM

DECEMBER

- Friday December 21st: half day program before break
- Monday December 24th-Wednesday December 26th: NO PROGRAM
- **Winter Break Camp: Thursday December 27th, Friday December 28th, & Monday December 31st**

JANUARY

- Tuesday January 1st: NO PROGRAM
- MLK Day, Monday January 21st: NO PROGRAM

FEBRUARY

- President's Day, Full Day Program: Monday February 18th
- **Monday February 25th-Friday March 1st: February Vacation Camp**

MARCH:

- Professional Development Day, Half Day Program: Wednesday March 13th

APRIL

- **Monday April 15th-Friday April 19th: April Vacation Camp**
- Parent Teacher Conferences Half Day Program: Tuesday April 23rd
- Parent Teacher Conferences Half Day Program: Thursday April 25th
- Parent Teacher Conferences Half Day Program: Monday April 29th

MAY

- Memorial Day, Monday May 27th: NO PROGRAM

JUNE

Prof. Development Half Day Program: Wednesday June 5th, Last Day of program: Friday June 14th

In the After School Program we practice the YMCA Core Values:

Core Values:

Caring: to demonstrate a sincere concern for others, for their needs and well-being. Related values: compassion, forgiveness, generosity, and kindness.

Honesty: to tell the truth, to demonstrate reliability and trustworthiness through actions that are in keeping with my stated positions and beliefs. Related values: integrity and fairness.

Respect: to treat others as I would want them to treat me, to value the worth of every person, including myself. Related values: acceptance, empathy, self-respect and tolerance.

Responsibility: to do what is right--what I ought to do, to be accountable for my choices of behavior and actions and my promises. Related values: commitment, courage, good health, service and citizenship.

*Please read these core values to your child/children before the program begins!

After School Program Disciplinary Action Form

There will be 3 chances for the child in question to modify his/her behavior. If on the third occurrence of the same behavior, there has not been a significant change the parent or guardian will need to sign off and the child will be suspended 1 day from the program. If the behavior persists, that child will again have 3 chances to modify said behavior. If the behavior persists then the child will be suspended from the program until the next session begins.

Name of Child _____ Date _____ Name of Group Leader _____

#1. Description of behavior:

Disciplinary action taken:

Plan for modification:

Signature of Director _____ Signature of Child _____

#2. Description of behavior:

Disciplinary action taken:

Plan for modification:

Signature of Director _____ Signature of Child _____

#3. Description of behavior:

Disciplinary action taken:

Plan for modification:

Signature of Director: _____ Signature of Child: _____

EXAMPLE SNACK CALENDAR:

SEPTEMBER SNACK CALENDAR				
Monday	Tuesday	Wednesday	Thursday	Friday
	4 Yogurt parfaits, String cheese, H2O	5 Goldfish crackers, Apples, h2o	6 Cereal w/ fruit, 1% milk, h2o	7 Fruit salad, ritz crackers, h2o
10 Pretzel sticks, diced cheese, apples, h2o	11 Fruit smoothies, Granola bars, h2o	12 Garden salad, dressing, oranges, h2o	13 Popcorn, grapes, cucumbers & hummus, h2o	14 Veggies, hummus & ranch, Bananas, h2o
17 Animal crackers, string cheese, oranges, h2o	18 Ritz crackers, pepperoni/cheese, Grapes, h2o	19 Granola bars, string cheese, apples, h2o	20 Carrots, peppers, cucumbers, ranch, H2O	21 Cheerios, Milk, Fruit salad, H2O
22 Ham & cheese crackers, bananas, h2o	23 Popcorn, animal crackers, oranges, h2o	24 Celery, cream cheese, raisins, h2o	25 Fruit kabobs, String cheese , h2o	26 Fruit smoothies, Animal crackers, H2O

*Somedays, children may have seconds, if there is enough for everyone.

*If your child doesn't like the snack, you are more than welcome to pack extra HEALTHY snacks!

*Each child has their own drinking cup with their name on it. These are washed every night.

Out of School Nutrition & Physical Activity Initiative

- Provide all children with at least 30 minutes of moderate to vigorous physical activity every day.
- Offer 20 minutes of vigorous physical activity 3 times per week.
- Do not serve sugary drinks.
- Do not allow sugary drinks to be brought in during program time.
- Offer water as a drink at snack every day.
- Offer a fruit or vegetable option every day at snack.
- When serving grains (like bread, crackers, and cereals), serve whole grains.
- Do not serve foods with trans-fat.
- Limit computer and digital device time to homework or instructional use only.
- Eliminate use of commercial broadcast and cable TV & movies. (Once in a blue moon, as a special treat, we will show movies for good behavior!

Daily Schedule

Kindergarten & 1st Grade

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3:00-3:30pm	Arrival, wash hands, & eat snack.	Arrival, wash hands, & eat snack.	Arrival, wash hands, & eat snack.	Arrival, wash hands, & eat snack.	Arrival, wash hands, & eat snack.
3:30-4:30pm	Homework, STEM day	Recreational Swim	Homework, Enrichment day	Recreational Swim	Challenge Friday!
4:30-5:00pm:	Outside play	Homework, Sports day	Outside Play	Homework, Arts & Craft day	Outside play
5:00-5:30pm	Outside play	Outside play	Outside Play	Outside play	Outside play
5:30-6:00pm	Free play, clean up, & pick up	Free play, clean up, & pick up	Free play, clean up, & pick up	Free play, clean up, & pick up	Free play, clean up, & pick up

2nd-5th Grade

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3:00-3:30pm	Arrival, wash hands, & eat snack.	Arrival, wash hands, & eat snack.	Arrival, wash hands, & eat snack.	Arrival, wash hands, & eat snack.	Arrival, wash hands, & eat snack.
3:30-4:30pm	Recreational Swim	Homework, Sports day	Homework, Enrichment day	Homework, Arts & crafts day	Recreational Swim
4:30-5:00pm:	Homework, STEM day	Outside Play	Outside play	Outside play	Challenge Friday!
5:00-5:30pm	Outside Play	Outside Play	Outside Play	Outside Play	Outside Play
5:30-6:00pm	Free play, clean up, & pick up	Free play, clean up, & pick up	Free play, clean up, & pick up	Free play, clean up, & pick up	Free play, clean up, & pick up

Important Details & Reminders:

Tara Dinkel, ASP Director: 508-696-7171 ext. 117
Jessey Myers, Site Coordinator: Classroom Number: 508-696-7171 ext. 125
Front Desk: 508-696-7171 ext. 0

TIMES

Normal Program Day: 3:00pm-6:00pm (bus drops off at YMCA)

Half Days: 12:30pm-6:00pm (bus drops off at YMCA)

Full Days/Vacation: 8:30am-5:00pm (Parent drop off, no early drop offs please)

*Pick up is on going until the end time. There is a late fee of **\$5 PER MINUTE** that will be applied if late. Please communicate via email or phone if you are going to be late picking your child up.

COST

Normal Program Day: \$20 members/ \$23 non-members

Half Days: \$37 members/ \$42 non-members

Full Days: \$58 members/ \$66 non-members

Vacation Week: May choose any day/days or the entire week. \$58 members & \$66 non-members.

Full week vacation (discounted): \$250 members/\$300 non-members.

*Please note: Separate registration is REQUIRED for all half, full, & vacation days. Sign up sheets will be available in the After School Program classroom, under the PARENT board 2 weeks prior to program. Failure to sign up by deadline will result in a late sign up fee of \$35

*Payment is to be made either weekly on Fridays or on the 15th of every month. A credit card or bank account must be provided on the enrollment packet. Late fees will be applied for any late payments.

FINANCIAL ASSISTANCE

Financial assistance is available for the After School Program. There are two options:

Y Financial Assistance Program: Application must be filled out and turned in to the front desk, along with required documents.

Bailey Boyd 3rd Party subsidy: Application must be filled out and turned in to Bailey Boyd office.

SIGN OUT & SIGN UPS

-At pick up: All parents must come inside the building and sign their child out on the sign out sheet with TIME and INITIAL. The sign out sheet will always be located on the table right inside the ASP classroom. Program Director will sign all children in upon arrival. Failure to sign your child out will result in a fee

- Sign up for Half/full/vacation days will be located on the table near the sign out sheet. You must sign up by deadline or a \$35 late sign-up fee will be applied. Separate sign up is required because of the longer hours and price difference.

RECREATIONAL SWIM & SWIM LESSONS

-Kindergarten & 1st graders swim on Tuesdays and Thursdays from 3:30-4:30pm

-2nd-5th graders swim on Mondays & Fridays from 3:30-4:30pm

-Please pack a swimsuit and towel on your child's designated swim day. Swim caps are provided, but you can pack your own. (We do have a limited supply of extra swim suits and towels, in case your child forgets). If you would like to store your child's swimsuit in the classroom, please place suit/cap/goggles in a plastic bag with child's name on it. Suits will be sent home after each use to wash.

-In the beginning of the school year, all grades will sit down with the Aquatics Director to go over all rules and guidelines of the pool. If your child fails to follow the pool rules, they will not be allowed to swim.

-If your child has not passed the swim test (swimming from the stairs to the rope and back without touching the bottom & treading water for 1 minute) he/she will be required to wear a lifejacket during free swim. Please notify ASP staff about your child's swimming capabilities.

- If your child has swim/dance lessons during program time, the days/times will be written on the small white board next to the Parent board in the program room. One of our staff will take your child to and from lessons, if the parent isn't able to do so. Please communicate to ASP staff when your child has lessons prior to start date.

COMMUNICATION & ABSENTEES

-The main form of communication is by phone or email. PLEASE check your emails frequently!! I cannot stress this enough. Always communicate with us for any reason!

-If your child is going to be absent, please communicate via phone or email. As it states in our handbook, sick days and snow days cannot be refunded to your account. If you know your child is going to be absent, you need to let us know a WEEK in advance to be refunded.

-If you need to change your child's schedule, please communicate that to us a WEEK in advance.

-A monthly newsletter & snack calendar will be emailed to all ASP families. The newsletter covers what's been going on the program, upcoming events, and reminders. Along with fun pictures the staff has collected that month.

-Progress reports will be done at the end of each month. Please check your child's pocket folder frequently for reports, reminders, and art work.

-Open door policy: All ASP families can drop in at any time or participate in any events! If you ever want to set up a meeting to discuss anything regarding your child in the program, please do not hesitate to set

up a time. Feel free to use our suggestion box with any comments, ideas, questions you may have at any time.

-If you do not want your child's photo to be used in any newsletters, promotional flyers, or social media, please let us know!

-No toys from home (legos, pokemon cards, shopkins, etc.) This causes major drama between the children and it makes our life easier if these items are left at home. **NO CELLPHONES or IPADS!**

OTHER

-Lost & Found: Please make sure you are checking for all your child's belongings each night. Please label items with child's initials, in case anything gets left behind. At the end of each month we will donate all items if they are not claimed.

-Donations: If you have any toys, games, arts and craft supplies that you no longer use and that are in good shape, feel free to donate them to our program!

-Bus passes: Tara will fill out and laminate for you and attach to backpacks. Bus transportation has list of kids participating in the program, however, parents will still need to communicate to schools their child's ASP schedule

-When the weather gets cold, please be sure your child has a thick jacket, hat, gloves, etc. If any ASP staff thinks your child does not have appropriate clothing, they will not be allowed to go outside.

-Special occasions: Sometimes we will play movies and have special treats if the group behaves during the program.