



# The Tri-County YMCA AfterSchool Program Handbook

*WELCOME...*

We look forward to serving you and your child(ren) with fun, social, and educational activities to help develop healthy spirits, minds, and bodies. We are providing this handbook to help you understand procedures, policies, regulations, and services, which will help us to provide your family with the quality you expect. Thank you for allowing us to serve you!

**Our Mission** is to offer school-age programs, which emphasize social development, citizenship, healthy living, education, and recreational development. We are committed to providing a well-rounded program in a positive environment and are dedicated to empowering children to be future leaders.

**YMCA Mission:** "To put Christian principles into practice through programs and services to build healthy spirit, mind, and body for all."

### **Our Vision Statements:**

- 1.** Welcome, include, and value all children.
- 2.** Foster safe, healthy families and caring relationships.
- 3.** Encourage a positive partnership between home and the AfterSchool Program.
- 4.** Establish a foundation for learning and foster the development of lifelong learning.
- 5.** Provide care and education in settings inclusive of all children.
- 6.** Challenge children to reach their full potential.
- 7.** Teach with respect, discipline, and values.
- 8.** Remain loyal to our beliefs even in the face of adversity.

**Our Goal:** To work together as a team to provide flexible, high-quality school-age programs, in a nurturing environment that is safe and secure

### **About Our Programs**

The Tri-County YMCA offers an educational and quality AfterSchool Program. We offer care for students in grades PreK-5<sup>th</sup> grade. We have five AfterSchool locations:

#### **Pine Ridge AfterSchool**

Pine Ridge Elementary  
812-817-0900

#### **Ferdinand AfterSchool**

Tri-County YMCA  
812-367-2323

#### **Jasper Elem. AfterSchool**

Jasper Elementary  
812-559-1768

#### **Holy Trinity AfterSchool**

Holy Trinity Central Campus  
812-309-4629

#### **Dubois Elem. Afterschool**

Dubois Elem.  
812-678-3011

### **Sign In & Out Procedures**

The AfterSchool Program will begin at school dismissal. School personnel will send the AfterSchool Participants to the designated area where AfterSchool staff will check in the children. Safety is a top priority of the Tri-County YMCA, therefore identification may be requested at any time during pick up for the child (ren). Each child must have their own registration on file.

### **Payment Policy**

Payments are taken out the Saturday after the week your child(ren) attends the AfterSchool Program. If payment is returned, an attempt will be made to run the payment again. If payment is not received within 14 days an invoice will be sent to the parent/guardian. If payment is not paid beyond 14 days this will result in suspension of the program. A child(ren) can be reinstated after the payment is received and approved by the AfterSchool Coordinator.

### **Late Pick Up**

The AfterSchool Program ends promptly at 6:00 p.m. EST. There is a charge of \$1.00 per minute per child remaining past 6:00 p.m. If an emergency should arise, please contact your child's AfterSchool Site.

### **Closings & Early Release Policy**

If school is closed, the AfterSchool Program will not operate. If school should dismiss early, The AfterSchool Program will not operate. During ***scheduled*** school breaks, the Tri-County YMCA will offer Holiday Camp at our Ferdinand YMCA facility. Information will be sent via email, posted at our AfterSchool locations, and social media regarding details with our Holiday Camp program.

## **Illness Policy**

For the protection of all children, your child should be kept at home if he/she shows any signs of the following symptoms:

- An elevated temperature of 100.5 degrees or above (without medication)
- Vomiting
- Diarrhea
- Contagious disease or infection including an undiagnosed rash, discharging eyes or ears

**Parents will be contacted to pick up a sick child if any of these symptoms appear in our care.**

**A child *MUST* be symptom free for 24 hours before returning**

## **Medical Emergencies**

In the event of a medical emergency or accident, staff will work quickly to assess the situation and make the appropriate calls. If the child is seriously injured, 911 will be called first and staff will then attempt to contact the parent of the child. If a parent can not be contacted, the emergency contact will be called. If it is impossible to reach any of the contacts listed, transportation will be arranged to take the child to Memorial Hospital in Jasper, IN, where the Emergency Room Physician will care for the child.

## **Questions/Comments/Concerns**

Please contact Judy Verkamp, AfterSchool Coordinator

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