

# 2021-22 BEFORE & AFTER SCHOOL CARE GUARDIAN HANDBOOK

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# WELCOME TO YMCA BEFORE AND AFTER SCHOOL CARE PROGRAM!

The Richard Kane YMCA welcomes you and your child. We are honored to be your partner and stand committed to creating opportunities for your child to learn, grow, and thrive.

The Before and After School Care Program is available for children who are currently enrolled in the Bartlesville Public School system, ages 4 to 12. Activities may include games, arts and crafts, reading, music, school assignments, and time for children to pursue their favorite interests. Our goal is to provide a safe and caring environment for children through a variety of educational and recreational activities.

Due to the ever-changing times, our policies and guidelines have recently changed.

Take a minute to learn more about the Y and how we'll help your child explore, connect, and discover while staying safe this school year. If you have any questions, concerns, or suggestions, please feel free to contact staff at any time.

Sincerely,  
Richard Kane YMCA  
YMCA Directors

## HOURS:

Before School Care _____	7:00am - 8:30am
After School Care _____	3:30pm - 6:00pm

The program sites open at 7:00am and close at 6:00pm. Parents please do not drop your children off before the opening time or pick them up later than the closing time. Fees will be applied for early drop offs or late pick-ups. **An overtime fee of \$1.00 per minute for early drop off/late pick-up is to be paid on the day of the offense.** After 5 accumulated late pickups a \$5.00 per minute late fee charge will be enforced. \*Late pickups/early drop offs can be cause for dismissal from the program.

## FEES:

Fees are per student per month. **Please make checks payable to The Richard Kane YMCA of Bartlesville.**

### Y-Member's Cost:

- Registration Fee: \$50.00 (*one time fee*)
- Before School Care Only: \$80.00
- After School Care Only: \$100.00
- Before & After School Care: \$180.00

### Non Y-Member's Cost:

- Registration Fee: \$50.00 (*one time fee*)
- Before School Care Only: \$86.50
- After School Care Only: \$110.50
- Before & After School Care: \$197.00

Daily drop-in rates, for each day attended, if space is available,

Before School Care _____	\$18.00
After School Care _____	\$23.00
Before & After School Care _____	\$41.00

## PAYMENT:

Initial payment is due at the time of registration, all other payments will be required to be paid by the 15th of the current month. The payment rate is the average rate based on the number of days the children are in school and spread equally into 10 monthly payments.

**Pro-rated and/or refunds for non-attendance are not available.** If the current month's payment is not received by the 15th and there is no scheduled payment for the month a \$10.00 late fee will be applied to the account. Accounts past due over 30 days will result in dismissal from the program. Only one discount per child may be applied to fees, for qualifying families. All returned payments will be subject to a \$25.00 fee.

## REGISTRATION CANCELANATION POLICY:

In order to cancel registration for Before and After School Care Program, the YMCA must receive a written/email notice two weeks prior to the start of the month. The YMCA will communicate acknowledgment of the cancelation notice. If you do not receive a notification, please contact the YMCA Front Desk. Not attending a program does not entitle you to a refund. When you enroll in a program, you are reserving space, time, and staffing whether or not your child attends the program. There will be no refunds given after the first of the month. There is a \$25.00 processing fee on all refunds.

## FINANCIAL ASSISTANCE:

Financial assistance for Before and After School Care may be available for qualifying families. Financial Assistance applications can be found at the Richard Kane YMCA, 101 N. Osage Ave. Any fees acquired before Financial Assistance applications are approved will remain due unless otherwise approved. Financial Assistance applications can take up to 10 days to be reviewed.

## **PROGRAM CANCELTION POLICY:**

If the YMCA is to close/cancel the Before and After School Care program for any reason a refund will be available upon request for \$8.50 per day of care canceled that was already paid for. Cancellation Policy is not applicable for Financial Assistance Recipients.

## **SNACKS:**

Nutritious afternoon snacks will be provided by the program. Breakfast and lunch are provided at each elementary school by the cafeteria and may be purchased through the school system.

## **CHILDREN'S PERSONAL BELONGINGS:**

The program will provide children with a basket or hook to hang or keep their personal belongings in while they attend the Before and After School Care program.

## **SCHOOL YEAR SCHEDULE:**

The Before and After School Care program will begin with the first day of school and close on the last day of school. It will serve children only during the scheduled school days. The program will offer some days of childcare during Fall Break, Spring Break, Thanksgiving Break, Winter Break, and short one or two-day teacher's meeting/conference days at an additional charge. Enrollment will be separate and available one to two weeks in advance for full day childcare. Enrollment is limited and late enrollments will not be accepted due to staffing and planning requirements. *There will be no childcare offered on Labor Day, "snow days", or other holidays.*

## **BARTLESVILLE PUBLIC SCHOOL CLOSURES:**

If Bartlesville Public schools are closed due to inclement weather or any other emergency, the local radio stations will make the announcement by 6:45 a.m. Before and After School Care will not be provided for 'snow days' or for closures due to an emergency. Days missed due to inclement weather are added back to the total days school will be in session.

In case school is let out early due to weather conditions no After School Care will be provided and parents will be expected to pick their child up as soon as possible.

## **ILLNESS, INJURY, & MEDICATION PROCEDURES:**

If a child becomes ill or injured during program hours, on or off site, the program director or a designated staff member will contact the guardian, if the guardian can not be reached

the emergency contact will be called. Guardian or alternate may be required to come pick up the child from the program.

Prescription and non-prescription medication may be administered during program hours under certain circumstances.

- a) Medication to be dispensed should be hand delivered by parent to program coordinator, if parent wants the medication to be dispensed during school hours they will need to take it to the school office themselves. Medication must be accompanied by a Medication Administering to Students Authorization form, signed and completed by parents. Parents of students with asthma or allergies may complete a Student Asthma/Allergy Action Card, forms are available in main school office.
- b) Prescription medication must be in original container that indicates the following:
  - Student's name
  - Name and strength of the medication
  - Dosage and direction for administration
  - Date and name of physician and pharmacy
- c) Non-prescription medication must be in original container, label must be legible, and student's name must appear on bottle.
- d) Medication will be kept in a locked cabinet in program area. All medication left after the last day of school will be destroyed.

## EMERGENCY PROCEDURES:

If an emergency occurs the program Site Coordinator or a designated staff member will call the guardian. If neither guardian can be contacted, the emergency contacts the guardian has provided will be contacted. *for example: a grandparent, neighbor, or a close friend.* If those individuals cannot be contacted the student will be taken by ambulance to the emergency room at Ascension St. John Jane Phillips Hospital. The hospital can provide treatment only when parental permission has been obtained. It is suggested that the parent have on file with the hospital a signed notarized permission release to treat their child. The program's responsibility ends after the student has been transported to the emergency room. The program personnel may stay with the child until a guardian comes to the hospital.

## **EXTREMELY LATE PICK UP PROCEDURES:**

The program Site Coordinator or a designated staff member will call the guardian, if neither guardian can be contacted, OR if the guardian has not contacted the program by 6:15 p.m., the emergency contacts will be requested to pick up the child.

The program personnel will contact the proper authorities: i.e. the police department & the department of Human Services, child protection division, if none of the contacts pick up the child or contact the Site Coordinator by 6:45p.m. The child will then be released to the proper authorities.

## **DISCIPLINE AND DISMISSAL:**

Children are entitled to a pleasant and harmonious atmosphere. The program uses redirection, loss of a privilege, staff/child consultation, staff/parent consultation, and suspension from the program as measures of discipline. Unacceptable behavior will be cause for dismissal from the program.

If a child is chronically disruptive to the function of the child care program, his/her enrollment may be terminated upon the recommendation of the staff after reasonable effort to integrate the child into the program and after consulting with the site coordinator, the parent(s), the child care director, and the Richard Kane YMCA CEO. Notification of termination will be given at least 5 school days prior to dismissal.

A child may be suspended immediately for an indefinite amount of time for unacceptable behavior such as: fighting, being disrespectful to staff, damage to school or program property, threatening others, and non-compliance of program safety rules. No refund will be given for days of suspension.

## **SCHOOL SITE PROGRAM PHONE NUMBERS:**

*Hoover Elementary: 918.335.6350*

*Kane Elementary: 918.337.6234*

*Ranch Heights Elementary: 918.335.6362*

*Wilson Elementary: 918.335.6303*

*Wayside Elementary: 918.335.6305*