



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



# BRIGHT FUTURES START HERE

YMCA AFTERSCHOOL CHILDCARE

PARENT/GUARDIAN HANDBOOK

[ymcaup.org](http://ymcaup.org)

# WELCOME

First, we would like to say thank you for choosing us to care for your child. We are excited to have you as part of our YMCA family. Our goal is to provide a positive life-changing experience that will last a lifetime through activities that promote the mission of the YMCA of Upper Palmetto.

The YMCA is committed to developing strong character in individuals through activities that promote our four core values: caring, honesty, respect, and responsibility. We want your child's afterschool and/or summer day camp experience to be filled with opportunities to try new things, learn, and grow, and make long-lasting friendships.

## YMCA MISSION

Our mission is to put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

## GOAL OF THE PROGRAM

Our goal is to provide a safe, positive, fun, Christian environment where children can achieve their greatest God-given potential. We try to achieve this goal by providing opportunities for children to experience age-appropriate activities designed to help each individual grow physically, mentally, and spiritually. We also hope your child will learn core values, improve social skills, develop leadership skills, appreciate diversity and most importantly, have fun!

## SPIRIT

Afterschool and/or summer day camp activities include devotions and life-skills conversations with the participants in our program. We also recite and discuss Bible verses.

## MIND

The YMCA and its staff are strongly committed to helping each child develop a positive mindset. We strongly feel that the mind is influenced by what it is exposed to. Therefore, all activities are designed to help children develop a positive mindset.

## BODY

We plan our curriculum and activities to keep children as physically active throughout the day as possible. Physical activities include recreational swimming, group games, fitness activities, gym games, dancing and more. All schedules are age appropriate for the needs of the children.

## **ADMISSIONS & ENROLLMENT**

The YMCA of Upper Palmetto will not discriminate by ethnicity, race, gender, nationality, origin, or creed. To enroll, please submit:

- Completed Registration Form
- Completed Medical Questionnaire Form
- Registration payment
- Signed Parental Waiver Form
- Completed credit card draft information

The YMCA of Upper Palmetto reserves the right to deny after school and/or summer day camp services if one or more of the following conditions exist:

- The child is not participating in or benefiting from the program
- The staff cannot provide adequate or safe care for the child
- The staff cannot provide adequate or safe care to other enrolled children due to the behaviors of a child
- If a child is being picked up from the program after 6:00 on a reoccurring basis (6:15pm for Clover & York).

## **PAYMENT OF PROGRAM FEES**

Afterschool and/or Summer Day Camp program payments must be made in accordance with the payment structure as outlined on the registration form. Credit or debit card drafts occur weekly early Saturday morning prior to the enrolled week of afterschool or camp. In the event of a declined credit or debit card draft, the program fee and up to \$35 service fee will be due. Failure to pay two consecutive drafts will withdraw the child(ren) from the program until full payment of the balance is made. Any changes to your credit/debit card must be made in writing prior to the weekly Friday draft.

## **PROGRAM FEES**

Weekly rates vary based on branch location. A one-time, non-refundable \$25 registration fee will be due at time of registration.

## **CANCELLATION POLICY**

A two-week notice must be given in order to withdraw from the Afterschool and/or Summer Day Camp programs. In order to cancel, complete the Program Cancellation Form and submit it to the front desk of the YMCA.

## **REFUND POLICY**

No refund will be given for days your child was registered but did not attend. No refunds will be given if your child is dismissed from the program. No refund will be given for tuition if termination and/or cancellation from the program is not submitted in writing within two weeks from the last day of the child's participation in the program. Any deposits made towards summer camp are not refundable.

## **MEMBER/NON-MEMBER RATES**

In order to maintain the benefit of member pricing, your YMCA membership must remain active for the duration of the program. Cancelling your membership at any time will result in your programs defaulting to the non-member rate.

## **BEHAVIOR MANAGEMENT**

Guiding the behavior of children, helping them develop core values, and building healthy personalities are important tasks that adults must take seriously. We have rules and behavior guidelines that afterschool or camp participants are expected to follow.

### **YMCA RULES**

- Show respect for yourself and others
- Speak for yourself, not for anyone else
- Use put-ups, not put-downs
- Listen, and others will listen to you
- Play safely and fairly
- Keep hands/feet to yourself
- Follow all facility and pool rules

Other rules will include basic playground rules and risk management policies needed specific to each site.

Children are entitled to a pleasant environment at the YMCA. Therefore, the YMCA cannot serve children who display chronic disruptive behavior. Such behavior is defined as "verbal or physical activity which may involve, but is not limited to, behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff and /or ignores or disobeys the rules that guide behavior during the day." If a child cannot adjust to the afterschool and/or summer day camp setting and behave appropriately, then the child may be dismissed from the program. Reasonable efforts will be made to help all children adjust to the afterschool and/or summer day camp setting.

## DISCIPLINE

The use of Corporal Punishment is strictly prohibited at the YMCA of Upper Palmetto. The YMCA staff will use positive behavior management techniques that are developmentally appropriate and adhere to the YMCA's four core values of Caring, Honesty, Respect, and Responsibility. Parents, please encourage your child to follow the instructions of counselors and other staff. Disciplinary action will be taken when children fail to follow directions or obey rules. Any disciplinary action taken will reflect the severity of the issue at hand. In each case, the YMCA will consider all available information, the circumstances, other children involved, and other relevant factors in determining how to respond to the situation. Possible sanctions include, but are not limited to, time-out, written notice, loss of privileges, suspension, or expulsion.

### Type I Behavior

Type I behavior includes but is not limited to: serious infractions such as damage or theft of property, assault, possessing weapons, tobacco products, alcohol, narcotics or illegal drugs, gang related activity, fighting, sexual misconduct, bullying, repeated TYPE II violations, and any conduct that may be detrimental to the other program participants. TYPE I behavior can result in immediate dismissal from the program for the remainder of the school year and/or summer or permanent expulsion. No refunds will be issued.

### Type II Behavior

Type II Behavior is less serious, but disruptive, and therefore unacceptable. This includes, but is not limited to: profanity, verbal abuse, and uncooperative behavior, verbal or physical disrespect. If the behavior persists, parents will be notified with a conduct report or a phone call. Suspension and/or dismissal from the program may occur if the behavior continues. No refunds will be issued for days missed due to suspension.

**Action Steps:** The YMCA believes that children learn self-control for appropriate and responsible behavior when adults treat them with dignity and use proper techniques:

- Guide children by setting clear, consistent, fair limits for behavior
- Value mistakes as learning opportunities
- Redirect children to more acceptable behavior or activities
- Make eye-to-eye contact and listen when children talk about their feelings and frustrations
- Guide children to resolve their own conflicts and model skills that help them to solve problems
- Patiently remind children of rules and their rationale as needed
- Use effective praise that is immediate, sincere, and specific
- State directions in a positive fashion



- "Time out" is used as a method of behavior management. If this does not solve the inappropriate behavior, a behavior report will be written and discussed with a parent.
- If a child receives three written behavior reports during the year, the child will be suspended at the end of the day of the third report. The suspension length will be the decision of the camp director and will be based on the offense.

## AFTERSCHOOL ROUTINE

Once children arrive each day from their respective schools or classrooms, snack will be served. The homework center will be open, and children have the opportunity to complete their homework.

Throughout the After School Program day, children can choose different activities, such as arts and crafts, gym games, playground, devotionals, story time, etc.

## FIELD TRIPS

During field trips, children must always remain with their counselor. If at any time your child purposely wanders away from their counselor, they will not be allowed to attend the next field trip. If this becomes a chronic problem, it could lead to expulsion.

Please make sure your child arrives at their camp on time for field trip days. Children arriving late and missing the bus will need to be taken home, as there will be no one at the site to watch the child.

## SIGN-OUT

Each child **MUST** be signed out **DAILY** and the time of departure must be recorded. Be prepared to provide your photo identification if necessary. Only authorized persons listed on your child's registration form may sign a child out from camp. If there are any special circumstances involving custody issues, you must provide the Childcare Director the legal documentation of these arrangements. These documents will be kept confidential in your child's file.

## INTOXICATION

Your child's safety is our priority. At times, we are called to make decisions concerning their safety. If a YMCA staff member believes that an authorized person from the pick-up list is intoxicated when they arrive to pick up their child, we will detain the child until an alternate plan can be arranged for the transportation of the child and their parent.

## LATE PICK-UP

Staff is scheduled until 6:00pm (Clover and York Branches 6:15pm). However, staff will not leave a child unattended. There will be a \$1.00 per minute charge for every minute after 6:00pm (Clover and

York Branches 6:15pm). The late fee amount will be debited from your account on file. If you know you will be late, please make alternate pick-up arrangements. The YMCA should be notified if you foresee late arrival, as it is often stressful for a child when parents are late. Chronic late pickups may be grounds for dismissal from the program.

## **WHAT TO BRING TO THE Y**

Listed below are items your child will need for the afterschool and/or summer day camp programs. (Please label ALL items with your child's name!)

- **Appropriate Clothing:** Due to high levels of activity, comfortable tennis shoes/sneakers are highly recommended. In winter season, please bring coats for playground play.
- **Swimsuit & Towel:** Children wishing to swim on swim days should pack a swimsuit and towel. Please label all items
- **School supplies:** Children needing to complete homework while at the YMCA will need to bring the appropriate materials with them, including paper, pencils, markers, crayons, poster board, etc.
- **A great attitude:** Children need to be prepared to have an active day outdoors. A good night's sleep and a healthy breakfast are essential for a healthy camper.
- **Water bottle with child's name on it.**

## **WHAT NOT TO BRING TO THE Y**

Knives, weapons, alcohol, drugs, tobacco products, expensive jewelry, toys, radios, electronic games, cell phones, CD players, make up, playing cards, etc., do not fit into the after school/summer camp setting. Please leave these items at home. Counselors will confiscate these items and they will be returned to a parent. The YMCA reserves the right to dismiss children from the program for continually bringing items that are disruptive to the program. Privileges for Middle School After School Care and Adventure Clubs may vary. The site director supervising these participants will send home guidelines and permission forms specific for their activities.

## **PROPERTY AND EQUIPMENT DAMAGES**

Parents are financially responsible for intentional damage to all equipment and facilities caused by their child.

## **LOST AND FOUND**

We will make every effort to return lost and found items while your child is in our program. To make it easier for us to return the lost items, please label everything your child brings to the YMCA. Each summer day camper will receive a YMCA bag with their name on it. Please make sure belongings are placed inside this bag and sent to camp with your child daily. If you discover something is missing,

please check the lost and found immediately. Please check with your child's camp director for the location of each camp's lost and found. Items not claimed after one month will be donated. The YMCA of Upper Palmetto is not responsible for lost, stolen or damaged clothing or equipment.

## **STAFF**

Our staff works diligently to help make participation in our program positive experience. We try to choose leaders who exemplify outstanding character, compassion, and love of children. Each staff member has received at least 20 hours of training and is CPR and First Aid certified. The camper to staff ratio is no more than 10 to 1. On field trip days, we tend to have a smaller ratio.

## **STAFF AS BABYSITTERS**

Staff members are not allowed to babysit children enrolled in any YMCA program. Nor are staff allowed to transport children in their personal vehicles. Staff members work with children throughout the day and need time to renew their energy in the evenings and on weekends.

## **PARTICIPANTS with SPECIAL NEEDS**

While the YMCA of Upper Palmetto will make every effort to provide reasonable accommodations for mentally and physically challenged children, the Afterschool and/or the summer day camp programs cannot provide care for children who are (1) of danger to themselves, (2) of danger to others, (3) in need of a one on one ratio or anything more than normal ratios or (4) a disruption to the normal activities making it unreasonably difficult for staff and other children to enjoy the program. A parent/guardian must discuss special conditions or circumstances involving their child with the Childcare Director prior to enrollment so that the administration may determine if reasonable accommodations can be made for your child.

## **EMERGENCIES**

Routine cuts, scrapes, and bumps will be treated by our staff and a written Accident Report will be sent home. In the case of a serious illness or accident involving your child, the Childcare Director or a designated counselor will contact you directly. In the event you cannot be reached, your signed authorization on your child's registration form allows us to secure prompt treatment. In the event of a serious emergency, 911 will be called first. Please refer to the Parental Waiver Form for detailed information regarding the YMCA's accident policy.

## **SNACK**

The YMCA of Upper Palmetto provides daily, nutritious snacks to all afterschool and/or summer day camp participants. If there is a snack that we provide that your child does not like, or is allergic to,



please feel free to pack them an alternative healthy snack, as there will be only one snack offered each day.

## ILLNESS

The YMCA of Upper Palmetto cannot provide care for sick children. If any child has a fever, is vomiting, or having severe pains, diarrhea, severe nasal or eye discharge, unidentified rash, or a contagious condition (chicken pox, measles, lice, ringworm, or COVID-19) the parent will be called to pick up the child immediately. If your child is sick and has been prescribed antibiotics, the child must be on the medication for at least 24 hours before returning to the program. If your child has a communicable disease, please notify the childcare director as soon as possible.

With any illness, a doctor's release may be requested prior to his/her return to afterschool or camp.

## MEDICATIONS

The YMCA of Upper Palmetto prefers that all medication be administered at home before arrival. However, if it is necessary that medication be given while at camp or afterschool, please send a written notice to the Childcare Director which includes dosage and times the medication should be administered. **All prescription medications must be in the original container that identifies the patient, the prescribing physician, the name of the medication, the dosage, and the frequency of the administration.** All medications must be checked in with the Site Director. Under NO circumstances are children allowed to administer their own medication.

## SWIMMING

Summer Camp program participants have the opportunity to swim several times per week. Children must bring their swimsuits and towels. Each child under 13 must take the swim test. There are life jackets available, and there will be a lifeguard on duty. This time is NOT swimming lessons. Information is available at the front desk about swimming lessons.

## TRANSPORTATION

All children will be transported in YMCA vehicles. No children will be transported in a staff member's personal vehicle.

## HOLIDAYS

The Afterschool/Summer Day Camp Programs will be closed for the following holidays: Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, and the day after Christmas, New Year's Day, Good Friday, Memorial Day, Independence Day, and Labor Day. If the holiday falls on a

weekend the UPYMCA will notify parents on whether the holiday will be observed on Friday or Monday. Check your local branch for details.

## **INCLEMENT WEATHER POLICY/ UNEXPECTED SCHOOL CLOSURES**

The YMCA of Upper Palmetto's After School Program closely follows the local school district's guidelines for unscheduled closures during inclement weather or unexpected circumstances. Therefore, if the local schools are closed unexpectedly, all After School Program activities are cancelled. Additionally, if the weather or other unexpected circumstance causes local schools to close early, it is the parents' responsibility to provide transportation for their child. For the most up to date closing information, please check our Facebook post or call our inclement weather hotline at 803-366-7246 (RAIN).

## **NOTIFICATION OF ABSENCE**

For the afterschool programs that pick up children from their school and transport back the YMCA, please contact the Childcare Director to inform them of your child's absence. If the absence is not reported and an unnecessary trip is made to the school for pick-up, a \$10 fee will be posted to your child's account.

## **HELPFUL INFORMATION**

Children's actions and behavior often reflect situations that are experienced at home (i.e., death of a pet, parents divorcing, fighting with sibling, etc.). If such disruptive or traumatic experiences should occur, please inform the Childcare Director or Counselors. This will enable us to better meet the needs of your child. All information will be kept confidential.

We understand that you are at work, or otherwise engaged during the time children are in our care. Therefore, we do not allow children to call parents while at the YMCA, unless there is an emergency. Children are not allowed to have personal cell phones with them while at camp or afterschool.

Once again, we thank you for entrusting us with your most prized possession, your children. Our goal is for your family's experience with the YMCA to be a positive one. We feel that these rules, regulations, and policies will help both you and the YMCA work toward that goal. Please contact us with any questions or comments at the main YMCA Branch your child is registered.

### **BAXTER CLOSE YMCA**

857 Promenade Walk  
Fort Mill, SC 29708  
(803) 548-8020

### **CHARLOTTE AVENUE YMCA**

402 Charlotte Avenue  
Rock Hill, SC 29732  
(803) 329-9622

### **CSD COMMUNITY YMCA**

5485 Charlotte Hwy  
Clover, SC 29710  
(803) 831-9622

### **FORT MILL AT THE COMPLEX YMCA**

971 Tom Hall Street  
Fort Mill, SC 29715  
(803) 547-8439

### **GREGORY FAMILY YMCA**

512 Hubbard Dr  
Lancaster, SC 29720  
(803) 313-9622

### **INDIAN LAND YMCA**

2816 WorldReach Drive  
Indian Land, SC 29707  
(803) 396-9622

### **YORK YMCA**

103 E. Madison Street  
York, SC 29745  
(803) 628-9622

This institution is an equal opportunity provider.

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