

# Welcome to After School with the Y!

**We're so glad you're here.** For years, families across Eastern Carolina have counted on the Y to provide a place where kids can learn, grow, and have fun after the school day ends. We know that balancing work and family life can be challenging, and we're honored to support you and your child this year.

Our After School program is all about creating a space where your child feels **safe, welcomed, and encouraged** to try new things. Whether your child is joining us for the first time or returning for another year, we're excited to be part of your family's story. At the Y, we believe in building strong relationships, and that starts with getting to know your child, your family, and our community.

Each afternoon, our YMCA team brings a variety of activities to keep kids engaged and excited. From fun games and creative projects to time for making friends and tackling homework, there's always something new to look forward to. Whether your child is exploring STEM, getting creative with art, or just having fun, we aim to make every day special and filled with opportunities to learn and grow.

Thank you for choosing the Y to be a part of your child's after school experience. If you ever have questions, feedback, or just want to share how things are going, please reach out to us. Your thoughts matter and help us make our program even better.

**We can't wait for all the adventures this school year will bring!**

## In this guide...

You'll find key details about our YMCA After School Program, including how to sign up, what to expect each day, and important policies. We hope this helps you feel informed and supported all year.

### 1. How to Register

Step-by-step instructions, registration dates, and waitlist info.

### 2. What's Included in Your Weekly Fee

Covered days, special programs, and important reminders.

### 3. Hours of Operation and Locations

When and where care is provided, including teacher workdays and holidays.

### 4. Payments, Cancellations, Refunds, and Financial Assistance

Payment schedule, financial support, and refund procedures.

### 5. Daily Schedule and What to Bring

Sample daily routine and checklist for snacks, lunches, and supplies.

### 6. Inclement Weather Procedures

What happens when school is closed or dismissed early due to weather.

### 7. Health & Safety

Guidelines for illness, medication, and returning after being sick.

### 8. Children with Special Needs

Our approach to inclusion and accommodations.

### 9. Character Development Program

The Y's core values and how we support your child's growth.

### 10. Discipline & Behavior Procedures

Steps we follow for discipline and communicating with families.

### 11. Late Pick-Up Policy

Procedures and fees for late pick-up.

### 12. Babysitting Policy

Information about staff boundaries for everyone's safety.

### 13. Frequently Asked Questions (FAQs)

Answers to common questions for quick reference.

## Questions? Contact:

Cynthia Genovese,  
Associate Family Services Director  
afterschool@trymca.org

## 1. HOW TO REGISTER

All registration for YMCA After School takes place online at [ecymca.org](https://ecymca.org). To secure your child's spot, there is a \$30 registration fee, which is non-refundable. This fee helps us reserve your place, as After School enrollment often reaches capacity.

### Waitlist

If the program is full, you can add your child to the waitlist by completing the online registration form (no fee required until a spot opens).

- Waitlist spots are offered in the order received.
- We will contact you if space becomes available.

### Registration Dates for Camps and Afterschool

- Winter Break Camp: Members (9/15) & Non-Mem (9/29)
- Spring Break Camp: Members (1/5) & Non-Mem (1/19)
- Summer Camp: Members (2/2) & Non-Mem (3/2)
- After School (2026/2027): Members (3/30) & Non-Mem (4/27)

### WEEKLY RATES

Members – \$64/week

Non-Members – \$84/week

Sibling Discount – \$10 per additional child

\* Non-refundable Registration Fee – \$30

**Register HERE!**



## 2. What's Included in Your Weekly Fee?

Your weekly fee covers all regular After School Program days, including:

- Scheduled Half Days
- Teacher Workdays
- Limited Holidays \*

There are no extra charges for these days. If your child is scheduled to attend school, their spot in After School is covered.

**\*Please Note:** Major holidays and school break programs (such as Winter, Spring, and Summer Breaks) are separate from regular After School care. These require their own registration at least one week in advance.

Current enrollment in After School does not guarantee a spot in camp programs. Camps are held at the Twin Rivers YMCA and need a separate registration.

## 3. Hours of Operation & Locations

### After School Program Hours

- Monday through Friday, from school dismissal until 6:00 PM
- After School care takes place at your child's school

### Full-Day Out Care

- On teacher workdays and selected holidays, the program is open from 7:00 AM to 6:00 PM
- Full-day care is held at the Twin Rivers YMCA

### Closures

- If the YMCA building is closed, no childcare will be provided
- The program does not operate when schools are closed due to inclement weather (see Inclement Weather Policy for more details)

"If you have questions about your child's specific site or care during school breaks, please contact our team. We are here to support you and your family."

## 4. PAYMENTS, CANCELLATIONS, REFUNDS, & FINANCIAL ASSISTANCE

### Payment Schedule

Payments are due each Friday before the week your child attends. Keeping payments up to date helps us provide the best experience for everyone.

### Late Payments

If your account is overdue for two weeks of After School tuition, your child's enrollment will be paused until the balance is paid in full. If you receive two overdue payment notifications during the school year, you will need to set up automatic payments to continue in the program.

### Returned Payments

Returned checks or drafts have a \$30 fee. After two returned payments, we can only accept cash or money order.

### Cancellations and Refunds

**To avoid being charged, cancel before the payment due date. If you cancel after the due date, you'll be responsible for 50% of the fee.**

Refunds are applied to any outstanding balance first, then issued to your original form of payment within two weeks.

No refunds for missed days, illness, quarantine, or weather closures.

### Withdrawing from the Program

If you need to withdraw, please give two weeks' written notice to the Associate Family Services Director. This allows us to stop payments and update our records. Notices given only to site director will not be processed.

### Financial Assistance

The YMCA is committed to making the After School Program accessible to all families. Financial assistance is available based on household income and individual need, and may cover 25% or 50% of tuition per child. Sibling discounts do not apply when receiving financial assistance.

To apply, visit [ecymca.org/financial-aid](https://ecymca.org/financial-aid) and fill out the application online. You'll need to provide proof of income. All applications are confidential, and you'll be notified once a decision is made.

If you have questions or need help, please contact our team.



## 5. Daily Schedule & What to Bring

### Sample Daily Schedule

- 3:00 – 3:15 PM: Arrival and snack
- 3:15 – 4:15 PM: Homework or reading
- 4:15 – 4:45 PM: Structured Activity #1
- 4:45 – 5:30 PM: Structured Activity #2
- 5:30 – 6:00 PM: Choice time and parent pick-up

Activities may include STEM, KidzLit, crafts, games, and team building.

#### What to Bring:

- Comfortable clothes for play
- Refillable water bottle
- On full days: a lunch and extra snacks\*\*
- Label all personal items

**\*\*We provide a healthy snack each regular day. Please pack extra snacks on full days, as we cannot refrigerate food. We'll let you know if your child needs to bring anything special for trips or activities.**



## 6. Inclement Weather Procedures

- If schools are closed due to weather, the After School Program will also be closed.
- If schools release early because of weather, the After School Program will not operate that day.
- We are unable to provide care at school sites if the school is closed for any weather-related reason.
- We will also communicate updates as quickly as possible to keep you informed.

### Extended Closures

- If schools remain closed for three or more days, and the YMCA is able to open safely with available staff, we will provide full-day care at the Twin Rivers YMCA starting on the third day until school resumes.

## 7. Health & Safety

**The health and safety of every child in our After School Program is our top priority.**

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.

If your child requires an epi-pen for emergencies please be sure that you provide one for us to keep onsite at all times your child will be at After School. We do not have nor provide/administer emergency medications other than what is specified by the parent. **PLEASE DO NOT PACK MEDICATION IN BACKPACK.**

# The Y's Mission:

To put Christian principles into principles into practice through programs that build a healthy spirit, mind, and body for all.

## 8. Children with Special Needs

We are dedicated to creating an environment where every child can thrive, including those who may need extra support. A child may need additional attention or accommodations for physical, cognitive, behavioral, or medical reasons. Our After School Program is inclusive and values the unique qualities each child brings. We work closely with families to help every child succeed in our group-based setting. While we do our best to provide reasonable accommodations, there may be times when we are unable to meet all care needs. If you have questions about how we can support your child, please reach out to our team.

## 9. Character Development Program

At the YMCA, we support both your child's physical growth and character development. Our After School Program is guided by five core values: **Caring**, **Honesty**, **Respect**, **Responsibility**, and **Faith**. Throughout the year, we use positive reinforcement and group activities to help children practice these values and make a positive impact on those around them.

## 10. Discipline & Behavioral Procedures

We believe in creating a safe, respectful, and caring environment where all children can learn and grow. Our approach to discipline is based on the YMCA's core values and emphasizes positive behavior, guidance, and open communication.

### Behavior Expectations

Children are expected to treat others with kindness, listen to staff, and show respect for people and property. We work together with families to encourage positive choices and help children understand the impact of their actions.

### When Concerns Arise

- If a child's behavior becomes disruptive or unsafe, staff will use clear, age-appropriate reminders and give the child a chance to make better choices.
- If needed, a short break or "cool down" may be given so the child can reflect and regroup.

### Discipline Procedures

1. The first incident will be addressed with a verbal reminder, and families will be notified.
2. For repeated or serious behavior, parents or guardians will be contacted by phone or in writing, and the child may be sent home for the day.
3. Continued concerns or severe incidents may result in a disciplinary write-up and a one to three-day suspension, depending on the situation.
4. If unsafe or disruptive behavior continues, the director will consult with the family to determine next steps, which may include a longer suspension or removal from the program.

Our goal is always to work with families to support each child's success. We encourage open communication and invite you to reach out with any concerns or questions.

## 11. Late Pick-Up Policy

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



## 12. 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.

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## 13. Frequently Asked Questions (FAQs)

### What time does the After School Program end?

The program ends at 6:00 PM each day. Please pick up your child by this time.

### Where does the program take place?

The After School Program is held at your child's school. Full-day care for teacher workdays and some holidays is at the Twin Rivers YMCA.

### What if my child will be absent?

Please notify the program staff if your child will not be attending on a scheduled day.

### Is a snack provided?

Yes, a healthy snack is provided every regular program day. On full days, please pack a lunch and extra snacks.

### Can I register after the school year has started?

Yes, as long as there are spaces available. If the program is full, your child will be added to the waitlist.

### How do I apply for financial assistance?

You can apply online at [ecymca.org/financial-aid](http://ecymca.org/financial-aid). Contact us if you need help with your application.

### What is your policy for late pick-up?

Children must be picked up by 6:00 PM. Fees apply for late pick-ups, and repeated late pick-ups may result in dismissal from the program.

### How do I withdraw my child from the program?

Please give two weeks' written notice to the Associate Family Services Director to withdraw your child.

### How do you handle discipline and behavior?

We use positive guidance and clear expectations. Families are kept informed if concerns arise, and repeated or serious behavior may result in suspension or removal.

### Who do I contact with questions?

You can reach out to our team at any time.

**Email:** [afterschool@trymca.org](mailto:afterschool@trymca.org)

**Phone:** (252)638-8799