



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

the   
FROM HERE  
TO ANYWHERE  
SUMMER CAMP  
2024

# END THE DAY WITH A SMILE

TWIN RIVERS YMCA  
AFTER SCHOOL PROGRAM  
PARENT HANDBOOK  
2024-2025



# COMMITTED TO OUR KIDS

For generations, the YMCA has been known for its commitment to the family. YMCA programs have grown and adapted to the changing needs of families. We understand that today's working parents need help managing the demands of work and raising a family, and nothing is more important than high-quality child care.

## REGISTRATION PROCEDURE

All registration is online at [ecymca.org](http://ecymca.org)

## PAYMENT PROCEDURE

Payments are due on the Friday before the week of service begins. After an account has an overdue payment for two weeks of After School tuition, the child will be withdrawn until full payment is made to continue in the program. If a parent/caregiver is notified twice in the school year for an overdue balance, then after the second notification, an automatic draft must be set up to obtain a proper due balance.

**Financial Assistance** – If you need financial assistance, please fill out a Financial Assistance Application to find out if you qualify. Financial assistance is determined by household income and is on an individual need basis. The financial assistance the Y provides is either a 25% or a 50% discount off the tuition rate per child. Please keep in mind that if you have two or more children and qualify for financial assistance, then the \$10 discount off the second and third child does not apply due to receiving the higher discounted rate of the scholarship.

**Withdrawing** – If a family needs to withdraw a child from the after-school program, we request two weeks' written notice given to the Associate Family Services Director directly, not the site director at the school that holds the program. This is in place to ensure that payments are stopped electronically, and we can properly update our rosters so that the account is closed and all debts are paid.

**Insufficient funds** – Returned checks or bank drafts will be charged a \$30 service fee. After the second returned check, only cash or money orders will be accepted as payment.

## HOURS OF OPERATION

The program runs from school dismissal until 6 PM, Monday – Friday, and takes place at your child's school. On teacher work days and some holidays, the program is open from 7:30 AM – 6 PM at the Twin Rivers YMCA. If the YMCA building is closed, no childcare will be provided.

**Early Release Days** – Care will be based on a specific School Site. More information will come from your Site Director.

**Inclement Weather Procedure** – To avoid confusion and create consistency, if the Craven County School System is closed due to weather, the After School Program is closed as well. This includes days that the schools release early due to weather. We cannot be in school for our program if the school has been closed due to weather. If schools are closed for three or more days due to inclement weather, and the YMCA can open and After School Program staff can travel to the Y, full days of care will be provided starting the third day until school reopens.

**Camps (Winter, Spring, & Summer)** – The full weeks of camp are considered separate from the After School Program, and caregivers must register online at [ecymca.org](http://ecymca.org). Current enrollment in the After School Program does not guarantee registration in camp. These camps are held at the Twin Rivers YMCA.

## Registration Dates:

Winter Break Camp – September 9, 2024

Spring Break Camp – January 3, 2025

Summer Camp – March 3, 2025

After School (2025/2026) – April 1, 2025

## SAMPLE DAILY SCHEDULE

3:00 – 3:15 PM Arrival and Snack

3:15 – 4:15 PM Homework Time

4:15– 4:45 PM Structured Activity #1

4:45 – 5:30 PM Structured Activity #2

5:30– 6:00 Choice Time, Parent Arrival

Activities to include, but are not limited to: KidzLit, STEM, Family Time, Crafts, Team Building, Social Emotional Learning, Games, & MORE!





## LATE PICK-UP PROCEDURE

A late pick-up is defined as any time a parent has not come to the site by 6 pm. Any pickup more than 30 minutes late automatically goes to the 3rd offense.

To run our program as smoothly as possible, we enforce the following procedure:

- **1st Offense** - Warning to be documented and signed
- **2nd Offense** - Fee of \$1 per minute, per child, document to be filled out and signed
- **3rd Offense** - Fee of \$5 per minute late, per child, document to be filled out and signed

## CHARACTER DEVELOPMENT PROGRAM

At the YMCA we are not only interested in your child's physical development but also the development of their character. We focus our programs on five core character values:

- **Caring** - to put others before yourself, to be sensitive to the well-being of others, to help others
- **Honesty** - to tell the truth, to act in such a way that you are worthy of trust, to have integrity, to make sure your choices match up with your values
- **Respect** - to treat others as you would have them treat you, to value the worth of every person including yourself
- **Responsibility** - to do what you should, to do what is right, to be accountable for your behavior and obligations
- **Faith** - to develop your relationship with God, to be a seeker of truth, to trust God with your life, to be sure of what you hope for and certain of what you do not see

Throughout the school year, we will use a positive reinforcement program and structured family times to help your children become more aware of the world around them and how they can contribute to making it a better place for us all.

## DAILY SUPPLIES

Each day the Y will provide a nutritious snack for all students. On full days, children should bring a snack, a lunch, and a refillable water bottle. Please pack extra snacks if you have a child that gets hungry. Non-perishable items are recommended as there is no refrigeration. Special instructions will be given for any field trips or activities on those days.

## HEALTH & SAFETY PROCEDURES

**Illness of Children** - If a child has any of the following symptoms, he/she will be isolated from the other children until the parents are contacted and picked up.

- Nausea or diarrhea
- Constant cough or difficulty breathing
- Discharge from ears or eyes, inflamed tissue around eyes and ears
- Any visible rash or skin sore
- Oral temperature of 100.4 or higher
- Continuing headache

**Readmission Following Illness** - The child will be permitted to return to the program when he/she has been symptom-free with no fever-reducing medication for 24 HOURS.

**Babysitting Policy** - We realize that our staff are awesome! However, we ask that you do not have them at your home to babysit. This is to protect our staff and your children from compromising situations. We take the safety of your children and the reputation of our program very seriously and do not want to give any opportunity for child abuse accusations. Additionally, staff are not permitted to transport students in their personal vehicles.

## DISCIPLINE PROCEDURES

The children will be given a clear, verbal warning at the time of the misbehavior. If it becomes necessary, children will be given a "two-minute" time out as a consequence of repeated misbehavior.

- **1st Incident** - The parent/guardian will be notified by phone and/or in writing and the child will be sent home for the day.
- **2nd Incident** - Disciplinary write-up, as well as a one to three-day suspension depending on the incident.
- **3rd Incident** - The action taken at this point is at the discretion of the director after appropriate consultation with the parent or guardian. (Range of discipline: one-week suspension to removal from the program.) If a child is suspended from the program, they may not re-enter after-school and/or summer camp for one year following suspension.



## **TWIN RIVERS YMCA**

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