



21st Century Community Learning Centers
Wellsville After-School Program

Parent Handbook

2016-17

Responsibilities of the Program:

The YMCA of the Twin Tiers and the Wellsville Central School District have partnered to establish 21st Century Community Learning Centers (21CCLC) at Wellsville Middle School and Wellsville Elementary School, serving students in grades K-8, and their families. The mission of this program is to develop healthy, resilient, motivated children through the delivery of academic enrichments, youth development activities and family education/literacy services that build strong foundations for the realization of personal, educational and career goals, in a safe, respectful and supportive environment.

Responsibilities of the Parent:

As the parent/guardian(s) of program enrollees, we hope that you will be supportive of our efforts to offer a well-rounded and effective program. Our application requests background information and we both want and need you to provide us with as much detail as possible so that we can better understand each enrollee's uniqueness. We see our families as important partners in our program. We also hope that you will respect our efforts to have all participants follow the program guidelines that we have in place. All parents and participants are required to review and agree to our Behavior Contract in order to be a part of our program. It outlines our expectations for participants, as well as the consequences for behavior that is unacceptable in our program.

Bus transportation is provided at the end of the program day, with busses leaving the school between 5:50 and 6:00 p.m., Monday-Friday. If you are picking up your child/children, we ask that you be ready to provide identification if you are not known by our staff members working at the desk. This is to assure that your child is dismissed from program only to individuals you have listed as approved to provide transport. Our program day ends at 6:00 pm. We reserve the right to charge a late fee of \$20.00 if children are not picked up on time.

Enrollment and Disenrollment Policies:

Our program is available on a first-come, first served basis to Wellsville Central School students enrolled in grades K-8 during the program year. Our program is a licensed day care program and follows the guidelines set forth by the New York State Office of Children and Family Services (OCFS). Class sizes are determined based on a staff:student ratio that varies by age. Preference will be given to children who plan on attending program on a regular basis (5 days per week). We do understand that kids are engaged in other activities and support diversified activities. To simplify: a child enrolled for four days a week would receive preference over a child who enrolls only on the day their grade swims. Once grade-level classes are full, a waiting list will be maintained.

Disenrollment does not happen very frequently, but it does happen. Sometimes, the program is just not a good fit for a child's emotional or maturity level. When we experience a child who seems to develop an illness at the same time each day, or complains that they want to go home on a regular basis, we will discuss the situation with you and ask that you communicate with your child and with us so that we can get to the bottom of the issue. We cannot have kids waiting at the desk, they need to be with their designated groups at all times. At other times, behavioral issues come into play, and the Behavior Contract that both you and your child must agree to and

sign comes into play. We cannot and will not have children in our program who refuse to comply with our program rules. The three level process that is outlined in our contract will be enforced from the first day of program through the last day of program at all grade levels. Participants who are expelled from program will be out for the remainder of the school year, but will be allowed to apply for enrollment the following school year.

Parent Notification:

If there is an incident (medical or behavioral) that requires treatment or action, notification will be made based on the severity of the incident. Minor injuries that can be treated with a band-aid or ice pack are part of the routine for school agreed programs. If we think that additional treatment may be necessary, we will notify you based on the preferred phone number you provide us on your application. It is very important that you notify us of all changes of address and contact numbers! We need email addresses as well. Behavioral issues are dealt with immediately by talking with the involved students and making every attempt to mediate and get the students back into programming as quickly as possible. If behaviors are repeated, the student can be suspended from program. If there is physical contact with another student or staff member, an immediate call will be made to you and the student will need to leave the program that day. We will conference with you once the documentation is provided by program staff who witnessed the event (by end of business on the same day) and inform you of our decision as to length of suspension and/or removal from program.

We look at participation in our program as a privilege, not a right, and expect that the guidelines that we have in place will be honored.

Evacuation Plan:

We follow the same evacuation plan as the school, and complete practice drills on a regular basis. A copy of our plan is available at the program desk if you would like to review. In the event of an actual emergency, parents would be contacted by phone and provided with details pertaining to the situation.

Activities Provided:

Our program strives to deliver meaningful and enjoyable arts, fitness, wellness, recreation, youth development and academic enrichment activities to all participants. Science, Technology, Engineering, Art and Math (STEAM) is offered as a club activity in every club cycle for all grade levels and will be facilitated by Wellsville Central School teacher liaisons, supported by our program staff. We also provide homework help and academic tutoring in conjunction with a Wellsville Central School teacher liaison at each school. Program staff provide homework help as well.

Health Policy:

We understand that there are times when your children attend school when they are not feeling their best. However, the YMCA recognizes that in some cases children who are not contagious will attend the program when they are not functioning at their best.

Here are some examples of when **not** to bring a child into a Y child care program. These include Child Watch, preschools, day camps and after school programs. (If a child becomes ill while at the program, a parent or authorized person will be called and should pick up the child within 30 minutes of discovery.)

1. If a child has diarrhea or vomiting.
2. If a child's temperature is over 101 degrees.
3. In the event that your child contracts a case of head lice, it is YMCA policy that a child must be free of symptoms for 24 hours before being allowed to re-enter the program.
4. We are able to administer emergency medications ONLY (epi-pen, Benadryl, or nebulizer) For inhalers, child must be able to administer on their own while being supervised. Before any of the above medications will be administered by YMCA staff, a medication consent form must be completed. These must be completed by the child's physician. The medication should have the child's name, the name of the medication and complete instructions for administration.

Snack and Childhood Obesity Prevention:

A healthy snack and drink are offered to each student at the start of program each day. Snacks brought in from home are not permitted during program. Information on healthy food and beverage choices is provided during workshops provided by a Registered Nutritionist. If you are interested in additional information, please let us know.

We encourage students in the program to take advantage of daily activity periods and offer a number of activities such as Yoga and Music & Movement in addition to traditional sports-based games. Making physical activity part of daily routines is an important start to childhood obesity prevention when added to healthy eating habits.

PLEASE DO NOT HESITATE TO CONTACT US WITH ANY QUESTIONS, CONCERNS OR SUGGESTIONS. Also, let us know if you have a talent or hobby that you would like to share with our program participants!

Middle School Program Phone: 716-307-5399
Kelly Goodridge, Site Coordinator

Elementary School Phone: 716-378-5253
Abbi Monroe, Site Coordinator
Joan Wissert, 21st CCLC Program Director