YMCA of Central Florida Mission
The purpose of this Association is to improve lives of all in Central Florida by connecting individuals, families and communities with opportunities based on Christian values that strengthen Spirit, Mind and Body.

Eligibility
A child must be school age and enrolled to attend the participating school in order to participate in the Elementary Schools Program.

Staff Statistics
All members of our experienced staff meet all YMCA and OCPS qualifications. Each staff member is certified in CPR and First Aid. Staff members are at least 18 years of age with the exception of 16-17 year olds participating in a high school co-op program. Criminal background checks along with reference checks are conducted. YMCA staff members attend 30-50 hours of after school training per year. All staff are drug tested prior to the start of employment and subjected to random drug screening throughout the school year.

Teacher to Student Ratio
The YMCA Elementary Schools Program strives to maintain a 1:18 ratio throughout program time. Children are never left unsupervised.

Program Hours
The YMCA Elementary Schools Program operates Monday – Friday in accordance with the OCPS school calendar. The Before School Program begins at 7 am, while the After School Program runs until 6 pm. Late fees are incurred for pick up after 6 pm. Please see the billing section for more information on fee structure.

Sign In/Out Procedures
All students registered in the YMCA Elementary Schools Program must be signed in and/or out daily. This includes a full signature at the time of morning drop off and evening pick up.

Program begins at 7 am and children must be accompanied into the designated sign in location. Students may not be signed in prior to 7 am.
During the After School Program, and prior to 5 pm, please proceed to the school or center’s designated location to sign out your child. After 5 pm, a staff member will greet you outside at a chosen location for curbside pickup. This allows you to stay in your car and sign out your child while they are called to meet you at the car. No child may leave the center without first being signed out. Prior written notice is required if any persons other than those listed on the authorized release form should arrive to sign out your child.  

A photo ID must be presented to pick up each student.

**Billing Policy and Payment Procedures**

Elementary Schools Program fees are charged on a weekly basis and payments are collected bi-weekly on the Wednesday prior to the Monday start dates.

Payments are collected on Wednesday (see payment due dates below) in the form of money order, cashiers check or personal check. **Cash is not accepted.** Returned checks are automatically re-deposited up to 2 additional times in order to collect payments. A $25.00 fee is automatically billed to your personal checking account at the time the returned item is collected. **YMCA is not responsible for bank fees incurred to your personal account during our collection process.** After the second returned check, future payments must be made in the form of money order or cashiers check.

The Elementary Schools Program is a weekly program; therefore, there are no discounts or refunds for daily absences. Payments made for future day enrollment weeks are fully refundable; however registration fees are not.

Please retain all payment receipts if necessary for your personal reimbursements or tax filing purposes. A print out of year to date payments may be available to you after January 31st upon request. Please allow 10 business days to process any payment information requests.

**Fees**

All fees are due bi-weekly according to the schedule listed. If you experience a hardship meeting the payment schedule, please contact the Program Coordinator prior to the due date in order to work out a short term plan until you can get back on schedule. Otherwise, a late fee of $20 is assessed per family when payment is received after the due date. Pick up after 6pm results in fees being assessed. The YMCA charges $24 per hour in 15 minute increments for late pick up per family. The first 15 minutes is $6 and the fees increase for each additional 15 minute period.

Financial assistance for families in need is available. Ask your Program Coordinator for more information.
# Program Rates & Fees

## Program Fees

<table>
<thead>
<tr>
<th></th>
<th>Before School</th>
<th>After School</th>
<th>B&amp;A School</th>
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</thead>
<tbody>
<tr>
<td>1st Child</td>
<td>$18.00</td>
<td>$36.00</td>
<td>$48.00</td>
</tr>
<tr>
<td>2nd Child</td>
<td>$18.00</td>
<td>$36.00</td>
<td>$48.00</td>
</tr>
<tr>
<td>3rd Child</td>
<td>$12.00</td>
<td>$30.00</td>
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### Late Payment Fees (per family)

| Per Family | $20.00 |

### Late Pick Up Fees (per family)

<table>
<thead>
<tr>
<th>Pick up from:</th>
<th>6:01-6:15</th>
<th>$6.00</th>
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<tbody>
<tr>
<td>Pick up from:</td>
<td>6:16-6:30</td>
<td>$12.00</td>
</tr>
<tr>
<td>Pick up from:</td>
<td>6:31-6:45</td>
<td>$18.00</td>
</tr>
<tr>
<td>Pick up from:</td>
<td>6:46-7:00</td>
<td>$24.00</td>
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</table>

## Returned Check/Draft Fees

| Per Item | $25.00 |

## Payment Due Dates

<table>
<thead>
<tr>
<th>Payment #</th>
<th>Program Weeks</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1***</td>
<td>Aug 20 &amp; Aug 27</td>
<td>Monday Aug 20</td>
</tr>
<tr>
<td>2</td>
<td>Sep 3 &amp; Sep 10</td>
<td>Wednesday Aug 29</td>
</tr>
<tr>
<td>3</td>
<td>Sep 17 &amp; Sep 24</td>
<td>Wednesday Sep 12</td>
</tr>
<tr>
<td>4</td>
<td>Oct 1 &amp; Oct 8</td>
<td>Wednesday Sep 26</td>
</tr>
<tr>
<td>5</td>
<td>Oct 15 &amp; Oct 22</td>
<td>Wednesday Oct 10</td>
</tr>
<tr>
<td>6</td>
<td>Oct 29 &amp; Nov 5</td>
<td>Wednesday Oct 24</td>
</tr>
<tr>
<td>7</td>
<td>Nov 12 &amp; Nov 26</td>
<td>Wednesday Nov 7</td>
</tr>
<tr>
<td>8</td>
<td>Dec 3 &amp; Dec 10</td>
<td>Wednesday Nov 28</td>
</tr>
<tr>
<td>9</td>
<td>Dec 17 &amp; Jan 7</td>
<td>Wednesday Dec 12</td>
</tr>
<tr>
<td>10</td>
<td>Jan 14 &amp; Jan 21</td>
<td>Wednesday Jan 9</td>
</tr>
<tr>
<td>11</td>
<td>Jan 28 &amp; Feb 4</td>
<td>Wednesday Jan 23</td>
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<tr>
<td>12</td>
<td>Feb 11 &amp; Feb 18</td>
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<td>13</td>
<td>Feb 25 &amp; Mar 4</td>
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<td>14</td>
<td>Mar 11 &amp; Mar 18</td>
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<td>15</td>
<td>Apr 1 &amp; Apr 8</td>
<td>Wednesday Mar 20</td>
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<tr>
<td>16</td>
<td>Apr 15 &amp; Apr 22</td>
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<td>17</td>
<td>Apr 29 &amp; May 6</td>
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<tr>
<td>18</td>
<td>May 13 &amp; May 20</td>
<td>Wednesday May 8</td>
</tr>
<tr>
<td>19</td>
<td>May 27 &amp; Jun 3</td>
<td>Wednesday May 22</td>
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Roles & Responsibilities of the Parent

Parents and guardians are responsible for the following:

- Timely payment of all program fees
- Student drop off is no earlier than 7am daily. Pick-up no later than 6pm each day
- Treat YMCA staff of the Elementary Schools Program with respect and dignity
- Complete/Update the YMCA registration form

A student may be dismissed from the program if a parent does not meet the above responsibilities on a consistent basis.

Sick Child

Parents are contacted immediately when their child displays signs of illness. It is better to be overcautious than to risk exposing the rest of the children and staff.

Children must go home for:

- Earache (if they have not been on medication at least 24 hours)
- Fever over 98.6 degrees. Children may return when they have been fever free for 24 hours
- Strep throat (if they have not been on medication at least 24 hours)
- Stomachache
- Anything contagious; i.e., chicken pox, hand, foot and mouth disease
- Diarrhea/vomiting
- Contagious rashes or rashes of unknown origin
- Head lice, including visible nits. Staff will check head upon return.
- Pink Eye (conjunctivitis) if they have not been on medication at least 24 hours
- Significant runny nose (discolored mucous)

Administration of Medication and Sunscreen

The YMCA will not administer medications to a child on a regular basis unless absolutely necessary and prescribed by a medical doctor. In this case, we ask that the procedures listed below are followed:

- Complete a Medication Authorization Form, advising the YMCA staff of the amount and frequency of the dosage. The form can be obtained from the Program Coordinator.
- The medication must be in the original container with the pharmacist’s label, marked with the prescription number, child’s name and physician’s name. You can request from the pharmacist a second empty bottle with the same information so you can have a means of transporting your child’s medication.
- At the end of the medication period, parents must take home any unused medication or give the YMCA permission to properly dispose of it.

Allergies

Allergies to foods, chemicals or other environmental issues (such as nuts, pollen, bee stings) must be listed in the “Allergies” section of the child’s registration form. Please include any reactions and treatments.
Child Safety
Every effort will be made to reach you or other contacts on the child’s registration form in the event of an emergency. If we are unable to reach any of the persons listed, we will take the necessary actions for the health and safety of your child. Should there be any changes in the emergency contact numbers, please notify the Program Coordinator in writing so we may update your file. Children experiencing minor injuries or illness such as bumps, bruises, scrapes, bee stings and stomach upsets will be treated by staff members who have received First Aid training, taking note of specifications on the child’s health form. Parents will be informed of all first aid administered. If the symptoms persist, parents will be asked to pick-up the child.
Emergency Procedures: In case of a major emergency (such as broken bones, puncture wounds, etc.) parents will be notified immediately and appropriate measures will be taken in order to care for the child, including contacting emergency services if necessary.

Reporting Suspected Child Abuse
In order to ensure the well being of all children in our care, our staff has a continuing duty under state law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse, to the Department of Children and Families and to cooperate in any investigation of such possible neglect or abuse. All staff members are mandatory reporters and must follow Florida statute for mandatory reporting. We may be subjected to criminal penalties if we fail to report such possible harm. Staff are not allowed to comment to parents, other staff or any other persons on the subject of reported child abuse. Parents may not accuse or question staff concerning child abuse allegations. Child abuse investigations are a matter for DCF or local police departments.

Discipline Policy
The philosophy of our program is respect being shown to all. Praise and positive reinforcement are used to establish an environment of good will. Sometimes discipline is necessary in order to continue an effective program. While our staff are tolerant and understanding, disruptive behavior is addressed when necessary.

Should a problem arise, the child is first counseled by the Co-Teacher in an effort to correct the problem. When counseling is unsuccessful, our secondary measure is time-out. Time-out is not considered a punishment, but rather a technique used to help calm the child and help gain self-control.

If behavior does not improve after counseling and time-out, the Co-Teacher will involve the Program Coordinator for additional counseling. If a child continues to exhibit unacceptable behavior, a conference with the parents will be scheduled. The YMCA reserves the right to dismiss any child whose behavior is unacceptable, without refund.
of program fees. We closely follow the Orange County Public Schools Code of Conduct policy book. Please ask your schools front office if you wish to obtain a copy.

Policy for Children with Special Needs and Disabilities
The YMCA Elementary Schools Program makes every effort to accommodate all children. If the safety of the child, staff or other children is in question, the YMCA will discuss alternative options with the student’s parents.

Non-discrimination Policy
The YMCA Elementary Schools Program does not discriminate on the basis of race, color, ethnic origin, religion, gender or sexual orientation.

Items not allowed at Elementary Schools Program
Items not allowed during program time are:

- Toys
- Jewelry
- Video games
- iPod
- Money
- Pokemon/trading cards
- Weapons of any kinds, including knives and guns

The YMCA is not responsible for any lost, broken or stolen items. If these items are brought to the program they may be confiscated and returned to the parent at the end of the day.

Grievance Procedures
The YMCA Elementary Schools Program values all concerns voiced by program participants. Every effort is made to address each situation swiftly. Concerns regarding the Elementary Schools Program should be addressed with the YMCA Program Coordinator at your site. If at that time you are unsatisfied with the outcome, please request a meeting with the YMCA Director.
CHILD’S NAME__________________________ DATE____________________

Print Name

I acknowledge receipt of the YMCA Elementary Schools Program Handbook. I understand the procedures outlined in the handbook were developed to ensure the safety and well-being of all children and to make parents/guardians aware of important payment deadlines and policies.

______________________________ DATE____________________
PARENT/GUARDIAN NAME (print)

______________________________ Date____________________
PARENT/GUARDIAN Signature