



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ENCOURAGE GROWTH NUTURE POTENTIAL

**School Age Child Care Programming
MICHIANA FAMILY YMCA
2016-2017**

PARENT HANDBOOK



Dear Parents and Families,

Welcome to the YMCA of Michiana, Inc. Before and After School Program. We are pleased that you have chosen our program! YMCA school-age care ensures that the time gaps before and after school are filled creatively and constructively. Kids will have opportunities to foster their creativity and express their talents in many areas of interest taking advantage of all the Y has to offer. Our program is a recreation-based program; it is not an extension of the school day. Time is, however, set aside for tackling homework with adult help available.

Collectively, YMCA's are the country's largest provider of child care and are committed to developing and operating the highest-quality child care programs possible. The YMCA of Michiana, Inc. seeks to provide child care that supports and strengthens families and nurtures the healthy, successful growth and development of each child. The staff and I look forward to caring and supporting your child throughout the school year. We aim to provide participants with an experience that lasts a lifetime!

The following information is designed to acquaint you with the necessary policies, procedures and program information that will make a memorable school year.

We look forward to being a part of your family.

Here for you,

Jessie Emmons
Director Youth Development

The following policies have been carefully written to ensure that each child is safe, healthy and happy in YMCA programs. We are proud of our high standard of care, our enriching programs, our dedicated staff and our attention to each child and family. It is our belief that a physically and emotionally safe environment facilitates a higher degree of learning and fun. If you should have any questions in regard to our policies, please contact the Youth Development Director. While we have tried to list our most important policies and procedures, please note that the Michiana Family YMCA reserves the right to make decisions not covered in this handbook as deemed necessary for the safety and welfare of the program. Failure to follow these procedures may be grounds for dismissal.

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YMCA Mission

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

SPIRIT refers to self-esteem and willingness to help others. It also includes a moral compass and, for many children, a sense of a higher being that has an influence in their lives. To support the development of spirit, YMCA activities include inspirational thoughts and conversations, conflict resolution skills, and opportunities for success regardless of ability.

MIND refers to learning and applying new information. YMCA activities include and encourage problem solving, and help children assimilate new information and use school-gathered knowledge. Staff supporting the development of the mind will likely have high expectations each time an activity is undertaken.

BODY refers to being healthy and active and making smart choices regarding foods, substances, and activities. YMCA activities include and encourage health, wellness, and fitness.

Program Objectives

-Grow personally-build self-esteem and self-reliance.

-Build Character-behave according to the YMCA values of caring, honesty, respect, and responsibility.

-Improve family and personal relationships-learn to care about, communicate with, and cooperate with family and friends.

-Appreciate diversity-respect people of different ages, abilities, incomes, races, religions, cultures, and beliefs.

-Become better leaders and supporters of others-learn the give-and-take necessary to work toward a common good.

-Develop specific skills-acquire new knowledge and ways to grow in spirit, mind, and body.

-Have fun-enjoy life.

Activities offered in the Before and After School Setting

FREE CHOICE: The child chooses from several activity options, some relatively unstructured and some that are staff directed learning centers.

PHYSICAL ACTIVITY: There must be a minimum of 30 minutes of rigorous physical activity for every 3 hours of care. On full days, SOYI, there must be a minimum of 90 minutes of rigorous physical activity.

SMALL GROUP AND INDIVIDUAL: The activities available can be done either in small groups or alone. They may be initiated by the adults with expectation that all children will work on the activity (for example, homework time), or they may be initiated by the children themselves.

PROJECT TIME: Time set aside for children to begin or return to a long-term project needing specific space, materials, tools, or leadership.

LARGE GROUP: Activities designed for large group participation, usually under the leadership of a responsible person.

INDOORS AND OUTDOORS: As much as possible, and depending on weather, strive to balance indoor and outdoor activities.

SNACK: We only serve fresh fruits & Vegetables for every snack. No fried foods are allowed. Only water is to be served. **(All School Age Programs)**

SCREEN TIME: No screen time will be allowed for regular after school sessions. Screen time is not encouraged for full days off of school, however, if allowed only 30 minutes per full day is allowed. We do not encourage children to bring electronic devices to our programs.

The Eight YMCA B.A.S.E. Core Content Areas

1. Arts and humanities
2. Character development
3. Health, wellness, and fitness
4. Homework support
5. Literacy & Math
6. Science and technology
7. Service learning
8. Social competence and conflict resolution

Curriculum

We recognize that children learn in different ways and that children have different needs and interests at different developmental stages. When choosing an activity we look at children's abilities and skills to determine whether an individual has the prerequisite skills, background knowledge, and personal motivation needed to be reasonably successful in meeting the challenges that the activity presents.

When planning activities we consider these points to assure our activities will catch children's enthusiasm:

- Provide opportunity for children to relax and unwind.
- Provide time for children to adjust to the change in atmosphere and structure of the after-school setting.
- Provide time to share agenda information with the group.
- Provide time for children to pursue special interests alone as well as in small groups.
- Provide a balance of small/intimate versus large/collective gatherings and activities.
- Provide options for indoor and outdoor play.
- Provide a balance between large-motor activities versus relaxation and quiet-time.
- Provide opportunity for children to make choices.
- Provide a balance of planned versus spontaneous activities initiated by children and staff.
- Provide a balance of competitive versus non-competitive activities.

Steps we take to Implement the Curriculum

- Set the Stage
- Create Groups That Work Well Together
- Set Up a Schedule
- Create a Positive Classroom Climate
- Plan an Activity Sequence That Works
- Equipment and Resources
- Space and Environment
- Staff Development
- Behavior Management

Typical Daily Schedule

Morning Care (Xavier Only)
Free Choice
School Breakfast

Afternoon Care
Afterschool Dismissal
Snack & Social
Homework
Group Activities
Free Choice

Academic and Behavior Release Authorization

The YMCA regularly applies for grants to provide funding for scholarships and new programming in our BASE and SOYI programs. We use academic scores and behavior records of current participants to prove the need for funding. By allowing

us to access your child’s records, you are providing us the opportunity to improve our program in a variety of ways. Names are kept confidential. Thank you for your support.

A Parent’s Guide

Times and Places of Operation

Before & After Care is offered at Xavier School of Excellence Site. Hours are 6:30-7:30am & 3:30-6:00pm M-F (ex. Wed.), 1:30-6:00pm Wednesday.

After School Care at the YMCA The YMCA provides afterschool care only. SBCSC busses afterschool from Nuner, Kennedy, Hamilton, Perley, LaSalle and Jefferson to the YMCA. Anyone is welcome though you must provide the transportation. Hours are 2:30pm-6:00pm Monday-Friday.

Drop-Off and Pick-Up Locations

Children must be dropped off and picked up at their appointed B.A.S.E Site. **Children must be accompanied by an adult to the B.A.S.E group at the time of drop-off.** Only parents/legal guardians and those people you have listed as emergency contacts will be permitted to pick up your child. Written permission is required to add or drop a pick-up person. Be prepared for our staff to ask for photo identification before a child is released. This is for your child’s protection. *Thank you for your assistance in helping to keep our children safe.*

Sign-In and Sign-Out

Parents or guardians are required to sign their child in & out of the program each day. Children may not sign themselves in or out. Staff may be permitted by parents to sign out children for programs within the Y Facility. This is not available at any off-site facility.

Late Pick-Up Fee

Late fees (\$1.00 per minute, per family) will be assessed after 6:00 p.m. to those who are late picking up a child.

Fees

Fees & Registration: For your convenience, there are several payment options for this high quality, yet affordable program. All participants (excluding drop-ins) will be set up on an Electronic Funds Transfer.

Initial Program Registration *(Waived for YMCA Members)*

\$30 Child
\$50 Family

Weekly Fee Packages:			
<i>All 4 weekly packages include S.O.Y.I. Half and Full Days!</i>			
<i>Electronic Funds Transfer Draft is required</i>			
Rates per week –All 3 weekly packages include S.O.Y.I. Days			
YMCA Sites		Xavier Site	
\$50/\$60	Afterschool Care	\$20/\$30	Before-school Care
		\$40/\$50	Afterschool Care
		\$50/\$60	Before and After School

Drop-In Fees:			
<i>Must be paid to on the date of the drop-in.</i>			
<i>Drop-ins can occur at any time with complete registration form on file.</i>			
YMCA Sites		Xavier Site	
\$12	Daily Afternoon Drop-in	\$5	Daily Morning Drop-in
		\$12	Daily Afternoon Drop-in M/Tu/Th/F
		\$17/\$27	Daily Afternoon Drop-in Wednesdays

Payment Policy

Electronic Funds Transfer is required for weekly fees. (The registration fee, if applicable, will be deducted along with your first weekly fee transfer.) The EFT will begin on the Saturday BEFORE the week your child begins programming. Thereafter, the EFT will occur every Saturday for the FOLLOWING WEEK that your child is registered for.

Drop-In fees are due at the time of drop-off (space permitting) to the Lead Teacher at your site in the form of cash, check or money order. A receipt will be issued immediately.

A charge will be applied to any payment that is not honored through the EFT or any late payment. Any parent with a draft return will be contacted by a Youth and Family Representative. The payment process and continuation of BASE services will be discussed at this time.

Please contact the Youth Development Coordinator with any questions about billing.

Weekly Electronic Funds Transfer Agreement

The following is a copy of the Payment Agreement as it is stated on the Registration Form:

CHECKING, SAVINGS, CREDIT or DEBIT CARD PAYMENT AGREEMENT

- Int. ____ The Michiana Family YMCA Electronic Funds Transfer will begin on the SATURDAY 12:00AM before the week my child will be attending programming and then every SATURDAY 12:00AM for the weeks registered for. Due to different bank protocols there may be a delay in the payment posting to your account. (The Saturday morning draft allows for Friday bank deposits).
- Int. ____ The Michiana Family YMCA Youth Development Electronic Funds Transfer is a continuous payment plan. It is to my complete understanding that if I wish to terminate or change my child care in any way, I must give the Michiana Family YMCA Youth Development Coordinator a one (1) week written notice prior to my next debit or transaction. If proper notice is not received, I will be responsible for tuition regardless of whether my child attends the program or not.
- Int. ____ The Michiana Family YMCA may, at their discretion, adjust the weekly rate plan applicable to child care. I understand that I will receive at least a two (2) week notice prior to any new change.
- Int. ____ Should any child care debit not be honored by my bank or credit card for any reason, I understand that I am still responsible for that payment plus any additional charges incurred for processing. This is in addition to any service fee my bank or credit card company requires. There will also be a late fee of \$5 for every week that a payment goes unpaid.
- Int. ____ Any participant with a draft return will be contacted by a Youth Development Representative. The payment process and continuation of child care services will be discussed at this time.
- Int. ____ Two returned savings or checking account drafts will necessitate a change in payment options that include credit card draft, debit card draft, or payment at the YMCA.
- Int. ____ Any unpaid balance of more than 1 week of tuition will require removal of child from programming until balance is paid and current. Any balance of more than 1 week that is not paid within 30 days of return date will be sent to collections.

I hereby authorize the Michiana Family YMCA to debit the above account on SATURDAY mornings for the following week that my child is enrolled in B.A.S.E., S.O.Y.I., Winter Adventure Day Camp, and/or Spring Break Adventure Day Camp.

Most asked questions about our Weekly Electronic Funding Transfer

- 1) Why can't we pay with check or cash?
Answer: A) The YMCA wants to follow best practices when handling money. Your weekly fees will be wired from your account directly to ours, avoiding a transfer of physical money between multiple individuals and locations. B) The Lead Teachers can focus on curriculum planning and implementation, instead of balancing time between curriculum and accounting.
- 2) If you draft on Saturday mornings, why does it not show up on my account until Tuesday or Wednesday of the following week?
Answer: Due to different protocols, some Banks and Credit Unions have a delay in the time that they post their transactions from an electronic transfer. The YMCA begins the transfer on Saturdays at 12:00AM, so it is necessary to have your funds available in your account at that time.
- 3) I have plenty of money in my account, why did your draft decline the transfer?

Answer: Here are the most common reasons: A) You provided the incorrect account information on the Registration Form B) Your credit card has been expired C) Some banks and credit unions have limit on how many electronic transfers you can accrue in one month.

4) Why do you charge a \$25 fee for declined transfers?

Answer: This is a processing fee that is charged by a third party company we use to manage our electronic transfers.

5) My transfer was declined but why did it take a week for you to notify me?

Answer: We use a third party company that manages our Electronic Transfers. It takes this third party 3-5 business days to notify us of a declined transfer.

6) My bank transfer was declined. I have cash right now to pay you. Why do I have to put this money into my bank account for you?

Answer: The third party company will continue electronic transfer attempts until we notify them to stop attempts. There is a slight delay in the "stop attempts" communication process. We do not want anyone to pay us the overdue balance plus have the amount deducted from their account. (Double payment.)

Even if you miss the Saturday 12am deadline, it is important to put your weekly fee + \$25 processing fee in your account and LEAVE IT until it is drafted. (Otherwise, you may accrue overdraft fees from your bank or credit union on top of our \$25 processing fee.)

Canceling Registered Weeks or Changing Payment Package

All account changes must be submitted in writing to the Youth and Family Director with a (1) week notice prior to the change. This includes cancelling registered weeks, terminating services, and requesting a refund or credit.

Financial Aid

The YMCA annually raises scholarship funds to provide before and afterschool experiences for children in our community. Funds are limited and first come, first served according to qualifications. Please contact the Youth and Family Director for more information.

Safe Search Policy

It is a MICHIANA FAMILY YMCA policy that any person over the age of 18 must show an I.D. and be run through our SAFE SEARCH program before entering any part of our YMCA Facility. This includes the Cooper Center. The Safe Search program, called Raptor, is a national database for sex offenders. We currently already run any MEMBER through this program; we are now adapting this to our program participants. Any persons over the age of 18 coming to drop-off or pick-up any day camper MUST be run through this program. To make this process easier, we would like to run you as parents/guardians and all of your emergency contacts before camp starts. There is a sheet attached to the registration form to make this process easier. Once you and all of your emergency contacts have been processed you will be given a card to show at the Camp Desk to validate your Safe Search process. This is a new policy for all of here at the YMCA. We ask for your patience as we try to keep this process as simple as possible. If you have any questions or concerns about the Safe Search process and how this will be a part of camp please contact Jessie Emmons, Youth Development Coordinator.

School's Out, Y's In (S.O.Y.I) – Located at the MFY

The YMCA is open for child care when school is closed, even on SNOW DAYS! When schools are closed; planned or weather-related, the YMCA offers a fun-filled day program that is a taste of our day camp program. In between free choice in the Youth Room we plan a full day of arts & crafts, physical and social recreation, and swimming! The schedule is based on the SBCSC and Xavier closings. (We do not provide care for late starts or half day cancellations.) Children should bring a sack lunch*, swimsuit, and towel. Children from all area schools are invited to drop-in at the YMCA facility. **This does not include Winter Adventure Day Camp and Spring Break Adventure Day Camp.**

Daily Drop-In Fees

(School-year Registration Fee & Form required.)

Full Day Drop-in Fee: \$40

SOYI Days (both planned and unplanned) are included in the weekly fee for registered WEEKLY participants.

Winter Break and Spring Break Day Camps

The YMCA is open for child care during the two weeks of Winter Break and one week of Spring Break. These holiday camps are a taste of our Summer Adventure Day Camp. Campers will experience large and small group activities, free choice time in our Youth Room, gym play, outdoor play on our playground, track, and playing fields, and swimming in our Olympic size pool. Our camp activities revolve around a theme and include guest speakers, outreach projects and possible field trips! Children should bring a sack lunch*, swimsuit, and towel.

Winter and Spring Camp are separate programs from BASE and SOYI. Separate fees apply, although the registration fee is waived for all current BASE and SOYI participants.

Policies

Behavior Management Policy:

Positive Behavior Management Procedures

We believe that children are entitled to a pleasant and harmonious environment at our program. The MICHIANA FAMILY YMCA Before and After School & Summer Day Camp programs cannot serve children who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to the following:

- behavior that requires constant attention from staff
- behavior that inflicts physical or emotional harm on other children
- behavior that abuses the staff and/or ignores or disobeys the rules

If a child cannot adjust to the program setting and behave appropriately, then the child may be terminated. Reasonable efforts will be made to assist children in adjusting to the program setting.

YMCA House Rules:

- Speak for yourself
- Listen to others
- Use put-ups
- Care for others, the property, and yourself.
- Be honest
- Show respect for all
- Be responsible for yourself
- Do unto others as you would have them do unto you

Other rules will include the basic school/playground rules and any risk management policies at an individual site.

Disruptive behavior will be dealt with in the following manner.

1. One clear warning. "Personal Time" or a "cool*" is mandatory. The time limit is determined by the children in order for him/her to cool off and think about his/her actions.
2. If the inappropriate behavior continues or he/she cannot regain control of him/herself, a behavior report will be written and discussed with the parent.
3. If child receives three written behavior-related incident reports in any school year, the child will be suspended at the end of the day of the third report for one week. During the first week of suspension, the parents, Site Director, and Program Director will meet in a conference setting in order to determine conditions for reinstatement. The parent is responsible for making an appointment. If an agreement cannot be reached, reinstatement will be denied at this time.
4. If the child is reinstated in the program and receives a fourth behavior-related incident report, the Program Director will suspend the child immediately. If necessary, the parents will be notified to come and get the child. Upon the fourth report, the child will be terminated without the right for reinstatement.
5. Parental misconduct towards staff and/or the program, such as threats, harassment, swearing, or pick-up violations, may result in your child being terminated from the program.
6. If the severity of the problem is great enough after the first incident, suspension from the program will be effective immediately without following the above steps once the site director consults with the program director. The Program Director will notify the parents.

**Definition of a "Cool" – A Cool is time for the child to be removed from the situation that is causing them stress or aggravation. It is a time for a child to cool down, breathe, and compose themselves. It is not a threat or punishment. It is time for the child to regain control of their emotions so that the staff can have a conversation with the child about the situation that was not appropriate here at the MICHIANA FAMILY YMCA.*

Accidents/Emergencies

Parents are required to complete the authorization form, on the registration packet, for their child's emergency care. This form serves as a release and provides us with emergency contact information. Most injuries that occur in YMCA programs can be treated with basic first aid, soap, water, band-aid and/or ice. In the event of a more serious illness/injury, we will take all necessary steps to obtain emergency care for your child. In the event that the YMCA cannot reach you, we will phone the emergency contacts. Accident reports will be completed and signed by a witnessing staff person. We ask parents to review and sign accident reports.

Medicine

All medication required by your child (including over the counter and prescription drugs) must be written and authorized by your signature on your Child's Medical Form. Medication will only be accepted if it is in its original packaging/bottle that identifies the following information: 1) Child's Name 2) Prescribing Physician (if a prescription drug) 3) Name of the Medication 4) Dosage 5) Frequency of administration. Asthma inhalers and Insulin Shots are treated like other medications and require a completed medical form and prescription. Please supply one week of medication.

Illnesses and Exclusion

There are specific instances where illness related exclusion is required for 24 hours after treatment is implemented. They are as follows: diarrhea, vomiting, conjunctivitis, ringworm, impetigo, scabies and other infections requiring treatment. The YMCA requires children who have head lice to be nit free prior to returning to B.A.S.E. The YMCA will send children home who present one or more of the following symptoms: fever of 99 degrees auxiliary, signs of newly developed cold and/or severe coughing, persistent diarrhea or vomiting, drainage from eyes, ears or nose (related to a cold or infection), or unidentified lesions or rashes. If you should notice the preceding symptoms at home, please keep your child home. Children may return once they are fever/symptom free without medication.

Personal Belongings

Toys, valuables, money, and electronic devices are not allowed at the B.A.S.E. Program except on designated days such as show -and-tell. Weapons, war toys, or other toys of destruction are never allowed. We do not allow children to bring electronic devices from home.

Snack & Lunch

A light snack is provided in the afternoon. Outside food may be brought as a substitute; but must hold proper nutritional value. Fast Food is not allowed in any of our programs. All of our snacks are a fresh fruit or vegetable. Snacks are served family style where children can serve themselves with little to no help from adults. Students will be provided with 30 minutes to eat snack. Family Style snacks help encourage self-help skills along with social skills.

Lunch is not provided by the YMCA on SOYI Days. A sack lunch must be brought from home. We do not allow fried foods to be served as lunch. Please make all necessary efforts to provide a nutritious lunch for your child. We encourage fresh fruits and vegetables. Also while trying to avoid food high in sugar or trans-fats. Students will be given 60 minutes to eat lunch.

All snacks and meals provided by the Michiana Family YMCA follow USDA guidelines for nutrition. Serving sizes are based on the USDA CACFP guidelines for serving sizes. Serving sizes range between ¼ and ½ cup depending on age.

Beverages:

Water will be available at all times throughout the program time. We will not serve sugar-sweetened beverages which include soda, fruit juice, powder juice drinks, ice tea, and sports drinks. Water will be provided during all meal and snack times. Water is our only beverage option that the Michiana Family YMCA will provide.

Program Rules

The Program rules focus on Character Development which emphasizes the values of caring, honestly, respect, and responsibility. The B.A.S.E. Program additionally follows the school rules.

Discharge Policy

A child may be discharged from the program for the following reasons:

1.) Lack of payment for child care services.

- 2.) Consistent early drop-off or late pick-up.
- 3.) Chronically disruptive behavior; defined as: verbal or physical activity including but not limited to behavior that requires constant attention from staff, inflicts physical or emotional harm on another person, endangers the health and safety of others, or consistently disregards B.A.S.E rules.
- 4.) Failure to meet behavior requirements after a Behavior Plan is established according to the Five-Step Disciplinary Policy.
- 5.) Parents consistently not in compliance with YMCA BASE policies and procedures.

Parents/caregivers are also expected to follow proper rules of conduct and may be prohibited from entering the premises if they exhibit violent or threatening behavior toward their own child, another child, another parent/caregiver, or YMCA staff. If there is any concern regarding our ability to continue providing care for a child, meetings between teachers, administrative staff, and parents to discuss concerns and corrective action plans will precede any termination decision. No parent will suddenly find that his/her child is without care. Should the YMCA decide that care must be terminated; every effort will be made to assist families with finding alternative services.

HOMEWORK POLICY

MICHIANA FAMILY YMCA

Before and After School Experience

The MICHIANA FAMILY YMCA believes in the importance of continued learning outside of the classroom. We understand and support the benefits of assignments outside of the school day to the reinforcement of the skills taught at school. We also believe that homework completion and turning in finished assignments is an important part of a student's educational experience. We want to make sure that homework is never looked at as a negative thing in your child's life, but a tool to lead them to success in and outside of the classroom.

We promise to provide:

20-30 minutes of homework time on each regularly scheduled day to work on homework.

Basic Materials for homework completion

- Pencils
- Paper
- Glue
- Scissors
- Dictionaries/thesaurus
- Markers/Crayons/colored Pencils
- Rulers
- Calculators

Also providing adequate space for your child to be successful in completing their assignments. This can include a calm quiet space or a space for collaboration with other children.

Youth Commitments

As we are committed to setting the stage for success for your child and their homework we also believe that it is important for the child ultimately be responsible for getting their work done. We ask that the children in our program be honest and forthcoming about their homework. We ask that they are diligent and use their time wisely while in our program. We also ask that children are patient with us as we are not staffed for one on one attention.

Family Involvement

Family involvement in homework is an important aspect to the completion process. We here at the YMCA are not always able to check every child's homework every day. Nor are we always able to check each student's agenda and/or homework folder to make sure that they are being honest with us about their assignments. We ask that families check their child's agenda and/or homework folder daily as well as go over any completed assignments. This final step will help keep the child

accountable for his or her work.

Communication

We as your before and after school provider promise to complete the homework communication sheet to keep the child's family and teacher informed on how their homework is progressing while in our care.

Updated 2015/2016 School Year