

# **YWCA** **IS ON A** **MISSION**

## **YWCA of San Antonio After School Program East Central ISD Parent Handbook**



**2023-2024**

## **WELCOME TO THE YWCA'S AFTER SCHOOL PROGRAM!**

### **HISTORY**

On behalf of the YWCA San Antonio, we would like to welcome you to the YWCA's After School Program (ASP). The YWCA is the oldest and largest multicultural women's organization in the world.

Across the globe, we have more than 25 million members in 106 countries, including 2.6 million members and participants in 300 local associations in the United States.

More important than the numbers, is our mission **to eliminate racism, empower women and promote peace, justice, freedom and dignity for all.**

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### **PURPOSE**

Our goal is to provide children with activities and experiences that promote optimal growth and development. This is achieved through the following:

1. Educational enrichment
2. Safe, secure supervision at all times
3. Age appropriate activities
4. Nutritious after school and snacks
5. Community awareness
6. A positive environment that enhances each child's self-concept

### **HOURS OF OPERATION**

The YWCA of San Antonio will operate the program on the days that coincide with the regular school days. Starting from the time school is released until 6:00 pm. Program start and end dates vary from school district to school district, and will begin no earlier than the first day of school and end no later than the last day of the school year.

### **ENROLLMENT PROCEDURES**

Parents may register their child/children (Pre Kinder through 5<sup>th</sup> grade) by visiting the YWCA website at [ywcasa.org](http://ywcasa.org) to complete their registration online. This registration packet contains information required to ensure proper care. Incomplete applications will not be accepted. If your child has a special condition that may limit normal participation or behavior expectations in the program, please notify the program director, Christina Lea at 210-433-9922.

All registration is on a first come first serve basis.

It is the responsibility of the parent to keep the ASP updated to include but not limited to a list of all persons authorized for pick up with current telephone numbers for their child, in his or her file. If you need to add, delete, or edit anything in your child's file please talk to the facilitator at your child's ASP location.

Parents will receive written notices of any policy changes in the program.

\*\*\*\*\*Please note your child will begin participating in the ASP within a week after you register and pay the fee in full.\*\*\*\*\*

## **TUITION**

The ASP charges an annual one time registration fee of \$25 and one time supply fee of \$25 that is separate from the student's monthly tuition. Monthly tuition is based on current enrollment at each campus and may vary throughout the year. Please call the YWCA for specific pricing information.

Tuition payments are drafted on a monthly basis, the 1st of the month, regardless of what day of the week the 1st of the month falls. A \$35 service charge is assessed for payments that are returned for insufficient funds. Should a child(ren) carry a balance into the new month the child(ren) will not be allowed into the program until tuition is paid in full. Should the child(ren) carry a balance for more than 3 business days, the child(ren) will be dropped from the program and considered a new participant upon re-enrollment.

## **WITHDRAWAL**

When withdrawing a child from the Afterschool Program, the YWCA will request a 2 week notice, to allow staff to discontinue drafting fees from your account. If child(ren) are withdrawn without notification to the YWCA, we cannot guarantee that fees will not be drafted. It is the responsibility of the parent to ensure they communicate with the YWCA concerning enrollment of their child. Fees are nonrefundable, once they have been drafted. Should you withdraw your child(ren) due to holidays, vacation, or illness, he or she will be considered a new client upon returning. All registration and supply fees (\$50.00 per child) will be charged to your account upon enrollment. Slots are not guaranteed if the child is removed from the program.

## **ATTENDANCE AND RELEASE**

- A YWCA ASP staff member will sign the child into the program. Children must be picked up and signed out by a parent/guardian or an authorized person who

has proof of identification. Individuals who have authorization to pick up the child/children must be listed on the Registration Form or on the Emergency card. Only the parent/guardian has access to update this list. A photo I.D. is required before your child is released, unless a staff person can visually identify the individual picking up the child.

- No person under the age of 18 will be permitted to pick up a child regardless of relationship. Any person under the age of 18 may not sign themselves out in any given situation.
- Any person who is under the influence will not be allowed to pick up any ASP participants.
- Divorced parents are required to provide legal documentation regarding release and custody arrangements.
- Staff members will not be able to authorize any release of a participant via phone. We cannot stress enough the importance of updating information periodically.
- Upon release of a child or children, the parent/guardian or authorized person, will be asked to initial or sign any notices provided by the YWCA. It is the parent's/guardian's responsibility to communicate with those individuals picking up their child/children.

**\*\*\*\*\*Please remember these policies are strictly enforced to protect the wellbeing of your child\*\*\*\*\***

## **LATE PICK UP POLICY**

The After School Program concludes at 6:00. Any child picked up after 6:01 p.m. will have the following consequences:

Parent will be charged a \$30.00\* per child fee at 6:01 plus an additional \$1.00 each minute thereafter.

***All late fees must be paid in full before the child is permitted back into the program. Cut off time to make a late payment will be at Noon the following day. Late fees will be drafted no later than noon the following day.***

## **DISCIPLINE AND GUIDANCE**

Parents are requested to support positive guidance and behavioral expectations by reinforcing the following general rules for children in the ASP program:

- Must follow rules and directions implemented by ASP
- Must remain in groups at all times
- Must keep hands, feet, and all objects to themselves
- Must walk while indoors
- Must respect staff and peers at all times
- Must use appropriate language at all times
- May not bring cell phones, electronic devices, toys or games

Students who have been removed from the program will not be eligible to return to the program until the next school year. Participants will be documented on inappropriate conduct daily. Staff members will log daily behavior in the YWCA ASP Standard Behavior Log Form. The YWCA ASP has zero tolerance on a student causing harm to themselves or others. In a case where a participant is found harming themselves or someone else, the participant will be permanently removed from the program until the following school year.

***Employees at the ASP service site do not have the authority to suspend any participant from the ASP. Any suspension that occurs will be done so through the ASP office. Employees are expected to follow policies and procedures concerning suspension.*** Your full support will be requested to address any prolonged negative behavior that could interfere with the safety of your own child or others. A disciplinary notice will be issued to students that demonstrate inappropriate behavior.

## **CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR**

Participants that are having trouble following policies and procedures will be subject to the following consequences:

1. Seating changes in the program
2. Reassignment to another teacher
3. Parent-teacher conference
4. Cooling-off or time-out
5. Verbal correction
6. School-defined and imposed probation
7. Withdrawal of rewards and incentives
8. Confiscation of items that disrupt the educational process
9. Suspension
10. Expulsion
11. Age appropriate techniques to address conduct involving bullying, harassment, or making hit list

## **ILLNESS AND MEDICAL EMERGENCIES**

Safety rules first are enforced to prevent accidents. If an accident occurs staff will administer First Aid and complete an Injury/Illness Report. Parents will be notified

at the time the child is picked up from the program. A copy will be available for the parent upon request. Any injury occurring above the shoulders will be reported to parent/guardian immediately, regardless of severity. In the case of a non-threatening emergency the parent/guardian will be called and the child must be picked up within 30 minutes of the phone call. In the case of a life threatening situation, 911 will be called and your child will be transported to the hospital you requested on the emergency card. If your child has a temperature of 100 degrees or more we will ask that your child is picked up within 30 minutes of notification. If your child has a contagious illness or is suspected to have a communicable disease, he will not be allowed to participate in the program until a physician provides a written statement indicating the illness is no longer contagious.

## **MEDICATION**

Staff members of the After School Program will not administer medication. Students who have asthma are allowed to administer their inhaler with the understanding that;

1. The medical situation and inhaler are listed on their application.
2. The participant knows how to administer the medication.
3. It has to be stored in their backpack until it is needed.

## **AFTER SCHOOL SNACKS**

Your child will be provided a nutritious snack upon arrival to the program each day. Your child will have a choice of accepting the entire snack or rejecting the entire snack. Children may not take half or a portion of the snack, they must take the entire snack. Parents and siblings are not allowed to eat any of the snacks provided by the district.

## **PERSONAL ITEMS**

The YWCA ASP will not be held accountable for items that are lost or stolen. Electronic devices, toys, firearms, lighters, weapons, etc. are strictly prohibited in the program. If a participant brings one of the previously mentioned items staff members are obligated to confiscate the item and address the issue with the parent. The following will occur if a participant brings any of the above previously mentioned items:

1. First time- the item will be confiscated and given to the parent upon pick up.
2. Second time the item will be confiscated for 1 week and returned to the parent.

3. Third, the item will be confiscated and sent to the YWCA office (503 Castroville Rd., 78237) for the remainder of the school year. Parents will need to pick up the item at the YWCA office at the end of the school year.

## **TUTORING OR EXTRACURRICULAR ACTIVITIES**

A participant of the After School Program who attends any tutoring or extracurricular activities needs to report to the ASP program in order to count as being present. If a participant does not sign into the ASP program an absence will be marked for that day. No participant should be or will be allowed to go anywhere by themselves. A staff member of the ASP program must be with their group members at all times. The site facilitator will be responsible for ensuring that a tutor, coach, or teacher signs out the participant.

*\*\*\*\*\*Please note that students who fail to come directly into the ASP program will be counted absent even if they went to tutoring or any academic activities.\*\*\*\*\**

## **VISITORS**

There will be times when people make site visits to ASP or volunteers will come into the program. All visitors must have ID and be signed in on the YWCA Visitors Form. The following items will be documented:

- Name
- ID/Driver's License #
- Time in/out
- Facilitator initial
- Purpose for visit

## **PROGRAM VOLUNTEERS**

Any individual willing to assist the ASP staff in supervising participants, without being compensated will be considered a volunteer. Volunteers include, but are not limited to parents or other family members of participants, and college fieldwork students. Volunteers may provide assistance daily, on a limited basis, or for a one-time commitment.

Anyone interested in volunteering with the program must complete the proper paperwork needed for the school and the ASP office. All volunteers must complete a Background Check Form authorizing the ASP office to perform a background check.

The ASP office as well as the district office must approve volunteers. Under no circumstance may volunteers substitute for staff members, or be left alone with participants without a staff member present.

## **COMMUNICATION**

Taking care of your child is a privilege for this program. Your feedback and suggestions are welcome. If you have any questions, there is a manager or designee available to talk with you. If you would like to request a meeting with one of our managers or a coordinator please schedule it in advance by contacting us at 210-433-9922. Your involvement in your child's care and activities will maximize the educational experience they receive. Ways to participate in ASP and ensure the future success of your child include volunteering, donating supplies and recruiting community speakers.

**THANK YOU FOR CHOOSING THE YWCA'S AFTER SCHOOL PROGRAM. PARTICIPATION IN OUR PROGRAM CONTRIBUTES TO THE FUTURE SUCCESS OF YOUR CHILD.**

Yes I have read and received the YWCA's After School Parent Handbook. I understand and will comply with all the policies and procedures in the handbook. I also understand if my child and/or I do not follow all policies and procedures, my child's placement with the program may be terminated.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
School