



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BUILDING STRONGER FUTURES



PRYME TYME AND SCHOOL'S OUT CAMP
PARENT HANDBOOK



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

WELCOME

Dear Parents,

Welcome to the Bell Family YMCA Pryme Tyme program and thank you for allowing us the opportunity to enrich your child's school year. Our goal is to provide a safe, quality, Christian environment for families in our community so that their children may have the best after-school experience possible. We strive to help your child make lasting memories and friendships, while having a positive experience.

We take steps towards success with our program by staffing our after-school program with well-trained and caring staff, who enjoy working with children. Here at the YMCA, we highly encourage parents to communicate with us. Strong communication between staff and parents is essential in running a successful program. Please feel free at any time to let us know of any questions, comments, or concerns you may have about our program, and we will be more than happy to assist you.

Please take the time to read over our handbook with your child, so they also can know what is expected and what to expect during after-school. This will also give you the chance to become familiar with our policies and procedures, and give you information about payments, and other important information about after-school or school out camps.

As many of you may know, I have returned to the Bell Family YMCA. I feel abundantly blessed to be back and able to work with such a wonderful, loving staff and a welcoming community that makes Hartwell so special. I look forward to meeting each of you and know we are going to have a great year!

Thank you again for choosing the Bell Family YMCA. See you soon!

Blessings,

Amy Wilder

Youth Program Director

amy@gapiedmontymca.org

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MISSION STATEMENT & OBJECTIVES

MISSION STATEMENT

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

GOALS AND OBJECTIVES

Our cause is for youth development, healthy living, and social responsibility. Our after-school program, as part of the YMCA, reflects these values and is designed for our camp participants to grow physically, mentally, and spiritually within a safe, fun camp environment. Our staff is trained to act as an aid as they lead your child through challenging activities that will help them grow developmentally.

All YMCA programs are designed to meet the following goals that are established for these three causes.

Each Participant will:

- Have Fun!
- Grow personally.
- Learn values.
- Improve personal and family relationships.
- Appreciate diversity.
- Become better leaders and supporters.
- Develop specific skills and assets.

CHARACTER DEVELOPMENT

At the YMCA, character development and values are a part of who we are. At our YMCA, that means more than just activities. We believe character development is an important challenge for all of us—staff, volunteers, members, participants, and parents—to accept and demonstrate the positive values of caring, respect, honesty, and responsibility.

REGISTRATION

REGISTRATION AND ADMISSION

As we have a limited number of spaces, our enrollment is taken on a first come, first served basis. No child will ever be refused admittance to the program due to race, religion, or gender. Please allow a 24-hour process for registration. Same-day registration and attendance is not allowed. All registration is done online!

All immunizations must be current. You must provide Form 3231 prior to your child attending after-school.

CONFIDENTIALITY

All original childcare records are kept in the Pryme Tyme office which is locked nightly. A copy of participants' allergies and emergency medical information is in each child's classroom to inform teachers if an emergency occurs.

Records are viewed by YMCA childcare professionals and Bright from the Start licensing professionals during licensing visits. Once completed, registrations form can be altered by the person who originally signed the form enrolling the child. This includes changing addresses, phone numbers, adding authorized pick-up people. Etc. All records will be stored in the Pryme Tyme office while the child is enrolled and will be stored for 7 years after withdrawal in secure storage.

SPECIAL NEEDS/INCLUSION

The YMCA is committed to living out our value of inclusiveness which guarantees nondiscrimination and equal access for all in our programs, services, and activities. We strive to provide the best after-school experience possible for every child and ask that prior to registration you consult with the Program Director regarding any special needs of your child. We will work to provide reasonable accommodation upon request. We will make every attempt to serve all children, however there may be some cases where the program may not be able to accommodate the needs of every child.

ENABLE YOUR ACCOUNT ONLINE

If you enable your account online, you can:

- Register for programs such as Pryme Tyme, School's Out Camps, Summer Camp, etc.
- Pay balances.
- Print year-end tax forms.
- Make changes to your Authorized Pick-up List

To enable your account online, please follow these steps:

- Go to www.gapiedmontymca.org.
- Go to the Programs tab at the top, then choose Pryme Tyme
- Choose Bell Family YMCA Branch – Hartwell, GA
- Under 'Online Access to Your Account' - click on [CLICK HERE](#)
- Either log in to your account or create one

- Click Programs at the top right.
- Click the program you are registering for.

AUTHORIZED PICK-UP

During the registration process, you are asked to provide information regarding those who you give permission to pick up your child in the event you are unable to. **Please provide all the information on the registration form.** This is a requirement for our licensing.

Should you need to add or drop someone off the pick-up list, please contact our Program Director by email. Additionally, please log in to your account online and make the appropriate changes to your authorized pick-up list.

WAITING LIST

When a class hits capacity, new registrations will be placed on a waiting list until a place becomes available. You will be contacted if a spot becomes available.

AGE EXCEPTIONS

Participants must be between 4-12 years old. Due to our licensing requirements, there will be no age exceptions. Programs are designed with curriculum and programming for participants of a certain age.

FINANCIAL POLICIES

FINANCIAL POLICIES

You are financially responsible for every week of Pryme Tyme, from the time your child enrolls until the school year ends or you turn in a withdrawal form. This means you will be required to pay for every week your child is enrolled, regardless of how many days you use the program. Each child is allotted two weeks of family vacation free of charge (see Vacation Requests). Weekly fees are required to be drafted. When you register online, the draft will automatically be set up for you. Fees will be drafted the Friday prior to the week of service.

If your payment is rejected, you will receive a \$30 return payment fee, and you must pay your balance by Monday at 12pm (before the session begins). If the balance is not paid prior to 12pm on Monday, a \$10.00 late fee will be added to your account. You will receive a reminder email if you begin a week without payment, and a collection letter if you get more than two weeks behind. Failure to make a payment plan at this time will result in the loss of your Pryme Tyme spot, and you will not be able to register for any future childcare programs until the balance is paid.

CUSTOMIZED PAYMENT PLANS

If you choose to opt out of the pre-scheduled weekly draft payment process, you must meet with our Program Director to schedule a draft suited to your needs. All payments

are due prior to the weeks of service. Families that require split payments between two different payment methods will need to discuss this with our Camp Director.

To create a customized payment plan, contact the Program Director at amy@gapiedmontymca.org

CHANGES IN PREFERRED PAYMENT METHOD

Should you need to make changes to your payment method, this can be done online. You must, however, contact the Pryme Tyme Program office by email to make it your preferred method.

FINANCIAL ASSISTANCE (SCHOLARSHIPS)

We want every child to be able to experience the fun and excitement of YMCA Summer Camp. For this reason, we have a limited number of scholarships available for families who need help paying for their sessions. Interested applicants can find information and request forms at the YMCA front desk.

The YMCA offers financial assistance to those who qualify. Applications must be completed and turned in 2 weeks before camp starts. Online registration is available for scholarship applicants. If your program fees were not adjusted to your scholarship amount, please email our office.

CAPS PARTICIPANTS

We work with DFCS to ensure that children who receive CAPS assistance can attend our YMCA Summer Camp. Families MUST have current certificates with the Bell Family YMCA named as the childcare provider. If families do not have the certificates in place at the time of registration, they are responsible for payment until the certificates are active. The YMCA does not refund back-dated payments. Families must seek reimbursement from their local DFCS office. Rate Sheets are provided by the YMCA to ensure correct rates for your certificates. To request a Rate Sheet, please contact our Program Director at amy@gapiedmontymca.org or our Camp Coordinator at Kristih@gapiedmontymca.org

PRORATING WEEKS

We believe that a true after-school experience is a weeklong experience. For this reason, **we do not prorate weekly rates.**

VACATION REQUESTS & PRYME TYME ABSENCES

Each child is allotted two weeks of family vacation time for use when school is in session. Please fill out a vacation request form and turn it in before your vacation begins to avoid being charged for those weeks your child does not attend. **If your child is absent from school (or removed early) for any reason, please notify the YMCA by 1 p.m., so that we can remove your child from the bus list.**

GENERAL WITHDRAWAL AND REFUND POLICY

- Withdrawal 10 or more days before the start of the session: Director will give full system credit or refund in the way the original payment was made.
- Withdrawal with less than ten 10 days before the start of the session: Director will give a full system credit. No refunds will be given.
- Withdrawal once the session has started: No refunds will be given.
- All cancellations must be made in writing and turned in to the YMCA Front Desk or email the Program Director prior to the week of service.

- No refunds or credits will be given for any time that a child was registered and did not attend.

TRANSPORTATION/PICK UP PROCEDURES

PROGRAM LOCATION

- Our after-school program also called Pryme Tyme is located at 281 Opal Street Ext. Hartwell GA 30643

TRANSPORTATION

- Transportation is provided from several area schools to the YMCA Pryme Tyme site
 - Hartwell Elementary and the Middle school are dropped off by school bus.
 - North and South Hart Elementary are picked up by the YMCA bus.
- Rules regarding bus behavior are clearly indicated in the rules section of this handbook. Violation of these rules may jeopardize the safety of other students and can result in serious consequences.

PRYME TYME PICK-UP PROCEDURES

- When picking your child up at the YMCA, please pull up to the walkway on the side of the pool and wait for a staff member to bring out the sign out sheet to you. If it is raining, or there is no staff member in the parking lot, please park and come to the front.
- You must sign your child out every time you pick them up from Pryme Tyme. Sign and date the sheet next to your child's name on the sign-out sheet and be prepared to show proper identification to our staff members. We sometimes have new or different staff members handling sign-out, so please do not be offended if we ask for identification. There are a lot of names and faces to remember, and we are incredibly careful when it comes to your child's safety.

LATE PICK-UP

Failure to not pick up your child(ren) by 6:00 p.m. will result in a late fee charge. The late fee is \$10.00 for the first 10 minutes and \$1.00 for each minute thereafter. Late fees must be paid at the time of pick-up – children with unpaid late fees will not be allowed to return to the program until it is paid.

Note: When a child is not picked up in emergency situations including, but not limited to inclement weather or natural disasters, we will follow the above "late pick-up" policy starting 45 minutes from when the parent has been informed of the need for participants to be picked-up.

ILLNESS POLICY

ILLNESS AND EXCLUSION CRITERIA

All immunizations must be current. Children must be healthy enough to participate in the program's daily routine. We do not have the facilities to care for sick children and therefore do not allow them to attend the program. For the safety and comfort of your child, please keep them at home. Your child must be fever free for 24 hours with no assistance of medication prior to returning to the program.

PARTICIPANT ILLNESS

If your child does not feel well, please do not send them to the YMCA. While it may interfere with your plans for the day, it is unfair to pass the sickness along to the other program participants. We will not transport sick children from school to the YMCA.

Please note when your child has a fever (fever 100.4) or vomiting/diarrhea, please make sure they remain at home 24 hours after their temperature and symptoms return to normal. We may require a physician's release for any medical or health issues. Your child will not be allowed to attend the program if he/she has:

- Conjunctivitis (pink eye)
- A chronic runny nose with colored discharge
- A chronic cough
- A fever, or knowledge that child has had a fever in the past 24 hours.
- An open rash
- Show evidence of lice, scabies, or other parasitic infections
- Vomiting/upset stomach.
- Diarrhea

If your child falls ill while at our program, we will separate him/her and notify you immediately. If you cannot be reached, we will call the emergency contacts listed on your form. You or one of your emergency contacts will need to pick the child up from our program.

We will follow the Late Pick-Up Policy from the previous section. When your child is sent home due to illness, they may not return the next day.

ACCIDENT/EMERGENCY POLICIES & PROCEDURES

ACCIDENT/EMERGENCY POLICIES & PROCEDURES

At all times, we have staff onsite who are trained in First Aid and CPR. All precautions will be taken to prevent serious health risks to all participants. If a minor injury occurs, First Aid will be administered at the camp location by the camp staff. The following procedures will be followed:

- First Aid will be provided, and the incident recorded in the Incident Report
- The child will be periodically observed after the First Aid has been applied.

In case of an emergency, staff will call Emergency Services and the Program Director will notify parents or emergency contacts. If parents or other responsible adults are unable to be reached, the child will be taken to the nearest hospital for any necessary treatment. If a participant needs to be transported to the hospital and a parent has not arrived, a staff member will accompany the child with all necessary registration and medical release forms. Please make sure to keep these forms always updated. The YMCA does not incur the cost of medical treatment and it is imperative that you indicate all allergies or special needs your child has concerning medical treatment.

EMERGENCY OR INCLEMENT WEATHER

The YMCA Pryme Tyme program has a disaster/emergency plan. In the event of a disaster/emergency the YMCA Program Administrators will follow our current policies and plans that are in place. We ask that parents wait to be notified before trying to call the program, as the staff need to focus on the safety of the children and any weather emergency. In the case that our location is compromised significantly and deemed dangerous, we may transport participants to an alternate location until we feel it is safe to return.

LOSS OF POWER/WATER

From time to time, the center may experience a power or water outage that causes the level of care in the center to be diminished for a period. Should this occur during normal program hours, we will evaluate the situation and make a call for an emergency closing if necessary.

If at any time the facility is without electricity or water for more than 1 hour, the decision will be made to close for the remainder of the program day.

CENTER LICENSING POLICIES & PROCEDURES

The YMCA of Georgia's Piedmont, Bell Family Branch follows the standards for licensed centers by Bright from the Start, a state of Georgia licensing program. To obtain full compliance with these standards, parents must complete each enrollment form in its entirety and, as necessary, update the information throughout the year. It is your responsibility to keep your child's records up to date.

CHILDREN AT RISK

Parents who arrive at the YMCA in an incapacitated condition (i.e., alcohol, drugs) present a risk to their child. The staff in charge will advise the parents of their options regarding the transportation of their child to his/her home.

Some options that may be used are:

- Call the other parent.
- Call another person on the child's emergency contact list.
- Call a taxi/Uber.
- Call a neighbor/friend.
- Police will be called.

As Mandate Reporters, we are required to contact child protective services.

CHILD ABUSE POLICY

By law, all agencies that provide programming for children are required to report questionable bruises or marks that are repetitive or obvious to the staff. Likewise, should a child indicate to a staff member that abuse (physical, mental, or sexual) is happening to them, it is our obligation to report the discussion to the proper authorities. Know that if we file such a report, it has been done with much consideration on the part of our staff and with the child's best interest in mind.

BATHROOM PROCEDURES

No participant is ever alone or is ever alone with a staff member. All participants will take trips to the bathroom with the entire group, or a smaller group escorted by a staff member. Our center has three individual bathrooms that have been approved by Bright from the Start and are inspected for safety by our program staff before a participant is allowed to go in. Participants are sent one at a time as the counselor stands just outside the door with the other Participants.

ELECTRONICS POLICY

We will provide tablets and/or Chromebooks for YMCA activities that require the use of these types of devices. Because we are not able to adequately supervise the use of social media apps, texting apps, etc., we do not allow the use of personal mobile phones, smart watches, tablets, gaming consoles, etc. If mobile phones or other electronics come to the program, they will be collected and placed in the office until pick up. **The YMCA is not responsible for lost or broken items.**

MEDICATION

Our medication policy is primarily established to accommodate the administration of medication(s) prescribed by physicians for a specific time during Pryme Tyme hours of operation. Prescription and "over the counter" medications will not be dispensed without written consent from the child's parent.

- Complete the medication authorization form available on the website.
- Keep all medication in the original container with the prescription label/directions attached.
- Medication must be labeled with the child's name, the name of the medication, the dosage amount, and the time/times to be given.
- Medication must be given to the Program Director (including inhalers etc.). Participants are not allowed to keep medications on their person, in their backpacks or lunch bags. Each group has a backpack that the counselor carries that houses all emergency medications such as inhalers and EpiPens.
- All medications will be given to your child at the prescribed time and logged into our medication notebook.

NUTRITIONAL SNACK

An afternoon snack will be supplied to all participants daily and follow USDA Food Program guidelines.

Our program is A NUT FREE ZONE. We ask that you do not provide food that contains peanuts, peanut butter, or other nuts to ensure the health and safety of all the children in our programs.

***If your child has any allergies, it is your responsibility to let the Program Director know.**

Snacks are served by our program staff which have been trained in proper food handling procedures.

STAFF TRAINING & RATIOS

STAFF TRAINING & QUALIFICATIONS

Our program staff are all background checked, drug tested, fingerprinted, Cpr & first aid certified, and receive a minimum of 18 hours of training prior to and during the school year. Our comprehensive training and development program includes behavior management, conflict resolution, planning age-appropriate activities and risk management. In addition to learning all the policies and procedures of the YMCA Pryme Tyme program, they also learn the licensing policies of Bright from the Start and Quality Rated program. They explore techniques of how to better interact with children, build others self-esteem and confidence, and become experts in activities, games, and craft projects.

STAFF TO CHILD RATIO

We have a staff to child ratio of 1:18

COMMUNICATION

COMMUNICATING WITH YMCA STAFF

If at any time throughout the day you need to reach us, you can call us at 706-856-9622. For any comments, questions, or concerns that are not time sensitive, you can reach us by emailing the Program Director at amy@gapiedmontymca.org.

Exchange of information between parents and staff provides insights for both parties. The format may be formal or informal. It is vital that you inform us of changes happening in your family. Changes at home include moving, hospitalization of a sibling or parent, altercations in the parent relationship, etc. These influence the way in which your child relates to others. Staff members can better provide for a child's needs if they are aware of the situation. We will keep this information confidential and only use it to better provide for your child.

CONTACTING YOUR CHILD DURING AFTERSCHOOL

Please do not call to speak to your child unless it is an emergency. If your child is experiencing problems, we will call you immediately. If you have any questions or concerns, please contact the Program Director at any time.

*Please note students are not allowed to have cell phones or any other electronic device in our program.

REMIND 101 TEXT MESSAGE ALERTS

We encourage all parents/guardians to sign up for Remind 101 text alerts, so that you may be informed of any upcoming events or changes to our programs. To sign up, text @hprymetyme to 81010. Message and data rates may apply.

WHAT TO BRING

WHAT TO BRING TO AFTER-SCHOOL/SCHOOL'S OUT CAMPS

Each day your child will need to make sure that they have the following items with them, to make sure they are ready for the day. Please make sure all items are labeled with your child's name.

- Backpack
- Water Bottle
- Closed toed shoes to wear.
- Change of clothes

PARTICIPATE CODE OF CONDUCT

Our YMCA Pryme Tyme program strives to meet the needs of all our children without ignoring the demands of any one individual within the boundaries of set guidelines and rules. The YMCA Pryme Tyme program has established rules, consequences, and a zero-tolerance policy for specific behaviors.

YMCA RULES

- Have Fun!
- Keep hands, feet, body, and objects to yourself.
- Show respect to staff, others, and yourself.
- Speak for yourself, not others.
- Do not willfully destroy YMCA property.
- Do not go anywhere without a YMCA staff person.
- Always clean up after activities.

YMCA CONSEQUENCES

- Verbal Warning
- Redirection to another activity
- Time away without activities
- Parent notification at pick-up time
- Meeting with parents and behavior contract created.
- Notice of Suspension (1 Day), next day of care/without refund
- Notice of Suspension (3 Day), next 3 days of care/without refund
- Conference with Program Director/Parent/Participant
- Removal from program

**Due to the seriousness of behavior any step can be taken at any time.

BUS GUIDELINES

- Always stay in your seat and face forward.
- Keep all body parts inside the vehicle.
- Keep your voice low – you may talk at a reasonable level, but there should be no shouting.
- Keep your hands to yourself.
- Listen to the driver and staff members and follow their directions.
- Absolutely no talking at railroad crossings.
- Use appropriate language.

ZERO TOLERANCE

- Inflicting physical harm on another individual.
- Verbal threat that may cause physical harm to another individual.
- Verbal threat that may destroy property.
- Possession of a weapon, controlled substance, or alcohol.
- Use of foul language.
- Inappropriate touching of another individual.
- Participant does not stay within the boundaries of the camp (runs out of program)

****The YMCA reserves the right to suspend or expel a child immediately following the violation of the Zero Tolerance guideline without refund.**

ADULT CODE OF CONDUCT

ADULT CODE OF CONDUCT

The following guidelines have been created to meet the standards, policies and procedures of the YMCA, minimum standards for childcare centers. All YMCA staff and volunteers are knowledgeable of these standards, policies, and procedures.

- Communicate with the Program Director or staff daily.
- Give detailed information to the Program Director if custody situations arise.
- People whose behavior and/or health status pose an immediate threat or danger to the health and safety of the program participants must not be present when participants are in care.
 - Do not confront any child in a threatening manner.
 - Do not confront children from other families.
 - Using profanity in the presence of a child is prohibited and against the law.
 - Report concerns to the Program Director.
 - In the event of threatening behavior towards a YMCA staff member or child, 911 will be called.
- Consumption and/or possession of alcohol in any form are strictly prohibited by the YMCA.
- People must not smoke, use tobacco products, E-Cigs, or Vape Pens on YMCA property.

CONSEQUENCES OF PARENT MISBEHAVIOR

Regarding the "Adult Code of Conduct" listed above, any parent misbehavior will result in the Camp Director's decision ranging from verbal warning to the maximum penalty being parent removal from the building or the participant's removal from the program.

School's Out Camps

School's Out Camps

On most days when school is out in Hart County, we will offer childcare (School's Out Camp) at the YMCA. The registration forms are available two weeks prior to the School's Out Camp.

Registration/Payment:

All registration is available online. CAPS participants must register at the front desk. You will be required to make a deposit of \$10 per instance at the time of registration. The remainder of the balance will be drafted from your account based on the draft date in the table below.

Camp Fees and Schedule

Daily Rate: \$25/members \$30/non-members

Weekly Rate: \$110/members \$135/non-members

Camp Dates Available	Draft Dates	Rates Available	Available for Registration
October 2-6	Sept. 22	Weekly	Aug. 7 @ 5AM
November 20, 21, 22	Nov. 10	Daily	Aug. 7 @ 5AM
December 18-22	Dec. 15	Weekly	Nov. 27 @ 5AM
December 27, 28, 29	Dec. 15	Daily	Nov. 27 @ 5AM
January 2, 3	Dec. 22	Daily	Nov. 27 @ 5AM
Jan. 15	Jan. 5	Daily	Nov. 27 @ 5AM
February 19-23	Feb. 2	Weekly	Jan. 15 @ 5AM
April 1-5	March 22	Weekly	Jan. 15 @ 5AM

Hours of Operation:

School's Out Camps operate between the hours of 7:00am-6:00pm.

Items parents provide:

Your child must bring their own lunch from home, we cannot refrigerate or heat items due to our licensing regulations. We ask that you do not provide food that contains peanuts, peanut butter, or other nuts to ensure the health and safety of all the children in our camp.

Refund/Credit policy:

Below is our updated policy for refunds and credits:

- Withdrawal from program 7 days prior to School's Out Camp beginning, you will receive a full refund.
- Withdrawal from program within 7 days of School's Out Camp beginning, you will receive a system credit.
- Withdrawal from the program after School's Out Camp has begun, you will receive a system credit for any unused days that take place after the withdrawal date.
- You will not be refunded/credited for any School's Out Camps that your child does not attend if not notified prior to the program beginning.
- All refund/credit requests must be made by contacting the Youth Program Director.
- All credits must be used within 6 months of being issued. Any credits not used within 6 months will go to our Annual Support campaign.