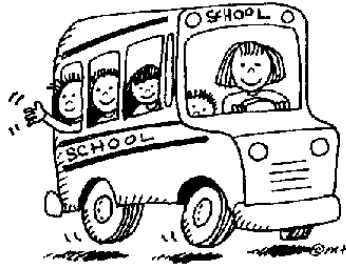


**eliminating racism
empowering women
ywca**

After School Program



Parent Booklet

YWCA * 5912 James Street * Alexandria, LA 71303 * 318.442.3397
Guidelines and Regulations

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

- Have your driver's license ready when picking up your child. Only those people listed on a child's registration form will be authorized to pick up that child.
- Weekly payments must be paid by 5:30 p.m. on Tuesday of the current week. A \$15.00 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.
- The fees for After School Care include:
 - \$45 Registration fee per child (non-refundable)
 - \$10 Membership fee per child (non-refundable)
 - \$50 Weekly fee for 1st child and \$45 per week for 2nd child
- Any account with an NSF charge will be charged \$25.00. The account balance and NSF charge must be paid in cash.
- Due to increased enrollment in the After School Program, in order to hold spots on the vans you must pay weekly whether your child is riding the van or not. Thanksgiving, Christmas, and Easter Holiday Care weeks are the only exceptions.
- We do not offer daily rates.
- Please do not park in the No Parking Zone in the front; between the two awnings.
- The YWCA will not administer any medication to a child. The parent or other designee will be responsible for administering all medication.
- Snacks will be provided for your child. We also have canteen. Everything is \$1.
- If your child is on a special diet or medication, you must submit in writing the explanation of your child's condition.
- Please do not send your child to the YWCA if he/she is sick.
- If your child is a van rider and is not to be picked up at school, the YWCA must be contacted no later than 2:00pm so that we may inform our van drivers.
- After school counselors are present at the YWCA between 3:00pm – 5:30pm. Children are not to be dropped off before 3:00pm for any reason.
- Information regarding holidays and/or special occasions when Holiday Care will be offered is located in monthly newsletters or on our website, ywcaalex.org. Holiday Care is provided at an additional charge.

- The YWCA closes at 5:30 p.m. If a child is picked up after 5:30 p.m., the parent will be charged \$10.00 for the first minute and \$1.00 per minute after the first minute. No exceptions!!! 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 school year. This rule is not meant to be harsh, but our staff has families and obligations outside of the YWCA.
- The YWCA is not responsible for lost or stolen items. Please leave all valuable items at home.
- We do provide a Lost and Found that we will go through periodically throughout the school year. Parents are free to look through the lost and found at any time.
- You will receive a monthly newsletter through e-mail informing you of activities and holiday care information. Please ask for one if you do not receive one.
- The YWCA will not be open on the following days:
 - Labor Day – September 4
 - Thanksgiving Holidays – November 23-24
 - Christmas Holidays – TBA
 - Martin Luther King, Jr. Day – January 15
 - Good Friday – March 30
- The YWCA reserves the right to refuse service to anyone we deem not suitable for our programs.

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!

YWCA Alexandria/Pineville

Open Door Policy

The YWCA has an open door policy which means that our parents are free to visit our center at any time their child is enrolled and during the regularly scheduled hours. We firmly believe in parental participation in the care of your children and will advise you of our policies and ask for feedback from time to time.

Third Party Release Policy

Children enrolled at the YWCA – Alexandria/Pineville will be released to parties listed on the Third Party Authorization Form on file in the office. Name and relationship to the child must be on this form before children can be released. Driver's license will be checked to secure proper identity. A parent may add to or take away from this list at any time so long as the proper information is listed. The YWCA would like a telephone call letting us know when someone other than usual parties will be picking the child up. **No child will be released to anyone unless authorized in writing by the parent or guardian.**

Discipline Policy

The YWCA Alexandria/Pineville will not allow any type of physical, corporal, or emotional abuse to children. A child will not be allowed to discipline another child. Cruel, severe, unusual, or unnecessary punishment shall not be inflicted upon children. If a child is removed from the group for disciplinary reasons, he/she should never be out of sight of another staff member. Teachers will redirect the child to promote positive behavior. "Time out" will not exceed one (1) minute of the child's age. During the "time out" the child is to be redirected and encouraged to communicate to the teacher how he/she should have handled the situation and the need for a positive behavior change. No child shall be deprived of meal or snacks of any part thereof for disciplinary reasons. No derogatory remarks will be made in the presence of children about family members of children in care or about the children themselves. The YWCA staff reserve the right to send a child home if the behavior displayed by the child exceeds our tolerance policy. Any form of punishment that violates the spirit of this standard of discipline, even though it may not be specifically mentioned as forbidden, is prohibited.

YWCA Alexandria/Pineville

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**.

To get in touch with the local Child Protection Agency, contact:

Department of Social Services
Office of Community Services

318.487.4116

Louisiana Counselor of Child Abuse, Inc.

1.855.452.5437

Confidentiality Policy

The management staff of the YWCA Alexandria/Pineville shall maintain and secure against loss, tampering, or unauthorized use, of all children's records and will place these records in an office which is secured from the public. The children's records will only be released to the parent or guardian of the child and will be returned to them when the child is dismissed or otherwise leaves the YWCA.

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, handicap condition or ancestry. At the YWCA Alexandria/Pineville, all children are equal.