



**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's out camps.

Here at the Bell Family YMCA, we thank you for allowing us to spend the school year with your child.

Sincerely,

Amy Wilder

Youth Program Director

amy@gapiedmontymca.org

Kristi Hubbard

Youth Programs Coordinator

kristih@gapiedmontymca.org

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REGISTRATION INFORMATION

Dates: August 1-May 23

Hours of operation

3:00pm - 6:00pm

Prices

Members: \$60.00

Non-Members: \$75.00

REGISTRATION AND ADMISSION

Pre-registration is strongly recommended. As we have a limited number of spaces, our enrollment is taken on a first come, first serve 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. Children are not allowed to attend on the same day of registration.

If your child has any special needs/requirements, please contact the Program Director to discuss prior to registration. All immunizations must be current. You must provide Form 3231 prior to your child attending after-school.

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](#)
- Click the blue login button at the top right
- Either log in to your account or sign up for one
- Click activities at the top right
- Register for program
- 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 of 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 the program hits capacity, new registrations will be placed on a waiting list until a spot becomes available. You will be contacted if a spot becomes available.

AGE REQUIREMENTS

Participants must be between 4-12 years old and be enrolled in pre-k at one of the schools we pick up at. 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

PAYMENT 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.

FINANCIAL ASSISTANCE (SCHOLARSHIPS)

We want every child to be able to experience the fun and excitement of YMCA Pryme Time and School Out Camp programs. For this reason, we have 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 your child begins the program. 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 GA DECAL to ensure that children who receive CAPS assistance can attend our YMCA Pryme Tyme Programs. 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. 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 Program Coordinator at kristihubbard@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.**

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 in 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.

VACATION REQUESTS & PRYME TYME ABSENCES

Each child is allotted two weeks (per school year) 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 attends Pryme Tyme at the YMCA and is absent from school (or has checked out early) for any reason, please notify the YMCA by 1pm, so that we can remove your child from the bus list.

GENERAL WITHDRAWAL AND REFUND POLICY

- Withdrawal before the draft date you will not be charged.
- Withdrawal after the draft, no credits or 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 POLICIES

TRANSPORTATION

Transportation is provided by the YMCA for North Hart and South Hart schools to the YMCA Pryme Tyme site. Hartwell Elementary and the Middle school after school participants will ride the school systems bus to the front entrance of the YMCA. HES bus number is 2306 driven by Labreshia Blackwell and the Middle School bus number is 081 driven by Andy Montgomery.

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.

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 you the sign out sheet. 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. You will be asked to sign and date the sign in/out sheet next to your child's name. 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.

TRANSPORTATION FROM PRYME TYME TO OTHER PROGRAMS

- If your child is participating in another program at the YMCA that occurs during Pryme Tyme hours, we will take your child to the program, as well as pick the child up and bring them back to after-school, if the program is over by 6:00.
- If this is a service you need, please notify the Program Director or Program Coordinator.
- If you are picking your child up from another program, you must still sign your child out from the Pryme Tyme program.

LATE PICK-UP

Failure to make arrangements to pick up your child(ren) by 6:00 p.m. will result in a late fee charge. The late fee is \$5.00 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.

Center Licensing & Policies

PARTICIPANT ILLNESS

If your child does not feel well, please do not send them to camp. While it may interfere with your plans for the day, it is unfair to pass the sickness along to the other 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.

EMERGENCY PROCEDURES

ACCIDENT & EMERGENCY POLICIES and 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 camp 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 updated at all times.

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 YMCA, 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 of time. 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 .

LICENSING

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. In order to obtain full compliance of 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.

CONFIDENTIALITY

All original child care records are kept in a locked storage closet for 7 years. Current year records are stored in the Pryme Tyme office that is locked nightly. Childcare records are viewed by YMCA Childcare professionals only and Bright from the Start Licensing professionals during licensing visits.

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.

YMCA Child Care Classes make every effort to accommodate children with special needs and welcome them into our classrooms. Determining our ability to provide services will be done on a case by case basis. The YMCA reserves the right to request IEP's and other documentation for review to determine our ability to provide required services.

While our teachers have extensive training, we currently do not employ anyone who is certified in Special Education. We recognize that there are some medical treatments, special needs and procedures that legally the YMCA staff is not trained for or qualified to perform. While every attempt will be made to accommodate all children, the YMCA may not be able to provide service for children if it has been determined that their needs are unable to be met.

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 parent 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

If a reasonable conclusion cannot be reached, the parent will be advised that either Child Protective Services or the Police will be called.

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

All participants will take trips to the bathroom with the entire group, or a smaller group escorted by a staff member. Participants will only use bathrooms inspected for safety by our program staff and only one child is allowed in the bathroom at a time. The only exception to this rule is if a child needs help. The camp counselor will then radio for another staff member to come monitor the door with the door propped open just enough to have eyes on the staff member helping the camper. No counselor is ever alone with a child.

NUTRITIONAL SNACK

A snack will be supplied to all participants. All meals follow USDA Food Program guidelines. If you would like to send a snack with your child, please send healthy options.

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 camp.

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

MEDICATIONS

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 that is available online, at the front desk, or request one from the Program Director.
- 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 specific 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.

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, please advise participants to keep valuable and personal items at home.

MISSION STATEMENTS & 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 being 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.

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 also contact the Program Director (Amy Wilder) at amy@gapiedmontymca.org or our Program coordinator (Kristi Hubbard) at kristih@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 PROGRAM HOURS

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, changes to our programs and emergency closings. To sign up, text **@hprymetyme** to **81010**. Message and data rates may apply.

DISCIPLINE POLICY/PROGRAM RULES

PRYME TYME BEHAVIOR POLICIES

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!
- Be Respectful to yourself, others, and YMCA property
- Be Caring - Treat others with kindness.
- Be Honest - Be yourself and build positive relationships.
- Show Faith - Give grace should others hurt you.
- Be Responsible - Take care of all things and yourself

YMCA CONSEQUENCES

- Verbal Warning
 - Redirection to another activity
 - Time away without activities
 - Parent notification at pick-up time
 - Meeting with parent 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.

Should your child have to be escorted to the bus by school staff due to bad behavior, we will not transport them to the YMCA. This is to ensure the safety of all children on the bus. This will be evaluated on a case by case basis.

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)
- Adults not following the rules of the Adult Code of Conduct.

****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

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.

- 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.
 - o Do not confront any child in a threatening manner.
 - o Do not confront children from other families.
 - o Using profanity in the presence of a child is prohibited and against the law.
 - o Report concerns to the Program Director.
 - o 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

*Any parent misbehavior will result in the Camp Director's decision ranging from verbal warning to the maximum penalty being parent removal off of YMCA property or the participant's removal from the program.

STAFF TRAINING & RATIOS

STAFF TRAINING & QUALIFICATIONS

Our program staff 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 maintain a staff to child ratio of 1:18

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
- No electronics

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.

Hours of Operation:

7:00am-6:00pm.

Registration/Payment:

- All registration is available online
- You will be required to make a deposit of \$10/day at the time of registration.
- Deposits are not refundable.
- 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: \$30/ members \$35/non-members

Weekly Rate: \$125/members \$150/non-members

Camp Dates Available	Draft Dates Rates	Rates Available	Available for Registration
Fall Break Sept 29 - Oct 3	Sept 26th	Weekly	Aug. 8 @ 5AM
Thanksgiving Nov 24,25,26	Nov 21th	Daily	Aug. 8 @ 5AM
Christmas Dec 22, 23, 24 30,31	Dec 19th	Daily	Nov. 21 @ 5AM
Student Holiday, Jan 5, 6	Jan 2nd	Daily	Nov. 21 @ 5AM
MLK Day, Jan 13	Jan 9th	Daily	Nov. 21 @ 5AM
Winter Break, Feb 16-20	Feb 13th	Weekly	Jan. 17 @ 5AM
Spring Break, April 6-10	Apr 3rd	Weekly	Jan. 17 @ 5AM

Drop Off/Pick Up

- Check in/out is at the front desk.
- Do not drop off your child and drive off until your child is checked in.
- Please have your ID ready when you arrive to pick up your child.
- Parents will need to provide a water bottle, swimsuit and towel for their child.
- Should your child decide to bring their own lunch, we can not refrigerate or heat it 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.

Items parents provide:

- Parents will need to provide a water bottle, Breakfast & Lunch, Backpack with a change of clothes. (if needed)
- Please do not provide food that contains peanuts, peanut butter or other nuts to ensure the health and safety of all the children in the program.
- The program will provide a snack in the afternoon.

I have received the Pryme Tyme Parent Handbook
for the after-school program at the Bell Family YMCA.

Child's name: _____

Parents signature: _____

Date: _____