



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# LEARN PLAY THRIVE

**BEFORE AND AFTER SCHOOL PROGRAM  
PARENT HANDBOOK**

## Our Mission Statement

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

## Our Areas of Focus

Youth Development  
Healthy Living  
Social Responsibility

## Program Description

This is a before and after school program that provides a safe, encouraging environment for children to learn, play, and thrive.

## Hours of Operation

Before School	7:00am–8:30am	We board the Y vans at 7:45.
After School	3:30pm–6:00pm	
No-School Days	7:00am–6:00pm	

## Program Rate Plans

Registration Fee	\$25	
Before School Only	\$35/week	\$140/month
After School Only	\$45/week	\$180/month
Before and After School	\$55/week	\$220/month
No-School Days	\$17/day	

- Weekly rate plans are only available as scheduled automatic withdrawals.
- Monthly rate plans are available with or without scheduled automatic withdrawals.
- No reduction in cost will be made for missed attendance, late arrivals, or early departures.

## Financial Assistance

- If you plan to receive DFS subsidies, please see the Billing Coordinator to discuss payment arrangements.
- You must provide an official notice of denial from DFS in order to be eligible for assistance from the Y.

## Withdrawals/Absences

You must submit a withdrawal/absence form in order to withdraw from the program or indicate a planned absence. If you fail to submit the form in time before a scheduled automatic withdrawal, the withdrawal will still occur. We are only able to offer refunds in the form of system credits, which you can use here at the Y.

## Schools We Serve

Casper Classical Academy	Frontier Middle School	Pineview Elementary
Centennial Jr. High	Grant Elementary*	Sagewood Elementary
Cottonwood Elementary	Kelly Walsh High School	Southridge Elementary
Crest Hill Elementary	Manor Heights Elementary	Summit Elementary
CY Middle School	Mount Hope Lutheran School	University Park Elementary
Dean Morgan Jr. High	Natrona County High School	Willard Elementary
Fort Caspar Academy	Park Elementary	Woods Learning Center

\*Programming for Grant School is provided free of charge by the 21<sup>st</sup> Century Community Learning Center Grant, Cohort 10. The grant provides for one free no-school day, November 25. All other no-school days are subject to the regular \$17 fee. You must submit a "Permission to Obtain & Release Information" form with your enrollment packet to qualify for free programming. These forms are available at our Welcome Center.

## Program Ages

This program serves children ranging from kindergarteners who are potty trained to 8<sup>th</sup> graders.

## Staff/Children Ratios

This program is licensed by DFS. We are required to abide by the DFS staff/student ratios listed here:

- for 5-year-olds: 1 staff/12 children
- for 6–12-year-olds: 1 staff/18 children

We strive to exceed these mandatory ratios whenever possible.

## **How this Program Works**

### **Before School**

You may drop off your children at the Y no earlier than 7:00 am and no later than 7:45 am. You must be physically present to sign in your children; you may not drop them off without signing them in. We will transport your children from the Y to their schools.

### **After School**

We will transport your children from their schools to the Y. Please call us before 3:00 pm on each day you decide to pick up your children yourself. We will feed your children a snack, help them with homework, and give them time to play. You may pick up your children from the Y as soon as they arrive and no later than 6:00 pm. You must be physically present to sign out your children; you may not pick them up without signing them out.

### **No-School Days**

You may drop off your children at the Y no earlier than 7:00 and pick them up no later than 6:00 pm. You must be physically present to sign your children in and out; you may not drop them off or pick them up without signing them in or out. Please send your children with swimming gear, a towel, and a lunch that they can store and eat at room temperature. We will provide a number of fun activities and an afternoon snack.

## **Things to Know**

- There are many things to do here at the Y. We may allow your children to play in the Youth Activity Center (the small gym), we may take them to our classroom for homework and crafts, we may take them to the big gym to play basketball, we may take them swimming, or we may take them across Durbin Street to Armory Park. Sometimes one leader will take a group of children to do a certain activity, and another leader will take another group to do a different activity. If you come to pick up your children and we have to check around for them, it is not because they are lost. Rest assured that your children will always be in the attentive care of one of our DFS-qualified staff.
- If we want to do an activity one day that we don't usually do, such as swimming, we will let you know what your children need to bring.
- Some days we may watch movies here at the Y. We will only show movies with a rating of PG or below.
- We may take photographs or videos of your children for promotional purposes. You may opt out on the enrollment form.
- You or any other parent or guardian may visit the program at any time. Any other visitors must make arrangements with the program director prior to visiting.
- We will make reasonable accommodations for children with special needs so that they may enjoy our programs. We will make all decisions related to the enrollment, placement, or dismissal of children with disabilities or chronic conditions in compliance with the Americans with Disabilities Act.

## **What We Need**

- Your children should wear clothing and shoes suitable for very active forms of play. Please send them with socks inside closed-toe shoes. Please do not send them with money or other valuables. We are not responsible for any lost or broken items. Staff may confiscate any items as deemed necessary by our discretion. They will be returned to you when you pick up your children. We have a lost and found box near our Welcome Center that you may check for lost items. Please note that any unclaimed items will be washed and donated.
- If your child requires prescription or non-prescription medication during program hours, it must be delivered to the program director with a doctor's note. You may not leave the medication in your child's possession. It must be in its original container with your child's name, the medication's name, and dosage instructions. If your child suffers from severe allergies, diabetes, asthma, or another debilitating condition, you must note this on your enrollment packet and speak with the program director directly about what to do in an emergency.
- We cannot register your children until we receive copies of each child's immunization records. All shots must be up to date. If you choose not to immunize your children, you must provide a signed letter of explanation.
- We cannot register your children until we receive copies of any applicable restraining orders or custody restrictions. Please discuss any special family circumstances with the program director.

### **Pick Up and Drop Off Policy**

We will not allow anyone to pick up your children except you, any other parents or legal guardians, and anyone you authorize on our enrollment form. Please note that we legally cannot withhold children from either parent unless we have a copy of a court-issued restraining order. You may not authorize anyone to pick up your children who is under 18-years-old. You and anyone you authorize must always be prepared to present photo ID at any time to any YMCA staff who requests it.

### **Suspected Abuse or Neglect**

We will report all cases of suspected abuse or neglect to the proper authorities. We are not required to discuss the situation with you before making a report. Please note that being 30 or more minutes late to pick up your children counts as a case of suspected neglect. If this happens, we will turn your children over to the police, who will transport them to the Casper Police Department and contact you to pick them up.

### **Discipline and Discharge Policy**

At the Y, we are committed to strengthening our community through youth development, healthy living, and social responsibility. We are dedicated to building healthy, confident, connected, and secure children, adults, families, and communities, targeting four core values: caring, honesty, respect, and responsibility. We expect all of our staff members to follow these core values, and we strongly encourage our members, guests, and children to follow them as guidelines to help enrich their lives and strengthen their communities.

In our before and after school programs, staff and children will be expected to act responsibly and appropriately towards themselves and others. When disputes arise, we will always take time to listen to each party involved and teach patience, cooperation, and reconciliation. We will not tolerate any types of abuse (physical, verbal, emotional, etc.) If a child causes harm to himself/herself or to another person, we will impose any of the following actions at our discretion:

- a time-out (The maximum amount of time per incident will be one minute per year of the child's age.)
- a phone call to the the child's parent (This may mean we want to discuss the child's behavior and implement a correctional plan, or it may mean we are sending the child home early.)
- temporary suspension from the program (The number of days will be at our discretion.)
- expulsion from the program (This will be the last and final correctional step. Please note that a program usually lasts one season, after which you may be able to sign up your child for the new season's program. You are welcome to discuss this with us.)

We reserve the right to use our discretion regarding any of the above disciplinary actions.

We strive to meet the needs of each child enrolled in our programs. We commit to communicate and work with you regarding your needs and the needs of your children in order to make a positive impact. Even so, there are situations in which we are unable to meet these needs.

We reserve the right to discharge a child from any program at our discretion.

We do not offer refunds in the event of suspension or discharge.

## **In the Event of...**

### **Accident or Injury**

All of our staff are first aid/CPR certified. For minor injuries, we will administer first aid and fill out a report for you to review when you pick up your child. For major injuries, we will administer first aid/CPR, seek emergency medical attention, and notify you as soon as possible. Medical expenses incurred will be your responsibility.

### **Vehicle Failure or Traffic Accident**

Our vehicles are equipped with first aid and trauma supplies. In the event of an accident, we will administer first aid/CPR, seek emergency medical attention, contact the authorities, and notify you as soon as possible.

### **Illness**

Your children will be sent home if they have any of these symptoms:

- a temperature higher than 99.9°F
- intestinal disturbance accompanied by diarrhea or vomiting
- any undiagnosed rash
- sore or discharging eyes or ears
- profuse yellow or green nasal discharge
- diagnosed contagious disease such as strep throat or chicken pox
- any sign of lice

Your children must be symptom free for 24 hours before returning to the program, even if they are allowed to attend school.

### **Fire**

We will evacuate the building and meet at a predetermined site, where we will await instructions from the fire department. You will be notified as soon as possible.

### **Severe Weather**

For thunderstorms, we will remain indoors. For tornado warnings, we will remain in an on-site tornado shelter. For extremely unsafe driving conditions, we will cancel at our discretion, and notify you as soon as possible. We do not offer refunds in the event of unscheduled cancellations.

### **School Cancellations**

If school is canceled for an unscheduled reason, our program is also canceled until school resumes. We do not offer refunds in the event of unscheduled cancellations.

---

Please sign and date to indicate that you have read, understand, and will adhere to all policies and procedures set forth in this Parent Handbook.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please indicate dates of enrollment and keep this page with your parent handbook for your reference. You will fill out a copy later on in the enrollment packet.

### Regular School Days

- Week 1: September 2–4 (3 days)
- Week 2: September 8–11 (4 days)
- Week 3: September 14–18
- Week 4: September 21–25
- Week 5: September 28–October 2
- Week 6: October 5–9
- Week 7: October 12–16
- Week 8: October 19–23
- Week 9: October 26–30
- Week 10: November 3–6 (4 days)
- Week 11: November 9–13
- Week 12: November 16–20
- Week 13: November 23–24 (2 days)
- Week 14: November 30–December 4
- Week 15: December 7–11
- Week 16: December 14–18
- Week 17: January 4–8
- Week 18: January 11–15
- Week 19: January 19–22 (4 days)
- Week 20: January 25–29
- Week 21: February 1–5
- Week 22: February 8–11 (4 days)
- Week 23: February 16–19 (4 days)
- Week 24: February 22–26
- Week 25: February 29–March 4
- Week 26: March 7–11
- Week 27: March 14–18
- Week 28: March 21–24 (4 days)
- Week 29: April 4–8
- Week 30: April 11–15
- Week 31: April 18–22
- Week 32: April 25–29
- Week 33: May 2–6
- Week 34: May 9–13
- Week 35: May 16–20
- Week 36: May 23–27

### No-School Days

- NCSD Professional Development Day
  - November 2
- Thanksgiving Break
  - November 25
- Christmas Break Week 1
  - December 21
  - December 22
  - December 23
- Christmas Break Week 2
  - December 28
  - December 29
  - December 30
- Equality Day
  - January 18
- NCSD Professional Development Day
  - February 12
- President's Day
  - February 15
- Spring Break
  - March 28
  - March 29
  - March 30
  - March 31
  - April 1

### Closed Days

- YMCA Planning Period
  - August 31–September 1
- Labor Day
  - September 7
- Thanksgiving
  - November 26–27
- Christmas
  - December 24–25
- New Year's Day
  - December 31–January 1
- Good Friday
  - March 25
- Memorial Day
  - May 30
- YMCA Planning Period
  - May 31–June 3
  - June 6–June 7

Please tear off this enrollment packet and submit it at the Welcome Center.

CASPER FAMILY YMCA 2015–2016 BEFORE & AFTER SCHOOL PROGRAM		
CHILD INFORMATION		
Legal First Name:	Legal Last Name:	Date of Birth:
Street:		<input type="checkbox"/> Male <input type="checkbox"/> Female
City:	State:	ZIP Code:
PARENT/GUARDIAN INFORMATION		
Legal First Name:	Legal Last Name:	Date of Birth:
Street:		Relation to Child:
City:	State:	ZIP Code:
Cell Phone	Other Phone	Email:
Employer:	Employer Phone:	
PARENT/GUARDIAN INFORMATION		
Legal First Name:	Legal Last Name:	Date of Birth:
Street:		Relation to Child:
City:	State:	ZIP Code:
Cell Phone	Other Phone	Email:
Employer:	Employer Phone:	
EMERGENCY CONTACT & AUTHORIZED PICK UP PERSON (MUST BE 18 OR OLDER)		
Full Legal Name:		
Relation to Child:	Phone:	
EMERGENCY CONTACT & AUTHORIZED PICK UP PERSON (MUST BE 18 OR OLDER)		
Full Legal Name:		
Relation to Child:	Phone:	
EMERGENCY CONTACT & AUTHORIZED PICK UP PERSON (MUST BE 18 OR OLDER)		
Full Legal Name:		
Relation to Child:	Phone:	
RESTRICTED PERSONS		
Please provide copies of any applicable restraining orders or custody restrictions.		
Full Legal Name:	Full Legal Name:	

**CASPER FAMILY YMCA 2015–2016 BEFORE & AFTER SCHOOL PROGRAM**

**SCHOOL INFORMATION**

School:	Grade:	Does your child qualify for free or reduced lunch? <input type="checkbox"/> Yes <input type="checkbox"/> No
Math Teacher:		
Science Teacher:		
Language Arts/Reading Teacher:		

**MEDICAL INFORMATION**

Physician Name:	Phone:
Dentist Name:	Phone:
Insurance Carrier:	Policy #:

**HEALTH & BEHAVIOR INFORMATION**

Please provide copies of your child's current immunization records.

Allergies, Reactions, Health Concerns:

Medications, Dose, Frequency, Adverse Reactions:

Chronic Medical Issues:

Disabilities, Classifications, or Special Conditions:

Behavior Concerns or "Need to Knows":

Is there any activity you do NOT want your child to participate in?



## CASPER FAMILY YMCA 2015–2016 BEFORE & AFTER SCHOOL PROGRAM

### PERMISSIONS & AGREEMENTS

- I give permission for the YMCA to transport my child in YMCA vehicles by authorized YMCA drivers.
- I give permission for my child to participate in field trips, swimming, and activities planned by YMCA staff.
- I agree to let the YMCA use my child's photograph or video on YMCA websites, social media and printed promotional materials.
- I give permission for YMCA staff to access school transcripts and communicate with school teachers regarding academic achievement.
- I give permission for my child to receive first aid and CPR by qualified YMCA staff as necessary until emergency personnel arrive. I give consent for my child to be taken to the hospital to be treated by a physician. I agree to assume financial responsibility for such treatment.
- I give permission for my child to be transported by emergency vehicles.
- I have read, understand, and will adhere to all policies, procedures, and obligations set forth in the Parent Handbook.
- I understand that weekly payments will be automatically drafted from my account on file each Monday, and I agree to keep billing information up to date.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### RATE SCHEDULE

Please indicate which rate plan you would like to use.  Receiving DFS Assistance

Before	After	Before & After
<input type="checkbox"/> \$35/week	<input type="checkbox"/> \$45/week	<input type="checkbox"/> \$55/week
<input type="checkbox"/> \$140/month	<input type="checkbox"/> \$180/month	<input type="checkbox"/> \$220/month
<input type="checkbox"/> 21 <sup>st</sup> CCLC Grant (Grant Elementary)	<input type="checkbox"/> 21 <sup>st</sup> CCLC Grant (Grant Elementary)	<input type="checkbox"/> 21 <sup>st</sup> CCLC Grant (Grant Elementary)

- Weekly rate plans are only available as scheduled automatic withdrawals.
- Monthly rate plans are available with or without scheduled automatic withdrawals.
- A \$25 registration fee will be due upon registration.

### CARD/EFT INFORMATION

For weekly rate plans, or to opt in to monthly automatic withdrawals, provide the information below.

<input type="checkbox"/> <b>Card</b>	<input type="checkbox"/> <b>EFT</b>
Name on Card:	Name on Account:
Card Type:	Routing Number:
Card Number:	Account Number:
Expiration Date:	Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Saving

Initials \_\_\_\_\_ I understand that my payment will be automatically withdrawn at the beginning of each week or the first day of each month.

Initials \_\_\_\_\_ I understand I must submit a withdrawal/absence form in order to withdraw from the program or indicate a planned absence. If I fail to submit the form in time before a scheduled automatic withdrawal, the withdrawal will still occur.

Initials \_\_\_\_\_ Should my bank or credit card account for any reason not honor my account draft, I understand that I am still responsible to pay for the applicable service dates plus any service fees applied by the YMCA. This is in addition to any service fee my bank or credit card may make.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CASPER FAMILY YMCA 2015–2016 BEFORE & AFTER SCHOOL PROGRAMS

### DATES OF ENROLLMENT

#### Regular School Days

- Week 1: September 2–4 (3 days)
- Week 2: September 8–11 (4 days)
- Week 3: September 14–18
- Week 4: September 21–25
- Week 5: September 28–October 2
- Week 6: October 5–9
- Week 7: October 12–16
- Week 8: October 19–23
- Week 9: October 26–30
- Week 10: November 3–6 (4 days)
- Week 11: November 9–13
- Week 12: November 16–20
- Week 13: November 23–24 (2 days)
- Week 14: November 30–December 4
- Week 15: December 7–11
- Week 16: December 14–18
- Week 17: January 4–8
- Week 18: January 11–15
- Week 19: January 19–22 (4 days)
- Week 20: January 25–29
- Week 21: February 1–5
- Week 22: February 8–11 (4 days)
- Week 23: February 16–19 (4 days)
- Week 24: February 22–26
- Week 25: February 29–March 4
- Week 26: March 7–11
- Week 27: March 14–18
- Week 28: March 21–24 (4 days)
- Week 29: April 4–8
- Week 30: April 11–15
- Week 31: April 18–22
- Week 32: April 25–29
- Week 33: May 2–6
- Week 34: May 9–13
- Week 35: May 16–20
- Week 36: May 23–27

#### No-School Days

- NCS D Professional Development Day
  - November 2
- Thanksgiving Break
  - November 25
- Christmas Break Week 1
  - December 21
  - December 22
  - December 23
- Christmas Break Week 2
  - December 28
  - December 29
  - December 30
- Equality Day
  - January 18
- NCS D Professional Development Day
  - February 12
- President's Day
  - February 15
- Spring Break
  - March 28
  - March 29
  - March 30
  - March 31
  - April 1

#### Closed Days

- YMCA Planning Period
  - August 31–September 1
- Labor Day
  - September 7
- Thanksgiving
  - November 26–27
- Christmas
  - December 24–25
- New Year's Day
  - December 31–January 1
- Good Friday
  - March 25
- Memorial Day
  - May 30
- YMCA Planning Period
  - May 31–June 3
  - June 6–June 7