

YMCA After School Program Parent Information Packet 2019-2020





Benefits of the After School Program



Licensed by the Department of Early Education and Care



For grades Kindergarten-5th 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, The Trustees of Preservation visit, Yoga & other fitness classes.



Homework help provided



Pick up by 6:00pm



Half, full, vacation programs when school is out



Monthly themed curriculum & activities



Practicing the Core Values of the Y & character building

After School Program Calendar 2019-2020

SEPTEMBER:

- First day of ASP: Tuesday September 3rd
- Kindergarten Orientation, Half Days: September 3rd-6th, 9th-13th

OCTOBER

- Professional Development Day, Full Day Program: Friday October 11th
- Monday October 14th Columbus Day: NO PROGRAM
- Parent Teacher Conferences. Half Day Program: Tuesday October 22nd
- Parent Teacher Conferences Half Day Program: Thursday October 24th
- Parent Teacher Conferences Half Day Program: Monday October 28th

NOVEMBER

- Veteran's Day, Full Day Program: Monday, November 11th
- Day Before Thanksgiving, Full Day Program: Wednesday November 27th
- Thursday November 28th and Friday November 29th: NO PROGRAM

DECEMBER

- Half day program- Friday December 20th (winter recess)
- Tuesday December 24th-Wednesday December 26th NO PROGRAM
- **Winter Break Camp: Monday December 23rd, Friday December 27th, Monday December 30th and Tuesday December 31st (close at 3pm)**

JANUARY

- Wednesday January 1st: NO PROGRAM
- **Winter Break #2: Thursday January 2nd and Friday January 3rd: Full day programs**
- MLK Day, Monday January 20th: NO PROGRAM

FEBRUARY

- President's Day, Full Day Program: Monday February 17th
- **Monday February 24th -Friday February 28th: February Vacation Camp**

MARCH:

- Professional Development Day, Half Day Program: Wednesday March 11th

APRIL

- **Monday April 20th-Friday April 24th: April Vacation Camp**
- Parent Teacher Conferences Half Day Program: TBA
- Parent Teacher Conferences Half Day Program: TBA
- Parent Teacher Conferences Half Day Program: TBA

MAY

- Memorial Day, Monday May 25th: NO PROGRAM

JUNE

- Prof. Development Half Day Program: Monday June 8th
- Last day of ASP: Wednesday June 17th
- Last day of school: Monday June 22nd (no snow days) and June 29th (with 5 snow days)

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 Expectations

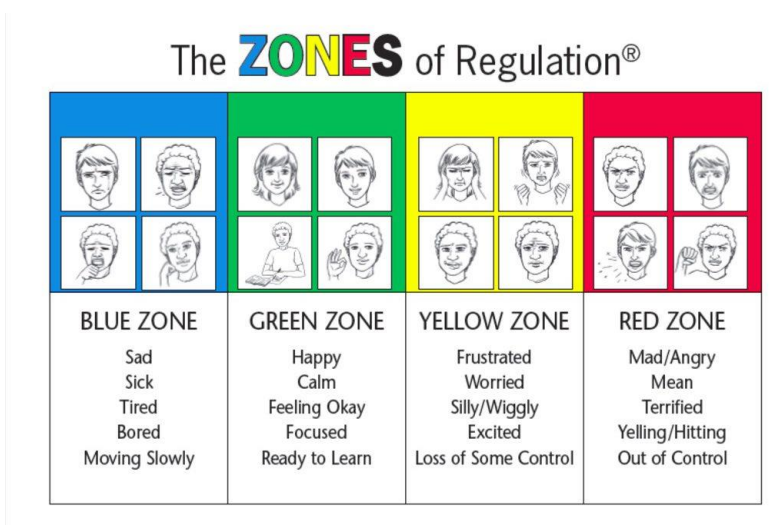
1. I will keep my hands, bodies, feet to myself.
2. Be kind to yourself and others.
3. Hang up all belongings on a hook.
4. Wash hands before snack time. Put all snack bowls/cups in black dish bins. Only one snack per child.
5. Clean up after yourself & put all supplies away. Be respectful of all supplies and equipment.
6. Represent the four core values of the YMCA:
 - Campers take **Responsibility** for their actions.
 - Campers **Respect** themselves, each other, camp equipment and the environment.
 - **Honesty** will be the basis for all relationships and interactions.
 - Campers will be **Caring** in their relationships with others.
7. Follow ASP Staff's instructions.
8. Help keep the classrooms clean & free of trash.
9. QUIETLY WALK through the building.
10. Never go anywhere alone.



BEHAVIOR POLICY

1. Program Expectations are reviewed every Monday, especially during the first two weeks of the program.
2. If a child is not following the expectations: Re-read the expectations to them.
3. Redirect the child to a different activity.
4. If the expectation is still not being met, staff (or Admin team if staff is in the middle of an activity) must work on the Zones of Regulations with the child. Let the child choose which zone they are feeling then let them create their Zone's Toolbox: (ways they can get to the green zone) Example: listen to music, take a walk, play with a fidget. Give the child a chance to regroup with whatever tool they need. *If the camper must do a ZOR activity, that information needs to be communicated to the parent at pick up. Explain to the parent the behavior & the ZOR activity.
5. If the child can meet the expectation, they can join their group. If the child still has the same behavior, please bring to the Administration Staff. A phone call will be made to the parent & a meeting will be arranged to discuss a plan to help the child succeed while in the program.

ZONES of REGULATION:



- The child will figure out what zone he/she is in. Then do the ZOR Toolbox activity. Once the camper is finished with the activity and doing whatever tool he/she needs to overcome the undesired behavior, the child can join the unit again. The goal is to get the child in the GREEN zone. If the child still does not meet the expectation, bring the camper to admin staff. The parents will be

called, and a meeting will be arranged to discuss a plan to help the child succeed while in the program.

- Tools the child can use: listen to music, jumping jacks, take a break, take a walk, play with a fidget, read with a friend, call mom or dad, read, color, jump, push on a wall, swing, side hug, meditate, etc.

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**. Please pack extra snacks for your child in case they aren't enough for seconds.

*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 activity	Recreational Swim	Homework, Enrichment activity	Recreational Swim	Challenge Friday (group activity)
4:30-5:00pm:	Outside play	Homework, Sports & games	Outside Play	Homework, Arts & Craft activity	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 & games	Homework, Enrichment activity	Homework, Arts & crafts activity	Recreational Swim
4:30-5:00pm:	Homework, STEM activity	Outside Play	Outside play	Outside play	Challenge Friday! (group activity)

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 Powell, 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 ongoing 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: \$21 members/ \$24 non-members

Half Days: \$39 members/ \$44 non-members

Full Days: \$59 members/ \$67 non-members

Vacation Week: May choose any day/days or the entire week. \$59 members & \$67 non-members.

Full week vacation (discounted): \$255 members/\$305 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 Family board one month 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

-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. Only those listed on the enrollment form will be allowed to pick-up your child. Please make sure everyone who picks up their child has their ID with them.

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 NOT have extra swimsuits to borrow if your child forgets). If you would like to store your child's swimsuit in the classroom, please place suit/cap/goggles in a 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 meet 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 (about 25 yards) & 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 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 family 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 will not always be in my office, but I can read my emails on my cell phone. If you can't reach me on my phone, please leave a voicemail or call the front desk for immediate assistance.

-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 one **WEEK** in advance to be refunded.

-If you need to change your child's schedule, please communicate that to us one 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 December. A copy will be given to all families. A meeting with the staff may be scheduled to go over your child's progress reports.

-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!

-If your child has an IEP at school, we must have a copy & a meeting with the staff must be scheduled BEFORE your child can start the program.

-If your child has any allergies, medical conditions, or needs to receive medication while in the program, a meeting with the staff must be scheduled BEFORE your child can start the program.

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!

-Teacher communication: Please let all schools and teachers know your child's After School Schedule before your child begins the program.

-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.