

# 2023-24 BEFORE & AFTER SCHOOL CARE GUARDIAN HANDBOOK

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### STUDENT INFORMATION:



Once registered online or in-house please scan the QR code and select the school your child will be attending during the 2023-24 school year to provide the required student and guardian information. \*This form is NOT the program registration and is for program staff use.

# WELCOME TO YMCA BEFORE AND AFTER SCHOOL CARE PROGRAM!

The Richard Kane YMCA and I welcome you to our 2023-2024 Before and After School Care program! We are looking forward to providing your family with safe and quality childcare this school year.

The Before and After School Care program is available for children in PreK through 5th grade. At Before and After School Care, your child will be provided with a variety of activity opportunities in which they will be allowed and encouraged to participate in. Provided activities and experiences include but are not limited to arts and crafts, STEAM activities, games, music, reading and so much more!

Please take a moment to review the YMCA's Before and After School Care program guidelines and expectations. Please contact us if you have any additional questions, concerns, or suggestions throughout the year. We look forward to having your family involved in our program.

**Sincerely,**  
**Summer Buckles**  
**Youth and Family Director**  
**Richard Kane YMCA**

## CARE MONTHS & THEMES:

August: Theme - Back to school/All About Me *(Care begins the first day of school – Aug. 10th)*

September: Theme - Space *(No care Sept. 1 Virtual Learning Day & Sept. 4 Labor Day)*

October: Theme – Pumpkin Palooza *(No care Oct. 11 Virtual Learning, Oct. 12-13 Fall Break & Oct. 20 P/T Conferences) \**

November: Theme - Farm *(No care Nov. 20-24 Thanksgiving Break) \**

December Theme – Winter Holidays *(No care Dec. 1 Virtual Learning Day & Dec. 20-29 Winter Break) \**

January: Theme - Disney *(No care Jan. 1-2 Winter Break, Jan. 15 Professional Inservice Day)*

February: Theme - Kindness *(No care Feb. 19 Professional Inservice Day)*

March: Theme - Nutrition *(No care Mar. 15 P/T Conferences, Mar. 18-22 Spring Break, Mar. 29 No School Day) \**

April: Theme – Planet Earth

May: Theme - Camping *(Care ends the last day of school – May 16)*

\*The Y will offer full day childcare programs on select school breaks and parent teacher (P/T) conference days. These programs will involve a separate enrollment process and an additional charge.

## WHAT TO EXPECT:

### Before School Care

When you arrive at your school site, you will walk your child to the correct door where you will scan a QR code to sign your child in for the morning. Once you have scanned the QR code and input your child's name, one of our School Age Care Counselors will then meet you at the door to let your child into the building. During Before Care, your child will be provided with various low-level activities to participate in until school begins. If your child eats breakfast at the school, our staff will walk them to breakfast. At 8:30am our staff will release all of the students who are in our care to their classes.

### After School Care

During After Care, teachers will walk or release students to our designated After Care location in the afternoons. All students will be offered an afternoon snack. From there, students will participate in a variety of activities. Students will also have the opportunity to complete homework in After Care. When you arrive at your school site for pickup, you will walk to the correct door where you will scan a QR code to sign your child out. Once you have scanned the QR code and input your child's name, one of our School Age Care Counselors will meet you at the door with your child.

*\*Please leave all toys, electronics, and home entertainments at home. No imaginative play attire or dress attire should be worn to School Age Care.*

## 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. Fees will be applied to your YMCA account.** 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.

### Y-Member's Cost:

- Registration Fee: \$30.00 *(one time fee)*
- Before School Care Only: \$100.00
- After School Care Only: \$120.00
- Before & After School Care: \$200.00

### Non Y-Member's Cost:

- Registration Fee: \$30.00 *(one time fee)*
- Before School Care Only: \$150.00
- After School Care Only: \$180.00
- Before & After School Care: \$300.00

*\*Previous year and/or other program financial assistance approvals do not apply. Financial assistance is available by application.*

## 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 business days to be reviewed. Program registration can not be completed until the financial assistance application has been processed.

## PAYMENT:

Registration fee and the first month's payment are 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 and/or late registration 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 Youth and Family Director, Summer Buckles must receive notice. The YMCA will communicate acknowledgment of the cancelation notice. If you do not receive a notification, please contact the YMCA Welcome 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.

## PROGRAM CANCELANATION 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. Cancelation 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. Students should leave all personal toys, electronics, and any non-required belongings at home. The YMCA is not responsible for any lost, stolen, or broken belongings.

## **RELEASE OF CHILDREN:**

Children will be released to the main guardians or listed authorized pick-ups on the student's registration form (upon providing a photo ID). Any adjustments to authorized pick ups **MUST** be communicated in advance. Children will **NOT** be released to unapproved individuals.

## **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 cannot 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 Youth and Family 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*

*Ranch Heights Elementary: 918.335.6362*

*Wayside Elementary: 918.335.6305*

*Kane Elementary: 918.337.6234*

*Wilson Elementary: 918.335.6303*