



Focus

YMCA PrYme Time programs seek to provide a fun, creative, educational, and safe group experience using local schools, YMCA facilities and Christian based organizations.

Activities are scheduled to help children achieve a higher level of physical well-being, social growth, and the development of values. The values that we encourage at the YMCA are: HONESTY, CARING, RESPECT, and RESPONSIBILITY.

Objectives

- ❖ To have a safe and fun experience.
- ❖ To learn and develop skills; accomplished by bible studies (at selected sites), character building, arts, crafts, group activities, sports, and games.
- ❖ To clarify and develop a value system accomplished with training, group discussions and projects as well as staff leadership.
- ❖ To develop self-esteem and appreciation of self-worth; accomplished by treating children with dignity, respect, and positive reinforcement.
- ❖ To improve health and fitness; accomplished by games and sports, exercise, and education on nutrition.

Staff

Each YMCA PrYme Time site is staffed with individuals selected for their christian character and love for children. YMCA child care staff receives comprehensive child care training and screened through local, state and national agencies. A ratio of one leader per 15 children assures your child an individualized experience.

All PrYme Time staff must complete CPR/First Aid training; Child Abuse and Neglect Recognition and Reporting; the Department of Children and Families' 20-Hour Introductory Child Care Training Module, 10-Hour Behavioral Observation and Screening in Child Care Module; and the 10-Hour Developmentally Appropriate Practices for Elementary Age Children Module. Additionally, staff are required to complete ten hours of in-service training yearly.

YMCA PrYme Time Family Program Directors must also complete Department of Children and Families Director's Credentialing requirements, including all of the above training and: 45 Hours of college-level instruction in Leadership Management, a 10-Hour Special Needs Appropriate Practices Training Module, a Child Development Associate Credential or Equivalency, and documentation of at least one year of experience as an on-site Program Director.

Hours of Operation

YMCA PrYme Time is open Monday through Friday. At selected sites, morning care begins at 6:30 AM until the start of the school day. Afternoon care begins when school is dismissed and ends at 6PM. All children must be picked up by 6PM. If you are going to be late, please make arrangements with another person to pick up your child and contact the Site Director. Any child kept past 6PM will be charged \$5 for the first 10 minutes and \$1 per minute for additional time.

Closures

PrYme Time will follow the St. John's County school calendar for closures. Day camps will be provided at alternate sites for most school holidays. You will be notified in advance about camps we will offer.

Activities

Children will participate in arts and crafts projects, indoor and outdoor games, fitness/wellness curriculum, nutrition education, character development, creative arts, homework time, and literacy. Daily healthy snacks are also provided.

Dress Code

Closed-toed shoes are required for outdoor play each afternoon. If your child wears open-toed shoes to school, please provide an extra pair of required shoes.

Personal Belongings

Toys, radios, hand-held games, etc. are not allowed at PrYme Time. If a child chooses to bring personal items, the YMCA will not be responsible for lost or stolen items. Any personal belongings should be labeled with a permanent marker for identification purposes. If an item is missing, please report this to the Site Director. Each site has a designated "lost & found" which will be cleared weekly.

Rules

The purpose of rules is to set behavior boundaries for the child's safety. Please read and discuss these rules with your child.

1. I will stay with my group leader at all times.
2. I will respect school property and the YMCA facilities.
3. Foul language is inappropriate and will result in disciplinary action.
4. My hands are to be kept to myself, and I will not hurt my participants.

Any rules broken will result with an appropriate consequence. We strive for your child to make good "choices" and encourage positive behavior.

Discipline

YMCA Staff have been trained in the YMCA's policies on discipline procedures. In order to effectively deal with a child, we first try to understand a child's motive. Simple, necessary rules have been established. Consistency is the most important

aspect of discipline and is stressed in the program. Our progression of steps in guidance are as follows:

- ✓ Redirection of the child's activity.
- ✓ Time-out from the activity.
- ✓ Removal from the activity.
- ✓ Removal from the program by the parent.

Written reports (referred to as reprimands) will be used for all disciplinary problems and will require the signature of the parent or guardian. Reprimands will be kept on file at the site. If a child has three reprimands, a conference with the parent will be scheduled to discuss appropriate disciplinary action. The YMCA reserves the right to expel any child from the program who poses serious or continual behavior problems with no fee reimbursement. Infractions deemed "serious" by the Site Director may result in immediate suspension and/or expulsion regardless of previous disciplinary action.

Payment/Late Fees

Payment for the YMCA PrYme Time Program is due on Thursday the week **before** the enrolled week. Payments after 6PM on Friday will be considered late. A late fee of \$10 will be added to your account unless prior arrangements have been made with the Site Director. Your signature on the registration form signifies your agreement to comply with the payment policy explained above.

Two weeks of vacation time are allotted each year. A written notice is required at least one week prior before the planned vacation time. Special exceptions will be made in case of illness (with a doctor's note) or family emergencies (with written documentation.) Full payment will be due if a child attends three or more days of the scheduled attendance week, regardless of circumstances.

Regular Fees

There is a \$50 one time, annual, non-refundable registration fee. Registration fee is waived for St. Augustine Family YMCA Members. *(Current membership card must be presented at time of registration)*

Hartley & Webster Elementary Schools:

All Participants - AM Care only: \$31 per week :::: \$ 17 two-day rate
PM Care only: \$58 per week :::: \$ 39 two-day rate
AM & PM Care: \$71 per week :::: \$ 43 two-day rate

Southwoods & Ketterlinus Elementary Schools

All Participants - PM Care **only**: \$58 per week :::: \$ 39 two-day rate

**** For all locations. ****

- Three days is considered a full week.
- Drop in rate \$20 per day *(Parents must fill out a registration form)*



- Scholarship programs and Episcopal financial aids are available for those who qualify.
 - ***Parents with a scholarship or financial aid need to reapply before your end date to continue with the program at the same rate. If you do not renew your financial assistance, families will be charged the full program rate.***

Late Pick Up Fees

Failure to pick up your child by 6PM will result in a late fee. Any child kept past 6PM will be charged \$5 for the first 10 minutes and \$1 per minute for each additional minute. This late fee must be paid in cash upon your arrival to pick up your child. If you anticipate being late, please have a designated adult on call to pick up your child from the facility. The Site Director must be contacted to inform him/her of your arrangement.

PLEASE NOTE: Written authorization by the person signing the registration form is required to designate an additional individual to pick up their child. Please be certain your registration form includes all authorized individuals. For anyone not listed on your registration form as a designated responsible party, please send or fax a signed, written authorization in order to allow pickup. All authorization letters should be faxed directly to the site to the attention of PrYme Time.

Withdrawals

If at any time you wish to withdraw your child from the program a written, two-week advance notice must be given to the Site Director. During that time your account will be updated and a final bill will be sent.

Special Needs Participants

We serve all children with the ability to function successfully in a group setting. If the judgment from our professional staff feels that a child is unable to function within the group/program setting or we are unable to accommodate the needs of a child; the family may be asked to withdraw the child. The ultimate decision in such cases of this nature will be up to the Family Program Director in counsel with the YMCA administration.

Drop-off and Pick-up

Your child must be signed in and signed out daily. Only a legal parent, guardian or person authorized on the registration form may pick up your child from the site. Any unfamiliar faces will be asked for photo identification. The identification should match the name on the registration form.

Medical Information

We ask that if your child is showing any symptoms of illness or contagious disease, that they are kept out of the program for a minimum of 24 hours. If symptoms develop, parents will be notified and asked to pick up the child from the site. Families need to pick up their child within a reasonable amount of time. If your child becomes seriously ill or sustains an injury, all efforts will be made to contact a parent;

guardian, or emergency contact immediately. In the case of an immediate emergency, children will be taken to the nearest medical.

Medications

Medications that need to be administered to a child during PrYme Time must be brought in the original prescription bottle with the child's name and instructions for administration clearly printed. Parents must fill out and sign an "Authorization for Medication Card" required by the Florida Department of Children and Families.

Allergies

The YMCA must be informed if any child suffers from specific allergies. Allergens must be clearly indicated on the registration form for the safety of the child.

Head Lice

Since head lice is a common problem in our area, outbreaks are a reality. If a child shows symptoms of possible lice, each child will be examined. If the presence of lice or their eggs are found, parents will be notified and required to make arrangements to remove the child within one hour. For the protection of others in the program, the child may not return to the facility until he or she has been completely cleared of all live bugs **and eggs**. In addition, a parent must bring proof of treatment the following day.

Drug-Free Program

Cigarettes, alcohol or other drugs at a YMCA site will not be permitted. Any child bringing such substances into the program will be automatically dismissed (expelled) from the program.

Conclusion

Thank you for taking the time to review the information presented in this handbook regarding our YMCA PrYme Time program. We sincerely hope that you and your child have an incredible PrYme Time experience this school year. If at any time you feel as if the program is not meeting your expectations, please do not hesitate to contact the YMCA so we can work together to address your concerns