

Chambersburg Memorial YMCA

**Satellite
Before & After School
Fun Club Manual
17-18 School Year**

**Hamilton Heights, Benjamin Chambers, Scotland, South Hamilton,
Fayetteville, Grandview, Guilford Hills, New Franklin & Marion
Locations**



Revised 08/2017

Introduction

Welcome to the Chambersburg YMCA's Before and After School Fun Club Program (BASFC). The YMCA's Fun Club program has been meeting the community's need for over forty years. This program is licensed by the State of Pennsylvania through the Department of Human Services. Therefore, the YMCA must adhere to their strict guidelines. The registration packet contains all the required forms to register your child. These forms **MUST** be completed in their entirety and returned to the YMCA before your child may participate in the program. Please be sure to read through this manual carefully.

Areas of Focus

The mission of the Chambersburg YMCA's Before and After School Fun Club is to serve children and their families by maintaining educational, recreational, and socially enriching activities and experiences during the non-school hours.

Youth Development: Nurturing the potential of every child and teen. To ensure youth realize their potential to become active, engaged, and thriving members of the community, the Y will nurture their social-emotional, cognitive, and physical development through holistic youth programming, experiences, and support.

Healthy Living: Improving the nation's health & well-being. To improve lifestyle health and health outcomes in the US, the Y will help lead the transformation of health and health care from a system largely focused on treatment of illnesses to a collaborative community approach that elevates well-being, prevention, and health maintenance.

Social Responsibility: Giving back and providing support to our neighbors. To foster social connectedness, strengthen support networks, and encourage investment in our communities, the Y will activate resources and engage people from diverse populations for individual and collective action.

Program Philosophy and Objectives

Through socialization and cooperative games, the children develop positive social skills, as well as challenging themselves as individuals. The YMCA believes that all children should have a safe and nurturing environment; a place where they are exposed to and participate in experiences that will positively affect their development (physical, social, emotional, and intellectual), their self-concept and quality of life. Additionally, we believe that a quality program should seek to complement and support the family, the school, and the community. Active involvement and positive relations with these three entities serve to enhance the program and ultimately benefit the children. We have time allotted daily for homework and assistance is available if needed. Each day, the children also have time to take a much-needed break and have a snack. The YMCA's Fun Club Program incorporates the National YMCA's "Character Counts" values into its daily routine. These values focus on the core values of Respect, Caring, Honesty, and Responsibility. Through a variety of activities, children will experience a caring environment that provides spiritual, mental, social, and physical education.

Hours of Operation

The YMCA's Before and After School Fun Club Program offers two time periods of operation. The morning club begins at 6:00 a.m., and concludes with the children reporting to their classrooms by 8:45 a.m. The afternoon club begins after the school day ends, and officially closes at 6:00 p.m. **Your child should be dropped off and picked up at the**

designated entrance. The buzzer and/or intercom system should be utilized as these doors will remain secured.

Site Entrances

Each satellite location utilizes a different entry point for it's Before and After School Fun Club participants. Please refer to the following chart to ensure you are dropping off and picking up your child from the correct location.

<u>Site</u>	<u>Drop off/Pick up location</u>
Ben Chambers	Cafeteria doors (buzzer to the right of the door)
Fayetteville	Cafeteria doors (buzzer to the right of the door)
Hamilton Heights	Cafeteria doors (buzzer to the right of the door)
Scotland	Cafeteria doors (buzzer to the right of the door)
South Hamilton	Doors located closest to the Art Room (buzzer by the door)
Grandview	Front doors (buzzer to the right of the door)
Guilford Hills	Front doors/Main office entrance (call site cell phone posted)
New Franklin	Side door by parent pick-up lane (call site cell phone posted)
Marion	Front doors/Main office entrance (call site cell phone posted)

Early Dismissal

If your child is a registered **After School** participant, he/she may attend at no additional cost during school early dismissal days. If your child is a registered **Before School Only** participant who needs to stay in the afternoon, you will need to contact the YMCA for registration and you will be billed on an individual basis.

School Delays

If your child is a registered **Before School** participant, he/she may attend at no additional cost during school delay days. If your child is a registered **After School Only** participant who needs to be dropped off in the morning, you will need to contact the YMCA for registration and you will be billed on an individual basis.

Holidays, School Closings, and Snow Days

The YMCA provides All Day Care services on holidays and school closings, except on Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday, and Memorial Day. When the CASD has a Holiday, school closing or Snow Day, the All Day Fun Club is available to you from 6:30 a.m. to 6:00 p.m., providing the YMCA is open. Dates when the YMCA has All Day Fun Club are subject to change. There is an additional fee of \$23 per day for this program. Payment is required at the time of drop off. **All day care is only provided at the Chambersburg YMCA location.**

The YMCA insists registration and payment for these services occur in advance for appropriate staff scheduling. FULL PAYMENT MUST BE RECEIVED AT DROP-OFF THAT MORNING!

Your cooperation is needed and appreciated to properly conduct these services.

Daily Sign-In and Sign-Out Policy

Children attending before school care **MUST** be signed in each morning by their parent or guardian. Children **MAY NOT** sign themselves in. The After School Fun Club program ends each day at 6:00 p.m. Children must be signed out on a daily basis by their approved

parent or guardian. **YOUR CHILD MUST BE PICKED UP EACH EVENING BY 6:00 pm.** If you are unable to pick your child up by 6:00 pm, it is your responsibility to arrange for someone else to pick them up. A late fee of \$5 for every 5 minutes late will be imposed for all late pickups. The YMCA must be notified if a child is to be released to a person not indicated on the child care agreement. The designated entrance must be utilized for drop off and pick-ups. ***Please see the Late Pick-Up Policy below for further details.***

Custody and Authorized Release Policy

The only individuals allowed to pick up your child will be those whose names are on the DHS Emergency Contact Form. If an individual's name is not on this form, the child will not be released to that individual. **Please be sure that ALL individuals who may pick up your child are authorized.** In cases of child custody, where the non-custodial parent / guardian may not pick up the child, a copy of the court order **MUST** be placed in the child's file.

Call – In Policy

If an emergency arises and you need to use a person who is not authorized to pick up your child from the ASFC program, you will need to use this **Call In Policy**:

1. Call or email the Site Director to notify them of the change.
2. The YMCA's Site Director will document a report of verification.
3. The person who is picking up your child must provide a Picture ID.
4. They will then sign out the child and their ID will be checked.

Late Pick Up Policy

All children enrolled in ASFC will need to be picked up by 6:00 p.m. The parent / guardian must call if they will be late picking up their child. A late pick up fee of \$5.00 will be charged for every five minutes after 6:00 p.m. A separate bill will be sent to you notifying you of your additional charges. If you are set up for monthly bank draft, this amount can be added to your next bill. If you have any questions, please feel free to contact the Billing Department at 717-263-8508. If a child is left for an extended period of time, or ASFC is not called about a late pick up, local authorities may be contacted if necessary.

Program Schedule

At the beginning of each month, new monthly activity calendars will be posted on the Parent Corner bulletin board. Please be advised our staff will adapt these schedules due to weather conditions and daily time factors. Schedules may vary per site, but a general schedule we follow is:

Before School Schedule:	6:00 – 7:00	Free Time in the Gym/Cafeteria
	7:00 – 8:15	Group Activities / Constructive Time / Computers
	8:15 – 8:45	Bathroom Break / Breakfast / Gym / Ready for school

After School Schedule:

Schedules may rotate among age groups, with the following schedules as a guide.

3:30 – 3:55	Attendance	3:45 – 3:55	Attendance
4:00 – 4:45	Recreation Time	4:00 – 4:30	Homework / Quiet Time
4:45 – 5:00	Snack	4:30 – 4:45	Snack
5:00 – 5:30	Homework / Educational Time	4:45 – 5:30	Recreation Time
5:30 – 6:00	Board Games / Free Time	5:30 – 6:00	Board Games / Free Time

Snack Policy

The After School Fun Club Program will provide snacks for snack time at no additional charge. A monthly menu will be posted on the Parent Corner bulletin board. If your child has **ANY** food allergies, please be sure to let the Before and After School Fun Club staff know.

Sick Child Policy

When a child becomes sick or is feeling ill, the staff on duty will first try to contact the parent/guardian of the child. Your child will be made comfortable while being isolated from the other children as he/she waits to be picked up. If the parent/guardian is unavailable, the emergency contact person will be contacted to make the necessary arrangements to pick up the BASFC participant. If your child has been sent home they may be readmitted upon being fever/symptom free for 24 hours. As per the Department of Health it is required to report any contagious or infectious diseases.

Medication Administration Policy

All medications must be given to the YMCA's BASFC Site Director or a lead staff member by the parent/guardian. All medications **MUST** be in the original container with doctor's name, patient's name, instructions, and name of the medication on the pharmacy label. A Medication Log must be filled out by the parent and provided, along with the medication. See the Site Director or a staff member for the Medication Log, so they can administer your child's medication, per your written direction.

Reporting of Suspected Child Abuse

Pennsylvania law "Child Protective Services law" (23PA C.S.A. Section 6301 ET. Seq.) requires all childcare and day care center workers to report suspected child abuse to the Pennsylvania State Child Welfare Information Gateway. Persons who report, in good faith, suspected child abuse are immune from civil or criminal liability that might otherwise result by reason of those actions. The YMCA's BASFC Staff **MUST** report any suspected child abuse or neglect of any participant in the YMCA's Before and After School Fun Club Program to the appropriate State Agency and authorities.

Field Trips and In House Guests

The After School Fun Clubs may take field trips throughout the school year. All field trips will occur during the scheduled program time, and parents/guardians will be notified in advance of any field trip. Any parent/guardian is welcome to chaperone any field trip. The ASFC programs may also have approved visitors (i.e. Girl Scouts, guest readers, etc.) during the course of the school year.

Personal Belongings

All participants are responsible for their own belongings. Any items that are found will be placed in the Lost and Found Box. CASD and the YMCA BASFC Program are **NOT** responsible for lost or stolen items.

Electronics Policy

The following policy describes the rules and regulations of using personal electronics during the YMCA program.

- A. The YMCA staff reserve the right to terminate any child's electronic session if he/she visits websites with inappropriate content or misuses an electronic device.
 - a. Inappropriate content includes, but is not limited to, sexually explicit sites, drugs or drug paraphernalia, foul language, or violence.
 - b. The first violation of this policy will result in immediate loss of electronic privileges for that day. A second violation will result in a month ban from use of the electronics at the YMCA BASFC Program. In order to regain permission to use electronics during the YMCA BASFC Program after a second violation, the student must write a letter explaining that they understand the YMCA's policies and sign another agreement form. A third violation results in a permanent ban from use of all electronics during YMCA programming. Serious offenses may result in a stronger consequence without going through the steps outlined above.

Keystone STARS

Programs that participate in Keystone STARS care about providing quality learning for your child. As programs move up the STARS ladder, they are providing even higher quality experiences, so your child benefits even more from the program. For more information please visit www.papromiseforchildren.com or call 1-877-4PA-KIDS (1-877-472-5437).

Getting to Know You

We welcome the opportunity to get to know you, your child, and your family better. If you would like a meeting with the Site Director, please contact Chris Misner (cmisner@chbqy.org) at 717-263-8508 for more information.

Important Contact Information

Child Care Information Services (CCIS), Women, Infant, & Children (WIC), and Franklin County Food Pantry are all located within South Central Community Action Programs of Franklin County, located at:

533 S. Main St. Chambersburg, PA 17201 (717-263-6549)

Chip Insurance- 1-800-986-KIDS (1-800-986-5437)

PA Department of Human Services – P.O. Box 319, Hollidaysburg, PA 16648
(1-800-222-2149)

Site Phone Numbers

If you need to contact the site directly, please call the numbers listed below during program operational hours only. If you need to contact someone outside of program hours, please contact the Site Director.

Scotland	(717) 360-8904
Fayetteville	(717) 360-9232
Hamilton Heights	(717) 360-9568
Ben Chambers	(717) 360-9794
South Hamilton	(717) 977-0626
Grandview	(717) 977-0401
Guildford Hills	(717) 404-7356
New Franklin	(717) 404-3535
Marion	(717) 331-3879

Site Director Breakdown and Contact Emails

Chris Misner (BASFC Supervisor), cmisner@chbqy.org

- Dorothy Winslet-Lutes (Guildford Hills), dwinsletlutes@chbqy.org
- Jeana Thrush (New Franklin), jthrush@chbqy.org

Daniel Shoap (Hamilton Heights), dshoap@chbqy.org

- Alexis Dubbs (South Hamilton), adubbs@chbqy.org

Emily Ondrizek (Fayetteville & Marion), eondrizek@chbqy.org

Abigail Cutler (Scotland, Grandview, Ben Chambers), acutler@chbqy.org