

## **Parent Evaluations**

We appreciate your comments and feedback about staff and programs. Surveys will be sent to help us improve different aspects of our program such as staff, activities and communication. Please take time to complete these when they are distributed so we may use your feedback to make our program even better.

## **Our Mission**

The YMCA is a Christian based organization that strives “To put Christian principles into practice through programs that build healthy spirit, mind, and body for all”. Our focus is to encourage children to accept and demonstrate the YMCA’s five character traits: Caring, Honesty, Respect, Responsibility and Faith.

## **Our Goals**

To provide a positive growth experience, recognizing each individual child’s needs and abilities.

- To provide activities and experiences that develop and support Christian values, self-esteem, and fun.
- To provide a safe environment for individual and group growth.
- To create an environment where children can learn from each other.



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# YOUTH DEVELOPMENT PROGRAMS PARENT HANDBOOK



## SUMTER FAMILY YMCA

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

## **Handbook Contents:**

### **Welcome**

### **Participant Agreement, Important information**

### **Childwatch & Kidscape, Kid's Night Out, Afterschool**

### **Kid's Day Out and Holiday care, Fun Factory, Camp Mac Boykin, Teen Scene and Specialty Camps**

### **Afterschool Bus Pickup, Afterschool Early Pickup, Rides Out, Late Pick up**

### **Afterschool Absentee Procedure, Homework**

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### **Discipline Policy**

### **COVID-19 Precautions, Financial Obligations, Receipts, Outstanding Balances, Financial Assistance**

### **Parent Evaluations, Our Mission, Our Purpose, Our Goals**

### **Financial Obligations**

- All weekly fees are due the on the Thursday prior to each week.
- Monthly fees are due by the 5th of the month.
- Fees may be paid at the Member Service Desk or Youth Center Desk during operating hours.
- Any fees not received by the due date will be charged a \$10 late payment fee.
- In the even a parent must withdraw a child from a program; system credits/refund of 80% of the prorated fee, based on the number of days, will be given upon written request.
- The YMCA reserves the right to turn away any child whose account has an outstanding balance more than two weeks old.

### **Receipts**

If you need a receipt for monthly afterschool payments, please indicate so at the time of payment.

### **Outstanding Balances**

Registration will not be accepted for accounts that have an outstanding balance.

### **Financial Assistance**

Financial assistance is available for all YMCA programs and memberships. Scholarships are provided through the YMCA "Open Doors" Program, funded by the Annual Campaign. To apply for financial assistance, ask for an application at the Member Service Desk.

This annual campaign runs throughout the spring, but the Sumter Family YMCA continues to accept donations throughout the year. Contact Derek Burress if you would like to make a contribution or more information.

## **Discipline Policy**

- If a child is unable to comply with the behavior expectations, staff will make every effort to correct the behavior with verbal communication.
- If after the verbal communication the child is still unable to comply with the behavior expectations, staff may utilize "time-out" for a period of time then discuss the reasons for the "time-out" with the child.
- If a child's behavior continues to be disruptive and/or unsafe, behavior will be documented in the following format:

- 1st. Verbal communication by staff to child and timeout
- 2nd. Documentation of behavior – copy given to parent/guardian
- 3rd. Documentation – copy given to parent/guardian during discussion concerning behavior.
- 4th. Documentation – 1-day suspension and meeting with parent/guardian to discuss behavior and intervention.
- 5th. Documentation – 3-day suspension from program and meeting with parent/guardian to discuss continued behavior.
- 6th. Documentation – 5-day suspension from program and meeting with parent/guardian to discuss future participation in program.

\*Future participation in the program will be evaluated in each individual case. After careful evaluation, the decision that is best for both the child and the program will be made by the Director of Youth Development.

### **Please Note - No refunds/credits for time missed due to behavior.**

Behaviors which may result in immediate dismissal from program include but are not limited to:

1. Damage or theft of property
2. Assault (hitting, biting, kicking, or throwing objects)
3. Possession of weapons
4. Possession of tobacco products, alcohol, narcotics or other illegal substances
5. Gang-related activity or bullying
6. Sexual misconduct

\*Depending on the severity of the offense, any and all steps in the Discipline Policy may be eliminated or combined.

Dear Parents,

Welcome and thank you for being part of the YMCA of Sumter. We are a faith-based organization that prepares, supports and encourages children, families and communities to develop healthy and active lifestyles. We derive our strengths from our community roots, rich program history and strong volunteers. Through collaborations with schools, hospitals and other local organizations, we are able to further enhance and expand the programs and services we offer.

As a member, a variety of programs and services are available to help you strengthen in spirit, mind and body. We encourage you to take advantage of your membership and get to know the team members at our Y.

The YMCA staff members are here to serve you. Contact us if you have any questions or suggestions. Thank you again for allowing us to serve you and your family.

In the Y Spirit,  
Youth Development Staff



## **Sumter Family YMCA Participant Agreement**

Participants in this program must abide by the following:

1. I will be respectful of other people.
2. I will not hurt other people or their feelings on purpose.
3. I will not use bad language.
4. I will tell the truth.
5. I will use good manners.
6. I will listen carefully and speak clearly.
7. I will put away my things and clean up after myself.
8. I will not damage YMCA property.
9. I will not leave the YMCA Afterschool Program without permission.
10. I will follow the rules when riding in the YMCA buses.

### **IMPORTANT INFORMATION:**

YMCA Phone: 803-773-1404  
Youth Center Direct Line: 803-774-2511  
Address: 510 Miller Road, Sumter, SC 29150  
Facebook: [www.facebook.com/SumterYmca](http://www.facebook.com/SumterYmca)  
Website: [www.ymcasumter.org](http://www.ymcasumter.org)

### **Codeword**

Each parent must provide a codeword to be used to sign children out. Your codeword should be a word easy for you to remember, but something that other individuals would not easily know. YMCA afterschool staff will only release a child to authorized individuals who know the codeword.

### **Lost & Found**

We make every effort possible to return lost items. Label your child(ren)'s belongings including coats, jackets, backpacks, lunchboxes, swimming items and water bottles. Parents are welcome to check our lost and found at any time. We encourage you to check for lost items as soon as you realize they are missing. Due to an overwhelming amount of lost and found items, we do donate the items to a local charity at the end of every month. The YMCA is not responsible for lost, stolen or damaged items.

## **Medications**

Whenever possible, medications are to be administered at home either before or after the Afterschool Program. If medication is required during afterschool time, it will be administered under these conditions:

1. The medication must be given directly to the YMCA Director of Youth Development by the parent, and must be in the original, labeled package.
2. The medication must be accompanied with specific instructions on how and when the medication should be administered.
3. Parent must complete a medication form to be kept on hand with medication.
4. All medications must be administered by the YMCA Director of Youth Development or Childcare Coordinator. At no time is a child to possess any medication (including over the counter) in his/her personal belongings.

\*All inhalers must be kept in the afterschool medication box. This box is easily accessible and inhalers can be obtained in a moment's notice. However, if a parent requests in writing that the inhaler is to be kept with the child, we will honor the request, if the child can demonstrate responsibility for the use and possession of the inhaler. Any misuse or misplacement of the inhaler during the afterschool session will be cause for the inhaler to be kept in the medication box.

### **Illness**

If a child shows any sign of illness or fever (100°F or higher), the parents or guardian will be notified to pick up the child.

### **Emergencies**

Routine cuts and scrapes are treated by counselors. In the case of serious illness or accident involving your child, the Sumter Family YMCA Childcare Coordinator or Director of Youth Development will contact the parents/guardians listed on the child's registration form. In the event that such can not be reached, your authorization signed on your registration form allows us to secure proper treatment. Please note: in the event of a serious emergency, 911 will be contacted first.



## **Afterschool Absentee Procedure**

If for any reason your child will be absent from the program, please call the Youth Center Desk at 803-774-2511. Your message should contain the date, your child's name, grade and the school he/she attends. This minimizes delays at school and increases the safety of your child. A fee of \$10.00 per child, per day is charged for failing to notify the YMCA of your child's absence. For counselors to know who will be present at each school, we must be notified by 10:00 am the day of the absence.

## **What Not To Bring To Afterschool or Camp**

Items such as: electronic games or toys, playing cards, jewelry, laser lights, fingernail polish, firearms, fireworks, knives, matches, lighters, tobacco products, expensive items, and money should not be brought to the YMCA. Any of these items that are brought to the YMCA will be taken and returned to the parents at the end of the day. The YMCA can assume NO responsibility for items that may be lost, stolen, or damaged if brought to the YMCA.

## **Homework**

The homework group will have a quiet space to work while the remainder of the children engage in other activities within the facility. We cannot guarantee that your child will complete their homework or the accuracy of it. Staff members are available to answer questions and to ensure that the homework area is quiet.



## **Childwatch & Kidscape**

The goal of our these programs is to provide a nurturing and respectful environment for your children so you can enjoy your personal pursuit of health and wellness. Our program serves children ages 6 weeks to 11 years old active on family memberships. Parent's must sign children in and out with staff. These are benefits for all family memberships for up to two hours per day. Reservations are highly recommended. Parents must remain on the YMCA premises while children are in Childwatch or Kidscape. Any personal items brought in must be labeled with the child's name. The Y is not responsible for lost, damaged or stolen items.

## **Kid's Night Out**

Throughout the school year we will offer children the opportunity to spend an evening at the YMCA. They will get to eat dinner, swim, play games, and watch a movie. These are at an additional cost and will be highlighted through emails, flyers in the building, social media and our website.

Youth, ages 3 - 13 years, are able to participate. Parents may provide additional snacks for their children, but must be labeled. If you child has dietary restrictions, we ask that you provide their dinner.

## **Afterschool**

The YMCA picks up from several Sumter School District elementary and middle schools. We provide care from the time school is released until 6:00 pm.

If Sumter School District closes due to inclement weather, the YMCA will do its best to offer full day programming provided. Watch social media and our website for accurate information. If schools dismiss early due to weather, the program will not be offered. Parents will be responsible for picking up their child(ren) from school. If schools schedule a make up day on a Saturday, the Y will not be offered on that day. Parents will be responsible for picking up their child(ren) from school.

*In the event of weather emergency various actions and procedures will be taken. Emergency drills for tornados and severe thunderstorms are run on a regular basis. We also practice fire drills each month.*

### **Kid's Day Out and Holiday Care**

When Sumter School district\* is off for teacher workdays or holidays, we will offer a full day of care. Kid's Day Out is offered to our afterschool participants at no additional cost, however those not enrolled in the program can register for a small daily fee. Holiday care will be offered for days surrounding Thanksgiving, Christmas, New Year's and Spring Break for an addition fee for any school age child.

\*Refer to the Sumter School District Calendar

### **Fun Factory Camp**

Fun Factory is our camp for children ages 3 (fully potty trained) - 10 years held at the YMCA. Each week of camp has a theme with field trips. Fun Factory provides a safe nurturing environment to learn, grow and thrive. Counselors focus on each child's needs and work to make sure everyone is a part of the fun. Weekly activities revolve around themes which include age appropriate games, swimming, field trips, sports activities, arts and crafts and songs.

### **Camp Mac Boykin**

Camp Mac Boykin is an outdoor camp great for your 7 -14 year olds. Each day is filled with swimming, hiking, sports, and other activities centered around the weekly camp theme. Your camper will have a great time getting to know the kids in their age specific groups.

### **Teen Scene**

Teen Scene is a great camp designed for teenagers, ages 11 - 13. Each camper will have an active summer and will have experiences they will cherish for a lifetime. Teen Scene helps teens see the world around them in a new light through field trips, service projects, and so much more.

### **Specialty Camps**

Each summer we offer a variety of specialty camps such as gymnastics, athletics and aquatics. The ages, times and cost to these camps vary. To learn more about these camps, check our website or talk to one of our member service staff.

### **Afterschool Bus Pickup**

Each child is picked up at his/her school by one of our buses and staff. Attendance is taken at the school prior to leaving. If your child is not present at time of departure, and we have not been notified of an absence, YMCA staff will check with school personnel to see if your child was in attendance that school day.

### **Afterschool Early Pick Up**

In order for your child to get the full benefits of our program, we strongly encourage you not to pick your child up before 4:00 pm. If you need to pick up your child early, please park your vehicle in the parking lot and enter the YMCA through the back entrance. The Our youth team members will be available to help you sign out your child. Children are in several different areas of the building, and it may take a few moments to bring your child to be signed out.

### **Rides Out**

A counselor is located on the sidewalk in front of the Youth Center entrance to sign out your child 4:00 - 6:00 pm. Please know the child's codeword. Vehicles should form a line outside the entrance and children will be escorted to vehicles by counselors.

PLEASE DO NOT LEAVE CARS UNATTENDED IN THE PICK UP LINE. This not only blocks the parking spaces and parked cars, but the flow of traffic. Please use a parking space if you need to enter the facility.

### **Late Pick Up**

We will give parents a five minute grace period but all children picked up after a program end time will incur the late pick-up fee of \$1.00 per minute per child. Y staff will not leave a child unattended. If a child is not picked up within 30 minutes of the end of a program, and we receive no communication from a parent or guardian, the local authorities will be called. Consistently late pick up may be grounds for dismissal.