

The Anita & G. Thomas Hargrove
Child Development Center

Kids
Unlimited
Afterschool Program

Parent Handbook
2010 – 2011



NEW CANAAN YMCA

564 South Avenue New Canaan, CT 06840

(203) 966-4528 www.newcanaanymca.org

Enriching all people in spirit, mind and body...

Accredited by
the NAEYC Academy
for Early Childhood
Program



I. Philosophy & Objectives

The Kids Unlimited Afterschool Program provides children in grades K-6 with quality care during afterschool hours. The program is based on the National School Age Child Care Model, which has worked successfully in hundreds of YMCAs across America. The purpose of the afterschool program is to provide an environment which will promote self-confidence and growth in children through self-discovery, choices, varied environments, physical play, artistic development, quiet times, and home-work assistance.

The happiness, safety, and well being of the children enrolled are the primary objective of all staff associated with the afterschool program. The staff will strive to provide a warm, nurturing environment which is conducive to the developmental growth of each child. The program is flexible enough to accommodate different age groups, fulfill special needs of the children and allows them to take part in their favorite activities at the YMCA.

The program is oriented toward the enrichment of the family. Parents are invited to visit the program at any time.

II. Enrollment

Registration Procedure

Registration for the 2010-2011 school year begins on June 14, 2010. Registration is done on a first-come first-serve basis and must be done in person at the New Canaan YMCA Front Desk. When the program becomes full, a wait list will be developed. There is no fee required to have your name on the wait list.

To register your child to begin the program on Tuesday, August 31 (first day of school):

1. By Friday, August 6, 2010 submit your non-refundable deposit of \$125.00 with completed Registration/Payment Sheet.
2. By August 13, 2010, the first month's tuition is due plus the participant must have a valid YMCA Youth or Family membership.
3. By August 13, 2010, all children must have on file at the YMCA complete and up-to-date required paperwork including a current Health Assessment Form (medical form).

Registration taking place after August 13 and before August 20 requires:

1. At time of registration, Non-refundable deposit of \$125.00, plus full payment of the first month's tuition submitted with the completed Registration/Payment Sheet plus the participant must have a valid YMCA Youth or Family membership.
2. By August 20, 2010, all children must have on file at the YMCA complete and up-to-date required paperwork including a current Health Assessment Form (medical form).

LATE REGISTRATIONS (after August 20):

Any child registered after August 20 will not be admitted into the program until **Tuesday, September 7, 2010.**

Any child registered on or after Tuesday, August 31 will not be admitted to the program until **5 business days from the date of registration** (unless previously agreed upon by director).

The following must be submitted with all late registrations:

1. A completed Registration/Payment Sheet
2. Non-refundable deposit of \$125
3. Full payment of the first month's tuition
4. Valid YMCA Youth or Family Membership
5. Complete and up-to-date required paperwork including a current Health Assessment Form.

Revision Of Enrollment Days

Request For Additional Days

If you would like your child to attend the program on a day, or for additional hours, that he/she is not normally registered, it must be arranged with the Director beforehand, as we have a limited number of available spaces. If space is available on the particular day, your child may attend at an additional fee of \$25.00 per day.

Reduction Of Days/Withdrawal

Reduction of Days: Thirty (30) days written notice of reduction or withdrawal to participant's number of days, must be submitted to the Director in order to terminate responsibility for monthly tuition payments.

Withdrawal from Program: A 30-day written notice is required in order for the \$125.00 deposit to be applied to your final tuition payment.

At any time, if the staff feels that a child's enrollment is detrimental to the health or progress of himself/herself or other children, and withdrawal is deemed necessary, a pro-rated refund of the remaining tuition will be returned to the parent if applicable.

III. Membership

A current YMCA Youth or Family membership is required. YMCA membership must remain active throughout the program year. Membership renewal fees will be added to the Kids Unlimited monthly tuition bills prior to membership expiration. Please contact the YMCA Front Desk for membership fees.

IV. Medical And General Information

All children must have a copy of his/her current school physical examination on file at the YMCA at all times. Completed and up-to-date required paperwork must also be on file for each child to be admitted to the program. All necessary forms are available at the YMCA Front Desk.

It is the parent's responsibility to be sure phone numbers of emergency contacts, authorized pick-up persons and physicians are kept up to date. This is of the utmost importance in case of an emergency.

All children attending this program must be toilet trained.

No medications are administered at Kids Unlimited except in the case of emergency needs. See the Director regarding special situations or if you have any questions.

V. Tuition And Billing

KU 2010-11 FEES

ALL PARTICIPANTS

5 days/week - \$525.00/month

4 days/week - \$455.00/month

3 days/week - \$350.00/month

Billing And Payment Policy

Tuition is due and payable monthly (August-May) on the 15th of each month for the following month. After the 25th of the month, a finance charge of \$25.00 per month will be charged on past due accounts.

Monthly bills will include tuition fees, and may also include any of the following fees as incurred:

- Additional Attendance Days/Hours Fee (p. 2)
- Late Pick-Up Fee (p. 4)
- "Finders Fee" for absent child (p. 4)
- YMCA membership/renewal fee (p. 2)
- Finance charge on delinquent bills (p. 3)

Monthly billing concerns should be addressed to the Kids Unlimited Director prior to the monthly payment deadline.

If full payment is still not received by the first Monday of the following month, the child may not be allowed to attend until full payment is made. Bills will be sent to your homes monthly.

Note: Tuition is required, regardless of absence, due to illness or personal vacation. Public school vacation days have been factored out of the annual tuition payment.

Tuition assistance may be available. Applications are available at the YMCA Front Desk or you may contact Carol Antrum at the YMCA for further information (966-4528 Ext. 140).

VI. Hours Of Operation & General Procedures

Hours Of Care

The Kids Unlimited program follows the New Canaan Public School calendar. The program operates every school day **from school dismissal until 6:00 PM**. In New Canaan, children are picked up from their school (public schools and St. Aloysius) by the bus company contracted by the New Canaan Public School and brought to the YMCA.

Absence Procedure

The Kids Unlimited program has a Voice Mail System for absence notification; it can be reached 24 hours a day at: (203) 966-4528, ext. 163. **NO EMAILS PLEASE** .Please call before 11:00 AM when absence is anticipated on a child's scheduled day.

When calling the Voice Mail, be sure to speak slowly, and:

1. Indicate you are calling for Kids Unlimited.
2. State: The date / Your full name / Your child's full name.
3. Record your message.
4. Leave a phone number where you may be easily reached on that day.

Note: ***The YMCA Front Desk does not take absence messages.***

"Finders Fee"

In cases when a child does not arrive at the New Canaan YMCA on their scheduled day, and the Kids Unlimited staff has not been informed of their absence, the child is classified as a "missing child" per state licensing guidelines.

Verifying the safety and location of "missing children" takes a considerable amount of time (on average 1 hour), therefore resulting in the children who are in attendance not receiving the quality/quantity of staff time and attention they deserve. The safety of each child is of utmost importance to us, and the absence procedures **must** be followed.

In light of this problem, it is necessary for us to charge a **"Finders Fee" of \$20.00** on any occasion that the Kids Unlimited staff have not been notified of a child's absence on their scheduled day.

Pick-Up Procedure

The Kids Unlimited day ends at 6:00 PM. All children must be picked up by that time, and signed out on the appropriate forms, printing your name and time of departure. Only authorized persons, as stated on your "Pick-Up/Emergency Contacts" form (available at the back of this handbook) may sign out and pick-up your child. If at any time you intend for an individual who is on your "Pick-Up/Emergency Contact" form, to pick up your child, a written note or phone call must be made directly to the Kids Unlimited staff in order for us to release your child. **Authorized persons will be asked to show photo identification before a child is released to him/her.**

Late Pick-Up Policy

A late pick-up fee will be charged to any parent arriving after 6:00 PM. The late fee will be \$5.00 per child, per 5 minute intervals or any part thereof. As a courtesy, please call the Kids Unlimited staff if you anticipate being late on any given day. Parents who are consistently late may be requested to find other care which better meets their schedule.

Early Dismissal From School

On days when the public schools have early dismissal, the program will be in operation to those who normally attend on that day at no additional fee. Children who do not normally attend the program on that day, may come for an additional fee of \$30.00 and prior approval from the Director.

Private school (including St. Aloysius) early dismissal days do not always coincide with the New Canaan Public School calendar. Children may come for an additional fee of \$30.00 and prior approval from the Director.

Vacation Days

During most of the public school vacation weeks, as well as on most single-day holidays, the YMCA offers a "Vacation Camp" program. The program is available from 8:00 AM - 6:00 PM during these times in order to accommodate working parents. Field trips, entertainment and special activities will take place during these days.

The "Vacation Camp" program is not part of the Kids Unlimited Afterschool Program. The Kids Unlimited annual tuition does not include payment for public school vacation weeks or single-day holidays when both the public schools and KU are closed.

Kids Unlimited participants receive information about the "Vacation Camp" program prior to the community and may attend the extended day programs from 8:00 – 9:00 am and/or 5:00 – 6:00 pm at no additional charge.

There will be no programs, Kids Unlimited or "Vacation Camp", on the following days*: Labor Day, Thanksgiving break, Christmas vacation, New Year's Day, Good Friday and Memorial Day.

* Schedule subject to change due to school schedule, weather conditions, etc.

School Closings

If the New Canaan Public Schools are closed, due to weather, the Kids Unlimited program will be cancelled.

If the New Canaan Public Schools and St. Aloysius dismiss the students from school early, due to weather, the children scheduled to attend Kids Unlimited on that day will be transported to the YMCA as usual. Parents will be contacted to come and pick up their child(ren) by a designated time.

If the scheduled children have already arrived at the New Canaan YMCA from their respective schools, and early shut down of the facility is deemed necessary, parents will be contacted to come and pick up the child by a designated time.

Refunds are not granted for the above conditions or any acts of God beyond the YMCA's control.

VII. About The Program

Snack

An after school food snack, fruit and juice are provided daily. The monthly snack menu is posted on site. If your child doesn't care for a snack food on a particular day, you may send him/her with a snack from home (healthy food and beverage, please). It is recommended that parents pack a piece of fruit daily for their child's late afternoon needs.

Participation In Y Classes

The Kids Unlimited staff will be happy to drop off and pick up your child(ren) from any YMCA extra curricular classes that you have signed them up for during Kids Unlimited operating hours.

YMCA classes are not part of the Kids Unlimited Afterschool Program. The Kids Unlimited annual tuition does not include the program fees for participation in any classes or programs except as specifically stated in this handbook.

Weekly Free Swim And Bouncing Bears

All Kids Unlimited participants are able to enjoy 45 minutes of free swim on Friday afternoon of each week and 45 minutes of Bouncing Bears on Wednesday afternoon of each week. **Please provide your child(ren) with a bathing suit and towel (goggles if desired) every Friday.**

Homework Assistance

Monday through Thursday, a quiet time is set aside for all children to do homework. We encourage all children to do their homework, and we provide staff assistance and guidance when needed. We also suggest that your child pack a book each day for quiet reading during Homework Time in the event that there is no homework assigned their by teachers.

Parent Involvement

The Kids Unlimited and YMCA staff welcomes and encourages parental involvement. Please feel free to visit the program at any time, as well as to bring any special skills, talents, family traditions or heritage you have, which might enrich our program. Please contact the Director if you wish to do so.

COMMUNICATIONS

A monthly newsletter and memos will be distributed regularly via the Kids Unlimited staff. Communications will inform the parents of up-coming events in the program and community, and will provide articles and information pertinent to the parents of school-age children. They will serve as communication devices between the afterschool program and the home.

If you feel at any time that a parent conference is needed or desired, please contact the Director to make arrangements.

BIRTHDAYS

Parents are welcome to provide a special snack on their child's birthday. The parent should check with the YMCA Director if any special plans are desired. Parents are welcome to come and participate with their child on this special day.

SPECIAL EVENTS

Throughout the year, various special events are planned for the children. Many coincide with holidays, seasons, or just plain fun!

Parents are welcome to participate in any of our special events and holiday celebrations. We encourage parents to provide any additional information we may need in order to be sensitive to the cultural needs of each family.

FAMILY NIGHTS

Throughout the year, evenings of dinner and family fun are planned for Kids Unlimited participants. It proves to be a wonderful opportunity for parents to meet, interact with one another, and the staff. We hope you will join us!

FIELD TRIPS

Occasionally field trips will be scheduled away from the YMCA building. Parents will be informed about any field trip in advance and an additional permission slip must be completed at that time. In some instances, nominal fees are charged. In addition, trip permission is automatically granted via the Kids Unlimited "Permission Agreement" Items "C & D", located at the rear of this handbook.

GUESTS

Friends of Kids Unlimited participants are welcome to attend the program when space is available, and with prior approval of the Director. Arrangements should be made at least 3 days in advance. Visitors must have required paperwork signed by his/her parent or guardian on file at the YMCA prior to the planned visit day. The fee is \$25.00 from school dismissal to 6:00 PM on a regular school day and \$5.00 per every hour or part thereof when the schools have early dismissal. Participants are limited to no more than one visitor per month.

VIII. SPECIAL PLANS & PROCEDURES

PLAN FOR THE SUPERVISION OF CHILDREN

INDOOR TIME

There will always be adequate numbers of staff on hand, to maintain the required state ratio of one to ten and to safely and responsibly supervise the children.

During scheduled activities, and less structured times during the day, the children will be divided into small group (10 or less) with the appropriate number of staff, to reinforce a more relaxed and low key environment.

Routines will be adhered to whenever possible, however teachers will be flexible in changing activities to maintain small group sizes (10 or less) when children lose interest in one activity and move on to another.

Special activities will be planned and room arrangements will be reflected in the schedule to avoid confusion on part of children or staff dealing with them.

At no time shall group size exceed 20 children. Children will be assigned, and circulate between activity areas to maintain small group sizes (10 or less). Because classrooms are self-contained, teachers are always in sight of all children.

OUTDOOR TIME

Children will go outdoors once daily when the weather allows. Children will be taken outdoors if the temperature is over 35 degrees and there is no precipitation.

Staff will spend outdoor time interacting with the children as they play. Staff members will supervise, standing close to equipment. The other staff members will supervise the overall fenced in play-ground areas.

In the playing fields, the state required ratio of one to ten children-to-staff will be maintained. Staff will plan a variety of activities to be available to the children. They will interact with the children as they choose activities and play games. One staff member will be directly involved in the activities. One other staff member will supervise the overall field area.

Group size will not exceed 20 children in either area at any time.

CARING FOR A SICK CHILD

ILLNESS

The YMCA reserves the right to deny any child admittance to the program on any given day, for reasons of obvious illness, or to request early departure, should symptoms become obvious during the course of the day. If a child has not attended school on a given day due to illness, they may not attend Kids Unlimited.

If your child is kept home from school for any reason other than sickness he/she can be admitted into the program. As a courtesy to the staff, please call before bringing the child to the program, to let the staff know he/she will be attending.

The child will be sent home from the program if he/she shows evidence of any of the following:

- Is unable to participate in usual daily activities
- Excessive crankiness or irritability
- Auxiliary temperature (under arm) of 100° or more
- Vomiting
- Diarrhea, defined as an increased number of stools compared with the child's normal pattern with increased stool water and/or decreased form.
- Persistent cough
- Open sores that cannot be covered
- Any contagious disease or infection including; a rash, drainage from the eye or headlice.

The child may return to the program when:

- Temperature has been normal (child has been fever-free) for 24 hours
- Diarrhea has stopped for 24 hours
- Vomiting has stopped for 24 hours
- Persistent cough has been checked by a pediatrician
- Questionable rash has been checked by a pediatrician
- 24 hours after medication for strep, conjunctivitis & any other infectious disease
- After treatment with a head lice medication and staff has determined that the child is lice and nit free
- Children with chicken pox may return after their pox have scabbed over and are no

- longer open sores.
- Upon request, Physician's note submitted to Director

PROCEDURES FOR CARING FOR A SICK CHILD

When a child becomes ill or develops signs of a communicable condition while at Kids Unlimited, he/she will be moved to an isolation area. The child's parent will be contacted to come to the New Canaan YMCA to take the child home. A staff person will be with the child until he/she is picked up by the authorized person.

When the child's parents cannot be reached, the emergency contact names will be used to contact someone to come and pick up the child. These names have been provided by the parents on the "Pick-Up/Emergency Contact Form" on file with the Kids Unlimited Afterschool Program. The emergency contact person will be asked for photo identification before the child is released to him/her.

It is the parent's responsibility to be sure phone numbers of emergency contacts, authorized pick-up persons and physicians are kept up to date. This is of the utmost importance in case of an emergency.

PLAN FOR A "LEFT" CHILD

The daily closing time for Kids Unlimited is 6:00 PM and all the Children **must** be picked up by that time.

In the event that a child remains at the center past the 6:00 PM closing time, every effort will be made to contact one of the child's parents to come and pick him/her up. Two YMCA staff will remain at the center with the child.

If the parents cannot be reached, one of the three emergency contact persons will be called to come and collect the child. These are names provided by the child's parent, and indicated on the child's "Pick-Up/Emergency Contact" form. Photo identification will be required prior to release of the child.

Families will know that their child has been released to one of the three contacts, if they arrive and find the center closed. If it is past the closing hour and the child has not been retrieved, the late teacher will continue to call the parents or emergency contacts until someone has been reached.

If the teacher has not been able to contact anyone to come and collect the child, and the child remains at the center until 8:00 PM, the child will then be considered an abandoned child, and the police will be called. If this happens, serious withdrawal consideration will be given to the family involved.

In the event that an emergency contact picks up a child, or if police involvement is necessitated after 8:00 PM, a note to the parents will be left on the YMCA entrance door indicating the location of the child.

