

**eliminating racism  
empowering women  
ywca**

# AFTER SCHOOL PROGRAM



# PARENT BOOKLET

## **Guidelines and Regulations**

The following guidelines and regulations are designed with your child's safety in mind. Thank you for your cooperation!

### **Weekly Rates**

- The fees for After School Care include:
  - \$55 registration fee per child (non-refundable)
  - \$50 weekly fee for 1<sup>st</sup> child and \$45 per week for 2<sup>nd</sup> child
- In order to hold your child's seat on the van, you must pay weekly whether your child is riding the van or not. The only exceptions are when school is out for holidays (Thanksgiving, Christmas and Easter holidays).
- Absolutely NO daily rates!
- Weekly payments must be paid by 5:30 p.m. on Tuesday of the current week. A \$10.00 late charge will be added to each account that is not current by the close of business on Tuesday. Children will not be allowed to return the following week if the account is not paid in full by Friday afternoon.
- Any account with an NSF charge will be charged \$25.00. The account balance and NSF charge must be paid in cash.
- We offer several options for you to pay your child's tuition including: pay online at [myprocare.com](http://myprocare.com) (you can access this from your phone), set up recurring payments via ACH or credit card, pay by check or cash and call in a payment to the office.

### **Absent Children**

If your child will not be picked up by the YWCA van from school the YWCA must be contacted no later than 2:00 p.m. so that we may inform our van drivers. Waiting on absent children causes our vans to be late to the other schools.

### **Drop Off/Pick Up**

When picking up a child, you must use a username and password to sign them in/out. Your username is the last four digits of your cell phone number. Your password is 3397. This system is used for the safety of your child. If someone on your pick up list is picking your child up, they will use the last four digits of THEIR phone number and 3397. This way everyone has their own unique username and we can see exactly who dropped off/picked up the child. Only those people listed on a child's registration form will be authorized to pick up that child. If you have an extenuating circumstance in which someone is absolutely not allowed to pick up your child, please let the office know.

Please do not park in the No Parking Zone in the front; between the two awnings. You must pull in a parking spot.

If a child is picked up after 5:30 p.m., you will be charged \$10.00 for the first minute and \$1.00 per minute after 5:31 p.m. to be paid in cash at the time of pick up. After two times of picking up a child after 5:30 p.m., that child must be picked up by 5:00 p.m. for the remainder of the summer. This rule is not meant to be harsh, but our staff has families and obligations outside of the YWCA.

### **Holidays**

We will offer All Day Care on days the children are out of school, with the exception of the following days:

- Labor Day – September 3
- Thanksgiving Holidays – November 22-23
- Christmas Holidays – December 24-25 & December 31-January 1
- Martin Luther King, Jr. Day – January 21
- Good Friday – April 19

### **Medication**

The YWCA will not administer any medication to any child. The parent or other designee will be responsible for administering all medication (prescription or non-prescription).

### **Snack**

Each child receives a Little Debbie snack when they arrive to the YWCA. We do offer canteen. All items in canteen are \$1 each. Make sure all money is labeled with your child's name, group and amount of money in an envelope. You can send enough canteen money for the week if needed.

### **Cell Phones/Electronics**

Cell phones/electronics will not be allowed at the YWCA. Phones will be confiscated and given to parents at the end of the day.

### **Reporting Communicable Disease**

Children diagnosed with a communicable disease, infection, rash, or head lice must present a doctor's release before returning to camp. For the safety and well-being of children and staff, parents must notify the YWCA at 318.442.3397 of the situation at the time of diagnosis. Parents of children in that child's group will be notified (child's name will not be disclosed) of the situation so that appropriate precautions may be taken.

If you are called due to illness your child must be picked up within 30 minutes of the phone call.

### **Communication**

Newsletters informing you of important information will be e-mailed to you at the beginning of every month.

Please feel free to contact us during business hours with any concerns, suggestions, or comments regarding the program. Parent and child input is always welcome. Our phone number is 318.442.3397 or you can email Marle Chapman at marle@ywcaalex.org.

## **Discipline**

In the event children do not adhere to the established rules and guidelines, the following disciplinary procedures will be followed. The YWCA reserves the right to bypass one or all steps listed below based on the severity of the infraction.

- 1<sup>st</sup> warning – Timeout and/or privilege (i.e. craft, playtime, etc.)
- 2<sup>nd</sup> warning – A child will receive only one verbal warning and/or timeout per day. A behavior note will automatically accompany the second warning and/or timeout.
- Any child who receives two or more additional behavior notes within a two-week time period, or by supervisor's discretion, will receive an immediate one-day suspension from the program.
- If a child receives two more additional behavior notes during the remainder of the program, an immediate three-day suspension from the program will be applied.
- After a child receives a three-day suspension, the next behavior note will result in expulsion from the program for the remainder of the summer.
- Any child expelled from the program may not be eligible to return to the YWCA indefinitely. Each case will be handled on an individual basis.
- Immediate suspension or expulsion from the YWCA will result from severe disregard of the rules including, but not limited to physical, aggressive behavior to others, damaging property, or theft.

## **Abuse and Neglect Policy**

As mandated reporters, all center staff shall report any suspected abuse and/or neglect of a child in accordance with LA R.S. 14:403 which requires all child care centers to report any suspected abuse and/or neglect to the local Child Protection Agency.

## **Confidentiality Policy**

The management staff of the YWCA Alexandria/Pineville shall maintain and secure against loss, tampering, or unauthorized use, all children's records and will place these records in an office which is secured from the public.

Only staff members directly involved in the care of a child shall have access to their records. Staff members have received documentation and have signed documentation relating to the confidentiality of all children's records. Employees of the center shall not

disclose or knowingly permit the disclosure of any information concerning the children and/or his/her family, directly or indirectly, to any unauthorized person. The center director shall obtain written, informed consent from the parent prior to releasing any information to any parties except for authorized state and federal agencies.

**Non-Discrimination Policy**

The YWCA Alexandria/Pineville will not deny the enrollment of any child on the basis of race, color, creed, sex, national origin, handicapping condition or ancestry. At the YWCA Alexandria/Pineville, all children are equal.

Questions and concerns are always welcome. We have an open door policy at the YWCA and if we can be of any assistance, please do not hesitate to contact our office.

We are looking forward to a great school year!