



Bay City YMCA Programs

After-School Care Program Parent's Handbook 2024-2025

Main Office:
Bay City YMCA Programs
1112 7th Street
Bay City, TX 7414
361-261-5354

**We build
Strong kids,
Strong families,
Strong communities**

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Our Commitment to you...

The Bay City YMCA After-School program has an underlying goal which seeks to provide a happy atmosphere, develop positive self-esteem in children, provide social opportunities, strengthen self-discipline, stimulate curiosity and encourage self-expression. In our after-school care program your child will receive the perfect balance of fun, learning and physical development. Planned, safe activities are set to a weekly theme taken from the National YMCA curriculum framework. We provide a well-trained caring staff, nutritious snacks, safe supervised activities, structured daily schedules, and tutoring by our staff at:

YMCA Afterschool Facilities

Childcare Director: Michele Morales, mmorales@ymcavictoria.org

Tenie Holmes Elementary Site

3200 5th Street
Bay City, Texas 77414

Site Leader: Cameron Spalding
Office: 361-261-5354 Site: 361-905-2788

Cherry Elementary Site

2619 8th Street
Bay City, Texas 77414

Site Leader: Brittany Jackson
Office: 361-261-5354 Site: 361-834-3372

Linnie Roberts Elementary Site

4100 Hiram Brandon Dr
Bay City, Texas 77414

Site Leader: Danyal Manning
Office: 361-261-5354 Site: 361-905-2810

The Bay City YMCA After-School Care program maintains a staff to child ratio of less than 1:15. The program is licensed by the Texas Department of Health Services and conforms to the strict standards of the YMCA of the Golden Crescent. Financial assistance is available based on family size and income. For more information call (361) 261-5354.

Before completing the enrollment form, please take the time to read through this packet carefully, making note of the policies and guidelines, this will enable us to do the best possible job of caring for your children.

Once again, thank you for making the Bay City YMCA After-School Care program your choice in quality after-school care!

Cordially,

Michele Morales
mmorales@ymcavictoria.org
Executive Director

Operational Policies

1. HOURS, DAYS, AND MONTHS OF OPERATION

The Bay City YMCA Afterschool Program begins First Day of School and will operate until the B.C.I.S.D. school year ends. The Bay City YMCA's Afterschool program hours are from School Dismal till 6:00 p.m. If you are late picking your child up, a late fee of \$1.00 per minute per child will be due at the time of pick up. If it is a school holiday contact the YMCA for more information.

During school Holidays, the YMCA will have full day childcare located at the YMCA Summer camp site at Linnie Roberts Elementary School, 4100 Hiram Brandon Dr, Bay City, TX. Rates for out of school time is \$105 weekly. EX. Spring Break, Christmas Break, Thanksgiving Break, etc.

Parents are to give YMCA staff a week notice if their child will be attending full-day childcare during school year breaks.

2. PROCEDURE FOR THE RELEASE OF CHILDREN

I understand that I must sign my child out daily, and I may be required to show a photo ID to do so. All persons signing out any children must be 18 years or older and be on the registration form. If someone under the age of 18 is picking up your child or children, the parent of the registered child must get a release form filled out and notarized. All persons authorized to pick up your child must be listed on the registration form with a driver's license number or some form of photo ID, or your child will not be released to that person. For any changes that need to be made to on pick up list please contact Michele Morales at 361-261-5354 or mmorales@ymcavictoria.org.

3. HEALTH AND SAFETY (ILLNESS AND EXCLUSION CRITERIA)

If your child cannot go outside or participate in the program due to illness, understand that you will keep your child at home. If your child has been running fever, vomiting, diarrhea, signs of a rash or viral related symptoms, within the last 24 hours your child may not attend our Program. A doctor's note may be needed before child can return to childcare program.

4. MEDICATION POLICY

The YMCA will not administer any medications unless you complete a medication state form 7255 and the medication is in its original container. Medication not in its original container will be taken away from the child and returned to the parent at the end of the day. The medication needs to include the prescription on the bottle or if it is an over the counter medication that a doctor has prescribed it will need to be accompanied by the doctor's prescription.

5. MEDICAL EMERGENCY

If your child is injured or becomes ill while in the care of the YMCA, our staff will do the following:

- Administer basic first aid
- Contact the parent or guardian

- Contact the YMCA director
- If necessary we will call 911
- Fill our necessary paperwork for licensing form 7239

6. PARENTAL NOTIFICATIONS

The remind app is our first line of communication. Parents will be notified in other forms of communication; in person, by phone, or in writing. Any special discipline problems, communicable diseases occurring at the after-school care sites, or upcoming closures will all be communicated through any of the following. We also have monthly newsletters that will be available for parents to take home. Any policy changes will be provided to the parent or guardian in writing. Policies are reviewed annually for updates.

Occasionally children will be absent due to illness or family vacations please let the director of the program know when your child will not be present.

You may contact the director by phone or email, Michele Morales at 361-261-5354 or mmorales@ymcavictoria.org. *Please note we do not give credits to accounts for illness or vacations in normal situations.

7. DISCIPLINE AND GUIDANCE PRACTICES

Understand that your child must adhere to all YMCA expectations.

The procedure for dealing with unacceptable behavior is listed below.

- A clear warning including a discussion of the problem that occurred will be held with the child.
- If the problem is reoccurring, an age appropriate renewal time will be used as needed followed by an Incident form 7239 filled out by staff.
- The child will meet with the Site Director or Program Director / Coordinator.
- A parent meeting, (face to face or over the phone) with the Site Director or Program Director /Coordinator will be held.
- Persistent problems or situations that could endanger a child or others at the site could result in automatic suspension or termination from the program.
- Understand that if your child is suspended or terminated from the program, you will not receive a refund.
- In case of extreme behavioral issues, the Bay City YMCA will immediately suspend a child.

8. MEALS AND SNACKS

During summer, we will use the BCISD free breakfast and lunch program. During the school year, we will provide a small nutritious snack each afternoon when children attend full-day childcare. Children will need to bring their own lunch daily during school holidays.

9. ENROLLMENT PROCEDURES

Enrollment forms must be filled out **completely** each year and updated whenever any information changes. We will notify parents of any changes to our operational policies in writing.

10. WITHDRAWAL POLICY

A two week written notice must be emailed to the Childcare Director, Michele Morales at mmorales@ymcavictoria.org to withdraw your child from the program. Enrollment is considered continuous until notice of withdrawal is emailed.

11. QUESTIONS / CONCERNS ABOUT THE POLICIES AND PROCEDURES OF THE CHILD CARE PROGRAM

Questions or concerns about the policies and procedures of the afterschool program can be directed to any of the professional after-school care staff at the YMCA after-school care sites. They will be answered in a timely manner. The child care director can be reached through at 361-261-5354 or mmorales@ymcavictoria.org.

12. INDOOR AND OUTDOOR PHYSICAL ACTIVITY

The Bay City YMCA will work with children to make sure that they are physically active and healthy. Our staff wants to help each child be strong and confident as they refine and learn to control their large and small fine motor skills. Children will participate in mix of moderate to vigorous physical active sessions. Half of the time will be teacher led and half of the time will be free play. Weather permitting, these activities will take place outdoors in our fenced in play area or our basketball court. Closed toed shoes are recommended for physical play both indoor and outdoor.

13. CLOTHING GUIDELINES

All children should wear comfortable clothing and closed shoes (no sandals) that allow them to participate in indoor and outdoor daily activities.

14. SCREEN TIME POLICIES

Electronics brought from home (phones, tables, Nintendo switch, etc.) cannot be used. Electronics can be taken up by staff if rules are not been followed and given to the parents at time of pick up.

15. PARENT / GUARDIAN SITE VISITATION

Parents and guardians are always welcome to visit our program anytime during our hours of operation.

Due to COVID, we have the ability to limit visitations.

16. PROCEDURES FOR PARENTS TO PARTICIPATE

Parents are allowed to participate at any time in the children's activities. We also encourage parents to donate sealed snacks, crafts, etc. Parents are also encouraged to help and participate in our holiday special events.

17. PROCEDURES FOR PARENTS TO REVIEW MINIMUM STANDARDS AND THE CENTER'S MOST RECENT LICENSING REPORT

The minimum standards are available at each after-school care program site. The most recent licensing report is posted on our site information boards.

18. PARENT CONFERENCES

Parents and visitors are welcome to our program! Open communication is very important to the success of your child's experience. Parent conferences may be arranged at any time with teachers or the Director by appointment. We appreciate your input regarding suggestions, ideas and comments on ways to improve our service to you and your family. You may direct suggestions, concerns, compliments or complaints to the immediate caregiver or one of the Directors. Throughout the year we will host family events to provide an opportunity for you to get to know the staff and other families. If you would like to volunteer for an event at the program, you will need to have a clear criminal background and FBI check. Parents and volunteers are never left alone with a group of children and will have a staff member with them at all times. Conferences can be held face-to-face or over the phone. Most parent conferences will typically take about 20 minutes.

19. INSTRUCTIONS ON HOW PARENTS MAY CONTACT THE LOCAL TDFPS CHILD ABUSE HOTLINE, AND TDFPS WEBSITE

Parents may contact the child care licensing office Texas Abuse / Neglect Hotline at (800) 252-5400 or view the web page at www.dfps.state.tx.us.

20. REGISTRATION

All registration forms must be completed and all necessary fees must be paid in person in order to enroll your child or children in the YMCA After-School Care program.

Forms can be printed online at www.ymcagoldencrescent.org.

21. HOURS OF OPERATION

Monday – Friday, school dismissal until 6:00p.m. The program does not operate on the following national holidays: New Year's Day, Good Friday, Memorial Day, Labor Day, Thanksgiving Day and Friday After, Christmas Eve and Christmas Day and New Year's Eve, New Year's Day. If those holidays fall on a weekend it will be observed on Friday or Monday.

22. TRANSPORTATION

All children must stay seated with their seat belts fastened while the vehicle is moving and until the vehicle is completely parked. Our primary goal when transporting children is to ensure their safety. The YMCA reserves the right to suspend or dismiss a student if a child is behaving in a way that is unsafe or inappropriate.

The Bay City YMCA transports **will not** provide transportation to extracurricular activities of any sort. The Bay City YMCA will use BCISD buses for Field Trips.

23. COST

| <u>Payment Schedule</u> | <u>Child Care Rates</u> |
|-------------------------|-------------------------|
| Registration Fee | \$55 per child |
| Weekly Fee | \$60 per week |
| Weekly Holiday Camp Fee | \$115 per week |

Registration is a non-refundable fee!

** Siblings receive \$5.00 off Registration Fee?

24. PAYMENT OPTIONS

Payments must be made in advance monthly or weekly by cash, check, or credit card. Auto Pay will be drafted every Friday for the following week of childcare. \$25 late fee will be applied to all accounts if payment isn't received on time.

25. CREDIT FOR ABSENCES

The YMCA does not credit for missed days. Your fee pays for direct operating costs, such as staff, snack, crafts, transportation, and other program supplies. All of these must be available for the number of children we have in the program. When you enroll we reserve the time, space, staff, and provisions for your child whether he or she attends.

26. REPORTING AN ABSENCE

Parents are responsible for notifying the YMCA by calling (361) 261-5354 before 8:00a.m if the child will **not** be attending our program.

27. LATE FEES

Late fees will be assessed if payment has not been received on time. You will be assessed a \$25.00 late fee on Monday after 8:00 am. If payment for that week has not been received. There is also a \$30.00 Insufficient Funds fee for all returned checks.

28. FINANCIAL ASSISTANCE

The Bay City YMCA believes in providing membership and program services to all who wish to participate. The YMCA's financial assistance program, supported by our annual Friend of Youth campaign and the local United Way, uses all available resources to provide support to those who qualify for assistance.

29. VACCINES

The Bay City YMCA does not have a vaccination policy.

30. INCLEMENT WEATHER

If weather conditions warrant, the center may be closed without prior notice. This would happen in the event of ice, snow, excessive rain (flooding) or any weather conditions which would cause the highway department to close major thoroughfares. There may not be any reduction of fees for these days.

31. EMERGENCY PREPAREDNESS PLAN

Staff members are trained in basic emergency procedures. Necessary responses to issues regarding natural disasters (floods, tornados, hurricanes, etc.) and fire escape routes are addressed in staff training. Monthly fire drills and periodic tornado and lock down drills are conducted. In the event of an emergency at the center the staff will call 911. The staff will then gather the children along with their enrollment form and exit out the door closest to their room. Please read through our Emergency drills posted at each site.

32. COVID-19 POLICY

If your child is diagnosed with COVID-19 You must notify the YMCA staff immediately. You must have a doctor release prior to returning to our facility. If anyone in your household has tested positive for COVID-19 your child may not attend our facility till they sit out there quarantine period and be symptom free. With the uncertainty of COVID-19 our policies may change with little to no notice due to CDC guidelines and State regulations. Please be understanding and helpful so that our facility may stay COVID-19 free.

Parent Statement of Understanding

I have read and fully understand the Bay City YMCA’s parent handbook. I agree to abide by all of the program policies and procedures.

Parent / Guardian Signature

Date